

**GREATER HYDERABAD MUNICIPAL CORPORATION
(GHMC)**



**Expression of Interest (EOI) cum BID Invitation for
“MAINTAINANCE OF THREE MOBILE TOILETS IN KUKATPALLY
ZONE,GHMC ”**

EoI cum Bid Notice NIT.No: 32/EE/C23/GHMC/2020-2021

Greater Hyderabad Municipal Corporation
ZONAL OFFICE ,KUKATPALLY ZONE
Website: www.ghmc.gov.in Phone No: 040-23225397

SCHEDULE OF BID PROCESS

Bidders are invited to submit their Bids on or before the time, date and at the office for submission as indicated below. The Bids submitted after this time and date or at any other office other than indicated herein below will not be considered under any circumstances; unless notified by the Authority with full information of the altered time, date and the office for submission. Bid document shall be downloaded from “ <https://www.ghmc.gov.in>” under tenders notifications section.

EoI cum Bid Notice NIT.No. 32/EE/C23/ GHMC/2020-2021(3rd call)

S No.	Event Description	Particulars
1	RFP downloadable from website (Date &Time)	05.11.2020 at 10.30am
2	Bid Due date / Bid Submission date	06.11.2020 upto 3:00pm
3	Address for communication & submission of Bid	The Executive Engineer, Greater Hyderabad Municipal Corporation, CIRCLE OFFICE, MOOSAPET, CIRCLE 23 ,KP ZONE Hyderabad,India-500018
4	Date & Time for opening of Technical Bid (Eligibility & Qualification Criteria)	06.11.2020 at 4:00pm
5	Date & Time of opening of Financial Bid	06.11.2020 at 5:00pm
6	Bid Security (Refundable)	1. For bid security, Rs. 25,000/(Rupees Twenty Five Thousand only) in the form of demand draft drawn in favor of the Commissioner, Greater Hyderabad Municipal Corporation payable at Hyderabad and drawn on any scheduled bank.

Note:

1. In case of any further clarification required the bidders may contact the Authority at eec23.ghmc@gmail.com or approach the O/o. The Executive Engineer, Greater Hyderabad Municipal Corporation, CIRCLE OFFICE, MOOSAPET, CIRCLE 23 ,KP ZONE Hyderabad,India-500018.

Table of Contents

Expression of Interest (EoI)	1
1. INTRODUCTION	4
2. OBJECTIVE	4
3. SCOPE OF WORK	4
4. ELIGIBILITY	6
5. Submission of EoI	6
6. Technical Bid	7
7. Financial Bid	8
8. Selection Process	8
9. Other Terms & Conditions.....	8
Annexure I.....	11
Annexure II.....	12
Annexure III	13
Annexure IV.....	14

1. INTRODUCTION

- 1.1 The rapid growth of Hyderabad has cast an enormous strain on the city's infrastructure. Rapid population growth in urban areas usually gets coupled with lack of individual and communal sanitary consciousness. Owing to the dire need, Greater Hyderabad Municipal Corporation (GHMC) has initiated various measures to create/improve the city's sanitation infrastructure as a part of Swachh Bharat Mission including providing Public toilets. In this regard, three mobile Toilets along with cafeteria have been mounted on buses in the Kukatpally Zone, GHMC
- 1.2 Hence, GHMC ("Authority") is inviting this Expression of Interest (EoI) cum Bid from Registered Firms/Contractors ("Applicant") to submit proposal for maintenance of the three toilets which are already commissioned/ constructed under CSR Project for sustainable sanitation to the citizens of Hyderabad.

2. OBJECTIVE

The broad objective of this Expression of Interest (EoI) cum Bid is to empanel the qualified and experienced firms for "**Maintenance of the three mobile toilets in KP zone**" GHMC area for a period of initially for one year and may be extended to another (02) years.

3. SCOPE OF WORK

Broadly the empaneled firms shall provide the following services:

- a) Provide essential services such as liquid soap, soaps, napkins, dust bins etc. for users of the mobile Toilets.
- b) Take necessary precautions for environmental and social safeguards in accordance with applicable norms and guidelines.
- c) Dedicated cleaning staff shall be provided for mobile Toilet Units. Engaging men and Equipment and provide the disinfectants and implements for cleaning. It is suggested that a attendant is available during the working hours. They shall be provided with Identity Card and Apron inscribed with name of GHMC, _____circle, Kukatpally Zone.
- d) Quick cleaning is to be carried out by the attendant every hour and the toilet seat and flooring shall be in dry condition.
- e) Cafeteria area/shop area should also be properly cleaned and maintained in clean condition.
- f) One person for every vehicle of mobile Toilet to be deployed for cleaning and washing the unit round the clock, including public holiday for a period of initially for one year and may be extended to another (02) years.

