

कार्यालय नगर निगम देहरादून

(अत्यकालीन निविदा)

नगर निगम, देहरादून द्वारा सहस्त्रधारा रोड स्थित पूर्व ट्रेडिंग ग्राउण्ड का बायोमायनिंग/बायोरेमिडेशन कार्यों के सत्यापन/मूल्यांकन हेतु प्रोजेक्ट कन्सल्टेन्ट (दो वर्षों के लिए) तैनाती के लिए संस्था/एजेन्सी/फर्म से कराने हेतु आर0एफ0पी0 के अनुसार "तकनीकी बिड" व "वित्तीय बिड" के आधार पर निविदा आमंत्रित की जाती है। निविदा प्रपत्र, शर्तें एवं अन्य विवरण रु0 1000+जी0एस0टी0 का भुगतान कर नगर निगम स्वास्थ्य अनुभाग कार्यालय से दिनांक 03.03.2020 से दिनांक 09.03.2020 तक सभी कार्य दिवसों में प्राप्त किए जा सकते हैं। निविदा दिनांक 11.03.2020 की अपराह्न 3.00 बजे तक स्वास्थ्य अनुभाग कार्यालय कक्ष में रखे निविदा बॉक्स में डाली जा सकती है जो उसी दिन सांय 4.00 बजे खोली जायेगी, निविदादाता चाहें तो निविदा खोलते समय उपस्थित रह सकते हैं। निविदा सूचना एवं विवरण नगर निगम, देहरादून की वेबसाइट www.nagarnigamdehradun.com पर भी उपलब्ध रहेगा प्रपत्र डाउन लोड कर निर्धारित शुल्क+जी0एस0टी0 की धनराशि के ड्राफ्ट के साथ भी आवेदन किया जा सकता है।

नगर आयुक्त
नगर निगम देहरादून



कार्यालय नगर निगम, देहरादून।




(का0- 0135-2714074:फैक्स- 0135-2651060: ई-मेल- (nagarnigam.ddn@gmail.com)

पत्रांक: 1392 (H)

दिनांक: 21/3/2020

प्रतिलिपि:-

1. सम्पादक, अमर उजाला समाचार पत्र को इस आशय से प्रेषित कि उक्त सूचना को अपने समाचार पत्र के उत्तराखण्ड संस्करण के आगामी अंक 30sqcm में प्रकाशित करते हुए 50 प्रतिशत छूट के साथ बिल इस कार्यालय को प्रस्तुत करने का कष्ट करे।
2. सम्पादक, पाईनियर आल इण्डिया ऐडिशन, दैनिक समाचार पत्र को इस आशय से प्रेषित कि उक्त सूचना को अपने समाचार पत्र के उत्तराखण्ड संस्करण के आगामी अंक 30sqcm में प्रकाशित करते हुए निर्धारित छूट के साथ बिल इस कार्यालय को प्रस्तुत करने का कष्ट करे।
3. श्री मनीष पन्त आई0 टी0 आफिसर को इस निर्देश के साथ कि उक्त टेण्डर सूचना ई-निविदा बैबसाइट एवं नगर निगम, देहरादून की बैबसाइट में डालना सुनिश्चित करें।
4. नगर निगम, देहरादून नोटिस बोर्ड हेतु।


मुख्य नगर स्वास्थ्य अधिकारी,
नगर निगम देहरादून।



REQUEST FOR PROPOSAL (RFP)
FOR
SELECTION OF CONSULTANT TO WORK AS
PROJECT MANEGMENT CONSULTANT (PMC)
FOR

Bio-mining of Existing Old Dumped Waste (Legacy Waste) located at Danda Lakhoud Sahastradhara Road and transporting the inert waste to Sheeshamabada Sanitary Landfill site as per provisions of MSW Rules, 2016 and under Guideline Central Pollution Control Board (CPCB)



NAGAR NIGAMDEHRADUN

Ph: 10334-227006,Fax:01334-222077

Mail:nagarnigam.ddn@gmail.comWebsite:www.nagarnigamdehradun.com

SCOPE OF PROJECT AND TERMS FOR BIDDING

1. The RFP will be available on web site <http://nagarnigamdehradun.com>. The Request for Proposal [RFP] is open to all eligible firms
2. A firm will be selected under the Quality and Cost based Selection (QCBS) procedures as per Uttrakhand Procurement Rules - 2008 & revised time to time.
3. The Proposals (Technical & Financial) can be submitted by sealed hard copy at Dehradun Municipal Corporation.
4. Tender will be available on website from to up to 14.00Hrs., and has to be submitted on up to 15.00Hrs and will be opened on by 16.00hours.

