REQUEST FOR EMPANELMENT

FOR

Project Implementation Units (PIUs) for deployment of technologies under Waste to Wealth Mission

Dated: 11 January 2022

Invest India

A joint venture between the Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Industry Associations and State Governments of India
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Disclaimer

1. This Request for Empanelment (“RFE”) is issued by Invest India, a joint venture between the Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Industry Associations, and State Governments of India.

2. The information contained in this RFE or subsequently provided to bidders, whether verbally or in documentary or any other form by or on behalf of Invest India or any of its employees or advisors, is provided on the terms and conditions set out in this RFE.

3. This RFE is not a contract and is not an offer by Invest India to the prospective bidders or any other person. The purpose of this RFE is to provide interested parties with information that may be useful to them in the formulation of their proposals pursuant to this RFE. This RFE includes statements, which reflect various assumptions and assessments arrived at by Invest India, concerning the project. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This RFE may not be appropriate for all persons, and it is not possible for Invest India, its employees or advisers to consider the objectives, technical expertise and particular needs of each party, who reads or uses this RFE. The assumptions, assessments, statements and information contained in this RFE may not be complete, accurate, adequate or correct. Each bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFE and obtain independent advice from appropriate sources.
4. Information provided in this RFE to the bidders is on a wide range of matters and is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Invest India accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the laws expressed herein. Invest India, its employees and advisers make no representation or warranties and shall have no liability to any person including any bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, claims, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFE or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFE and any assessment, assumption, statement or information contained herein or deemed to form part of this RFE or arising in any way in this selection process. Invest India accepts no liability of any nature, whether resulting from negligence or otherwise, however, caused, arising from reliance of any bidder upon the statements contained in this RFE.

5. Invest India is entitled, in its absolute discretion, but without being under any obligation, to update, amend or supplement the information, assessment or assumption contained in this RFE. The issue of this RFE does not imply that Invest India is bound to select a bidder or to appoint the selected bidder for this project and Invest India reserves the right to reject all or any of the proposals of any bidder, without assigning any reason whatsoever.

6. Invest India or its authorized officers/representatives/advisors reserve the right, without prior notice, to change the procedure for the selection of the selected bidder or terminate discussions and the delivery of information at any time before the signing of any agreement for the project, without assigning reasons thereof.

7. The RFE does not address concerns relating to diverse investment objectives, financial situation, and particular needs of any party. The RFE is not intended to provide the basis for any investment decision and each bidder must make its / their own independent assessment in respect of various aspects of the techno-economic feasibilities of the project. No person has been authorized by Invest India to give any information or to make any representation not contained in the RFE.

8. Invest India may terminate the bid process at any time and without assigning any reason and makes no commitments, express or implied, that this process will result in a business transaction with anyone.
SECTION 1: LETTER OF INVITATION
Dear Sir,

**Invest India** invites proposals for **Empanelment of Project Implementation Units (PIUs) for deployment of technologies under Waste to Wealth Mission.**

A bidder will be selected basis Technical Evaluation criteria and as per procedures described in this RFE.

The content of this RFE enlists the requirements of Invest India. The RFE includes the following sections:

Section 1 - Letter of Invitation

Section 2 - Instructions to Bidders (including Data Sheet and pre-qualification criteria)

Section 3 - Technical Proposal - Standard Forms

Section 4 - Terms of Reference

1. Bidders are advised to study this RFE document carefully before submitting their proposals. Submission of a proposal in response to this RFE shall be deemed to have been done after careful study and examination of this document with the full understanding of its terms, conditions, and implications.

2. All interested agencies should inform (within 1 week (7 days) of the date of release of RFE) the concerned officer at Invest India:

   2.1 That it will submit a proposal

   2.2 That it will attend the pre-bid conference as per the defined schedule

3. You are requested to intimate your interest to participate in the project/submission of the bid to Invest India in accordance with the timelines set out in the RFE (Important Dates), to the following:

   **Saurabh Dutta**
   M: +91 9205 799 855
   E: procurement@investindia.org.in
   Cc: saurabh.dutta@investindia.org.in & wastetoweealth.team@investindia.org.in
4. This Request for Empanelment is a document for empanelment of Agencies. This empanelment would not be binding on Invest India in any manner whatsoever. Invest India reserves the right to update, amend and supplement the information in this document including the qualification process before the last date and time of receipt of bids.

5. Please note that on account of the outbreak of the COVID-19 pandemic, the entire bid submission and evaluation process (including but not limited to the pre-bid conference) as set out in the RFE may be held electronically and by virtual means/video conferencing, in accordance with the terms of this RFE and the instructions issued by Invest India from time to time.

Yours faithfully,

Deepak Bagla

CEO and MD

Invest India
SECTION 2: INSTRUCTIONS TO BIDDERS
Important Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>RFE Issue Date</td>
<td>11/01/2022</td>
</tr>
<tr>
<td>Pre-Bid Meeting</td>
<td>19/01/2022</td>
</tr>
<tr>
<td>Last Date for Query Submission</td>
<td>21/01/2022</td>
</tr>
<tr>
<td>Last Date for Bid Submission</td>
<td>07/02/2022</td>
</tr>
<tr>
<td>Pre-Qualification &amp; Technical Bid Opening</td>
<td>09/02/2022</td>
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<tr>
<td>Technical Solution Presentation &amp; Evaluation</td>
<td>15/02/2022 – 16/02/2022</td>
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<tr>
<td>Declaration of Results</td>
<td>18/02/2022</td>
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*Please note that the above-mentioned dates are tentative in nature and may change. Please visit the Tenders page on Invest India website for the latest updated information regarding the schedule and the corrigendum (https://www.investindia.gov.in/request-for-proposal)
**Data Sheet**

<table>
<thead>
<tr>
<th></th>
<th>Name of the client:</th>
<th>Invest India. Invest India is the National Investment Promotion and Facilitation Agency of India and acts as the first point of reference for investors in India.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Method of selection:</td>
<td>Technical Evaluation Based System (TEBS)</td>
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| 2 | Documents part of RFE: | The RFE consists of the following: Disclaimer  
Section 1 –The Letter of Invitation  
Section 2 - Instructions to Bidders  
Section 3 - Technical Proposal - Standard Forms  
Section 4 - Terms of Reference |
| 3 | Availability of RFE and related documents | [https://www.investindia.gov.in/request-for-proposal](https://www.investindia.gov.in/request-for-proposal) |
| 4 | Pre-Qualification Criteria | a. The Agency should be a company registered in India under the Companies Act, 2013 or a partnership firm registered under the Indian Partnership Act 1932 or LLP registered under LLP Act 2008 with their registered office in India.  
Copy of Certificate of Incorporation/Registration / MoA as applicable |
b. The Agency should have a valid PAN and GST in India
Copy of PAN card and Goods & Service Tax Registration certificate

c. The Agency should have a minimum average annual turnover of Rs. 1.0 Crore (Rupees One Crore) during the last three financial years (i.e. 2017-18, 2018-19 & 2019-20)**

d. The agency should be an engineering firm with project management/consulting experience in technologies for management of solid waste such as municipal solid waste, plastic waste, Agri-waste, E-waste, Bio-waste, C&D waste, wastewater management, and air pollution mitigation, and working experience with local administrations at ground level for a period of minimum 5 years. (Refer to TOR in Section 4)**
Work Order / Completion Certificate / Letter of Award / Sanction Order.

