

Date: 10/03/2025

## SECTION 1: REQUEST FOR QUOTATION (RFQ)

Center for Environment Education (CEE) kindly requests your quotation for the scope of work as detailed in Annexure 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: Technical and Financial Offer

Annexure 4: Forms for release of payments provided by Service Provider.

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 3 Technical and 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.

Thank you and we look forward to receiving your quotations. The bidder should submit the bids before **13<sup>th</sup> March 2025 by 5 pm.**

Issued by:

Snehal Bhatt

Purchase Officer

## Section 2: RFQ Instructions and Data

### Introduction:

Swachh Centres (MRF) Centres are defined as "integrated material recovery centres" for the recovery of all types of dry and plastic waste, which is collected with support from Rural Local Bodies or equivalent and by the Waste Pickers (Safai Mitra's Service providers (SPS), in every city. The centres enable the segregation of all types of plastics, and dry waste and add product value for increased incomes of Safai Mitra. Link the waste collectors with the recyclers along the value chain, particularly for the low-grade, thin plastic litter bags, multi-layered plastics, PET, and rigid plastics of all types in the city.

The Swachh Centres (MRFs) are largely, integrated within the existing systems and can cater to 4-5 MTs of plastic waste per day. This can be done using different mechanical operations, Dust Air Blower (Phatka Machine); Plastic Grinder; Dry waste Sorting Conveyor Belt and Bailing Machines.

#### A. Scope of work:

CEE in partnership with the District Rural Development Authority (DRDA), Ranchi & HDFC Bank in partnership with Eco Structive Engineers and Planners (Service Provider) established the Swachh Centre (MRF) in **Ranchi, Jharkhand** and installed machines to promote the segregation and processing of dry and plastic waste. There is a requirement for **Supply, Training and Commissioning of E-rickshaws for collection of waste in villages**. The procured E-rickshaws will help the local Social Help Groups (SHGs) to set up a waste collection system in villages, thereby enhancing the sustainability of the MRF (Material Recovery Facility).

The specifications of the E-rickshaws are attached herewith in Annexure 1. The bidder has to provide a warranty on all parts of the machines for 1 year from the date of Training and Commissioning of the E-rickshaws.

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 of E-rickshaws.
- 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. 10 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 by 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 organisations - **proof of four purchase orders/contract.**
- Documents showing that the bidder has an experience of a minimum of three (3) years of supplying of 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 through 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 work orders/completion certificates from a minimum of 4 parties in the last two financial years.
- All bids should be sent in the name of Center for Environment Education, [purchase@ceeindia.org](mailto: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.

The interested bidders may proceed to request the RFQ document by **sending an Email to [purchase@ceeindia.org](mailto:purchase@ceeindia.org) with the subject as 'Bid for Supply, Installation, commissioning, and Training for Double Shaft Shredding Machine at Ranchi'** or by submitting a sealed envelope to the Centre for Environment Education, Thaltej Tekkra, Ahmedabad-380054. In the email or Sealed Envelope.

- C. **Duration:** The duration of said work shall be within a maximum period of 30 days from the date of receipt of the Purchase Order.
- D. **Payment Terms & Conditions:** The payment schedule is as follows:
- a. CEE shall, upon a written request from the Vendor, allow a **maximum of 40 %** of the total Contract amount, after signing the purchase order.
  - b. 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.
  - c. CEE shall, upon a written request from the vendor after successful delivery of the machine at MRF Centre, **allow 30%** of the total contract amount.
  - d. The Vendors may submit a request for the final payment to be paid by the CEE on completion of the Supply, Installation, commissioning, and training of the machine at the different MRF's.
  - e. The final payment will be made once after verification and certification of work done by SP and CEE consultant/official (architect/engineer).

**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 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.

**ANNEXURE 1: SCHEDULE OF REQUIREMENTS****Technical Specifications****LOT 1: E-Rickshaw for garbage collection:**

<b>S. No.</b>	<b>Description</b>	<b>Technical Specifications</b>
1	Motor	1000 watt
2	Length	54 inch
3	Width	36 inch
4	Battery	105 ah lithium ion (make – Livguard/ Eastman)
5	Loading Capacity	500 Kgs
6	Other Features/ Modifications	Fire Extinguisher
7		Music system with Bhopu Tools
8		Jack, Stepny
10		Manual Hydraulic
11		Mid Type loader with 4 boxes
12		Standy type of 3 Box like – a. E-waste b. Sanitary Waste c. Household Hazardous Waste

**Photos of E-rickshaws for reference:**



*Figure 1 Sample E-rickshaw photo for reference*



*Figure 2 Sample E-rickshaw photo for reference*



*Figure 3 Sample E-rickshaw photo for reference*

NOTE:

**Acceptable variations in dimensions of the machinery: +/-5%**

User/Technical manuals are to be supplied in English.

THE OFFERED PRODUCTS ARE IN ACCORDANCE WITH THE REQUIRED

SPECIFICATIONS AND TECHNICAL REQUIREMENTS:

YES

NO

ANY DEVIATIONS MUST BE LISTED BELOW:

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Signature

Name \_\_\_\_\_

Designation with stamp

Date

\_\_\_\_\_

<b>Delivery Requirements</b>	
<b>Delivery date and time</b>	Bidder shall complete the delivery and installation within 30 Days from the issuance of the contract.
<b>Customs clearance</b>	This shall be done by <input type="checkbox"/> Supplier/ Bidder
<b>Exact Address(es) of Delivery Location(s)</b>	Material Recovery Facility, Dahu Village, Panchayat Barwe, Block Ormanjhi, Ranchi – 835219
<b>Distribution of Shipping documents (if using a freight forwarder)</b>	Not Applicable
<b>Packing Requirements</b>	Applicable
<b>Training in Operations and Maintenance</b>	Applicable
<b>Warranty period</b>	12 months or more
<b>After-sales service and local service support requirements</b>	Applicable
<b>Preferred mode of Transport</b>	Not Applicable

**Delivery Location:**

The shipment will be delivered to the following location. The detailed delivery address is 'Material Recovery Facility, Dahu Village, Panchayat Barwe, Block Ormanjhi, Ranchi – 835219.'

