

Attachment Forms T1 to T9 for Technical Response Package No. _____

Note: After filling in the details, the authorised signatory / signatories should sign all the pages of the documents, scan the signed copies and then upload in the e- procurement portal

**Form T1
Covering Letter**

(On the Letter-head of the Bidder)

Date:

To: *[Insert name and address of ULB]*

Sub: Submission of Bid for Work Packages No(s). ---Handling of Residential Area Work Package

Ref: Your Notification No. _____ dated _____

Sir/Madam,

Being duly authorized to represent and act on behalf of bidder and having reviewed and fully understood all of the Bid requirements and information provided and collected, the undersigned hereby submits the bid on behalf of _____ *[Name of Bidder]* for the Work Package No _____

We hereby submit the Technical and Financial Bid Forms with the details as per the requirements of the Tender for your evaluation.

We confirm that our Bid is valid for a period of 90 days from _____ *[Bid Due Date]*.

Yours truly,

For and on behalf of _____ *[Name of Bidder]*

*Duly signed by the Authorised Signatory of the Bidder
(Name, Title and Address of the Authorised Signatory)*

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Form T2

Details of Bidder¹

(On the Letter Head of the Bidder)

1.
 - (a) Name of Bidder
 - (b) Address of the office(s)
 - (c) Date of Incorporation

2. Brief description of the Bidder's main lines of business.

3. Details of the Authorised Signatory:
 - (a) Name :
 - (b) Designation :
 - (c) Company/Firm :
 - (d) Address :
 - (e) Telephone number :
 - (f) E-mail address :
 - (g) Fax number :
 - (h) Mobile number :

4. Details of the individual who will serve as the point of contact / communication on behalf the Bidder:
 - (a) Name :
 - (b) Designation :
 - (c) Company/Firm :
 - (d) Address :
 - (e) Telephone number :
 - (f) E-mail address :
 - (g) Fax number :
 - (h) Mobile number :

¹ Attach Scan Copies of the Original Company / Entity Incorporation / Registration Certificates and PF, ESI and VAT Registration Certificates

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Form T3

Anti-Collusion Certificate

(To be notarized on Non-Judicial Stamp Paper of Rs.100)

I / We undertake that, in competing for the contract, I / we will strictly observe the laws against fraud and corruption in force in India namely Prevention of Corruption Act 1988.

I / We hereby certify and confirm that in the preparation and submission of our Bid, I / we have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

I / We further confirm that I / We have not offered nor will offer any illegal gratification in cash or kind to any person or agency in connection with the Bid.

I / We further acknowledge that on any later date, if it was found that I / We indulged in any of the corrupt activities mentioned in Prevention of Corruption Act 1988, the Authority has the right to take necessary legal action.

Dated thisDay of, 2017

.....
(Name of the Bidder)

.....
(Signature of the Bidder / Authorised Person)

.....
(Name of the Authorised Person)

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Form T4 - Proof of Eligibility
(On the Letter-head of the Bidder)

It is compulsory for the bidder to fill this statement and the bidder must attach only those documents that support this statement

Bid Reference No. _____

Name of Work: _____

Name of Bidder: _____

ELIGIBILITY CRITERIA² (To be filled by the Bidder)		
1	NET WORTH in Crores of Rupees (During the immediate last three consecutive financial years)	
	2015-16	
	2014-15	
	2013-14	
2	TURNOVER in Crores of Rupees (During the immediate last three consecutive financial years)	
	2015-16	
	2014-15	
	2013-14	
3	List the vehicles owned /to be owned by the Bidder ³	Brief details of the Make, Type and other details of the vehicles to be provided. Should also confirm that the vehicles owned/to be owned conform to the Standards & Specifications as detailed in the Tender.

(Contd...)

² Attach copies of Audited Financial Statements including IT Return Certificates.

³ Attach Proof of Ownership (buy / hire) for the Vehicles.

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Details of Experience: The Bidder should furnish the details of eligible experience as set out in the Table below:

Qualification Criteria	Details of the Work Executed	Documentary Proofs Such as Work Orders, Agreements, Work Completion Certificates, etc.⁴
As mentioned in the Eligibility Criteria and that related to Handling Sanitation and Solid Waste Management Works	<i>(Bidder needs to write the details)</i>	<i>(Mention the names of documents attached)</i>

Dated thisDay of, 2017

.....

(Name of the Bidder)

.....

(Signature of the Bidder / Authorised Person)

.....

