



SAMBALPUR MUNICIPAL CORPORATION: SAMBALPUR
Odisha - 768001
Phone No. 0663-2411316 / E Mail : sambalpurm.hud@nic.in



Letter No: 1329 /SMC

Date. 24/02/2023

NOTICE INVITING REQUEST FOR PROPOSAL (RFP)

1. The Municipal Commissioner on behalf of the Sambalpur Municipal Corporation invites REQUEST FOR PROPOSAL (RFP) in Sealed Applications in two-cover system i.e. **Technical and Financial proposal** in conformation with detailed RFP Notice from qualified experienced and financially sound Registered Agency/ Registered Firm/ Contractor for **"Setting up Incense Stick & Gulal production unit in Sambalpur Municipal Corporation Area"**. The term and condition from intending applicants fulfilling the eligibility criteria and other qualifying requirement. Please refer to Website www.smcsambalpur.nic.in & www.sambalpur.nic.in for complete details and downloading the document.

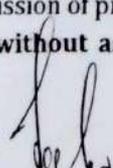
Sl No	Scope of work	Cost of Document in Rs. (Non Refundable)	Earnest Money Deposit (EMD) in Rs.
1	2	3	4
1	Setting up Incense Stick & Gulal production unit in Sambalpur Municipal Corporation Area	5000/-	20,000/-

Last date for receipt of Technical and Financial proposals (Through Speed / Registered post or Courier only)

5.00PM of Date 16.03.2023

Name and address of the office	Municipal Commissioner, Sambalpur Municipal Corporation, Sambalpur- 768006 Email: sambalpurm.hud@nic.in
--------------------------------	---

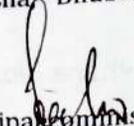
2. Contract and other necessary documents can be seen in the website www.smcsambalpur.nic.in & www.sambalpur.nic.in.
3. RFP shall be received on or before **5.00 PM of dt.16.03.2023**.
4. Applicant should read the terms and conditions carefully before submission of proposal.
5. **The Authority reserves the right to cancel any or all the bids without assigning any reason thereof.**


Municipal Commissioner
Sambalpur Municipal Corporation

Memo No. 1329(a)/SMC

dt. 24.02.23

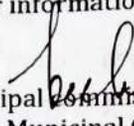
Copy submitted to the Director Municipal administration & Ex-Officio Additional secretary to Government, H & UD Deptt. Odisha, Bhubaneswar for information.


Municipal Commissioner
Sambalpur Municipal Corporation

Memo No. 1329(b)SMC

dt. 24.02.23

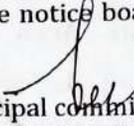
Copy submitted to the Dist. Magistrate & Collector, Sambalpur for information.


Municipal Commissioner
Sambalpur Municipal Corporation

Memo No. 1329(c)/SMC

dt. 24.02.23

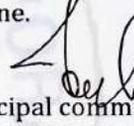
Copy submitted to the Chief Engineer- Cum - Addl. Secretary, H&UD Department & ILW, SMC for information & with a request to display this notice in his office notice board for wide circulation.


Municipal Commissioner
Sambalpur Municipal Corporation

Memo No. 1329(d)/SMC

dt. 24.02.23

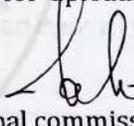
Copy to the office notice board/MIS, SMC for information and instructed for uploading of RFP documents in www.smcsambalpur.nic.in for wide circulation and to check mail for any Pre-bid Query and Uploading of response to Pre-bid Query before timeline.


Municipal Commissioner
Sambalpur Municipal Corporation

Memo No. 1329(e)SMC

dt. 24.02.23

Copy to the PIO, NIC, Sambalpur for information and instructed for uploading of RFP documents in www.sambalpur.nic.in for wide circulation.


Municipal Commissioner
Sambalpur Municipal Corporation

SAMBALPUR MUNICIPAL CORPORATION



REQUEST FOR PROPOSAL

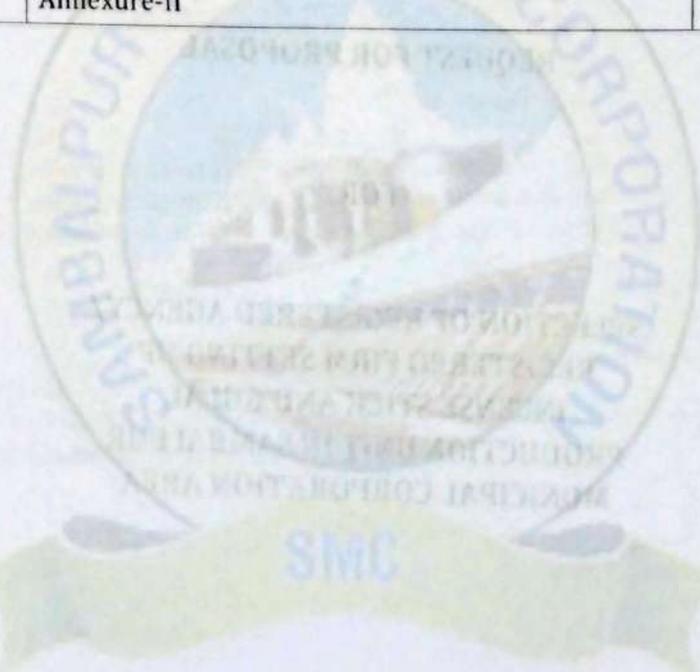
FOR

**SELECTION OF REGISTERED AGENCY/
REGISTERED FIRM SETTING UP
INCENSE STICK AND GULAL
PRODUCTION UNIT IN SAMBALPUR
MUNICIPAL CORPORATION AREA**

