

No. DPCC/CMC V /SURVEY-SUPs//2022/Tender
Date of issue of Tender Document: 23 March 2022

Tender Document
for
Market Survey and
Inventorisation
For
Single-Use Plastics
(SUPs)

Invited by



Delhi Pollution Control Committee
5th Floor, ISBT Building, Kashmere
Gate, Delhi – 110 006

Delhi Pollution Control Committee (DPCC)
5th Floor, ISBT Building, Kashmere Gate, Delhi – 110 006

TENDER DOCUMENT FOR MARKET SURVEY AND INVENTORISATION FOR
SINGLE USE PLASTICS (SUPs)
(Tender Document)

No. DPCC/CMC-V /SURVEY-SUPs /2022/Tender

Dated: 23 March 2022

Senior Environmental Engineer, CMC-V, Delhi Pollution Control Committee (DPCC) invites online Bid from qualified Bidders for Market Survey and Inventorisation for Single Use Plastic (SUPs) in NCT of Delhi:

Region-: All Revenue districts (11 Nos.) considering all 05 ULBs (North DMC, South DMC, East DMC, New Delhi Municipal Council and Delhi Cantonment Board) of Delhi.

The Tender Documents can be downloaded from the Government of NCT of Delhi e-Portal (<https://govtprocurement.delhi.gov.in>) as well as from the DPCC website www.dpcc.delhigovt.nic.in (for reference).

The critical date sheet is as under:

S. No.	Description of Activities	Date	Time
1.	Tender Document available for download	23.03.2022	18:00 hrs.
2.	Pre bid meeting Date	28.03.2022	15:00 hrs.
3.	Tender Submission Start Date	30.03.2022	10:00 hrs.
4.	Tender Submission End Date	11.04.2022	12.30 hrs.
5.	Tender opening date	11.04.2022	15:30 hrs.

***NOTE:** If any due date happens to be a holiday, then the next working day will be the due date at the same time*

MOHAMMAD ARIF Digitally signed by
MOHAMMAD ARIF
Date: 2022.03.23
12:21:08 +05'30'

Senior Environmental Engineer
CMC – V
Delhi Pollution Control Committee

DISCLAIMER

The information contained in this Tender Document or subsequently provided to the Bidder(s), in documentary or any other form by or on behalf of the Authority or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this Tender Document and such other terms and conditions subject to which such information is provided to the Bidder.

Whilst the information in this Tender Document has been prepared in good faith and contains general information in respect of the Project, the Tender Document is not and does not purport to contain all the information which the Bidder may require.

Neither the Authority, nor any of its officers or employees, nor any of their advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or wrong statements, negligent or otherwise, relating to the proposed Project, or makes any representation or warranty, express or implied, with respect to the information contained in this Tender Document or on which this Tender Document is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and liability therefore is hereby expressly disclaimed.

This Tender Document is not an agreement and is not an offer or invitation by the Delhi Pollution Control Committee (herein after referred to as — Authority) or its representatives to the prospective Bidders or any other person. The purpose of this Tender Document is to provide interested parties with information to assist the formulation of their Proposal. The information contained in this Tender Document is selective and is subject to updating, expansion, revision, and amendment.

Each recipient must conduct its own analysis of the information contained in this Tender Document or to correct any inaccuracies therein that may be in this Tender Document and is advised to carry out its own investigation into the proposed Project, the legislative and regulatory regime which applies thereto and by and all matters pertinent to the proposed Project and to seek its own professional advice on the legal, financial, regulatory and taxation consequences of entering into any agreement or arrangement relating to the proposed Project.

This Tender Document includes certain statements, estimates and target with respect to the Project. Such statements, estimates and targets reflect various assumptions made by the management, officers, and employees of the Authority, which assumptions (and the base information on which they are made) may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this Tender Document is, or should be relied on as, a promise, representation, or warranty.

Tender Document and the information contained therein is meant only for those applying for this Project, it may not be copied or distributed by the recipient to third parties, or used as information source by the Bidder or any other in any context, other than applying for this proposal.

The Authority, its employees and advisors make no representation or warranty 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, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Tender Document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Tender Document and any assessment, assumption, statement or information contained therein or deemed to form part of this Tender Document or arising in any way for participation in this Bidding process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this Tender Document.

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this Tender Document.

The issue of this Tender Document does not imply that the Authority is bound to select a Bidder or to appoint the Selected Bidder or Operator, as the case may be, for the Project and the Authority reserves the right to reject all or any of the Bidders or Bids at any point of time without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Bid. All such costs and expenses shall remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding process.

Any information/documents including information/documents pertaining to this Tender Document or subsequently provided to Bidder and/or Selected Bidder and information/documents relating to the Bidding process; the disclosure of which is prejudicial and/or detrimental to, or endangers, the implementation of the Project IS NOT SUBJECT TO DISCLOSURE AS PUBLIC INFORMATION/ DOCUMENTS.

