**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_MUNICIPAL CORPORATION / MUNICIPALITY, \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| From  Commissioner  \_\_\_\_\_\_\_\_\_Municipal Corporation / Municipality | To  Engineer-in-Chief (Public Health) PH&ME  Tadepalli, Guntur, AP |

Lr. Roc. No. date:

Sir,

**Sub:-**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Municipal Corporation / Municipality **–** Public Health Section – Implementation of GO 279 dated 31-12-2015 – **Outsourcing of Residential Area Sanitation and Solid Waste Management - Work Package Number \_\_\_\_\_\_\_-** on contract basis for period of 3 years through e-procurement – **Request for Approval of Notice Inviting Tender Technical Sanction – Reg**.

**Ref:** - 1. GO Ms. No. 279 MA&UD (B2) Department dated 31.12.2015

2. Administrative Sanction Memo No. dated of the Principal Secretary to the Government, AP

3. Technical Sanction Memo No. dated of the Chief Engineer, Public Health, GoAP

4. GO Ms. No. 55 MA&UD (B2) Department dated 06.02.2017 – Exemption form EPC mode and raising Tender premium for 5% to 10%

5. GO Ms. No. \_\_\_\_\_\_\_ MA&UD (B2) Department dated \_\_.\_\_.2017 – Procedures or Tender Process Management

Vide reference 1 cited, the Government have issued Operational Guidelines for Work Rationalization and Outsourcing of Work Packages for handling sanitation and solid waste management in urban local bodies in uniform manner. As per the Operational Guidelines, the ULBs are instructed to dispense with the current system of worker outsourcing and shift to Work Outsourcing, wherein the outsourced contractor will bring his own materials, vehicles and men and operate and maintain on buy / hire, own and operate (BOO) basis Accordingly, we have carried out the stipulated instructions and worked out contract packages to outsource the following activities.

1. Collection of source segregated solid waste (wet, dry and hazardous waste separately) at the gates / doors of the households, residential area shops, street vendors and public places ( the households and other waste generating units are expected to segregate the waste into dry, wet and hazardous categories ( 3 types of waste) and hand over to the waste collector)
2. Manual sweeping of streets, footpaths, pavements and open spaces and removal of any litter in these areas, and removal of animal carcasses
3. Cleaning of and removal of garbage, litter, silt or blocks from the street side shallow surface drains
4. Sweeping of main and arterial roads and all the abutting road surfaces, foot paths and paved areas
5. Sweeping and Litter Collection in Parking Lots, Foot Over Bridges, Bus Shelters, Sub Ways, Traffic Islands, and any other structure abutting the main roads – Daily
6. Observe the places of water logging and water stagnation and clear the clogging garbage and silt for ensuing free flow of water.
7. Disinfectant spraying, shrubs cutting, removing earthen heaps and any other vector control activities as specified by the ULB from time to time.
8. Transfer of the collected waste from all the above activities to the points of designated locations such as transfer points, transfer stations, dry and wet waste storage yard.

Combining these activities, the work package No. \_\_\_\_\_\_ was planned with corresponding work quantities for all the vehicles, materials, tools and implements, conservancy articles and service components. For preparing cost estimates, the procedure given below was adopted.

i) Technical specifications for all the vehicles, materials, tools and implements, conservancy articles and service components were specified based on which three competitive quotations were obtained from the open market for each of the cost component. Payment of minimum wages including the PF and ESI subscriptions was taken into consideration while making the cost estimates for labour component.

ii) As per the norms specified in G.O. Ms. No. 279 a Technical Committee consisting of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Designation) of the Engineering section, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Designation) of Public Health section, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Designation) of Town Planning section, and the Manager in the Administration section, considered the quotations and selected the lowest cost for preparing the estimates.

iii) After scrutiny by the commissioner, the finalized technical estimate was approved by the Municipal Council vide CR No. dated: .