5. Bids to be delivered to:

Municipal Commissioner,
Nagar Nigam Dehradun, Patel Road
Dehradun-248001 (Uttrakhand)

For queries and any information please contact:

Shri.....
Nodal Officer (SWM)
Phone :
E-mail :

Nagar Nigam Dehradun is desirous of bio-mining the area, which is already received the garbage that has been consolidated and compacted due to biological degradation in the above said site. The garbage dumps are mixed composition/ garbage and may contain recoverable, retrievable, reusable and recyclable materials. If the compacted garbage is sieved, separated, the sieved materials could be used for many purposes and many recoverable materials may be used for recycling or re-use. The stones and other inert materials may be utilized for the use of strengthening the surfaces before formation of roads or passages. The sieves and like materials may be utilized for use for filling low lying area as there may not be odour/smell. Inert material can be dumped at Sheeshambada sanitary landfill site.

The Nagar Nigam Dehradun intend for reclaiming, rehabilitating and re-mediating the existing garbage dumped area by any method which is technically feasible including Bio mining. This will allow the reclaimed area for further use and prevent negative environmental impacts. Nagar Nigam Dehradun is desirous of undertaking the Bio-mining of old stacked waste with following broad scope of work:-

- (a) Excavating the existing mixed compacted garbage which underwent biological degradation in the land portion allocated/earmarked by NND and sieving them by Mechanical sieving machine or any other equipment. Preferable and minimum processing capacity for commencement is of 150 TPD.
- (b) Stabilization of the open land site.
- (c) Control of mal- odour.
- (d) Eco friendly and non-polluting process in order to reduce the impact of dumping site in the adjacent areas
- (e) Excavating the soil which lost its stability due to garbage dumping with necessary dewatering works in the portion of the land earmarked.
- (f) Segregate the excavated garbage in the land portion earmarked, into as many kinds and categories.
- (g) Selling, diverting for recycling, marketing and recycling the excavated materials.
- (h) Creation and maintenance of infrastructure, facilities and amenities for sieving, the excavated garbage, storing the segregated materials before selling/taking out them from the project site.
- (i) Construction of office room facilities for the Project.

- (j) Arrangement for water supply, drainage and power supply.
- (k) Leveling the earth surface by bull-dozer or any other earthmoving equipment and construction of a non-permeable lining system at the base and walls of the pit with minimum liner specification of composite barrier having 1.5 mm high density polyethylene (HDPE) Geo-membrane, or equivalent, overlying 50 to 90 cm of soil (clay or amended soil) having permissible permeability and the base shall be above
- (l) two meters from the water table as specified in the Municipal Solid Waste (Management and Handling) Rules, 2016,
- (m) Disposing the rejects not suitable for anything in a scientifically designed sanitary landfill i.e at Sheeshambada Sanitary Landfill site.
- (n) Carrying out the entire project work in accordance with the approved Detailed Project Report.
- (o) Deployment of necessary manpower, materials, equipment, tools and construction of plants and sheds and creation of facilities for handling, separating, segregating, storing and weighing facilities for the operation of the plant and using only covered body vehicles for the transportation of materials.
- (p) Create all facilities and make arrangements for controlling the emission, pollution and contamination of Environment including atmosphere, air, water and earth including control of dust, odour and noise pollution.
- (q) Providing security arrangement for the plan project site, machineries, equipment etc.
- (r) Carry out the work in accordance with the provisions of Municipal Solid Waste (Management & Handling) Rules, 2016, amended time to time and all environmental laws.
- (s) Completing the work within the two years and post closure operation and maintenance for the period of further two years.

In view of the above work, Nagar Nigam Dehradun is desirous of selecting Project Management Consultant through open tender bidding system as per Uttarakhand Procurement Rules, 2008 with following broad scope of work:

- (t) The RFP document can be obtained from the office of NND. The cost of RFP which is Rs.1000/- (Rupees one thousand only) shall be paid in cash or in the form of a demand draft in favour of "Account officer Nagar Nigam Dehradun " drawn on any scheduled bank or nationalized bank , payable at Dehradun . The document is non – refundable. RFP may also be downloaded from website of NND www.nagarnigamdehradun.com . In case RFP is downloaded from the website demand draft is to be submitted with the proposal. The Eligible Bidder purchasing the hard copy of the RFP must attach the copy of Receipt along with the proposal.
- (u) An EMD of Rs. 5,000/- in the form of Demand Draft in favour of Municipal Commissioner, Nagar Nigam Dehradun payable at Dehradun is to be submitted along with proposal.
- (v) For the purpose of this RFP the term consultant / bidder/ Applicant means a single Bidder (Individual, Proprietorship firm, private Limited Company.)
- (w) Joint venture is allowed for this project to enhance their technical and financial capabilities and will be evaluated jointly. The lead bidder should fulfil technical eligibility criteria
- (x) The Applicant shall be a single entity who is either an Individual/sole proprietorship/ partnership firm/ Company incorporated under the Companies Act, 1957
- (y) The Applicant should have worked as in the field of municipal waste for preparation of DPRs for waste management, sanitary landfills, and independent engineering services for Integrated Municipal Solid Waste [MSW] Management project

2.0 Eligibility/Experience Criteria:

The Applicant must satisfy the following experience criteria:

The Applicant (each Individual) shall be individual, proprietorship firm, private limited company or a corporate body registered under the appropriate law.

