

Request for the Proposal

for the Selection of a Service Provider for the Material Recovery Facility (MRF)

for Guwahati, Assam.

Implementation of “EcoGram” Project

1. Project Background

Centre for Environment Education is implementing a project ‘EcoGram’ with support from the Hyundai Motor India Foundation at Guwahati, Assam. The project aims to minimize the negative impacts and risks of improper waste management to the environment and human health in Guwahati and promote a **ZERO WASTE MODEL APPROACH - zero landfills, zero plastic burning, and zero emissions, and Zero wastage** in Dry waste management in India.

The strategy is to have a multi-stakeholders approach through an integrated model directed to address the immediate dry and plastic waste management challenges with support from the Hyundai Motor India Foundation (HMIF), the state government, and local NGOs/Companies as waste management agencies (WMAs), through a Sustainable Business Model by establishing – a Material Recovery Facility (MRF), in line with the emerging policies and guidelines.

The proposed project will focus on meeting the following thresholds:

1. **Minimize negative impacts and risks** to the environment and human health in Guwahati city's allocated wards and promote a **zero-waste approach** - zero landfills, zero littering, zero plastic burning, zero emissions, and zero wastage in dry and plastic waste management.
2. **Enhancing more participatory, integrated sustainable plastic waste management practices**, through a **socio-technical business model** – with a strong focus on a **4-Waste segregation approach** – and ensure proper collection, segregation, transportation, processing, repurpose, recycling, end of life and co-processing, its institutionalization with respective national and state governance mechanisms.
3. **Ensuring compliance with regulations to efficiently use material resources and improve the socio-economic conditions of waste pickers and the informal sector.** The project focuses to have systems and processes in place to ensure inclusive growth for the informal sector. Bring the informal recyclers into a formal organized and structured sector. This will help better in the recycling industry and line with the Plastic Waste Management Rules, 2016-2018, 2024, 2026 and the Swachh Bharat Mission (U), India.
4. **Better Institutionalization in the project for the informal sector and waste pickers** working in the allocated wards and the MRF, and in the Local bodies (LB) in **Guwahati for a more sustainable solution.**
5. **Capacity building and knowledge exchange** with all stakeholder groups through various campaigns, drives, and other IEC activities, impacting behavior change. Promote actions to stop the use of single-use plastics. Partner with GMC, State Pollution Control Board, SBM-G, and related departments.

2. Roles and Responsibilities of SP

The selected **Service Provider (SP)** is expected to do the following activities to ensure Circularity Approaches in Waste Management:

1. Facilitate the implementation of all project activities for dry and plastic waste management in Guwahati city. The SP will be involved in day-to-day activities for **setting up management and operations of the Material Recovery Facility (MRF) in coordination with the CEE team and the Guwahati Municipal Corporation- Urban local body (ULB)**, including the elected members, i.e., Mayor, Government Officials (GMC, APCB), and the ward officials and other stockholders in Guwahati City.
2. The SP will be involved in day-to-day activities for **setting up the management and operations of the Sanitary Incinerator in coordination with the CEE team and the Guwahati Municipal Corporation.**
3. The SP will be responsible for assisting park operations, management, composting operations, and monitoring of activities at the Waste-to-Wealth Park located at Nehru Park, Guwahati, in coordination with the CEE team.

4. The SP would also facilitate all regulatory and compliance mechanisms required for the effective establishment and functioning of MRF and the Sanitary Incinerator.
5. The SP will have a strong focus on Bulk Waste Generators integration under the NEW SWM Rules 2026. Also, focus in establishing the RRR Centres as required in partnership with GMC and other stakeholders.
6. The SP partner will be ensuring **collection, segregation, transportation, processing, recycling, and disposal mechanisms in the Dry & Plastic waste** and put in place both manually and digitally (with support from the Project) a transparent verifiable system of waste inflow and outflow along the waste value chain.
7. **The SP will aim to meet a minimum collection, segregation, transportation, processing, and safe disposal of plastic and dry waste TARGETS as per the table below.**