SMC

**SAMBALPUR MUNICIPAL
CORPORATION, DURGAPALI,
SAMBALPUR (ODISHA) - 768006**

Section	Particulars	Page No.
1	Letter of Invitation	4
2	Definition	5
3	Fact Sheet	6-7
4	Terms of Reference	7-8
5	Instructions to Agencies	8-18
6	Technical Proposal Form	19-22
7	Financial Proposal Submission Form	23-24
8	Annexure-I	25
9	Annexure-II	26



SANDALPUR MUNICIPAL
CORPORATION (ODISHA) - 751006

DISCLAIMER

The information contained in this Request for Proposal (hereinafter referred to either as "RFP") document provided to the Bidders, by the Commissioner, Sambalpur Municipal Corporation, Sambalpur hereinafter referred to as SMC, or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this 'RFP document is to provide the Bidder(s) information to implement the following assignment: **"Setting up Incense Stick & Gulal production unit in Sambalpur Municipal Corporation Area"**. This RFP document does not purport to contain all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for the SMC, their employees or advisors to consider the business/investment objectives, financial situation and needs of each Bidder who reads or uses this RFP document.

Each Bidder should conduct its own investigations & analysis and should check the accuracy, reliability and completeness of the information in this RFP document and wherever necessary obtain independent advice from appropriate sources. SMC, 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 this RFP document.

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

SECTION 1: Letter of Invitation

From

Commissioner
Sambalpur Municipal Corporation,
Sambalpur-

Dear Agency,

1. The Commissioner, Sambalpur Municipal Corporation (SMC), Sambalpur invites proposal from experienced agencies for **"Setting up Incense Stick & Gulal production unit in Sambalpur Municipal Corporation Area"**. The details of the required scope of work and services expected from the Agency are provided in the Section 4: Terms of Reference in this RFP Document.

1. The RFP comprises the following sections:

Section 1 – Letter of Invitation

Section 2 – Definitions

Section 3 – Factsheet

Section 4– Terms of Reference

Section 5 – Instructions to Agencies

Section 6 – Technical Proposal – Standard Forms

Section 7 – Financial Proposal – Standard Forms


Commissioner
Sambalpur Municipal Corporation

Section 2: Definitions

- a) "SMC" means the *Sambalpur Municipal Corporation, Sambalpur*
- b) "Client" is the *Commissioner, Sambalpur Municipal Corporation, Sambalpur*
- 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 / information needed by the bidders to prepare their Proposals.
- f) "LoI" means the *Letter of Intent being sent by the Client.*
- g) "Personnel" means *professionals and support staff provided by the Agency to perform the desired Services*
- 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, Sambalpur Municipality Corporation, Sambalpur*



Section 3: Factsheet

Request for Proposal (RFP) document made available to the applicants	2 nd March' 2023 www.smcambalpur.nic.in & www.sambalpur.nic.in
Last Date for Receiving of Queries	8th March 2023 by 5.00 P.M. to Email: sambalpurm.hub@nic.in
Last Date of Uploading of response to Pre-bid Query	13 th March.2023 by 5.00 P.M.
Last date for Receipt of Technical and Financial Proposals (Sealed Envelope)	16 th March'2023 by 5.00 P.M.
Date of opening of Technical Proposals, Technical Presentation and Financial Proposal	17 th March'2023 at 11.00 A.M.
Letter of Award	To be intimated to selected Agency
Start Date	To be intimated to selected Agency
Ernest Money Deposit (EMD)	EMD in shape of Demand Draft from any scheduled commercial bank in favour of "Commissioner, Sambalpur Municipal Corporation", payable at Sambalpur for Rs.20,000/- (Rupees twenty thousand only) is to be furnished by the bidder along with the Technical Proposal. Proposals without the requisite EMD shall be treated as non-responsive and rejected out rightly.
Bid Cost	Proposal Document fee in shape of Demand Draft from any scheduled commercial bank in favour of "Commissioner, Sambalpur Municipal Corporation", payable at Sambalpur for Rs.5000/- (Rupees five thousand only) towards cost of RFP document is to be furnished by the bidder along with the Technical Proposal. Proposals without the requisite Document Fee shall be treated as non-responsive and rejected out rightly.
Address for Submission of Proposals	Municipal Commissioner, Sambalpur Municipal Corporation, Sambalpur-768006
Mode Submission of Bid Document	Bid document are to be submitted by Speed Post / Registered Post/ Courier only.

Note:

1. The Client reserves the right to change the above schedule by due intimation / information to the intended agencies. Please visit the website www.smcsambalpur.nic.in regularly for the updates.
2. 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.