The bidder should have worked or working (for more than one year) for as Project Management Consultant at least for one project (either of the three as described below) related to Municipal Solid Waste (MSW) in Government Department of India or State Government.

1. Collection and Transportation of MSW of 200 TPD
Or
2. Composting or Refused Derived Fuel processing facilities of 100 TPD MSW
Or
3. Management of Engineered Landfill site receiving 50 TPD of Municipal Solid Waste.
Or
4. Experience in Bio-mining of legacy waste along with landfilling by inert material.

Bidder shall submit a documentary proof to support his or her claim.

Bidder's similar experience in the state of Uttarakhand shall be preferred and will be given weightage. The weightage shall be as per technical evaluation form as per Annexure-A

Financial Capabilities:

The bidder should submit certified balance sheets/Income Tax details in case of applicants are individual entity for the 3 preceding financial years i.e. (2016-17, 2017-18 and **2018-19**) and shall be evaluated as indicated in technical evaluation form as **Annexure-A**

The Applicant to provide list of key personnel (as per schedule 2) having appropriate qualification(s)

- A The bidder shall furnish turnover details for the preceding 3 financial years -2016-17, 2017-18 and **2018-19** along with balance sheet and shall be evaluated as per Annexure-A
- B The bidder must not be blacklisted by any state or central government departments or ULBs in India/or that the Bidder has not been subjected to or made party to any litigation in respect of any urban infrastructure project for which it has been engaged as consultant during the past 3 (three) years preceding the proposal due date. A self-undertaking to the above effect shall be included in the Technical Proposal of the Consultant.
- C The Applicants shall be responsible for all of the costs associated with the preparation of their RFPs and their participation in the Selection Process. NND will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.
- D The RFP shall be valid for a period of not less than 180 (one hundred eighty) days from the last date of submission of RFP (the "RFP Due Date")

- E Performance Guarantee - The Successful Consultant shall submit a Bank Guarantee equal to 1% (one per cent) of the Annual Contract Value (i.e. monthly fee x 12) as Performance Guarantee. The EMD amount of the Successful Consultant will be adjusted against the Performance Guarantee.
- F Interested applicants shall submit technical and financial proposal as per terms of the RFP. Proposals shall be evaluated based on Evaluation Methodology to select suitable applicant as Project Management Consultant.
- G Applicants shall be deemed to have understood and agreed to terms of RFP and that no explanation or justification for any aspect of the Selection Process will be given. NND's decisions are without any right of appeal whatsoever.
- H The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Dehradun shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.
- I To be eligible for evaluation of its Credentials, the Applicant must fulfil minimum conditions of eligibility towards Eligible Experience, Financial Capability and Key Team Members as set out in RFP.
- J Any Applicant which has been barred by the Central/State Government in India, or any entity controlled by them, from participating in any project, and the bar subsists as on the RFP Due Date would not be eligible to submit its RFP.
- K It shall be deemed that by submitting the RFP, the Applicant has made a complete and careful examination of the RFP document.
- L NND shall not be liable for any omission, mistake or error on the part of the Applicant in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to this Invitation for RFP document or the Selection Process, including any error or mistake therein or in any information or data given by NND.
- M Notwithstanding anything contained in this Invitation for RFP document, NND reserves the right to accept or reject any RFP and to annul the Selection Process and reject all RFPs, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

- N NND reserves the right to reject any RFP if at any time; a material misrepresentation is made or uncovered.
- O The currency for the purpose of this Invitation of RFP document shall be the Indian Rupee (INR).
- P The document its accompanying the RFP submission shall be placed in TWO separateenvelopes and marked as “Technical Submissions” and “Financial Submission”.
- Q RFP should be submitted before 4 pm Hours on the RFP Due Date at the address provided in RFP in the manner and form as detailed in this Invitation for RFP document.
- R RFPs received by NND after the specified time on RFP Due Date shall not be eligible for consideration and shall be summarily rejected.
- S No RFP shall be modified, substituted, or withdrawn by the Applicant once submitted.
- T The term of the Project Management Consultant shall be for a period of 02 years and may be extended on discretion of NND keeping in view of performance of project management consultant and requirement of the project. The annual increase of fee shall be ten per cent every subsequent year.