- washing with cold water using mechanical vacume sucked high pressure jetting machine with a technical operator (including water)
 - Cleaning the commode with vacume jetting and brush machine cleaner with mild acid cleaneing equipments.
 - Sweeping up to 50 mtrs around the structure and sprinkling of disinfectant mixture of 200 gms (50 gms bleaching powder and 150 gms lime).
 - Disinfectant Toilet cleaner liquid .
 - Removal of solid waste from dust bins at least once in a day as per GHMC Norms.
 - **Water should be provided to the toilets for continuous usage of public and also for cleaning purpose.**
- g) Septage cleaning and/or maintenance of Bio Digester(s) shall be taken up at own cost.
- h) To Operate the mobile toilet units during the Maintenance period including regular cleaning in surrounding areas, monitoring and functioning of user amenities, handling emergency situations, functioning of information and communication systems, availability of basic infrastructure requirements such as electricity for lighting purposes, proper drainage, removal of municipal solid waste, and telecommunication etc.
- i) The private partner is to specifically ensure that the Toilet units and amenities are clean and free of debris & garbage through regular monitoring, maintenance and solid waste collection.
- j) Maintain cleanliness around the parked vehicle to the extent of 50 metres and ensure it is litter free and urination free.
- k) Maintain the mobile Toilet Units, Greenery and amenities and all of its components/facilities in good and usable condition and perform routine and periodic maintenance works including civil, plumbing, electrical & mechanical works as well as maintenance and servicing.
- l) Carry out only those commercial activities in vehicle Toilets and clustered amenities or elsewhere that is permitted by the GHMC, such as advertisements at the public toilets and other space rentals etc. and earn revenues from such permitted commercial activities during the Maintenance period. Not to use or allow any person to use toilet block for other purposes.
- m) The Maintenance contract is not transferable to any other agency at any point of time without prior approval of the GHMC.
- n) Transfer mobile Toilets and clustered amenities to the GHMC at the end of the concession period, pursuant to successful completion of necessary inspection, renewals/repairs/replacement.
- o) Day wise Cleaning schedule of the PTU shall be maintained which shall be

monitored by Engineer-in-Charge/ AMOH appointed by the GHMC and duly submit the monthly summarized report to the GHMC concern officer

- p) Maintain all the records of:
- Day wise Record on number of users using the Public Convenience.
 - A Complaint or Suggestion Book for the users
 - Hourly cleaning report displayed at the toilet and keep a record of the same

4. ELIGIBILITY

- a. The invitation is open to all the entities that are Registered companies or agencies that are registered under Companies Act, 1956 or 2013 or MSME or its equivalent or under Limited Liability Partnership Act, 2008 or its equivalent or; an NGO or Society or Trust or Partnership Firm or registered contractors.
- b. Having experience in labour engaging contracts in similar nature of any other which engaging labour is prime criteria.
- c. The agency should have a Memorandum of understanding with a agency who is registered manufacturer experinced in machine (as described in para no.05) manufacturing for maintaining of toilet cleaninig machines (pumps/jets/vaccume pumps/cleaninig motors etc.) for one year period including gaurentee period.
- d. The machine should fuel (petrol/diesel/gas) operated which should be portable and mentioned the same in the agreement with suitable customization as per ISO standards.
- e. The Applicant shall bear all costs associated with the preparation and submission of its application and the Authority will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the EoI cum Bid process.
- f. The Applicant should not be black-listed by any of Central/ State Government or PSUs or Urban Local Bodies or any other Government body.
- g. Decision of the GHMC, regarding the eligibility, is final and binding the agency has no other say in this matter.
- h. GHMC may call the agency for demonstration at any point of time of the vechicle along with machine and the decision is based on the demonstration and other descriptions as decided and intimated to the agency ,failing or not confirming to standards may lead to rejection without any furthur discussion and

no say in this matter will be at the end of agency in this matter.

5. PROJECT DETAILS:

- 1. A DRIVER AND CLEANER WILL BE GIVEN BY GHMC TO DRIVE THE VEHICLE TO NEEDFUL PLACE AS SUGGESTED BY GHMC AS PER PUBLIC NEED AND ALL THE MAINTAINACE REGARDING THE BUS WILL BE TAKEN CARE BY GHMC. (i.e, vehicle repairs and fuel requirements).**
- 2. The bidder is permitted to quote either for paying Royalty (per month per 3 mobile toilets) to GHMC based on projected income of cafeteria**

Or

Willing to seek Maintenance assistance (per month per 3 mobile toilets) from GHMC towards its operation and Maintenance.

