

CUTTACK MUNICIPAL CORPORATION

**CUTTACK
GOVERNMENT OF ODISHA**



RFP NO: - 11201

DATE: - 06/08/2024

REQUEST FOR PROPOSAL

**SELECTION OF AGENCY FOR MANAGEMENT OF SOLID WASTE (WET
WASTE) USING BLACK SOLDIER FLY TECHNOLOGY**

TENDER SCHEDULE

Availability of Tender documents	: 06.08.2024 at 04:00 P.M.
Last date for submission of Sealed Tender	: 22.08.2024 up to 5:00 P.M.
Opening of Technical Bid	: 23.08.2024 at 11:00 A.M.
Opening of Financial bid	: 23.08.2024 at 4:00 P.M.

Issued by:

**Commissioner
Cuttack Municipal Corporation
Cuttack**



Cuttack Municipal Corporation, Cuttack

Letter No. 11201 /

Dated: 06/08/2024

RFP NO: - /HO/CMC

1.	The Commissioner, Cuttack Municipal Corporation (CMC), Cuttack, Government of Odisha invites technical and financial proposals from reputed implementing Agency/ Firms of National and International repute for "Selection of Agency for Management Solid Waste (Wet Waste) using Black Soldiery Fly Technology" as detailed in the scope of work in this DTCN. The interested and eligible Agency/Firms with valid Registration Certificate as a Company, as detailed in RFP, may apply for the same in OFF-LINE mode. (For details visit www.cmccuttack.odisha.gov.in)		
2.	Nature of Works	:-	Selection of Agency for Management Solid Waste (Wet Waste) using Black Soldiery Fly Technology
3.	Tender (Bid) Cost	:-	Rs.5900/- (Bid cost-5,000/- s+ GST 18% i.e., 900/-)
4.	EMD	:-	Rs.50,000/-
4.	Availability of bid document in the website	:-	From 04.00 P.M. of 06.08.2024 to 22.08.2024 up to 5:00 P.M.
5.	Last date of receipt of Bid	:-	22.08.2024 up to 5:00 P.M.
6.	Mode of Receipt of Bids	:-	Through Speed Post/ Registered Post (India Post)/ and by no other means.
7.	Date of opening of Technical Bid	:-	Date: 23.08.2024 at 11:00 A.M.
7.	Date of opening Commercial Bid	:-	Date: 23.08.2024 at 4:00 P.M.
8.	Address for Business query and correspondence	:-	Cuttack Municipal Corporation, Biju Bhawan, Choudhary Bazaar, Cuttack-753001 Website-www.cmccuttack.odisha.gov.in E-mail Id- mccmc@nic.in
9.	The bidders have to participate in OFF-LINE bidding only. Further details can be seen from the Cuttack District website (www.cmccuttack.odisha.gov.in). Any addendum /corrigendum / cancellation of tender can also be seen in the said websites. If any query, then contact E-mail ID - mccmc@nic.in .		

**Commissioner
Cuttack Municipal Corporation
Cuttack**

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DISCLAIMER

- 1) All information's contained in this RFP subsequently provided are in good faith. This RFP is not an agreement or an offer by CMC to the prospective applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation and submission of their applications pursuant to this RFP.
- 2) CMC accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any applicant upon the statements contained in this RFP.
- 3) CMC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP, without assigning any reason or providing any notice and without accepting any liability for the same.
- 4) The issue of this RFP does not imply that CMC is bound to select an applicant or to appoint the selected applicant, as the case may be. CMC reserves the right to cancel this request for RFP and/or invite afresh with or without amendments to this request for RFP, without liability or any obligation for such request for RFP and without assigning any reason. Information provided at this stage is merely indicative.
- 5) Each Bidder should conduct its own investigations & analysis and should check the accuracy, reliability & completeness of the information in this RFP document and wherever necessary obtain independent advice from appropriate sources. CUTTACK MUNICIPAL CORPORATION, their employees and advisors make no representation or warranty and shall incur no liability under and law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.

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1. LETTER OF INVITATION

**Commissioner
Cuttack Municipal Corporation
Government of Odisha**

Dear Agency,

The Commissioner, Cuttack Municipal Corporation invites proposals from experienced agencies for the "Selection of agency for management solid waste (wet waste) using 'BLACK SOLDIER FLY' Technology". The details of the required scope of work and services expected from the Agency are provided in the Section 5: Terms of Reference in this RFP Document.

An Agency will be selected as per Quality Based Selection (QBS) criteria described in this RFP.

The RFP comprises the following sections:

Section 1 – Letter of Invitation

Section 2 – Definitions

Section 3 – Factsheet

Section 4 – Background and the need for engaging agency/partner for handling Solid Waste (wet waste) using BSF