3.0 Format and Signing of RFP

- a) The Applicant shall provide all the information sought under this Invitation for RFP Document. NND would evaluate only those RFPs that are received in the specified formats, complete in all respects and meeting the eligibility criteria.
- b) The documents accompanying the RFP submission shall be placed in TWO separate envelopes and marked as indicated below. The RFP submission shall include:

Envelope 1: “Technical Submissions”

- Cover letter as per Schedule 1 Eligibility Criteria, Balance sheet/Income Tax Details
- Resume of Key Personnel as per Schedule 2
- Cost of Tender Document
- EMD

Envelope 2: “Financial Bid”.

The 2 (Two) envelopes specified shall be placed in an outer envelope, which shall be sealed Technical & Financial Submission envelopes and Outer envelope shall clearly bear the following identification: Project Management Consultant for **Bio-mining of Existing Old Dumped Waste (Legacy Waste) located at Danda Lakhoud Sahastradhara Road and transporting the inert waste to Sheeshamabada Sanitary Landfill site as per provisions of MSW Rules, 2016 and under Guideline Central Pollution Control.**

Each of the 2 (Two) envelopes and outer envelope shall also clearly indicate the name and address of the Applicant. Incomplete proposals would be rejected.

4.0 Schedule of Selection Process:

Proposals received after the due date will be rejected outright.

S. No.	Event	Date / Time
1	Sale of Tender Document	03/03/2020
2	Last Date of Purchase of Tender Document	09/03/2020
3	Last Date Of Submission	11/03/2020
4	Opening of Technical Bid	11/03/2020 , Time 4.00pm
5	Opening of Financial Bid	Will be intimated

5.0 Payments to Project Management Consultant

- (a) All fees, costs, charges and expenses payable to the PMC in accordance with the terms of its appointment (collectively “the Remuneration”) shall be borne by NND.
- (C) The PMC shall, submit its invoice to the NND for payment of the Remuneration (hereinafter referred to as “Project Management Consultant Invoice”)

Replacement of the Project Management Consultant

- (a) The NND may replace the Project Management Consultant in any of the following circumstances by giving a 30 days written notice:
 - (i) If, NND has reason to believe that the PMC has not discharged its duties in a fair, appropriate and diligent manner;
 - (ii) if, in accordance with the terms of its appointment the PMC resigns or notifies its intention not to continue as the PMC;
 - (iii) Any other circumstance which in the opinion of the Parties warrants replacement of the Project Management Consultant..

6.0. Fraud & Corruption

Nagar Nigam Dehradun (NND) requires that the Consultant observe the highest standard of ethics during the selection process and in execution of such contracts. In pursuance of this policy, NND:

- (i) Defines, for the purposes of this provision, the terms set forth below as follows:
- (a) "Corrupt Practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any party in the consultant selection process or in Contract execution;
- (b) "Fraudulent Practice" means a representation or omission of facts in order to influence a selection process or the execution of a Contract;
- (c) "Collusive Practices" means a scheme or arrangement between two or more Consultants, with or without the knowledge of a borrower, designed to influence the action of any party in a consultant selection process or the execution of a Contract;
- (d) "Coercive Practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a Consultant selection process, or affect the execution of a contract; and
- (ii) will reject a Proposal for award if it determines that the Consultant recommended for award has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question;

- (i) will sanction a party or its successor, including declaring ineligible, either indefinitely or for a stated period of time, such party or successor from participation in NND financed activities if it at any time determines that the consultant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a NND financed contract; and
- (ii) will have the right to require that, in consultant selection documentation and in contracts financed by the NND, a provision be included requiring consultants to permit NND or its representative to inspect their accounts and records and other documents relating to consultant selection and to the performance of the contract and to have them audited by auditors appointed by the NND.

7.0. Taxes and Duties

The Consultancy Services are subject to taxes. The GST at prevailing rates (currently 18%) shall be claimed by the Consultant in accordance with the applicable laws as a separate item in their monthly invoice. The amount of the goods service tax and all other taxes shall be excluded from the Consultants' financial proposal, as they will not be evaluated. The payment of remuneration to the Consultant is subject to deduction of other taxes at source, as per prevailing rates and laws.

8.0. Confidentiality

The Consultant shall treat all information, reports & other submissions made by them as confidential, and shall take all reasonable precautions that all who have access to such materials treat this in confidence. With respect to Questionnaire & Survey of participants in projects all information gathered should be treated as confidential.

