CENTRE FOR ENVIRONMENT EDUCATION (CEE)

Request for Quotation (RFQ) — Material Recycling Centre (MRC), Ujjain

Date: 21.09.2026

SECTION 1: REQUEST FOR QUOTATION (RFQ)

Dear Sir / Madam,

Centre for Environment Education (CEE) kindly requests your quotation for the scope of work detailed in **Annexure 1 of this RFQ,** for supply, installation, training and commissioning of recycling machinery at the **Material Recycling Centre (MRC), Ujjain**. 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.

When preparing your quotation, please be guided by the **RFQ Instructions and Data**. Please note that quotations must be submitted **only 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. Can be password protected.**

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 on or before **23 October 2026 by 5:00 PM.**

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction

Material Recycling Centres (MRCs) are defined as "Integrated Material Recycling Centres" for recycling thin plastic waste, rigid plastics and multi-layered plastics (MLP), which are collected, segregated and shredded at material recovery facilities with support from City Municipal Corporations (CMCs) or equivalent, and by Waste Pickers (Safai Mitras) and Service Providers (SPs), in every city. The centre enables recycling of **PP/PE/LDPE/HDPE/LLDPE and adds product value**, increasing incomes for Safai Mitras.

At MRCs, shredded plastic waste is washed using washing lines and dried using a dryer machine. The cleaned plastic flakes are agglomerated in an agglomeration machine to increase density, and then fed into an extrusion machine to produce pellets or other materials.

A. Scope of Work

CEE, in partnership with Ujjain Zilla Panchayat and HDFC Bank, is establishing a Material Recycling Centre (MRC) of 9,000 sq. ft. at Ujjain and installing machines for recycling of plastic waste. There is a requirement for Supply, Installation, Training and Commissioning of the following machines at the MRC:

- **Lot 1: Double Stage Recycling Extruder with Strand Pelletizer**
- **Lot 2: Agglomeration Machine**
- **Lot 3: Automatic Grinding, Washing and Drying Line with Accessories**

The technical specifications of each machine are attached herewith in Annexure 1. **The bidder has to provide a warranty on all parts of the machines supplied at MRC for a minimum of 1 (one) year from the date of installation, commissioning and training on the machine.**

Note: Supply of machines includes the cost of packing, loading, unloading, transit insurance and transportation of the machines to the MRC site at **Ujjain MRC Site**. The bid should also be inclusive of all starters, motors and panel boards etc duly verified.

B. Bidder's Qualification

- Bidder should have at least 3 years' experience in manufacturing and supplying plastic waste recycling machines.
- Bidder should have done a minimum average of Rs. 5 Crore worth of works in the last 3 (three) financial years.
- Bidder should submit supply orders / completion certificates with contract details from a minimum of 3 (three) parties in the last financial year.

C. Documents to be Submitted

Bidders shall include the following documents in their quotation:

- Technical and Financial Offer duly completed and signed, in accordance with the Schedule of Requirements in Annexure 1 (Annexure 3).
- Company Profile.
- Company Registration Certificate and GST Registration Certificate.
- Company PAN copy.

- Descriptive literature: full technical details of the products being offered, including technical data sheets and photographs showing general and detail views. Specific details of items offered should be clearly stated, as standard catalogues may offer multiple options.
- **Machine specifications with photographs of a similar machine supplied previously.**
- Documents evidencing supply of similar machinery to private/public sector/government organisations — copies of a minimum of 3 purchase orders or contracts.
- Statement of satisfactory performance certificates from the top 3 clients by contract value in a similar field, with client contact details for reference checks.
- Audited financial statements / turnover certificate supporting the minimum average annual works value stated in Section B.
- The bid should be given on Company Letter Head.
- **The Company GST number should be mentioned.**
- **The bid should be signed and duly stamped.**
- **All applicable taxes should be mentioned in the bid.**
- The bid should include Transportation Cost with loading and unloading of machinery, Transit Insurance, Oil Cost, and Erection & Commissioning cost specifically stated in the quotation.

