

RFP No.

UDUPI ZILLA PANCHAYATH

REQUEST FOR PROPOSAL

for

**SELECTION OF AN OPERATOR FOR COLLECTION OF NON-BIODEGRADABLE (DRY)
WASTE AND TO MANAGE MATERIALS RECOVERY FACILITY**

RFP NO. [EE/RWWSSD/Udupi/MRF RFP/2020-21/AE-2/76.]

Date: [16/04/2021]

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Section 1:LETTER OF INVITATION

To,

[Note: Insert name and address of the Bidder]

The Chief Executive Officer of Udupi Zilla Panchayath (“**Udupi ZP**”) has issued this Request for Proposal (the “**RFP**”) and invited proposals from experienced entities interested to carry out the following responsibilities:

Collect and transport segregated non-biodegradable (dry) waste from the below-mentioned Gram Panchayats to the 10 TPD materials recovery facility (“**MRF**”) located at Nitte Gram Panchayat

S.no	Gram Panchayat names	Taluka
1	Kukkundoor Gram Panchayat	Karkala
2	Kallya Gram Panchayat	
3	Nitte Gram Panchayat	
4	Palli Gram Panchayat	
5	Sanoor Gram Panchayat	
6	Miyar Gram Panchayat	
7	Durga Gram Panchayat	
8	Hirgana Gram Panchayat	
9	Bola Gram Panchayat	
10	Nandalike Gram Panchayat	
11	Belman Gram Panchayat	
12	Irvathuru Gram Panchayat	
13	Bailur Gram Panchayat	
14	Neere Gram Panchayat	
15	Mudaru Gram Panchayat	
16	Nalluru Gram Panchayat	
17	Yerlapady Gram Panchayat	
18	Kanthavara Gram Panchayat	
19	Mundkuru Gram Panchayat	
20	Renjala Gram Panchayat	
21	Marne Gram Panchayat	
22	Inna Gram Panchayat	
23	Kervashe Gram Panchayat	
24	Kadthala Gram Panchayat	
25	Mala Gram Panchayat	
26	Shirlal Gram Panchayat	
27	Edu Gram Panchayat	
28	Belle Gram Panchayat	Kaup
29	Shirva Gram Panchayat	
30	Mudarangadi Gram Panchayat	
31	Kuthyaru Gram Panchayat	
32	Belapu Gram Panchayat	
33	Yelluru Gram Panchayat	
34	Padubidri Gram Panchayat	

35	Thenka Gram Panchayat	
36	Bada Gram Panchayat	
37	Bommarabettu Gram Panchayat	Udupi
38	Kodibettu Gram Panchayat	
39	Varanga Gram Panchayat	Hebri

- (i) Operate the MRF having a capacity to handle 10 MT of non-biodegradable (dry) waste per day in accordance with operating procedures and other directions by the Udupi ZP and all applicable laws including Solid Waste Management Rules, 2016. The operations include proper sorting and channelisation of segregated waste to different end destinations.
- (ii) Employ adequate number of personnel to operate the MRF in accordance with applicable labour regulations and provide appropriate training to such personnel.
- (iii) Maintenance of the equipment and other assets provided by Udupi ZP
- (iv) Regular capturing of key performance metrics and other data stipulated by Udupi ZP including information relating to waste collected, handled and channelised.

Collectively referred to in the RFP as “**Operations**”.

The applicants are required to submit completed proposals in accordance with the requirements and instructions set forth in this RFP before **[27/04/2021,3-00PM]** and no proposal shall be accepted after this deadline. The RFP includes the following documents:

- Section 1: Letter of invitation
- Section 2: Information to the Bidders
- Section 3: Proposal
- section 4: Submission, receipt, and opening of Proposals
- Section 5: Proposal evaluation
- Section 6: Negotiations
- Section 7: Award of contract
- Section 8: Confidentiality
- Section 9: Data sheet
- Section 10: Technical Proposal – Standard forms
- Section 11: Financial Proposal – Standard forms

This RFP may be withdrawn, updated, altered or supplemented at the sole discretion of Udupi ZP without any liability or assigning any reasons whatsoever. Udupi ZP reserves the right to accept or reject any or all proposals without assigning any reasons thereof and is not obliged to correspond with the applicants to the RFP (the “**Bidder(s)**”) in this regard.

This RFP is neither an agreement nor an offer by ZP Udupi to the prospective Bidder(s) or any other person. It only provides interested parties with information that may be useful to them in preparing their proposal pursuant to this RFP (the “**Proposal**”).

The Bidder shall bear all costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, delivery fees, or any other expenses associated with any demonstrations or presentations which may be required by Udupi ZP or any other costs incurred in connection with or relating to its Proposal and Udupi ZP shall not be liable for such costs in any manner whatsoever for the same.

RFP No.

We request the recipients of this RFP to acknowledge the receipt of RFP and inform Udupi ZP if they would submit a Proposal individually or in association with other entity within 3 (three) days from the date of receipt of the RFP by sending an email to **[nbaudp@gmail.com]**.

For
Udupi Zilla Panchayath

Authorised Signatory
Name:
Designation: Chief Executive Officer
Date:

Section 2: INFORMATION TO BIDDERS

2.1 INTRODUCTION

- 2.1.1 The Udupi Zilla Panchayath of Udupi District, Karnatakais implementing the Swachha Bharat Mission- Gramin (SBM-G) programme within its jurisdiction. In relation to this, it is setting up a materials recovery facility in the Nitte Gram Panchayat having a capacity to handle 10MT of non-biodegradable (dry) waste per day ("**MRF**"). The segregated non-biodegradable (dry) waste will be collected from surrounding gram panchayats and brought to the MRF for further sorting, handling and thereafter, channelized for further recycling and processing to various end destinations, as approved by the Udupi ZP. The aim of the MRF would be maximum resource recovery and minimum waste to landfill.
- 2.1.2 In relation to this, Udupi ZP issued the notification dated [16/04/2021] to seek Request for Proposal ("**RFA**") from entities interested to operate the MRF satisfying the eligibility criteria stated therein.
- 2.1.3 Udupi ZP shall select a Bidder ("**MRF Operator**") in accordance with the method of selection stated in the Data Sheet and this RFP.
- 2.1.4 The Bidders are invited to submit technical proposal ("**Technical Proposal**") and financial proposal ("**Financial Proposal**") (collectively called as the "**Proposals**"), as specified in this RFP. The Proposal will be the basis for contract negotiations and execution of the contract between Udupi ZP and the MRF Operator ("**Contract**") as set forth in Section13.
- 2.1.5 Udupi ZP shall select a Bidder having sufficient technical experience in solid waste management, especially in non-biodegradable (dry) waste management for efficiently operating the MRF in accordance with applicable laws including the Solid Waste Management Rules, 2016 and instructions given by Udupi ZP from time to time.
- 2.1.6 The Bidders submitting the Proposals must familiarize themselves with the local conditions and take them into account while preparing their Proposals. In order to obtain more detailed information on the MRF operations to be undertaken by the selected Bidder, the Bidders may visit the Udupi ZP officein official hours.
- 2.1.7 Please note that **(i)** the costs of preparing the Proposal and of negotiating the Contract, including visits or communication to Udupi ZP, are not reimbursable; and **(ii)** Udupi ZP is not bound to accept any of the Proposals submitted.
- 2.1.8 The successful Bidder shall be required to furnish an irrevocable and unconditional performance bank guarantee (PBG) ofRs.5,00,000 in the format as specified in Annexure 13 of this RFP on theproposeddate of execution of the Contract fromany scheduled bank as may be acceptable to Udupi ZP. In the event, the successful Bidder fails to submit the PGB on the proposed date of the execution of the Contract, then the Contract shall not be executed between Udupi ZP and the successful Bidder, unless otherwise agreed by Udupi ZP. This PGB shall be forfeited and shall be payable on demand to Udupi ZP, in case of breach or violation of due performance and fulfilment of the Contract by the successful Bidder including non-payment to personnel employed for this project by the successful Bidder The PBG shall remain valid for an initial period of 3 (three) years from the date of execution of the Contract and may be extended if the Contract is renewed after the initial period of 3 (three) years, at such rates as may bedetermined by Udupi ZP.Udupi ZP shall release the PGB upon successful completion of Contract and rectification of errors if any, found during the period of the Contract.
- 2.1.9 Udupi ZP expects and the MRF Operatormust, operate the MRF, and undertake all transactions in relation to the MRF including with the Gram Panchayats in Udupi ZP,

scrap dealers, its employees, agents, third party aggregators and end destinations in a professional, legal and ethical manner in accordance with normally accepted industry standards. The MRF Operator shall always hold Udupi ZP's interest's paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. MRF Operator shall not be hired for any assignment that would be in conflict with its prior or current obligations to other parties. While recruiting personnel to undertake the obligations set forth in the Contract, the MRF Operator must give preference to recruit its personnel locally within the Jurisdiction of Karkala Taluk.

2.1.10 It is Udupi ZP's policy that all third parties engaged with Udupi ZP have to observe the highest standard of ethics during the execution of such agreements. In pursuance of this policy, Udupi ZP:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and
 - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of Udupi ZP, and includes collusive practices among bidders (prior to or after submission of proposals) designed to establish prices at artificial, noncompetitive levels and to deprive Udupi ZP of the benefits of free and open competition.
- (b) will reject Proposals for this RFP if it determines that the Bidder has engaged in corrupt or fraudulent practice in competing for the Contract;
- (c) will declare a Bidder ineligible, either indefinitely or for a stated period of time, for engagement with Udupi ZP if it at any time determines that the Bidder has engaged in corrupt or fraudulent practice in competing for, or in executing the Udupi ZP's Contract; and
- (d) will have the right to inspect the Bidder's accounts, financial statements and records relating to the performance of the Contract and to have them audited by auditors appointed by Udupi ZP.

2.1.11 To participate in the RFP, the Bidder shall not be liable for corrupt practice or fraudulent practice issued by Udupi ZP in accordance with the above sub para 2.1.10 (c).

2.1.12 The Bidder shall be aware of the provisions on fraud and corruption stated under Clauses of the Contract.

2.2 ELIGIBILITY OF ASSOCIATION OF BIDDERS

2.2.1 No Bidder shall submit more than one Proposal to this RFP. A Bidder submitting the Proposal individually or as a member of a consortium constituted to jointly submit the Proposal ("**Consortium**") shall not be entitled to submit another Proposal independently or as a member of another Consortium.

2.2.2 Every Consortium is required to appoint 1 (one) lead member and Udupi ZP shall deal with only the lead member for the purpose of this RFP and Operations. Although the Contract shall be signed by all the members of the Consortium, the lead member of the Consortium shall be responsible and liable to Udupi ZP for every aspect of their Proposals, Contract and other requirements of the RFP and Operations.

2.2.3 All Bidders independently or as a Consortium shall be registered or incorporated entities or associations and not be an individual.

2.2.4 Under such circumstances each member of the Consortium shall be evaluated as per the qualification/ eligibility criteria set forth in this RFP. The combined score of each

member of the Consortium shall be considered for evaluation purpose.

There shall be a maximum of 3membersin the Consortium at the time of submission of Proposal.

- 2.2.5 No change in composition of the Consortium shall be allowed between the Proposal Submission Date and the date of issue of award of Contract.

2.3 CLARIFICATIONS AND AMENDMENTS OF RFP

- 2.3.1 Bidders may seek clarifications on any clause of the RFP document up to the number of days indicated in the Data Sheet. Any request for clarification must be sent in writing by post,courier,facsimileor e-mail to the address indicated in the Data Sheet. The envelopes/communications should be clearly markedwith: **“Queries/request for additional information regarding: Selection of an operator for collection of non-biodegradable (dry) waste and to manage materials recovery facility”**.
- 2.3.2 Udupi ZP will respond by post, courier, telex, facsimile, or e-mail to such requests and will send copies of the response to all the Bidders who intend to submit the Proposals. Such response may also be published on Udupi ZP’s website.
- 2.3.3 At any time before the submission of Proposals, the Udupi ZP may, for any reason, whether at its own initiative or in response to a clarification requested by a Bidder, modify the RFP documents by amendment. Any amendment shall be issued in writing through an addendum. Addendum shall be sent by mail, cable, telex, facsimile, or e-mail to the Biddersor may be published on Udupi ZP’s website and such addendum will be binding on them. Udupi ZP may at its discretion extend the deadline for the Proposal Submission Date as given in the Data Sheet.