11. Ownership of Data, Information & Documentation

All data collected, software developed, information generated and documentation prepared under the scope of this assignment shall be the property of Municipal Commissioner, Municipal Corporation Dehradun Any reproduction, in part or full of the submissions made would require permission of Municipal Commissioner, Municipal Corporation Dehradun

10.0. Review Committee

A review committee comprising the following official has been formulated to discuss and approve the suggestions and planning proposed by the Consultant as in the Scope of Work described.

1. Municipal Commissioner, Nagar Nigam Dehradun.
2. Sr. Municipal Health Officer, Nagar Nigam Dehradun.
3. Senior Finance Officer, Nagar Nigam Dehradun.
4. Executive Engineer, Nagar Nigam Dehradun

11.0. Key Team Members

S. No	Key Professional	Qualification
1.	Project Manager (Bio-mining expert)	Bachelors in Environmental/Public Health Engineering/MSc (Environment)/Diploma in Mining/Civil Engineering with minimum 10 years of relevant experience.
2.	Solid Waste Engineer/SLF Expert ((part time)	Graduate/Diploma/Masters in Science/Mining/Civil Engineering with 7 years of relevant experience in solid waste management
3.	Civil Engineer (part time)	BE/B.Tech(Civil engineering) with 15 years of experience in similar types of projects and construction supervision.
4	Legal Expert (Part Time)	Bachelor of Law with 10 years of experience in infrastructure projects.
5.	Environmental Engineer(Part Time)	Degree/Diploma in civil/environmental engineering/Master's in Ecology and Environment with 10 years of relevant experience.

PMC shall deploy sub-ordinate staff as per the requirement of the project.

12.00 Technical Evaluation Criteria (Annexure - A)

S, No				Marks
1	Applicants who satisfy the Minimum Conditions of Eligibility shall be short listed for participation in the next stage of the Selection Process	Individual Entity/Sole proprietorship/ partnership firm/ Company incorporated certificate		10
2		Audited Balance Sheets/Financial Details	Rs.25 to 50 lac = 8 Rs.50 to 100 lac = 9 More than Rs100 lac =10	10
3		Documentary proof for working in the field of waste management independent engineering services for solid waste management projects.	1.Independent Engineering project/PMC for SWM(C &T, Composting, RDF, SLF, Bio-mining) a) 1-project = 5 b) 2 projects = 10 c) 3 projects = 15 2. Preparation/Revision of SWM DPR = 05 3. Similar working experience in Uttrakhand = 05	25
		Key Personnel 1. Project Head Engineer/Environment at Engineer (Project Co-ordinator)		20
		2. Solid waste Engineer/ SLF expert		5
		3. Civil Engineer		5
		4. Environmental Engineer		5
		5. Legal Expert		5
5		Approach & Methodology (Approach towards project, Activity Schedule, Time/Manning Schedule, Deliverables)		15
Total				100

a) For technical qualification, the bidder should score minimum 60% marks.

b) Quality Cost Based Selection (QCBS) shall be followed up for selection of consultant. To allow comparison on a common basis, each Financial Bid will be carefully scrutinised and an Quoted Total Price (QTP) will be determined. The Financial Bid with the lowest QTP will receive the maximum score of 1,000 marks. The score for each other Financial Bid will be inversely proportional to its QTP and will be computed as follows: $S_f = 1,000 \times F_m / F$ where: S_f is the financial score of the Financial Bid being evaluated, F_m is the QTP of the lowest priced Financial Bid , F is the QTP of the Lowest Financial Bid under consideration. Following completion of the evaluation of Technical and Financial Bids, the final ranking of the Bids will be determined. This will be done by applying a weight of 0.80 (80%) and 0.20 (20%) respectively to the technical and financial score of each evaluated qualifying Technical and Financial Bid and then computing the relevant combined total score for each Consultant.

The Bids shall be ranked as per their total score arrived as per the above quoted method. The bidder scoring highest total marks based on the cumulative technical and financial evaluation shall be the selected consultant.

Schedule 1

Cover Letter

To,

Dated:

The Municipal Commissioner

Nagar Nigam Dehradun

Dehradun

Sub: Selection of Project Management Consultants (PMC) for Bio-mining of Existing Old Dumped Waste (Legacy Waste) located at Danda Lakhoud Sahastradhara Road and transporting the inert waste to Sheeshamabada Sanitary Landfill site as per provisions of MSW Rules, 2016 and under Guideline Central Pollution Control.

Dear Sir,

With reference to your Invitation for RFP document dated -----, we, having examined the Invitation for RFP document and understood its contents, hereby submit our RFP for the aforesaid Project.