Bidders should submit their 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 submit the bid documents by sending an email to **purchase@ceeindia.org** with the subject line 'Bid for Supply, Installation, Commissioning and Training of MRC Machinery at Ujjain site'.

D. Duration

The duration for supply, installation, training and commissioning of the machines listed **in Annexure 1** shall be within a maximum period of **90 (ninety) days from the date of receipt** of the Work Order / Purchase Order.

E. Bid Validity Period

Quotations shall remain valid for acceptance for a **minimum period of 45 days from the date of bid submission.** Bidders must confirm this validity in the Bidder's Declaration at **Annexure 2.**

F. Payment Terms & Conditions

The payment schedule is as follows:

- CEE shall make an advance payment for supply of machines after receiving a signed copy of the Job Order and the schedule for supply of machines at Ujjain. CEE shall allow a **maximum of 40% of the total contract amount** as the **1st instalment.**
- After commencement of fabrication of machines, pre-inspection of machines and plant, and post-inspection after machines are ready for dispatch, shall be carried out by a CEE representative. The Vendor may submit a request for payment after successful supply of machines at the MRC; CEE shall allow a maximum of 40% of the total contract value as the **2nd instalment.**
- The Vendor may submit a request for payment after successful installation and commissioning of the machines at the MRC; CEE shall allow 17% of the total contract amount as the 3rd instalment. The Vendor shall also submit all bills, GST and taxes as per the PO, and a certification that they will provide operations & maintenance support and up-keep of all machinery for one year.

- The final **3% payment** shall be released at the end of the 1st year, subject to satisfactory performance and receipt of the signed Forms in **Annexure 4.**

H. Liquidated Damages

Failure to comply with the Terms & Conditions of the Purchase Order (PO) will result in payment of liquidated damages equal to **10% of the contract value of the PO, without prejudice to CEE's other rights and remedies.**

I. Penalty Clause

CEE reserves the right to impose a penalty of **10 % up to the total value** of the contract and to withhold all pending payment amounts, in cases of non-completion of the Purchase Order within the agreed timelines. This provision is intended to ensure accountability and adherence to the agreed contractual terms.

J. Evaluation Criteria

As CEE may procure different machines (Lots) from different vendors, each bid will first be evaluated for technical compliance and bidder eligibility against Sections B and C above. Among technically qualified bidders, the lowest all-inclusive quoted price (**L1) as per Annexure 3**, will ordinarily be recommended for award of that Lot, subject to CEE's right to reject any or all bids without assigning reasons.

K. Site Visit

Bidders may, at their own cost, visit the MRC site at Ujjain prior to bid submission to assess site conditions, access and available power supply.

L. Power Supply & Civil Works

Incoming electrical power supply up to the designated point at the MRC building, and the civil foundation for the machines, shall be provided by CEE / the Service Provider. The bidder is responsible for all starters, motors, panel boards, and wiring from the designated supply point to each machine, unless otherwise agreed in writing.

M. General Conditions

- **Force Majeure:** Neither party shall be liable for delay or failure to perform its obligations under the contract to the extent such delay or failure results from events beyond its reasonable control, including natural disasters, war, civil unrest or governmental action.
- **Termination:** CEE reserves the right to terminate the contract, in whole or in part, in case of the Vendor's material breach, upon written notice, without prejudice to any accrued rights or remedies.
- **Dispute Resolution & Jurisdiction:** Any dispute arising out of or in connection with this RFQ or the resulting contract shall first be resolved amicably through mutual discussion, failing which it shall be subject to arbitration/the courts having jurisdiction in Ahmadabad, as mutually agreed.
- **Confidentiality:** All information shared as part of this RFQ process is confidential and shall not be disclosed to third parties without prior written consent of CEE.
- CEE is not bound to accept the lowest or any quotation and reserves the right to accept or reject any bid, in whole or in part, without assigning any reason.

