



**SILVASSA MUNICIPAL COUNCIL
DADRA & NAGAR HAVELI
SILVASSA – 396230**



Phone No.: 0260-2633192, Fax No.: 0260-26331 . .

No. SMC/Tender Notice/2017-18/27

Dated : 03/01/2018

Tender Notice

On behalf of the President of India, the Chief Officer, Silvassa Municipal Council, Dadra and Nagar Haveli, Silvassa has invited the tender for the work of **Annual Repair and Maintenance of Public Toilets of Silvassa Municipal area**” from the registered and experienced firms in www.dnh.nic.in, the works to be undertaken by the Silvassa Municipal Council.

| | | | |
|--|----------------------|-------------------|----------------------|
| Last Date Submission | 09/01/2018 14.00 hrs | *Bid Opening Date | 09/01/2018 16.00 hrs |
| *Submission of tender fees, EMD and other documents etc. in hard copy to above mentioned address by RPAD/Speed post, however, tender inviting authority shall not be responsible for any postal delay/lost. The said documents can also be deposited in the tender box kept at the office of the undersigned on or before 09/01/2018 up to 14.00 hrs | | | |
| The tender inviting Authority reserve the right to accept or reject any or all the tender to be received without assigning any reason thereof. | | | |

**Sd/-
CHIEF OFFICER,
SILVASSA MUNICIPAL COUNCIL
D. & N. H. SILVASSA**



SILVASSA MUNICIPAL COUNCIL

SILVASSA

REQUEST FOR PROPOSAL

**ANNUAL REPAIR AND MAINTENANCE OF
PUBLIC/COMMUNITY TOILETS OF SILVASSA MUNICIPAL
AREA**

2017-18

Table of Content

| Sr.No | Contents | Page No. |
|------------------|--|----------|
| 1. | Introduction | 3 |
| 2. | Instructions to Bidders | 4 |
| 3. | Scope of work | 10 |
| 4. | Evaluation of Credentials | 12 |
| 5. | Fraud and Corrupt Practices | 13 |
| Schedules | | |
| | Schedule 1 – Cover Letter | 15 |
| | Schedule 2 – Power of Attorney for signing of the RFP | 17 |
| | Schedule 3 – List of Public Toilets in SMC area | 18 |
| | Schedule 4 – Eligible Experience | 19 |
| | Schedule 5 – Key Personnel | 20 |
| | Schedule 6 – Format of curriculum vitae (CV) for proposed professional staff | 21 |
| | Schedule 7 – Format for financial offer | 22 |
| | Schedule 8 – Schedule of Rates | 23 |

1. Introduction

According to Census 2011, 4041 statutory towns of India, i.e. around 8 million households, do not have access to toilet facilities and defecate in the open. Weak sanitation is one of the biggest sources of water resource pollution in India and has led to many health related issues in the towns. To meet this challenge, Govt launched Swachh Bharat Mission (SBM) in 2014 to achieve the goal of National Urban Sanitation Policy by 2019. The overall goal of the National Urban Sanitation Policy (NUSP), 2008 is to transform urban India into community- driven, totally sanitized, healthy and livable cities and towns. Under NUSP and SBM, each state and city needs to formulate its own sanitation strategy and the respective City Sanitation Plan in overall conformity to the National Policy.

On the occasion of Mahatma Gandhi's 150th birth anniversary, UT Government proposes to name 2019 as "Clean Cities" year. To achieve "Clean Silvassa" status by 2019, the Government of Dadra and Nagar Haveli plans to establish projects for Swachh Bharat Mission. To assist in this vision, Silvassa Municipal Council plans to appoint Contractor/Agency for annual repair and maintenance of public/community toilets in Silvassa Municipal Area.

Factually, municipalities were responsible for providing public toilets, but toilet facilities suffered from issues such as poor maintenance and lack of cleanliness, and hence they were avoided by the public.

It was observed that free use of toilets do not make public aware about the importance of keeping them clean. In fact, cases of damaging of toilets urinals, wash basins, doors etc. have been rampantly noticed. The fare system will curb malpractices and ensure better toilets for public use. Therefore, it has been decided to convert pay and use type Public/Community Toilets of Silvassa Municipal Area and to engage contractor/agency for annual repair and maintenance work of pay and use type Public/Community Toilets of Silvassa Municipal Area.