Section-4. Term of Reference

1. Objective

Sambalpur is the fifth largest city in the Indian State of Odisha. It is located on the banks of river Mahanadi. Sambalpur is a Municipal Corporation in the state of Orissa, India. It is the headquarters and the largest town of Sambalpur district. Sambalpur Municipal Corporation has been notified, as per the notification no 32943/ HUD dated 15th November 2013 of Housing & Urban Development Department by a merger of old Sambalpur Municipality, old Burla NAC, old Hirahud NAC and seven Gram Panchayats (GPs) from Dhankauda block and five Gram Panchayats (GPs) from Maneswar block. The Sambalpur Municipal area of 303 sq. kms includes 33.66 sq. kms of old Sambalpur municipal area, 87.30 sqkms old Burla NAC area and 49.02 sqkms of Hirakund area and other GPs.

The Sambalpur Municipal Corporation has a population of 3,35,761 Lakhs Census 2011 with 78,803 households and 41 wards, 171 number of slums, having total 782.65 Km length of streets/ roads, 464.22 Km length of drains. SMC is keen on substantially improving the quality-of-service delivery of Municipal waste management activities in the SMC area and wishes to seek private sector participation for road sweeping of MSW.

SMC is determined to complete the Temple/Mazar and Other Source of Flower Waste of SMC Jurisdiction. SMC Required of Supply, Installation & Commissioning of Machinery & Equipment for Incense Stick & Gulal Machine including all Manpower as Required for Production of Incense Stick and Gulal and O&M of all Machineries.

2. Duration of the Contract

Contract will be for a period of 05 (Five) years from the date of signing of the contract with SMC.



3. Scope of Work

- ❖ To Design, Supply, Installation & Commissioning of Machinery & other Equipment for Incense Stick & Gulal production unit of capacity 100 kg/day flowers, including all Manpower as required and O&M for 5 years of all Machineries at Sambalpur Municipal Corporation for processing of Flower Waste.
- ❖ To Transport the Machine up to the Site Provided by SMC
- ❖ To Install the Machine at site Provided by the SMC
- ❖ To get the Machines and its Workman Insured against accident.
- ❖ To carry out necessary Operation and Maintenance of the Machine during the Contract period.
- ❖ The successful bidder shall maintain records in the format as required by SMC.
- ❖ The successful bidder provides mobile phones to Manager and Supervisors. These telephone numbers should be communicated to SMC.
- ❖ The successful bidder shall Prepared Daily Record Flower Waste Processing and Production of Incense stick and Gulal shall be verified of Project Manager/ Concerned nodal officer/s of Sambalpur Municipal Corporation.
- ❖ The successful bidder should bear all the repair and maintenance of the machineries and equipment till the end of contract.
- ❖ The successful bidder shall preparedaily sale's record of Incense Stick and Gulal.
- ❖ The successful bidder shall arrangethe consumables, water and other requirements for uninterrupted running of the Project.
- ❖ The successful biddershall arrange and pay the cost of consumablefuel and electricity supply etc.
- ❖ The successful bidder shall engage the SHGs for the making of Incense Stick &Gulaal production.
- ❖ The successful bidder shall pay the wages/salary to the SHG members with in 5th day of subsequent month without deviating labour laws, EFl and PF Act etc.

Section 5: Instruction to Agencies

5.1 The Commissioner, Sambalpur Municipal Corporation, Sambalpur will select agencies in accordance with method of selection specified below.

Name of the Client: Commissioner, Sambalpur Municipal Corporation, Sambalpur

5.2 The Proposal submission address:

Commissioner,
Sambalpur Municipal Corporation,
New SMC Building, Durgapali
Post : Remed, Sambalpur
Odisha, PIN-768006.

5.2 The Proposal (Technical Proposal, Financial Proposal in separate sealed envelopes) must be submitted by registered/speed post/courier only which should be received by the Client, not later than the following date and time:

Date. 16th March' 2022 **Time:** By 5 P.M.

5.3 Queries / Clarification:

- a) The Client shall invite queries from Agencies as per the details mentioned in the Fact Sheet of this document.
- b) The Applicants must ensure that their queries should reach SMC, Sambalpur, on or before last date mentioned in the Fact Sheet of this document only through the email of the Client, i.e. sambalpurm.hud@nic.in by 8th March.2023(5 P.M.).
- c) The queries must be submitted in the following format:

Section/Page No	Content of RFP requiring clarification	Change/clarification requested	Remarks

- d) Client will not be responsible for non-receiving / delay in receiving of queries made by agency (s).
- e) Any queries for clarification, received after the cut-off date and time shall not be entertained by the SMC.
- f) However, the Client reserves the right to hold or re-schedule the process.

Responses to Queries and Issue of Corrigendum:

- a) The Authorized Representative of the Client will endeavor to provide timely response to the queries. However, no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does undertake to answer all the queries that have been posed by the Applicants.
- b) At any time prior to the last date for receipt of proposals, the client may, for any reasons, whether at its own initiative or in response to a clarification requested by a prospective Applicant, modify the RFP Document by a corrigendum.
- c) The Corrigendum (if any) & clarification to the queries from all Applicants will be uploaded on the websites www.smcsambalpur.nic.in . Any such corrigendum shall be deemed to be incorporated into this RFP.
- d) In order to provide prospective Applicants reasonable time for taking the corrigendum into account, the Client may discretionally extend the last date for the receipt of proposals.

