

**TENDER FOR SUPPLY INSTALLATION AND COMMISSIONING OF PRE-FABRICATED
MODULAR TOILETS WITHIN WEST KHASI HILLS DISTRICT.**

1. Background The District Water Sanitation Mission (DWSM), West Khasi Hills District is determined to improve the process of Solid Waste (MSW) Management in the District and in pursuit of the same has invited bids for supply, installation and commissioning of pre-fabricated **Modular Toilets** within West Khasi Hills District. Accordingly, the Deputy Commissioner-cum-Chairman, District Water Sanitation Mission (DWSM), West Khasi Hills District invites Responsive Bids for supply, installation and commissioning of pre-fabricated **Modular Toilets** within West Khasi Hills District covering the following aspects indicated in Annexure I below:

ANNEXURE -I

Specifications of Modular Toilets

The Modular Toilets must conform to the following specifications:-

Sl. No.	Requirement / specification
1	<p style="text-align: center;">Modular Toilet</p> <p>a) Modular Toilets (4'x 3') i.e cold rolled high strength galvanized steel which offers high seismic resistance made out of steel Panels.</p> <p>b) Steel Panels: 40mm thick sandwich Panels made of 0.6mm thick, 275 Mpa Strength Galvanized with insulation inside it.</p> <p>c) Insulation: 40mm high density EPS (Expanded polystyrene) insulation inside to make the toilet cooler.</p> <p>d) Roofing: 40mm thick sandwich panels made of 0.6 mm thick Galvanized with insulation inside roof type Slant roof</p> <p>e) Doors : Steel Doors (750mm x1800mm)</p> <p>f) Ventilation : Powder coated steel ventilation (louvre) on back &side walls, Provision for natural light above door,</p> <p>g) External / Internal finish: Pure polyester Glossy Powder Coating.</p> <p>h) Toilet Pan: 1 Ceramic white colour Indian Pan in each unit</p> <p>i) Plumbing & accessories: 1PTMT tap in each compartment, Water Tank: 200 litre tank for each two unit (Sintex or Similar) Tank drain outlet, Water inlet including cost of Steel superstructure, Internal plumbing work (pipes for water flow inside the compartment) , Tank over flow pipe.</p> <p>j) Foundation: Standard foundation (Plinth height of 254mm)</p> <p>k) Flooring: Cement flooring with tiles.</p> <p>l) Labour charges of civil foundation and insulation work, Installation service, transportation of materials to the site etc all complete including all taxes.</p>
2	<p>Specifications for waste management :</p> <p>a) 2 Leech pits of 1000mm dia and 1000 mm deep for each two units, made out of 40 mm thick concrete rings/brick work with sufficient holes for the Leech pit to function effectively. 40mm Thick RCC slab as top cover, made of 1:4:8 C:S:A. MS rings to be provided for lifting of slab.</p> <p>b) 1 Inspection Chamber: Soil Waste inspection chambers for each two units in 4 1/2 "brick work with inside dimension as 300mm x 300mm. The same will be covered with a RCC top cover with MS hook. RCC cover will be 40mm thick in 1:4:8 C:S:A. Inside surface of chamber will be finished with cement plaster in 1:4. The base will be 40mm thick PCC in 1:4:8</p> <p>c) Required Pipe connections between Toilet structure, IC and Leech Pit. * Depending upon space availability and drainage availability. In case of existing drainage, connection will be done in drainage.</p>

1.1. Tender Document

1.1.1. The Authority invites Tender from interested manufacturing firms/Companies for

Supply, installation and commissioning of following Modular (Public) Toilets:-

Sl No	Particulars	Specification	No of units per Block	Description
1	Supply, installation and commissioning of 4 in a row modular Toilet (4'x 3') made of high quality steel in design model or any equivalent model	4x3 feet	4 units	2 units for male (Urinal toilet) and 2 units for female (Toilets)

1.1.2. The Authority intends to select the Manufacturing firms/Companies for supply the Modular toilets through an open competitive bidding process in accordance with the procedure set out herein.