ANNEXURE 1: SCHEDULE OF REQUIREMENTS

Technical Specifications

LOT 1: 100 MM Vented Double Stage Recycling Extruder

S. No.	Particulars	Specifications
1	Processed Item	Polymer waste (PP/PE/LDPE/HDPE/LLDPE, etc.)
2	Maximum Output	100 – 125 kg/hr
3	Total Connected Load	87 kW
4	Extruder	Dia. 100 mm extruder mounted on a sturdy frame of steel section
5	Screw	Dia. 100 mm screw made of EN-41B, duly nitrided, hardened to 65 HRC, accurately ground, hard-chromed. Vented technology.
6	Barrel (Vented Type)	Dia. 100 mm barrel made of EN-41B, duly nitrided, accurately ground, with water cooling. Vented technology.
7	Screw Ratio (L/D)	28:1
8	Cooling of Barrel	Feed section cooled by water
9	Heating Zone	8 Zones
10	Gear Box	Helical gear box (Greaves Premium / Omex make / reputed brand)
11	Main Drive	56 kW / 1440 rpm / 415V AC motor (Crompton / BBL / reputed brand)
12	AC Drive	56 kW AC drive (Delta / reputed brand)
13	Transmission System	V-belts from motor to reduction gear box
14	Barrel Vent	Single vent, open
15	Screen Changer	Hydraulic screen changer, 225 mm (Rajhans / reputed brand)
16	Screen Changer Zones	2 Zones — heating load 12.5 kW
17	Type of Heaters	Cartridge / pencil
18	Filament Diameter	4–5 mm
19	Additional Spares – Heater for Extruder	2 Nos.
20	Additional Spares – Thermocouple	11 Nos.
21	Additional Spares – Magnet	1 No.
22	Additional Spares – Tool Kit	1 Set

LOT 2: Agglomeration Machine

S. No.	Particulars	Specifications
1	Body	Mild steel with stainless-steel lining, fitted on a fabricated frame, dynamically balanced
2	Total Blades	10 blades
3	Rotating Blades	4 Nos.
4	Fixed Blades	6 Nos.
5	Material of Blades	Die steel (D2)
6	Maximum Output	150 – 200 kg/hr (depending on material)

7	Motor	50 HP (ABB / Crompton / reputed brand)
8	Starter	Oil starter, complete

LOT 3: Automatic Grinding, Washing and Drying Line with Accessories

S. No.	Particulars	Specifications
A	**Belt Conveyor – Feeding to Grinder**	
1	Length	12 feet
2	Width	600 mm
3	PVC Belt	3 mm ply with cleat
4	Geared Motor	3 HP (ABB / Crompton / reputed brand)
B	**Scrap Grinder Machine (32 inch)**	
5	Material of Body	Mild steel plate
6	Rotating Blades	6 Nos. (16 x 2 inch)
7	Fixed Blades	4 Nos. (16 x 2 inch)
8	Material of Blades	Die steel
9	Motor	50 HP (ABB / Crompton / reputed brand)
10	Main Drive Control	Oil-type starter
C	**Screw Conveyor – Feeding to Horizontal Washer**	
11	Length	10 feet
12	Width	250 mm
13	Screw Pitch	275 mm
14	Material	SS 304, 2–3 mm thickness
15	Motor	3 HP (ABB / Crompton / reputed brand)
D	**Horizontal Washing Machine**	
16	Diameter	450 mm
17	Total Length	3,000 mm
18	Height	4 feet
19	Material	SS 304, 3 mm shell thickness
20	Motor	15 HP (ABB / Crompton / reputed brand)
E	**Screw Conveyor – Feeding to Washing Tank**	
21	Length	8 feet
22	Width	300 mm
23	Screw Pitch	275 mm, 2–3 mm thickness
24	Motor	3 HP (ABB / Crompton / reputed brand)
F	**Floating Tank / Washing Tank**	
25	Dimensions	Height x Width: 3 x 4 feet; Length: 14 feet; SS 304, 2–3 mm thick
26	Floaters	4 Nos., 350 mm dia.
27	Total Motor Rating	15 HP (ABB / Crompton / reputed brand)
G	**Screw Conveyor – Feeding to**	