e. Experience as a Project Implementation/ Management Unit/ Consultant for Government of India flagship projects like Swachh Bharat Mission, Smart City Mission, AMRUT and other major GoI schemes across various
locations in India. (Minimum 2 projects of value INR 25 lakhs each)**

Work Order / Completion Certificate / Letter of Award / Sanction Order to be provided.

f. Experience in site identification, finalization, and deployment of various projects by EPC/ PPP contractors across various locations in India. (Minimum 2 projects of value INR 25 lakhs each)**

Work Order / Completion Certificate / Letter of Award / Sanction Order to be provided.

g. Experience in preparation of detailed project report, RFPs/ tender specification, and on-boarding executing partner (contractors/ technology providers) across various locations in India. (Minimum 2 projects of value INR 25 lakhs each)**

Work Order / Completion Certificate / Letter of Award / Sanction Order to be provided.

h. The Agency should not have been blacklisted/terminated/debarred by central / state Government departments / undertakings.

No Conviction Certificate duly signed on the Agencies Letter Head and Stamped.
i. The Agency must be based out of India and in operation for a minimum of 5 years as the 31st December 2021.**

Copy of utility bills/lease agreements/current bank statement mentioning address.

j. Copy of Bid Processing Fees. ***

Transaction receipt or NEFT/RTGS details.

k. Copy of Bid Security Declaration

Copy of the declaration as provided in the Tech Form.

l. Integrity Pact

Copy of Integrity Pact duly filled as provided in Appendix – A.

**[DPIIT Recognized Startups are exempt from this criterion]

***[NSIC & MSME Certificate Holder/UDYAM are exempt from this criterion]

[Startup Recognition certificate required wherever an agency is claiming exemptions as a Startup]

Documentary proof with respect to the pre-qualification criteria is essential without which the proposal will be rejected. Technical evaluation will be done only for the bidders satisfying the pre-qualification criteria.
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<td>5.</td>
<td><strong>Bid Processing Fees &amp; Bid Security Declaration</strong></td>
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|   |   | **A/c Name: INVEST INDIA MAIN**  
|   |   | **A/C No: 36138654214**  
|   |   | **IFSC Code: SBIN0004208 (0-ZERO)**  
|   |   | **Name of the Bank & Address: State Bank of India, PBB**  
|   |   | **Janakpuri Pankha road, New Delhi, 110058**  
|   |   | [NSIC & MSME/ UDYAM Certificate Holders are exempt from Bid Processing Fees]  
|   |   | The bidder must also submit a bid security declaration *on company’s letterhead signed by authorized representative* in lieu of EMD to comply and adhere with all terms and conditions of the RFE along with the Technical Proposal. |
| 6. | **Technical Proposals requested:** | As per Section 3 of the RFE. |
| 7. | **Name, objectives, and description of the assignment:** | As detailed in Terms of Reference (Section 4) |
| 8. | **Pre-bid conference:** | Date: 19/01/2022  
|   |   | Time: 3 PM  
|   |   | Mode: Virtual Meeting |
| 9. | **Clauses on fraud and corruption in the RFE:** | Clause 2.1.8 of the RFE |
| 10. | **Address for requesting clarification and submission of any other information in accordance with the terms of the RFE** | Saurabh Dutta  
| |   | Invest India  
| |   | Vigyan Bhawan Annexe  
| |   | Maulana Azad Road | New Delhi  
| |   | 110011  
| |   | M: +91 9205 799 855 |
11. Address to submit the proposal by the service provider is:
The bid will be submitted virtually. Kindly refer to the section 2.1.54 (Submission, Receipt, and Opening of Proposals) for bid submission process details

12. Language(s) of the submitted proposals: English
The Contract to be signed with the successful Agency shall be written in the English language, which shall be the language that shall govern the contractual relations between Invest India and the successful Agency.

13. Proposals must remain valid until:
   Date: 07/06/2022
   Time: 11.59 PM

14. Proposals submission date:
   Please refer to the section: Important Dates

15. Pre-Qualification & Technical Proposal Opening
   Please refer to the section: Important Dates

16. Technical Proposal Evaluation
   Please refer to the section: Important Dates

17. Evaluation of Technical Bid shall be as per the below-mentioned criteria.
   A minimum of 70 marks out of 100 in technical evaluation is required to be obtained to qualify for a Empanelment.

18. | Technical Evaluation Criteria                                      | Maximum Marks |
    | Average annual turnover of the Firm during the last three          | 5             |
financial years (i.e. 2017-18, 2018-19 & 2019-20):##

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<tr>
<td>a)</td>
<td>INR 1.0 Crore – 3 marks</td>
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<td>b)</td>
<td>&gt; INR 1.01 Crores – 5 marks</td>
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Experience as a Project Implementation/ Management Unit/ Consultant for Government of India flagship projects like Swachh Bharat Mission, Smart City Mission, AMRUT and other major GoI schemes across different locations in India:##

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<td>(a) 2 projects – <strong>5 marks</strong></td>
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<td>(b) 3-5 projects – <strong>7 marks</strong></td>
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<td>(c) 6 or more projects – <strong>10 marks</strong></td>
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Each project value should be minimum INR 25 lakhs

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Experience in site identification, topographical surveys, baseline surveys, site preparation, and deployment of various projects by EPC/ PPP contractors across different locations in India:##

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Experience in preparation of detailed project report, RFPs/ tenders and on-boarding executing partner (contractors/ technology providers) across different locations in India:##

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Team Composition (Curriculum vitae of team members attested by the HR department on Company Letterhead/ EPF or ESIC records of team members to be provided):

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<td>(a) Team leader/ project director (B.E. Civil/Mechanical/Environmental) with minimum 15 years’ experience (1 no.) – <strong>6 marks</strong></td>
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<td>(b) Technical experts (Graduate in engineering with more than 8 years of experience in waste...</td>
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management – air, water & solid waste) – availability in all zones in India (North, South, East, West and North-East), (4 nos.) 1 for each zone – 6 marks