1.1 Sale of Document

The Tender document can only be downloaded from the Official Website of the Authority westkhasihills.gov.in. A demand draft or banker's cheque for an amount of Rs.5000 (Rupees Five thousand only) drawn on any Nationalized/Scheduled Bank in India in favour of the **Deputy Commissioner cum Chairman DWSM, West Khasi Hills District** payable at Nongstoin needs to be submitted along with the Tender towards the cost of document fee.

1.2 Validity of Proposal

The Tender shall be valid for a period of not less than 180 days from the Tender Due Date. The Deputy Commissioner reserves the right to reject any bid which does not meet the requirement.

1.3 Brief description of the Selection Process.

The Authority has adopted a Single Stage-Two Round selection process (collectively the "Selection Process") in evaluating the Proposals comprising technical and financial bids to be submitted in two separated sealed envelopes. In the first stage technical evaluation will be carried out as specified in the Tender Document. Based on this technical evaluation, a list of short-listed Bidders shall be prepared and the financial bid of only qualified bidders shall be evaluated

1.2 Communications

- 1.2.1. All communications including the submission of Proposal should be addressed to :
The Deputy Commissioner-cum-Chairman, District Water Sanitation Mission, DC Office,
West Khasi Hills District
Nongstoin, Meghalaya.
- 1.2.2. All communications, including the envelopes, should contain the following Information, to be marked at the top in bold letters:

NOTICE INVITING TENDER NO.NDG.304/2006/223 DATED NONGSTOIN, THE 14TH DECEMBER, 2017 FOR SUPPLY, INSTALLATION AND COMMISSIONING OF MODULAR TOILETS.

1. Clarifications.

Any Bidder requiring any clarification may notify in writing. Bidders should send in the written queries latest by the Last Date for receiving the submission of Bids.

2. To facilitate evaluation of the Tender, The Deputy Commissioner may, at its discretion, seek clarification in writing from any Bidder regarding its Tender. Notwithstanding anything contained in the Tender Document, The Deputy Commissioner reserves the right not to take into consideration any such clarifications sought by it for evaluation of the Tender and a

reserves the right not to respond to any correspondence received from the Bidders after the Tender Due Date.

3. Amendment of the Tender Document.

The Deputy Commissioner may modify the Tender Document by issuing an addendum/corrigendum before Tender Due Date. Any addendum/corrigendum thus issued shall be part of this Tender.

5. Extension of Proposal Validity period

In exceptional circumstances, prior to expiry of the original Tender Validity Period, The Deputy Commissioner may request The Bidders to extend the period of validity for a specified additional period. The request and the Bidders' responses shall be made in writing. The Deputy Commissioner reserves the right to reject the Proposal submitted by any Bidders who fails to extend the Period of validity of its Proposal in line with the provisions of this clause.

6. Bidders' Responsibilities

Each Bidder is expected to examine carefully the contents of all the documents provided and consisting of this Tender Document. Failure to comply with the requirements of this Tender document will be at the Bidders' own risk.

It would be deemed that prior to the submission of the Proposal, the Bidder has:

- (i) Made a complete and careful examination of requirements and other information set forth in this Tender document;
- (ii) Received all such relevant information as it has requested from the Deputy Commissioner; and
- (iii) Made a complete and careful examination of the various aspects of the supply work.

The Deputy Commissioner shall not be liable for any inadvertent mistake or error or neglect by the Bidder in respect of the above.

Each Bidder shall submit only 1 (one) bid in response to this Tender. Submission of more than 1(one) bid by any Bidder shall be sufficient ground for disqualification of the Bidder.

The Deputy Commissioner reserves the right to reject any Bid which is not sealed and marked as instructed above and the Deputy Commissioner will assume no responsibility for the misplacement or premature opening of the Bid which is not sealed and marked as instructed above.

The Deputy Commissioner reserves the right not to follow up this Tender Document and terminate the entire selection process without any obligation or liability to any of the Bidders, of any kind whatsoever.

6 Late Submission

Any Tender received after the time and date of the Tender Due Date shall not be accepted and summarily rejected.

7. Non –Discriminatory and Transparent Bidding Proceedings.

The Deputy Commissioner shall ensure that the rules for the bidding proceedings for the Project are applied in a non-discriminatory, transparent and objective manner.

8. Notification

The selected Bidder would be declared and notified in writing by the Deputy Commissioner.

