

REQUEST FOR QUOTATION (RFQ)

SECTION 1:

Center for Environment Education (CEE) kindly requests your quotation for the scope of work as detailed in Annex 1 of this RFQ. This Request for Quotation comprises the following documents:

Section 1: This request letter.

Section 2: RFQ Instructions and Data

Annexure 1: Schedule of Requirements

Annexure 2: Quotation Submission Form

Annexure 3: Forms for release of payments provided by Service Provider.

Annexure 4: Technical Offer

Annexure 5: Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using **Annexure 2: Quotation Submission Form** and **Annexure 4 Technical Offer** and **Annexure 5 Financial Offer**, by the method and by the date and time indicated in **Section 2**. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

The Financial Proposal and the Technical Proposal files must be kept entirely separate and uploaded individually via email. Each file should be clearly labelled as either the “**TECHNICAL PROPOSAL**” or the “**FINANCIAL PROPOSAL**”, as appropriate. Additionally, both documents must include the Proposer’s name and address. The “**FINANCIAL PROPOSAL**” file must be encrypted with a password to prevent access until the Proposal has successfully passed the technical evaluation stage. Once a Proposal is deemed responsive after the technical evaluation, the CEE will request the Bidder to provide the password for opening the Financial Proposal. It is the Bidder's responsibility to ensure that the financial proposal is properly encrypted.

Thank you and we look forward to receiving your quotations. The bidder should submit the bids before 26/08/2025 by 5 pm.

Section 2: RFQ Instructions and Data

Introduction:

The Centre for Environment Education (CEE), funded by the ACG Cares Foundation under the "Shirwal Samrudhi" project, invite quotation for the machines to be used for the processing of wet & dry waste at the Shirwal Samrudhi project site.

A. Scope of work:

There is a requirement for **Supply, Installation, Training and Commissioning Cost** of Machine required for processing of dry waste at Material Recovery Facility (MRF) respectively. The specifications of Machines are attached herewith in **Annexure 1**.

The bidder has to provide an Annual Maintenance Contract for the machines supplied at MRF for 1 year from the date of Installation, Commissioning, and training of the machine.

Note: Supply of machine includes the cost of packing, loading, unloading, transit Insurance and Transportation of machine.

A. Bidder's Qualification:

- Bidder should have at least 3 years' experience in manufacturing and supplying plastic waste recycling machines.
- Bidder should submit related works orders/completion certificates from a minimum of 3 parties in the last two financial years.
- Bidder should have done a minimum of Rs. 50 Lac works in last 2 financial years.

B. Documents to be submitted:

Bidders shall include the following documents in their quotation:

- Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in **Annexure 3**.
- Company Profile.
- Registration certificate.
- Descriptive Literature: Bidders shall provide full technical details of products being offered, including technical sheets and pictures showing details and general views. Specific details of items offered should be clearly stated as standard catalogues may offer options.
- Machine specifications with photographs of a similar machine be attached with the bid.
- Documents showing that the bidder has supplied similar machineries to private/ public sector/ government organizations – **proof of four purchase orders/ contract**.
- Documents showing that the bidder has an experience of a minimum of three (3) years of supplying similar machineries.

- Statement of satisfactory Performance (Certificates) from the top three clients in terms of Contract value in a similar field, plus the client's contact details who may be contacted for further information on those contracts;
- You are requested to submit the quotation by mail as per the guidelines provided below.
- The bid should be submitted on the Company letterhead.
- The Company GST number is to be mentioned.
- The bid should be signed and duly stamped.
- Bidder should submit related works orders/completion certificates from a minimum of 4 parties in the last three financial years.
- All bids should be sent in the name of Center for Environment Education, purchase@ceeindia.org
- All the applicable taxes should be mentioned in the bid.
- The bidder should submit a bid in accordance with the following:
 - File Format: PDF files only.
 - All files must be free of viruses and not corrupted.
 - Share terms & conditions for AMC.

The interested bidders may proceed to request the RFQ document by sending an Email to purchase@ceeindia.org or by submitting a sealed envelope to **Centre for Environment Education, Thaltej Tekkra, Ahmedabad – 380054**. In the email or Sealed Envelope with subject “**Machines for the Project EcoGram**”.

C. **Duration:** The duration of said work in Annexure 2 shall be within a maximum period of 40 days from the date of receipt of the Work Order.

D. **Payment Terms & Conditions:** The payment schedule is as follows:

- CEE shall, upon a written request from the Vendor, **allow a maximum of 40 %** of the total Contract amount as advance, after signing the purchase order.
- After the start of fabrication of machines, pre-inspection of machines and plant and post-inspection after machines are ready for dispatch to be done by CEE representative.

- CEE shall, upon a written request from the vendor after the successful delivery of the machine at MRF Centre, **allow 30% of the total contract amount**.
- The Vendors may submit a request for **25% of the total contract amount** to be paid by the CEE on completion of the Supply, Installation, commissioning, and training of the machine at the MRF.
- The payment will be made once after verification and certification of work done by the Service Provider and CEE consultant/ official (*architect/engineer*).
- CEE shall, upon written request from the vendor release the **remaining 5% of the total contract amount** after 1 year of completion of Installation, Commissioning, and training of the machine at MRF (This provision is in place because the Vendor will furnish an Annual Maintenance Contract, and this 5% of the total contract amount will be released upon the Vendor's successful completion of their responsibilities within the Annual Maintenance Contract.)

E. Liquidated Damages:

Failure to comply with the Terms & Conditions of the contract will result in the payment of corresponding penalties /liquidate damages in the amount equal to 100 % of the cost of the unperformed portion for every day of delay.

F. Penalty Clause:

CEE reserves the right to impose a penalty of **5 % up to the total value** of the contract. Additionally, CEE retains the authority to withhold all pending payment amounts. This penalty is applicable in cases of non-completion of purchase orders. The purpose of the provision is to ensure accountability and adherence to the agreed-upon contractual terms.

INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF Quotation

STATEMENT OF CONFIRMATION (to be submitted by bidder)

On behalf of (**Declarant**), I confirm that:

a) **Declarant** has the legal ability to enter into contracts with Centre for Environment Education (CEE) for the supply of equipment, services, or work.

b) **Declarant** has not been in any situation that could create a conflict of interest, including:

i. None of **Declarant's** key personnel has a financial, family, or employment relationship with CEE personnel, including any experts or consultants involved in this project.

ii. No fees, gifts, or any other payments (except those in the proposal) have been given or promised in connection with this procurement process.

iii. **Declarant** has not helped prepare any part of this procurement process or its documents.

iv. **Declarant** does not control, is not controlled by, and is not under common control with any other bidder.

v. **Declarant** has not received any support from another bidder.

vi. **Declarant** does not share a legal representative with another bidder.

vii. **Declarant** does not have a relationship with another bidder that could influence the bidding process.

viii. **Declarant** has not submitted more than one bid for this process.

ix. **Declarant** is not involved in any other situation that could create a conflict of interest that might influence its responsibilities or violate laws and regulations.