

No. H1 : NN : 31 : 2009-2010

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Procurement Document (PD)

# **MYSORE CITY CORPORATION MYSORE**

## **PROCUREMENT DOCUMENT [PD]**

### **Supply of Skip Containers for Municipal Solid Waste Management**

**MAY 2009**

This RFP document is issued to Sri. -----  
on ----- by Mysore City Corporation .

Office of the Commissioner  
Mysore City Corporation  
Sayyaji Rao Road  
Mysore-570054

# **Tender Request for Procurement Document**

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# Mysore City Corporation, Mysore

## Short term Tender Notice

Tender Notification No.:H1NN / 31/ 2009-2010

Date:07-05-09

### Re-tender for Procurement of Skip Containers for Municipal Solid Waste Management

Mysore city Corporation, Mysore invites detailed quotations (“the Quotations”) for supply of 4.5 Cum Container for Municipal Solid Waste Management. The Procurement Document (“PD”) containing the detailed specifications of the equipment, number of equipments required, delivery schedules and the commercial terms may be obtained from the office of:

#### Commissioner

Mysore City Corporation, Mysore

Tel No. 0821 -2418803

Fax : 0821-2529133

Email ID : [mcchealthofficer@gmail.com](mailto:mcchealthofficer@gmail.com)

Cost of Procurement Document	Rs. 5000/- [Rupees five thousand only] in the form of a crossed demand draft (non-refundable)/banker’s cheque drawn in favour of Commissioner, Mysore City Corporation, Mysore on any scheduled bank, payable at Mysore.
Earnest Money Deposit	EMD of Rs. 50,000=00 shall be furnished in the form of a crossed demand draft / banker’s cheque drawn in favour of Commissioner, Mysore City Corporation, Mysore on any scheduled bank, payable at Mysore
Issue of Procurement document (PD)	11 <sup>th</sup> May 2009 to 25 <sup>th</sup> May 2009 on all working days
Last date for submission of PD	26 <sup>th</sup> May 2009 up to 4:30 pm
Tender Opening Date	28 <sup>th</sup> May 2009 at 11:00am

Note : Those bidders whose bids are disqualified in our earlier tender (Tender Notification No. H1NN/31/08-09 Dtd. 05-02-2009) need not to apply.

Sd/-

Health officer  
Mysore City Corporation,  
Mysore

**Instructions to Suppliers:**

**Note: 1). It is a single stage bidding process for selection of successful bidder for the supply of 4.5 cum Skip Containers for the use of 14 cum Compactors.**

**2). The opening of bids is postponed to 28-05-09 at 11.00am**

1. Purchaser intends to procure equipment for Municipal Solid Waste Management. The detailed technical specification and drawing of the skip container are set out in Appendix 1. Interested and qualified parties, based on qualification criteria set out in Appendix 2, are requested to submit a single financial quotation in a manner prescribed in Appendix 3.
2. Each Supplier shall submit only one (1) Quotation for the equipment in response to this PD. Any Supplier who submits more than one Quotation for the equipment will be disqualified.
3. At any time prior to the last date of submission of Quotations, Purchaser may, for any reason, whether at its own initiative or in response to clarifications requested by any Supplier, modify the PD by the issuance of Addenda. The Bidder shall not transfer the RFP document to any other interested party.
4. The Quotation shall remain valid for a period not less than six calendar months from the Quotation Due Date (Quotation Validity Period). Purchaser reserves the right to reject any Quotation, which does not meet this requirement.

**5.Earnest Money Deposit (EMD)**

- 5.1 Each quotation shall be accompanied by EMD of Rs. 50,000=00 .
- 5.2 The EMD shall be in the form of a crossed demand draft / banker's cheque drawn in favour of Commissioner, Mysore City Corporation, Mysore on any scheduled bank, payable at Mysore.
- 5.3 The EMD furnished by the successful bidder shall be retained as performance security and would be released after expiry of the warranty period provided the successful bidder has fulfilled all obligations under warranty. The EMD of every unsuccessful bidder would be returned back within a period of eight weeks from the date of announcement of successful bidder.

**6.Format and Signing of Quotation**

- 6.1 The Supplier would provide all the information as per this PD. Purchaser would evaluate only those Quotations that are received in the required format and are complete in all respects. Each Quotation shall comprise the following:

**A. Qualification Criteria:**

- a. Details of the Supplier in the format set out in Appendix 4
- b. Qualification Criteria in the format set out in Appendix 2

- c. Proof of Purchase of the RFP document or demand draft for Rs. 5000-00 in case the RFP is downloaded from the website.
- d. Procurement Document issued by the ULB in original "QUALIFICATION CRITERIA" cover only. The Bidder shall duly sign all the sheets of the Procurement Document.
- e. EMD in original "QUALIFICATION CRITERIA" cover only

**B. Financial Offer:**

The financial quotation shall be submitted in the original and copy of the Appendix-3 provided with RFP document.