9. The Deputy Commissioner Right to accept or reject Tender

The Deputy Commissioner reserves the right to accept or reject any all of the bids without

assigning any reason and to take any measure as it may deem fit, including annulment of the Bidding Process, at any time prior to Issue of Purchase Order, without liability or any obligation for such acceptance, rejection or annulment.

The Deputy Commissioner reserve the right to reject any Bid if:

- (a) At any time, a material misrepresentation is made or uncovered for a Bidder or any of its members; or
- (b) The Bidder does not respond promptly and thoroughly to requests for supplementary information required for the evaluation of the bid; or
- (c) The Bid is not accompanied by documents and annexure required to be submitted in accordance with this Tender document; or
- (d) Failure to comply with the requirement of the Tender document; or
- (e) Any Bid that is received after the Tender Due Date; or
- (f) Any bid that is not accompanied by the Tender Fee and/or Earnest Money

The above would lead to disqualification of the Bidder. If such disqualification/rejection occurs after the Financial Proposal have been opened and the Selected Bidder gets disqualified/rejected. The Deputy Commissioner reserves the right to take any such measure as may be deemed fit in the sole discretion of the Deputy Commissioner, including Annulment of the bidding process, inviting other Bidder(s) for negotiation, inviting all Qualified Bidders for negotiations. Notwithstanding the above, the Deputy Commissioner may debar/blacklist any of the Bidder(s) for their misleading or false representation in the forms, statements etc. for the period to be decided by the Deputy commissioner.

The Bid Security of unsuccessful Bidders will be returned as promptly as possible after the declaration of the selected bidder.

ELIGIBILITY CRITERIA

- (a) Average Turnover of INR 20 lakh in the past 2 years of the bidder. Copy of bank statement to be attached.
- (b) Experience in supply, installation and commissioning of Modular Toilets. Proof of such experience to be attached.
- (c) Preference will be given to presence in Meghalaya. Proof to be attached
- (d) Supplied Modular Toilets during last 1 year. Proof to be attached
- (e) A bidder shall be a private, or public legal entity,
- (f) The bidder should not have been blacklisted by Govt. or any other Institute in India. An Undertaking to this effect may be submitted at the time of submission of the bid.
- (i) All Bids must be submitted, duly signed by the Bidder.

Tender Due Date and Time

Tender should be submitted before 1600 hours, on the Tender Due Date, as stated in the Schedule of Bidding Process at the address mentioned herein above, in the manner and form as detailed in the Tender document. Bids submitted by fax transmission/e-mail shall not be accepted.

The Deputy Commissioner may, in exceptional circumstances and at its sole direction, extend the Tender Due Date by issuing an Addendum uniformly for all Bidders.

Bidding System (Single Stage-Two Round Bid System)

For Selecting the Preferred Bidder to undertake the above work, The Deputy Commissioner has adopted a Single Stage-Two Round System. The first Round comprises of the Technical Bid and second Round is the financial Bid. The Bidders would be required to furnish the information specified in the Tender document. Only those Bidders who will qualify the Technical Bid Round will be considered for the Second Round i.e the Financial Bid of only those bidders will be opened as have qualified in the Technical Bid Round.

The Evaluation of the Financial Bid (Envelope 2) would be carried out on the basis of the evaluation of the Technical Bid (Envelope 1) as per the criteria mentioned in the Tender document. The Financial Bid (Envelope 2) of only those Bidders would be opened who "Qualify" the Technical criteria.

Preparation & Submission of Bids.

The Bidder would provide all the information as per the Tender document. The Deputy Commissioner reserves the right to evaluate only those bids that are received in the required format complete in all respects and in line with instructions contained herein.

The language of the bid and related documents and correspondence shall be English. The currency for the purpose of the Bid shall be Indian Rupees.

The Proposal should be submitted in 2 (Two) separate envelopes and put together in 1 (one) single outer envelope in the following manner:

Each envelop should be addressed to:

The Deputy Commissioner-cum-Chairman DWSM, DC Office,
West Khasi Hills District
Nongstoin, Meghalaya.