2. Instructions to Bidders

SMC intends to select the Contractor/Agency through an open competitive bidding process in accordance with the procedure set out herein.

2.1 Procedure for Submission of Tender Documents

- » The term “bidder” for the purpose of this tender shall mean a firm or company applying as a single bidder.
- » The bidder shall prepare one original copy of the Technical Submission. The bidder shall seal the original Technical Submission which shall be marked as “Technical Submission-Original”.
- » The Proposal shall be typed or written in indelible ink and each page shall be initialed by an authorized signatory of the Bidder or an Individual, as applicable. All the alterations, omissions, additions, or any other amendments made to the Proposal shall be initialed by the person(s) signing the Proposal.
- » Each of the envelopes, both outer and inner, must be super-scribed with the following information:

Name and Address of Bidder:

Contact person and phone numbers:

2.2 Earnest Money Deposit (EMD)

- a) An EMD of Rs 50,000/- (Rupees Fifty Thousands Only) in the form of a FDR or DD drawn in favour of the Chief Officer, Silvassa Municipal Council payable at Silvassa, must necessarily accompany each proposal, without which the tender will not be entertained.
- b) The EMD of every unsuccessful tenderer would be returned within a period of one week from the date of announcement of the successful bidder.
- c) It shall also contain a demand draft of Rs. 1000/- (Rupees One Thousand Only) drawn in favour of the Chief Officer, Silvassa Municipal Council on any schedule Bank payable at Silvassa in case the tender documents downloaded from the website are used.
- d) Each Proposal shall contain following documents duly attested as described below:
 - » Original tender form supplied by SMC or the form downloaded, duly filled in and duly signed in all the pages by the tenderer.
 - » Profile showing experience in the area of Repair and Maintenance projects in the Sanitation Field and Bio-data of senior personnel of the company/firm.
 - » Copy of company Registration Certificates of the company or firm.
 - » Copy of PAN number from the Income Tax Department.
 - » Any other documentary evidence supporting fulfillment of qualifying criteria.
 - » Certificate of membership of professional bodies relating to the expertise in the profession, if any.

2.3 Opening of the Tender

- » Sealed tenders can be submitted on or before the scheduled time and date through post/courier or physical deposit at the office of the issuing authority.
- » Tenders received after the due date and time, for any reason whatsoever, shall not be entertained. Telegraphic, faxed, emailed, conditional or incomplete tenders shall not be entertained.
- » On the date of opening of the tender, the Technical Submission will be opened and if the Earnest Money Deposit and the deposit of cost of tender form in case the tender form is downloaded, is found in full and requisite form, then the corresponding envelope will be processed for evaluation.
- » The envelope of those tenderers whose Earnest money is not found full or in the prescribed form or who had not paid the cost of tender form as prescribed, will not be opened.
- » The contents of the Technical Submission will be scrutinized and a shortlist of the tenderers based on the technical evolution shall be prepared.

2.4 Validity of the RFP

The RFP shall be valid for a period of not less than 90 (Ninty) days from the last date of submission of RFP ("RFP Due Date").

SMC shall invite RFP from interested parties with duly filled formats including financial proposals. Based on evaluation of the RFPs, SMC shall short-list the suitable firm as Independent Engineer. A Quality and Cost based approach shall be adopted for the identification of Contractor/Agency for the work Annual repair and maintenance of public/community toilets of Silvassa Municipal Area.

2.5 Number of RFPs

An Applicant is eligible to submit only one RFP for the Assignment. An Applicant shall not be entitled to submit another RFP.

2.6 Cost of RFP

The Applicants shall be responsible for all of the costs associated with the preparation of their RFPs and their participation in the Selection Process. SMC will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

2.7 Site visit and verification of information

Applicants are encouraged to submit their respective RFPs after visiting the Project site and ascertaining for themselves the site conditions, location, surroundings, climate, access to the site(s), applicable laws and regulations or any other matter considered relevant by them.

SMC 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 SMC.