Date: (Stamp & Signature of Authorised Signatory)

Time: **Name:**

Tender Highlights:

1.	Tender Inviting Authority-Herein after referred to as Authority	Delhi Pollution Control Committee
2.	Title of Tender Document	Tender Document for Market Survey and Inventorisation for Single Use Plastics (SUPs)
3.	Publication of the Tender Document	23 March 2022
4.	Contact Details for clarification	011 23815434 , 9717593510 dpcc.emc5@gmail.com
5.	Pre Bid meeting date and venue	28 March 2022, 15:00 hrs 5th Floor ISBT Building, Kashmere Gate, NewDelhi-110006 Or Meeting can also be organized virtually throughonline mode.
6.	Bid submission start date	30 March 2022 10:00 hrs
7.	Proposal Due Date - Last date for submission of Bids	11 April 2022 12:30 hrs
8.	Date of opening of Tender Document	11 April 2022 15:30 hrs
9.	Proposal's validity	The submitted Bid shall be valid for a period of not less than 60 days from the Proposal DueDate.
10.	Bid Security /Earnest Money Depositin the prescribed format	EMD of Rs. 1,00,000 /- (one Lakh only), @ ~2% of anticipated cost of survey (Approx 50 lakhs), in the form of DD/BG (in the prescribed format) by any Nationalized / Scheduled Commercial bank in favour of Delhi PollutionControl Committee and should be valid for (30 + 30) days from the date of submission of bids (11 April 2022). NOTE : EMD CAN BE EXEMPTED FOR ACADEMIC /TECHNICAL INSTITUTIONS

11.	Performance Security	Performance Security shall be valid for period of 60 days ahead from the contract period timeframe (period of Contract + 60 days) from the date of signing of agreement. Performance Security should be in form of Bank Guarantee (in prescribed Format) issued by any Nationalized/Scheduled commercial bank in favor of Delhi Pollution Control Committee. The value shall be 3% of the estimated project Cost (Approx 50 lakhs).
12.	Language in which proposals should be submitted	English
13.	Single currency for price conversion	Indian Rupees
14.	Announcement of Qualifying Bidder	Result of qualifying bidder shall be updated on the e-portal (https://govtprocurement.delhi.gov.in) and DPCC website.

Section-I

Invitation of Bid

1.0 BACKGROUND

Central Government had notified Plastic Waste Management (Amendment) rules, 2021 on 12th August 2021, in exercise of the powers conferred by Sections 6, 8 and 25 of the Environment Protection Act 1986 (29 of 1986) for making certain amendments in the Plastic Waste Management Rules, 2016 amended till date. In pursuance of PRAGATI meeting regarding elimination of Single Use Plastic, CPCB has issued directions u/s 5 of EP Act on 21.05.2021 and 01.02.2022 for assessment of phasing out Single Use Plastic (SUP). MOE&F has amended PWM Rules through notification on 12.08.2021 wherein it has prohibited certain SUPs w.e.f. 01.07.2022 (Copy of CPCB Directions enclosed at **Annexure I**). Therefore, Delhi Pollution Control Committee (DPCC) intends to hire consultant/agency to develop state level plastic waste inventory as per the following objectives, scope of work, approach & methodology.

2.0 OBJECTIVE OF THE SURVEY

The objective of the Plastic waste assessment is to identify and quantify the plastic waste generation in NCT of Delhi by adopting approach and methodology devised by the Central Pollution Control Board (CPCB) under the guidelines for plastic waste Inventorisation and accordingly take measures to phase out single use plastics

3.0 MINIMUM ELIGIBILITY CRITERIA FOR TENDER DOCUMENT

The Bidder should fulfill the following minimum eligibility criteria for submitting the Tender:

1. All the reputed and well known consultants/ agencies/ academic institutions who have technical skills and sufficient manpower to carry out the work
2. The Bidder should be registered company in India under Companies Act/ society/ trust / partnership / proprietorship. In case of Joint Venture (JV), at least one member of the JV should be Incorporated under the Companies Act / society/ trust / partnership / proprietorship.
3. The Bidder should be an Indian and should have a registered office in India.
4. Bidder is required to submit the audited financial statement (for the last three financial years) along with Chartered Accountant (CA) certificate clearly mentioning year wise turn over. Minimum turnover should be 1 crore annually.

Section II

Scope of Work

Scope of Work

To execute this assignment, it is essential for the consultant(s)/agencies/ academic institutions to carry out the survey work through following activities.

1. Survey of all renowned / major commercial establishments (malls/ market places/ shopping centers/ cinema houses/ restaurants/ tourist locations/ places of worship/ colleges/ schools/ office complexes/ hospitals and other institutions.
2. Stockists/ retailers/ sellers/ importers of banned SUP items/ SUP items (to be banned from 01.07.2022)/ street vendors/ vegetable and fruit markets and other similar entities which are dealing in bulk in the aforesaid single use plastic items as per format (annexure II)
3. To check availability of the items in the three categories (SUP (permitted/ prohibited)/ plastic items (excluding SUP)/ SUP Alternatives [annexure II (A), II(B) & II (C)]
4. Survey will cover all the 11 no. of Revenue districts of all five ULBs of Delhi (North DMC, East DMC, South DMC, New Delhi Municipal Council and Delhi Cantonment Board) including urban and rural areas.
5. Characterization of plastic waste at different locations.
6. Identification of hot spots w.r.t. littering of plastic waste and banned SUP items.
7. Quantification of generation of plastic waste and SUP in all ULBs.
8. Assessment of plastic waste collection, processing and disposal facilities available at these locations and Gaps in all ULBs.
9. Identification of producers engaged in production of banned SUP items in informal sector.
10. District wise mapping of generation, collection and processing of plastic waste and banned SUP items.