Section 5 – Terms of Reference

Section 6 – Instructions to Agencies

Section 7 – Technical Proposal – Standard Forms

Section 8 – Financial Proposal – Standard Forms


**Commissioner
Cuttack Municipal Corporation**

2. DEFINITIONS

- a) "CUTTACK MUNICIPAL CORPORATION" means the CMC, Cuttack Municipal Corporation
- b) "Client" is the **COMMISSIONER CUTTACK MUNICIPAL CORPORATION, H&UD Department, Government of Odisha.**
- c) "Agency" means any entity or person that may provide or provides the Services to the Client under the Contract.
- d) "Day" means calendar day.
- e) "Instructions to Agencies" means the document which provides interested Agencies with the information needed to prepare their respective Proposals.
- f) "LoI" means the "Letter of Intent" being sent by the Client.
- g) "Personnel" means professional and support staff provided by the Agency and assigned to perform the Services or any part thereof.
- h) "Proposal" means Technical Proposal and the Financial Proposal.
- i) "RFP" means the Request for Proposal circulated by the Client for the selection of Agency(s).
- j) "Assignment/job" means the work to be performed by the Agency pursuant to the Contract.
- k) "Terms of Reference" (ToR) means the information included in the RFP which explain the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the selected Agency(s).
- l) "Competent Authority" means **COMMISSIONER CUTTACK MUNICIPAL CORPORATION.**
- J) "BSF" means Black Solider Fly. Black Soldier Fly (BSF), scientifically known as **Hermetia illucens**, is an insect that is increasingly being utilized for waste management and as a source of protein in animal feed.

3. FACT SHEET

Table No: 01

Request for Proposal (RFP) document made available to the applicants	cmccuttack.odisha.gov.in
Last date for Receipt of Technical and Financial Proposals (Sealed Envelope)	22/08/2024 at 14:00 Hrs.
Date of opening of Technical Proposals, Technical Presentation and Financial Proposal	23/08/2024 at 11:00 Hrs.
Letter of Award	To be intimated to selected Agency
Start Date	To be intimated to selected Agency
Method of Selection	QCBS
Ernest Money Deposit (EMD)	Rs.50,000/- (Rupees Fifty Thousand) only in the form of 2 Year TDR / FD / Postal Deposits duly pledged in favor of the "Commissioner, Cuttack Municipal Corporation", Payable at Cuttack
Bid Cost (Non- Refundable)	Rs.5900/- (Rupees Five Thousand Nine Hundred) only in the form of Demand Draft from any Nationalized Bank pledged in favor of the "Commissioner, Cuttack Municipal Corporation", Payable at Cuttack
Address for Submission of Proposals	To, The Commissioner Cuttack Municipal Corporation, Cuttack Odisha, PIN -753001
Mode Submission of Bid Document	Bid document are to be submitted by Speed Post / Registered only. (India Post)
Address for business query and correspondence	Cuttack Municipal Corporation, Biju Bhawan, Choudhary Bazaar, Cuttack-753001 Website: www.cmccuttack.odisha.gov.in E-mail Id: mccmc@nic.in

Note:

- The Client reserves the right to change the above schedule by due intimation information to the intended agencies. Please visit the website <https://cmccuttack.odisha.gov.in/> regularly for the updates.
- If it is not possible to open the financial proposals on the same day of bid opening, the date of opening of financial proposal will be communicated to eligible bidder through correspondence.
- Proposals must be submitted on or before the prescribed date, time and venue mentioned in the Fact Sheet. Proposals received after cut-off date will be summarily rejected.

4. BACKGROUND AND NEED FOR ENGAGEMENT OF AGENCY MANAGEMENT SOLID WASTE (WET WASTE) USING 'BLACK SOLDIER FLY' TECHNOLOGY

OBJECTIVE OF THE PROJECT

The Cuttack Municipal Corporation (CMC) was established to address urban challenges, including waste management. The corporation covers an area of 192.5 sq. km and faces significant waste management challenges due to its dense population and commercial activities.

Background and Need for Engagement of Agency

Solid waste management, particularly of organic or wet waste, presents significant challenges to urban areas like Cuttack. Traditional disposal methods such as landfilling and incineration are not sustainable due to their environmental impacts, including greenhouse gas emissions, soil contamination, and resource depletion. In this context, innovative solutions such as the use of Black Soldier Fly (BSF) larvae have emerged as effective and eco-friendly alternatives. BSF larvae can rapidly decompose organic waste and convert it into valuable by-products, thereby reducing waste volume and recovering resources.

BSF Technology-Based Waste Management

- Sustainable Waste Processing: Convert large quantities of organic waste into environmentally friendly products.
- Resource Recovery: Produce BSF larvae, which can be used as high-protein animal feed, and frays, which can serve as a nutrient-rich fertilizer.
- Climate-Controlled Bioreactors: Establish bioreactors to optimize the production of BSF and its derivatives.
- Commercial Viability: Develop a commercially viable Solid Waste Management (Wet Waste) enterprise benefiting both the CMC and the implementing agency/partner.

ROLES AND RESPONSIBILITIES

CUTTACK MUNICIPAL CORPORATION (CMC)

1. Provision of Infrastructure and Resources:

- Handover agreed units of MCC for a period of five years.
- Provide basic infrastructure and facilities such as sheds, parking, electricity, water, and shredders.
- Supply the agreed quantity and quality of organic waste as per the schedule.

2. Support and Oversight:

- Remove unwanted assets that may obstruct the waste management process.
- Provide security and cleaning staff required outside the MCC premises.
- Limit activities to supplying waste to the MCC premises.

- Monitor the physical and financial progress every six months and obtain progress reports from the entrepreneur.
- Regularly monitor activities through a designated officer.
- Review and adjust the agreement after two years, determining the fee structure based on financial benefits.