(c) IEC Experts (Graduate with experience of more than 8 years in social & community management) – availability for all zones in India (North, South, East, West and North-East), (4 nos.) 1 for each zone – 6 marks

(d) WASH experts (Graduate in engineering with 5 years’ experience in water & sanitation) – availability for all zones in India (North, South, East, West and North-East), (4 nos.) 1 for each zone – 6 marks

(e) Solid waste management experts (Graduate in engineering with 5 years’ experience in solid waste management) – availability for all zones in India (North, South, East, West and North-East), (4 nos.) 1 for each zone – 6 marks

(f) Air pollution experts (Graduate in engineering with 5 years’ experience in air pollution management) – availability for all zones in India (North, South, East, West and North-East), (4 nos.) 1 for each zone – 5 marks

Technical Presentation: Bidder(s) satisfying the pre-qualification criteria shall be required to make a detailed presentation on the following:

a. Understanding of TOR (5 marks)  

b. Approach, Methodology and Work Plan (20 marks)  

c. Organization and Staffing (5 marks)  

Total  

##Note: DPIIT recognized startups seeking exemptions to please refer clause 2.1.63 under “Evaluation of Technical Proposal”.  

19. Period of Engagement  
   2 years initially  
   The engagement period may further be extended by a period of additional 2 years
Preface

Invest India is set up as a nonprofit venture under the DPIIT, Ministry of Commerce and Industries, Government of India. Operationalized in early 2010, the Agency has been set up as the dedicated investment promotion agency (IPA) for attracting investments into the country in a structured, focused and comprehensive manner.

**Invest India** is the first point of reference for foreign investors, and investment promotion and facilitation constitute the core mandate of the Agency. Its services include providing quality input and support services to Indian and overseas enterprises — through granulated, sector- and state-specific information, assistance with location identification, the expedition of regulatory approvals, facilitation of meetings with relevant government officials, organization of investment roadshows and roundtables, and aftercare services that include initiating remedial action on problems faced by investors by involving the government department concerned.
Introduction

2.1.1 Invest India named in the Data Sheet will select a bidder in accordance with the method of selection specified in the Data Sheet.

2.1.2 The interested bidders are invited to submit a proposal in two parts - the pre-qualification documents part and the technical part separately, as specified in the Data Sheet, for services required for the assignment named in the Data Sheet. Late bids i.e., bids received after the specified date in the datasheet will not be considered. The Proposals submitted will be the basis for signing the contract with the selected bidder.

2.1.3 The Bidders are required to familiarize themselves with the local conditions and take them into account while preparing their proposals. To obtain first-hand information on the assignment and local conditions, bidders are advised to attend a pre-bid conference as specified in the Data Sheet. Attending the pre-bid conference is optional. Bidders should contact Invest India’s representative named in the Data Sheet to obtain additional information on the pre-bid conference.

2.1.4 Bidders shall bear all costs in connection with the preparation and submission of their proposals, attending the pre-bid conference, etc.

2.1.5 Invest India may accept or reject any proposal at its discretion and may ask for any additional information or vary its requirements, add to, or amend the terms, procedure and protocol set out in RFE for bonafide reasons, which will be notified to all the Bidders invited to tender. Further, Invest India hereby reserves its right to annul the selection process at any time before the contract award without incurring any liability towards the Tenderers.

Documents part of RFE

2.1.6 The Request for Empanelment (RFE) document for the project consists of the following sections:

Section 1 - Letter of Invitation
Section 2 - Instructions to Bidders (including Data Sheet)

Section 3 - Technical Proposal - Standard Forms

Section 4 - Terms of Reference

2.1.7 The prospective bidders are expected to examine all instructions, forms, terms, requirements, and other information in the RFE documents. Failure to furnish all information required as mentioned in the RFE documents or submission of a proposal not substantially responsive to the RFE documents in every respect will be at the prospective bidder’s risk and may result in rejection of the proposal.

**Fraud / Corruption**

2.1.8 Invest India requires that the bidders participating in the selection process adhere to the highest ethical standards, both during the selection process and throughout the execution of the Contract. In pursuance of this policy, Invest India defines, for the purpose of this paragraph, the terms set forth as applicable to both the parties:

2.1.9 “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value (whether in cash or kind) to influence the action of a public official in the selection process or Contract execution.

2.1.10 “fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract.

2.1.11 “collusive practices” means a scheme or arrangement between two or more bidders with or without the knowledge of Invest India, designed to establish prices at artificial, non-competitive levels.

2.1.12 “Coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process or affect the execution of a contract.

2.1.13 Invest India will reject a proposal for award if it comes to know that the bidder
recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract in question; and

2.1.14 Bidders shall be aware of the provisions on fraud and corruption prescribed in the specific clauses in the General Conditions of Contract while executing the same.

2.1.15 Bidders shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal with details of name and address of agents, amount, and purpose, during contract execution.

**Only one Proposal**

2.1.16 Bidders will submit only one proposal. If a Bidder submits or participates in more than one proposal, all such proposals shall be disqualified.

**Proposal Validity**

2.1.17 The Data Sheet indicates how long Bidders’ proposals must remain valid after the submission date. During this period, Bidders shall ensure the availability of professional staff nominated in the Proposal. Should the need arise, **Invest India** may request Bidders to extend the validity period of their proposal. Bidders who agree to such extension shall confirm that they maintain the availability of the professional staff nominated in the Proposal, or their confirmation of the extension of validity of the Proposal, Bidders could submit new staff in replacement, which would be considered in the final evaluation for Contract award. Bidders, who do not agree, have the right to refuse to extend the validity of their proposals.

**Clarification and Amendment of RFE Documents**

2.1.18 Bidders may request for clarifications on any part of the RFE documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to **Invest India**’s address indicated in the Data Sheet. **Invest India** will respond in writing, or by standard electronic means (including an explanation of the query but without identifying the source
of inquiry) to all Bidders. Should Invest India deem it necessary to amend the RFE as a result of a clarification, it shall do so by the following procedure.

2.1.19 At any time before the submission of Proposals, Invest India may amend the RFE by issuing an addendum in writing or by standard electronic means. The addendum shall be uploaded on the Invest India website and will be binding on them. To give Bidders reasonable time in which to take an amendment into account in their Proposals, Invest India may, if the amendment is substantial, extend the deadline for the submission of Proposals.

2.1.20 Pre-bid conference: Pre-bid conference will be held as specified in the Data Sheet for clarifying issues and doubts, if any, concerning the subject matter of study. Inputs from the prospective bidders will also be sought if considered necessary.

