

Note:

Tender Process Management is one of the most critical and important methods of awarding contract to any vendor in government departments. During the tendering process there are many stages and at each stage different activities need to be taken care. This document is an attempt to provide an overview of activities that the ULBs need to adopt for ensuring smooth tendering process.

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1. Obtaining Approvals of EnC, Public Health Department for undertaking the Tendering Processes.

During the entire Tender Process Management stage, the approval of the EnC, Public Health Department shall be obtained, following regular procedures as being the case for tendering of contracts.

1.1. **Notice Inviting Tenders (NIT):** Obtaining approval from EnC, Public Health Department for releasing NIT through paper advertisement followed by releasing tenders in the e-procurement portal.

1.2. **Technical Evaluation:** After the scrutiny of the tender documents at the ULB and Evaluation by the Committee consisting of RDMA, Regional Superintending Engineer (PH) and the respective Municipal Commissioner, the entire process shall be documented and sent for the approval of the EnC, Public Health Department.

1.3. Financial Evaluation and Selection of the Successful Bidders:

After opening of the Financial Evaluation in the e-procurement portal, determining the successful bidder based on QCBS system, the process shall be documented and sent for the approval of EnC, Public Health Department for issuing the Letter of Award to the Successful Bidder.

2. Preparation of Tender Documents

2.1. Download the tender documents from the CDMA website in the section 'downloads'

2.2. Two sets of documents can be downloaded; one set in word format and another in pdf format. (pdf format is for reference)

1. Tender Document
2. Technical Response Forms T1-T9
3. Financial Response Form F1
4. Draft Service Agreement

2.3. The Tender documents should be thoroughly and carefully read by the Technical Committee members and the following information should be filled.

2.4. For each package, separate documents set should be prepared consisting of all the four above referred documents.

2.5. For each work package that is tendered, prepare the following information in the Tender Document.

2.5.1. Package wise Tender

- Tender Notification No. (for each package separately)

2.5.2. All ULB Information

- Wherever the name of the ULB is required

2.5.3. ULB Map indicating the Package Details – Physical Details – In the formats given in Table -7 of the Tender Document and Schedule A-1 of Service Agreement, provide the following information

- Indicate Micro pocket Boundaries and the overall Package Boundaries in the map including the names of the localities and key locations
- The map details should match with the information in the Table

2.5.4. Provide the details of the Micro Pockets in Table -7 of the Tender Document and Schedule A-2 of Service Agreement

- ❖ Entire Package Area should be covered within the Micro Pocket boundaries
- ❖ Must Include: (all street and road surfaces, open public areas and structures abutting the given micro pockets)
 - ✓ Micro Pocket Streets
 - ✓ Main and Arterial Roads, Road Medians, Traffic Islands
 - ✓ Footpaths, and Pavements ,
 - ✓ Parking lots
 - ✓ Foot over Bridges, Bus Shelters, Subways,
- ❖ Indicate Waste Storage / Deposit Places

2.5.5. Bid Schedule Details (clause.2)

- ❖ Fill in the required details in the Bid Schedule as given in the Table below.
- ❖ All the yellow highlighted information should be carefully filled by the ULB.

Table-1: Bid Schedule Details			Guidelines for filling the Particulars
Sl. No.	Event Description	Particulars	
1	Tender document download start date and time	Date Time	Two days after the release of paper advertisement
2	Tender document download end date and time	Date Time	Give a clear gap of 21 days from the date of tender document download start date and time
3	Bid submission closing (Bid Due) date and time	Date Time	By 5.00 PM on the date as mentioned for download end date and time