	Dryer	
28	Length / Width / Pitch	8 feet / 300 mm / 375 mm, 3 mm thickness
29	Motor	3 HP (ABB / Crompton / reputed brand)
H	**Dryer Machine (Horizontal)**	
30	Dimensions	450 mm dia. x 2,000 mm length; height 4 feet; 4 mm shell thickness
31	Cyclone / Motor	450 mm dia. cyclone; 15 HP motor
I	**Heater Box, U-Piping & Suction Blower**	
32	Heater / Blower / Piping	15 kW heater box; 10 HP / 2,800 rpm blower; 20 ft SS 304 piping, 150 mm dia.
J	Cyclone	600 mm dia., SS 304
K	Panel Box	Temperature controller (PID), contactors, switches for heating control, separate starters for motors, with PLC touch screen

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 delivery, installation, training and commissioning within **70 days from issuance of the Work Order / Purchase Order.**
Customs clearance	Not applicable (domestic procurement)
Exact address(es) of delivery location(s)	Material Recycling Centre (MRC), Ghatiya, Ujjain, Madhya Pradesh.
Distribution of shipping documents (if using a freight forwarder)	Not applicable
Packing requirements	Applicable — as per manufacturer's standard for safe transit
Training in operations and maintenance	Applicable
Warranty period	12 months or more from date of installation, commissioning and training
After-sales service and local service support requirements	Applicable — bidder to provide a local/regional service contact for the warranty period and subsequent AMC period
Preferred mode of transport	Not applicable — at bidder's discretion, cost inclusive in quoted price

Notes

- Products/goods/parts of machinery must be recalled by the manufacturer/bidder/supplier at their own cost if rejected by CEE or the end user due to quality issues. The supplier shall replace the rejected products/parts with new ones of acceptable quality, at no additional cost.
- The detailed delivery and installation address will be confirmed at the time of award of contract.
- **The supplier shall be responsible for the protection of materials, property and equipment prior to successful delivery and handover to CEE.**
- Unit prices quoted must be inclusive of all costs necessary to supply the items, including delivery, one-year warranty, transport cost, insurance, materials, installation, training and commissioning, etc.
- The supplier shall submit the focal point contact details for warranty and AMC issues for the duration of the respective periods.

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 Annexure 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: _____ Date: _____

Company Profile

Legal name of the bidder (or lead entity for JVs)	
Legal address, City, State	
Website	
Year of registration	
Legal structure	
Bank name	
Bank address	
IFSC / SWIFT-BIC (if applicable)	
Account currency	
Bank account number	

Previous Relevant Experience

Name of Previous Contract	Client & Reference Contact (incl. email)	Contract Value	Period of Activity	Type of Activity Undertaken

Bidder's Declaration

Yes	No	Declaration
		One Year or More Warranty: I/We will provide a warranty of one year or more on all parts of the machine(s) from the date of installation, commissioning and training at the MRC. Any part replacement will not adversely affect the quality or output capacity.
		Requirements and Terms & Conditions: I/We have read and fully understand the RFQ, including the RFQ Instructions and Data, Schedule of Requirements, General Conditions and any Special Conditions of Contract, and confirm that the Bidder agrees to be bound by them.
		I/We confirm that the Bidder has the necessary capacity, capability and licenses to fully meet or exceed the Requirements, and will be available to deliver throughout the relevant contract period.
		Ethics: I/We warrant that the Bidder has not entered into any improper, illegal, collusive or anti-competitive arrangement with any competitor; has not directly or indirectly approached any representative of CEE (other than the designated Point of Contact) to lobby or solicit information regarding the RFQ; and has not attempted to influence or offer any inducement, reward or benefit to any representative of CEE.
		I/We confirm to undertake not to engage in any unethical or proscribed practice with CEE or any other party, and to conduct business in a manner that avoids any financial, operational, reputational or other undue risk to CEE.