Section 3: PROPOSAL

3.1 VALIDITY AND WITHDRAWAL OF PROPOSAL

- 3.1.1 The Proposals submitted by the Bidders must remain valid after the Proposal Submission Date and their opening as per the Data Sheet. During this period, Bidders shall maintain the availability of the Key Personnel Staff nominated in the Proposals as per the Data Sheet and keep the Financial Proposal unchanged. Under certain circumstances, Udupi ZP may request the Bidders to extend the period of validity of their Proposals prior to the expiration of the Proposal validity period as mentioned in the Data Sheet. The request and the responses in relation to this shall be made in writing, and shall be considered integral to the Proposals.
- 3.1.2 If the Bidder agrees to extend the validity of its Proposals, it shall be done without any change in the original Proposals, unless expressly agreed by the Udupi ZP.
- 3.1.3 The Bidder has the right to refuse to extend the validity of its Proposals, and in which case, such Proposals will not be further evaluated.
- 3.1.4 The Bidder may withdraw its Proposal, provided that a written notice of withdrawal is received by Udupi ZP prior to the Proposal Submission Date. No Proposal may be withdrawn during the period after Proposal Submission Date and during validity period of the Proposal. The withdrawal notice shall be prepared, sealed, marked, and delivered via email or with the envelopes being additionally marked "WITHDRAWAL".

3.2 PREPARATION OF PROPOSALS

3.2.1 Technical Proposal

- 3.2.1.1 In preparing their Proposals, Bidders are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of the Proposals. While preparing the Technical Proposal, Bidders must give attention to the following:

- (i) If a Bidder considers that it does not have the expertise for this RFP, it may obtain a full range of expertise by associating with consultant(s) or other firm(s) or entities in joint venture or sub-consultancy as appropriate. Bidders may associate with other Bidders invited for this RFP only with approval of the Udupi ZP. In addition, Bidders must obtain the approval of the Udupi ZP to enter into a joint venture or consortium with parties not invited for this RFP.
- (ii) The team requirements and the period of engagement have been indicated in point 6 of the Data Sheet. The Bidder must fulfill such requirements, failing which the Proposal shall be considered as non-responsive.
- (iii) Alternative team members shall not be proposed, and only one curriculum vitae (CV) may be submitted for the positions of Team Leader and Field Expert as mentioned indicated in point 6 of the Data Sheet.
- (iv) It is desirable that the team proposed be permanent employees of the Bidder or have an extended and stable working relation with it.
- (v) It is desirable that the Bidder's personnel have a working knowledge of English and Kannada.

- 3.2.1.2 The Technical Proposal should provide the following information using the attached standard forms as stated in the Data Sheet:

- (i) A letter submitting the Technical Proposal (Annexure 1).
- (ii) A brief description of the Bidder's organisation (Annexure 2).
- (iii) An outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate, inter alia, the profiles and names of the staff provided, duration of the assignment, contract amount, and firm's involvement (Annexure 3).

- (iv) Agreements or other contractual document establishing tie-ups with at least 2 (two) authorised recyclers and/or co-processing units (Annexure 4).
- (v) Any comments and suggestions of the Bidders on the Terms of Reference and Operations to be undertaken by the MRF Operator (Annexure 5).
- (vi) Description of approach, methodology and work plan for performing the Operations (Annexure 6).
- (vii) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member. (Annexure 7).
- (viii) CVs recently signed by the proposed Key Personnel Staff as per Data Sheet (Annexure 8).
- (ix) Financial details of the Bidder showing that the annual average turnover is minimum INR 10,00,000 in the last three years(Annexure 9).
- (x) The Bidder should submit a power of attorney/board resolution/authority letter, authorizing the representative to sign and execute documents in relation to the RFP, Proposal, Operations and the Contract and documents relating to it, on behalf of the Bidder.(Annexure 10)
- (xi) Any additional information requested in the Data Sheet.

3.2.1.3 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non-responsive.

3.2.2 Financial Proposal

In preparing the Financial Proposal, the Bidders are expected to take into account the requirements and conditions of the RFP documents and the Contract set forth in Section 13. The Financial Proposal should follow Standard Forms (Section 11). It lists all costs associated with the Operations, including (a) remuneration for staff and other statutory, and (b) costs for transportation, consumables, insurance, personal protective equipment, etc., which will be borne by the MRF Operator. If appropriate, these costs should be broken down by activity.

3.2.2.1 The Bidder shall express all costs only in Indian Rupees.

Section 4: SUBMISSION, RECEIPT, AND OPENING OF PROPOSALS

- 4.1 The Proposals (Technical Proposal and Financial Proposal; see paragraph 2.1.4 above) shall be prepared in indelible ink. It shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the Bidder itself. Any such corrections must be initialed by the person or persons who sign(s) the Proposals.
- 4.2 An authorized representative of the Bidder shall initial all pages of the Proposal. The representative's authorisation is confirmed by a written power of attorney/board resolution/authority letter accompanying the Proposal. For each Proposal, the Bidder should prepare the number of copies indicated in the Data Sheet. Each Technical Proposal and Financial Proposal should be marked "**Original**" or "**Copy**" as appropriate along with "**Selection of an operator for collection of non-biodegradable (dry) waste and to manage materials recovery facility**". If there are any discrepancies between the original and the copies of the Proposals, the Udupi ZP shall consider the original Proposals to be accurate and evaluate them for this RFP.
- 4.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "**Technical Proposal**," and the original and all copies of the Financial Proposal in a sealed envelope clearly marked "**Financial Proposal**" and warning: "**Do not open with the Technical Proposal.**" Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and clearly marked "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE.**"

The completed Technical and Financial Proposal must be delivered at the submission address or submitted via email on or before the time and date stated in the Data Sheet. Any Proposal received after the closing time for Proposal Submission Date shall not be considered for the RFP.