4	Name, Address, contact numbers, e-mail id of the authorised official for clarifications		Commissioner, ULB
5	Last Date for submission of queries for Pre-Bid meeting	Date Time	On the Seventh day of document download
6	Date of Pre-Bid Meeting	Date Time	On the Seventh day of document download
7	Place of Pre-Bid meeting		ULB
8	Date & Time for opening of Technical Bid (Qualification Criteria)	Date Time	On the 22 nd day of Tender download start date
9	Date & Time of opening of Financial Bid	After evaluation of technical Bid, will be intimated to the qualified Bidders.	
10	Tender Transaction Fee (payable to AP Technology Services; Non-Refundable)	Rs. _____ (Rupees _____ only) being 0.345% of the Estimated Cost Value of the project subject to a maximum of Rs. 28,750/- The mode of payment is as indicated in the e-procurement portal.	Calculate and enter the exact amount in figures and words (This Tender transaction fee is as prescribed by APTS)
11	Tender Processing Fee (Non- Refundable)	Rs.25,000/- (Rupees twenty five thousand only) in the form of a crossed demand draft drawn in favour of _____ Municipal Corporation / Municipality payable at _____ drawn on any scheduled bank. A Legible scan copy of DD to be uploaded in the e-procurement portal.	
12	Earnest Money Deposit	The Bidder has to deposit <u>2.5% of the Final Contract Value of the Project for the three years as the EMD (A).</u> Of this, 1% (one percent) of the <u>Estimated Total Cost Value of the Project for three years (B) which is Rs. _____ (Rupees _____)</u> has to be deposited through Net-banking / RTGS / NEFT from the Bidder's registered bank account only in favour of the entity as indicated in the e-procurement portal. (will be refunded to the unsuccessful Bidders after the completion of Bid Selection Process)	<ul style="list-style-type: none"> • EMD Criteria as per GO 94 • Payment through e-procurement portal as per GO Ms. No. 8 of ITE&C Department dated 08.05.2016 <p>Calculate and enter the exact amount in figures and words</p>

		The Successful Bidder shall deposit the remaining EMD balance (A minus B) at the time of concluding the Service Agreement, in the form of a Bank Guarantee.	
13	Performance Guarantee	The Successful Bidder needs to execute a Performance Guarantee to the value of 5% of the Annual Contract Value of the Project in the form of an irrevocable Bank Guarantee.	

2.5.6. Qualification Criteria (clause.5.3 in Tender document)

- ❖ Fill in the details for the qualification criteria in the Table -2, as given below. Using the guidelines given in the fourth column, criteria for serial number items 5.3.2, 5.3.3 should be filled.
- ❖ In clause 5.6, indicate the number of residential area packages that are outsourced and limit the number of packages that can be offered to the same entity (Single Entity / JV / Consortium) to 50% of the total packages outsourced.

Table-2: Qualification Criteria			
S No.	Criteria	Documents to be submitted	Guidelines
(1)	(2)	(3)	(4)
5.5.1	<p style="text-align: center;">QUALIFICATION CRITERIA</p> <p>The Bidder may be a Company registered under section 25 of the Companies Act, 1956 Or The Bidder may be a registered Company in India as per Indian Companies Act, 1956/2013; Or Registered NGO / Partnership Firm / Proprietary ship Firm / Social Welfare or CSR of any Corporate Welfare Society. Consortium of not more than two members is allowed.</p>	<p>Copy of Certificate of Incorporation and Certificate of Commencement of business in case of Public Limited Company or Certificate of incorporation in case of Private Limited Company, issued by the Registrar of Companies.</p> <p>In case of a JV/Consortium , legally valid agreement between the JV / Consortium members to be provided along with the Power of Attorney authorizing the lead member to submit the Bid as specified in the Forms</p>	<i>Self-Explanatory</i>
5.5.2	The Bidder (Single Entity / JV / Consortium as a whole) should be having an average annual turn-over of minimum Rs. Crore per year during last three financial years, i.e., 2013-14, 2014-15 & 2015-16	Copies of the last three / two financial years' (as the case may be) audited balance sheets should be submitted along with Auditor's Certificate and Income Tax and Sales Tax Clearance Certificates	Indicate 50% of the Estimated Annual Package Value as required average annual turnover
5.5.3	The Bidder (Single Entity / JV /	Auditor's Certificate.	Indicate 25% of the

