

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 7th September by 5 pm.

Section 2: RFQ Instructions and Data

Introduction:

A Swachh Centre (MRF) is defined as an “integrated material recovery centre” for the recovery of all types of plastic waste, which is collected with support from the City Municipal Corporation (CMC) or equivalent, and by Waste Pickers (Safai Mitra), Service Providers (SPs), in a city. The centre enables the segregation of all types of plastics and adds product value, leading to increased incomes for Safai Mitra. It links waste collectors with recyclers along the value chain, particularly for low-grade thin plastic litter bags, multi-layered plastics, PET, and all types of rigid plastics in the city.

A Swachh Centre (MRF) is largely integrated within the existing system and can cater to 4–5 MT of plastic waste per day. This is done using different mechanical operations such as a Dust Air Blower (Phatka Machine), Plastic Grinder, Dry Waste Sorting Conveyor Belt, and Bailing Machine.

A. Scope of work:

Centre for Environment Education (CEE), and HDFC Bank Ltd in partnership with Gaya Municipal Corporation (GMC) & Gram Panchayat Ghatiya Ujjain are implementing a project “Sustainable Circularity in plastic- Rural & Urban Landscape Free of Dry & Plastic Waste’ in Gaya, Ujjain, Ajodhya and Shilong.

There is a requirement for Supply, Installation, Training and Commissioning of Expanded Polystyrene (EPS) Recycling Machines at MRFs to be used for processing plastic waste. The specifications of the Expanded Polystyrene (EPS) Recycling Machine are attached herewith in Annexure 2. The bidder has to provide a warranty on all parts of 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 by the Schedule of Requirements in Annex 1.
- 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 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 works 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.com
- 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 or by submitting a sealed envelope to Centre for Environment Education, Thaltej Tekkra, Ahmedabad – 380054. In the email or Sealed Envelope.

C. Duration:

The duration of said work in Annexure 2 shall be within a maximum period of 30 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.
- The Vendors may submit a request for 40% of the total contract amount to be paid by the CEE after the successful delivery of the machine at the MRF Centre.
- Upon successful completion of the supply, installation, commissioning, and training of the machine at the MRF, the remaining 20% of the contract amount shall be paid by CEE to the vendor.
- The payment will be made once after verification and certification of work done by the Service Provider 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.

G. Instruction Manual:

Vendor has to give instruction manual to the CEE which has all the minute details of the machine, function of the machines, dos and don'ts of the machine etc..

ANNEXURE 1: SCHEDULE OF REQUIREMENTS

Technical Specifications LOT 1: EPS Recycling Machine

Provide separate rates for EPS recycling machines with capacities of 25 Kg/Hr and 50 Kg/hr.

S. No.	Description	Technical Specifications
1	Input Material Hopper size	650 mm x 700 mm
2	Screw diameter	140 MM
3	Screw rotate	360 rpm
4	Main (Screw) Motor	15 HP (CROMPTON/HAVELLS) 3 PHASE 1440 RPM
6	Crusher Motor	7.5 HP (CROMPTON/HAVELLS) 3 PHASE 1440 RPM
7	Production Capacity	25 Kgs / Hr. and 50 Kgs/ Hr.
8	Power	17 KW
9	Overall Dimensions (L X W X H)	1500 X 1000 X 1800 MM
10	Chamber Wall Thickness	10-12 mm Thick MS Plate
11	Other Machine features	Electrical display – 3 phase
12	Machine panel	

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:

Signature: _____

Name: _____

Designation with stamp: _____

Date: _____

Delivery Requirements

Delivery date and time	Bidder shall complete the delivery and installation within 30 Days from the issuance of Contract.
Customs clearance	Shall be done by: Supplier/bidder
Exact Address(es) of Delivery Location(s)	Detailed delivery addresses will be provided at the

	award of the contract
Distribution of shipping documents (if using freight forwarder)	Not Applicable
Packing Requirements	Applicable
Training on Operations and Maintenance	Applicable
Warranty Period	12 months or more.
After-sales service and local service support requirements	Applicable
Preferred Mode of Transport	Not Applicable

Delivery Location:

The shipment will be delivered to the following location. The detailed delivery address will be provided after the award of the contract.

City	LOT 1 EPS Recycling Machine
Ghatiya, Ujjain, Madhya Pradesh	1
Gaya, Bihar	1
Total	2

NOTES:

- 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.
- Detailed delivery and installation addresses will be provided at the time of award of the contract.
- The supplier will be responsible for the protection of materials, property and equipment before successful delivery and handover to CEE.
- 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.
- 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

The legal name of the bidder or Lead entity for JVs	
Legal Address, City, Country	
Website	
Year of Registration	
Legal structure	
Bank Name	
Bank Address	
IBAN	
SWIFT/BIC	
Account Currency	
Bank Account Number	

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	Declaration
☐	☐	One Year or more Warranty: 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.
☐	☐	Requirements and Terms and Conditions: 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.
☐	☐	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.
☐	☐	Ethics: 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.
☐	☐	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.
☐	☐	Conflict of interest: 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.
☐	☐	Prohibitions, Sanctions: 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 CEE.
☐	☐	Bankruptcy: 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.
☐	☐	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
☐	☐	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.
☐	☐	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 1 – EPS Recycling Machine (Production capacity of 25 Kg/Hr)

LOT NO.	BRIEF DESCRIPTION OF GOODS	CURRENCY	TOTAL PRICE (all-inclusive) FINAL DESTINATION
1	EPS Recycling Machine (Production capacity of 25 Kg/Hr)		
	Installation, 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)		
	TOTAL		

LOT 1 – EPS Recycling Machine (Production capacity of 50 Kg/Hr)

LOT NO.	BRIEF DESCRIPTION OF GOODS	CURRENCY	TOTAL PRICE (all-inclusive) FINAL DESTINATION
1	EPS Recycling Machine (Production capacity of 50 Kg/Hr)		
	Installation, 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)		
	TOTAL		

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 machines including packing, loading, unloading at MRF, transportation & transit insurance costs.
- Bidder can provide separate packing, loading, and unloading at MRF, transportation & transit insurance costs for every location or a combined cost.
- Machine specifications with photographs and videos (if any) to be submitted with a quote.
- Provide separate rates for EPS Recycling Machines with output capacity of 25 Kg/Hr and 50 Kg/Hr.

NOTE: Quoted price must be inclusive of all costs necessary to supply these items, including delivery, loading, unloading, warranty, transport cost, insurance, materials, installation, training and commissioning etc.

Compliance with Requirements

Exact name and address of the company

Company Name	
Address	
Phone No.	
Fax No.	
Email Address of Contact Person	
Other Email Addresses	
Authorized Signature	
Date	
Name of Authorized Signatory (Type or Print)	
Functional Title of Signatory	
Website	

Your Responses

	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter-offer
Delivery Lead Time	☐	☐	
Validity of Quotation	☐	☐	
Payment terms	☐	☐	
Other requirements [pls. specify]	☐	☐	

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in the event that the quotation is accepted.

The exact name and address of the company

Company Name	
Address	
Phone No.	
Email Address	
Authorized Signature	
Date	
Name	
Functional Title of Authorized Signatory	

Email Address	
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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.

Countersigned by:

Signature: _____ Name: _____ Date: _____

Signature: _____ Name: _____ Designation with stamp: _____ 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/Contract 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:

- Satisfactory Installation, Performance and commissioning/start-up of machinery.
- Furnishing of tools required for assembly and/or maintenance of the _____ (Enter name of machinery with make & model).
- Furnishing detailed operation and maintenance manual for each item of supply at each location.
- 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.