

Request for Proposal (RFP)

For the Management and Operation of Material Recovery Facility (MRF), Material Composting Centre (MCC), and Awareness Activities in Shirwal

1. Introduction

Shirwal Gram Panchayat, in partnership with the Centre for Environment Education (CEE), invites proposals from qualified service providers to manage and operate the Material Recovery Facility (MRF) and Material Composting Centre (MCC). This project aims to enhance the waste management system in Shirwal through effective operation of these facilities and conducting awareness campaigns to promote waste segregation and sustainability. To ensure the success and sustainability of this project, it has been decided to engage a service provider who will not only manage and operate these facilities but also contribute financially to the project through co-financing (details given at **annexure I**).

2. Project Background

Shirwal is a rural community in the Satara district of Maharashtra. The village faces challenges with its current waste management system, primarily relying on non-segregated waste collection and open landfilling. This project seeks to establish and operate facilities that promote the segregation, processing, and recycling of waste to minimize landfill usage and environmental impact.

The project encompasses:

- Establishing and operating a MCC for wet waste.
- Managing and operating a MRF for dry and recyclable waste.
- Conducting awareness activities to educate the community on waste segregation and sustainable practices.

3. Scope of Work

Refer **annexure II** of this document.

4. Duration of Assignment

December 2024 – March 2027 (Initially the contract would be for four month [~~December 2024- March 2025~~], after completion defined period and the related deliverables, performance of the activity will be carried out to grant the extension of the contract for next financial year. And similarly, pperformance review would be carried out by the end of the financial year 2025-26 to grant extension of the project for financial year 2026-27).

5. Proposal Requirements

Proposals should include the following:

5.1 Company Profile

- Overview of the company, including history, mission, and experience in waste management.
- List of key personnel who will be involved in the project, with their qualifications and experience.

5.2 Technical Approach

- Detailed plan including strategy, methodology, timeline for operating and managing the MCC and MRF respectively.
- Strategies for conducting awareness activities and engaging the community for sustainable operations.
- As agreed with the project donor, activities timeline, project details have been defined and same would be shared once the concerned service provider is selected.

5.3 Financial Proposal

- Detailed budget outlining the costs associated with the management and operation of the facilities.
- Pricing structure for awareness activities and any additional services.
- This is to be aligned with the **annexure III**. Costing to be given strictly in given format only. The upper limit for the budget given on financial year basis. Budget exceeding this limit would not be considered in evaluation.

5.4 Experience and References

- Examples of previous projects similar in scope and scale will be appreciated.
- References from previous clients or partners.
- The local experience in the area and working with rural & urban local bodies will be an added advantage.

5.5 Compliance and Risk Management

- Plan for ensuring compliance with local regulations and environmental standards.
- Risk management plan, including how the service provider will address potential challenges.

6. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Technical Competence:** Quality and feasibility of the technical approach.
- **Experience and Qualifications:** Relevant experience and expertise of the service provider.
- **Financial Proposal:** Cost-effectiveness and transparency of the proposed budget.
- **Community Engagement Plan:** Effectiveness of the awareness and engagement strategy.

7. Submission Instructions

Proposals must be submitted electronically to [purchase@ceeindia.org] by [**10th November 2024 till 5 PM**]. The subject line should read "Proposal for Shirwal Waste Management Project - [Your Company Name]."

8. Terms and Conditions

- CEE reserve the right to reject any or all proposals.
- All submitted proposals will become the property of CEE.
- The selected service provider will be required to enter into a formal agreement with CEE.

9. Roles and Responsibilities

- Roles and Responsibilities of CEE and the service provider is given in the **annexure IV**.