3. Operational Assistance:

- Facilitate smooth logistics for the transport of organic waste to the MCC.
- Ensure timely resolution of any issues related to infrastructure or waste supply.
- Assist in the installation of necessary equipment and facilities for BSF processing.
- Coordinate with other municipal sections and stakeholders (including government, private and non- government) to support the implementation of the project.

4. Public Engagement and Awareness:

- Conduct community outreach programs to educate the public on waste segregation and the benefits of BSF-technology based waste management.
- Promote the project through municipal communication channels to gain public support and participation.

5. Financial Support and Incentives:

- Provide financial incentives or subsidies to support the initial setup and operational costs.
- Explore opportunities for additional funding or grants to enhance the project.

6. Regulatory and Compliance Support:

- Ensure that all operations comply with local, state, and national environmental regulations.
- Facilitate the necessary permits and licenses for the implementation agency.

Implementation Agency/Partner

1. Waste Management and Operations:

- Receive and process the specified quantity of organic waste regularly.
- Ensure no disposal of waste in an unauthorized manner or causing pollution.
- Establish and maintain the necessary facilities, assets, and machinery for waste processing and BSF production at their own cost.

2. Operational and Financial Management:

- Bear all working capital requirements.
- Submit quarterly progress reports, including achievement and financial statements, to CMC.
- Employ existing labor under mutually agreed terms and manage all operational manpower requirements.

3. Compliance and Cooperation:

- Ensure regular inspections by CMC officials.
- Avoid any major modifications to structures without CMC's permission.
- Restore the condition of facilities to their original state upon agreement completion.
- Pay fees to CMC for facility and service usage after the initial two-year period, either as royalty or a fixed amount with mutual consensus. The terms and conditions shall be spelt out in MoU and Work Order.

4. Facility Management:

- Ensure proper maintenance and operation of the BSF processing units.
- Implement safety and hygiene standards to prevent any adverse environmental impact.
- Develop contingency plans for potential operational disruptions.

5. Technical Expertise and Innovation:

- Provide technical expertise on BSF cultivation, waste processing, and by-product utilization.
- Conduct ongoing research and development to optimize BSF waste processing techniques.
- Stay updated with global best practices and innovations in BSF technology and incorporate them into the project.

6. Community Engagement and Training:

- Engage with local communities to encourage participation in waste segregation and collection.
- Conduct training programs for CMC staff and local communities on BSF waste management techniques.
- Address any concerns or feedback from the community to ensure their cooperation and support.

7. Product Marketing and Distribution:

- Develop strategies for marketing and distributing the by-products of BSF processing, such as protein meal and organic fertilizer.
- Explore potential markets and establish partnerships for the sale of BSF-derived products.

8. Sustainability and Scale-up:

- Develop plans for scaling up operations based on the success of the initial project phases.
- Ensure sustainability of the project by continuously improving operational

Note: In case of MSME/Start-up Odisha/DPIIT registered manufacturer of Odisha, the Odisha Procurement Preference Policy may be applicable subject to fulfilling of all qualifying criteria laid down in the tender documents.

ADDITIONAL GOALS FOR BSF TECHNOLOGY IMPLEMENTATION AT CMC

1. Environmental Sustainability

- a. Reduction of Landfill Waste: Significantly decrease the volume of organic waste sent to landfills by diverting it to BSF processing units.
- b. Lower Greenhouse Gas Emissions: Minimize methane and other greenhouse gas emissions associated with organic waste decomposition in landfills.

2. Economic Benefits

- a. Cost Savings: Reduce waste management costs through efficient organic waste processing and decreased landfill usage.
- b. Revenue Generation: Generate revenue from the sale of high-quality compost and protein-rich BSF larvae, which can be used in agriculture and animal feed industries.

3. Social Impact

- a. Job Creation: Create employment opportunities for local communities in BSF operations, including waste collection, segregation, and processing.
- b. Community Empowerment: Engage and empower the community through educational programs and involvement in sustainable waste management practices.

4. Innovation and Technology Advancement

- a. Adoption of Cutting-edge Technology: Position CMC as a leader in innovative waste management solutions by adopting BSF technology.
- b. Continuous Improvement: Foster a culture of innovation and continuous improvement in waste management practices.

5. Educational Outreach

- a. Awareness Programs: Conduct awareness campaigns to educate the public about the benefits of BSF technology and the importance of waste segregation.
- b. School and University Partnerships: Collaborate with educational institutions to incorporate BSF technology into environmental education programs, fostering a new generation of environmentally conscious citizens.

6. Partnerships and Collaboration

- a. Public-Private Partnerships: Form strategic partnerships with private sector entities, NGOs, and research institutions (but not limited to) to enhance the implementation and scalability of BSF technology.
- b. Knowledge Sharing: Participate in national and international forums to share knowledge and best practices related to BSF technology and sustainable waste management.

7. Health and Safety

- a. Worker Safety: Implement strict health and safety protocols to protect workers involved in BSF operations.
- b. Public Health: Improve overall public health by reducing waste-related pollution and associated health risks.

8. Scalability and Replication

- a. Pilot Project Success: Demonstrate the success of the pilot project at the MCC to serve as a model for other municipalities.
- b. Expansion Plans: Develop plans for scaling up BSF technology to additional sites within Cuttack and other regions.