Single Use Plastic (SUP)

Srl No.	Name of items
1	Ear buds with plastic sticks
2	Plastic sticks for balloons
3	Plastic flags
4	Candy sticks
5	Ice cream sticks
6	Polystyrene (Thermocol) for decoration
7	Plates
8	Cups
9	Glasses
10	Forks
11	Spoons
12	Knives
13	Straw
14	Trays
15	Wrapping/ packing films around sweet boxes
16	Invitation cards
17	Cigarette packets
18	Plastic / PVC banners less than 100 microns
19	Stirrers

MOE&F has amended PWM rules through notification on 12.08.2021 wherein it has prohibited above SUPs w.e.f. 01.07.2022.

Note: The above said provision shall not apply to commodities made of compostable plastic.

Annexure II

1	Banned SUP producers (total no/ capacity/ operational (No. capacity) / No. of consents revoked/ modified) (Annexure II A)	
2	Directions issued to SUP manufacturers (Yes/ No) (Please provide copy along with list of producers to whom directions issued)	
3	Directions issued to major plastic raw material manufacturers in your jurisdiction (Yes/ No) (Please provide copy along with list of manufacturers to whom directions issued)	
4	Directions issued to major SUP using industry in your jurisdiction (Yes/ No) (Please provide copy along with list of industries to whom directions issued)	
5	Directions issued to E commerce companies in your jurisdiction (Yes/ No) (Please provide copy along with list of industries to whom directions issued)	
6	Information to be provided for mapping of each district for SUP app Urban areas- District wise details (Mapping and Contact details of concerned authorities(Name, Designation, Email Id and Phone nos. of Municipal Corporations, zones ,wards) to be provided: Rural areas: district wise details (mapping and contact details of concerned authorities (Name, Designation, Email Id and Phone no. of Village Panchayat , Blocks) to be provided. RO, DPCC to coordinate addressing of grievance till above details are provided.	
7	Meeting of DPCC with local authorities convened (Yes/ No)	
8	Public notice on SUP issued (Yes/No) please provide copy	
9	Directions issued by DPCC to district magistrate (Yes/No) please provide copy	
10	District wise identification of major Stockists/ Retailers/ Sellers of banned SUP items completed (Yes/ No) (Please provide details)	
11	District wise identification of major commercial establishments (Malls/ Market place/ Shopping centre/ Cinema houses/ Tourist locations/ Schools/ Colleges/ Office complexes / Hospitals and other institutions completed (Yes/ No) (Please provide details)	
12	Directions issued by concerned authorities to identified commercial entities (Yes/ No) (Please provide details)	
13	Market survey completed (Yes/ No) (Please provide details of market survey) (Annexure II B)	
14	Details of market survey	
15	Is action being taken for complaints lodged on SUP App. (Yes/ No) (please provide details)	
16	Have field inspections been done with local authorities (Yes/ No) (please provide details) (Annexure II C)	
17	Have banned SUP Producers/ Stockists/ Retailers been identified through backward integration (Yes/ No) (Please provide details)	
18	Details of penal action / EC levied for violation of said notification	
19	Detailed plan for awareness campaign	

ANNEXURE II A

SUP Item and code				No. of registered manufacturers	Production capacity (TPD)	Status (closed/ operational)
1	Plastic sticks	1a	Ear buds			
		1b	Balloons, sticks			
		1c	Candy sticks			
		1d	Ice cream			
		1e	Straw			
2	Carry bags , 75 micron					
3	Plastic sheets< 50 micron					
4	Cutlery items	4a	Plates			
		4b	Cups			
		4c	Glasses			
		4d	Spoons			
		4e	Forks			
		4f	Knives			
		4g	Trays			
5	Plastic wrapping packaging films	5a	Sweet box			
		5b	Invitation cards			
		5c	Cigarette packets			
6	Others	6a	Plastic flags			
		6b	PVC banners< 100 micron			
		6c	Polystyrene for decoration			

Annexure II B

Srl no.	Part A	Total no. Of locations/ no. Of locations visited	Availability				
	Availability in market		No. of locations in which SUP Available	SUP code #	No. of locations in which alternative available	Type of alternative	Source of procurement (contact details)
2	a Stockist						
3	b Retailer						
4	c Local Shopkeeper						

Srl no.	Part B	Total no. Of entities vs. no. of locations visited	Availability				
	Usage at major commercial sections		No. of locations in which SUP available	SUP code #	No. of locations in which alternative available	Type of alternative	Source of procurement (contact details)
2	Restaurants units						
3	Shopping complexes						
4	Tourist locations						
5	Places of worship						
6	Cinema						
7	Office						

ANNEXURE II C

1	No. and month / year of field visits	
2	No. of commercial entities sellers (Stockists/ Retailers/ sellers) and users (malls/ market place/ shopping centres/ cinema houses/ tourist locations/ schools/ colleges/ office complexes/ hospitals and other institutions) (category wise no. to be included)	
3	No. of commercial entities (category wise no. to be included) found to be violating SUP ban	
4	Plastic quantity seized	
5	Penalty imposed (Rs.)	