Envelope 1: Technical Bid containing the following:

- (a) Tender Fee Demand Draft
- (b) Earnest Money Deposit –FDR/TDR or Bank Guarantee
- (c) Technical Bid Submission Form
- (d) Bidder Information Form
- (e) VAT Registration Certificate
- (f) Proof of Experience
- (g) Proof of supply of equipment in the past
- (h) Copy of Bank Statement for past 2 year
- (i) Tender document and its Annexure and addenda/corrigenda, each page duly stamped and signed by the authorized signatory
- (j) Certificate of incorporation
- (k) Copy of PAN Card
- (l) Undertaking-Not blacklisted by state Gov/Central Govt/UBLs

Envelop 2: Financial Bid

Envelop 2 should contain only the duly filled in Financial Bid of the Bidders. The financial bid should not be conditional.

The pages and volumes each part of the Bid shall be clearly numbered and stamped and the contents duly indexed. The Bid should not include any loose papers other than Tender Fee and Bid Security.

The typed or printed Tender shall be signed and each page of the Tender shall be initialed by a person or persons duly authorized to sign on behalf of the Bidder.

The bid shall contain no alternations or additions, except those to comply with instruction issued by The Deputy Commissioner or as necessary to correct errors made by the Bidder, in which case such correction shall be initialed by the person or persons signing the bid.

Sealing and Marking of Proposal

The Bidder shall seal each of the envelopes duly marking each envelope as "TECHNICAL BID" and "FINANCIAL BID" as the case may be.

The Bidder shall put the 2(two) separate envelopes containing the Technical Bid and Financial Bid respectively in a single outer envelope and seal the outer envelope. The outer envelopes shall clearly bear the following identification.

"TENDER FOR SUPPLY, INSTALLATION, COMMISSIONING OF MODULAR TOILETS."

Each of the envelopes shall indicate the complete name, address, telephone number and fax number/E-mail of the Bidder.

EARNEST MONEY DEPOSIT (EMD)

The bid should be accompanied by Earnest Money Deposit of INR 5000:00 (Five thousand only). The EMD shall be kept valid throughout the period of 45 (forty five) days beyond the Tender Validity Period including any extensions thereto and would be required to be extended further if so required by The Deputy Commissioner.

The EMD shall be in the form of a FDR/TRD/bank Guarantee issued by a Nationalized or Scheduled bank in favour of The Deputy Commissioner, West Khasi Hills District payable to Nongstoin.

The Deputy Commissioner shall not be liable to pay any interest on the EMD so made and the same shall be interest free. It shall be the responsibility of the Bidder to extend the validity of EMD instruments as and when required. Non-renewal of the same shall result into cancellation of bid of the bidder.

The EMD of unsuccessful Bidders will be returned by the Deputy Commissioner, with any interest, as promptly as possible upon acceptance of PO by the Selected Bidder or when the Bidding process is annulled by the Deputy Commissioner.

The Deputy Commissioner shall reject the bid which does not include the EMD as a part of the Technical Bid.

The Deputy Commissioner shall reject the bid, if the bid submitted by the Bidder is declared non-responsive/non-qualified/conditional by the Deputy Commissioner; or if the bid is not as per the Formats(s) provided in the Tender document.

Bid Opening Date

The Deputy Commissioner would open the envelope 1 (Technical Bid) at the time and date indicated in the schedule of important events or its subsequent extension through addendum in the presence of Bidders' representative, who choose to attend.

Proposals for which an acceptable notice of withdrawal has been submitted shall not be opened.

The outcome of the evaluation of the Technical Bid Stage and the name of qualified Bidders for this Stage shall be posted on the Notice Board at the office of the Deputy Commissioner.

Evaluation of Bid.

The Deputy Commissioner shall use the factors, method, criteria, and requirements defined in the tender document for evaluation of the bids. The use of other methods, criteria, or requirements shall not be permitted. The Deputy Commissioner reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the capability of a Bidder to execute the work.

The Response to The Technical Bid will be evaluated as per the criteria and process specified in the tender. If the tender is found to be satisfactory, the same shall be subject to evaluation of Financial Bid. The Deputy Commissioner reserves the right to reject the bid which does not meet the parameters stipulated in this tender.

After evaluation of Technical Bid, only the technical qualified Bidders will be eligible for the evaluation of their Financial Bid, i.e Envelope 2.