Further, vide reference 2nd cited above, Administrative Sanction was obtained from the Principal Secretary to Government, GoAP, for this package. And vide reference 3rd cited above, Technical Sanction was accorded vide Memo No. dated: of the Chief Engineer, Public Health, PH&ME Department. Vide G.O. Ms. No. 55, MA&UD (B2) Department dated 06.02.2017, Government has provided exemption from following EPC mode of procurement and also raised the Tender premium from 5% to 10%. Vide reference 5th cited above, the Government have issued procedures to be followed for issuing notice inviting Tender, technical and financial evaluations, final selection of the successful bidders and also setting up regional and state level bid selection committees for undertaking the bid evaluation and selection processes.

Based on these approvals and orders, a detailed notice inviting Tender for the work package No.\_\_\_\_\_\_\_ was prepared whose details are as in the Table given below.

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Name of the ULB | : |  |
| 2. | Region | : |  |
| 3. | Tender Number | : |  |
| 4. | Tender Subject | : | RESIDENTIAL AREA SOLID WASTE HANDLING, STREET SWEEPING, LITTER COLLECTION, DRAINS CLEANING AND RELATED SANITATION ACTIVITIES FOR A PERIOD OF 3 YEARS ON “BUY/HIRE, OWN & OPERATE” (BOO) BASIS |
| 5. | Estimated contract value | : | Rs. |
| 6. | Period of Contract | : | 36 Months |
| 7. | Form of Contract | : | Lump sum |
| 8. | Tender Type | : | Open |
| 9. | Tender Category | : | Service |
| 10. | EMD | : | 2.5 % of the Estimated Contract Value: Rs.  1 % of the Estimated Contract Value: Rs. ( payable to Commissioner, Municipality through Net-banking / RTGS / NEFT on the e-tender portal  Remaining amount of Rs. payable to Commissioner, Municipality through Bank Guarantee, the scan copy of which will be submitted in the e-tender portal along with the tender response documents. |
| 11. | Tender Transaction Fee  (payable to AP Technology Services; Non-Refundable) |  | Rs. ( 0.345% of the Estimated Cost Value of the project subject to a maximum of Rs. 28,750/- ) through e-procurement portal. |
| 12. | Tender Processing Fee  ( Payable to Municipality - Non- Refundable) | : | Rs.25,000/- (Rupees twenty five thousand only) in the form of a crossed demand draft drawn in favor 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. |
| 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. |
| 14 | Tender document download start date and time, in the e-procurement portal (Two days after the release of paper advertisement) |  |  |
| 15 | Tender document download  end date and time (21 days from the date and time of Tender download start date and time) |  |  |
| 16 | Bid submission closing (Bid Due) date and time ( By 5.00 PM on the date as mentioned above) |  |  |
| 17 | Last Date for submission of queries for Pre-Bid meeting |  |  |
| 18 | Date of Pre-Bid Meeting |  |  |
| 19 | Date & Time for opening of Technical Bid (Qualification Criteria) |  |  |
| 20 | Date & Time of opening of Financial Bid |  |  |
| 21 | Place of Tender opening |  |  |
| 22 | Officer Inviting bids |  |  |
| 23 | Address |  |  |
| 24 | Contact Details |  |  |

The following documents are enclosed for your perusal and approval

**Enclosure 1: Release of Paper Advertisement:** The format given below is proposed to be followed for 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.

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

**2.** Notice Inviting Tender

3. Technical Response Forms T1 to T9

4. Financial Response Form F1

5. Draft Service Agreement

The following procedures will be followed for tender issue, technical and financial evaluations and selection of the successful bidder.