5.4 Eligible Bidders

I. This invitation to bid is open to all Bidders who satisfy the qualification criteria as per the tender document.

II. Bid Evaluation Criteria for Qualification

For eligibility the bidders must possess any one of the following

- The bidder have at least **1 Work Experience** of Supply, Installation & Commissioning of Machinery & Equipment for Incense Stick & Gulal Machine and Processing of Flower Waste in last 3 years preceding due date. (Relevant Experience certificate to be attached)
and
- The bidder have Completed/Ongoing at least 1 year operation maintenance of Processing of Flower Waste to Incense Stick & Gulaal Production Plant in last 3 years preceding due date (Relevant Experience certificate to be attached).
and
- Shall have an average turnover of 1.0 Cr in last three financial year (2021 - 22, 2020 - 2021 & 2019 - 2020) and shall have positive Net worth. The average turnover and net worth should be certified by chartered accountant.

5.5 Conflict of Interest

- I. All Bidders, found to be in conflict of interest, shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in a bidding process, if they:
- (a) have controlling shareholders in common; or
 - (b) have the same legal representative for purposes of a bid

5.6 Cost of Bidding

Price of Document: Rs. 5000 /- (Rupees five thousand Only) is to be paid by the bidder favoring "**Municipal Commissioner, Sambalpur Municipal Corporation**" and drawn on a Scheduled Commercial/Nationalized Bank payable at Sambalpur.

5.7 Earnest Money Deposit and Security Deposit

- I. A Bidder is required to deposit, along with its Bid, a bid security (EMD) of Rs 1,00,000.00 (Rupees One Lakh Only) refundable not later than 180 (One Hundred Eighty) days from the Bid Due Date except in the case of the preferred Bidder. The Bidders will have to pay Bid Security in form of Demand Draft from scheduled bank/ FD pledged in favor of Municipal Commissioner, Sambalpur Municipal Corporation. The Bid shall be summarily rejected if it is not accompanied by the Bid Security. The Bid Security of successful bidder shall be converted into Performance Security.
- II. The Earnest Money Deposit (EMD) shall be submitted in the form of Demand draft only.
- III. The failure or omission to deposit the Earnest Money Deposit with the bid shall disqualify the Bidder and such disqualified Bidders(s) shall be excluded from its consideration in bidding process.

- IV. If the Sambalpur Municipal Corporation accepts the bid, the Earnest Money Deposit of successful bidder shall be converted in Security Deposit and shall be kept by SMC up to the end of the contract. The successful bidder may submit Bank guarantee of the Security deposit on award of contract and get the initial EMD back which was submitted in from of Demand Draft.

5.8 Forfeiture of EMD

- I. The Bidder shall not revoke his bid or vary its terms and conditions without the consent of the Sambalpur Municipal Corporation during the validity period of bid. If the Bidder revokes the bid or varies its terms or conditions contrary to its promise to abide by this condition, the Earnest Money Deposit submitted by Bidder shall stand forfeited without prejudice to his other rights and remedies and the Bidder shall be disentitled to submit a bid to the Sambalpur Municipal Corporation for execution of any work during the next twenty-four (24) months effective from the date of such revocation.
- II. If the successful Bidder does not pay the Security Deposit in the prescribed time limit or fails to sign the contract agreement his Earnest Money Deposit will be forfeited by the Sambalpur Municipal Corporation.

5.9 Refund of Earnest Money

- I. Earnest Money Deposit of unsuccessful Bidders shall be refunded after the successful Bidder furnishes the required Security Deposit to the Sambalpur Municipal Corporation and signs the Contract Agreement or within thirty (30) days of the expiry of validity period of Bids, whichever is earlier.

5.10 Performance Security against the work/assignment

- I. The performance security @5% bid value shall be submitted by the successful bidder within 15 days of issue of LOI after adjustment of EMD.

5.11 Forfeiture of performance security deposit against work/Assignment

- I. If during the term of this contract, the contractor is in default of the due and faithful performance of his obligations under this contract, the Municipal Corporation, Sambalpur shall, without prejudice to its other rights and remedies here under or at the Applicable Law, be entitled to call in, retain and forfeiture of performance security

5.12 Alternative Proposals of Bidder

- I. Bidders shall submit offer which comply with the documents, including the SMC Requirements as indicated in the bidding documents. Alternative bid and conditional bid will not be considered and bid is liable to be rejected in such cases.

5.13 Signing of Bid

- I. The bid shall contain no alterations, omissions, or additions, except those to comply with instructions issued by the SMC, or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid.
- II. All pages of the bid where entries or amendments have been made shall be initialed by the person or persons signing.

5.14 Late Bids

- I. Any bid received by the SMC after the prescribed deadline for submission of bids will be rejected and returned unopened to the bidder.