10. Evaluation Criteria

Main Criteria	Sub-Criteria	Maximum Score
Technical Competence	Proposed methodology, approach, Operational plans for MRF and MCC	25
	Community engagement strategy	10
Experience and Qualifications	Minimum 3 years' experience of working in wet & dry waste management & operation For additional years of experience will get 1 mark for every extra year of experience (maximum 5 marks)	5+5
	Minimum 5 years' experience of working with Municipal Corporation/ Pollution Control Boards/ Government/ Cantonment in any waste management related activities (collection/ segregation/ processing / recycling/ Swatch Bharat Mission related activities) For additional years of experience will get 0.5 mark for every extra year of experience (maximum 3 marks) Local Experience in State / city / DRDA of operation will be preferred.	5+3+2(for local experience)
Presentation	Presentation by the bidder on the overall approach	15
Total		70
Financial Proposal	Budget Quotation (L1) Lowest bid party (including GST) will get the highest mark. For cofinancing, bidder with maximum cofinance will get the highest marks. (including GST)	20+10 (for cofinancing)
Grand Total		100

Annexure I

Cofinancing provision

To ensure the success and sustainability of this project, it has been decided to engage a service provider who will not only manage and operate these facilities but also contribute financially to the project through co-financing.

Rationale for Engaging a Service Provider with Co-financing

1. **Financial Sustainability:** Waste management projects often require significant investment in infrastructure, operational costs, and maintenance. By engaging a service provider that offers co-financing, the financial burden on the Gram Panchayat and CEE is shared, allowing for more efficient allocation of resources.
2. **Expertise and Efficiency:** The service provider will bring technical expertise and experience in operating similar facilities, ensuring that the operations of MRF and MCC are handled with high efficiency. This will help in achieving the project targets related to waste collection, sorting, recycling, composting, and community engagement.
3. **Shared Responsibility:** By involving a co-financing service provider, both the service provider and the local authorities share the financial risk and responsibility for the project's success. This shared model encourages better performance, as the service provider has a vested interest in the project's financial and operational outcomes.
4. **Scalability and Impact:** The additional funding brought by the service provider will allow the project to scale more effectively. This means more resources for community awareness programs, better technology for waste processing, and potentially higher waste recovery rates, leading to greater environmental and social impact.

Annexure II

Scope of Work (SOW)

The selected service provider will be responsible for the following tasks, with specific, measurable deliverables:

1 Facility Management and Operation

1.1 Material Recovery Facility (MRF) Operations

- **Waste Collection and Sorting**
 - **Target:** Collect and sort a minimum of **50 tons** of dry waste per month.
 - **Tasks:** Ensure collection, segregation & transportation of dry waste to MRF. Also, ensure sorting of 100% of collected waste into recyclable and non-recyclable categories.
- **Processing and Recycling**
 - **Target:** Process and recover & sort recyclable materials.
 - **Tasks:** Operate compaction and baling machinery to prepare recyclables for transport. Ensure **100% of sorted recyclables** are sent to appropriate recycling facilities or markets.
- **Facility Maintenance**
 - **Target:** Maintain equipment uptime regularly and document record.
 - **Tasks:** Conduct weekly maintenance checks and immediate repairs.

1.2 Material Composting Centre Operations

- **Organic Waste Collection**
 - **Target:** Collect a minimum of **100 tons** of organic waste per month.
 - **Tasks:** Implement collection schedules and routes covering 100% of households and commercial sources. Ensure collection, source segregation & transportation of wet waste to MCC
- **Composting Process Management**
 - **Target:** Convert 100% of collected organic waste into compost.
 - **Tasks:** Monitor composting parameters (temperature, moisture) daily. Ensure compliance with local and national composting standards.
- **Compost Packaging and Distribution**
 - **Target:** Package and distribute or sell at least 80% of produced compost monthly.
 - **Tasks:** Develop and implement a distribution plan targeting local farmers and community gardens.

2. Awareness and Community Engagement (below target are indicative it may change as per the requirement)

2.1 Community Awareness Programs

- **Community Workshops and Training**
 - **Target:** Conduct a minimum of **6 awareness activity** per quarter with at least 30 participants each.
 - **Tasks:** Organize and facilitate workshops on waste segregation and recycling best practices.
- **School Engagement Programs**

- **Target:** Conduct at least 4 school programs per quarter, engaging at least 100 students each.
- **Tasks:** Implement educational programs in all local schools within the first year.