1. The RFP is unconditional and unqualified.
2. All information provided in the RFP and in the Schedules is true and correct and all documents accompanying such RFP are true copies of their respective originals.
3. We acknowledge the right of MCD to reject our RFP without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
4. We certify that in the last 3 (three) years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
5. We have not directly or indirectly or through an agent engaged or indulged in any corrupt Practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as Defined in Clause of the Invitation for RFP document, in respect of any tender issued by or Any agreement entered into with NND or any other public sector enterprise or any Government, Central or State;

6. We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any RFP that you may receive nor to invite the Applicants to submit their RFPs for the Project, without incurring any liability to the Applicants
7. We believe that we satisfy the Conditions of Eligibility and meet the requirements as specified in the Invitation for RFP document and are qualified to submit RFP in accordance with the provisions of the Invitation for RFP document.
8. We certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/ Managers/ employees
9. We have studied all the Invitation for RFP document carefully and also surveyed the Project site.
10. We agree and understand that the RFP is subject to the provisions of the Invitation for RFP document. In no case, we shall have any claim or right of whatsoever nature if we are not shortlisted or our RFP is not opened.
11. We agree to keep this offer valid for 180 days from the RFP Due Date specified in the Invitation of RFP document.
12. We agree and undertake to abide by all the terms and conditions of the Invitation of RFP document.

Yours faithfully,

(Signature of the Authorised signatory)

(Name and designation of the of the Authorised signatory)

Name and seal of Applicant

Schedule 2

Key Personnel

Format of Curriculum Vitae (CV) for Proposed Key Personal Proposed Position	
Name of the staff	
Date of Birth	
Education	
Experience in Years	
Employment Records	From: Employer : Position Held : From: Employer : Position Held : From: Employer : Position Held :

Schedule - 3

Composition of the Team Personnel and the task which would be assigned to each Team Member

1. Technical/Managerial Staff

Sl.No. Name Position Task assignment

2. Support Staff

Sl.No. Name Position Task assignment

Schedule -4

Financial Details of the Applicant Description	Turnover (In Lacs)
FY 2016-17	
FY 2017-18	
FY 2018-2019	

Schedule - 5

WORK PLAN TIME SCHEDULE

A. Field Investigation

Sl. Item Month wise Program

No. 1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th 11th 12th

B. Compilation and submission of reports

1. Plan for submitting monthly assessment Reports
2. Plan for submitting monthly waste quantity received and processed

C. A short note on the line of approach and methodology outlining various steps for performing the study.

D. Comments or suggestions on "Terms of Reference.

Schedule - 6 (In the Letter Head of the Bidder)

DETAILED FORMAT FOR FINANCIAL PROPOSAL

Sr. No 01	Scope of Work Request for Proposal for "Bio-mining of Existing Old Dumped Waste (Legacy Waste) located at Danda Lakhoud Sahastradhara Road and transporting the inert waste to Sheeshamabada Sanitary Landfill site as per provisions of MSW Rules, 2016 and under Guideline Central Pollution Control (CPCB)" Govt. of India.	Monthly Professional Fee (in words and figures) in INR
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Schedule - 7

WORK PROGRAM AND TIME SCHEDULE FOR KEY PERSONNEL

MONTHS

Name Position 1 2 3 4 5 6 7 8 9 10 11 12 Number of months

Total

Reports Due/Activities and Duration

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Full Time- Part Time

APPENDICE - A

A. Scope of Services/Terms of Reference

B. Services, Facilities and Equipment to be provided by NND

Appendix–A

CONSULTANT SCOPE OF WORK.

Project Management Consultant's Scope in Brief

- 1) Review of document
- 2) Survey of Legacy Waste Area
- 3) To supervise construction start up activities
- 4) Monitoring Resource Deployment
- 5) Supervision of bio-mining
- 6) Supervision of processing unit
- 7) Certification of quantity of waste treated/bio-mined
- 8) Certification of quantum of by-product/it's sell
- 9) Environmental Supervision
- 10) Laboratory test review
- 11) Quality assurance
- 12) Work management and certification of payment
- 13) Monthly Meeting Review
- 14) Reporting and Record Keeping
- 15) Final Completion Report
- 16) Advise on legal matters
- 17) Defect Liability Period
- 18) Operation & Maintenance Period

Details of scope of work of PMC as given below

Scope of work for Bio-mining of Existing Old Dumped Waste (Legacy Waste) located at Danda Lakhoud Sahastradhara Road and transporting the inert waste to Sheeshamabada Sanitary Landfill site as per provisions of MSW Rules, 2016 and under Guideline Central Pollution Control.

- **Considering the nature of work, PMC would need to work closely with NND for Project Management Services related activities**

The Project Management Services scope would span two phases, namely, Pre-Construction, Construction and Post Construction Phase. The details of the same are given in subsequent paragraphs.

