

RFP for Selection of Agency for Collection of Recyclable Waste in Cuttack Municipal Corporation from Material Recovery Facility (MRF)



RFP for Selection of Agency for Recyclable Waste in Cuttack Municipal Corporation Material Recovery Facility

TENDER NO. 814

Date. 19/06/2021

2025-26

Office of the Commissioner, Cuttack Municipal Corporation,
Cuttack – 753001

RFP for Selection of Agency for Collection of Recyclable Waste in Cuttack Municipal Corporation from Material Recovery Facility (MRF)

Disclaimer

The information contained in this bid document provided to the Bidder(s), by or on behalf of Cuttack Municipal Corporation (hereinafter referred to as "CMC") or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this bid document and all other terms and conditions subject to which such information is provided.

The purpose of this bid document is to provide the Bidder(s) with information to assist the formulation of its Proposals. This bid document does not purport to contain all the information each Bidder may require. This bid document may not be appropriate for all persons, and it is not possible for CMC, its employees or advisors to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this bid document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this bid document and where necessary obtain independent advice from appropriate sources. CMC, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the bid document.

CMC may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this bid document.

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SCHEDULE OF BIDDING PROCESS

CMC would endeavor to adhere to the following schedule from the date of issue of notification during the Bidding Process

Events	Date
Bid Publishing Date	19/06/2025
Last Date and time of Submission of Application/Proposal	26/06/2025 till 1700 Hrs.
Mode of submission of Proposal	Regd. Post/Speed Post/Courier
Place of Submission of Proposal	Diary Section, Cuttack Municipal Corporation
Date of opening of technical bid	30/06/2025 at 1230 Hrs.
Responsible Officer	Deputy Commissioner (Sanitation), Biju Bhawan, Choudhury Bazar, Cuttack PIN :753001 Email: dcsanitationcmc@gmail.com
Email for Communication	mccmc@nic.in
Bid Document Fee	Rs.2000/- (Inclusive of GST) in the form of Demand Draft.
Earnest Money Deposit	Rs.20,000/- (Rupees Twenty Thousand Only) to Commissioner, Cuttack Municipal Corporation

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**Office of the Commissioner: Cuttack Municipal Corporation
Cuttack: Choudhury Bazar: Cuttack-753001**

Bid No.: 814

Invitation for Bids (IFB)

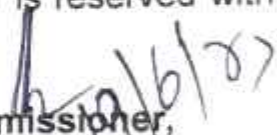
Date: 19/06/2025

Cuttack Municipal Corporation intends to issue Invitation for Bids for selection of Buyer for disposal of Recyclable Waste (dry) in Cuttack Municipal Corporation Material Recovery Facility collected from 47 wards (out of 59 wards) of Cuttack Municipal Corporation Area.

1. Cuttack Municipal Corporation invites Bids from eligible buyers for disposal of Recyclable and Non-recyclable Waste in Cuttack Municipal Corporation Material Recovery Facility for a period of 60 (Sixty months)
2. Bid documents may be downloaded from the website of Cuttack Municipal Corporation from a period of 6 (Six months) <http://cmccuttack.odisha.gov.in> from 19/06/25 onwards.
3. Bid must be submitted to the office of the Commissioner, Cuttack Municipal Corporation, Biju Bhawan, Choudhury Bazar, Cuttack-753001 on or before **1700 hours** on 26/06/25 and the opening technical Bid will be on 26/06/25 at **1230 hours**.
4. The Bid, whose score shall be highest will be awarded with the contract.
5. Other details can be seen in the bid documents.

Note:

1. Bid document fee of **Rs.2000/-** shall be paid in the form of demand draft/ banker's Cheque in favour of Commissioner, Cuttack Municipal Corporation along with the Technical Bids. Otherwise downloaded bid document shall not be considered.
2. Any Corrigendum/Corrigenda issued by CMC to be read along with this bid documents.
3. Commissioner, Cuttack Municipal Corporation reserves the right to revise or amend the notice and/ or the Bid Document, fully or partly.
4. Right to reject any or all offers without assigning any reason thereof is reserved with the Commissioner, Cuttack Municipal Corporation.