Preparation of Proposals

2.1.21 The Proposal as well as all related correspondence exchanged by the bidders and Invest India, shall be written in the language(s) specified in the Data Sheet.

2.1.22 In preparing their Proposal, bidders are expected to examine in detail all the documents comprising the RFE. Material deficiencies in providing the information requested may result in rejection of a Proposal.

2.1.23 Language: Documents to be issued by the bidders, as part of this assignment must be in English.

2.1.24 The Bid may be signed either by the Principal Officer of the Agency or his duly Authorized Representative, in which case the bid shall be accompanied by a certificate of authority. A bid which does not fulfill this criterion will be treated as non-est and will be liable to be rejected.
Bid Processing Fees & Bid Security Declaration

2.1.25 The Bidders must submit a bid security declaration (on company’s letterhead signed by authorized representative) in lieu of EMD to comply and adhere with all terms and conditions of the RFE along with a Technical proposal.

2.1.26 In case the bidder fails to adhere to the rules and procedure of the RFE, Invest India reserves the right to debar the bidder from any future bidding process at Invest India for a period of 2 years.

2.1.27 All Bidders must submit a non refundable fees of INR. 10,000 + 18% GST = 11,800 as bid processing fees in Indian Rupees in the form of NEFT/RTGS NEFT details given below.

A/c Name: INVEST INDIA MAIN
A/C No: 36138654214
IFSC Code: SBIN0004208 (0-ZERO)
Name of the Bank & Address: State Bank of India,
PBB Janakpuri Pankha road, New Delhi, 110058
[NSIC & MSME/ UDYAM Certificate Holders are exempt from Bid Processing Fees]

2.1.28 Proposals not accompanied with a bid security declaration and bid processing fees shall not be considered for evaluation.

Pre-Qualification Criteria

2.1.29 A pre-qualification criterion will be applied to short-list the bidders for technical evaluation. The criteria along with the supporting documents required are listed below:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Pre-Qualification Criteria</th>
<th>Supporting Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The Agency should be a company registered in India under the Companies Act, 2013 or a partnership firm registered under the Indian Partnership Act 1932 or LLP registered under LLP Act 2008 with their registered office in India.</td>
<td>Copy of Certificate of Incorporation/ Registration / MoA as applicable</td>
</tr>
</tbody>
</table>
2. The Agency should have a valid PAN and GST in India
   - Copy of PAN card and Goods & Service Tax Registration certificate

3. The Agency should have a minimum average annual turnover of Rs. 1.0 Crore (Rupees One Crore) during the last three financial years (i.e. 2017-18, 2018-19 & 2019-20)**

4. The Agency must be based out of India and in operation for a minimum of 5 years as the 31st December 2021.**
   - Copy of utility bills/lease agreements/ current bank statement mentioning address.

5. Experience as a Project Implementation/ Management Unit/ Consultant for Government of India flagship projects like Swachh Bharat Mission, Smart City Mission, AMRUT and other major GoI schemes. (Minimum 2 projects of INR 25 lakhs each)**
   - Work Order / Completion Certificate / Letter of Award / Sanction Order.

6. Experience in site identification, finalization, and deployment of various projects by EPC/ PPP contractors. (Minimum 2 projects of INR 25 lakhs each)**
   - Work Order / Completion Certificate / Letter of Award / Sanction Order.

7. The agency should be an engineering firm with project management/ consulting experience in technologies for management of solid waste such as municipal solid waste, plastic waste, Agri-waste, E-waste, Bio-waste, C&D waste, wastewater management, and air pollution mitigation, and working experience with local administrations at ground level for a period of minimum 5 years..**
   - Work Order / Completion Certificate / Letter of Award / Sanction Order.

8. Experience in preparation of detailed project report, RFPs/ tender specification, and on-boarding executing partner (contractors/ technology providers). (Minimum 2 projects of INR 25 lakhs each)**
   - Work Order / Completion Certificate / Letter of Award / Sanction Order.

9. The Agency should not have been blacklisted/terminated/debarred by central / state Government departments / undertakings.
   - No Conviction Certificate duly signed on the Agencies Letter Head and Stamped.

10. Bid Processing Fees***
    - Copy of receipt or certificate

11. Bid Security Declaration
    - Form duly signed by authorized representative issued on company letterhead.

12. Integrity Pact
    - Copy of Integrity Pact duly filled as provided in Appendix – A.
** [DPIIT Recognized Startups are exempt from this criterion]

***[NSIC & MSME/UDYAM Certificate Holders are exempt from this criterion]

[Startup Recognition certificate required wherever an agency is claiming exemptions as a Startup]

2.1.30 Documentary proof for pre-qualification criteria is essential without which the proposal will be rejected. Technical evaluation will be done only for the bidders who have submitted Bid processing fees, Bid security declaration and are satisfying the above pre-qualification criteria.

**Technical Proposal**

2.1.31 Bidders are required to submit an original Full Technical Proposal in an email to procurement@investindia.org.in and cc: saurabh.dutta@investindia.org.in & wastetowealth.team@investindia.org.in with the subject “Technical Bid - *AGENCY NAME* - Empanelment of Project Implementation Unit (PIU) for deployment of technologies under Waste to Wealth”. The Data Sheet indicates the format of the Technical Proposal to be submitted. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive. The Technical Proposal shall provide the information using the attached Standard Forms (Section 3).

2.1.32 Format of letter to be submitted by the Bidder along with the Proposal (Form TECH-1 of Section 3)

2.1.33 A brief description of the Bidders’ organization and an outline of recent experience of the Bidder, assignments of a similar nature are required in (Form TECH-2 of Section 3). For the assignment, the outline should indicate the names of Professional staff who participated, duration of the assignment, Contract amount, and bidder’s involvement. Information should be provided only for those assignments for which the bidder was earlier awarded Contract as an individual Agency or as a lead partner in a Consortium. Assignments completed by individual Professional staff working privately or through other Companies cannot be claimed as the experience of the bidder, or that of the Agency’s associates, but can be claimed by the Professional staff themselves in their CVs. Bidders should be prepared to substantiate the claimed experience, if so, requested by Invest India.
2.1.34 The team composition by area of expertise, the position that would be assigned to each staff team member, and their tasks (Form TECH-3 of Section 3).

2.1.35 Based on the understanding of the project requirements and operational specifications mentioned in the TOR. The bidder is required to submit a detailed and comprehensive plan basis past experience (if any) in dealing with the present TOR.(Form TECH-4 of Section 3).

2.1.36 Information on conflicting activities, if any, should be given as per Form TECH-5.

2.1.37 The bidders must submit a bid security declaration (on company’s letterhead signed by authorized representative) in lieu of EMD to comply and adhere with all terms and conditions of the RFE as required in (Form TECH-6 of Section 3).