	Consortium as a whole) should have positive net worth of Rs. [REDACTED] Cr. during last three years i.e. 2013-14, 2014-15 & 2015-16.		Estimated Annual Package Value as the required net worth.
5.5.4	<p>Technical Criteria</p> <p>Handling of Residential / municipal solid waste in at least 2 (two) Projects anywhere in India during the last 3 (three) years; either by the Bidder or JV/Consortium partner</p> <p>Handling of Substantial Projects as indicated in the Section 'Eligible Service Providers' as given above.</p>	<p>Copies of work orders should be enclosed along with the Certificates issued by Government Organizations / Boards or Corporations for operation and maintenance for the last 3 (three) years.</p> <p>Should also submit Letter(s) from the concerned agency/ PSU/ Govt., where the works have been done, confirming that the services provided are satisfactorily.</p>	Self-Explanatory
5.5.5	Certificates/Registrations (Single Entity / JV / Consortium as a whole)	<p>1. EPF Registration Certificate;</p> <p>2. ESI Registration Certificate; and</p> <p>3. VAT Registration Certificate.</p>	Self-Explanatory

2.5.7. Technical Evaluation Criteria (clause .7.3)

- ❖ Fill in the details as given in the Guideline column in Table-3.

Table-3: Technical Evaluation Criteria			
S. No.	Technical Evaluation Criteria	Maximum Marks	Guideline
7.2.1	<p>Experience of the Single Entity / JV / Consortium as a Whole Entity</p> <p>a. Handling of Residential / Municipal Solid Waste (both primary collection and transporting the solid waste to the designated place for deposit) up to 2 (two) Projects during the last three years - as a commercial contract (Maximum of 35 marks);</p> <p>b. Handling of Residential / municipal solid waste (both primary collection and transporting the solid waste to the designated place for deposit) more than 2 (two) Projects during the last three years - as a commercial contract (Maximum of 50 marks)</p> <p>c. Considerable hands-on field experience of handling waste management, sanitation, disinfection and vector control activities in municipal bodies, industrial townships, large gated communities, private / public organizations, hospitals, hospitality industry units and large public utilities like highways, bus and train terminals and airports etc. as whole and entire deliverables including deployment of vehicles, machinery, materials, engagement of workforce and the</p>	50	Self-Explanatory

	<p>operations and maintenance of the entire service package. Additionally, involvement with proven track record in environmental promotion / safeguard initiatives / projects as existing JV / Consortium for social involvement activities or as Corporate Social Responsibility (CSR) activities sponsored by large Corporates and public sector undertakings, in waste management.</p> <p>(Maximum of 50 marks)</p> <p>Copies of work orders (completed / ongoing projects) should be enclosed along with the Certificates issued by agencies concerned that the services provided are satisfactory.</p>		
7.2.2	<p>Work Plan and Methodology for carrying out the operations of the Project.</p> <p>The Bidder has to submit the detailed work plan and the methodology of carrying out the operations as per the Scope of Work as detailed in the Tender. The Bidder has to clearly spell out the strategy that would be adopted in inculcating the habit of segregation of waste at source by the waste generators, the resources (both the manpower and the vehicles along with the accessories) that would be deployed including the safety measures in carrying out the operations, etc.</p>	30	Self-Explanatory
7.2.3	<p>Turnover of the Single Entity / JV / Consortium as a whole</p> <p>Average turnover of less than Rs. ___ crore per year in the last three years – 5 marks; and</p> <p>More than Rs ___ crore average turnover per year in the last three years – 10 marks.</p>	10	<p>Mention the figure for 60% of the Annual Project Cost value*</p> <p>Mention the figure for 60% of the Annual Project Cost value</p>
7.2.4	<p>Net worth of the Single Entity / JV / Consortium as a whole</p> <p>Less than Rs. ___ crore – 5 marks; and</p> <p>More than Rs. ___ crore – 10 marks</p>	10	<p>Mention the figure for 40% of the Annual Project Cost value**</p> <p>Mention the figure for 40% of the Annual Project Cost value</p>
Total		100	

Note: * In the qualification criteria, (Table-2, Cl. 5.5.2,) 50% of the Estimated Annual Package Value is indicated as the required average annual turnover of the bidder as eligibility for participation in the Tender. Therefore, bidders with turnovers in the range of 50% -60% will be given 5 marks and those with above 60% turnover will be given 10 marks.

** Similarly, in the qualification criteria, (Table-2, Cl. 5.5.8,) 25% of the Estimated Annual Package Value is indicated as the required networth of the bidder as eligibility for participation in the Tender. Therefore, bidders with

network in the range of 25% -40% will be given 5 marks and those with above 40% network will be given 10 marks.