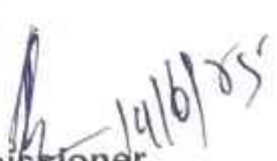

**Commissioner,
Cuttack Municipal Corporation,
Cuttack**

Memo No.: 815

Date: 19/06/2025

Copy:

- 1) The Principal Secretary to the Govt. of Odisha, Housing and Urban Development Department, etc. for information.
- 2) The City Engineer, CMC/DC (Sanitation), CMC for information and displaying the same in the notice boards in their offices for publicity.
- 3) The MIS, CMC for upload of the notice in CMC Website.


**Commissioner,
Cuttack Municipal Corporation,
Cuttack**

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REQUEST FOR PROPOSAL (RFP)

Selection of Agency for Collection Recyclable Waste in Cuttack Municipal Corporation from Material Recovery Facility (MRFs).

1. Introduction

- The Cuttack Municipal Corporation (CMC) invites REQUEST FOR PROPOSAL (RFP) from eligible agencies, firms, or organizations for the selection and empanelment for the collection of dry waste, including plastic waste, from designated Material Recovery Facilities (MRFs) within the municipal limits, in accordance with the Solid Waste Management (SWM) Rules, 2016, Plastic Waste Management Rules, 2016 (as amended up to 2025), and other applicable rules and regulations.

2. Objective

- The objective of this RFP is to select competent agencies for the collection, segregation, and transportation of dry waste, including plastic waste etc. from designated MRFs, as per the provisions of the SWM Rules, 2016, Plastic Waste Management Rules, 2016 (as amended up to 2025), and other relevant laws/rules.

3. Scope of Work

- Collection: Collection of recyclables including dry waste, including plastic waste etc. (but not limited to these but as applicable) from designated MRFs within the CMC limits.
- Segregation: Ensuring that dry waste, including plastic waste, collected from MRFs is properly segregated as per applicable standards and in compliance with the Plastic Waste Management Rules, 2016 (as amended up to 2025).
- Transportation: Safe and timely transportation of collected dry waste from MRFs to further processing or recycling facilities.
- Compliance: Adherence to all relevant environmental, health, and safety standards as prescribed by the SWM Rules, 2016, Plastic Waste Management Rules, 2016 (as amended up to 2025), and other applicable guidelines.
- Reporting: Maintenance and submission of records of waste collected from each MRF, as required by the CMC and under the applicable rules.

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4. Eligibility Criteria

4.1 Legal Status and Registration

- **Registration:** The agency must be registered in India as a company, partnership, LLP, proprietorship, or a registered society/trust/section 8 with waste management as a core business.
- **PAN/GST:** Must possess a valid PAN and GST registration.
- **Statutory Compliance:** The agency must not be blacklisted, debarred, or have had contracts terminated by any government/statutory body in the last five years.

4.2 Environmental Consents (Where Applicable)

- **CTE (Consent to Establish):** If the agency (having valid internal arrangements/partnership with registered recycler) is involved in setting up, constructing, or installing any waste processing/recycling facility, it must possess a valid Consent to Establish (CTE) from the relevant State Pollution Control Board (SPCB).
- **CTO (Consent to Operate):** If the agency (having valid internal arrangements/partnership with registered recycler) is operating a waste processing/recycling facility, it must possess a valid Consent to Operate (CTO) from the relevant State Pollution Control Board (SPCB).

4.3 Experience and Expertise

- **Experience:** Minimum of two years' experience in solid waste management, specifically in the collection and handling of dry waste and plastic waste.
- **Expertise:** The agency should have in-house expertise or must appoint an independent Waste Management Expert with a qualification not less than a master's degree in Environment (or related field) and at least three years of relevant experience or a graduate with at least five years of relevant experience.

4.4 Infrastructure and Resources

- **Manpower:** Must have adequate trained staff for collection and transportation of dry waste and plastic waste.
- **Vehicles:** Must have access to sufficient, GPS-enabled vehicles for the safe and segregated transportation of dry waste and plastic waste.
- **Storage and Processing:** Should have access to or arrangements for designated secondary storage or processing points.