(Name of the Authorised Person)

⁴ Without fail, copies of the documents mentioned here should be enclosed with the proposal

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Form T5

Undertaking for Maintenance of Fair Labor Practices

(This undertaking should be notarized on Rs.100 stamp paper)

I / we undertake to engage the workers, notified by _____ (mention the name of the Authority) for the works given under this contract.

I / we undertake to follow fair labour practices as per the Acts and Rules applicable in the State of Andhra Pradesh for labour engagement, and indemnify the Authority from any labour encumbrances for the workforce employed in our rolls for executing the works awarded to me/ us through this Tender.

I / we further undertake to rectify the lapses relating to labour laws pointed out by the Authority.

I / we undertake to make payment of monthly wages on or before 7th of succeeding month and also remit the PF and ESI subscriptions on or before the due date.

I / we undertake to submit the bank statements indicating payment of wages to the workers and acknowledge of PF and ESI remittances while claiming the monthly payments for the services.

I / we undertake that we shall not use any fraudulent methods to subvert the worker payments and their lawful entitlements.

I / we shall maintain the following registers and, submit reports as per relevant Labour Laws and Rules.

- i. Register of sanitary workforce employed for this work packages
- ii. Muster roll, Register of Wages, Deduction and Over-time registers.
- iii. Issue of Wage Slip one day in advance of payment of wages.
- iv. Issue of employment card as per the relevant Rules.
- v. Submission of half-yearly returns by 30th June and 31st December to Labour Department and the Authority.
- vi. Provision of health and welfare measures, such as crèches and first-aid facilities
- vii. Registration of our office under Andhra Pradesh Shops and Establishment Act, 1988.

Dated thisDay of, 2017

.....
(Name of the Bidder)

.....
(Signature of the Bidder / Authorised Person)

.....
(Name of the Authorised Person)

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Form T6⁵

Power of Attorney for Signing the Bid

(To be notarized on Non-Judicial Stamp Paper of Rs.100)

Know all concerned by these presents, we, (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr. / Ms. (Name) -----, son/daughter/wife of and presently residing at, who is presently employed with us and holding the position of, as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our bid for the Project proposed or being developed by _____ Municipal Corporation / Municipality (the “Authority”) including but not limited to signing and submission of all applications, bids and other documents and writings, participate in bidders' and other Meetings and providing information / responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Service Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Project and/or upon award thereof to us and/or till the entering into of the Service Agreement with the Authority.

AND, we hereby agree to ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 2017

.....

(Signature, name, designation and address)

Accepted

(Signature, name, designation and address of the Attorney)

(Contd...)

⁵ The Original to be submitted at the time of Technical Bid Opening

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Witnesses:

- 1.
- 2.

Note:

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
2. Wherever required, the Bidder should submit for verification the extract of the charter documents such as a board or shareholders' resolution / power of the person executing this power of attorney on behalf of the Bidder.
3. For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Bidders from countries that have signed the Hague Legislation Convention 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Apostille certificate.

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Form T7⁶

Power of Attorney for Lead Member of JV / Consortium

(To be notarized on Non-Judicial Stamp Paper of Rs.100)

Whereas the (the “Authority”) has invited bids for the Project (the “Project”).

Whereas,, and(collectively the “Consortium”) being Members of the Consortium are interested in bidding for the Project in accordance with the terms and conditions of the Tender Document and other connected documents in respect of the Project, and

Whereas, it is necessary for the Members of the Consortium to designate one of them as the Lead Member with all necessary power and authority to do for and on behalf of the Consortium, all acts, deeds and things as may be necessary in connection with the Consortium’s bid for the Project and its execution.

NOW THEREFORE KNOW ALL CONCERNED BY THESE PRESENTS

We, having our registered office at, and, having our registered office at, (hereinafter collectively referred to as the “Principals”) do hereby irrevocably designate, nominate, constitute, appoint and authorize, having its registered office at, being one of the Members of the Consortium, as the Lead Member and true and lawful attorney of the Consortium (hereinafter referred to as the “Attorney”) and hereby irrevocably authorize the Attorney (with power to sub-delegate) to conduct all business for and on behalf of the Consortium and any one of us during the bidding process and, in the event the Consortium is awarded the Contract, during the execution of the Project, and in this regard, to do on our behalf and on behalf of the Consortium, all or any of such acts, deeds or things as are necessary or required or incidental to the submission of its bid for the Project, including but not limited to signing and submission of all applications, bids and other documents and writings, accept the Letter of Award, participate in bidders’ and other meetings, respond to queries, submit information/ documents, sign and execute contracts and undertakings consequent to acceptance of the bid of the JV/ Consortium and generally to represent the JV / Consortium in all its dealings with the Authority, and/ or any other Government Agency or any person, in all matters in connection with or relating to or arising out of the JV’s / Consortium’s bid for the Project and/ or upon award thereof till the Contract is entered into with the Authority.