- 4.4 After the deadline for submission of Proposals, the Technical Proposal shall be opened immediately by the evaluation committee. The Financial Proposal shall remain sealed and deposited with the Udupi ZP until all submitted Proposals are opened publicly.

Section 5: PROPOSAL EVALUATION

5.1 General

- 5.1.1 From the time the Proposals are opened to the time the Contract is awarded, if any Bidder wishes to contact Udupi ZP on any matter related to its Proposals, the Bidder should do so in writing at the address or email id indicated in the Data Sheet. Any effort by the Bidder to influence Udupi ZP in its Proposal evaluation, Proposal comparison or award of Contract decisions may result in the disqualification of the Bidder's Proposal.
- 5.1.2 Evaluators of the Technical Proposal shall have no access to the Financial Proposal until the technical evaluation, including its approval by competent authority is approved.

5.2 Evaluation of Technical Proposal

- 5.2.1 The evaluation committee will be appointed by Udupi ZP and the committee shall evaluate the Proposals on the basis of the responsiveness to the terms of reference as set forth in Section 12 ("Terms of Reference"), applying the evaluation criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score. A Technical Proposal may be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score in the Data Sheet.

5.3 Public Opening and Evaluation of Financial Proposal; Ranking

- 5.3.1 After the evaluation of Technical Proposal is completed, Udupi ZP shall notify those Bidders whose Technical Proposal did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposal will be returned unopened after completing the selection process.
- 5.3.2 The Financial Proposals shall be opened in the presence of the Bidder's representatives who choose to attend. The name of the Bidder, the quality scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. Udupi ZP shall prepare minutes of the public opening of the Financial Proposals.
- 5.3.3 The evaluation committee will determine whether the Financial Proposal is complete i.e., whether they have accounted for costing all items of the corresponding Technical Proposals, if not, Udupi ZP will cost them and add their cost to the initial price and correct any computational errors.
- 5.3.4 Udupi ZP will select the lowest quote among the Financial Proposals of the Bidders that passed the minimum technical score. The selected Bidder will be invited for negotiations.

Section 6: NEGOTIATIONS

- 6.1 Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all the terms of the Operations and sign the Contract.

- 6.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the selected Bidder to improve the Terms of Reference. Udupi ZP and the selected Bidder will work out final Terms of Reference, staffing, periods in the field and in the MRF, logistics, and reporting. The agreed work plan and final Terms of Reference will be incorporated and form part of the Contract. Special attention will be paid to getting the most the Bidder can offer within the available budget and to clearly defining the inputs required from Udupi ZP to ensure satisfactory implementation of the Operations.
- 6.3 Given that the Bidder will be selected on the basis of, among other things, an evaluation of proposed Key Personnel Staff, before Contract negotiations, Udupi ZP will require assurances that the Key Personnel Staff will be actually available during the term of the Contract. Udupi ZP will not consider substitutions during Contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the Operations. If this is not the case and if it is established that Key Personnel Staff was offered in the Proposal without their actual availability, the Bidder may be disqualified.
- 6.4 The negotiations will conclude with a review of the draft form of the Contract. To complete negotiations Udupi ZP and the Bidder will initial the agreed Contract. If negotiations fail, Udupi ZP will invite the Bidder who has quoted the second lowest price in the Financial Proposal for negotiations. The process will be repeated till an agreed Contract is concluded.

Section 7: AWARD OF CONTRACT

- 7.1 After negotiations are completed, Udupi ZP will promptly notify other Bidders on the shortlist that they were unsuccessful and return Financial Proposals of those Bidders. The Contract will be awarded following negotiations.
- 7.2 The Bidder is expected to commence the Operations on the date and at the location specified in the Contract.
- 7.3 The successful Bidder shall at his own expense furnish Udupi ZP, an unconditional and irrevocable performance bank guarantee/PBG of Rs.5,00,000 as per the format set forth in Annexure 13 from a scheduled bank acceptable to Udupi ZP on the proposed date of execution of the Contract. In the event, the successful Bidder fails to submit the PBG on the proposed date of execution of the Contract, then the Contract shall not be executed between Udupi ZP and the successful Bidder, unless otherwise agreed by Udupi ZP. This PBG shall be forfeited and shall be payable on demand to Udupi ZP, in case of breach or violation of due performance and fulfilment of the contract by the successful Bidder. The PBG shall remain valid for an initial period of 3 (three) years from the date of execution of the Contract and may be extended if the Contract is renewed at such rates as determined by Udupi ZP.

Section 8: CONFIDENTIALITY

- 8.1 Information relating to RFP, evaluation of Proposals and recommendations concerning award of Contract shall not be disclosed to the Bidders who submitted the Proposals or to other third persons, until the official publication of the award of Contract by Udupi ZP.

SECTION 9: DATA SHEET

S.no.	Reference to RFP	Data	Particulars
1.	2.1.4	Proposal	Both Technical and Financial Proposal are required
2.	2.1.6	Contact details of Udupi ZP official(s)	Name: CEO Zilla Panchayat Udupi E-mail id: nbaudp@gmail.com Address:-Udupi Zilla Panchayath, Udupi, 'C' Block, Rajatadri Manipal, Udupi, Karnataka – 576104.
3.	2.3.1	Clarifications	The clarifications may be requested up to two days before the Proposal submission date & time in office hours. Name: Zilla Panchayat Udupi. Telephone no.: 9611580927, 9880286076. E-mail id: nbaudp@gmail.com Address:Udupi Zilla Panchayath, Udupi, 'C' Block, Rajatadri Manipal, Udupi, Karnataka – 576104. Facsimile:- -
4.	3.2.1	Language	The Proposal shall be written in English, and any and all related correspondence may happen in both English and Kannada language.
5.	3.2.1.2	Team or Personnel requirements	<p>Key Professional Staff</p> <p>(i) 1 Team Leader–Solid waste management expert</p> <p>Qualifications: The Team Leader should be a post-graduate in Engineering/ Environment Management/Urban planning or any other related field with a minimum of 3 years' experience of handling projects related to solid waste management.</p> <p>(ii) 1 Field Expert-Non-biodegradable (dry) waste management expert</p> <p>Qualifications: The Field Expert should be a graduate in Engineering/ Environment Management/Urban Development or any other related field with a minimum of 2 years' experience of handling projects related to non-biodegradable (dry) waste management.</p> <p>Additional Staff A team of supervisors and field staffs will be required in to operate the MRF and undertake responsibilities as set forth under in the Contract. Such staff should be minimum 18 years of age.</p> <p>The MRF Operator must give preference to recruit its personnel locally within the Jurisdiction of Karkala Taluk.</p>
6.	3.2.1.2	Technical Proposal annexes	<p>The Technical Proposal shall comprise of the following documents:</p> <ol style="list-style-type: none"> 1. Annexure 1 - Technical Proposal Submission Form 2. Annexure 2 - Bidder's organisation 3. Annexure 3 - Previous Relevant Experience 4. Annexure 4 - Relevant tie-ups and engagements 5. Annexure 5 - Comments and suggestions on Terms of Reference 6. Annexure 6 - Description of approach, methodology and work