4.0 EXECUTION PROCESS IN PHASES

Phase 1: Start of survey/ inventorisation

Study / survey / inventorization: The bidder shall conduct study / survey/ inventorisation and identify type of SUPs / plastic waste generation, its source and characterization.

Output 1: Inception Report

Phase 2: Data collection & field work phase

This phase should include completion of inventorisation and its validation through field work. The bidder is required to validate the data procured from all the sources by conducting primary survey.

Output 2: Interim Report

Phase 3: Report Findings

The bidder is required to draft its finding in the report.

Output 3: Draft Report

Phase 4: Reporting:

Final reports after incorporating suggested improvements. Three (3) sets in hard copy format and digital data to be submitted to DPCC.

The quality of the output must meet the requirements of DPCC, which will be explained to the coordinating/executing officer from the executing agencies from time to time. The outputs in draft form should be presented before the coordinator and may be submitted in advance to seek acceptance by DPCC.

Output 4: Final Report

Table : Deliverables

Sr. No.	Deliverables	Timeline
1.	Inception Report	1 Week after signing of Contract
2.	Interim Report	2 Months after signing of Contract
3.	Draft Report	3 Months after signing of Contract
4.	Final Report	4 Months after signing of Contract

5. CONTRACT PERIOD

The Service Provider(s) will be given a period of four (04) months for completion of the Survey and Inventorization along with detailed reporting of the same. No extension will be granted to the agency/consultant except in any emergent/ unavoidable case with due approval of competent authority, DPCC.

Inception Report

- 1.0 Introduction
- 2.0 Objectives & Need for Study
- 3.0 Scope of Work as per ToR
- 4.0 Approach & Methodology, Work Plan Including Activities, Deliverables & Timelines
- 5.0 Next Steps
- 6.0 Conclusions

Interim Report

- 1.0 Introduction
- 2.0 Compilation of Secondary Data
- 3.0 Validation of Secondary Data through Field Work
- 4.0 Progress Achieved
- 5.0 Conclusion & Next Steps
- 6.0 Draft Table of Contents for Final Report& Status of work

Draft Report

- 1.0 Introduction
- 2.0 Compilation of Secondary Data
- 3.0 Validation of Secondary Data through Field Work
- 4.0 Progress Achieved
- 5.0 Conclusion & Next Steps
- 6.0 Draft Table of Contents for Final Report& Status of work

Final Report

Executive Summary

Chapter 1: Introduction & Background

- Introduction & Background
- Need for Study
- Objective
- Scope of Work (SoW)
- Approach & Methodology
- Format of the Report

Chapter 2: Methodology for SUPs/ Plastic waste Inventory

- Introduction
- Methods for Inventory Assessment
- Material Flow Chain, Data Sources and Data Gaps in Study Area
- Methodology / Approach & Instruments Used
- Conclusion

Chapter 3: SUPs/ Plastic waste Inventory Assessment

- Introduction
- Conclusions

Chapter 4: Conclusions & Recommendations

Section-III

Instruction to Bidders

1. Searching for Tender Document

- a) There are various search options built in the Delhi Govt. procurement Portal, to facilitate Bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the Bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the Portal.
- b) Once the Bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the portal to intimate the Bidders through SMS / e-mails in case there is any corrigendum issued to the tender document.
- c) The Bidders should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

2. Preparation of Tender Document

- a) Bidder should take into account any corrigendum published on the tender document before submitting their Tender Document.
- b) Bidder should go through the Tender Document advertisement carefully to understand the documents required to be submitted as part of the Tender Document. Any deviations from these may lead to rejection of the Tender Document.
- c) Bidders, in advance, should get ready the Tender Document. Documents to be submitted as indicated in the Tender Document / schedule and generally, they can be in PDF / XLS/ RAR /DWF/JPG formats. TENDER DOCUMENT documents may be scanned with 100 dpi with black and white option which helps in reducing the size of the scanned document.
- d) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every Tender Document, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the Bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting e - Tender Document, and need not be uploaded again and again. This will lead to a reduction in the time required for Tender Document submission process.

3. Submission of Tender Document

- a) Tender Document shall be submitted online only at the Government of NCT of Delhie-Portal (<https://govtprocurement.delhi.gov.in>)
- b) The Bidder has to follow the “Instruction for online TENDER DOCUMENT submission” as provided in the **Tender Document**.
- c) The Bidder has to submit the details of the Company as per Checklist provided at Serial no. 15 of this section of TENDER DOCUMENT.
- d) The Tender Document may be scanned with 100 DPI with black and white option which helps in reducing size of the scanned document.
- e) All the pages of document being submitted must be signed and sequentially scanned by the Bidder irrespective of nature or context of document before uploading.
- f) The intending Bidders are advised to visit Government of NCT of Delhi e-Portal (<https://govtprocurement.delhi.gov.in> and DPCC website www.dpcc.delhigovt.nic.in (for reference only) regularly till closing date of submission of Tender Document for any corrigendum-addendum/amendments.
- g) There is no cost of the Tender Document.
- h) The Tender Document will be opened as per as the date/time as mentioned in the Tender Document critical date sheet. The result of qualifying Bidders will be uploaded on the DPCC website as well as <https://govtprocurement.delhi.gov.in>.