⁶ The Original is to be submitted at the time of Technical Bid Opening

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Note: After filling in the details, the authorised signatory / signatories should sign all the pages of the documents, scan the signed copies and then upload in the e- procurement portal

AND, hereby agree to ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE THE PRINCIPALS ABOVE NAMED HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 2017

For
(Signature, Name & Title)

For
(Signature, Name & Title)

(Executants)
(To be executed by all the Members of the JV / Consortium)

Accepted

(Signature, name, designation and address of the Attorney)

Witnesses:

- 1.
- 2.

Note:

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
2. Wherever required, the Bidder should submit for verification the extract of the charter documents such as a board or shareholders' resolution / power of the person executing this power of attorney on behalf of JV / Consortium.
3. For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Bidders from countries that have signed the Hague Legislation Convention 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Appostille certificate.

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Form T-8⁷

CONSORTIUM AGREEMENT

(To be notarized on Non-Judicial Stamp Paper of Rs.100/-)

This Consortium Agreement executed on this day of Two Thousand and Seventeen by:

M/s..... a Company / Partnership Firm / Sole Proprietorship Organization incorporated under the Act/Laws of and having its Registered / Head office at..... (hereinafter called the “Lead Member” which expression shall include its successors); **and**

M/s a Company / Partnership Firm / Sole Proprietorship Organization incorporated under the Act/Laws of And having its Registered / Head office at..... (hereinafter called the “Partner” which expression shall include its successors) shall collectively hereinafter be called as the “Consortium Members” for the purpose of submitting a bid to the _____ Municipal Corporation / Municipality, having its office at _____ Andhra Pradesh, India (hereinafter called the “Authority”) in response to the invitations of bids for “Residential Area Solid Waste Handling, Street Sweeping, Litter Collection, Drains Cleaning and Related Sanitation Activities (the “Project”) on Buy, Own & Operate (BOO) basis.” as per the Scope of Work stipulated in the Tender Documents (hereinafter called as “The Transaction”).

Whereas Qualification / Eligibility Criteria of the Tender Document, stipulates that maximum of two bidders may form a JV or Consortium between themselves and apply for this Tender, provided they fulfil the following eligible criteria;

1. They should have legally valid Consortium Agreement as per the prescribed format for the purpose of participation in the bidding process and the total number of members in a Consortium shall be limited to two.
2. At least, one of the Consortium members shall have prior work experience of handling residential area municipal solid waste and sanitation as per the Qualification Criteria detailed in the Tender Documents.
3. Consortium as a whole shall meet all the qualifying norms specified in the Tender.
4. All the Consortium member(s) shall authorize the lead member by submitting a Power of Attorney as per the prescribed format duly signed by them. The Lead Member shall be authorized to receive instructions for and on behalf of all member of the Consortium and entire execution of the contract.
5. The Consortium and its members shall be jointly and severally responsible and be held liable for the purpose of guaranteed obligation and any other matter as required under the contract.

⁷The Original is to be submitted at the time of Technical Bid Opening

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6. A member of the Consortium shall not be eligible either in an individual capacity or part of any other Consortium to participate in the Tender, in the same Municipal Corporation / Municipality where the said Consortium participates.
7. Work Order (Letter of Award) will be placed on the Lead Member of the Consortium.
8. In addition to the above, the Lead Member should submit the following documents as qualifying terms.
 - Certificate of Entity Registration
 - PAN

And whereas the members of the Consortium together shall strictly comply with the Qualification / Eligibility Criteria of the Tender Document

And whereas bid has been proposed to be submitted to the _____Municipal Corporation / Municipality by the Lead Member based on this Consortium Agreement signed by the members

Now This Indenture Witnessed As Under:

In consideration of the above premises, in the event of the selection of Consortium as successful bidder, all the parties to this Consortium Agreement do hereby agree to abide themselves as follows:

1. M/s..... shall act as the Lead Member for and on behalf of Consortium / Consortium Members. The said Consortium / Consortium Members further declare and confirm that they shall jointly and severally be bound and shall be fully responsible to the _____Municipal Corporation / Municipality for Providing the Services for a period of 3 (three) years and for a further period of 2 (two) years in case the Contract Period is extended as per the Scope of Work based on successful performance of the works. Any breach of roles and responsibilities (as specified hereunder) by the other Member(s) of the Consortium agreement doesn't indemnify the Lead Member of safeguarding himself from performing his duties and full execution of the contract. In case of default by the other Member(s), the entire responsibility financial or otherwise rests with the Lead Member. Lead Member will not be absolved of complete responsibility and suitable action.
2. If the _____Municipal Corporation / Municipality suffers any loss or damage on account of any breach of the Contract or any shortfall in meeting the Service Agreement as per the specifications in terms of the Contract, the Members of the Consortium undertake to promptly make good such loss or damages caused to the _____ Municipal Corporation / Municipality, on its demand without any demur. The obligation of each of the member is absolute and not independent of the Consortium or any member.
3. The liability of the members of this Consortium agreement to the _____Municipal Corporation / Municipality, with respect to any of the

_____Municipal Corporation / Municipality

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claims arising out of the performance or non-performance of the obligations set forth in the said Consortium Agreement, read in conjunction with relevant conditions of the Service Agreement, shall not be however limited in any way so as to restrict or limit the liabilities of any of the members of the Consortium Agreement. The liability of each member is absolute and not severable.

4. It is expressly understood and agreed between the Members to this Consortium Agreement that the responsibilities inter se amongst the Members shall not in any way be a limitation of joint and several responsibilities and liabilities and shall ensure performance under the agreement, the same shall be deemed to be a default by all the Consortium Members. It will be open for the _____Municipal Corporation / Municipality to take any steps, punitive or corrective action including the termination of contract in case of such default.
5. This Consortium Agreement shall be construed and interpreted in accordance with the laws of India and Andhra Pradesh and shall be subject to exclusive jurisdiction within Andhra Pradesh in all matters arising there under.
6. In case of an award of a Contract, all the Members to the Consortium Agreement do hereby agree that the Consortium as whole shall furnish Performance Guarantee by way of an irrevocable & unconditional Bank Guarantee for 5% of the Annual Contract Value in the prescribed format and as per terms of the Service Agreement.
7. It is further agreed that the Consortium Agreement shall be irrevocable and shall form an integral part of the Contract, and shall continue to be enforceable till the _____Municipal Corporation / Municipality terminates the same. It shall be effective from the date first mentioned above for all purposes and intents.
8. In case of any dispute amongst the members of the Consortium, _____Municipal Corporation / Municipality shall not be in any way liable and also the Consortium Members shall not be absolved from the contractual obligation in any manner.
9. It is further understood and agreed by all the Members of the Consortium that in case the Contract is awarded to JV or Consortium, the JV and Consortium arrangement should remain the same throughout the contract period. The whole entity will be jointly and severally responsible for the obligations it has to fulfill as per the Service Agreement.
10. It is also further understood and agreed that in the event of any member of the whole entity (Consortium) pulls out of the JV/ Consortium or if the lead partner disengages the other member of the Consortium, the total contract award will be annulled with one month notice and the _____Municipal Corporation / Municipality will take necessary steps as it deems fit. The JV / Consortium shall forfeit the EMD and Performance Guarantee.

In Witness thereof, the Members to the Consortium Agreement have through their authorized representatives executed this Consortium Agreement and affixed Common Seals of their companies, on the day, month and year first mentioned above.

Municipal Corporation / Municipality

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1. Common Seal of for the Lead Member has been affixed in my /our presence Pursuant to the Board of Director's resolution dated.....

(Signature of authorized representative)

Name.....

Designation.....Common Seal of the Company

2. Common Seal of for Partner has been affixed in my / our presence Pursuant to the Board of Director's resolution dated.....

(Signature of authorized representative)

Name.....

Designation.....Common Seal of the Company

WITNESSES:

1..... 2.....

(Signature)

(Signature)

Name.....

Name.....

(Official address)

(Official address)

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FORM T9:

(On the Letter-head of the Bidder)

Work Plan and the Methodology for Carrying out the Operations

(To be submitted by the bidder along with the Bid in the e-Procurement portal)

1. Describe the work plan that is proposed to be carried out to achieve the Service Level Performance Indicators (KPIs) given in Table 8.
2. Describe the special steps that would be adopted to ensure that the waste is collected and transported in a source separated manner to the designated places without any mixing of waste, pilferage or spillages at any stage of the collection and transportation activities.
3. Describe the methods that would be adopted to get the community involved in source segregation and avoid littering in streets and residential areas
4. Describe the methods that would be adopted for employee welfare and motivation.
5. Any other special efforts that would be adopted to achieve the project objectives