2.2 Community Outreach and Engagement

- **Public Meetings and Events**
 - **Target:** Hold at least **4 community meetings** or events per quarter.
 - **Tasks:** Organize events to discuss waste management and gather community input.
- **Local Partnerships**
 - **Target:** Establish partnerships with at least **5 local organizations or businesses** within the first 6 months.
 - **Tasks:** Develop and maintain a list of partners contributing to the waste management goals.

3 Reporting and Monitoring

- **Monthly and Quarterly Reports**
 - **Target:** Submit detailed operational reports within 10 days after the end of each month/quarter.
 - **Tasks:** Compile data on waste processing, community engagement activities, and facility maintenance through digital CEE dashboards.
- **Annual Summary Reports**
 - **Target:** Provide a comprehensive annual report summarizing all activities and outcomes.
 - **Tasks:** Review and summarize the year's operations, achievements, and challenges.

4. Deliverables and Milestones

Milestone	Completion Date	Quantifiable Target
Operational Plan Submission for December 2024 – March 2025	[Within 2 weeks]	Detailed plans for MRF and composting operations.
Initial Operations	[Within 1 month]	Facilities operational, processing waste daily.
Commencement of Awareness Activities	[Within 1 month]	First set of IEC materials distributed.
Monthly Report	[End of every month]	Comprehensive report covering all activities.
Quarterly Review and Adjustments	[Every 3 months]	Quarterly performance reviews and adjustments.
Annual Summary and Impact Assessment	[End of first year]	Annual report detailing full year's activities and impact.

Annexure III
Cost Template

(All cost will be GST including)

S. No.	Activity	Sub activity	Bid Price (A=B+C)	Project Cost (B)			Cofinancing Cost (C)
				2024-25	2025-26	2026-27	
1	MRF & composting Operation	Clearance/Approval for MRF & composting facility from SPCB, DIC, others for CTE and CTO. This is legal fees for processing the approvals			NA	NA	
		Adequate signage of safety, process advisory, project information and emergency response, and other relevant posters on site,			NA	NA	
		Water Cooler, amenities for SHG members/Safai Mitras			NA	NA	
		Repairs and upkeep of spares and Inflationary expenses for MRF & compost facility per year.		NA			
	Total						
2	Human Resource for service provider	Field Project Coordinator for the Service provider for IEC, awareness campaigns and overall coordination					
		Monitoring & Communication Associate					
		Account Associate					
		Associate for integrating Informal sector					
		Muqaddam for supervising the Waste Collectors in the wards for operations for the Service provider					
		SHG members/Safai Mitras for collection, packaging, loading at Centre, Operating at Phatka machine, Shredding machine, Air blower (5 No.) for the Service provider					
	Total						
3	Safety & Protection	Purchase of dress, gloves, boots, masks, bins to be sourced. Also on emergency preparedness, fire safety, Covid19 compliances, etc.					
		Insurance of Plant, Machinery and working staff for fire, cyclones; and any other factors to supported un-interrupted					