2.8 Right to reject any or all RFPs

Notwithstanding anything contained in this Invitation for RFP document, SMC 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.

SMC reserves the right to reject any RFP if:

- At any time, a material misrepresentation is made or uncovered, or
- The Applicant does not provide, within the time specified by SMC, the supplemental information sought by SMC for evaluation of the RFP.

Such misrepresentation/improper response may lead to disqualification of the Applicant. If such disqualification/rejection occurs after the RFPs have been opened, such Applicant shall not be eligible for participating in the Selection Process.

2.9 PREPARATION AND SUBMISSION OF RFP

2.9.1 Language

The RFP with all accompanying documents and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this Invitation for RFP document. No supporting document or printed literature shall be submitted with the RFP unless specifically asked for and in case of any of these documents are in another language, it must be accompanied by an accurate translation of the relevant passages in English, in which case, for all purposes of interpretation of the RFP, the translation in English shall prevail.

2.9.2 Currency

The currency for the purpose of this Invitation of RFP document shall be the Indian Rupee (INR).

2.9.3 Format and signing of RFP

- The Applicant shall provide all the information sought under this Invitation for RFP document. SMC would evaluate only those RFPs that are received in the specified formats and complete in all respects.
- The documents accompanying the RFP submission shall be placed in separate envelopes and marked as indicated below. The RFP submission shall include:

“Technical Submissions”

- a. Cover letter in the prescribed format (Schedule 1)
- b. Power of Attorney in the prescribed format (Schedule 2)
- c. Eligible Experience - The Bidder should furnish the details of experience and submit supporting documents to support its claim as per Schedule 4.
- d. Financial Capability - The Bidder should furnish the details of Financial turnover of last 3 year and furnish evidence to support its claim as per Schedule 7.
- e. Solvency of 40% of estimated cost as per Schedule 8.

2.9.4 Request for proposal

- » Applicants shall submit the RFP in the formats specified herein.
- » SMC reserves the right to verify all statements, information and documents, submitted by the Applicant in response to the Invitation for RFP document. Failure of SMC to undertake such verification shall not relieve the Applicant of its obligations or liabilities hereunder nor will it affect any rights of SMC there under.
- » In case it is found during the evaluation or at any time before short-listing and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the Applicant or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the Applicant shall be disqualified forthwith, by a communication in writing by SMC without SMC being liable in any manner whatsoever to the Applicant.

2.9.5 Submission of RFP

- » The Applicants shall submit the RFP in hard bound form with all pages numbered serially and by giving an index of submissions. Each page of the submission shall be signed by the Authorized Representative of the Applicant.
- » The RFP will be sealed in an outer envelope which will bear the address of SMC, name of the Assignment and the name and address of the Applicant, it shall bear on top, the following:
“Do not open, except in presence of the Authorized Person”
- » If the envelope is not sealed and marked as instructed above, SMC assumes no responsibility for the misplacement or premature opening of the contents of the RFP submitted.
- » The RFP shall be typed or written in indelible ink and signed by the authorized signatory of the Applicant. All pages of the original RFP must be numbered and initialed by the person or persons signing the RFP.
- » The completed RFP must be delivered on or before the specified time on RFP Due Date. RFPs submitted by fax, telex, telegram or e-mail shall not be entertained.
- » The RFP shall be made in the formats specified in this Invitation for RFP document. Any attachment to such formats must be provided on separate sheets of paper and only

information that is directly relevant should be provided. This may include photocopies of the relevant pages of printed documents.

2.9.6 RFP Due Date

RFP should be submitted before 1 week on the RFP Due Date at the SMC office. A receipt thereof should be obtained from the person specified therein.

SMC may, in its sole discretion, extend the RFP Due Date by issuing an Addendum in accordance with Clause 2.9.1 uniformly for all Applicants.

2.9.7 Late RFPs

RFPs received by SMC after the specified time on RFP Due Date shall not be eligible for consideration and shall be summarily rejected.

2.9.8 Modification/ substitution/ withdrawal of RFPs

The Applicant may modify, substitute, or withdraw its RFP after submission, provided that written notice of the modification, substitution, or withdrawal is received by SMC prior to RFP Due Date. No RFP shall be modified, substituted, or withdrawn by the Applicant on or after the RFP Due Date.