The “Tender Document” should end with name and signature of authorized signatory of Bidder along with stamp of Bidder, date and place. Also, each page of the “Tender Document” should be signed by the authorized signatory of Bidder.

Late submissions or submissions that do not conform to the above requirements will not be considered.

- a) Only one valid DSC should be registered by the Bidders. Please note that the Bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- b) Bidders then log in to the site through the secured login by entering their user ID / password and the password of the DSC / e-Token.

4. Instruction for online Tender Document submission

- a) Bidders should log into the site well in advance for TENDER DOCUMENT submission so that they can upload the TENDER DOCUMENT in time i.e. on or before the TENDER DOCUMENT submission time. Bidders will be responsible for any delay due to one or other issues.
- b) The Bidders has to digitally sign and upload the required TENDER DOCUMENT documents one by one as indicated in the Tender Document.
- c) The server time (which is displayed on the Bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the TENDER DOCUMENT by the Bidders, opening of TENDER DOCUMENT etc. The Bidders should follow this time during Tender Document submission.
- d) All the documents being submitted by the Bidder would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of TENDER DOCUMENT opening. The confidentiality of the Tender Document is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any Tender Document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/Tender Document openers public keys. Overall, the uploaded tender documents become readable only after the Tender Document opening by the authorized Tender Document openers.
- e) The uploaded Tender Document. Documents become readable only after the Tender Document opening by the authorized Tender Document openers.
- f) Upon the successful and timely submission of Tender Documents (i.e. Clicking "Freeze Tender Document Submission" in the portal), the portal will give a successful Tender Document submission message & a Tender Document summary will be displayed with the Tender Document no. and the date & time of submission of the Tender Document with all other relevant details.
- g) The Tender Document summary has to be printed and kept as an acknowledgement of the submission of the Tender Document. This acknowledgement may be used as an entry pass for any Tender Document opening meetings.

5. Last Date and Time for Submission and Opening of the Tender Document

1. The Tender Document shall be received online and opened as per the Schedule mentioned in the Tender Document(Important Dates).
2. If date of opening of the TENDER DOCUMENT is declared as a public holiday, the next official working day shall be deemed as the date of opening of Tender Document.
3. DPCC may, at its discretion, extend the last date and time for submission of Tender Document and/or date and time of opening of Tender Document by issuing corrigendum/addendum.

6. Assistance to Bidders

Any queries relating to the process of online Tender Document submission or queries relating to Procurement portal in general may be directed to the Portal Helpdesk(011 23813523)

7. Clarifications and Pre-Bid Conference

The Authority shall schedule a pre bid conference to discuss the issues related to the Project with all the prospective Bidders. The prospective Bidders may raise any queries during the pre-bid conference, in addition to those submitted earlier. The Authority on its discretion may also hold further discussions with the prospective Bidders to finalize any other related issues for the Project, before submission of the Proposals. This would be common for all the Bidders. The Authority shall respond to all the queries submitted by the prospective Bidders on or before the date specified in the —Data Sheet. Such a response shall/may be sent in writing to all the prospective Bidders who have applied for Tender Document and shall qualify as an —Addendum. Such Addendum shall also be hosted on the following website: www.dpcc.delhigovt.nic.in and <https://govtprocurement.delhi.gov.in>

Bidders may note that the Authority shall not entertain any deviations to the Tender Document at the time of submission of the Proposal or thereafter. The Proposal to be submitted by the Bidders shall be unconditional and unqualified and the Bidders would be deemed to have accepted the terms and conditions of the Tender Document with all its contents including the draft Agreement. **Any conditional Proposal shall be regarded as non-responsive and would be liable for rejection.**

8. Site Visit & Verification of Information

The Bidders are encouraged to submit their respective bids after visiting the relevant areas of Delhi (hereinafter referred to as —State) and ascertaining for themselves health care facilities in the State, the road conditions, traffic, conditions affecting transportation, access, applicable laws and regulations, and any other matter considered relevant by them.

The Bidder is expected to examine carefully the contents of all the Tender Document. Failure of the proposal to comply with the requirements of Tender Document shall be at the Bidders own risk and make the bid non-responsive.

9. Modifications / Substitution / Withdrawal of Proposals

The Bidder shall submit the final proposal by the Proposal Due Date and Time. No Proposal shall be modified, substituted or withdrawn by the applicant/bidder after the submission of the proposal.

10. Amendment of Tender Document

The Authority may modify the Tender Document by issuing an Addendum before the Proposal Due Date.

Any Addendum thus issued shall be part of the Tender Document and shall be communicated in writing (through email / letter) to all the shortlisted proponents of the Tender Document and shall also be hosted on the following website: www.dpcc.delhigovt.nic.in and <https://govtprocurement.delhi.gov.in>

To give prospective Bidders reasonable time in which to take Addendum into account in preparing their bids, the Authority may, at its sole discretion, extend the Proposal Due Date.

11. Proposal Validity Period

Proposal shall remain valid for a period of 60 (Sixty) days from the Proposal Due Date. The Authority reserves the right to reject any Proposal, which does not meet the requirement.