City	LOT 1 E-rickshaws
Ranchi, Jharkhand	5

**NOTES:**

1. The products/goods/parts of machineries must be recalled by the manufacturer/ bidder/ supplier at the manufacturers/ bidder/ suppliers cost if rejected by CEE/ purchaser or end user because of the problems with quality. The supplier/ bidder/ manufacturer will be obliged to replace the products/goods/parts of the machineries in question at its own cost with a new one of acceptable quality.
2. Detailed delivery and installation addresses will be provided at the time of award of the contract.
3. The supplier will be responsible for the protection of materials, property and equipment before successful delivery and handover to CEE.
4. **Unit prices quoted must be inclusive of all costs necessary to supply these items, including delivery, one-year warranty, transport cost, insurance, materials, installation, training and commissioning etc.**
5. Supplier to submit the focal point contact details for warranty issues for the duration of the warranty period.

**ANNEXURE 2: QUOTATION SUBMISSION FORM**

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:		
RFQ reference:		Date:

**Company Profile**

Item Description	Detail
The legal name of the bidder or lead entity for JVs	
Legal address, City, Country	
Website	
Year of Registration	
Legal Structure	

Bank Information	Bank Name: Bank Address: IBAN: SWIFT/BIC: Account Currency: Bank Account Number:
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Previous relevant experience				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

**Bidder's Declaration**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>One Year or more Warranty:</b> I/We will provide a year or more warranty on all parts of the machine for one year from Installation, Commissioning, and training of the machines at MRF. Any part replacements will not adversely affect the quality or output capacity.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the CEE and acknowledge that it provides the minimum standards expected of suppliers to the CEE.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organization's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the CEE, including but not limited to prohibitions derived from the Compendium of CEE Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by the CEE.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership Proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance For the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we Certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been Authorized by the Organization/s to make this declaration on its/their behalf.

Signature: \_\_\_\_\_

Name:

Title:

Date:

### ANNEXURE 3: TECHNICAL AND FINANCIAL OFFER

#### Technical Offer

Provide the following:

- a brief description of your qualification and capacity that is relevant to the Scope of Work;
- a brief method statement and implementation plan

#### Financial Offer

LOT NO. (a)	BRIEF DESCRIPTION OF GOODS (b)	Unit Price (c)	Number of Units (d)	TOTAL PRICE FINAL DESTINATION (all-inclusive) (e)
1	<b>E-Rickshaw</b>			
	Training & Commissioning Charges			
	Packing, Loading and Unloading at MRF			
	Transportation and Transit Insurance costs			
	One-year warranty on all parts of the machine			
	Any other cost if any			
	Duty/ Tax (The nature and amount of each tax/duty component should be clearly specified)			
	<b>TOTAL</b>			

PROVIDED THAT A PURCHASE ORDER IS ISSUED BY CEE **WITHIN THE REQUIRED BID VALIDITY PERIOD**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED IN RFQ.

- **Bidders should give the cost of the machine including packing, loading, unloading at MRF, transportation & transit insurance costs.**
- **Machine specifications with photographs and videos (if any) to be submitted with a quote.**

**Annexure 4**

FORM A: "CONSIGNEE ACCEPTANCE CERTIFICATE  
(To be given by consignee's authorized representative)

The following goods have been received.

1. Name of the item supplied (with Make & Model):-
2. Purchase Order/Contract No:-
3. Name of the Supplier:-
4. LOT NO-
5. No. of Units supplied:-
6. Place of destination:-
7. Invoice No. & Date:-
8. Name and Address of the Consignee:-
9. Date of receipt by the Consignee:-

The undersigned hereby certifies that the aforesaid goods have been received in good condition and accepted.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation with stamp \_\_\_\_\_

Date \_\_\_\_\_

Countersigned by:

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

NOTE This certificate is to be filled up and issued by authorized representative of the consignee and is to be duly stamped and countersigned by the supervisor.

FORM B: SATISFACTORY INSTALLATION, TRAINING & COMMISSIONING CERTIFICATE

This is to certify that the goods as detailed below have been satisfactorily installed and commissioned and training provided in respect of their operational use:

- a) Purchase Order/ Contact No: \_\_\_\_\_ date \_\_\_\_\_
- b) Description of the machinery (with make & model no): \_\_\_\_\_
- c) Batch/Serial Number(s) of the goods: \_\_\_\_\_
- d) Quantity: \_\_\_\_\_
- e) Name of the consignee: \_\_\_\_\_

The supplier has fulfilled his contractual obligation with regard to the following services:

- a) Satisfactory Installation, Performance and commissioning/start-up of machinery.
- b) Furnishing of tools required for assembly and/or maintenance of the.....  
..... (Enter name of machinery with make & model)
- c) Furnishing detailed operation and maintenance manual for each item of supply at each location.
- d) Training of the operators/users in operating the equipment to the satisfaction of the consignee.

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Designation with stamp \_\_\_\_\_  
Date \_\_\_\_\_

Countersigned by:

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Date \_\_\_\_\_

NOTE This certificate is to be filled up and issued by representative of the consignee and is to be duly stamped and countersigned by the supervisor.