6.2 The bidder shall prepare one (1) original and one (1) copy of the Qualification Criteria and the Financial Offer. The bidder shall seal the original Qualification Criteria and the original Financial Offer in two separate envelopes, which shall be marked as "QUALIFICATION CRITERIA" and "FINANCIAL QUOTATION". These two envelopes shall then be sealed in a single outer envelope and clearly marked as "ORIGINAL".

6.3 Similarly, the copy of the Qualification Criteria and the copy of the Financial Offer shall be sealed in two separate envelopes duly marked as "QUALIFICATION CRITERIA" and "FINANCIAL QUOTATION". These two envelopes shall then be sealed in a single outer envelope and clearly marked as "COPY".

6.4 The envelopes marked as 'ORIGINAL' and 'COPY' shall then be sealed in a single outer envelope and super subscribed with the information set out in Clause 7.1.

6.5 In the event of any discrepancy between the original and the copy, the original shall prevail.

6.6 The Quotations, both the original and the copy shall be typed or written in indelible ink and each page shall be initialled by an authorised signatory of the Bidder or an Individual, as applicable. All the alterations, omissions, additions, or any other amendments made to the Quotation shall be initialled by the person(s) signing the Quotation.

**7. Sealing and Marking of Quotation**

7.1 The outer envelope must be super scribed with the following information:

- a. Name and Address of Supplier
- b. Contact person and phone numbers
- c. On the top left corner - "Quotation for the Project": Supply of 4.5 cum Skip Containers required for collection of Municipal Solid Waste Management services
- d. TO BE OPENED IN THE PRESENCE OF TENDER EVALUATION COMMITTEE ONLY.

7.2 If the envelope is not sealed and marked as instructed above, Purchaser assumes no responsibility for the misplacement or premature opening of the contents of the

Quotation submitted and such Quotation, may, at the sole discretion of Purchaser, be rejected.

## **8. Quotation Due Date**

- 8.1 Quotations should be submitted before 26.05.2009, 4:30 pm, in the manner and form as detailed in this PD. Quotations submitted by either facsimile transmission or telex will not be accepted.
- 8.2 Purchaser may, in exceptional circumstances, and at its sole discretion, extend the above Quotation Due Date by issuing an Addendum.

## **9. Opening of Quotations and Clarifications**

- 9.1 Purchaser would open the Quotations on 28.05.2009 at 11.00 am for the purpose of evaluation.
- 9.2 Purchaser reserves the right to reject any Quotation not submitted on time and which does not contain the information/documents as set out in Clause 6.
- 9.3 To facilitate evaluation of Quotations, Purchaser may, at its sole discretion, seek clarifications in writing from any Supplier regarding its Quotation.

## **10. Evaluation**

- 10.1 As part of the evaluation, the Quotations shall be checked for responsiveness with the requirements of the PD and only those Quotations which are found to be responsive would be further evaluated in accordance with the criteria set out in this PD.
- 10.2 The Quotation shall be considered to be responsive if it meets the following conditions:
  - a. it is received /deemed to be received by the Quotation Due Date including any extension thereof.
  - b. it is signed, sealed and marked as stipulated in Clause 6 and Clause 7.
  - c. it contains all the information and documents as requested in the PD.
  - d. it contains information in formats specified in this PD.
  - e. it mentions the validity period as set out in Clause 4.
  - f. it provides information in reasonable detail. (“Reasonable Detail” means that, but for minor deviations, the information can be reviewed and evaluated by Purchaser without communication with the Supplier). Purchaser reserves the right to determine whether the information has been provided in reasonable detail.
  - g. there are no inconsistencies between the Quotation and the supporting documents.

A Quotation that is substantially responsive is one that conforms to the preceding requirements without material deviation or reservation. A material deviation or reservation is one

- i. which affects in any substantial way, the scope, quality, or performance of the project, or
  - ii. which would affect unfairly the competitive position of other Suppliers presenting substantially responsive Quotations.
- 10.3 Purchaser reserves the right to reject any Quotation, if:
  - a. at any time, a material misrepresentation is made or discovered; or
  - b. the Supplier does not respond promptly and diligently to requests for supplemental information required for the evaluation of the Quotation.
- 10.4 In case the Quotation is found to be responsive, the Quotation would be evaluated in accordance with the Qualification Criteria as set out in Appendix 2.
- 10.5 In case the Quotation is found to be inadequate, Purchaser may request the Supplier for modifications to the Quotation submitted. As part of the evaluation of the Quotation, Purchaser may also request the Supplier to submit written clarifications.
- 10.6 The Issuing Authority has duly signed and provided herewith in Appendix 3, the format (ORIGINAL and COPY), in which the Financial Offer is to be submitted by the bidder.
- 10.7 The Financial Quotations of only the Suppliers, who meet the Qualification Criteria, will be considered
- 10.8 The technically qualified Supplier offering the lowest quotation for the equipment would be declared as the Preferred Supplier for the same.
- 10.9 Purchaser may either choose to accept the Quotation of the Preferred Supplier or invite him for negotiations.
- 10.10 In case there are two or more Suppliers quoting the same price, Purchaser may in such case call all such Suppliers for negotiations and select the Preferred Supplier on the outcome of the negotiations. The selection in such cases shall be at the sole discretion of Purchaser.