- 3. The successful bidder should maintain the toilet by keeping on person in particular to clean the toilets all the time during the usage of toilets including sanitization and can use the cafeteria area/shop area for their commercial purpose which is legally accepted and licensed if required as per norms.**
- 4. The successful bidder should also maintain the required waste disposing units for women and other requirements which are specific to toilet unit.**

6. Submission of EoI Cum Bid:

EoI cum Bid shall be submitted along with the filled in formats provided as appendices to this document in two cover system i.e (i) Technical Bid cover (ii) Financial Bid cover.

- 6.1 All envelopes shall be super scribed as NAME OF THE BIDEER.....and followed by “MAINTAINANCE OF THREE MOBILE TOILETS IN KUKATPALLY ZONE,GHMC”**
- 6.2 The EoI cum Bid shall be submitted on or before 3:00PM (IST) on 06.11.2020.**
- 6.3 Submission by email or other electronic means will not be accepted. It is the responsibility of the interested party to ensure that it is delivered at prescribed address by the stated deadline through post/courier/ in person only. The Authority shall not be held responsible for any delay in delivery or lost in transit cases.**
- 6.4 The EoI cum Bid shall be submitted through offline only and addressed to:**

The Executive Engineer,

Greater Hyderabad Municipal Corporation

MOOSAPET CIRCLE 23 , KP ZONE Hyderabad: 500018

Tel: 9849906758 E-mail: eec23.ghmc@gmail.com

6.5 For any assistance, Applicants can contact the following officer as per their convenience on the addresses given below:

The Assistant Engineer,(HD)

Greater Hyderabad Municipal Corporation

MOOSAPET CIRCLE 23 , KP ZONE Hyderabad: 500018

Tel: 7995009091 E-mail: eec23.ghmc@gmail.com

6.6 Only complete EoI response received on or before the due date and time shall be considered after completion of time EOI / BID will not be accepted

6.7 Locations of the toilets are enclosed in the ANNEXURE –V

7. Technical Bid:

7.1 The applicant shall submit the following documents in a sealed cover “Technical bid cover”

- i. Covering Letter as per Annexure I
- ii. Details of the Applicant as per Annexure II
- iii. Labour License Documents
- iv. ESI&EPF registration
- v. M.O.U with manufacturing agency.
- vi. **Bid Security:**

A. Bid security of Rs.25,000/- (Rupees Twenty Five thousand only) in shape of a Demand Draft drawn infavour of “The Commissioner, GHMC” payable at Hyderabad which shall be refundable. After completion of evaluation The Bid security is returned to those applicants who are not qualified at Technical Bid stage immediately after completion of the empanelment process and the Bid security of the empanelled applicants will be returned after completion of their agreement period.

7.2 Technical Evaluation:

A Consultancy Evaluation Committee (“Committee”) appointed by the Authority will examine the EOI submitted by the applicants based on the parameters such as cleaning methodology and maintenance of toilets. If the Committee so decides that a presentation by the Applicants on their submitted methodology is required to be given before the Committee, the same will be intimated to the applicant. The Committee reserves the right to waive-of any shortfalls during evaluation; accept the whole or part of or reject any or all responses to this Bid. The decision of the Committee is final and binding on all the applicants for selection of the methodology and no correspondence is entrained in this regard.

8. Financial Bid submission:

9. The Bidder shall submit the financial bid as per the **Annexure V** in a separate sealed cover quoting maintenance either by paying royalty or seeking maintenance to GHMC as per clause 5.2 for a period of initially for one year and may be extended to another (02) years. If any applicant quotes for both the conditions the bid may be not be considered for evaluation and may be disqualified.

10. Selection Criteria:

10.1 The Committee will evaluate the financial bids of those Applicants who are qualified in technical evaluation. Mere submission of bid does not entitle the Applicants for qualifying in technical evaluation and approved by the Committee as appropriate.

10.2 The Evaluation of bids is done based on highest royalty quoted per month per 3 mobile toilets and that agency is treated as H1 bidder

Or

In case the bidder seeks Maintenance assistance from GHMC instead of paying Royalty, the lowest price quoted per month per 3 mobile toilets and that agency is treated as L1 bidder.

10.3 If the Committee so decides that a presentation by the Applicants on their mechanical methodology is required to be given before the Committee, the same will be intimated to the applicant (any time before Financial bid evaluation)..The committee decision is final and binding in all matters and no claim is entertained in any respect in any

manner at any stage.