5.15 Correction of Errors

- I. Bids once submitted will not be allowed to be changed or rectified.

5.16 Award of Contract

The SMC will final the rate of the technically qualified bidder who has offered the Lowest Bid Price.

5.17 SMC's Right to accept any Bid and to Reject any or all Bids

The SMC reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the SMC's action.

5.18 Signing of Contract Agreement

- I. The SMC shall notify the successful bidder that his bid has been accepted, the SMC will send the bidder the Form of Contract Agreement.
- II. Within 15 calendar days from the date of issue of letter of acceptance, the successful bidder shall sign the Form of Contract Agreement in duplicate on non-judicial stamp paper of value as per regulation of Government and return it to the SMC. One copy of signed agreement will be provided to the successful contractor and original will be retained by the SMC.

5.19 Corrupt And fraudulent Practice

The Sambalpur, Municipal Corporation requires that contractors observe the highest standard of ethics during the execution of such contracts.

- (a) The Sambalpur Municipal Corporation will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract.

5.20 Rejection of Bids

- I. The bids are liable to be rejected if the Bidder
 - (a) Does not submit the cost of Proposal /Bid Cost in prescribed form.
 - (b) Does not submit the Earnest Deposit Money (EMD) in prescribed form.
 - (c) Does not sign every page of bid with seal of Agency/firm.
 - (d) Does not quote rates inclusive of duties and taxes.
 - (e) Stipulates any conditions in the bid.
 - (f) Fails to initial corrections.
 - (g) Stipulates the bid validity period of his Bid less than what is prescribed by SMC in the Bid documents.

5.21 Important Points to Be Noted by The Bidder:

- I. This contract is under Solid Waste management services to be provided by the contractor to Sambalpur Municipal Corporation. The rates to be quoted in "Financial Proposal" shall be inclusive of all taxes. GST if applicable shall be paid extra as actuals. local taxes etc. to be paid by the Bidder for the work/Service and claim for extra payment on any such account shall not be entertained.
- II. Any change that will be made in the bid document by the Municipal Corporation, Sambalpur after issue of the Bid Document will be intimated to the Bidder in the form of Corrigendum/Addendum for incorporating the same in the Bid before submitting the bid.
- III. The Financial offer should be submitted in a separate envelope only. Otherwise, the bid shall be rejected.
- IV. The Bidder shall be deemed to have studied the scope of works/service, specifications, terms, and conditions. The Bidder shall inspect and examine the service area and its surroundings and shall satisfy himself before submitting his bid as to the nature of the work/service and vehicles/machineries necessary for the completion of the works/services.

5.22 Stamp Duty, Legal and Statutory Charges

It shall be incumbent on the Successful Bidder to pay stamp duty for the Contract Agreement, as applicable on the date of the execution.

5.23 Rights of the Corporation

Sambalpur Municipal Corporation reserves the right to suitably increase/reduce the scope of work included in this bid document.

5.24 SMC's Scope

- ❖ To make provision for arrangement of Flower Waste as per its requirement.
- ❖ To provide space with supportcivil infrastructure for the project facility at a suitable location.

5.25 Technical Specification of Incense Stick and Gulaal Machine

One Set of Technical Specification Incense Stick and Gulaal Machine

I. INCENSE STICK DRYER MACHINE

TECHNICAL SPECIFICATION		
S.NO.	PARAMETERS	SPECIFICATION
1	MATERIAL	MS BODY
2	APPLICATION/USAGE	DRYING AGARBATTI
3	CAPACITY	100-200 Kg/ H
4	AUTOMATION GRADE	AUTOMATIC
5	FREQUENCY	50 Hz
6	VOLTAGE	220V

ii. INCENSE POWDER MIXING MACHINE

TECHNICAL SPECIFICATION		
S.NO.	PARAMETERS	SPECIFICATION
1	MATERIAL	MS Body
2	APPLICATION/USAGE	Incense Powder Mixing
3	CAPACITY	10-20 Kg / h
4	PHASE	SINGLE PHASE
5	MIXING TIME	5 to 10 minutes
6	MOTOR POWER	1 H.P.

iii. BLOWER TYPE PULVERIZER MAKING MACHINE

TECHNICAL SPECIFICATION		
S.NO.	PARAMETERS	SPECIFICATION
1	MACHINE DESCRIPTION	Blower Type Pulveriser Machine
2	GRINDING CAPACITY	30 to 35 Kg / Hour
3	SIZE OF CHAMBER	5 " * 10 "
4	REVOLUTION PER MINUTE	1440 RPM
5	POWER REQUIREMENT	3 H.P (Single Phase & Three Phase)
6	VOLTAGE	220v - 400v