		Conflict of Interest: I/We warrant that the Bidder has no actual, potential or perceived conflict of interest in submitting this quotation or entering into a contract to deliver the requirements. Any conflict of interest arising during the RFQ process will be reported immediately to CEE's Point of Contact.
		Prohibitions / Sanctions: I/We declare that our firm, its affiliates, subsidiaries or employees, including any JV/consortium members, subcontractors or suppliers, are not under any procurement prohibition by CEE, and have not been suspended, debarred, sanctioned or otherwise declared ineligible.
		Bankruptcy: I/We confirm that the Bidder has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no pending judgment or legal action that could impair its operations in the foreseeable future.
		Offer Validity Period: I/We confirm that this quotation, including the quoted price, remains open for acceptance for the Bid Validity Period stated in Section 2(E) of this RFQ.
		I/We understand that CEE is not bound to accept any quotation received, and 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 authorised by the organisation to make this declaration on its behalf.

Signature: _____ Name: _____ Title: _____ Date: _____

ANNEXURE 3: TECHNICAL AND FINANCIAL OFFER

Technical Offer

Bidders should provide the following as part of the Technical Offer:

- A brief description of the Bidder's qualification and capacity relevant to the Scope of Work.
- A brief method statement and implementation plan for supply, installation, training and commissioning.
- Machine specifications with photographs and videos (if any) of similar machines supplied previously.

Financial Offer

Lot No.	Brief Description of Goods	Qty. (Nos.)	Currency	Total Price, Final Destination (all-inclusive)
1	100/120 mm Double Stage Recycling Extruder with Strand Pelletizer	1	INR (₹)	
2	Agglomeration Machine (60 HP)	1	INR (₹)	
3	Automatic Grinding, Washing and Drying Line with Accessories and spares/kit.	1	INR (₹)	
4	Transit Insurance, Installation, Training & Commissioning Charges*	1	INR (₹)	
5	Any other cost, if any	1	INR (₹)	
6	Total Duty / Tax (nature and amount of each component to be clearly specified)	1	INR (₹)	
	TOTAL	1	INR (₹)	

** Installation, Training & Commissioning Charges include packaging, loading, unloading and installation cost of the machine.*

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 THE SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED IN THIS RFQ.

THE ONE-YEAR FREE WARRANTY SHALL APPLY TO ALL MACHINES AND EQUIPMENT.

CEE MAY PROCURE DIFFERENT MACHINES FROM DIFFERENT VENDORS; EACH BIDDER SHOULD THEREFORE PROVIDE THE INDIVIDUAL RATE OF EACH MACHINE, INCLUSIVE OF SUPPLY, INSTALLATION, TRAINING AND COMMISSIONING COSTS.

ANNEXURE 4: FORMS FOR RELEASE OF PAYMENTS

FORM A: Consignee Acceptance Certificate

(To be given by the consignee's authorised representative)

The following goods have been received:

- Name of the item supplied (with Make & Model): _____
- Purchase Order / Contract No.: _____
- Name of the Supplier: _____
- Lot No.: _____
- No. of Units supplied: _____
- Place of destination: _____
- Invoice No. & Date: _____
- Name and Address of the Consignee: _____
- 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 the authorised representative of the consignee, duly stamped and countersigned by the supervisor.

FORM B: Satisfactory Installation, Training & Commissioning Certificate

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

- Purchase Order / Contract No.: _____ Date: _____
- Description of the machinery (with make & model no.): _____
- Batch / Serial Number(s) of the goods: _____
- Quantity: _____
- Name of the consignee: _____

The supplier has fulfilled its contractual obligations with regard to the following services:

- Satisfactory installation, performance and commissioning/start-up of the machinery.
- Furnishing of tools required for assembly and/or maintenance of the machinery.
- Furnishing of detailed operation and maintenance manuals for each item of supply at each location.
- Training of 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 the representative of the consignee, duly stamped and countersigned by the supervisor.