5: TERMS OF REFERENCE FOR BSF TECHNOLOGY IMPLEMENTATION

A. Strategy Formulation

- Develop a Comprehensive Strategy: Create a detailed plan for integrating BSF technology into the existing waste management framework. This includes identifying target waste streams, setting processing goals, and establishing operational protocols.
- Stakeholder Engagement: Engage with key stakeholders, including CMC officials, community members, and waste management experts, to gather input and ensure alignment with local needs and regulations.
- Risk Assessment and Mitigation: Conduct a risk assessment to identify potential challenges and develop mitigation strategies to ensure smooth implementation.

B. Implementation Plan

- Site Preparation and Infrastructure Development: Prepare the MCC site for BSF operations by setting up necessary infrastructure, including BSF breeding units, waste collection areas, and processing facilities.
- Operational Setup: Establish the BSF larvae rearing and waste processing systems, ensuring compliance with health, safety, and environmental standards.
- Resource Allocation: Allocate resources, including personnel, equipment, and materials, to support the BSF operations.
- Business Model: Ensure appropriate business model chosen to materialise effective waste management, output and outcome.

C. Monitoring & Reporting

- Regular Monitoring: Implement a monitoring system to track the progress of BSF operations, including waste intake, processing efficiency, and output quality.
- Performance Metrics: Develop key performance indicators (KPIs) to measure the success of the BSF technology implementation.
- Progress Reporting: Provide regular reports to CMC detailing the operational status, challenges encountered, and achievements. Reports should include quantitative data and qualitative assessments.

D. Documentation & ICE Development

- Process Documentation: Maintain detailed records of the implementation process, including site preparation, operational procedures, and any modifications made.

- Information, Communication, and Education (ICE) Materials: Develop ICE materials to educate the community and stakeholders about BSF technology, its benefits, and best practices for waste segregation and disposal. These materials should include posters, brochures, social media content, and training manuals.

E. NO CLAIM OR COMPENSATION FOR SUBMISSION OF TENDER.

- No tenderer/bidder shall be entitled to claim any cost, charges and expenses incidental to or incurred by him through or in connection of this tender even though the Commissioner, CMC withdraw tender without assigning any reason thereof.

SECTION 6: INSTRUCTIONS TO AGENCIES

1.1 The Commissioner, CUTTACK MUNICIPAL CORPORATION, will select an agency in accordance with the method of selection specified below.

Name of the Client: Commissioner, CUTTACK MUNICIPAL CORPORATION

Method of selection: Quality Based Selection (QCBS).

1.2 Interested Agencies are invited to submit a Technical Proposal and a Financial Proposal for the assignment named below.

NAME OF THE PROJECT: MANAGEMENT SOLID WASTE (WET WASTE) USING 'BLACK SOLDIER FLY' TECHNOLOGY UNDER SWACHH SURVEKSHAN 2024 AND SBM 2.0

1.3 The Proposal submission address:

The Commissioner,
Cuttack Municipal Corporation,
Biju Bhawan, Choudhary Bazaar,
Cuttack-753001, Odisha.

1.4 The Proposal (comprising of Pre-Qualification documents, Technical Proposal, Financial Proposal, and EMD in four separate sealed envelopes) must be submitted by registered/speed post only and received by the Client, not later than the following date and time:

Date: 21/08/2024 | Time: 1600 Hrs.

Note:

- a) Bidders are allowed to submit queries in respect of RPF or other details if any to CMC through email at mccmc@nic.in or write to The Commissioner, Cuttack Municipal Corporation, Biju Bhawan, Choudhary Bazaar, Cuttack-753001, Odisha.
- b) The interested bidders may attend the pre-bid conference to be held at Biju Bhawan on 12/08/2024 at 1600 Hrs.

1.5 Agencies shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Agencies.

1.6 Conflict of Interest:

a) Client requires that Agencies shall perform the required services, provide professional, objective, and impartial advice and all times hold the Client's interest paramount, strictly avoid conflicts of interest with other assignments or their own interests and act without any consideration for future work. Without limitation on the generality of the foregoing, Agencies, and any of their affiliates, shall be considered to have a conflict of interest and shall not be engaged, under any of the circumstances set forth below.

Conflicting Relationship:

a) An Agency (including its Personnel and Sub-Agencies) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (a) the preparation of the terms of reference of the Assignment, (b) the selection process for such Assignment or (c) supervision of the Contract, may not be awarded a Conflict, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Client throughout the selection process and the execution of the Contract.

b) Agencies have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Agency(s) or the termination of its Contract.

c) No Agency or current employees of the Client shall work as Agency under their own ministries departments or agencies.

1.7 Unfair Advantage:

If an Agency could derive a competitive advantage from having provided other services related to the assignment in question, the Client shall make available to all other Agencies together with this RFP all information that would in that respect give such Agency any competitive advantage over competing Agencies.

1.8 Fraud and Corruption:

It is required that Agencies participating in the project adhere to the highest ethical standards, both during the selection process and throughout the execution of a contract.

The Client:

a) Defines the terms set forth below as follows:

- i. "corrupt practice" means the offering, giving, receiving or soliciting, directly or indirectly or anything of value to influence the action of a public official or members of the Evaluation Committee, in the selection process or in contract execution;
 - ii. "fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
 - iii. "collusive practices" means a scheme or arrangement between two or more Agencies with or without the knowledge of the Client, designed to establish prices, artificial, non-competitive levels;
 - iv. "Coercive practices" means harming or threatening to harm, indirectly, persons or their property to influence their participation in a procurement process or affect the execution of a contract;
- b) Will reject a proposal for award, if it determines that the Agencies recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question:

Applicant Agencies should be aware of the provisions on fraud and corruption stated in the specific clauses in the Contract.