S. No.	Activity	Sub activity	Bid Price (A=B+C)	Project Cost (B)			Cofinancing Cost (C)
				2024-25	2025-26	2026-27	
		works at the MRF					
		6 nos. sand buckets 9 kg each, 3 nos., 4.5 Kg each CO2 type fire extinguishers, 3 nos. 9 Kg ABC type fire extinguishers, 2000 Litres freshwater tank with tap				NA	
	Total						
4	SHG formation & Integration	Establish linkage Villages/Panchayats (new or existing) for regular collection of segregated plastic waste and Initiate formation of SHGs through meetings, discussions, events, etc. (At least 50 SHGs to be onboarded)					
		Health camps to be conducted (at least 4 per annum or 1 per quarter)					
		Award, Competition certificate function at SHGs at Village, panchayat, and block levels in the area (2 every year)		NA			
	Total						
5	IEC AND RELATED SUPPORT	Meetings/ Discussions (12 formal meetings with Government officials)					
		Exposure Visit (2 exposure/year visits of government officials / stakeholders to other project locations and recyclers)				NA	
		Workshops with Village, Panchayat & Block Level Officials, SBM in charge, Sarpanches (2 Workshops/year with Government stakeholders (district and/or state govt.))					
		Events/ drives/ Rallies in schools, villages, panchayats (2 event /year)					
		Branding at MRF & composting facility (minimum 15 flex boards with iron frame of 8ft * 10 ft) board will contain the Processes, operational activity, machinery details, communication, integration & plastic recycling ecosystem development					NA

S. No.	Activity	Sub activity	Bid Price (A=B+C)	Project Cost (B)			Cofinancing Cost (C)
				2024-25	2025-26	2026-27	
		IEC materials developed after approvals from the Project (ID cards to be issued, Pamphlets, Leaflets, Other creative materials, social media posts, success stories, etc. (Yearly))					
	Total						
6	Capacity Building & Awareness Program	Conduct training programs for Safaimitras. One training every 4 months for 1 & 2 year				NA	
		Conduct training programs for resident & employee to enable source segregation One training every quarter for 2 year				NA	
		Conduct spot painting, essay/slogan, walkathons, plogging, plays, debates, wall paintings, and competitions. every other month					
	Total						
Grand Total				11,00,000	24,00,000	21,00,000	

NA: Not applicable

Annexure IV

Roles and Responsibilities

Service Provider (SP)

- i. The SP will maintain good relations with all stakeholders for sustainable implementation of activities using participatory and gender sensitive tools. Also, maintain good relationships with local and state authorities e.g., state pollution boards; ZP, DRDA, SBM (G), rural/urban local bodies, state environment departments etc. and have an exceptional track record with the waste collectors, related CBOs/NGOs, communities of practice in the community development, Behaviour Change Communications (BCC) and Information, Education and Communications (IEC) processes and systems
- ii. The SP with directions from CEE to ensure proper monitoring for each activity as per the budgets and meeting the desired deliverables at all levels and reporting back to the DRDA/ZP, and SBM(G), Govt of Maharashtra, CEE project units as per required systems.
- iii. The SP will ensure assets operations and maintenance and insurance of machines at MRF & MCC. However, the assets at MRF & MCC shall remain the property of CEE till such time it is not handed over to Gram Panchayat / SP after the agreed timeframe.
- iv. The SP will also ensure the insurance of all the people working at the MRF & MCC at the plant and machinery in operations.
- v. The SP with guidance from CEE on systemic approaches will ensure Standard rate cards for all Purchase and Sale waste categories to be displayed at the MRF gate and in the facility. This would help waste pickers, citizens, scrap dealers to walk in and sell their waste. Also, CEE will guide the SP to ensure all standard Safety parameters (ISO marked fire extinguisher, etc.) to be placed and adhered too.
- vi. The SP will take the timely, appropriate and necessary approvals from CEE, the District Industries Centre, State Pollution Control Boards, State environment, rural departments, tourism department, etc. (if required) to run the MRF & MCC etc.
- vii. The SP will engage with citizen community of the Shirwal Gram Panchayat and spread the message on segregation, dry waste recycling and build a volunteering community to take the idea to the masses.
- viii. The SP will meet all the electricity and water expenses for running the MRF & MCC and other aspects on monthly basis.
- ix. The SP to keep all the activities physical and financial records in a more systems approach. Keeping all financial systems in place. A Utilization Certificate format (will be shared) to be used for all expenditures and approval of proposals. Ledgers will be maintained by the SP at all levels for all expenditures budget head wise. All convergence and co-finances should be included separately in the UC.
- x. The SP will be responsible for daily routine operations, the institutionalization of the waste pickers at the MRF & MCC, data management, and meeting the defined deliverables of the project.
- xi. The SP will ensure co-financing generated in the project both in-cash and in-kind.
- xii. The SP will have a local official as its nodal person/institution to exchange information related to project activities to concerned stakeholders.

