Date: 17-11-2026

SECTION 1: REQUEST FOR QUOTATION (RFQ)

Center for Environment Education (CEE) kindly requests your quotation for the Design, Supply, Installation, Testing & Commissioning of 200 KV Electric Transformer & Associated HT/LT Electrical System For electricity supply to MRF & MRC, Ghatiya Village, Ujjain District, Madhya Pradesh; the detailed scope of work is attached 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

Annex 1: Schedule of Requirements
Annex 2: Quotation Submission Form
Annex 3: Technical and Financial Offer
Annex 4: Forms for release of payments

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 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.

The Request for Quotation process shall be as follows:

The interested bidders may proceed to submit their supporting documents and rates by sending an Email to

purchase@ceeindia.org.

The email must contain the following:

- The bid should be signed and duly stamped on letterhead.
- Bidder should mention GST No. in the bid and share GST No. copy.
- All the applicable taxes should be mentioned in the bid.

You are requested to submit your bid with all necessary documents by **19/11/2026 by 05:00 PM**.

For any queries you can write to purchase department.

Thank you and we look forward to receiving your quotations. Issued by:

Snehal Bhat

Purchase Officer

SECTION 2: RFQ Instructions and Data

Introduction:

Swachh Centre's (MRF & MRC) are defined as "integrated material recovery facility and material recycling centres" for recovery of all dry waste and recycling all types of plastic waste; which is collected with support from Urban/Rural local Bodies or equivalent and by the Waste Pickers (Safai Mitra's), Service Providers (SPs), in every location. The centre enable the segregation of all types of plastics, add product value, for increased incomes of Safai Mitra's. Links the waste collectors with 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 Centre are largely, integrated within the existing systems and can cater 05 MTs of plastic waste per day. This can be done using different mechanical operations, Grinding Machine, Washing Line, Effluent Treatment Plant, Dryer, Agglomeration Machine, Mixer and Mother Baby Extruder.

A. Scope of work:

CEE in partnership with Ujjain District Administration & HDFC Bank is establishing a Swachh Centre at the Rural Ujjain and Installing machines to promote the segregation, processing and recycling of plastic waste.

The connection is to be taken in the name of CEE's service provider **M/s. Heer Enviro Services Pvt. Ltd**., Address: Triveni Colony, Near 6 Bungalows, Indore (M.P.) – 452001.

Centre for Environment Education (CEE) invites quotations from eligible and technically qualified electrical contractors/OEM-authorized system integrators for the complete Design, Supply, Installation, Testing and Commissioning (SITC) of a 200/ 315 kVA transformer and associated HT/LT electrical infrastructure for electricity supply to the MRF & MRC at Ghatiya Village, Ujjain District, Madhya Pradesh; the detailed scope of work with the specification are attached in **Annexure-1.**

- Detailed site survey and verification of existing 33 kV supply/feeder, point of connection, route, available fault level, utility metering and existing infrastructure.
- Preparation and submission of SLD, load schedule, transformer sizing, cable sizing, short-circuit calculation, protection philosophy, earthing design, lightning/surge protection design and equipment layout.
- Supply, transportation, unloading, installation, testing and commissioning of **one new 200 KV transformer** with all standard accessories.
- Complete HT incoming arrangement from the utility-approved point of supply, including HT cable/conductor, terminations, switching/protection equipment, surge arresters and all required supports.
- LT main distribution panel/MDB sized for transformer output, with suitable incomer, busbars, MRF and MRC outgoing feeders, metering, protection, indication and spare capacity.
- All HT cables, glands, lugs, termination kits, trays/supports, cable trenches/ducts and identification.
- Complete transformer, neutral, HT, LT and equipment earthing system and lightning/surge protection.
- Transformer foundation/plinth, fencing, access control, danger boards and ancillary civil/electrical works required for a complete safe installation.
- Coordination with MPPKVVCL for inspection, service connection/modification, metering, shutdown, testing and energisation, to the extent included in the Work Order.
- Testing, commissioning, operator orientation/training and submission of complete handover dossier.

- One-year after-sales/service support and warranty; Annual Maintenance/Preventive Maintenance support for one year where specified in the Work Order.

Note: Installation of a transformer with the end to end power supply connection, paper work.

A. Bidder's Qualification:

- Bidder should have at least **03 years**' experience in installation of the transformer with the Madhya Pradesh Electricity Department.
- Bidder should submit related works orders / completion certificates from minimum **03 parties in last two financial years**.
- Bidder should be qualified/authorized vendor with the Madhya Pradesh Electricity Department.