			plan for performing the Operations 7. Annexure 7 - Team composition and tasks 8. Annexure 8 - Format of Curricula Vitae for Key Personnel Staff 9. Annexure 9 - Financial Eligibility 10. Annexure 10 – Power of Attorney	
7.	3.2.2	Financial Proposal annexes	The Financial Proposal shall comprise of the following documents: 1. Annexure 11: Financial Proposal Submission Form 2. Annexure 12: Cost Estimates	
8.	3.1.1	Validity of the Proposal	Proposals must remain valid for 90 days after the Proposal Submission Date.	
9.	4.2	Number of Proposal copies to be submitted	Bidder must submit an original and one additional copy of each Proposal.	
10.	4.4	Proposal submission address and email id	Address: The Chief Executive Officer, Udupi Zilla Panchayath, Udupi, 'C' Block, Rajatadri Manipal, Udupi, Karnataka – 576104. Email id: [nbaudup@gmail.com]	
11.	2.2.5 and 3.1.4	Proposal Submission Date	Date and time for submission of Proposal Date: 27/04/2021 Time: 3-00pm	
12.	5.1	Udupi ZP contact information	Address: The Chief Executive Officer, Udupi Zilla Panchayath, Udupi, 'C' Block, Rajatadri Manipal, Udupi, Karnataka – 576104. Email id: [nbaudp@gmail.com]	
13.	5.2	Evaluation Criteria	The number of points to be given under each of the evaluation criteria for Technical Proposal are:	Points
			(i) Qualification and specific experience related to the Operations <ul style="list-style-type: none"> • Experience in similar assignments and their satisfactory certificates from respective G.P/ULB • Average turnover from 3 financial years of the Bidder 	50
			(ii) Adequacy of proposed approach, methodology and work plan in response to the Terms of Reference	25
			(iii) Qualification and competence of Key Personnel Staff <ul style="list-style-type: none"> • General qualifications • Relevant experience • Experience in the region 	25
14.	2.1.3 and 5.2.1	Selection method	The Technical Proposal scoring 35 marks and above will be considered technically qualified. The Financial Proposals of only those Bidders who qualify technically will be opened. The Financial Proposal with the lowest cost (L1) amongst the Bidders whose Technical Proposal have qualified will be considered for award of Contract and will be called for negotiations, if required	
15.	5.3.2	Financial Proposal opening	Date, time and address for Financial Proposal opening. Date: 28/04/2021 Time: 11-00AM Address: The Chief Executive Officer, Udupi Zilla Panchayath, Udupi, 'C' Block, Rajatadri Manipal, Udupi, Karnataka – 576104	

16.	7.2	Commencement of Operations	The expected date for commencement of Operations is [Tentatively during May] at Nitte Gram Panchayat
17.	7.3	Performance bank guarantee	Performance bank guarantee of Rs. 5,00,000 as per format set forth in Annexure 13 from a scheduled bank acceptable to Udupi ZP that should be payable on demand.

Section 10: TECHNICAL PROPOSAL – STANDARD FORMS

Annexure 1 - Technical Proposal Submission Form

Annexure 2 - Bidder's organisation

Annexure 3 - Previous Relevant Experience

Annexure 4 - Relevant tie-ups and engagements

Annexure 5 - Comments and suggestions on Terms of Reference

Annexure 6 - Description of approach, methodology and work plan for performing the Operations

Annexure 7 - Team composition and tasks

Annexure 8 - Format of Curricula Vitae for Key Personnel Staff

Annexure 9 - Financial Eligibility

Annexure 10 – Power of Attorney

RFP No.

Annexure 1: Technical Proposal Submission Form

(On the letterhead of the sole bidder / Lead member of the Consortium)

Location, Date: **[Note: Insert date]**

To,
The Chief Executive Officer,
Udupi Zilla Panchayath,
Udupi, 'C' Block, Rajatadri Manipal,
Udupi, Karnataka – 576104.

Ref: RFP No. **[Note: Insert RFP no.]**

Subject: Selection of an operator for collection of non-biodegradable (dry) waste and to manage materials recovery facility.

Dear Sir/ Madam,

1. With reference to your RFP No. dated -----, I/we, the undersigned, having examined the documents and understood their contents, hereby submit my/our Proposal for the aforesaid operations.
2. The Proposal is unconditional and unqualified and binding upon us and shall be modified subject to Contract negotiations as determined by Udupi ZP.
3. I/ We certify that all information provided therein is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the Proposal are true copies of their respective originals.
4. I/ We acknowledge the right of the Udupi ZP to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
5. I/ We further certify that no investigation by a regulatory authority is pending either against us or against our key personnel or any of our Directors/ Managers/ employees.
6. I/ We undertake that in case due to any change in facts or circumstances during the bidding process, we are attracted by the provisions of disqualification in terms of this RFP document; we shall intimate Udupi ZP immediately in relation to it.
7. I/We intend to participate in the bidding process as sole bidder/consortium.