In the event of acceptance of the Preferred Supplier with or without negotiations, Purchaser shall declare the Preferred Supplier as the Successful Supplier. Purchaser will notify the Successful Supplier through a Letter of Award (LoA) that its Quotation has been accepted.

Notwithstanding anything contained in this PD, Purchaser reserves the right to accept or reject any Quotation, or to annul the bidding process or reject all Quotations, at any time without any liability or any obligation for such rejection or annulment, without assigning any reasons thereof.

Purchaser would endeavour to adhere to the following schedule during the Procurement Process:

<b>Sl. No.</b>	<b>Event Description</b>	<b>Date</b>
1	Last date for receiving request for PD	Upto 25.05.2009
2	Last date for issue of PD	Upto 25.05.2009 till 4.30 p.m.
4	Last date for submission of quotation	Upto 26.05.2009 till 4.30 p.m.
5	Tender opening date (Qualification criteria only)	On 28.05.2009 at 11.00 a.m.

**Technical specifications of equipment :**

1. [Name of the Equipment and its numbers in the table below]

Sno.	List of equipments	Quantity (in nos.)
1	4.5 Cum Skip Containers	66

2. **Technical specifications for the 4.5 Cum Skip Containers:**

**SPECIFICATION OF 4.5 CUM Skip CONTAINER:**

- The 4.5 cum Skip Container shall be designed for use with the skip loader compactor placers as well as the Dumper Placer Arms of 14 cum Garbage compactor.
- It is to be fully fabricated & welded , construction made by using 3.15 mm sheet for sidewalls, top and for Bottom Plate use 5 mm.
- To be sufficiently reinforced with Rolled section at the bottom & sides. Additional stiffening is to be provided at four corners.
- To be provided with 4 nos. Lifting Pins at its sides suitable for lifting by skip Loader as well as by the Dumper Placer Arms.
- Should have 4 nos. bars welded as shown for locking with the Dumper Placer Arms. And has the locking rod at the bottom top enable tipping when used with a skip Loader.
- Have the 4.5 cum storage capacity for garbage.
- Before painting make sand blasting operation inside & outside of the container.
- For corrosion resistance , Container to be coated with 2 coats of red oxide primer on inner and outer sides of the Container, 2 coats of Synthetic Enamel Golden Yellow paint outside & 2 coats of black epoxy paint on the inner side. Resistant proof paint.

**Detailed specification can be seen in the drawing attached.**

3. **Delivery schedule for equipment ;**

Sl. No.	equipment	Time for delivery <sup>1</sup> (days)
1.	4.5 cum Skip Containers	30 days

4. Delivery location : Mysore City Corporation, Mysore.

5. Payment Terms:

On receipt of equipment - 100%

6. Transit Insurance

The Supplier is responsible for transit and all other insurances till the reqd. number of equipments are delivered at the location mentioned in this Procurement Order.

<sup>1</sup> From the day of award of the Purchase Order

7. Taxes and duties

Taxes and duties shall be included in the indicated price.

8. Insurance and Registration charges

The quoted rate shall not include the cost of insurance and registration charges. This amount shall be reimbursed by the ULB against submission of proof.

9. Warranty Period

Supplier shall warrant that the supply shall be warranted against faulty materials and workmanship for the equipment as indicated in the following table:

<b>Sl. No.</b>	<b>Equipment</b>	<b>Warranty period<sup>2</sup> (months)</b>
1	4.5 cum Skip Containers	12 months

10. Liquidated damages for delay

0.5% of the Financial Quotation per one week of delay.

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<sup>2</sup> From the day of award of the Purchase Order

**Qualification Criteria**

1. Only duly registered Firm/Company can submit Quotations.
2. The Supplier should have supplied the 40 number of equipments for the equipment for which they have offered their financial quotations.

**Table no.1:**

<b>Sl.No</b>	<b>Equipment</b>	<b>Qualification Criteria<sup>3</sup></b>
<b>1.</b>	<b>4.5 cum Skip Containers</b>	<b>40</b>

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<sup>3</sup> The supplier should have supplied 40 number of 4.5 cum Skip Containers (Refer Table no.2) for which they have offered their financial quotations.