4.5 Financial Capability

- **Financial Stability:** Must submit audited financial statements for the last three years.
- **Turnover:** Should demonstrate sufficient financial strength (i.e. annual average turnover 2 Crs or more for last three years) to undertake the project.

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4.6 Documentation and Compliance

- **MOUs/Contracts:** Must provide details of at least two similar contracts or MOUs for dry and plastic waste management in the last two years (including client details, duration, and scope).
- **Compliance:** Must comply with all applicable environmental, health, and safety regulations, including SWM Rules, 2016, Plastic Waste Management Rules, 2016 (as amended up to 2025), and have no major ongoing litigation.
- **Worker Welfare:** Must ensure health insurance, EPF/ESI, and other statutory benefits for all workers.

4.7 Additional Requirements

- **Technology and Methodology:** Must submit a comprehensive plan for dry and plastic waste collection, segregation, and transportation from MRFs, in accordance with the Plastic Waste Management Rules, 2016 (as amended up to 2025) and other applicable rules.
- **Reporting:** Must maintain and submit records of waste collected from each MRF, as required by the CMC and under the applicable rules.

5. Checklist of Documents for EOI Submission

Sl. No.	Document Name	Description
1	Cover Letter	Signed by the authorized signatory of the agency.
2	Company/Organization Profile	Brief history, core activities, and experience in waste management.
3	Legal and Registration Documents	Certificate of Incorporation/Registration, Partnership Deed (if applicable), PAN, GST.
4	Experience Certificates	Copies of at least two similar contracts/MOUs for dry and plastic waste management (last 3 years).
5	Financial Documents	Audited financial statements for the last three financial years.
6	Manpower and Infrastructure Details	List of trained staff, vehicle details (registration, GPS), storage/processing facilities, <i>if applicable</i>
7	Technical Proposal	Comprehensive plan for dry and plastic waste collection, segregation, and transportation from MRFs.
8	Declaration	No major litigation or ineligibility for corrupt/fraudulent practices; compliance with rules.
9	Worker Welfare Compliance	Proof of health insurance, EPF/ESI, and other statutory benefits for workers (if applicable).
10	Contact Information	Details of authorized contact person (name, designation, phone, email).
11	CTE/CTO Certificates (where applicable/necessary)	Copies of valid Consent to Establish (CTE) and Consent to Operate (CTO) certificates, <i>if applicable</i>
12	Certifications/Documents (as applicable/necessary)	e.g. Tie ups with registered recyclers/ vender codes/EPR etc., <i>if applicable</i>

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Note:

- All documents should be self-attested and submitted in the prescribed format. Incomplete submissions may be rejected.

6. Evaluation Criteria/Components (Total: 100 Marks)

S. No.	Evaluation Criteria	Description	Marks
1	Experience in Dry & Plastic Waste Management	Number and scale of similar projects completed in the last 3-5 years, especially from MRFs.	20
2	Proposal & Methodology (Technical aspects)	Clarity, feasibility, and innovation in the proposed methodology for collection, segregation, and transportation of dry and plastic waste from MRFs.	20
3	Manpower and Team Experience	Qualifications, relevant experience, and adequacy of the proposed team.	10
4	Infrastructure and Resources	Availability and suitability of vehicles, equipment, and storage/processing facilities.	15
5	Compliance with SWM & PWMR Rules/certifications etc.	Demonstrated understanding and adherence to SWM Rules, 2016 and Plastic Waste Management Rules, 2016 (as amended up to 2025)/CTO/CTEs etc.	10
6	Solutions for Monitoring (Interview and Presentation)	Integration of digital tools for real-time monitoring, reporting, and transparency.	25
Total			100

Note: Evaluation Criteria

- Technical Experience: Prior experience in dry and plastic waste management, particularly from MRFs.
- Capability: Availability of infrastructure, vehicles, and manpower.
- Compliance: Adherence to SWM Rules, 2016, Plastic Waste Management Rules, 2016 (as amended up to 2025), and other statutory requirements.
- Financial Stability: Financial strength and turnover.
- Therefore, agency with highest score shall be selected (refer above table, **Evaluation Criteria/Components**).
- Refer Annexure

7. Submission Requirements

- Profile: Detailed company profile including experience, infrastructure, and manpower details.
- Certificates: Copies of relevant certificates, registration, and GST/PAN.