1.9 Only one Proposal:

An Agency may only submit one proposal. If an Agency submits or participates in more than one proposal, all such proposals shall be disqualified.

1.10 Proposal Validity:

Proposal must remain valid for 180 days from the last date of bid submission. During this period, agency shall maintain the availability of Professional staff nominated in the Proposal and fully committed to their financial proposal, unchanged. The client will make its best effort to complete negotiations within this period. Agency who does not agree, have the right to refuse to extend the validity of their Proposals, under such circumstances, the client shall not consider such proposal for further evaluation.

1.11 Preparation of Proposals:

- a) The Proposal and all related correspondence communicated by the Agencies and the Client shall be written in English.
- b) In preparing their Proposal, Agencies are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- c) The Proposal consists of two parts: **(i) Technical Proposal and (ii) Financial Proposal.**
- d) Original RFP document duly stamped and fully signed on each page along with the Forwarding Letter confirming the performance of the assignment.

1.12 Minimum Eligibility Criteria:

Agencies failing to meet criteria or not submitting requisite proof for supporting minimum eligibility criteria are liable to be rejected summarily.

Table No. 02

Sl.No.	Criteria	Documentary Evidence to be Submitted in Technical Bid
1	Name & Address of the Agency (Sole-proprietorship)/Partnership Firm/ Company	
2	Registration details :	• Registration Certificate. • PAN Card • GST Registration Certificate • Bank account details.
3	Minimum 3 years' experience in handling such type of assignments in Govt./ or Public Sector	Work Orders/ Completion/Certificates/Invoice issued by/to the Client
4	The Agency (Sole-proprietor / Firm / Company) should have minimum Average financial annual turnover of Rs.30, 00, 000/- for the last 3 years.	Filed IT return of last 3 years
5	Brief write up of the relevant business activities undertaken so far and an overview of the expertise/potential available with the Agency.	To be submitted
6	Details of required equipment and project management tools available.	To be submitted
7	Details of Quality work plan to deliver on the engagement as per the Scope of Work in terms of achieving Goals and objectives.	To be submitted
8	The Agency (Sole proprietor / Firm / Company) should not have been blacklisted/banned by the Central/State Governments or PSU.	Self-Certification on letterhead to be furnished.
9	Submission of undertaking for Bid terms & conditions acceptance.	Submission on letter head
10	EMD of Rs.50,000/- (Rupees Fifty thousand) only in the form of 2 Year TDR / FD / Postal Deposits duly pledged in favors of The Commissioner Cuttack Municipal Corporation	To be submitted with Technical Bid Document.
11	Bid Cost of Rs.5900 (Rupees Five Thousand Nine Hundred) only in the form of Demand Draft from any Nationalized Bank pledged in favor of the "Commissioner, Cuttack Municipal Corporation", Payable at Cuttack.	To be submitted with Technical Bid Document.

NOTE: The copies of documents submitted towards minimum eligibility criteria are to be substantiated through production of originals, as and when required.

1.13. Technical Proposal Format and Content:

Applicant Agencies are required to fill the Technical Evaluation Form. The filled up Technical Evaluation Form and the corresponding Tech Form (in Section 7) should be enclosed in a separate envelop along with all necessary/supporting document to justify the minimum eligibility criteria. The supporting documents have to be produced in original by the Agencies, if and when demanded by the Client. Submission of the wrong type of Technical Proposal will result in the (Proposal being deemed non-responsive).

The formats of the Technical Proposal (Section 7) to be submitted are:

- a) Form Tech 1: Letter of Proposal submission
- b) Form Tech 2: Agency's organization & experience
- c) Form Tech 3: Strategy and approach
- d) Form Tech 4: Undertaking regarding any conflicting activities and information. A Technical proposal containing financial information shall be declared non- responsive.

1.14. Financial Proposals

- The Financial Proposal shall be prepared using the attached Financial Proposal Form (in Section 8).
- The financial proposal shall not include any conditions attached to it and if received, then any such conditional financial proposal shall be rejected.
- All documents relating to the RFP shall be in the language English specified in the General Conditions of Contract.
- Each page of the Bid Document shall be initialled by the Authorized Representative/ Signatory.

The extracted text from the image is:

Note: A minimum of ₹ 02.00 per kg may be considered towards payment to CMC for using the MCC facilities and requisite machinery on quarterly basis for producing manure/BSF.

1.15. Tender Fee/ Bid Cost

A Bid Cost ₹5900/- (Five Thousand Nine Hundred) (Non- refundable) only in the form of Demand Draft (D.D.) made from any nationalized / scheduled bank in

favor.....- of "Commissioner, CUTTACK MUNICIPAL CORPORATION" payable at Cuttack, must be submitted along with the Proposal.

1.16. Earnest Money Deposit:

An Earnest Money Deposit (EMD) of ₹50,000/- (Rupees Fifty thousand) only in the form of 2year TDR / Fixed Deposit / Postal Deposits duly pledged in Favor of Commissioner, CUTTACK MUNICIPAL CORPORATION, from any nationalized / scheduled bank / post office must accompanying with the Proposal.