2.1.38 The Technical Proposal shall **NOT** include any financial information. A Technical Proposal containing financial information shall be declared non-responsive and will be rejected.

**Conflict of Interest**

2.1.39 **Invest India**’s policy requires that bidders should provide professional, objective, and impartial advice and at all times hold **Invest India**’s interest’s paramount and strictly avoid conflicts with other assignments or their own corporate interests.

2.1.40 Without limitation on the generality of the foregoing, Companies, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances.

**Conflicting activities**

2.1.41 A firm that has been engaged to provide goods, works, or services for a project, and each of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and each of its affiliates, shall be disqualified from subsequently providing goods, works or services for such preparation or
implementation.

**Conflicting assignments**

2.1.42 Neither consultants (including their personnel and sub-consultants) nor any of their affiliates shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the consultants. As an example, consultants hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and consultants assisting a client in the privatization on public assets shall neither purchase nor advise purchasers of, such assets. Similarly, consultants hired to prepare Terms of Reference (TOR) for an assignment shall not be hired for the assignment in question.

**Ownership Rights**

2.1.43 Ownership of anything (designs, ideas, models, code, data, reports) (a) that is conceived, discovered, developed or otherwise made by a selected bidder, solely or in collaboration with others, in the course of performing the assignment pursuant to the award of Contract under this RFE; or (b) that reflects or contains Invest India’s confidential information; or (c) that forms all or part of a deliverable to be provided by the selected bidder, whether developed as part of the assignment or separately (“Work Product”), will be the sole property of Invest India and Invest India shall have all the rights, title and interests in respect of the same, in accordance with the terms of the Contract. In no event can a selected bidder claim its control or any rights, title or interest over the project deliverables or any Work Product.

**Conflicting relationships**

2.1.44 The bidder (including its personnel) that has a business or family relationship with a member of Invest India’s staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to Invest.
India throughout the selection process and execution of the Contract.

2.1.45 Bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of Invest India, or that may reasonably be perceived as having this effect. Failure to disclose the said situations may lead to the disqualification of the bidder or the termination of its Contract.

Negotiations

2.1.46 Invest India reserves the right to negotiate the Proposal submitted by a bidder in accordance with the appropriate rules and regulation as prescribed by the Government and the process set out thereunder.

Performance security & Corporate Guarantee

2.1.47 For the due performance of the assignment in accordance with the terms and conditions specified, the selected Agency shall on the day or before signing the empanelment which shall not be later than 30 (thirty) days from the issue of the Letter of Empanelment (“LOE”), furnish to Invest India a performance security in the form of a Corporate Guarantee on a ₹ 200 Non Judicial stamp paper for an amount equal to ₹50,000/- which shall be valid for a period of 60 days post completion of Empanelment duration.

2.1.48 The empaneled agency must separately provide a Performance Bank Guarantee (PBG) against the cost mentioned of the issued Work Order/contract to the selected empaneled agency who has been issued work under the empanelment. This PBG shall be valid for a period of 60 days post completion of work order. This performance guarantee will be released 60 days post successful completion of the Work Order.

2.1.49 The Bank Guarantee/s shall be in favor of Invest India, issued by any nationalized or scheduled Indian Bank, approved by the Reserve Bank of India. The Bank Guarantee/s shall be on the Proforma, which shall be furnished by Invest India.

2.1.50 It is expressly understood and agreed that the performance security is intended to secure
performance of entire contract. It is also expressly understood and agreed that the performance security is not intended to cover all the damages detailed / stipulated in various clauses in the Contract document.

2.1.51 Should the assignment period, for whatever reason be extended, the bidder, shall at his own cost, get the validity period of Bank Guarantee in respect of performance security furnished by him extended and shall furnish the extended / revised Bank Guarantee to Invest India before the expiry date of the Bank Guarantee originally furnished.

Confidentiality

2.1.52 Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the Proposals or to other persons not officially concerned with the process. The undue use by any bidder of confidential information related to the process may result in rejection of its Proposal and adversely affect its future prospects.

Authorization of signatory:

2.1.53 The Bid may be signed either by the Principal Officer of the Agency or his duly Authorized Representative, in which case he/she shall submit a certificate of authority. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the Representative or the Principal Officer. The Principal Officer/ authorized representative of the Agency shall sign the proposal and also initial all pages of the original Technical Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been dully authorized to sign. The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the Bidder shall be annexed to the Bid.

Submission, Receipt, and Opening of Proposals

2.1.54 The original proposal need to be submitted via email to procurement@investindia.org.in
2.1.55 It is proposed to have the following E-file System for this bid:

**a. E-file 1:**
i. Bid security declaration

ii. Bid Processing fees of INR 10,000 + 18% = INR 11,800. (Bidders having a valid NSIC certificate will be exempt from Bid Processing Fees.)

iii. Pre-Qualification Proposal and documents in support thereof

**b. E-file 2:**

Technical Proposal

2.1.56 Details of the contents of the envelopes are given in the following table:
The Bidder must submit a bid security declaration and non refundable bid processing fees of INR 10,000 + 18% = 11,800 in Indian Rupees in the form of NEFT/RTGS [NSIC Certificate Holders & MSME Certificate Holders are exempt from this criterion]

NEFT details given below.

A/c Name: INVEST INDIA MAIN
A/C No: 36138654214
IFSC Code: SBIN0004208 (0-ZERO)

Name of the Bank & Address: State Bank of India, PBB
Janakpuri Pankha road, New Delhi, 110058

A soft copy of the same must be attached with the proposal.

Saurabh Dutta
Invest India
Vigyan Bhawan Annexe
Maulana Azad Road | New Delhi 110011
M: +91 9205 799 855

• The Pre-Qualification Proposal shall be prepared in accordance with the requirements specified in section 2.1.29 of this RFE. The Pre-Qualification Proposal should be submitted in softcopy The words “Pre-Qualification Proposal Empanelment of Project Implementation Unit (PIU) for deployment of technologies under Waste to Wealth ” shall be written on the softcopy.

• The Technical Proposal shall be prepared in accordance with the requirements specified of the Tech forms in Section 3 prescribed in this RFE.