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- Financials: Audited financial statements for the last two years.
- Proposal: Comprehensive plan for dry and plastic waste collection, segregation, and transportation from MRFs, including proposed technology and methodology.
- Declaration: Declaration of no major litigation or ineligibility for corrupt or fraudulent practices.
- Blacklist Declaration: Declaration regarding blacklisting/debarment status.
- CTE/CTO Certificates: Copies of valid CTE and/or CTO certificates (where applicable).

9. Submission Deadline

- Interested bidders/ agencies must submit their proposals by 26/06/25 to the Office of the Commissioner, Cuttack Municipal Corporation, Biju Bhawan, Choudhury Bazar, Cuttack 753001.

10. General Conditions

- Selection: This RFP is for the selection of agency. Additionally, CMC may also assign work as per requirements and in accordance with applicable rules.
- MRF Focus: The agency shall be responsible for the collection and transportation of dry waste, including plastic waste, from specified MRFs as directed by the CMC.
- Right to Accept/Reject: The CMC reserves the right to accept or reject any or all proposals without assigning any reason.
- Compliance: The agency must comply with all applicable laws and regulations, including SWM Rules, 2016, Plastic Waste Management Rules, 2016 (as amended up to 2025), and other relevant rules.
- No Litigation/Black Listing: The agency must not be involved in any major litigation that may compromise its ability to deliver the required services.

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11. Annexure

Annexure 1: Cover Letter Template

[Letterhead of the Agency]

[Date]

**To,
The Commissioner
Cuttack Municipal Corporation
[Address of CMC]**

Subject: Submission of Expression of Interest for Collection of Dry Waste from MRFs

Sir,

We, **[Name of Agency]**, hereby submit our Expression of Interest for the selection and empanelment as an agency for the collection of dry waste, including plastic waste, from Material Recovery Facilities (MRFs) within the jurisdiction of the Cuttack Municipal Corporation, in accordance with SWM Rules, 2016, Plastic Waste Management Rules, 2016 (as amended up to 2025), and other applicable rules.

We confirm that all information and documents submitted are true and correct to the best of our knowledge.

Yours sincerely,

[Authorized Signatory]

[Name, Designation, Contact Details]

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Annexure 2: Declaration Form

Declaration (affidavit must include)

We, **[Name of Agency]**, hereby declare that:

1. There is no major/minor litigation pending against our agency which would hinder our ability to perform the work.
2. We have not been blacklisted or debarred by any government or statutory authority.
3. We comply with all relevant laws, including the SWM Rules, 2016, Plastic Waste Management Rules, 2016 (as amended up to 2025), and other applicable rules.
4. All documents submitted are genuine and correct.

[Authorized Signatory]

[Name, Designation, Date, Seal]

Annexure 3: Experience Certificate Format

Experience Certificate

This is to certify that **[Name of Agency]** has successfully executed the following work:

Contract/Project Title: _____

Client Name: _____

Scope of Work: _____

Contract Value: _____

Duration: From _____ to _____

The performance of the agency was satisfactory.

[Authorized Signatory of Client]

[Name, Designation, Seal, Date]

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Annexure 4: Manpower and Infrastructure Details Form

Sl. No.	Staff Name	Designation	Qualification	Experience
Sl. No.	Vehicle No.	Type	GPS Enabled (Yes/No)	

Storage/Processing Facility Details:

Location	Capacity	Facility Type

Annexure 5: Worker Welfare Compliance Declaration

Worker Welfare Compliance Declaration

We hereby declare that we provide the following statutory benefits to our workers:

- Health Insurance: [Yes/No]
- EPF: [Yes/No]
- ESI: [Yes/No]
- Other Benefits: _____

[Authorized Signatory]

[Name, Designation, Date, Seal]

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Annexure 6: Contact Information Form

Name	Designation	Phone	Email

Annexure 7: Tender Evaluation Matrix. (attached).r

12. For any queries, please contact:

- Deputy Commissioner (Sanitation), Biju Bhawan, Choudhury Bazar, Cuttack | 753001
Email: dcsanitationcmc@gmail.com


Commissioner
Cuttack Municipal Corporation

End of Document

Annexure 7: Tender Evaluation Matrix.