Proposals received without Bid Cost and EMD shall be rejected as non- responsive. No bank guarantee will be accepted in lieu of the EMD of the successful and unsuccessful agencies. EMD of unsuccessful agencies will be returned within one month of signing of the agreement.

The EMD shall be forfeited by the Agency in the following events:

- a.If Proposal is withdrawn during the validity period or any extension by the Agency thereof.
- b.If the Proposal is varied or modified in a manner not acceptable to the Client after opening of Proposal during the validity period or any extension thereof.
- c.If the Agency tries to influence the evaluation process.
- d.If the selected Agency withdraws its proposal during negotiations.

1.17. Submission, receipt and opening of proposals

a. The proposal (Technical Proposal and Financial Proposal) shall contain no interlunation or overwriting except as necessary to correct errors made by the Applicant Agencies themselves. The under-signee person for the proposal must provide his initial beside such corrections. Submission letters for the Technical Proposal and Financial Proposals should respectively be in the format specified.

b. An authorized representative of the Applicant Agencies shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Technical and Financial Proposals or in any other form demonstrating that the representative has been dully authorized to sign.

c. The Tender Fee / Bid Cost, EMD, including all the Tech Forms and supporting documents (listed 1.13) shall be placed in a separate sealed envelope clearly marked "TECHNICAL PROPOSAL".

Similarly, the Financial Proposal including the Fin Form (described in 1.14) shall be placed in a separate sealed envelope clearly marked "FINANCIAL PROPOSAL" All the three sealed envelopes shall be placed in an outer large envelope and sealed. This outer envelope shall bear the submission address and shall be clearly superscripted with "Bid Documents for selection of Agency for management of social media platforms for CUTTACK MUNICIPAL CORPORATION, SWACHH SURVEKSHAN 2024-25,". The Client shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. The circumstances may also be deemed as fit case for Proposal rejection. If the Proposal is not submitted in separate sealed envelopes duly marked as indicated above, this will constitute grounds for declaring the Proposal non- responsive.

d. The Proposals must be sent to the address indicated and received by the Client no later than the time and the date of submission, or any extension to this date in accordance with corrigendum. Any proposal received by the Client after the deadline for submission shall be returned unopened.

e. From the time, proposals are opened to the time the Contract is awarded, the Agencies should not contact the Client on any matter related to its Technical and or Financial Proposal, Any effort by

Agencies to influence the Client in the examination, evaluation, ranking of proposals and recommendation for award of Contract may result in the rejection of the Agencies Proposal.

f. Proposals are to be submitted through speed post / Courier Services only. Proposals submitted by any other means will not be accepted.

1.18 Evaluation of Technical Proposal:

- a) A Bid Evaluation Committee (BEC) will be constituted by the Client for the purpose of evaluating the proposals.
- b) The BEC shall open and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria, sub-criteria specified in the Table No. 02 and 03. Each responsive Proposal will be given a Technical Score (TS).
- c) The Bid Evaluation Committee while evaluating the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation process is concluded, and the competent authority accepts the recommendations.
- d) Agencies shall also make a presentation on its relevant skill, competencies, past experiences including the plan and modalities for the assignment before the Bid Evaluation Committee, which will be evaluated.
- e) A Proposal may be rejected at any stage if it does not respond to important aspects of the RFP and in particular the Terms of Reference or if it fails to achieve the minimum technical score indicated below.
- f) The Committee shall determine the approach and methodologies for the issues, which may arise during the evaluation exercise and have not been addressed in this RFP. The decision of the Committee shall be final and binding on all the Bidders.

CRITERIA, SUB-CRITERIA, AND POINT SYSTEM FOR THE DETAILED EVALUATION OF TECHNICAL PROPOSALS ARE:

The evaluation of Technical Proposals will be conducted based on the following criteria, sub-criteria, and point/mark system:

Details of Evaluation Criteria

Evaluation Criteria under QBS (Quality-Based Selection) Method

The Quality-Based Selection (QBS) method focuses primarily on the quality and expertise of the service provider. Here's a detailed evaluation framework for selecting an implementation partner for BSF technology using QBS:

1. Experience in Similar BSF Technology Projects (Max. 30 Marks)

This criterion evaluates the agency's experience in handling similar BSF technology projects, with a focus on projects completed in the Government or Public Sector.

2. Financial Capacity (Max. 20 Marks)

This criterion evaluates the agency's financial strength based on the average annual turnover for the last three years, reflecting their capacity to handle large-scale projects.

3. Technical Approach and Methodology (Max. 30 Marks)

This criterion evaluates the agency's understanding of the project requirements and the proposed methodology to achieve the project goals. It includes the detailed project plan, methodology, timelines, and milestones.

4. Personnel (Max. 10 Marks)

This criterion evaluates the qualifications and relevant experience of the key personnel proposed for the project, ensuring that the agency has qualified professionals to manage and execute the project effectively.

5. Innovation and Value Addition (Max. 10 Marks)

This criterion evaluates the agency's ability to offer innovative solutions and additional value beyond the basic project requirements, contributing to the broader environmental and social goals of the CMC.