2.5.8. Material Quantities Details (cl.10.1)

- Fill in details as per Abstract -2 of the Technical Estimate

2.5.9. Workforce Quantities Details

- Fill in details as per Abstract -2 of the Technical Estimate

2.5.10. Personal Protective Wear Details

- Fill in details as per Abstract -2 of the Technical Estimate

2.5.11. Bid Forms (Technical & Financial) – Forms T1 to T9 and F1

- Fill in Package No. in the header and the name of the ULB in the footer

3. Upload Documents in AP Technology Services Tender Portal -

<https://tender.apecurement.gov.in/>

Document uploads in the e-procurement portal to be done as shown in the screens. A sample document of screen shots will be uploaded in the CDMA website under the Download section.

4. Release of Paper Advertisement:

Release Advertisements in Local Language Paper (in Telugu) and National Paper (in English) after uploading the tender documents in the e-tender portal. To be simple and easy to read, the given format is suggested.

ULB Logo	ULB Name, Address, Telephone No., e-mail id ; website if any
<p>E-Tender: Municipal Solid Waste Management and Maintenance of Sanitation – Residential Area Service Package Outsourcing</p> <p>Tender Notification No. _____ Date. _____</p> <p>E-Tender Download Start Date and Time: _____</p> <p>Bid Submission End Date and Time: _____</p> <p>E-Tender Website : https://tender.apecurement.gov.in/</p> <p>E-Mail ID for Clarifications / Communication : _____</p> <p>Note: Any addendum / corrigendum / bid clarifications / time extension shall be issued on the website only. No separate press notification shall be issued.</p>	
Commissioner	

5. Pre-Bid Meeting:

5.1. Pre-bid meeting is a platform where the bidders put forth their queries; seek clarification etc., about different sections and conditions of the Tender. The Tender issuing agency shall take steps to conduct the pre-bid meeting as per the timelines published in the Tender. If there is any change in the pre-bid meeting date, the same should be communicated by publishing a notice on the website in advance.

5.2. Organize the pre-bid meeting in a productive manner, to provide full clarifications on the project for the intending bidders.

- Arrange a meeting room in the ULB, exclusively for the duration of the meeting.
- Commissioner should chair the meeting
- Take attendance of all the Attendees in a register (bidders or their authorized representatives)
- Commissioner to briefly explain the Objective
- Explain the Micro Planning Steps - Micro Pockets and Broad Work Scope – Ask them to make thorough field visits and get acquainted with field conditions.
- Use the map and the Table -7 of Tender document to explain the details
- Ask for any queries
- Provide clarifications on e-mail queries for which response is available – Don't make any promises other than existing policy decisions
- Assure that for all the queries (e-mail and oral at the meeting) response will be posted in the tender portal as Corrigendum
- Announce the Date and Time of Technical Bid opening

5.3. In the pre-bid meeting, the Commissioner and all the members of the Technical Committee should participate and clearly answer the queries raised by the bidders in the meeting itself. All the queries raised by the bidders should be documented for issuing pre-bid meeting clarifications in the website. Where any specific query needs further consultation, change of any tender condition (policy matters) etc., should be noted and after seeking obtaining approvals the same may be published as corrigendum on website.

5.4. The bid clarifications are to be communicated as Corrigendum in the e-procurement portal.

5.5. In case there are major changes in the TENDER document due to issue of corrigendum/ bid clarification the tender timelines may need to be changed. The changes in tender timelines should be done with utmost caution such that the

project timelines are not severely impacted. The change in timelines if any should also be communicated in the website.

6. Submission of bids:

- 6.1. The bidders shall submit their bids in the formats (T1 to T9 and F1) mentioned in the TENDER document and as per the timelines.
- 6.2. If the e-procurement, provision is made for uploading the technical forms and the financial forms separately. This communication should be given to the bidders in the pre-bid meeting or if anyone asks for clarifications.
- 6.3. No personal submission of bid proposals is accepted.