The result of evaluation of Technical Bid will be communicated to Qualified Bidders. The bidder quoting the lowest rate for the work will be declared the successful bidder and will be issued a PO.

Issue of Purchase Order & its Acceptance.

The Deputy Commissioner shall within 7 days of completing the entire evaluation process declare the selected Bidder by issuing the Work Order to the Selected Bidder and within 7 days from the date of issue of the Work order the Selected Bidder shall submit his acceptance of the same. The successful bidder is expected to immediately take up the work and complete it within the specified period.

Scope of Work:

1. The bidder shall supply, install and commission the Modular Toilets in West Khasi Hills District as per the specification and quantity mentioned.

2. The Supply and installation to be completed within the specific time as directed by the Deputy Commissioner.
3. The bidder shall propose their design along with dimension as per specification given and shall submit the pictorial representation along with the bid. The bidders shall be required to submit their physical model at the later stage before the opening of the financial bid provide the bidder clears the Technical round.

ANNEXURE 2

Letter of Application.

(Letterhead paper of the Bidder including full postal address, telephone, fax, e-mail address)

Date.....

To

The Deputy Commissioner cum Chairman DWSM,
West Khasi Hills District,
Nongstoin ,Meghalaya.

Sub: Supply of supply, installation and commissioning of pre-fabricated **Modular Toilets** in West Khasi Hills District.

Sir,

1. Being duly authorized to represent and act on behalf of.....(hereinafter “the Bidder.”), and having reviewed and fully understood all the qualification information provided ,the undersigned.
Hereby apply to be qualified by you as a prospective bidder for the project involving “ supply, installation and commissioning of pre-fabricated **Modular Toilets** within West Khasi Hills District”
2. Attached to this letter are copies of original documents.
defining:
 - a)The applicant 's legal status
 - b)The Principal place of business; and
 - c) The place of incorporation
 - d) All document as specified in The Tender Document
- 3 The Deputy Commissioner and its authorized representatives are hereby authorized to conduct any inquiries or investigation to verify the statements, document, and information submitted in connection with this application, and to seek clarification from our bankers and client regarding any financial and technical aspects.
- 4 This application is made in the full understanding that:
 - a) Bids of all bidders will be subject to verification, by The Deputy Commissioner, of all information submitted for qualification at the time of bidding.
 - b) The Deputy Commissioner reserve the right to:
 - Amend the scope of work under this project; in such event ,bids will only be called from qualified bidders who meet the revised requirement; and
 - Reject or accept any application, cancel the qualification process, and reject all application.
 - c) The Deputy Commissioner shall not be liable for any such action and shall be under no obligation to inform the Application of the grounds for them.
4. We confirm that the Tender submitted by us shall be valid for the period of 360 days from the last date of submission.
5. The undersigned declared that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

Name

For and on behalf of(name of Bidder)

Signature with Stamp

Date

ANNEXURE III

FORMAT FOR FINANCIAL BID
(ON Firm's letter head)

SI NO	Specification	Rate in Rupees per seat of 4 units (2 units for male-Urinal & toilet and 2 units for female - Toilets) (in figures)	Rate in Rupees per seat of 4 units (2 units for male-Urinal & toilet and 2 units for female - Toilets) (in word)
1	SUPPLY, INSTALLATION AND COMMISSIONING OF MODULAR TOILETSAS PER SPECIFICATION OF THE TENDER		

Authorized Signatory
(With Stamp of the bidder)

SCHEDULE OF EVENTS

SL.NO	EVENT	DATE	VENUE
1	DATE FOR ISSUING THE TENDER DOCUMENTS	<u>14/12/2017</u>	OFFICE OF DEPUTY COMMISSIONER, WEST KHASI HILLS DISTRICT,MEGHALAYA
2	LAST DATE FOR SUBMISSION OF BID(Tender DUE DATE)	<u>29/12/2017</u> Upto 1600	
3	OPENING OF TECHNICAL BID	<u>29/12/2017</u> at 1630 Hrs	
4	OPENING OF FINANCIAL BID	<u>29/12/2017</u> at 1630Hrs	

- 1) If any date specified herein is a holiday, the next working day will be considered for the activity and the time will remain the same.
- 2) The Schedule indicated above is tentative and the DC office may change any or the entire scheduled under intimation to all bidders.