Summary of Evaluation Criteria

Criteria For Evaluations	Maximum Marks
Experience in Similar Projects	30
Financial Capacity	20
Technical Approach and Methodology	30
Personnel	10
Innovation and Value Addition	10
Total	100

Evaluation Process

1. Technical Proposals Evaluation:

- Technical proposals will be evaluated based on the criteria and point system detailed above.
- Only the technical score will be considered for selection, without initially considering the financial proposal.

2. Minimum Qualifying Mark:

- The minimum qualifying mark is 70 (i.e., 70% of total marks).

1.20 Final Selection of Agency:

Final Selection:

- The firm with the highest technical score will be selected.

- Financial proposals will only be opened and evaluated if there are two or more firms with tied technical scores.

Note: By adopting this QBS framework, the selection process ensures that the most qualified and capable agency is chosen for the BSF technology project, focusing primarily on quality and expertise to achieve the best project outcomes for the Cuttack Municipal Corporation.

1.21 Negotiations

Negotiation will be held at the address indicated above. The invited Agency will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the Client Proceeding to negotiate with the next-ranked Agency. Representatives conducting negotiations on behalf of the Agency must have written authority to negotiate and conclude a Contract.

a) Technical Negotiations

Negotiation will include a discussion of the Technical Proposal including the proposed approach and methodology, work plan, and organizational experience and staffing, and any suggestions made by the Agency to improve the terms of reference. The Client and the Agency will finalize the Terms of reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Services". Special attention will be paid to clearly defining the inputs and facilities required from the Client to ensure satisfactory implementation of the assignment. The Client shall prepare minutes of negotiations which shall be signed by the Client and the Agency.

b) Financial Negotiations

After the technical negotiations are over, financial negotiation will be carried out in order to discuss any change in financials due to change in scope of work or due to clarification on any aspect of the technical proposal during the technical negotiations. Under ordinary circumstances, the financial negotiation shall not result in an increase in the price originally quoted by the Agency. Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff or proposed until rates.

c) Conclusions of Negotiation

Negotiation will conclude with a review of the draft Contract. To complete negotiations the Client and the Agency will initial the agreed Contract. If negotiations fail, the Client will invite the next-ranked Agency to negotiate a Contract, if necessary.

1.22 Award of Contract

- a) After completing negotiations, the Client shall issue a Letter of Intent to the selected Agency.
- b) The Agency will sign the agreement after fulfilling all the formalities/pre-conditions within 15 days of issuance of the letter of intent.

- c) The CUTTACK MUNICIPAL CORPORATION, reserves the right to accept or reject any or all bids to cancel / withdraw the invitation or to annul the bidding process at any time prior to Award of Contract, without assigning any reason thereof. CUTTACK MUNICIPAL CORPORATION, shall bear no liability whatever the consequent upon such a decision nor shall CUTTACK MUNICIPAL CORPORATION, have any obligation to inform the affected bidder or bidders against any action.
- d) Information relating to evaluation of Proposals and recommendations award shall not be disclose to the Agencies who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Agency of confidential information related to the process may result in the rejection of its Proposal.

1.23. Termination of the Contract:

The competent authority may, by a written notice of termination to the Bidder, suspend/terminate the contract if the Bidder fails to perform any of its obligations under this contract (including the carrying out of the services) provided that such notice of suspension.

- 1. Shall specify the nature of the failure and
- 2. Shall request the Bidder to make good such failure within a specified period from the date of receipt of such notice of suspension by the Bidder.
- 3. The Competitive Authority at any point of time may terminate the contract by a notice of 15 days, if the agency fails to above stated clauses.

1.24 Competent Authority:

The Commissioner, CUTTACK MUNICIPAL CORPORATION, shall be the competent authority for this project. The powers of the Competent Authority will be as under:

- 1. May amend RFP documents during the proposal evaluation process. Any amendments will be conveyed to the short-listed organization / Agency;
- 2. Modify scope of work at the time of the award of the contract. Such modifications will be discussed and agreed with the Agency.
- 3. At discretion during evaluation of bids, request an Agency for clarification on its proposal. This request will be in writing and the Agency should respond in writing. No change in price or substance of the bid shall be sought, offered or permitted at this stage.
- 4. The competent authority reserves the right to accept or reject any / all proposal partially or fully without assigning any reason thereof. The decision of the Competent Authority shall be final and binding on all the Bidders.
- 5. Any dispute in this regard subject to Cuttack jurisdiction only.

SECTION 7: STANDARD FORMS (TECHNICAL PROPOSAL)**Technical Evaluation: Ref: - Point No. 1.13 of RFP****Table No: 04**