12. Extension of Proposal Validity Period

In exceptional circumstances, prior to expiry of the original Proposal Validity Period, the Authority may request the Bidders to extend the period of validity for a specified additional period which period shall not exceed 90 days from the original Proposal Validity Date. The request and the Bidder's responses shall be made in writing. The Authority reserves the right to reject the Proposal submitted by any Bidder who fails to extend the period of validity of its Proposal in line with the provisions of this clause.

The Proposal Validity period of the Selected Bidder shall be automatically extended till the date on which the Agreement is signed.

13. Right to Accept or Reject Proposal

The Authority reserves the right to accept or reject any or all of the Proposals without assigning any reason and to take any measure as the Authority may deem fit, including annulment of the bidding process, at any time prior to execution of the Agreement, without liability or any obligation for such acceptance, rejection or annulment.

The Authority reserves the right to reject any Proposal if:

- At any time, a material misrepresentation is made or uncovered by/from a Bidder
- The Bidder does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the Proposal.

This would lead to disqualification of the Bidder. If such disqualification/ rejection occurs after the Financial Bids have been opened and the preferred Bidder gets disqualified/ rejected, the Authority reserves the right to take any such measure as may be deemed fit in the sole discretion of the Authority, including annulment of the bidding process. Notwithstanding the above, the Authority may debar / blacklist any of the Bidder(s) for their misleading or false representations in the forms, statements etc. for the period to be decided by the Authority.

The Authority shall issue a Letter of Award (LOA) to the Selected Bidder for the Project.

The Authority may accept a substantially responsive bid if it is providing any provisions which is equivalent to or better than asked for and which shall not constitute a material deviation.

14. Bid Responsiveness

Prior to evaluation of Bids, it shall be determined whether each Bid is responsive to the requirements of this Tender Document. A Bid shall be considered responsive only if:

- It is received by the Bid Due Date.
- It is accompanied by the Earnest Money Deposit as specified in the Tender Document.
- It is accompanied by the Power(s) of Attorney for signing of bid.
- It contains all the information (complete in all respects) as requested in This Tender Document in formats same as those specified in Tender Document & Bid document.
- The Tender Document/ bid is not conditional.

15. Technical Bid

The technical bid has to be submitted in view of the scope of work mentioned aforesaid. The list of documents to be scanned & uploaded along with Tender Document on e-portal accordingly.

16. Bid Evaluation

The evaluation of this Tender Document shall be done on the basis of both Technical as well as financial criteria.

The bidder shall be initially assessed for minimum eligibility and subsequently evaluated based on their technical proposal submitted. Bid shall be awarded to the technically qualified bidder who quotes the lowest bidding amount (L_1). In case, two parties quote the same bidding amount (L_1), in this condition the party having the higher financial/ technical skill shall be awarded the work.

17. Criteria for Tender Document Evaluation

The Tenderer shall be initially scrutinized on the basis of minimum eligibility criteria. The documents required for assessing **Minimum eligibility Criteria for Tender** is as follows:

S. No.	Minimum Eligibility Criteria	Supporting Documents / Details to be provided by the Bidder
1	The Bidder should be academic / technical institution/ registered company in India under Companies Act/ society/ trust / partnership / proprietorship. In case of Joint Venture (JV), at least one member of the JV should be Incorporated under the Companies Act / society/ trust / partnership / proprietorship.	Company registration certificate of Bidder, including JV members
2	The Bidder can be an Indian institution/ company and having a registered office in Delhi.	Proof of registered office in Delhi
3	The Bidder should have for the last three successive financial years preceding the last date of submission of tender. Minimum turnover should be 1 crore annually.	Audited financial statement of Bidder including JV Members , along with Chartered Accountant (CA) certificate clearly mentioning year wise turn over
4	The lead member turnover should constitute at least 51% of the joint turnover of all members during each of the last 3 years	
5	The Bidder should not have been blacklisted by Central Government/any State Government/any State Pollution Control Board or Committee/Central Pollution Control Board or any other central/state/local government organization. In Case of a JV, all members shall meet this criteria	Declaration of not been blacklisted as per Annexure IX

Only qualified bidders shall be assessed further for Technical and financial evaluation.

Financial bid of only technically qualified bidder shall be opened.

18. Financial Bid

The financial bid is to be uploaded as per the format provided in **Annexure XII**.

Payment terms:

- (a) 20 % payment will be made to the bidder at the time of acceptance of work order**
- (b) 20 % payment will be made to agency/ consultant/ academic institution at the time of submission of inception report.**
- (c) 20 % payment will be made to agency/ consultant/ academic institution at the time of submission of interim report**
- (d) 20 % payment will be made to agency/ consultant/ academic institution at the time of submission of draft report**
- (e) 20 % payment will be made to agency/ consultant/ academic institution after receipt and due approval of final report.**

19. Forfeiture of Bidding Amount

The bidding amount paid by the successful bidder shall be forfeited in case of the bidder:

- Withdraws the contract after accepting LoA
- Engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice;
- Withdraws its contract during the period of contract validity as specified in LoA / Concessionaire agreement and as extended by mutual consent of the respective Bidder and DPCC;
- In the case of Selected Bidder, if it fails within the specified time limit,
 - to furnish the Performance Security within the period prescribed thereof in the Concessionaire Agreement; or
 - In case the Selected Bidder, having signed the Concessionaire Agreement, commits any breach thereof prior to furnishing the Performance Security