• The first e-file needs to contain the Agency name, Bid Processing Fees, Bid Security Declaration and Pre-qualification documents.
<table>
<thead>
<tr>
<th><strong>E-file 2:</strong> Technical Proposal</th>
</tr>
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<tbody>
<tr>
<td>• The second e-file needs to contain the technical proposal.</td>
</tr>
<tr>
<td>• The words “Technical bid- “Empanelment of Project Implementation Unit (PIU) for deployment of technologies under Waste to Wealth.” shall be written on the soft copy. The soft copy shall be signed by the authorized signatory using appropriate measures on all the pages before being put in the e-mail and soft copy must contain digital signature on all pages.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Email</strong></th>
</tr>
</thead>
</table>
| Both E-file 1 and E-file 2 should be attached in the email which shall be mailed. The subject of the e-mail must clearly indicate the name of the project (“Proposal for “Empanelment of Project Implementation Unit (PIU) for deployment of technologies under Waste to .”)

This email shall be sent to procurement@investindia.org.in cc: saurabh.dutta@investindia.org.in & wastetowealth.team@investindia.org.in on or before the due date and time mentioned in the Data Sheet or as updated by Invest India on its website through issuance of Corrigendum/ Addendum. Proposal received after the given deadline will not be accepted. |

2.1.57 Invest India shall not be responsible for misplacement, loss or premature opening of the mail if not named clearly. This circumstance may be a case for proposal rejection.

2.1.58 The Proposals must be sent to the email id indicated in the Data Sheet and received not later than the last submission time and the date indicated in the Data Sheet. Any proposal received after the deadline for submission shall be disqualified.

**Proposal Evaluation**

2.1.59 From the time the Proposals are opened and up to the time the contract is awarded, the bidders shall not contact Invest India on any matter related to its Technical Proposal. Any effort by bidder to influence Invest India in the examination, evaluation, ranking of Proposals, canvassing in any form or recommendation for award of Contract, may result in
the rejection of the bidder’s proposal.

Evaluation of Technical Proposals

2.1.60 Proposals which are not supported by adequate proof of the Signatory’s Authority or are not accompanied by an Bid Security Declaration or Bid Processing Fees will not be evaluated.

2.2 The Evaluation Committee shall evaluate the technical proposals only for those bidders who satisfy the pre-qualification criteria as referred in section 2.1.29. The technical proposals will be evaluated on the basis of their responses to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Evaluations will be based on documentary evidence submitted by the bidder with respect to pre-qualification / evaluation / selection criteria. Each responsive proposal will be given a technical score (Ts). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFE, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet. The Technical proposals which are unsigned, and incomplete shall not be evaluated.

2.1.61 DPIIT recognized startups claiming exemption shall be eligible for proportional marking under operation, turnover, employee strength and prior experience only with respect to marks obtained in presentation.

2.1.62 Marks scored by the DPIIT recognized startups will be factored/scaled for fair comparison.

2.1.63 The technique for factoring/scaling of technical marks is illustrated below:

\[ \text{Technical Score (out of 100 marks)} = \left( \frac{\text{Marks in technical evaluation criteria (Turnover, Experience in Project Implementation, Site inspection and preparation of tender documents/ 35) x 100}}{100} \right) \]

2.1.64 The criteria will be applicable to only those bidders who confirm to avail the relaxations offered to DPIIT recognized startups by confirming in a declaration on the official letter head signed and stamped by authorized representative of the DPIIT recognized startup
along with the certificate of recognition issued by DPIIT.

2.1.65 The proposal shall be rejected if bidder does not fulfill the eligibility criteria, or the validity period of the proposal is less than 120 days.

**Information**

2.1.66 Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the Proposals or to other persons not officially concerned with the process. The undue use by any bidders of confidential information related to the process may result in the rejection of its Proposal and may adversely affect its future prospects.

**Letter of Empanelment**

2.1.67 The bidder/s securing the highest combined score will be considered for award of empanelment.

2.1.68 **Invest India** shall award the empanelment to the selected bidder/s by issue of Letter of Empanelment (LOE) and notify the same on Invest India website.

2.1.69 The selected bidder is expected to commence the assignment on the date and at the location specified in the Contract/ Work Order.

2.1.70 If the selected bidder does not sign the LOE within the stipulated period or does not submit the Corporate Guarantee within time, the LOE may be cancelled and bidder will not be considered for award of empanelment.

**Post Empanelment Process**

2.1.71 The empanelment shall initially be for a period of two (2) years. Subject to performance and on mutually agreed terms the empanelment may be extended for a period of 2 additional years.

2.1.72 In case of any further engagements which include components beyond the defined scope
in this RFE, Invest India would specifically define the scope of engagement and call for a limited tender to the Empanelled agencies. Should such a limited tender be needed, the process for the call of such limited tender and for submission of the proposal will be decided and notified at a later stage.

2.1.73 The payment terms and penalties for delays in completion of the work assigned shall be finalized while awarding the work order/contract.

2.1.74 Travel/ Lodging/ Food expenses shall not be payable by Invest India unless pre-approved in writing.

2.1.75 No additional Out-of-Pocket expenses shall be payable by Invest India unless Pre-Approved in writing by Invest India

2.1.76 Termination of Empanelment: Invest India may at any time terminate the empanelment by giving a written notice to the firm/company without any compensation if the firm/company becomes bankrupt or otherwise insolvent or in case of dissolution of the firm or winding up of the company, provided that such termination will not prejudice or effect any right of action or remedy, which has accrued thereafter to Invest India. The empanelment shall also be terminated in case of breach of any of the terms and conditions of the empanelment.
SECTION 3: TECHNICAL PROPOSAL- STANDARD FORMS
<table>
<thead>
<tr>
<th>TECH FORMS</th>
<th>FORM NAME</th>
<th>X / ✓</th>
<th>Mention list of all supporting documents attached (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TECH-1</td>
<td>Letter of proposal submission (see Form Tech 1A)</td>
<td></td>
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<tr>
<td></td>
<td>Bidder’s Authorization Certificate (see Form Tech 1B – in case ------)</td>
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<td></td>
<td>Bidder Details (Form Tech 1C)</td>
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<tr>
<td>TECH-2</td>
<td>Bidder’s organization and experience</td>
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<tr>
<td></td>
<td>(A). Bidder’s organization</td>
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<td></td>
<td>[<em>DPIIT Recognized Startups are exempt from this criterion</em>]</td>
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<td></td>
<td>(B). Bidder’s experience</td>
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<tr>
<td>TECH-3</td>
<td>(A). Summary of project team / team composition</td>
<td></td>
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<tr>
<td></td>
<td>(B). Curriculum Vitae (CV) for proposed professional staff</td>
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<tr>
<td>TECH-4</td>
<td>Understanding of TOR and Competence of the Bidder</td>
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<tr>
<td>TECH-5</td>
<td>Information regarding Conflicting Activities and Wrong Declaration thereof</td>
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<tr>
<td>TECH-6</td>
<td>Bid Security Declaration</td>
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</tbody>
</table>
(On Bidder’s Letterhead)

Form Tech 1A: Letter of Proposal Submission

[Location, Date]

To

Invest India,

First Floor, Vigyan Bhawan Annexe,

Maulana Azad Road, New Delhi – 110 011

Dear Sir

We, the undersigned, offer to provide solution to the ‘Empanelment of Project Implementation Unit (PIU) for deployment of technologies under Waste to Wealth Mission', in accordance with your Request for Empanelment dated 11/01/2022. We are hereby submitting our proposal, which includes this Technical Proposal, as indicated in Section 2 of the RFE.