- xiii. The SP will be responsible for achieving sustained operations and maintenance of the MRF. This will ensure the purchase of all types of materials at the MRF & MCC for its various operations.
- xiv. The SP will ensure desired capacity-building programs for different stakeholders on plastic waste management targeting the media, SBM teams, Cluster coordinators, Sarpanches and the women SHGs, Youth clubs, educational centre, social clubs etc.
- xv. The service provider shall be responsible for determining the purchase price, enter contracts for the supply of different grades of plastics & other recyclable dry waste with the recyclers including its transport and establish linkages with cement plants for non-recyclable waste.
- xvi. The SP shall ensure minimum materials go to the landfill sites/dumping yards.
- xvii. The SP will obtain all necessary permissions for transboundary movement originating from MRF.
- xviii. The SP will comply and follow the Solid Waste Management Rule 2016, 2018 Plastic Waste Management Rules 2016, 2018, 2022 and other applicable rules & laws as made applicable by Govt. of India or Govt. of Maharashtra from time to time.
- xix. The SP will create traceability and transparency in all its operations; and reporting of plastic waste footprint and impacts achieved through a holistic strategy targeting all stages of the plastic supply chain; designing a plastic credits scheme so that they assist companies to comply with EPR schemes.
- xx. The SP after the completion date of the project, unless and otherwise extended will give all machines etc. in the MRF facility to the Gram Panchayat or as mutually agreed; to run the Centre profitably.
- xxi. The SP through will develop and execute business model for non-biodegradable waste management including plastic waste so that MRF will work as a sustainable enterprise.
- xxii. The SP will provide Dress, safety jackets, goggles, helmets, gloves and safety shoes to the working inside the Material recycling centre.
- xxiii. The SP will bear all the related expenditures for the segregation, sorting of different fractions of waste at the MRF Site and also transportation of the materials to either Recyclers, Cement Co Processing plants or as the case be.
- xxiv. The SP will keep all the proper accounting and systems under the direction of CEE for all the sale proceeds of the materials (income expenditures monthly statements; this is also necessary to have the sustainability in place).
- xxv. Any Other activity as desired by CEE to meet the objectives of the project to be undertaken as directed by the project.

Contracting Authority (CEE)

- Oversee overall project implementation.
- Provide support and resources to the service provider.
- Regularly monitor and evaluate the service provider's performance.
- Facilitate community participation and feedback collection.

Annexure V

INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF PROPOSALS STATEMENT OF CONFIRMATION

On behalf of (**Declarant**), I confirm that:

- a. **Declarant** has the legal ability to enter into contracts with Centre for Environment Education (CEE) for the supply of equipment, services, or work.
- b. **Declarant** has not been in any situation that could create a conflict of interest, including:
 - i. None of **Declarant's** key personnel has a financial, family, or employment relationship with CEE personnel, including any experts or consultants involved in this project.
 - ii. No fees, gifts, or any other payments (except those in the proposal) have been given or promised in connection with this procurement process.
 - iii. **Declarant** has not helped prepare any part of this procurement process or its documents.
 - iv. **Declarant** does not control, is not controlled by, and is not under common control with any other bidder.
 - v. **Declarant** has not received any support from another bidder.
 - vi. **Declarant** does not share a legal representative with another bidder.
 - vii. **Declarant** does not have a relationship with another bidder that could influence the bidding process.
 - viii. **Declarant** has not submitted more than one bid for this process.
 - ix. **Declarant** is not involved in any other situation that could create a conflict of interest that might influence its responsibilities or violate laws and regulations.