This document outlines the detailed evaluation criteria for the technical assessment of tenders, with mark ranges and justification guidelines.

1. Experience in Dry & Plastic Waste Management (0–20 Marks)

Sub-Component	Mark Range	Remarks / Justification
Number of similar projects (3–5 yrs)	0–8	0–2: No relevant project; 3–5: 1–2 projects; 6–8: 3+ projects in last 5 yrs
Scale of operations	0–5	0–2: <10 wards/ULBs; 3–4: 10–25 wards/ULBs; 5: >25 wards/large cities
Experience with MRFs	0–7	0–3: Basic familiarity; 4–5: Some implementation; 6–7: Operated MRFs with measurable outcomes

2. Proposal & Methodology (Technical Aspects) (0–20 Marks)

Sub-Component	Mark Range	Remarks / Justification
Collection methodology	0–5	0–2: Generic method; 3–4: City-specific design; 5: Innovative & GPS-enabled route plan
Segregation & processing strategy	0–5	0–2: Poor clarity; 3–4: Good flow; 5: Source segregation, MRF-integrated
Transportation plan	0–3	0–1: Undetailed plan; 2: Moderate detail; 3: Fuel-optimized, efficient routes
Innovation & feasibility	0–4	0–1: Traditional methods; 2–3: Moderate innovation; 4: Strong innovation + practical approach
Risk mitigation measures	0–3	0–1: Absent; 2: Partial risk map; 3: Risk log with mitigation/responsibility mapping

3. Manpower and Team Experience (0–10 Marks)

Sub-Component	Mark Range	Remarks / Justification
Qualifications of key personnel	0–4	0–1: Unskilled; 2–3: Moderate qualifications; 4: Domain experts onboard
Relevant experience of team	0–4	0–2: Limited prior work; 3–

members		4: Team handled 2-3+ similar projects
Adequacy of team size/structure	0-2	0: Too small or unclear; 1: Basic team; 2: Structured team with ToR

4. Infrastructure and Resources (0-15 Marks)

Sub-Component	Mark Range	Remarks / Justification
Vehicles (type, condition, quantity)	0-5	0-2: No details; 3-4: Fleet available/leased; 5: Fully equipped with GPS/tracking
Equipment (bins, tools, PPE etc.)	0-4	0-2: Lacking detail; 3-4: PPE, bins, weighing scale etc. provided
Processing/storage facilities	0-4	0-2: No dedicated infra; 3: Leased/shared; 4: Own facilities or tied-up centers
Readiness (availability, mobilization)	0-2	0: Procurement pending; 1: Partial availability; 2: Fully ready for deployment

5. Compliance with SWM & PWM Rules / Certifications (0-10 Marks)

Sub-Component	Mark Range	Remarks / Justification
Understanding of SWM & PWM Rules	0-3	0-1: Vague/incorrect; 2: Moderate; 3: Accurate with clause reference
Valid certifications (CTO/CTE, etc.)	0-4	0-2: Incomplete/expired; 3: All valid; 4: Extra licenses (EPR, SPCB etc.)
Environmental & safety compliance	0-3	0: No mention; 1-2: Partial SOPs; 3: Full compliance plans (fire, PPE, etc.)

6. Solutions for Monitoring (Interview & Presentation) (0-25 Marks)

Sub-Component	Mark Range	Remarks / Justification
Digital tools proposed (apps, IoT, GIS, etc.)	0-8	0-2: Manual/Excel; 3-5: Basic apps/dashboards; 6-8: IoT/GIS-integrated systems
Real-time monitoring system	0-6	0-2: Laggy reporting; 3-4: Daily updates; 5-6: Live dashboard with alerts
Reporting formats & transparency	0-5	0-2: Basic reports; 3-4: MIS + public access; 5: Auto-generated, real-time

		transparency
Interview and presentation quality	0-6	0-2: Poor articulation; 3-4: Average; 5-6: Strong clarity, confident, data-backed