The modification, substitution, or withdrawal notice shall be prepared, sealed, marked, and delivered in accordance with Clause 2.9.3, with the envelopes being additionally marked "MODIFICATION", "SUBSTITUTION" or "WITHDRAWAL", as appropriate.

Any alteration/modification in the RFP or additional information or material supplied subsequent to the RFP Due Date, unless the same has been expressly sought for by SMC, shall be disregarded.

2.10 Evaluation Process

SMC shall open the RFPs at 15.00 Hours on the RFP Due Date, at the place SMC and in the presence of the Applicants who choose to attend.

RFPs for which a notice of withdrawal has been submitted in accordance with Clause 2.9.8 shall not be opened.

Prior to evaluation of RFPs, SMC will determine whether each RFP is responsive to the requirements of this Invitation for RFP document. A RFP shall be considered responsive only if:

- (i.) Is received by the RFP Due Date including any extension thereof pursuant to Clause 2.9.6
- (ii.) Is signed, sealed and marked as stipulated in Clause 2.9.3.
- (iii.) Contains all the information and documents specified herein and in the formats set out in this Invitation for RFP document.
- (iv.) Mentions the validity period as set out in Clause 2.4.

SMC reserves the right to reject any RFP which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by SMC in respect of such RFPs.

SMC will not entertain any query or clarification from Applicants who fail to qualify at any stage of Selection Process.

Applicants are advised that selection will be entirely at the discretion of the SMC. Applicants will be deemed to have understood and agreed that no explanation or justification on any aspect of the Selection Process or selection will be given.

The committee will evaluate the offers and their recommendations shall be accepted by competent authority. The offers shall be evaluated only on the basis of documents submitted along with the tender document.

2.11 Security Money

The successful tender shall be to deposit security money amounting to one year license fee for due and faithful fulfillment of the contract by him/ them. The earnest money deposited by the successful bidder with his offer may be retained by the SMC as part of the security money and in such a case; the successful bidder will have to deposit the balance to make up the security deposit.

If the successful tenderer fails to deposit the security money, within the stipulated period as mentioned in the Notice of Award, the earnest money of the successful bidder is liable to be forfeited by the Chief Officer, Silvassa Municipal Council without giving notice whatsoever.

Security money shall be returned to the contractor after the successful completion of the work and after marking deduction of due amount, if any, to which the contractor shall be liable. In case the service provider/ contractor leave the contract before expiry of the contract period, the security money shall be liable to forfeited by the Silvassa Municipal Council.

No interest will be payable upon the security money payable to the contractor under the contract.

3. Terms of Reference

3.1 Introduction

Silvassa City, spread over an area of 17.17 sq.km, is one of the major industrial hubs in the western part of India with population of 98,256 as on 2011. Silvassa Municipal Council is an autonomous body established on 18th February 2006 and includes the area of Silvassa and Amli. Through development of quality infrastructure, and better urban management, SMC assures a good standard of living to all its residents.

3.2 Objectives the study

- To ensure safe sanitation for a citizen and facilities better individual hygiene and safety.
- To keep public toilets well cleaned and functional.
- To stop open defecation in urban areas where individual toilet is not feasible.

3.3 Scope of Work

Operation & maintenance contract of Pay & Use toilet at Silvassa Municipal Council area for the period of five year will be given to Contractor/Agency by inviting tender. The service provider will operate & maintain the Pay & Use toilets and will be authorized to collect the prescribed usage charges from the users.

The service provider will charge the users upto Rs. 1/- for urinal usage, Rs. 2/- for latrine and Rs. 5/- for using bathroom or such other increased sum as may be declared by the council by a resolution from time to time. A receipt will be issue to the users for services provided.