A) Pre construction stage

1. Review of Documents familiarity with project and site

1. Desk study of Detailed Project Report on Bio-mining, Solid Waste Characterization Report and related documents/drawings.
2. Identification of critical issues requiring intervention by NND

2. Construction start up activities

The PMC role in this phase would include the following:

1. Review the detailed construction program prepared NND.
2. Define schedule and approved Good for Construction (GFC) drawings.
3. Proposals on construction technology of various items of work shall be reviewed and suitable modifications shall be suggested keeping in view the technical requirements, contractual provisions, safety measures, sequential operation of various measures, sequential operation of various items, compatibility of work programme.
4. PMC shall review the work programme and the network of major activities i.e. working method, deployment of resources-men, machinery and materials, site conditions, environmental conditions, safety measures, movement of the traffic etc and shall suggest required modifications and the construction schedule shall be finalized suitably to achieve the targeted date of commissioning
5. PMC shall scrutinize the proposal relating to site organization, site office, site Laboratory, Stockyard, various plants and machinery, Labour Staff quarters in accordance with the local labor laws and make necessary suggestions as considered necessary
8. Review and approve Quality Control/ Quality Assurance Manual and safety Manual.
10. Review of the Environmental Plan.
13. Identify and prepare, in co-ordination with the NND, the list of material and equipment that require advance ordering, processing and delivery time.
14. Ensure setting up of testing facility and other related equipment (s) at 'camp-site' as per requirements and Quality Assurance Manual or to get it done from NABL approved laboratory.

(B) During Construction Stage

Monitoring Resource Deployment

1. Review / check the deployment of requisite resources by NND like manpower, material, equipment's etc at the site as per the approved Technical Proposal, Construction programme and resource planning
2. Review of approval of temporary structures like staging, shuttering, working platform, approach to site, water retaining structures, machineries platform etc.
3. PMC shall keep a continuous track of work, including all inputs provided by the NND and his methods of work in relation to the required rate of progress and when required, take appropriate action in order to expedite progress in the interest of the project and keep NND updated on the status.
4. Carry out regular inspection of equipment, plant machinery, installations, etc. and ensure that they are adequate, in good working condition.

2- Site Supervision

- 1- Closely monitor the project schedule and its delivery by coordinating & collecting information as site
- 2- Assist NND in organizing periodic progress review meetings where the shortfalls shall be projected and corrective measures shall be suggested to achieve the required progress. Highlight any cost implications to the NND and implement these measures once approved by NND.
- 3- Maintain a day-to-day diary recording all events relevant to the works
- 4- Assist NND in procurement of required equipment and machineries
- 5- Prepare and submit monthly reports on the progress of works.
- 6- Review of QA/QC Manual and Safety Manual and if required to be modified as per the Construction Methodology etc.
- 7- Review the test results/certificates of all construction materials and / or sources of materials in order to assess the quality of works
- 8- Ensure effective execution of works in line with the tender/contract documents, working drawings and specifications.

- 9- Monitor and maintain record of the quality of material used for various construction activities thorough proper material inspection/testing system.
- 10-Identify and formulate, initiate prompt rectification measures and/or replacement of defective works.
- 11-Ensure that Environmental Plan, regular monitoring of parameters as perDPR.
- 12-Prepare and maintain inspection and engineering reports and records to adequately document for the progress and performance of the work.
- 13-The consultant shall exercise completely adequate supervision during construction period of the assigned work, ensuing quality control in accordance with tender stipulation, specification, drawings and site conditions. The quality control shall be exercised at all stages of construction, viz. approval of materials there of the in proper proportion including prescribing norms for tests periodically and acceptability criteria and workmanship at all stages of execution of individual items of work.
- 14-PMC shall verify :-
 - a. Quantum of Waste Treated/Biomined
 - b. Quantum of By Product Disposed/Sell
 - c. Quantum of Inert Disposes to Sheeshambada site
- 1) Review Laboratory test results of each month for Soil, RDF (if generated), Noise, Air and Leachate at the site from NABL approved environmental lab.
- 2) Site photos and videos of the work done in during the Billing Period (before and after)

15-Quality Assurance and its Monitoring

The consultant's special responsibility shall be prepare or approval to the Quality Management plan prepared by the contractor and ensuring compliance with its requirements and the instruction received from the client or its representative from time to time during the execution of the work. Additional actions listed in the following scope for generating such Quality Management realization have been indicated hereunder. Each Quality Control requirement needs to be stitched into the overall Quality Management plan to realize a total Quality Control Management function. The Quality Management Plan shall have the following points; however the list is not exhaustive.