Yours faithfully,

(Signature of the Authorised signatory)

(Name and designation of the of the Authorised signatory)

Name and seal of Bidder/Lead Member

Place:

Annexure 2: Bidder's Organisation*(Insert details individually for all members of the Consortium)*

Description	Details
Full name of Bidder:	[Complete]
Registered office address:	[Complete]
Year and place of registration:	[Complete]
Total experience in solid waste management (in years)	[Complete]
Type of legal entity:	[Complete]
Correspondence address:	[Complete]
Bidder's authorised person for RFP	Name and designation: Mobile No.: Email id:
Total number of personnel in payroll as of 31st March 2020:	[Complete]
Details of Consortium for RFP, if applicable: (Enclose the letter of consortium as per the format attached herein)	[Complete]
Please attach the following documents:	<ul style="list-style-type: none"> (i). Bidder organisation profile, which should not exceed 5 (five) pages, including printed brochures and product catalogues relevant to the services being procured (ii). Certificate of Incorporation/ business Registration (iii). GST registration (iv). Self-certified certificate of not been blacklisted

RFP No.

Format of letter of Consortium

Location, Date: [Note: Insert location, date]

To,
The Chief Executive Officer,
Udupi Zilla Panchayath,
Udupi, 'C' Block, Rajatadri Manipal,
Udupi, Karnataka – 576104.

Ref: RFP No. [Note: Insert RFP no.]

Subject: Selection of an operator for collection of non-biodegradable (dry) waste and to manage materials recovery facility

Dear Sir/ Madam,

Reference the RFP No. dated [] for “Selection of an operator for collection of non-biodegradable (dry) waste and to manage materials recovery facility”. In response to this RFP, [Note: Insert name and address of Bidder1] and [Note: Insert name and address of Bidder2], acting as a consortium, now bid in accordance with the terms of the RFP:

[Note: Insert name of Bidder1] and [Note: Insert name of Bidder2] meet the eligibility criteria as per the terms RFP and are jointly submitting the response application to your kind authority. In relation to this, [Note: Insert name of Bidder1/Bidder 2] shall be the lead member of the consortium and authorises [Note: Insert name of the authorised representative] as the authorised representative to sign, execute, amend, modify, change, alter or cancel and deliver all necessary contracts, reports, returns and documents pertaining to this RFP, including the Proposal, and the Contract pursuant to this RFP.

In this context, we request you to kindly consider us as a consortium to participate in the RFP. We look forward for a favorable response from you,

Sincerely,

For [Note: Insert name of Bidder1]

For [Note: Insert name of Bidder2]

Authorised signatory
Designation:

Authorised signatory
Designation:

Annexure 3: Previous Relevant Experience

Please use the below format to provide information relating to previous relevant experience of minimum 2 (two) years in solid waste management, especially non-biodegradable(dry) waste management. List down only those assignments/operations either completed by the Bidder itself or by Bidder as a part of an association or a consortium. Assignment completed by Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub- consultants, but can be claimed by the team members themselves in their CVs.

Assignment Name	
Location of the assignment	
Client's name and reference contact details	
Start and end date	
Independently or in a consortium	
Key professional staff provided by your entity (Profiles)	
Number of total staff engaged	
Approximate value of services	
Narrative description of assignment including types and details of activities	
Description of actual services provided by the bidder's staff	

Note: Please provide documentary evidence from the client i.e. copy of work order/completion certificate for each of above-mentioned assignment. The experience shall not be considered for evaluation if such requisite support documents are not provided with the Proposal.

Optional: Attach the statements of satisfactory performance from the 3 (three) assignments or more.

Annexure 4: Relevant tie-ups and engagements

Please use the below format to provide information relating to Agreements or other contractual document establishing tie-ups with at least 2(two) authorised recyclers and/or co-processing units.

Name and address of the authorised recyclers and/or co-processing unit	
State	
Name of the manager of the unit and contact details including mobile no. and e-mail ID	
Term/length of engagement	
Capacity (MT per month)	
Type of processing	

Note: Please provide contractual documentation such as agreements/purchase order(s)/invoices with the authorised recyclers and/or co-processing units. The engagement shall not be considered for evaluation if such requisite support documents are not provided with the Proposal.

RFP No.

Annexure 5: Comments and suggestions

Please list down comments and suggestions of the Bidders on the Terms of Reference and Operations to be undertaken by the MRF Operator.

1. On the Terms of Reference
2. On the Operations to be undertaken by the MRF Operator

Yours faithfully,

(Signature of the Authorised signatory)

(Name and designation of the of the Authorised signatory)

Name and seal of Bidder/Lead Member

Location, Date: **[Note: Insert location, date]**

Annexure 6: Description of approach, methodology and work plan for performing the Operations

The Bidder is suggested to present this Technical Proposal in the following three chapters:

- (i) Proposed approach and methodology,
- (ii) Work plan, and
- (iii) Organization and Staffing

(i) Proposed Approach and Methodology

The Bidder is required to explain its understanding of the scope and objectives of the Operations, by addressing the requirements of the Operations and providing detailed methodology and approach proposed to be undertaken by the Bidder to carry out the activities as mentioned in the RFP and the Contract in detail. This will also include the strategy to optimize the Operations and make it more efficient and financially sustainable. The proposed approach and methodology should take into account the local conditions and the level of awareness among the waste generators, the surrounding waste management industry and other stakeholders involved. The methodology should involve the internal technical, operational and quality assurance mechanism that would be in place.

(ii) Work Plan

The Bidder should propose and justify the phasing and work plan to achieve the milestones as given under Clause 11 in the Contract for the Operations. This should be consistent with the proposed approach and methodology.

(iii) Organization and Staffing

The Bidder should propose the structure and composition of the team including Key Personnel Staff responsible and the proposed number of manager(s), supervisor(s) and support staff required to carry out different activities of the Operations efficiently.

To be completed if the Proposal is submitted as a Consortium.

S.No.	Name of the member and contact information (telephone, e-mail id)	Proposed portion of responsibilities and types of activities to be undertaken
1.	[Complete]	[Complete]
2.	[Complete]	[Complete]

Annexure 7: Team composition and tasks

Provide list and details of key personnel that will be deployed for the implementation of the Operations:

S.No.	Name	Position	Tasks to be undertaken
1.		Team Lead	
2.		Field Expert	

Annexure 8: Format of Curricula Vitae for Key Personnel Staff

For Proposed Key Personnel

- (i) Name:
- (ii) Date of Birth:
- (iii) Profession/Present Designation:
- (iv) Nationality:
- (v) Area of Specialization:
- (vi) Proposed position:
- (vii) Number of years working with the Bidder:

Education and Key Qualifications:

(Under this heading, summarize your college/university and other specialized education, giving names of schools/colleges, etc., dates attended and degrees obtained. Use up to a quarter page.)