B. Documents to be submitted:

Bidders shall include the following documents in their quotation:

- Signed Technical Offer and Financial Offer in prescribed formats.
- Company profile, registration/ incorporation certificate, PAN and GST certificate.
- Electrical contractor licence/registration and authorised signatory proof, as applicable.
- OEM authorisation and transformer manufacturer details.
- Applicable transformer type/routine test certificates and quality assurance plan.
- SLD, preliminary layout, load calculation, cable sizing and earthing design.
- Minimum 3 relevant work orders/ completion/ performance certificates and client references.
- Warranty and service support undertaking.
- Signed deviation statement; where no deviations are listed, the offer shall be treated as nil deviation.
- Any assumptions/exclusions, especially those relating to utility charges, shall be clearly stated.
- Company Profile.
- All bids should be sent in the name of Center for Environment Education, purchase@ceeindia.org
- 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 for the RFQ document by sending an Email to **purchase@ceeindia.org** or by submitting 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 20 days from the date of receipt of the Work Order.

D. Payment Terms & Conditions:

The following CEE-style milestone structure is proposed, subject to the final Work Order:

Milestone	Payment
Advance against Work Order / approved performance security, if applicable	50%
Delivery of transformer and major equipment at site, after inspection/ verification	30%
Installation, testing, and commissioning, certified by CEE/Engineer	20%

Note: *Payments shall be released only after verification/certification of the relevant milestone by CEE and/or its authorised consultant/engineer and submission of compliant invoices and documents.*

ANNEX 1: SCHEDULE OF REQUIREMENTS

Electrical Design Basis

Parameter	Required Specifications
Transformer capacity	200 kVA minimum
Primary voltage	11 kV, 3-phase, 50 Hz, subject to MPPKVVCL confirmation
Secondary voltage	433 V nominal / 415 V system as per approved utility/design standard
Sanctioned load	100 kW for MRF + MRC
Transformer type	Outdoor, oil-immersed distribution transformer
Cooling	Oil Natural Air Natural (ONAN) minimum
Frequency	50 Hz
Vector group	As per MPPKVVCL – approved design; bidder to state
Tap arrangement	Off-circuit taps, range as per applicable standard/utility requirement
Transformer standard	Latest applicable BIS/IS requirements, including IS 1180 where applicable
Protection	HT and LT overcurrent/earth fault/short-circuit/surge protection as applicable
Metering	As per MPPKVVCL approved metering arrangement
Earthing	Complete HT/neutral/equipment earthing as per statutory/utility requirements
Lightning protection	HT surge arresters and additional SPD/lightning protection as required
Installation	Complete SITC including civil/ ancillary works required for safe operation
Winding	Should be in copper material only provided on both HV and LV sides

Signature

Name_____

Designation with stamp

Date _____

Bank Information	Bank Name: Bank Address: IFSC Code: Account Currency: Bank Account Number:

Item Description	Detail
Legal name of bidder or Lead entity for JVs	
Legal Address, City, Country	
Website	
Year of Registration	
Legal structure	

ANNEX 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

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	
☐	☐	**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 CEE 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:

ANNEX 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 Works;
- a brief method statement and implementation plan;

Financial Offer

Sl. No.	BRIEF DESCRIPTION OF GOODS	MAKE & MODEL	QTY. (In Nos.) (a)	UNIT PRICE (b)	TOTAL PRICE (c) = (a) x (b)
1	200 KV dtr 5 star				
2	Pole Structure				
3	DTR Box+City MTR Box+Distribution Box				
4	Cabel				
5	Line Pole 2 Spawn 05 aaac conductor				
6	Labour +Craine +JCB				
7	AB Switch or extra material				
8	Supervision charges				
9	Supply Affording ESD				
10	Civil work				
11	Any other cost if any				
Total					
Tax					
Grand Total					

Exact name and address of company COMPANY NAME_____ ADDRESS_____ PHONE NO._____FAX NO. _____ EMAIL ADDRESS OF CONTACT PERSON_____ OTHER EMAIL ADDRESSES_____	**AUTHORIZED SIGNATURE DATE** NAME OF UTHORIZED SIGNATORY (TYPE OR PRINT) FUNCTIONAL TITLE OF SIGNATORY **WEB SITE**

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

	You 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 event that the quotation is accepted.	
Exact name and address of company Company Name Address: Phone No.: Email Address:	Authorized Signature: Date: Name: Functional Title of Authorized Signatory: Email Address:

Annex 4

Form A: "CONSIGNEE ACCEPTANCE CERTIFICATE" (To be given 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_____

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.