

Request for Quotation (RFQ) for Construction and Erection with complete electrical work of Shed and other civil work for Material Recovery Facility, Guwahati, Assam

1. Introduction

The Centre for Environment Education (CEE), funded by the HDFC Bank under the "Rural & Urban Landscape Free of Dry & Plastic Waste" project, invites qualified contractors to submit Quotation for the construction and erection with complete electrical work of shed and other civil work at the **Material Recovery Facility (MRF), Guwahati, Assam**. This facility is crucial to enhance waste management in Guwahati. The project aims to promote environmental sustainability and improve waste recovery infrastructure in the community.

2. Scope of Work:

- Construction and erection of a shed and other civil work at the Material Recovery Facility (MRF).
- Work must adhere to the design specifications provided and Bill of Quantities (BOQ).

3. Submission Guidelines

Interested parties are requested to submit a comprehensive quotation that includes the following:

I. Technical Proposal:

- Detailed **project plan and timeline**.
- Quality assurance and quality control measures.
- Compliance with design specifications and BOQ (attached).

II. Financial Proposal:

- Detailed cost breakdown including labor, materials, equipment, and any other expenses.
- The rates quoted shall be in Indian Rupees and shall be inclusive of all taxes, duties, and levies as applicable up to the completion of the job.
- Payment schedule aligned with project milestones.
- Any other terms or conditions (CEE may reserve the right to consider or not).

III. Qualifications and Experience:

- Company profile includes papers and experience in the construction of at least **one such shed or similar projects in the last 3 (three) years**.
- Resume of key personnel involved in the project.

IV. Legal and Compliance:

- Compliance with local and national regulations.
- Copy of registration certificate under income tax and GST (If applicable),
- Copy of last three years' income tax return,
- Copy of the last two GST returns,

- Copy of address proof.

4. Duration: The duration of said work in the attached Annexures shall be till 15th March 2025.

5. Payment Terms & Conditions: The tentative payment schedule is as follows:

- CEE shall, upon a written request by the Vendor, allow maximum 40 % of the total Contract amount, after start of work, submission of work plan & material arrival & verified by CEE consultant/ official (architect/engineer).
- The vendor may submit a request for payment to be paid by Centre on completion of civil work up to the walls of the shed and foundation work and starting erection of the MS poles and fabrication of trusses for roof, and we may allow 40% of the total Contract amount and certification of work done by Centre's consultant/ official (architect/engineer).
- Progress payment (remaining 20%) shall be adjusted by deducting the amount in Final Bill payment.

6. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Technical expertise and experience in similar projects.
- Quality of the proposed project plan in the timelines.
- Compliance with the design provided and BOQ.
- Cost-effectiveness and financial feasibility.
- References and past performance.

7. Proposal Submission

Submission Deadline: **February 20, 2025 (Thursday), by 5 PM.**

Proposals must be sent to **Email:** [purchase@ceeindia.org] pdf titled as "Proposal for Construction and Erection of Shed and other civil works at the MRF - Guwahati" as an attachment.

All proposals must be received by the submission date and time. **Late submissions will not be considered.**

8. RFP Attachments

- Design specifications.
- Bill of Quantities (BOQ).

9. Terms and Conditions

- CEE reserves the right to accept or reject any or all proposals without assigning any reason.
- All costs associated with the preparation and submission of the proposal shall be borne by the bidder.
- The contract will be awarded to the bidder whose proposal is deemed to be in the best interest of the project and CEE.
- All work must comply with the relevant safety and environmental regulations.
- The rates quoted shall be in Indian Rupees and shall be inclusive of all taxes, duties, and levies as applicable up to the completion of the job. Any increase in

the rates will not be allowed. Base cost and rate of taxes charged should be clearly mentioned.

- Ensure **insurance coverage of self, materials and people working on site. (Once work allotted).**

We look forward to receiving your proposals and working together to contribute to the project.

Attachments:

1. Design Specifications [Attach PDF]
2. Bill of Quantities (BOQ) [Attach PDF]

Proposal Evaluation Criteria Matrix for Construction and Erection of Shed and other civil work for Material Recovery Facility, Guwahati, Assam

Evaluation Criteria	Sub-Criteria	Maximum Score	Weighted Score
1. Technical Proposal			
- Project Plan and Timeline	Feasibility, detail, and alignment with project goals	20	
- Design and BOQ Compliance	Adherence to provided design specifications and BOQ	10	
2. Financial Proposal			
- Cost Breakdown	Detailed and justified cost structure	30	
3. Qualifications and Experience			
- Company Profile	Experience and expertise in similar projects	20	
- References and Past Performance	Track record of successfully completed projects, Experience of key personnel in similar projects	20	
Total		100	