A Minimum Collection Target for total Dry including Plastic waste				
Year	A Minimum average Collection Target- Per day	Time Duration nearly one year	Minimum No. of Working Days	Total Tonnage (MTs)
Year 1	2.50 MTs/day	17 th April 2026- 31 st March 2027	2.5 x 325	Nearly 800 Mts

8. The SP will maintain good relations with all stakeholders for sustainable implementation of activities using participatory and gender-sensitive tools. Also, maintain good relationships with the local and state authorities e.g. state pollution boards; urban local bodies, state environment departments, etc., and have an exceptional track record with the waste collectors, related CBOs/NGOs, communities of practice in the community development, Behaviour Change Communications (BCC) and Information, Education, and Communications (IEC) processes and systems; as per the approved branding guidelines.
9. The SP with directions from CEE will ensure proper monitoring of each activity as per the budgets, **meet the desired deliverables at all levels, and report back to the ULBs, and CEE project units** as per required systems.
10. **The SP with the direction and guidance of CEE will maintain regular links with ULBs;** anchor the program in the city and **seek support in the form of infrastructure (land, building, equipment, fixed and movable assets) as well as ward allocation, policy support, etc.** through ULBs or other sources as per the ULB contractual and **keep appropriate disclosure of the convergence of in-kind and in-cash co-financing.**
11. The SP with support from CEE **provides capacity building, program monitoring, milestone management, fund management, and offering project support from time to time** for best progress in the program.
12. The SP through CEE will **create exposure visits and training for ULB, other officials, waste pickers (safai mitras), waste collectors (Aggregators), and the SP teams** to activate and trigger the motivation in communities of practice to have leadership and sustainable ownership of the program.
13. The SP with guidance from CEE **on systemic approaches will ensure Standard rate cards for all Purchase and Sale waste categories to be displayed** at the MRF gate and in the facility. This would help waste pickers, citizens, and scrap dealers to walk in and sell their waste. **Also, CEE will guide the SP to ensure all standard Safety parameters (ISO-marked fire extinguishers, incinerators, etc.) are placed and adhered to.**
14. **The SP will take the timely, appropriate, and necessary approvals from CEE, the District Industries Centre, State Pollution Control Boards, State Environment, Urban Departments, etc.** (if required) to run the MRF.
15. The SP to **keep all the activity's physical and financial records in a more systems approach.** Keeping all financial systems in place. **A Utilization Certificate format (will be shared) to be used for all expenditures and approval of proposals. Ledgers will be maintained by the SP at all levels for all expenditures budget head-wise.**
16. The SP will **undertake IEC-related activities as required.** The SP will **engage with the citizen community and spread the message on segregation, dry waste recycling, and build a volunteering community in respective RWAs to take the idea to the masses. Shall organize necessary awareness programs with the HHs and RWAs.**
17. The SP will **mobilize in-cash and in-kind resources** from State Pollution Control Boards (SPCBs), Urban Local Bodies (ULBs), Self, other Donors and Communities of practice, and others with proper and appropriate recording and disclosure to be maintained.
18. The SP **should install fire safety equipment's i.e., fire extinguishers, sand buckets etc. inside the MRF** for eliminating fire accidents as per NBC and BIS standards.
19. The SP **will take insurance of the shed, machines, stocks in goods, machines operators, and Safai Mitras** working inside the Material recovery facility till the time of contract.

20. The SP will provide dresses, safety jackets, goggles, helmets, gloves, and safety shoes to the safai mitras and others working inside the Material recovery facility.
21. The SP will adhere to the provided Do's and Do Not's standard operating procedures for the MRF
22. Electricity, water, land, and shed will be provided to run the operations either by the ULB or by the Project. The Electricity connection will be provided for a minimum load of 100 KW/hr.
23. The SP will bear the cost of electricity & water expenses for the operations at the MRF.
24. The SP will also bear the cost for the workforce for the maintenance of the machine on monthly basis for the operations of MRF.
25. The SP will bear all the related expenditures for the segregation, and sorting of different fractions of waste at the MRF Site and also transportation of the materials to either Recyclers, Aggregators, Cement Co-Processing plants, or as the case be. The funds can be sourced from ULB or other sources, but not the project.
26. The SP will keep all the proper accounting and systems under the direction of CEE for all the sale proceeds of the materials (income expenditures monthly statements; this is also necessary to have sustainability in place).
27. The SP will take the timely, appropriate, and necessary approvals & consents as required under the statutory requirements from the CEE, District Industries Centre, State Pollution Control Boards, state environment, urban departments etc. to run the Material Recovery Facility effectively and maintaining circularity.
28. Any Other activity as desired BY CEE to meet the objectives of the project to be undertaken as directed by the project and Hyundai Motor India Foundation.