**Table no.2:**

<b>Sl. No.</b>	<b>Name of the Equipment</b>	<b>Name of the <b>similar type</b><sup>4</sup> of equipment the supplier should have supplied apart from the specified equipment in Table no.1.</b>
1	4.5 Cum Skip Containers	The heavy gauge steel equipment like water containers, garbage containers, chemical/petroleum product containers

The Supplier should furnish the details of experience along with the indicated supporting document in the format set out below:

<b>Equipment</b>	<b>Applied (Yes / No)</b>	<b>Numbers supplied</b>	<b>Proof of Experience (Enclosed the copy of PO from the client, Yes/No)</b>
4.5 Cum Containers		_____numbers	

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<sup>4</sup> If the supplier has not supplied the equipment of type mentioned in Table no.1, he shall produce atleast one sample as per the specifications given in RFP document and shall produce the “Third party inspection certificate” from any one of the independent inspection agencies selected by DMA. The inspection charges shall be borne by the supplier and is not reimbursable.

3. The Supplier should meet any one of the financial criteria as set out below:
- i The Supplier shall have a Net Worth<sup>5</sup> of double the quotation value quoted by the Supplier in the last two years;
  - ii The Supplier shall have Net Cash Accruals<sup>6</sup> of equal to the cost of work quoted by the Supplier in the last two years;
  - iii The Supplier shall submit a solvency certificate from a scheduled bank for an amount double the quotation value

The Supplier should provide the financial capability based on its own financial statements. Financial capability of the Supplier's parent company or its subsidiary or any associate company will not be considered for computation of the financial capability of the Bidder.

The Suppliers should furnish the details of experience along with the supporting documents as indicated in the format set out below:

Experience Criteria		Supporting Document
Financial Capability <sup>7</sup>	<ul style="list-style-type: none"> <li>• Net worth of Rs. ____ lakhs and Rs. ____ lakhs respectively for the current year (provisional) and last year or for the last two years.</li> <li>• Net Cash Accruals of Rs. ____ lakhs and Rs. ____ lakhs respectively for the current year (provisional) and last year or for the last two years.</li> </ul>	<ul style="list-style-type: none"> <li>• CA certified Net Worth Statement</li> <li>• CA certified Net Cash Accruals calculations</li> </ul>

<sup>5</sup> Net Worth = (Subscribed and Paid-up Equity + Reserves) - (Revaluation reserves + Miscellaneous expenditure not written off)

<sup>6</sup> Net Cash Accruals = (Profit After Tax + Depreciation + Non cash Expenses)

<sup>7</sup> Net Worth and Net Cash Accruals shall be in accordance with the guidelines on the Financial Capability set out in the notification issued by the Public Works Department, Government of Karnataka.

Issue to :

**Financial Quotation for the Skip Containers**

**ORIGINAL**

Date:

The Commissioner,  
Mysore City Corporation,  
Mysore.

Sub: Supply of Skip Containers required for Collection of Municipal Solid Waste Management services.

Ref: Your Tender Notification No. HINN/31/2009-10dated : 07.05.09

Sir/Madam,

SI No.	Name of Equipment	Financial Quote per unit (Amount in Rupees)	
		(Amount in figures)	(Amount in words)
	4.5 Cum Skip Containers		

The price quoted above is net including all taxes and duties. Packing, Forwarding charges are included in the indicated price. The prices are fixed and firm for the entire delivery period and are inclusive of all applicable taxes and duties as may be statutorily applicable.

Yours faithfully,

For and on behalf of (*Name of Supplier*)

*Duly signed by the Authorised Signatory of the Supplier*

*(Name, Title and Address of the Authorised Signatory)*

Signature of the Issuing Authority / ULB Representative

**Issue to :**

**Financial Quotation for the Skip Containers**

**ORIGINAL**

Date:

The Commissioner,  
Mysore City Corporation,  
Mysore.

Sub: Supply of Skip Containers required for Collection of Municipal Solid Waste  
Management services.

Ref: Your Tender Notification No. HINN/31/2009-10dated : 07.05.09

Sir/Madam,

SI No.	Name of Equipment	Financial Quote per unit (Amount in Rupees)	
		(Amount in figures)	(Amount in words)
	4.5 Cum Skip Containers		

The price quoted above is net including all taxes and duties. Packing, Forwarding charges are included in the indicated price. The prices are fixed and firm for the entire delivery period and are inclusive of all applicable taxes and duties as may be statutorily applicable.

Yours faithfully,

For and on behalf of (*Name of Supplier*)

*Duly signed by the Authorised Signatory of the Supplier*

*(Name, Title and Address of the Authorised Signatory)*

Signature of the Issuing Authority / ULB Representative

**Details of Supplier**  
(On the Letter Head of the Supplier)

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