Operation & Maintenance of Pay & Use Toilets:-

- a) The operator shall keep the public sanitation facility fully efficient and operational and in a hygienic acceptable condition. This means that he/she is responsible for carrying out minor maintenance works, such as replacing leaking taps, etc so that the toilet facility is fully functional at all times during which it is open to the public.
- b) Adequate cleaners per toilet to be deployed.
- c) Employee schedule to be provided.
- d) Standard cleaning materials and equipment should be used.
- e) Ensure proper cleanliness.
- f) Ensure safety & security of users.
- g) Routine maintenance including prompt repairs of potholes, cracks, concrete joints, electric fitting, lighting, sanitary fitting and signages.
- h) In case major repair works are needed, the operator has to inform the Sanitary Inspector (SI) of the SMC in writing and request for the repair work to be carried out before the re-start of operations.

- i) It will be the responsibility of the service provider to ensure proper disposal of drainage upto the outfall and any chocking of drainage should be attended to promptly.
- j) Cleanliness/ hygiene of surrounding of toilets (3 to 5 meter around) should be ensure by the Service Provider.
- k) Cleaning the septic tanks, including the safe disposal of their contents and maintenance of the sewerage system will be the responsibility of the service provider.
- l) In case of a few toilets being blocked due to local choke-up, the operator has to remedy the same within 24 hours. If the issue is not resolved within 48 hours, the Operator shall report the issue to the junior engineer of Silvassa Municipal Council.
- m) White washing and painting to be undertaken as and when required/ instructed.
- n) Use of anti-odour material like naphthalene balls, odonil, freshner etc.
- o) Operators have to report all acts of vandalism to the concerned engineer of Silvassa Municipal Council in writing.
- p) The bidder would also agree to maintain any new toilet constructed by SMC during contract period at the same rate as mentioned in tender.
- q) The bidder also agrees to join these toilets to the sewerage line as and when it becomes available.
- r) The bidder shall be allowed to change the physical infrastructure with prior permission of SMC.

3.4 Punitive clause

SMC can impose fine on the service provider if the desired level of cleanliness is not maintained and for lack of proper upkeep facilities, etc. Fine upto Rs.5000/- at a time for unsatisfactory cleanliness and upto Rs.8000/- at a time for lack of proper upkeep, facilities may be imposed.

3.5 Complaint & suggestions

The service provider shall provide a complaint free service. They should also maintain a complaint and suggestion register at the toilets which shall be made available to the users. Notice to this effect should be put up at entry point to the toilets.

3.6 Electricity & Water Charges

Electric and water connection shall be provided by SMC free of cost from the nearest available electric and water point. Electricity and Water charges shall be paid by concern agency/contractor.

4. Evaluation of Credentials

4.1 Evaluations of Bids:

- » To enable SMC to evaluate the Credentials, Applicant should furnish the details of experience, along with supporting documents for the parameters, as applicable, separately.
- » The Applicants shall submit the supporting documents for the Credentials in accordance with the provisions of **Schedule 4**.
- » The Applicant should furnish the details of Key Personnel in the format set out in **Schedule 5**.
- » In the bid, bidder should propose the lump sum Professional Fee for two years in Indian Rupees for the assignment.
- » After successful negotiation, the work shall be awarded to the firm, if the negotiation fails; the next high scorer firm shall be called for contract negotiations.
- » The decision of SMC will be the final and binding on the bidders.
- » The successful bidder will have to deposit security deposit @5% of the agreement amount in the form of bank Guarantee in favour of Chief Officer, Silvassa Municipal Council, and Silvassa. The bank guarantee should valid for the period of two years.

4.2 Payment Schedule

Payments to agency would be done by SMC on monthly basis as quoted by the firm/agency in financial proposal. These payments would also be linked to actual deliverables and would be subject to recommendations made by SMC at various point of time during project implementation.

| | | |
|----------|--|-----------------------|
| Stage I | Mobilization Advance | 10 % |
| Stage II | Monthly installments over a period of 24 months depending upon the progress of work. | 90% (in installments) |
| | Total | 100% |

5. FRAUD AND CORRUPT PRACTICES

- The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this Invitation of RFP document, SMC shall reject a RFP without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “Prohibited Practices”) in the Selection Process.
- Without prejudice to the rights of SMC under Clause 5.1 hereinabove and the rights and remedies which SMC may have under the short-listing process, if an Applicant is found to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the short-listing process, such Applicant shall not be eligible to participate in any tender issued in DNH during a period of 2 (two) years from such date.
- For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them:
 - a. “corrupt practice: means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of SMC who is or has been associated in any manner, directly or indirectly with the Selection Process or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of SMC, shall be deemed to constitute influencing the actions of a person connected with the Selection Process or (ii) engaging in an manner whatsoever, whether during the Selection Process or after short-listing, as the case may be, any person in respect of any matter relating to the Project, who at any time has been or is a legal, financial or technical consultant/adviser of RMC in relation to any matter concerning the Project.
 - b. “fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process.
 - c. “coercive practice: means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process.
 - d. “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by RMC with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest.