3. Scope of Work for SP:

The selected SP will undertake tasks as TARGETS as listed against each component in the budget submitted. It is envisaged that the SP will ensure the implementation of the activities as listed in the "Objective of the Assignment". Given the dynamic situation of dry and plastic waste management, new activities can also be included in the contract, BUT THE BUDGET LINES AND THE TOTAL BUDGET REMAINS THE SAME.

The list below is for first-year activities, some activities however will be ongoing during future years, along with new activities added in the subsequent years. Every year budget lines will be agreed for the activities and a year plan will be approved under a new contract for the year following the due diligence processes. No unspent budget will be allowed to be carried forward in the subsequent years, however, a maximum of one MONTHS NO COST EXTENTION WILL BE PROVIDED to the SP to complete all the activities.

SP will develop and implement a revenue model-based approach through the MRF and monitor the project in line with the guidance provided by the CEE project team. Clear and periodic agreements will be made with recyclers, small and big aggregators, etc. for generating revenue streams for the dry and plastic waste to be processed or recycled.

SP will develop innovative approaches in line with CEE's Monitoring & Evaluation (M&E) Guidelines to engage with schools, educational institutions, RWAs, Bulk Waste Generators, SHGs, and other stakeholders in the designated areas. These efforts will facilitate the collection of plastic and other dry waste for processing and recycling.

The list of activities as identified is listed below in Annexure 1. Additional activities can be added as mentioned before but NO ADDITIONAL budgets will be provided to do these activities. Proposal to be submitted by SP:

4. Proposal Requirements

The Service Provider (SP) shall submit a comprehensive proposal in the prescribed format, clearly demonstrating alignment with the Request for Proposal (RFP) requirements and suitability to local conditions.

4.1 Company Profile

- Provide an overview of the organization, including its **history, mission, and relevant experience** in waste management.
- Share details of **key personnel** proposed for the project, including their **roles, qualifications, and experience**.
- Experience of working with **Urban Local Bodies (ULBs) in the state** and/or urban and rural local

bodies will be considered an added advantage.

4.2 Technical Approach and Methodology

- Present a detailed **strategy and methodology** for the setup, operation, and management of the Material Recovery Facility (MRF), Sanitary Incinerator (SI) RRR camps, and Waste-to-Wealth Park. Also, possibly more parks
- Provide an **activity-wise implementation plan** with clear timelines, milestones, and defined outputs (both qualitative and quantitative).
- Describe the approach for **community engagement and awareness activities** to ensure long-term sustainability.
- Include **monitoring and reporting mechanisms** for effective project implementation and performance tracking.

4.3 Financial Proposal

- Submit a detailed **budget breakdown** covering all project components, including **SP co-financing contribution**.
- Provide clear costing for **awareness activities, facility operations, and any additional proposed services**.
- The financial proposal must be submitted strictly as per the **Annexure II format**.
- Proposals exceeding the **specified budget limit** will not be considered.

4.4 Experience and References

- Provide details of **previous projects** similar in scope and scale.
- Include **references from clients or partner organizations** for verification.
- Experience in **similar geographical areas or working with government/ULBs/rural bodies** will be preferred.

4.5 Compliance and Risk Management

- Provide a plan to ensure compliance with **environmental regulations and pollution control norms**.
- Include a **risk identification and mitigation plan** to address potential operational challenges.

4.6 Proposal Evaluation & Completeness

- The proposal must clearly demonstrate how the **proposed methodology aligns with the RFP requirements**.
- All activities should be defined with **clear timelines and measurable outputs**.
- Ensure submission of all required documents as per the **eligibility and evaluation criteria**.
- **Innovative, practical, and scalable approaches** for improving awareness, reducing littering, and enhancing operational efficiency will be considered positively.