We undertake the total responsibility for performance of the contract, if awarded to us.

We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.

We understand that Invest India is not bound to accept any proposal it receives.

Yours faithfully,

*Authorized Signatory [In full and Designation]:

Name and Title of Signatory:

Name of Bidder:

Address:

* NB: Authorization in form of power of Attorney is required on a non-judicial Stamp Paper.
Form Tech 1B: Bidder’s Authorization Certificate

To,

Invest India,

First Floor, Vigyan Bhawan Annexe,

Maulana Azad Road, New Delhi – 110 011

<Bidder’s Name> __________________________, <Designation> ___________ is hereby authorized to sign relevant documents on behalf of the Agency in dealing with proposal of reference <Reference No. & Date> ____________________, <Bidder’s Name> is also authorized to attend meetings and submit technical & financial information as may be required by you in the course of processing above said proposal.

Thanking you,

Authorized Signatory.

___________________________

<Agency Name>

Seal
## Form Tech 1C: Bidder Details

<table>
<thead>
<tr>
<th></th>
<th>Agency Information</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Agency Name</td>
<td></td>
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<td>1.2</td>
<td>Details</td>
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<td>Address</td>
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<td>Website</td>
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<td>1.3</td>
<td>Contact Person:</td>
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<td></td>
<td>Chief Executive/</td>
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<td></td>
<td>Head of Operations</td>
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<td>Name</td>
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<td>Designation</td>
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<td>Fax</td>
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<td>1.4</td>
<td>Contact Person:</td>
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<td></td>
<td>Project Leader</td>
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<td></td>
<td>Name</td>
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<td>Email</td>
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<td>Fax</td>
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</tbody>
</table>
Form Tech 2: Bidder’s Organization and Experience

(A) - Bidder’s Organization

[Provide here a brief description of the background and organization of your Agency/entity and each associate for this assignment. The brief description should include ownership details, date and place of incorporation/ registration of the agency, objectives of the agency etc.]

<table>
<thead>
<tr>
<th>Years</th>
<th>2017-18</th>
<th>2018-19</th>
<th>2019-20</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turnover (INR)</td>
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<td></td>
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</tbody>
</table>

Attach Incorporation/ Registration Certificate, Audited Account Sheets/ P&L Sheets.
[DPIIT Recognized Startups are exempt from this criterion]

(B) - Bidder’s Experience

Using the format below, provide information on each assignment/job for which your agency, had legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out assignment/job similar to the ones requested under this assignment/job (exact assignment / job details may be submitted).
<table>
<thead>
<tr>
<th>Agency’s name: ________________________________</th>
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</thead>
<tbody>
<tr>
<td>Assignment Name:</td>
</tr>
<tr>
<td>Location within Country:</td>
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<tr>
<td>Name of Client:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Start Date (Month/Year):</td>
</tr>
<tr>
<td></td>
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<tr>
<td>Name of Associated Consultants, if any:</td>
</tr>
<tr>
<td>Name of Senior Staff (Project Director/Coordinator, Team Leader) involved, and functions performed:</td>
</tr>
<tr>
<td>Narrative Description of Project:</td>
</tr>
<tr>
<td>Description of Actual Services Provided by Your Staff:</td>
</tr>
</tbody>
</table>

Note: *Please provide documentary evidence i.e., copy of work order, Contract for each of above-mentioned assignment. The experience shall not be considered for evaluation if such requisite support documents are not provided with the Proposal.*
Form Tech 3: Team Composition and Task Assignment/ Jobs

(A) - Summary of Project Team / Team Composition

<table>
<thead>
<tr>
<th>S. No</th>
<th>Name</th>
<th>Position</th>
<th>Nature of Tasks which will be performed by him/ her</th>
</tr>
</thead>
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(B) - Format of Curriculum Vitae (CV) For Proposed Key professional staff.

1. **Proposed Position** [i.e., team leader, developer, business analyst etc.]: ________________

2. **Name of Firm** [Insert name of firm proposing the staff]: __________________________

3. **Name of Staff** [Insert full name]: ___________________________________________

4. **Date of Birth:** ________________ **Nationality:** ______________________________

5. **Education** [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]: ________________________________

6. **Membership of Professional Associations:** ______________________________

7. **Other Training/Certifications** [Indicate significant training since degrees under 5 - Education were obtained]: ___________________________________________

8. **Employment Record** [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

   From [Year]: _____ To [Year]: __________

   Employer: __________________________

   Positions held: ______________________
9. Detailed Tasks Assigned

[List all tasks to be performed under this assignment]

10. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 10.]

Name of assignment or project: _________________
Year: _________________
Location: _________________
Client: _________________
Main project features: _________________
Positions held: _________________
Activities performed:

12. Certification:
I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____________________________ Date: ____________
[Signature of staff member or authorized representative of the staff] Day/Month/Year

Full name of staff member: ____________________________________________

Full name of authorized representative: _________________________________
Form Tech 4: Understanding of TOR and Capabilities Offered

You are suggested to present your Technical Proposal divided into the following sections based on the technical evaluation criteria:

a. **Understanding of TOR:** In this section, the bidder should illustrate a detailed understanding of the organizational structure and scope of implementation and related services required at Invest India.

b. **Approach, Methodology and Work Plan:** In this section, the bidder should explain the project management methodology and approach towards implementation to be followed.

c. **Organization and Staffing:** The Bidder should propose and justify the structure and composition of the team. Bidder should list the main disciplines of the Assignment/job, the key expert responsible, and proposed technical staff.
Form Tech 5: Information regarding Conflicting Activities and Wrong Declaration thereof

Are there any activities carried out by your Agency which are of conflicting nature? If yes, please furnish details of any such activities. If no, please certify as under:

We hereby declare that our Agency, our associate / group Agency are not indulged in any such activities which can be termed as the conflicting activities. We also acknowledge that in case of misrepresentation of the information, our proposals / Contract shall be rejected / terminated by Invest India without any compensation which decision shall be binding on us.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Agency:

Address:
Form Tech 6: Bid Security Declaration

To,

Invest India,

First Floor, Vigyan Bhawan Annexe,

Maulana Azad Road, New Delhi – 110 011

<Bidder’s Name> __________________________, <Designation> ______________ is hereby authorized on behalf of the Agency in dealing with proposal of reference <Reference No. & Date> __________________. <Bidder’s Name>. In accordance with the terms and conditions of the RFE we are hereby submitting the Bid Security Declaration to Invest India in lieu of EMD. We acknowledge that in the event of our organization failing to comply with the terms and conditions of the RFE, Invest India can debar us for a period of 3 years from all future tenders released by Invest India.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Agency:

Address:

Seal:
SECTION 4: TERMS OF REFERENCE

4.1 Introduction
4.2 Scope of Work
4.3 Work Order
4.4 Payment Terms
4.5 Empanelment Review Committee
4.1 Introduction

Background

The Waste to Wealth Mission is one of the nine scientific missions of the Prime Minister’s Science, Technology, and Innovation Advisory Council (PMSTIAC). The Mission is spearheaded by the Office of the Principal Scientific Adviser (PSA), Government of India. The Mission aims to identify, test, and validate technologies that recover value from waste, and have proven the viability of their business models. These technologies will be piloted at Mission Sentinels, that will demonstrate solutions for India’s critical waste challenges and contribute to conserving, restoring, and enhancing India’s land, air, and water resources. These Sentinels are being selected in consultation with State Governments and Central Ministries. During various stages of piloting and monitoring, Project Implementation Units (PIUs) are required to facilitate and manage the deployment of identified/selected technologies by Waste to Wealth Mission for piloting at Sentinels across the country. In view of the same, the Mission aims to empanel reputed Project Management/Consulting Firms in the waste management sector across the country to facilitate and manage various technology deployments, their operation, maintenance, and monitoring during the test-period. The agency should be an engineering firm with a pan India presence, have experience in management/consulting of solid waste management, wastewater management, and air pollution mitigation projects, and working experience with local administrations (government departments) at ground level.

4.2 Scope of Work

1. Support in site identification including travel to potential sites and understand the feasibility w.r.t deployment of the technology.

2. Carry out environment analytical services (pre-, during and post deployment) for technologies executed under the Mission at various locations through reputed NABL and ISO accredited laboratories under the following categories:
   a. Water Analysis (Physico-chemical, microbiological, toxicology parameters)
   b. Air Analysis
   c. Solid Waste (including hazardous waste) Analysis
   d. Soil Analysis
The parameters to be monitored for various projects shall be decided by Invest India considering the nature of the project.

3. Project Planning (Pre, during and post) and support for implementation of technologies identified by the Waste to Wealth Mission.

4. Preparation of work plan, feasibility reports, resource planning etc.

5. Conducting Environmental Impact Assessment including the monitoring framework (pre & post deployment of technologies)

6. Site planning including site layout, technology installation details including 2D-3D layout plans, contour mapping, survey, etc.

7. Liaison with local administration to plan, execute civil works, electricity & water connections and other support required for the site (including supporting local administration for getting approvals/permissions from different govt. agencies).

8. Site preparation including facade design, designing of technology information boards, site inauguration planning, etc.


11. O&M oversite from go-live to test period.

12. Drafting Monitoring & Evaluation (M&E) parameters with end-users (as well technology partners) and supporting respective owner of the technology with data entry in the portal/dashboard. Access for the portal/dashboard will be provided by Waste to Wealth Mission team.

13. Preparation of monthly, quarterly progress reports, best practices, etc.

14. Preparation of technology performance report w.r.t. M&E and highlighting all the critical aspects related to performance and give suggestions for improvement wherever possible.

15. Ensure compliance to the agreed terms with the technology providers, including but not limited to review of technology designs and execution plans submitted by technology providers.

16. Support in securing approvals/permissions from different agencies (MoEF&CC, CPCB, SPCBs, etc.).

17. Monitor the operations and undertake day to day coordination with local administration, technology partners and PMU team (if available).
18. Facilitate capacity building, workshops, seminars, and cross-learning visits, etc. for the local administration.

19. Community engagement, IEC activities and outreach support.

20. Support Waste to Wealth Mission team in scale-up of technologies.

**4.3 Issuance of Work**

- Post completion of empanelment process and award of empanelment letter to the empanelled Bidder/s, the list of empanelled Bidders will be retained by Invest India.

- Invest India may place the work orders on the empanelled Bidders as per its own requirements from time to time pursuant to the empanelment letter. The work order may encompass the complete scope of work or may require few services. Depending on the requirement, (i) the work orders may be placed to any 1 (one) of the empanelled Bidders; or (ii) the work orders may be placed to more than 1 (one) of the empanelled Bidders depending on the project requirement; or (iii) the specific Terms of Reference (TOR) may be given to more than 1(one) empanelled Bidders for their proposals for the specific scope of work in accordance with the terms of the commercial bid and the Contract.

- Invest India will enter into a Contract with the empanelled Bidders directly and all the payment for the services acquired through the empanelled Bidder shall be paid/settled by Invest India directly to the empanelled Bidder as per agreed Contract/work order.

- Invest India will directly place work orders to the empanelled Bidder/s as per its requirement from time to time pursuant to award of empanelment letter to the empaneled Bidder.

**4.4 Payment Terms**

- The payment terms and schedule shall be intimated to the empanelled vendors in the Limited tendering process with other terms and conditions.

- Advance payments will not be considered.

- Payment will always be done based on Actuals.

- For FTE Man-Month Rate (wherever applicable), 30 days will be considered as a Standard Month.

- The service provider/selected bidder will submit pre-receipted monthly invoices in triplicate, complete in all respects, after successful completion/submission of the deliverables ‘as per agreed acceptance criteria and corresponding sign-off from Invest...
India’ of the milestones/outputs/deliverables described in the payment terms of the Contract/ Work Order, for necessary settlement. The invoices should be submitted along with complete details of the work undertaken during the invoice period, supporting documents and bills as well as reports during the invoice period, for which the bills are submitted. A reconciliation sheet pertaining to the bills will be submitted.

- The GST component shall be paid as applicable and as per actuals. For facilitating electronic transfer for funds, the service provider/selected bidder will be required to indicate the name of the Bank and branch, account number (i.e., bank names, IFSC Code and Bank A/c No.) and also forward a cheque leaf duly cancelled to verify the details furnished. These details should also be furnished on the body of every bill submitted for payments by the service provider/selected bidder.

4.5 Empanelment Monitoring Committee

- The decisions of the empanelment monitoring and evaluation committee shall be final and binding for all empanelment related aspects.

- The empanelment monitoring committee may consist of members from Invest India and other stakeholders (if any) as deemed necessary.