* 1. **Notice Inviting Tenders (NIT):** Obtaining approval from EnC, (Public Health) PH &ME Department for releasing NIT through paper advertisement followed by releasing tenders in the e-procurement portal.
  2. **Technical Evaluation:** After the scrutiny of the tender documents at the ULB, the regional bid selection committee consisting of the officers as indicated in the Table below will undertake the technical evaluation.

|  |  |
| --- | --- |
| **Regional Bid Selection** **Committee Constitution** | |
| **Committee Members** | **Position in the Committee** |
|  | |
| Commissioner | Chairperson |
| RDMA | Member |
| SE Public Health | Member |
| Head of Engineering Section in the respective ULB | Member |
| Head of Public Health Section in the respective ULB | Member Convener |

Adopting the scoring system as approved by the Government vide reference 5th cited above, the regional bid selection committee will evaluate the technical parameters as given in the table below.

|  |  |
| --- | --- |
| **Parameters for Technical Evaluation** | **Maximum Marks** |
| 1. Work Experience of the Bidder | 60 marks |
| 2. Financial Turnover | 10 marks |
| 3. Networth | 10 marks |
| 4. Involvement in Corporate Social Responsibility Projects | 10 marks |
| 5. Approach and Methodology | 10 marks |
| **Total Marks for Technical Evaluation** | **100 marks** |

The process of technical evaluation will be documented and sent for the approval of the CE / EnC, (Public Health),PH&ME for scrutiny and approval.

* 1. **Financial Evaluation**

All the bids that have obtained 60% and above scores in the technical evaluation will be considered technically qualified and the financial bids of only these bidders will be opened in the e-procurement portal of AP Technology Services (APTS) department. Any bid quoted with lesser bidding amount than the estimated cost value of the project, which is communicated to the bidder in the e-procurement portal will be rejected and only those accepted financial bids will be taken up for evaluation. Lowest (L1) Financial Proposal (FL) will be given a Financial Score (FS) of 100 Marks. The Financial Scores (FS) of other higher quotations will be computed as: FS = (FL ÷ F) X 100*(F = amount of Financial Bid quoted by the Bidder in the e-procurement portal and Form F1).*

After obtaining the financial evaluation scores from the e-procurement portal, the process of technical evaluation will be documented and sent for the approval of the EnC, (Public Health), PH&ME for scrutiny and approval.

* 1. **Final Selection of the Successful Bidder**

Final selection of the successful bidder will be undertaken by a three member State Level Bid Selection Committee headed by the Principal Secretary, MA&UD, and the other two members being Director, Municipal Administration and the Engineer-in-Chief, Public Health, PH&ME department. The State level Committee will adopt the **Quality cum Cost based selection method (QCBS),** as per the conditions in GO MS. No. 279 Operational guidelines. Technical Evaluation Score (TS) as finally arrived at shall be given 70% weightage and the Financial Evaluation Score (FS) 30% weightage. Thereafter, the Committee will shall arrive at the combined score as:  **Combined Score (CS) = (Technical Score** X **0.7) + (Financial Score** X **0.3).** Based on the CS, the bidders will be ranked from higher to lower scores. In case there are two or more Bidders securing the same CS, the scores obtained in the technical evaluation (TS) will be considered for ranking the Bidders. The Bid that has obtained the highest CS (1st rank) shall be selected as the Successful Bidder. The Government may accordingly issue individual Government Orders, selecting the Successful Bidders.

Hence, the EnC, (Public Health), PH&ME is requested to provide approval for Notice Inviting Tenders (NIT) for the work outsourcing of Residential Package No.\_\_\_\_\_ for an amount of Rs.\_\_\_\_\_\_\_\_\_\_for a period of three years by following e-procurement method, and as per the procedures vide G.O. Ms. No. dated:

Yours Faithfully,

Commissioner

Municipal Corporation / Municipality

Encl:

1. Statement of item wise estimates for arriving at the total cost consideration involved in outsourcing the Residential Area Work Package No.\_\_\_\_\_\_\_\_\_\_
2. Administrative Sanction Memo No.
3. Technical Sanction Memo No.
4. Notice Inviting Tender
5. Technical Response Forms T1 to T9
6. Financial Response Form F1
7. Draft Service Agreement

Cc: RDMA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Region

Regional Superintending Engineer (Public Health Engineering)

DMA