7. Opening of Technical Bid:

- 7.1. The tenders should be opened as per time, date and place mentioned in the TENDER. The Technical tenders can be opened in accordance with the procedures specified by EnC, Public Health department. At the ULB level, the Commissioner and the Technical Committee members should open the tender documents in the presence of the bidders, who choose to attend the bid opening.
- 7.2. The details of bids received should be recorded in the register. The bid documents shall be signed by all the bid committee members and they should sign and clearly mention the date and time of downloading the tender responses (Forms -T1to T9).
- 7.3. One of the committee members shall mention the documents being opened in that bid to confirm availability of all documents (originals of DD of tender processing fee, financial turnover, work experience, company in corporation, JV / Consortium Agreement, Power of Attorney for the Lead partner of the JV / Consortium, PF, ESI and VAT registration certificates on the entity bidding)as required in the TENDER. Where a particular document is not available the same shall be informed to the bidder if he/she is participating in bid opening and recorded in the register. The fact that the originals of all the bid support documents have been verified and they are conforming to the requirements should be entered in the register and signed by all the bid committee members.
- 7.4. The bids submitted not as per the format prescribed, non-submission of required documents should be rejected and this should be in consensus with the conditions mentioned in the TENDER. After the scrutiny of all bid support documents, the bid committee shall record their observations if any in the register.

- 7.5. After the confirmation of availability of all the bid support documents only, the bid committee can take up the evaluation of the bid response documents.
- 7.6. The bid committee needs to take two sets of printouts of the bid response documents of all the bidders.
8. **Bid Selection Committee:** The documents scrutiny done by the ULB bid committee should be submitted to the Bid Selection Committee consisting of the respective RDMA , SE Public Health of the respective region, respective ULB commissioner. The Bid Selection Committee shall decide an appropriate date and time to review the recommendations of the ULB bid committee. The review can be conducted at the district level for all the ULBs in the district at the date and time decided. The bidders are to be invited to the selection meeting to make their presentations(power point, any other visual media) on their Approach and Methodology. The bid selection committee will provide appropriate scoring to all the four parameters in the following Table

Technical Evaluation Parameter	Max Score	Bidder 1	Bidder 2	Bidder 3	Bidder 4	Bidder 5	Bidder n
Experience	50						
Approach & Methodology	30						
Turnover	10						
Net worth	10						
Total	100						

- 8.1. After obtaining the evaluation scores of the selection committee, the ULB commissioner should forward the entire proceedings to the Chief Engineer, EnC, Public Health department for their scrutiny and approval.
- 8.2. After obtaining the approval from the Chief Engineer, EnC, Public Health department, the scores given to all the bidders should be entered in the e-procurement portal. The scores can be viewed by the bidders also as and when the scores are entered in the e-procurement portal. Those bidders scoring 60 and above marks out of maximum possible 100 marks will be considered qualified in the Technical Bid. The results of technical evaluation should be communicated to all the bidders, whose technical bids were accepted and evaluated by the respective ULB Commissioner, along with the information on when the financial bid will be opened. (one master letter with copies to all the bidders)

9. Financial Bid Opening and Selection of Successful Bidder: To enable the e-tendering system open the financial bids of the technically qualified bidders, the ULB needs to enter a select mark in the tender portal for all those bidders who scored 60 and above marks in the technical evaluation.

9.1. The E-tender system will open the financial quotes of the qualified bidders in the technical selection and calculate the total score as per the QCBS bid award system. The technical marks will be given 70% weightage and financial marks will be given 30% weightage. While evaluating the financial quotes, the system will automatically give 30% weightage to the L1 quote. For next higher bids, the system will give proportionately lesser marks as per the formula given in the Tender document.

9.2. The ULB is required to download all the relevant documents from the e-tender portal and submit the documents with original technical scores and the actual financial quotes and the weighted scores to the Chief Engineer, EnC, Public Health department for scrutiny and finalization. For finalizing the successful bidder, the combined and weighted technical and financial scores will be taken into consideration.

9.3. Letter of Award (LoA)

For the successful bidder the ULB shall issue a letter of award i.e., informing the bidder of awarding the service contract for being the highest combined scorer and request him to confirm his acceptance and come for discussions for any additional information on the scope of work and other service conditions.

9.4. Concluding Service Agreement (Refer Clauses 7. 10 to 7.16 of the Tender Document)