IV. FULLY AUTOMATIC INCENSE STICK MAKING MACHINE

TECHNICAL SPECIFICATION		
S.NO.	PARAMETERS	SPECIFICATION
1	MACHINE DESCRIPTION	Incense Stick Making Machine
2	MODEL	
3	MACHINE SPEED	350 Stroke per Minute
4	COUNTING	8" - 1000 to 1080 pieces & 9 "900 to 950 Pieces
5	DIE	Single Die s.s.3.0
6	POWER REQUIREMENT	1.5 H. P (Single Phase & Three Phase)
7	PRODUCTION CAPACITY	100 Kg to 120 Kg. Per /Shift (Depend on Stick Quality)
8	LENGTH OF STICK	8- 12 inch
9	OVERALL DIMENSION	380 mm * 600 mm * 520 mm height
10	WARRANTY	1 year (motor, AC Drive, Sensor)
11	FEEDING HOOPER	SS 304 en 19
12	PISTON	
13	STAND	Square Pipe 40mm * 40mm

v. GRINDER MACHINE

TECHNICAL SPECIFICATION		
S.NO.	PARAMETERS	SPECIFICATION
1	TYPE OF PRODUCT	Grinder Machine
2	WEIGHT	48 Kg
3	CAPACITY	12-15 Kg/ Hr
4	PHASE	Single Phase
5	SPINDLE SPEED	2880 R/M
6	VOLTAGE	220-230 V
7	POWER	2 HP
8	MOTOR SPEED (RPM)	2880
9	CHAMBER SIZE	10" * 4"
10	DIMENSION	510 * 305 * 940 mm
11	MATERIAL	Stainless Steel

vi. PETAL DRYER MACHINE

TECHNICAL SPECIFICATION		
S.NO.	PARAMETERS	SPECIFICATION
1	TYPE OF PRODUCT	Drier Machine
2	MODEL NO.	SSI - 108
3	INNER CHAMBER	Stainless Steel - 304
4	OUTER CHAMBER	GI Sheet / Stainless Steel - 304
5	TEMPERATURE RANGE	Ambient to 100 C
6	CONTROLLER	PID Micro Processor Controller
7	DISPLAY	LCD
8	SAFETY CONTROL	Thermostat
9	CAPACITY	12 Tray
10	ELECTRICITY	3 K. W.
11	TRAY TYPE	Perforated
12	TRAY SIZE	16" * 32" * 40"
13	TRAY THICKNESS	1mm / 20 Gauge
14	TRAY CAPACITY	4 - 5 Kg / Tray
15	MOVABLE TROLLEY	Stainless Steel 304
16	CHAMBER	Air Circulation System
17	POWER	220 - 230 V , Single Phase

5.26 Payment Term

- 50 % Payment will be Released Against Delivery of Equipment at Site.
- 25 % Payment will be Released after Successful Installation, Commissioning Equipment at site.
- 25 % of payment after successful operation of test Incense Stick and Gulal Machine for more than Three months, and against submission of performance bank guarantee of 5 % amount valid for 60 months from the date of installation.
- Penalties if any shall be deducted.
- GST if applicable shall be paid extra.

5.27 Events of Default Contractor event of default

- ❖ At any time after the Commencement Date, the Competent Authority may investigate where the successful bidder has failed to properly perform the operations in accordance with this contract. The Competent Authority shall issue a notice to the bidder, instructing him to rectify the failure within a reasonable time.
- ❖ An event of default on the part of the successful bidder, which results from the Contractor being unable to fulfill his service obligations under the contract, shall be deemed as a serious default, and is said to have occurred due to any of the following causes:
 - ❖ The bidder
 - (i) has repudiated the Contract/Assignment, or
 - (ii) without reasonable excuse has failed to commence operations in accordance with this contract and or failed to complete the activities/operations within the time stipulated for completion
 - ❖ Gross misconduct of the Agency/Firm;
 - (i) Despite previous warning from the Competent Authority, in writing, is otherwise persistently or flagrantly neglecting to comply with any of his obligations under the Contract;
 - (ii) The Contractor persistently fails to follow Good Operating Practices in execution of the Contract;
 - (iii) The Agency/Firm stops providing the operations and the stoppage has not been authorized by the Competent Authority;
 - (iv) The Competent Authority gives notice that failure to correct a particular defect is a fundamental breach of contract and agency/firm fails to correct it within a reasonable period determined by the Competent Authority;
 - (v) If the Agency/Firm is in breach of any law or statute governing the operations;
 - (vi) The Agency/Firm, in the judgment of the Corporation, has engaged in Corrupt and Fraudulent Practices in competing for or in carrying out the Operations under the Contract;
 - (vii) The Contractor/agency/firm (in case of a consortium) has modified the composition of the consortium and/or the responsibility of each member of the consortium without prior approval of the Corporation;
 - (viii) The Contractor /agency/firm is unable to maintain the composition and structure of his organization due to any of the following causes:

5.28 Force Majeure Event

Any of the following events which is beyond the control of the party claiming to be affected thereby ("Affected Party"), and which the Affected Party has been unable to overcome or prevent despite exercise of due care and diligence, and result in Material Adverse Effect shall constitute Force Majeure Event:

- (a) Earthquake, flood, inundation, and landslide;