(Provide an outline of your experience and training most pertinent to the Operations, describe degree of responsibility held by you on relevant previous assignments and give dates and locations. Use up to half-a-page.)

Experience:

(Under this heading, list all positions held by you since graduation, giving dates, names of employing organisation, title of positions held and location of assignments. Provide details in relation to activities performed and client references, where appropriate in relation to minimum experience as required in the Data Sheet. Use up to three quarters of a page.)

Languages:

(For each language indicate proficiency: 'excellent', 'good' or 'poor' in speaking, reading and writing.)

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of the personnel and the authorised representative of the Bidder

Full name of personnel:

Full name of authorised representative:

Date:

Annexure 9: Financial eligibility

Annual turnover/income for the last three years	Year	INR
	Year	INR
	Year	INR

Note: Please provide the copies of the audited financial statements (balance sheets, including all related notes, and income statements)/ ITR filed for the years required above.

Annexure 10: POWER OF ATTORNEY

(To be executed on Stamp paper of appropriate value)

Know all men by these presents, We, [Note: Insert name of the bidder and address of the registered office] do hereby irrevocably constitute, nominate, appoint and authorize Mr. / Ms. [Note: Insert name], son/daughter of [Note: Insert name of a parent] and presently residing at [Note: Insert residential address], who is [presently employed with us/ the Lead Member of our Consortium and holding the position of], as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal, pursuant to RFP No.[] dated []issued by Udupi Zilla Panchayath (Udupi ZP)for the 'Selection of an operator for collection of non-biodegradable (dry) waste and to manage materials recovery facility', including but not limited to signing and submission of all forms, proposals and other documents and writings, participate in bidders' and other conferences and providing information / responses to Udupi ZP, representing us in all matters before the Udupi ZP, signing and execution of all contracts and undertakings consequent to acceptance of our Proposal, and generally dealing with the Udupi ZP in all matters in connection with or relating to or arising out of our proposal for the said operations and/or upon award thereof to us and/or till the entering into the contract with Udupi ZP.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, [Note: Insert name of the bidder], THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF [], 20**.

For [Note: Insert name of the bidder]

(Signature)
(Name, designation and address)

Accepted

[Notarized]

For [Note: Insert name of the attorney]

(Signature)
(Name, designation and address)

Witnesses

- 1.
- 2.

Date:

Notes:

- (i) The mode of execution of the Power of Attorney should be in accordance with the procedure laid down by the applicable law and the charter documents of the Bidder.
- (ii) Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.

RFP No.

Section 11: FINANCIAL PROPOSAL – STANDARD FORMS

Annexure 11: Financial Proposal Submission Form

Annexure 12: Cost Estimates

RFP No.

Annexure 11: Financial Proposal Submission Form

(On the letterhead of the sole bidder / Lead member of the consortium)

Location, Date: **[Note: Insert location, date]**

To,
The Chief Executive Officer,
Udupi Zilla Panchayath,
Udupi, 'C' Block, Rajatadri Manipal,
Udupi, Karnataka – 576104.

Ref: RFP No. **[Note: Insert RFP no.]**

Subject: Selection of an operator for collection of non-biodegradable (dry) waste and to manage materials recovery facility.

We, the undersigned, offer to undertake the Operations to operate the MRF for collection and channelisation of non-biodegradable (dry) waste in accordance with this RFP no.[] dated **[Note: Insert date]** and our Proposal (including the Technical and Financial Proposals). Our attached Financial Proposal is for the sum of **[Note: Insert the amount in words and figures]**. (Processing for 1MT of Unsorted Dry waste)

Our Financial Proposal shall be binding upon us subject to the modifications resulting from contract negotiations, upto expiration of the validity period of the Proposal, i.e., **[Note: Insert date]**.

We undertake that, in competing for (and, if the award is made to us, in executing) the aforementioned contract, we will strictly observe and comply with all the laws against fraud, bribery and corruption in force in India including Prevention of Corruption Act, 1988.

We understand you are not bound to accept any Proposal you receive and can reject it without assigning reasons and without having any liability whatsoever.

Yours faithfully,

(Signature of the Authorised signatory)

(Name and designation of the of the Authorised signatory)

Name and seal of Bidder/Lead Member

Annexure 12: Income & Cost Estimates**Income details**

Particulars	Total Amount (Rs/MT)
Revenue from sale of sorted dry waste (A)	
Revenue from fee charged to GPs for processing unsorted dry waste (B)	
Total revenue (C = A + B)	
Gross Margin for the Operator = C-D	

Expenditure details* (Operating plan with financials for 1 Month)

Category	Details	Units	Rate (Rs/unit)	Total Amount (Rs)	Remarks
Manpower	Sorting Staff				
	Baling Staff				
	Loading/unloading + stacker				
	Factory Manager				
	Accounting + Admin				
	Lineman				
	Security				
	Housekeeping				
	Subtotal				
Maintenance	Unit maintenance/ repairs				
	Electricity				
	Consumables				
	Petty Cash Expenses				
	Fuel for Diesel Generator				
	Outward Transportation				
	Non recyclables dispatch				
	Landfilling the inerts				
	Subtotal				
Inward Transportation	Vehicle fuel				
	Vehicle maintenance cost				
	Truck driver				
	Loader/Helper for Truck				
	Subtotal (Transportation cost /km)				
Total Operating cost per month					
Total Operating cost per MT (D)					

*Further, provide the break-up of the salary structure and statutory contributions

Annexure 13: Performance Bank Guarantee

To,
Chief Executive Officer,
Udupi Zilla Panchayath,
[Note: Insert address]

Whereas, [Note: Name of the successful bidder and address] ("MRF Operator") has undertaken, in pursuance of contract dated [Note: Insert Date] ("Contract") executed between the MRF Operator and your good authority, to carry out collection and transportation of segregated non-biodegradable (dry) waste from certain Gram Panchayats in Udupi Zilla Panchayath to the 10 TPD materials recovery facility ("MRF") located at Nitte Gram Panchayat and operate the MRF in accordance with the Contract.