5. Submission Instructions

The Proposal must be sent through email to purchase@ceeindia.org With the subject line clearly mentioning the project name and the location of the city for which the proposal is submitted by **14/04/2026**. Subject line: Proposal Service Provider Project Name: EcoGram. City Name: Guwahati, Assam

The proposal may be restricted to 12-15 pages. Annexures can be extra.

6. Eligibility & Evaluation Process:

Evaluation of proposals will be based on a **Quality-based competitive bidding Selection methodology** - that means the selection will be based on the **best quality proposal, experience in management and operations for plastics waste management projects with Municipal Corporations, in particular**, will be given preference and the **lowest quoted budget** (as defined in the document, cannot exceed the given total budget amount and lowest quoted rate will be given L1) as per the below-given marking system.

Amongst technically responsive and qualified organizations, top-scoring organizations will be selected for the award of the contract to work as a Service provider in the city.

Sl. No.	Evaluation Criteria	Maximum Points
1	Experience in dry/plastic waste management and operations.	15
2	Experience working with Municipal Corporations, Urban/Environment/Pollution Control Boards/Government/Cantonments/in any waste management-related activities (collection/segregation/processing/recycling/Swachh Bharat Mission-related activities) Local experience in the state/city of operation will be preferred.	15
3	Experience working with Waste pickers/Kabadiwalas/other informal sectors	10
4	Proposed methodology, approach, and overall quality of the proposal aligned with project objectives and deliverables.	30
Total		70
6	Budget quotation (L1) Lowest bid party will get the highest mark.	30
Grand Total		100

7. Duration of Assignment, Deliverables, Payment terms

- The contract shall be for a period of nearly **one year (17th April 2026 to 31st March 2027)**.
- Upon award of the contract at the city level, the **first payment will be released after submission of a detailed work plan** by the Service Provider (SP), including activity timelines, list of activities and its approval by the CEE team. (The approved timeline must be strictly followed).
- The selected SP will be required to **submit Audited Utilization Certificate from a Chartered Accountant to CEE before release of second and subsequent payments.** (Formats will be provided) CEE reserves the right to call for expenditure ledgers and statement bill etc.
- All the Machines purchased by the CEE; **shall remain in the custody of the project till the final decision on the closure of the project and handing over the machinery to the Municipal Corporation or the Service Provider.**
- Every year asset records will be furnished by the service provider at the end of the year, and with a full project report on yearly basis by the service provider.**

Payment Terms:

Cost Breakdown instalment-wise:

#	Deliverable	% payment of the contract amount in INR	Price in INR (Lump Sum, All Inclusive)
1	Detailed work plan with estimated costs for activities from the signing of the contract.	30%	
2	Submission of audited Utilization Certificate (90%) from a Chartered Accountant for previous installment and detailed work plan with the delivery report with an estimated cost for activities for the 1 st year.	30%	
3	Submission of audited Utilization Certificate (90%) from a Chartered Accountant for previous instalment and detailed work plan with the delivery report with an estimated cost for activities for the 1 st year.	30%	
4	Submission of audited Utilization Certificate for all expenses in year one (01) from a Chartered Accountant for all the expenditures related to year one and the satisfactory completion of activities as listed. A penalty clause will be levied in case of uncompleted activities at the end of Year 1	10%	

Total	100%	
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8. Penalty clause:

1. CEE may impose a penalty up to 5% - 8% of the contract value for moving out of project mid-way; non-completion of activities.
2. CEE reserves the right to impose a penalty ranging from **15% to 20% of the total contract value** in case of failure to achieve the agreed targets or non-completion of deliverables as per the defined scope and timelines.