- (b) Storm, tempest, hurricane, cyclone, lightning, thunder or other extreme atmospheric disturbances;
- (c) Fire caused by reasons not attributable to the contractor or any of the employees, or agents of the contractor.
- (d) Acts of terrorism
- (e) Strikes, labor disruptions, any other disruptions or public unrest not arising on account of acts of the contractor.
- (f) Action of government agencies having material adverse effect, including but not limited to
- (i) Acts of expropriation compulsory acquisition or take over by any government agency of the landfill site facilities or any part thereof
- (ii) Any judgment or order of a court of competent jurisdiction or statutory authority in india made against the contractor in any preceding, which is non-collusive and duly prosecuted.
- (iii) Any unlawful, unauthorized or without jurisdiction refusal to issue or to renew or the revocation of any applicable permits, in each case for reason other than the contractor's breach or failure in complying with the msw rule, 2000, o&m requirements defined in the contract, applicable laws, applicable permits, any judgment or order of any government agency or of any contract by which the contractor is bound.
- (iv) Early termination of this agreement by SMC for reason of national emergency or national security.
- (g) War, hostilities (whether declared or not), invasion, act of foreign enemy, rebellion, riots, weapon conflict or military actions, civil war, ionising radiation, contamination by radioactivity from nuclear fuel, any nuclear waste, radioactive toxic explosion, volcanic eruptions.
- (h) Strikes, work to rule actions, go slow or similar labour difficulty in the city as a whole and not specific to the work
- (i) Any resistance from the citizens or any other groups not allowing to perform the project/work as stipulated in the tender.

Force Majeure shall not apply in the following circumstances and events.

- (a) Un-availability, late delivery of the spares, vehicles, machineries, equipment's, materials, and consumables for the work on account in change cost delay in manufacture.
- (b) A delay in performance of any other agency or employees of the contractor.
- (c) Nonperformance of vehicles, equipment's, machineries resulting from wear and tear and not maintained in time.
- (d) Nonperformance on account of failure to comply with any laws of India related to the work.

Neither SMC nor the Contractor shall be considered in default or in contractual breach to the extent that performance of obligations is prevented by a Force Majeure Event which arises after the date of issue of work order.

Upon occurrence of an event considered by the Contractor to constitute Force Majeure and which may affect performance of his obligations, he shall promptly notify SMC's Representative, and shall endeavor to continue to perform his obligations as far as reasonably practicable. The Contractor shall also notify SMC's Representative of any proposals, including any reasonable alternative means for performance, but shall not affect such proposals, without the consent of SMC's Representative.

Upon occurrence of any event considered by SMC to constitute Force Majeure, and which may affect performance of SMC's obligations, he shall promptly notify the Contractor and the Contractor's Representative, and shall endeavour to continue to perform his obligations as far as reasonably practicable. SMC shall also notify the Contractor of any proposals with the objectives of completing the works and mitigating any increased costs to SMC and the Contractor.

5.29 Preparation and Submission of the Bid

- a. The bidder must submit one original copy of the Technical Proposal and one original copy of the Financial Proposal. Financial Proposal shall include quotes in the format provided under this document.
- b. Financial and Technical Proposals are to be submitted in separate sealed envelopes and then enclosed in a single sealed envelope.

Financial and Technical Proposals should be clearly marked (FINANCIAL or TECHNICAL) PROPOSAL for **"Design, Supply, Installation & Commissioning of Machinery & other Equipment for Incense Stick & Gulal production unit of capacity 100 kg/day flowers, including all Manpower as required and O&M for 5 years of all Machineries at Sambalpur Municipal Corporation"**- [DO NOT OPEN EXCEPT IN THE PRESENCE OF THE EVALUATION COMMITTEE].

Form - 1: Covering Letter

To,

The Commissioner,
Sambalpur Municipal Corporation
Sambalpur
PIN: 768006

Dear Sir,

We, the undersigned offer to execute the assignment '**Setting up Incense Stick & Gulal production unit in Sambalpur Municipality Area**' 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 and subject to the modifications resulting from contract negotiations.

Thanking you.

Yours sincerely,

Authorized Signature
Name and Designation of Signatory
Name of Agency

Form - 2: General Information of the Bidder

1.	(a)	Name of Bidder	
	(b)	Address of the office(s)	
	(c)	Date of incorporation and / or commencement of business	
2.		Brief description of the Bidder's mainlines of business	
3.		Details of individual(s) who will serve as the point of contact / communication for with the Bidder:	
	(a)	Name:	
	(b)	Designation:	
	(c)	Company/Firm:	
	(d)	Address:	
	(e)	Telephone number:	
	(f)	E-mail address:	
	(g)	Fax number:	
	(h)	Mobile number:	
4.		Name, Designation, Address and Phone Numbers of Authorized Signatory of the Bidder:	
	(a)	Name:	
	(b)	Designation:	
	(c)	Company/Firm:	
	(d)	Address:	
	(e)	Telephone number:	
	(f)	E-mail address:	
	(g)	Fax number:	-
	(h)	Mobile number:	

Authorized Signature
Name and Designation of Signatory
Name of Agency

Form - 3: CHECK LIST

To ensure that your offer submitted to SMC is complete in all respects, please go through the following checklist & tick mark for the enclosures attached with your offer:

Sr . No.	Description	Submit hard copy
1	Earnest Money Deposit	
2	Tender document duly signed & sealed on every page, as a confirmation of acceptance of the terms & conditions of the tender.	
3	Details of Infrastructure facilities available for executing such jobs	
4	Details of Applicant as per Format given in tender document	
5	Work orders and certificate as per requirement of tender document	
6	Financial Capability of all the Applicant as per Format given in tender document	
7	Annual accounts viz. Profit & loss account, Audited Balance sheet of last three years showing net worth and turnover of company	
8	IT returns for past three years duly certified by the Chartered Accountant	

Authorized Signature

Name and Designation of Signatory

Name of Agency

SMC

Form - 4: Proof of Technical Qualification

Credential 1

Assignment Name:		Country:
		Location within country:
Name of Client:		Is it a government client? (Yes/No)
Contact	Details	of Client:
Name:	Contract Value (in INR):	
Number:	Share of Contract Value:	
Address:		
E-Mail Id:		
Professional staff provided by your firm		Capacity of Plant Commissioning (MT/Hr)
Start date (month/year):	End date (month/year):	Ongoing:
		(If Ongoing, when is it expected to finish?)
Has the plant been commissioned?		If the project is in O&M stage
(Yes/No)		How many months it is in O&M stage?
Payment Received till Date from Client:		Cumulative Capacity of the work done:

Narrative description of Project:

Description of the Technology used:

Please repeat the above table for showcasing additional citations

Each project should be furnished with an Agreement/ Work Order and Completion/ successful commission Certificate from the client.

SMC

Financial Proposal

Total Contract Price (TCP) for the contract period

A. CAPEX Cost (Detail Cost break up to be enclosed in separate sheet)

Sr. No	Particular	Total Cost	Total applicable Taxes including GST	Total Cost (3 + 4)
1	2	3	4	5
1	Procure, Commissioning and Installation			
		Total CAPEX		

Total Contract Price (TCP) for the contract period

B. OPEX Cost (Detail Cost break up to be enclosed in separate sheet)

Sr. No	Particular	Total Cost	Total applicable Taxes including GST	Total Cost (3 + 4)
1	2	3	4	5
1	Operation & Maintenance Cost			
		Total OPEX		

Consolidated Cost Sheet

Sr. No.	Item	Total Amount
1	CAPEX	
2	OPEX	
	Grand Total (CAPEX+OPEX)	

c. Revenue

Sr. No	Particular	Revenue (after all Tax per month)	Revenue (after all Tax per Year)	Revenue (after all Tax for 5 Years)
1	2	3	4	5
2	Revenue to be shared with Authority per Month			
		Total		

Note: -

1. Bidder will quote prices of all the items mentioned above inclusive of all taxes, insurance and transportation up to destination
2. Any conditional bids shall be summarily rejected.
3. Price should be inclusive of five-year warranty and support for project.
4. Grand Total cost (CAPEX+OPEX) of financial bid will be considered for evaluation purpose.

Bidder:

Signature -----

Name -----

Designation -----

Company -----

Date -----

Note:

- a. The Total Cost of Project (TCP) would be considered for commercial evaluation of the bids. This however shall have no co-relation with the Contract value or actual payment to be made to the successful bidder.
- b. Bidders are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted price will be entertained after the Proposals are opened. All corrections, if any, should be initialed by the person signing the Proposal form before submission, failing which the figures for such items may not be considered
- c. In case of discrepancy between Amounts mentioned in figures and in words, the amount in words shall govern.
- d. Quantities and unit prices (or rates) product of and the relevant total (or subtotals), the prices and quantities product of shall prevail, and the totals (or subtotals) shall be corrected accordingly.
- e. Subtotals and totals (or higher aggregates), the subtotals shall prevail, and the totals (or higher aggregates) shall be corrected accordingly
- f. The total price quoted by the Bidder shall be taken into consideration as final price for evaluation purposes.



CERTIFICATE OF NO RELATIONSHIP CERTIFICATE

I/We hereby certify that I/we am/are related/not related to any officer of the Sambalpur Municipal Corporation in the rank of Deputy Commissioner or above. I/we am/are aware that if facts to be proved false my/our contract will be rescinded with forfeiture of EMD I/We shall be liable to make good loss or damage resulting from such cancellation.

Full Name of the Applicant-

1. Address for correspondence

Phone No-

Alternative phone No-

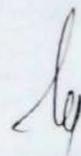
2. Permanent Native address

Village-.....

Post...../ Dist.....

Pin code.....

Signature of the applicant



Annexure-I

INFORMATION REGARDING CURRENT LITIGATION, DEBARRING EXPELLING OF QUOTATIONED OR ABANDONMENT OF WORK BY THE QUOTATIONER

1. Is the Quotation currently involved in any litigation relating to the works Yes/ No

If yes: give details:

2. Has the Quotation or any of its constituent partners been debarred! Yes/ No

Expelled by any agency in India during the last 5 years.

3. Has the Quotation or any of its constituent partners failed to perform on any contract work in Sambalpur Municipal Corporation If yes, give details: Yes/ No

Note:

If any information in this Appendix is found to be incorrect or concealed qualification application will be summarily be rejected.

Signature of the applicant