- e. “restrictive practice: means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

Schedule 1

Cover Letter

Chief Officer, Dated:
Silvassa Municipal Council
Silvassa
Dadra & Nagar Haveli

Sub: ANNUAL REPAIR AND MAINTENANCE OF PUBLIC/COMMUNITY TOILETS OF SILVASSA MUNICIPAL AREA

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 shall make available to SMC any additional information it may find necessary or require to supplement or authenticate the RFP.
- 4 We acknowledge the right of SMC to reject our RFP without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
- 5 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.
- 6 We declare that:
 - a. We have examined and have no reservations to the Invitation for RFP Document, including any Addendum issued by SMC.
 - b. 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 in respect of any tender issued by or any agreement entered into with SMC or any other public sector enterprise or any government, Central or State;
 - c. We hereby certify that we have taken steps to ensure that in conformity with the provisions of Section 5 of the Invitation for RFP document, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice; and
 - d. We hereby acknowledge that neither we, nor our Associates, have been engaged by the Concessionaire to provide goods or works or services for the Project.
- 7 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, in accordance with Clause 2.9 of the Invitation for RFP document.

- 8 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.
- 9 We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
- 10 We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
- 11 We further 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.
- 12 We undertake that in case due to any change in facts or circumstances during the Selection Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate SMC of the same immediately.
- 13 We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by SMC in connection with the short-listing of Applicants, or in connection with the Selection Process itself, in respect of the above-mentioned Assignment and the terms and implementation thereof.
- 14 We have studied all the Invitation for RFP document carefully and also surveyed the Project site. We understand that, we shall have no claim, right or title arising out of any documents or information provided to us by SMC or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Assignment.
- 15 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 short-listed or our RFP is not opened.
- 16 We agree to keep this offer valid for 180 days from the RFP Due Date specified in the Invitation of RFP document.
- 17 We agree and undertake to abide by all the terms and conditions of the Invitation of RFP document.
- 18 In witness thereof, we submit this RFP under and in accordance with the terms of the Invitation of RFP document. Yours faithfully, Date: (Signature of the Authorised signatory)
- 19 Place: (Name and designation of the of the Authorised signatory) Name and seal of Applicant

Schedule 2

POWER OF ATTORNEY (On Stamp paper of relevant value)

Know all men by these presents, we.....(name and address of the registered office) do hereby constitute, appoint and authorise Mr / Ms.....(name and residential address) who is presently employed with us and holding the position ofas our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our RFP for Annual Repair and Maintenance of Public/Community Toilets of Silvassa Municipal Council Area in Silvassa City including signing and submission of all documents and providing information/responses to SMC in all matters in connection with our Applicant for the said Assignment.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the Day of 2017 Accepted

For Name & signature

(Name and designation of the person(s)
signing on behalf of the Applicant)

Note:

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure. Copy of such document should be submitted along with the power of Attorney.
2. Also, wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.

Schedule 3

List of Public Toilets in SMC area

| Sr No. | Ward Number | Location | No of Seats | | No of Urinals | | No of Bathroom | |
|--------------|-------------|---|-------------|-----------|---------------|----------|----------------|----------|
| | | | Men | Women | Men | Women | Men | Women |
| 1 | 12 | Opp. Jain Sweet on Circuit House Road | - | - | 5 | 1 | - | - |
| 2 | 12 | Vegetable Market | 3 | 4 | 4 | 3 | | |
| 3 | 10 | Pramukh Garden | - | - | 5 | 1 | | |
| 4 | 10 | Patel Talati's Office Opp. Collector's Bungalow | 1 | 2 | 3 | - | - | - |
| 5 | 6 | Zanda Chowk Besides Kalpesh Tailor | 2 | 4 | 3 | - | - | - |
| 6 | 6 | ITI Senior Citizen Park | 1 | 2 | 2 | - | - | - |
| Total | | | 07 | 12 | 22 | 5 | 0 | 0 |