Section IV

General Condition of the Contract

1. General Condition:

- a. The bidder shall examine carefully the Bid Documents, all the Instructions to Bidders, Submission of Bid, Evaluation of Bid, Conditions of Tender Document, Technical Specifications, Scope of Work, etc. as given in Bid Document and Common set of deviations/corrigendum/addendum issued in this connection. Failure to comply with the requirements of bid submissions will be at the bidder's risk.
- b. All bidders are cautioned that no conditional offers, rebates, variations or deviations by the bidder in respect of any items proposed by the bidder (including advance loan for mobilization or time for completion shall be considered or entertained further in the process of bid evaluation. Furthermore, any deviation from the Conditions of Tender Document, Scope of Work, Technical Specifications, and/or the requirements stipulated in the Tender Document shall be summarily rejected as non-responsive.
- c. Rates should be quoted both in figures and words, only **in Annexure XII**

2. Forfeiture of EMD

The EMD shall be forfeited as Damages without prejudice to any other right or remedy that may be available to DPCC under the Bidding Documents and under the Concessionaire Agreement, or otherwise, under the following conditions:

- Does not accept the Letter of Award
- If a Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice;
- If a Bidder withdraws its Bid during the period of Bid validity as specified in this biddocument and as extended by mutual consent of the respective Bidder(s) and DPCC;
- In the case of Selected Bidder, if it fails within the specified time limit,
 - to sign and return the duplicate copy of LOA;
 - to sign the Concessionaire Agreement; or
 - to furnish the Performance Security within the period prescribed thereof in the Concession Agreement; or
 - In case the Selected Bidder, having signed the Concession Agreement, commits any breach thereof prior to furnishing the Performance Security.
 - In case of non-fulfilment of Conditions precedent as specified in The Concessionaire Agreement

3. Deemed Understanding

DPCC shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the Bidding Documents or the Bidding Process, including any error or mistake therein or in any information or data given by DPCC.

Section V

List of Annexure

Annexure-VII**CHECKLISTS OF DOCUMENTS TO BE SCANNED & UPLOADED ALONG WITH
“TENDER” ON E-PORTAL**

S. No.	Item Description	Yes/No	Remarks
1	Annexure VIII: Bidder Details		
2	Proof for registration in Companies Act/ Society/ Trust/ Partnership/ Proprietorship		
3	Copy of PAN Card		
4	Copy of GST registration certificate, if any		
5	Annexure-IX: “Not blacklisted” declaration certificate of all members		
6	Bidders Profile: Company profile, Contact No. etc.; Background of the Bidder/s with specific reference if any		
7	Proof of EMD / performance security		
8	Annexure X: Letter Comprising Bid		
9	Annexure XI: Power of Attorney for Signing of Bid Document		

10	Audited financial statement for last 3 years duly signed by CA		
11	The Bidder can be an Indian institution/ company and having a registered office in Delhi		

Note: The original EMD / Performance guarantee should reach DPCC on or before the last date of tender submission.

MOHAMMAD ARIF Digitally signed by
MOHAMMAD ARIF
Date: 2022.03.23
12:22:19 +05'30'
Senior Environmental Engineer
CMC-V
Delhi Pollution Control Committee

Date: (Stamp & Signature of Authorized Signatory)

Place: **Name:**

Annexure-VIII**Bidder Details**

(To be submitted on the Letterhead of the Bidder's Company/Institution)

Subject: Details of the Bidder w.r.t.Tender document issued for Market Survey and Inventorisation of Single Use Plastics (SUPs)

S. No.	Information sought	Details to be furnished where applicable
1	Name and Registered address with Pin code of the Bidding Company.	
2	Phone Number, Mobile No, Email, Website address of the Bidding company	
3	Incorporation status of the firm (public limited /private Limited /partnership etc.)	
4	Date of Incorporation with supporting documents	
5	Year of Establishment	
6	Date of Registration	
7	ROC Reference No.	
8	Details of Company Registration	
9	Details of registration with appropriate authorities for Service tax/ income tax/ GST.	
10	Key Person (s) details of Bidder's Company. Specify Name, Designation, Address, Email, Phone nos. and Mobile Number	
11	Name, Designation, Address, Email, Phone nos. and Mobile Number of Authorized Person	

As on this date the information furnished in all parts of this form is accurate and true to the best of my knowledge.

Place:

Date:

Bidder's Company/institution Seal:

Authorized Signatory's

Signature:

Authorized Signatory's Name and Designation:

Annexure-IX

Declaration that Bidder has not been Blacklisted

(To be submitted on the Letterhead of the responding agency i.e.Bidder)

To:

*Delhi Pollution Control Committee
5th Floor, Kashmere Gate, ISBT Building,
Delhi - 110006*

Reference: BID Notification no :

Subject: Submission of proposal in response to the BID for Market Survey and Inventorisation of Single Use Plastics (SUPs)

Dear Sir,

We confirm that our company, is not blacklisted in any manner whatsoever by any of the state and/or central government in India on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

Place:

Date:

Bidder's Company/Institution Seal:

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation:

Annexure X

Letter Comprising Bid

Subject: "Selection of a service provider for market survey and inventorisation for single use plastics (SUPs)"

Dear Sir,

With reference to your Bid Document dated _____, I/we, having examined the Bidding Documents and understood their contents, hereby submit my/our Bid for the aforesaid Project. The Bid is unconditional and unqualified.