Annexure 1-

EcoGram - Service Provider Cost Templet

Sl. No.	Activity	Details of Activities with minimum quantifiable deliverable TARGETS	Description of TARGETS	Bid Price (A)	Cofinancing Cost (B)	Total
						(C = A+B)
1	MRF: Working capital (setting up of revenue generation model by sale/purchase of plastics waste into existing systems through aggregators, waste pickers, women SHGs and others) support for operations & Sanitary Incinerator for Sanitary Waste	Collection and processing of 800 tons for the year of dry including plastic waste with full traceability and paper trail. This includes adherence to data management through the inward register, stock register, outward register, invoices, recycler certificates, and transportation documents	800 MTs			
		Linking at least 75% of the collected materials to registered recyclers or aggregators (with clear invoices and delivery challan)				
		Sanitary Incinerator Regular Operations for sanitary waste disposal				
2	Support for setting up enterprises with SHGs, waste pickers, small collection centres with Aggregators etc. (at least 9 enterprises in the Guwahati)	Awareness Sessions and Skill Building Training of SHGs & Safai Sathis	12 Awareness & Training Sessions of different areas.			
		Support for setting up enterprises with SHGs	4 Tailoring Unit			
			2 Bartan Bank			
3	1 person as Overall Coordinator Facility and Project @30,000 pm	Transparent onboarding process with proper appointment letters, timely bank salary payments and attendance registers maintained accurately.	Per month cost			
	Monitoring, Comms Associate @15,000 pm		Per month cost			
	Accounts Associate @15,000 pm		Per month cost			
	6 Safai Mitras @ ₹13,000 per month per person (minimum wage), with one assigned to each machine. A guard and storekeeper are included, along with vehicle operations		Per month cost			

	comprising 2 drivers and 2 helpers, with functions inbuilt.				
4	Engage and raise awareness through activities, trainings, and experience-sharing workshops with schools, institutions, SHGs, RWAs, BWGs, and stakeholders for Safai Mitra awards, while collaborating with ULBs, alongside government engagement through meetings, trainings, and exposure visits with ULBs, APCB, the Department of Environment, and other government bodies.	Awareness sessions and Onboarding of schools/colleges (Flash Cards, Snake and Ladder Game, Quiz on Dry Waste, Badges for students).	15 schools x 2 awareness sessions = 30 awareness sessions per annum additionally. Onboarding 15 schools/colleges in the year		
		Clean Up drives with students (Plogging Drive with the School Students).	4 Clean-up Drives (Minimum of 1 Clean-up Drive in Each Quarter of the year)		
		Green volunteers/Committee in schools/colleges.	150 Green Volunteers onboarded for all Schools/ Colleges		
		Slogan competition (Slogan Competition - Sustainable Lifestyle, Sustainable Earth)	3 Slogan Competitions (1 Slogan Competitions in Each 6 Months)		
		Drawing competition (Drawing Competition- 3R, Waste is Wealth, Segregate Waste)	3 Drawing Competitions (at least 1 Drawing Competitions in Each 6 Months)		
		Awareness Rally by the Students Covering main public places, wards, markets	3 Awareness Rally (1 Drawing Competitions in Each 6 Months)		
		Awareness trainings on segregation in new RWAs,BWGs & Hotels	25 Awareness and Capacity Building Training		
		Repair Campaigns to be organised in RWAs & BWGs.	6 repair campaigns		
		Establish linkage with 25 RWAs (new or existing) for regular collection of segregated dry & plastic waste.	Onboarding 25 RWAs, BWGs,Hotels & Mall		

		Workshop at city/state level with different stakeholders on the project and overall waste value chain.	2 workshops at City or state level			
		Exposure visits to government officials / stakeholders to other project locations and recyclers.	Exposure visits for Government officials			
		RRR Centres established in the Guwahati area.	12 RRR Centres have been established in the Guwahati area.			
		Conduct formal meetings with Government officials each month (Minutes of meeting to be recorded).	Minutes need to be drafted for every meeting.			
		Written acknowledgment on the monthly report & collection tonnage from Municipal Corporation every month for onward submission by CEE.	Each Monthly and Quarterly and Annual Basic Report			
5	Support for uniform and safety gears for Safai Mitras. Purchase of dress, gloves, masks, etc. Also, for emergency preparedness, fire safety, etc. Also, efforts to raise funds from other donors/ULBs. Health camps for the safai mitras.	Purchase of gloves, masks, boots, safety gear and protection gear for at least 50 Safai Mitras	PPE kit distribution among 50 Safai Mitras.			
		Fire safety equipment's Training drills by fire safety department	03 Fire safety training and drills			
		Minimum 6 health camps for the Safai Mitras	03 Health camps per year			
6	Insurance of plant, machinery, and staff working in the plant in a group insurance scheme.	Insurance of Plant, Machinery, stock in goods, and working staff: Insurance for fire, cyclones, theft; and any other factors to support uninterrupted works at the MRF	Per year cost			
7	Knowledge management products (03 different brochures),	Success Stories of Safai Mitras and Best Practices/Activities	Minimum of 10 Success Stories & Best Practices			