List of Community Toilets in SMC area

| Sr No. | Ward Number | Location | No of Seats | | No of Urinals | | No of Bathroom | |
|--------------|-------------|--|--------------|--------------|---------------|----------|----------------|----------|
| | | | Men | Women | Men | Women | Men | Women |
| 1 | 2 | At Industrial Colony, Amlī | 3 | 3 | 3 | - | - | 0 |
| 2 | 3 | Gandhigram Dokmardi (4 Nos. of community toilet) | 1 (4 x 1) | 2 (4 x 2) | 3 (4 x 3) | - | - | - |
| 3 | 1 | Dayatfalia Road | 2 | 2 | 2 | - | 1 | 1 |
| Total | | | 9 | 13 | 17 | - | 1 | 1 |

Eligible Experience

- » All relevant documents in support of eligibility criteria set out in this document.

Schedule 5

Key Personnel

The Applicants shall provide the following information.

1. Number of employees in the firm:
2. Name, designation and years of experience of the key personnel in the firm, in the manner as set out in the table below:

| 1. Technical/Financial/Managerial Staff | | | | | | |
|--|---------------------------|--------------------------|---------------------|---|--------------------------------|---|
| Sr. No | Name of the Member | Proposed Position | Name of Firm | Employment Status (regular / part time / others) | Education Qualification | No. of Years relevant experience |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

| 2. Support Staff | | | | | | |
|-------------------------|---------------------------|--------------------------|---------------------|---|--------------------------------|---|
| Sr. No | Name of the Member | Proposed Position | Name of Firm | Employment Status (regular / part time / others) | Education Qualification | No. of Years relevant experience |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Schedule 6

Format of curriculum vitae (CV) for proposed professional staff

Please provide detailed CVs of all team-members proposed for the study using the format provided.

- (i.) Proposed Position:**
- (ii.) Name of Firm:**
- (iii.) Name of Staff:**
- (iv.) Education:**
[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained.]
- (v.) Date of Birth:**
- (vi.) Years with Firm/Entity:**
- (vii.) Nationality:**
- (viii.) Detailed Tasks Assigned:**
- (ix.) Key Qualifications:**
[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations.]
- (x.) Employment Record:**
[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]
- (xi.) Languages:**
[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experience, and me.

[Signature of staff member and authorized representative of the Firm]

Date: _____

[Day/Month/Year]

Full name of staff member:

Full name of authorized representative:

Format for financial Bid:

Please provide in words and numeric form the professional fees for the assignment as per the format below.

(1) Total professional man-month fees:

Words:

Figures:

(2) Total monthly administrative expenses:

Words:

Figures:

Total Monthly Professional Fees for Assignment:(1) + (2)

Words:

Figures:

Note:

1. No conditions should be attached to the fees proposal
2. Service tax shall be paid as per applicable laws
3. In case of any discrepancies in the fees mentioned in the figures and words, the fees mentioned in the words would be considered as final fees.

Signature: _____

Full Name: _____

Designation: _____

Date: _____

Schedule of Rates

| Sr No. | Description | Unit | Quantity | Rate |
|---------------|--|-------------|-----------------|-------------|
| 1 | “Annual Repair and Maintenance Contract comprehensive per month Maintenance of Existing Toilet blocks of Public Toilets with daily cleaning of toilet blocks and surface area with phenyl, cleaning of Septic Tank and Soak pit as and when required, Maintenance/Repair of Bore wells, Blockage line, Sanitary fitting, Plumbing fitting, Pipe line, Motor, Doors, Tiles as and when required, Painting (yearly) in Silvassa Municipal Area”. The rate contract is valid for 06 Months. | No. | 1.00 | |

JE(SMC)

AE (SMC)

ME(SMC)

CO(SMC)