1. I/We acknowledge that **DPCC** will be relying on the information provided in the Bid and the documents accompanying the Bid for selection of the Concessionaire for the aforesaid Project, and we certify that all information provided therein is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the Bid are true copies of their respective originals.
2. I/We shall make available to **DPCC** any additional information it may find necessary or require to supplement or authenticate the Bid.
3. I/We acknowledge the right of **DPCC** to reject our Bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
4. I/We certify that in the last three years, we/any of the Consortium Members or our/their

Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part..

5. I/We declare that:
 - I/We have examined and have no reservations to the Bidding Documents, including any Addendum issued by **DPCC**; and
 - I/We do not have any conflict of interest in accordance with this Bid Document; and
 - I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the bid document, in respect of any tender or request for proposal issued by or any agreement entered into with **DPCC** or any other public sector enterprise or any government, Central or State; and
 - I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of this bid document, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice; and
6. I/We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive nor to invite the Bidders to Bid for the Project, without incurring any liability to the Bidders, in accordance this bid document.
7. I/We declare that we/any Member of the Consortium, or our/its Associates are not a Member of a/any other Consortium submitting a Bid for the Project.
8. I/We certify that in regard to matters other than security and integrity of the country, we/any Member of the Consortium or any of our/their Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which

could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.

9. I/We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate **DPCC** of the same immediately.
10. I/We have studied all the Bidding Documents carefully and also surveyed the project. We shall have no claim, right or title arising out of any documents or information provided to us by the concessioning Authority or in respect of any matter arising out of or relating to the Bidding Process including the award of Concession.
11. I/We offer a EMD of Rs. ***** (Rupees ***** only) to **DPCC** in accordance with this bid Document.
12. The EMD in the form of a NEFT/RTGS/DD (strike out whichever is not applicable) in favour of 'Delhi Pollution Control Committee' is attached.
13. I/We agree and understand that the Bid is subject to the provisions of the Bidding Documents. In no case, I/we shall have any claim or right of whatsoever nature if the Project/Concession are not awarded to me/us or our Bid is not opened or rejected.
14. I/We agree and undertake to abide by all the terms and conditions of the bid document.
15. We, the Consortium Members agree and undertake to be jointly and severally liable for all the obligations of the Concessionaire under the Concessionaire Agreement till occurrence of Financial Close in accordance with the Concessionaire Agreement.
16. I/We shall keep this offer valid for prescribed period from the Bid DueDate specified in the Bid document.
17. Our Financial Bid in the format specified has been uploaded as per the Bid requirement.

In witness thereof, I/we submit this Bid under and in accordance with the terms of this bid document.

Yours faithfully,

(Signature, Name and Designation of the Authorized Signatory) Name:

Designation:

(Name and Seal of Bidder/Lead Member)

Name:

Note: Paragraphs in curly parenthesis may be omitted by the Bidder, if not applicable to it, or modified as necessary to reflect bidder-specific particulars.

Annexure XI**Power of Attorney for Signing of Bid Document**

Know all men by these presents, we _____ (Name of the firm and address of the Registered Office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./Ms. (Name), _____ son/daughter/wife of _____ and presently residing at _____, who is presently employed with us/the Lead Member of our Consortium and holding the position of _____

_, as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to our submission for Pre-qualification and submission of our Bid for “**Selection of a service provider to “*for market survey and inventorisation for single use plastics (SUPs)*”**” proposed or being developed by the **Delhi Pollution Control Committee (DPCC)** (the “Implementing Agency”) including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre-applications and other conferences and providing information/responses to **DPCC**, representing us in all matters before **DPCC**, signing and execution of all contracts including the Concessionaire Agreement and undertakings consequent to acceptance of our bid, and generally dealing with **DPCC** in all matters in connection with or relating to or arising out of our bid for the said Project and/or upon award thereof to us and/or till the entering into of the Concessionaire Agreement with the Concessioneing Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHERE OF WE, _____ THE ABOVE
NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF _____, 2022

For

(Signature, Name and Address)

Name:

Address:

Witnesses:

1. _____

2. _____

Accepted

(Name, Title and Address of the Attorney)

Name:

Title:

Address:

Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Wherever required, the Intending bidder/bidders should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Intending bidder/bidders.

For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Intending bidder/bidders from countries that have signed The Hague Legislation Convention, 1961 are not required to be legalized by the Indian Embassy if it carries a conforming Apostile Certificate.

Annexure XII**Format for Financial Proposal**

S.No.	Item Description	Unit	Quoted (one time bidding amount, exclusive of applicable taxes, if any) in Figures	Quoted (one time bidding amount, Exclusive of applicable taxes, if any) in Words
1	Market Survey And Inventorisation Of Single Use Plastics (SUPs) (including all the 10 points covered in scope of work) Note: only financial bid is to be uploaded	Job Work		