- a. Prepare a manual containing quality Management Plan including Quality Control procedures and check lists for approved to materials and methods at various stages of construction and a system for maintaining records of work and test results.
- b. Following approval to the Quality Management plan by NND the consultant will monitor and instruct the consultant in its day to day implantation including advising on the organization of laboratory and equipment at site and demonstrate the different work procedures and maintenance of records.
- c. Furnishing monthly reports on monitoring of Quality Control to the NND covering the above mentioned aspects and any other important points relevant to quality of work and the extent of his inputs.
- d. Submitting a final report on quality aspects of the entire job on its completion.
- e. *To carry out periodic (at least 1 time a month) site inspections during the defect liability period and submit the quarterly reports or as and when required to NND. In case of any defects found, consultant shall have to provide necessary supervision during entire repairing period at site.*
- f. *To submit weekly progress reports to the NND, covering physical progress against targets, financial forecast, analyzing of test results and suggestions for corrective actions, quality aspects compliance with tender specification/provisions and suggestions for wiping out back- logs if any. The progress reports shall also include the consultant's inputs on the job for the period of reporting and any other observations.*
- g. *Consultant has to shall have to submit Monthly Progress Report with softcopy.*
- h. *Shall maintain different registers like Earthwork Register, Material Registers, Level Registers, Cement, Steel registers, Geo textile, HDPE Liner, gabions etc., site incident records, level sheets, machine numbered RFI (Request for inspection) etc. All above mentioned registers are indicative and the same may increase or decrease as per discretion of Competent Authority of NND and requirement of project.*
- i. *The ultimate goal of a quality assurance program is to build a pavement and*

other components of the project that will have good serviceability during its anticipated life with minimum overall cost. The consultant shall take leadership for selection of proper materials, adoption of proper machinery and their calibration and functioning.

- **Laboratory:** The consultant shall ensure all field and laboratory tests on materials of construction as well as partially or completely erected structures etc. are carried out by NND and maintain adequate records thereof.
- **Review of Material Sources:** The contractor will be required to furnish a list of materials he intends to use in the works along with their source. The consultant shall inspect the source to ascertain their suitability. The consultant shall order for additional tests if necessary to establish quality of construction.

5. Management of meetings

- 1- Attend all meetings convened by the NND or any of authorized representatives of NND with relevant information and appropriate representation. PMC would convene regular meetings and as directed by the NND, as and when required.
- 2- Ensure effective liaison with all concerned departments to see that the project execution and reporting is proper.
- 3- Interact on regular basis with the concerned nodal officer of the NND and apprise him with the progress of works and other key matters relating to site execution.

(A) Reporting & Records keeping for the entire duration of project.

1. To prepare/ devise a system of filing for generation storage, retrieval , issue and distribution of all project documents/ drawings
2. Preparation of Fortnightly and Quarterly progress Reports, Quality Assurance Reports. Keeping record of all meetings, discussion etc.
3. To maintain records of all plant labour and material used in the construction of the works
4. Preparing periodic fully describing the progress of work and the effective rendered by the PMC during the month under review indicating also the problem areas and action required to overcome them.
5. To prepare/ devise a system of filing for generation storage, retrieval, issue and

distribution of all project documents/ drawings.

(B) PROGRESS, REPORTS AND DOCUMENTS

Consultant shall introduce well prepared reporting and recording procedure. For this purpose a weekly report shall have to be prepared & submitted to NND by the consultant as and when required. The consultant shall ensure that the Contractor maintains the minimum level of inventory for raw materials consistent with the targeted daily / weekly progress and in view of the possible unavailability of the fresh supplies in the market.

Commencement report

a. Detailed Construction Methodology

- Review of Sequence of various construction activities in the shape of CPM chart covering entire schedule from the start to the proposed completion date.
- work program encompassing all activities
- The critical activities and anticipated bottlenecks

b. Monthly and quarterly progress report.

c. Final Completion report

- Summary of method of construction
- Completed work documentation
- Project history, summary of main events, alterations to original design and to specifications
- Work program showing progression of work justifying any differences with original work program
- Report on major technical issues (problems encountered and solutions adopted) and comments on quality of materials and workmanship
Comments. The consultant shall submit a completion report at the time of final certification in required number of copies as suggested by NND.

Contractor has to furnish all types of reports/information regarding the project as and when asked by CPCB (Guideline Central Pollution Control) Govt, of India / Government of Uttarakhand in any prescribed format.

d. Defect Liability Period:- (If Required)

PMC has to Examine, Supervise; keep record along with Documentation works and presents monthly report during the defect liability period of 12 months which will commence from the date of completion of project work

e. Operation and Maintenance Period (If required) after defect liability period.