And whereas it has been stipulated in the said Contract under Clause [2.1.8.], that the MRF Operator shall furnish you with a bank guarantee by a scheduled bank for the sum specified therein as security for compliance with its obligations in accordance with the Contract.

And whereas we [Note: Name of Bank], a banking company incorporated under the laws of India and having its head /registered office at [Note Address of Registered Office] and having one of its office at [Note: Address of Local Office] ("Bank") have agreed to give the MRF Operator such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the MRF Operator, up to a total of Rs. 5,00,000 (Rupees Five Lakh only) and we undertake to pay you, upon your first written demand declaring the MRF Operator to be in default under the Contract and without cavil or argument, any sum or sums within the limits of Rs. 5,00,000 (Rupees Five Lakh only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the MRF Operator before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there under or of any of the contract documents which may be made between you and the MRF Operator shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification. We agree that this guarantee will not be discharged due to the change in the constitution/structure of the Bank or the MRF Operator.

Notwithstanding anything contained herein:

- I. Our liability under this bank guarantee shall not exceed Rs. 5,00,000 (Rupees Five Lakh only).
- II. This bank guarantee shall be valid up to 3 years from the date of execution of the Contract.
- III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before [Note: Insert Expiry Date] failing which our liability under the guarantee will automatically cease.

RFP No.

The Bank declares that it has power to issue this guarantee and discharge the obligations contemplated herein, the undersigned is duly authorized and has full power to execute this guarantee for an on behalf of the Bank.

For **[Note: Name of Bank]**

<Signature and Seal>
Authorised Signatory

Name of the authorised signatory:

Designation:

Date:

SECTION 12: TERMS OF REFERENCE

12.1 Background

12.1.1 Udupi Zilla Panchayath of Udupi District, Karnataka is implementing the SBM-G programme within its jurisdiction. In relation to this, it is setting up an MRF with the necessary equipment in the Nitte Gram Panchayat having a capacity to handle 10 MT of non-biodegradable (dry) waste per day. The segregated non-biodegradable (dry) waste will be collected from surrounding gram panchayats and brought to the MRF for further sorting, handling and thereafter, channelized for further recycling and processing to various end destinations, as approved by the Udupi ZP. The aim of the MRF would be maximum resource recovery and minimum waste to landfill.

12.1.2 In relation to this, Udupi ZP issued the notification dated [Note: Insert date] to seek EOI from entities interested to operate the MRF satisfying the eligibility criteria stated therein. After evaluation of the EOIs received with the necessary details and documents, Udupi ZP has shortlisted the applicants and has issued this RFP in order to select an MRF Operator.

12.2 Objective and scope of Operations

12.2.1 The Operations that shall be carried out by the MRF Operator will facilitate complete channelisation of non-biodegradable (dry) waste to end destinations, thereby diverting this waste from being dumped into landfills, open spaces including the oceans or getting burnt and maximizing resource recovery.

12.2.2 The Operations at the MRF will support the Udupi ZP in establishing a sound non-biodegradable (dry) waste management system. With the optimization of this MRF, it could be scaled further to cover the entire jurisdiction and encompass other streams of waste and streamline the Operations.

12.2.3 The selected Bidder is required to undertake following activities (but not limited to) as Operations:

- (i) Collect and transport segregated non-biodegradable (dry) waste from the mentioned Gram Panchayats to the MRF upon the payment of service fee by the Gram Panchayats
- (ii) Operate the MRF in accordance with operating procedures and other directions by the Udupi ZP and all applicable laws including Solid Waste Management Rules, 2016. The operations include proper sorting and channelisation of segregated waste to different end destinations.
- (iii) Employ adequate number of personnel to operate the MRF in accordance with applicable labour regulations and provide appropriate training to such personnel.
- (iv) Maintenance of the equipment and other assets provided by Udupi ZP.
- (v) Regular capturing of key performance metrics and other data stipulated by Udupi ZP including information relating to waste collected, handled and channelised.
- (v) Extend cooperation to Udupi ZP officials and provide support in monitoring Operations at the MRF including providing access to all documents in relation to it.
- (vi) Ensure that no waste collected and stored at the MRF is illegally burnt or dumped.

12.3 Period of engagement

12.3.1 The Contract in relation to this will be signed between the Chief Executive Officer, Udupi ZP and the MRF Operator for an initial period of 3 (three) years subject to the terms and conditions of the Contract as set forth in Section 13. The term of the Contract may be extended further at the sole discretion of the Udupi ZP.

12.4 An outline of the Operations

- 12.4.1 The responsibilities and obligations of the MRF Operator are set forth in **II** of the Contract.

12.5 Equipment, training and responsibilities of Udupi ZP

- 12.5.1 Equipment, training and responsibilities of Udupi ZP are set forth in **II** of the Contract.

12.6 Payment Mechanism

- 12.6.1 The MRF Operator shall, from time to time, enter into agreements with the Gram Panchayat(s) as stated in para 12.3.3(i) to transport segregated Dry Waste from dry waste collection centre(s) of the Panchayat(s) to the MRF for further sorting this waste into different categories and channelize for recycling and processing to various end destinations upon the payment of fee by the Panchayat(s) at such rates and terms as determined by Udupi ZP and the Panchayat(s).
- 12.6.2 The MRF Operator shall be responsible to run the MRF Operations profitably through the payment of fee and manage all the expenditure in relation to the MRF and its Operations
- 12.6.3 The mechanism of payment of fee to the MRF Operator shall be as per clause 11 and other element terms of the contract. Udupi ZP shall assist and support the MRF Operator to communicate with the Panchayat(s) as and when required by the MRF Operator.

12.7 Appointment of Nodal Officer to monitor the activities of the MRF Operator

- 12.7.1 A Nodal Officer shall be appointed by the Udupi ZP to review and monitor the Operations undertaken by the MRF Operator under the Contract. The Nodal Officer shall also act as the primary contact on behalf of Udupi ZP to the MRF Operator.

SECTION 13: CONTRACT

(To be inserted once the MRF Operator agreement is finalized)