

Date: 08/04/2026

## 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> April by 5pm.

Issued by:

Snehal Bhatt

Purchase Officer

## 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 Hyundai Motor India Foundation in partnership with Guwahati Municipal Corporation, are implementing a project, **Boragaon “EcoGram”** in Guwahati.

There is a requirement for the Supply, Installation, Testing, Training, and Commissioning of Fire Hydrant System at the Material Recovery Facility (MRF) to ensure fire safety and protection of the facility, personnel, and stored materials.

The detailed technical specifications of the Fire Hydrant System are enclosed herewith in Annexure–1.

The bidder shall provide a comprehensive warranty for a period of six months on all parts and equipment supplied at the MRF, commencing from the date of successful installation, testing, commissioning, and completion of operator training.

**Note:** Supply of machine and hydrant includes the cost of packing, loading, unloading, transit Insurance and Transportation of machine.

#### A. Bidder’s Qualification:

- Bidder should have at least 2 years’ experience in manufacturing and supplying Hydrant
- Bidder should submit related works orders/completion certificates from a minimum of 2 parties in the last two financial years.
- Bidder should have done a minimum of Rs. 10 Lac has worked 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**.
- Certificate of approval of technology by pollution control board/BIS standards certification.
- 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.
- Documents showing that the bidder has supplied similar machineries and hydrants to private/ public sector/ government organizations – **proof of two purchase orders/ contract**.
- Documents show that bidder has experience of a minimum of **two (2) years** of supplying similar machinery and hydrant.
- Statement of satisfactory Performance (Certificates) from the **top two 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.
- All bids should be sent in the name of Center for Environment Education, [purchase@ceeindia.com](mailto: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](mailto: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 bid 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.
  - The Vendors may submit a request for **50 % of the total contract amount** to be paid by the CEE after the successful delivery and installation of the machine at the MRF Centre.
  - Upon successful completion of the supply, installation, commissioning, and training of the firefighting and fire hydrant at the MRF, **the remaining 8 % of the contract amount** shall be paid by CEE to the vendor on testing and usage.
  - Upon successful completion of the supply, installation, commissioning, and training of the machine at the MRF, the remaining **2 % of the contract** amount shall be paid by CEE to the vendor after 4 months on testing and usage.

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 must 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**

Sl	Item Description	Details	Use
1	MS Pipe (100 mm and 80 mm pipe)	84 m	Carries water through the fire hydrant network.
2	Hydrant Valve Set	4 Sets	Allows water to be discharged from the hydrant point for firefighting.
3	Hose Reel Drum	4 Sets	Stores and allows easy use of the hose for quick fire response.
4	Two Way Fire Inlet	1 Set	Let's firefighters connect external water supply to the system from two points.
5	Butterfly Valve	2 Sets	Controls and isolates water flow in the pipeline.
6	NRV Valve	1 Set	Prevents reverse flow of water back into the system.
7	Fire Pump (5 HP)	1 No	Maintains pressure and supplies water during fire emergency.
8	Starter Panel	L/S	Controls starting and stopping of the fire pump.
9	Pipe Fittings/Bends	L/S	Connects pipes and changes direction of pipeline routing.
10	Support/Angle	L/S	Holds and supports pipes securely in position.
11	Tank Connection Set	1 Set	Connects the water tank to the fire hydrant system.
12	Pressure Gauge/Meter		Measures water pressure in the system.
13	Valves (Ball/Blade)		Used for opening, closing, or regulating water flow.
14	Fire Alarm System	4 Nos	Alerts people in case of fire.
15	ABC Extinguishers 4.5 kg	10 Nos	Used for ordinary combustibles, flammable liquid, and electrical fires.
16	CO <sub>2</sub> Extinguishers	4 Nos	Used mainly for electrical and flammable liquid fires.
17	Foam Extinguishers 9 Ltrs	2 Nos	Used for flammable liquid fires.

18	Paint & Primer	L/S	Protects metal parts from rust and corrosion.
19	Misc. Fasteners	L/S	Used to fix and secure components together.
20	Installation & Commissioning	Job	Covers erection, testing, and making the system operational.
21	Transportation	Job	Used for delivery of materials to the site.
22	Water Tank 5000Ltrs	2 Nos	Stores water required for firefighting.

**To be filled by the vendor-**

SL	Item Description	Details	Price
1	MS Pipe (100mm and 80 mm)	84 m	
2	Hydrant Valve Set	4 Set	
3	Hose Reel Drum	4 Set	
4	Two Way Fire Inlet	1 Pc	
5	Butterfly Valve	2 Set	
6	NRV Valve	1 Set	
7	Fire Pump (5 HP)	1 Nos	
8	Starter Panel	L/S	
9	Pipe Fittings/Bends	L/S	
10	Support/Angle	L/S	
11	Tank Connection Set	1 Set	
12	Pressure Gauge/Meter		
13	Valves (Ball/Blade)		
14	Fire Alarm System	4 Nos	
15	ABC Extinguishers	10 Nos	
16	CO <sub>2</sub> Extinguishers	4 Nos	
17	Foam Extinguishers	2 Nos	
18	Paint & Primer	L/S	
19	Misc. Fasteners	L/S	
20	Installation & Commissioning	Job	
21	Transportation	Job	
22	Water Tank 5000L	2 Nos	
Total			

**NOTE:**

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

\_\_\_\_\_

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<b>Delivery Requirements</b>	
<b>Delivery date and time</b>	Bidder shall complete the delivery and installation within 30 Days from the issuance of Contract.
<b>Customs clearance</b>	Shall be done by: <input checked="" type="checkbox"/> Supplier/bidder
<b>Exact Address(es) of Delivery Location(s)</b>	Detailed delivery addresses will be provided at the award of the contract
<b>Distribution of shipping documents (if using freight forwarder)</b>	Not Applicable
<b>Packing Requirements</b>	Applicable
<b>Training on 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 will be provided after the award of the contract.

<b>City</b>	<b>LOT 1</b>
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Guwahati	1
<b>Total</b>	<b>1</b>

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	

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

**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 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;

LOT NO.	BRIEF DESCRIPTION OF GOODS	No of Units	Unit price	TOTAL PRICE FINAL DESTINATION (all-inclusive)
(a)	(b)	(c)	(d)	(e)
1	Fire Hydrant and Fire Fighting System	1	Consolidated	
	Installation, Testing, Training & Commissioning Charges			
	Packing, Loading and unloading at MRF Guhawati			
	Annual Maintenance Contract (for one year)			
	other cost if any			
	<b>Duty/ Tax (The nature and amount of each tax/duty component should be clearly specified)</b>			
	<b>TOTAL</b>			
<p>PROVIDED THAT A PURCHASE ORDER IS ISSUED BY CEE <b>WITHIN THE REQUIRED BID VALIDITY PERIOD</b>, 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.</p>				

**Financial Offer**

- **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.**

<i>Exact name and address of the company</i> COMPANY NAME _____ ADDRESS _____ PHONE NO. _____ FAX NO. _____ EMAIL ADDRESS OF CONTACT PERSON _____ OTHER EMAIL ADDRESSES _____	
	<b>AUTHORIZED SIGNATURE</b> <b>DATE</b> NAME OF AUTHORIZED SIGNATORY (TYPE OR PRINT)FUNCTIONAL TITLE OF SIGNATORY <b>WEB SITE</b>

**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**

	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter-offer
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	
Other requirements <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	

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.

<i>The exact name and address of the company</i> 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.

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.