Sl. No.	Criteria	Documentary Evidence to be Submitted in Technical Bid
1	Name & Address of the Agency proprietorship / Firm / Company)(Sole –	
2	Registration details :	• Registration Certificate • PAN Card • GST Registration Certificate • Bank account & RTGS details.
3	Minimum 2 years' experience in handling such type of assignments in Govt./ or Public Sector	Work Orders/ Completion Certificates/Invoice issued by/to the Client
4	The Agency (Sole – proprietor / Firm / Company) should have minimum financial annual turnover of ₹30, 00, 000/- for the last 3 years.	Filed IT return of last 3 years
5	Brief write up of the relevant business activities undertaken so far and an overview of the expertise/potential available with the Agency. Details of required equipment and project management tools available.	To be submitted (Tech Form – 2)
6	Details of Quality work plan to deliver on the engagement as per the Scope of Work in terms of achieving Goals and objectives.	To be submitted (Tech Form – 3)
7	The Agency (Sole – proprietor / Firm / Company) should not have been blacklisted/banned by the Central/State Governments or PSU.	Self-Certification on letterhead to be furnished. (Tech Form – 4)
8	Submission of undertaking Bid terms & for conditions acceptance.	Submission on letter head
9	EMD of ₹50,000/- (Rupees Fifty Thousand) only in the form of 2 Year TDR / FD / Postal Deposits duly pledged in favor of The Commissioner Cuttack Municipal Corporation	To be submitted with Document Technical Bid
10	Bid Cost of ₹5900/- (Rupees Five Thousand Nine Hundred)only in the form of Demand Draft in favor of The Commissioner, CUTTACK MUNICIPAL CORPORATION, drawn on any Nationalized/ Scheduled Bank , payable at Cuttack	To be submitted with Document Technical Bid
11	Presentation of Action Plan , Strategy, Approach before the Bid Evaluation Committee in shape of a short PPT.	Both soft and hard copy of the presentation is to be submitted before the Bid Evaluation Committee.

Applicant Agencies are required to fill the Technical Evaluation Form. The filled-up Technical Evaluation Form and the corresponding Tech Form (in Section 7) should be enclosed in a separate envelope along with

all necessary/supporting documents to justify the minimum eligibility criteria. The supporting documents have to be produced in original by the Agencies, if and when demanded by the Client. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive.

The formats of the Technical Proposal (Section 7) to be submitted are:

- Form Tech 1: Letter of Proposal submission
- Form Tech 2: Agency's organization & experience
- Form Tech 3: Strategy and approach
- Form Tech 4: Undertaking regarding any conflicting activities and information. A Technical proposal containing financial information shall be declared non-responsive.

FORM TECH 1: COVERING LETTER (LETTER OF PROPOSAL)

**To,
The Commissioner,
Cuttack Municipal Corporation**

Dear Sir,

We, the undersigned offer to execute the assignment "**Management of Solid Waste (Wet Waste) Using 'Black Soldier Fly' Technology**" in accordance with your Request for Proposal No.____ dated _____. We are hereby submitting our Proposal, which includes Pre-Qualification Documents, Technical Proposal, and Financial Proposal, sealed in separate envelopes.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. Our Proposal is binding upon

Thanking you.

Yours sincerely,

Authorized Signature
Name and Designation of Signatory
Name of Agency
Address
Contact Information
Date

FORM TECH 2: AGENCY'S ORGANIZATION AND EXPERIENCE

1. Agency Details:

- Name of the Agency:
- Address:
- Telephone:
- Email:
- Name and designation of the person authorized to make commitments to the Client:
- Year of establishment:
- Number of employees:

2. Agency's Experience:

- Provide a brief description of the background and organization of your agency.
- List and briefly describe projects of a similar nature completed in the past three year (Include the client name, project value, and duration).
- Attach supporting documents such as completion certificates, work orders, and client testimonials.

FORM TECH 3: DESCRIPTION OF STRATEGY, APPROACH, AND WORK PLAN

1. Project Understanding:

- Demonstrate your understanding of the objectives and requirements of the project.

2. Strategy and Approach:

- Provide a detailed strategy and approach for executing the project. This should include:
- Methodology for each component (Operation and Management etc.).
- Project management approach.
- Risk management and mitigation plan.

3. Work Plan:

- Provide a detailed work plan with timelines and milestones for each task.

4. Quality Assurance:

- Describe the measures that will be implemented to ensure the quality of work.

FORM TECH 4: UNDERTAKING REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF

**To,
Commissioner,
Cuttack Municipal Corporation**

Dear Sir,

We hereby declare that our agency, [Agency Name], is not engaged in any activities that could be deemed as conflicting with the responsibilities to be undertaken as per this RFP. We also declare that we are not involved in any litigation that could affect or compromise the delivery of services as required under this contract.

We further certify that we are not blacklisted or debarred by any Government or Public Sector organization.

Thanking you.

Yours sincerely,

Authorized Signature
Name and Designation of Signatory
Name of Agency
Address
Contact Information
Date

SECTION 8: FINANCIAL PROPOSAL SUBMISSION FORM

To,
The Commissioner,
Cuttack Municipal Corporation

Dear Sir,

We, the undersigned, offer to provide the services for "**Management of Solid Waste (Wet Waste) Using 'Black Soldier Fly' Technology**" in accordance with your Request for Proposal No.____ dated ____ and our Technical Proposal. Our Financial Proposal is for the sum of [Insert Amount(s) in words and figures]/kg inclusive of all taxes towards using of MCC and requisite machineries provided by CMC.

This amount is exclusive of any applicable GST, which may be charged in addition to the above amount as per the prevailing rate.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal, i.e., [Insert Date].

We understand you are not bound to accept any Proposal you receive.

Thanking you.

Yours sincerely,

Authorized Signature
Name and Designation of Signatory
Name of Agency
Address
Contact Information
Date

GENERAL TERMS AND CONDITIONS

- The CMC reserves the right to accept or reject any or all proposals without assigning any reason.
- The selected contractor will be required to sign a formal contract with CMC outlining the terms of engagement.
- All work must comply with local laws and regulations.

.....**End of the Document**.....