	documentation of best practices, case studies, as small reports etc.	Training and awareness materials will include pamphlets and leaflets in the local language, along with at least 25 creative materials developed in consultation with the CEE team. Additionally, photos and videos of the centre and its activities will be documented.	1500 copies of IEC Material			
		Social media posts to be developed and shared with CEE Team	15 Social Media Post			
8	Baseline characterization and enterprise activities documents were prepared through a study launched by CEE, and monthly review meetings with the project team virtual/physical were conducted, including a review of the MRF facility.	Waste Characterization study prepaid and launched by CEE	Per year Cost			
9	Inclusivity (bank accounts, insurances, health cards, book-keeping and other facilities created for Safai Mitras engaged with project. Once created than the SP develops a bonding and continues to work together.	Registering and onboarding 100 Safai Mitras with full details (as per the format) with one verifiable identity card (dignity Card) and contact details	Registering and onboarding 100 Safai Mitras with full details (as per the format) with one verifiable identity card and contact details			
		Proper maintenance of Safai Mitra details & registers and its periodic submission to CEE (Monthly and quarterly reports with details)	More than 95% of Bank linkage to all registered Safai mitras			
		Conducting Safai Mitra's meetings (at least one per month) at the Material Recovery Facility.	Conduct each a Month Meeting with the Safai Mitras			
		Registering and onboarding at least 20 recyclers with full details (as per the format) with one verifiable identity card and contact details	Registering and onboarding at least 20 recyclers with full details (as per the format)			

		Proper maintenance of recycler's details & registers and its periodic submission to CEE (Monthly and quarterly reports with details)	with one verifiable identity card and contact details			
10	MRF operations include expenses for electricity, sanitation, drinking water, office setup (furniture, stationery, printing, photography), and costs related to plastic collection, segregation, and recycling, along with local travel expenses for service providers coordinating with stakeholders.	100% adherence to Project SOPs on operations and maintenance, Proof of internal audits (monthly and quarterly)	Including all operation and maintenance-related expenditures for MRF, as well as travel costs.			
		Ensuring cleanliness, hygiene, etc. without complaints and submission of photos in monthly report				
		Adequate signages of safety, process advisory, project information and emergency response, and other relevant posters on site				
		Center name board as per CEE-Hyundai branding guidelines				
		Availability of visitor registers; asset register, safai mitra meeting register				
		Water Cooler, Changing Room, Ladies & gents toilet and Rest Room availability for Safai Mitras				
		On time Machine repair and part replacement for smooth operation.				
		Proper Logbook to be maintained with the purpose of Travel				
11	Application for DIC, CTE and CTO compliances	Consent to establish and Consent to operate to be taken from SPCB	Compliance to be met; per year cost			
		Adherence of rules for Air & Water pollution issued by SPCB				
		Get registered at DIC				
12	Weaste to wealth -Nehru Park Monitoring and Composting	Monitoring of Nehru Park to assess assets and strengthen composting systems for horticulture waste	Strengthened horticulture waste composting at the park and conducted training for Safai Sathis working in Nehru Park			

	Conduct awareness programs for park visitors	6 Awareness sessions for Visitors			
	Install tree nameplates and increase park footfall	Installed nameplates on trees indicating species, uses, and other relevant information			
Maximum Grand Total (A+B)			Rs		
			26,50,000		
<p>Note- The assigned and proposed activities are indicative and represent minimum targets. The Service Provider (SP) shall be responsible for undertaking additional activities and operations, as may be assigned by CEE or GMC, to ensure the sustainable functioning of the MRF with no cost.</p>					