11. Other Terms & Conditions

11.1 Payment Terms:

- i. The penalties will be levied to the agency for any physical damage to the toilet.
- ii. The penalty amounts will be levied to the agency if the maintenance is not done satisfactorily on any particular day or on receipt of any specific complaint to the effect that the cleaning is unsatisfactorily and also for not following the conditions laid down. **Rs.1000/- Penalty will be levied per day per toilet if it is not cleaned**

11.2 The extension of further 02 years is subject to outcome of performance in the first year of maintenance and as per certification of the Officer in charge from GHMC.

11.3 GHMC reserves the right to choose any firms for empanelment based on the response in this EoI.

Annexure I

(Covering letter to be submitted in the letter head of the applicant)

Date:

To,

Executive Engineer,

Greater Hyderabad Municipal Corporation

MOOSAPET CIRCLE 23 , KP ZONE Hyderabad: 500018

Tel: 9849906758 E-mail: eec23.ghmc@gmail.com

Subject: Expression of Interest (EoI) for **MAINTAINANCE OF THREE MOBILE TOILETS IN KUKATPALLY ZONE,GHMC**

Dear Sir

Having examined the EoI cum Bid, the undersigned, offers to submit the application in full conformity with the said EoI cum Bid. I/We have read the provisions of EoI cum Bid and confirm that these are acceptable to us.

I/We hereby declare that all the information and statement made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification at any stage of the selection process.

I/We understand that you are not bound to accept any proposal you receive. Also, at any stage, the process may be terminated without assigning any reason and without any liability to firms, whatsoever, it may be.

Thanking you.

Yours faithfully

Signature:

In Capacity of

Duly authorized to sign proposal for and on behalf of

Place.....

Annexure 2

Details of Applicant

a)	Name of the Applicant (Legal Name)	
b)	Country of incorporation	
c)	Legal Status	
d)	Year of Establishment	
e)	Registration details	(Enclose certificate of Incorporation/ Registration etc. as applicable)
f)	Address for Communication	
g)	PAN Number	Copy to be enclosed
h)	GST Number	Copy to be enclosed
i)	Brief description including details of its main lines of business	
j)	Name, Address, E-mail id and Contact Number of the Authorized Signatory, who is authorized to respond to this EoI	
k)	Any other information	

Signature of Authorized
Signatory Date:
Place:

Annexure - III
Technical bid

Sl.No.	Item
1	Cleaning of MOBILE toilets in THREE VEHICLES with one operator and Mechanical cleaning for atleast once in 2 hrs and maintaining surrounding area clean and neat upto 50 m and avoiding open urination and providing cleaning equipment and cleaning materials like suitable disinfectant materials all the time with the attendant and cleaning morning and Evening

Enclosures:

- i. Mechanical cleaning machine Documents and photos
- ii. Any Similar nature of work Experience in the Government/PSU/Private organization
- iii. Plan of action for maintenance of the toilets Signed copy
- iv. Labour license document
- v. ESI&EPF Registration
- vi. MOU with Manufacturer or supplier with relavant documents

(Signature, name and designation of the authorized signatory)

Annexure IV
(FINANCIALBID)
[on the letter head of the Bidding firm]
EoI cum Bid Notice NIT.No. /EE/C23/GHMC/2020-2021

Date:

The Executive Engineer

Greater Hyderabad Municipal Corporation

MOOSAPET CIRCLE 23 , KP zone, Hyderabad: 500018

Sub : “MAINTAINANCE OF THREE MOBILE TOILETS IN KUKATPALLY ZONE,GHMC”

Sir,

As a part of the Bid for the subject work, we here by submit the following as Bid price as our quote to the Greater Hyderabad Municipal Corporation
 Our financial quote per month per 3 mobile toilets (to be quoted in either of the ways as per clause 5.2) in the following methodology:

SI No	Methodology of cleaning	Either (1) or (2) (only one quote is accepted)	
1	Cleaning of MOBILE toilets in THREE VEHICLES with one operator and Mechanical cleaning for atleast once in 2 hrs and maintaining surrounding area clean and neat upto 50 m and avoiding open urination and providing cleaning equipment and cleaning materials like suitable disinfectant materials all the time with the attendant and cleaning morning and Evening	1) Royalty in Rs./- (Per month per 3 mobile toilets)	
		2) Maintenace cost (per month per 3 mobile toilets)	

We undertake to acknowledge that the bid evaluation be carried by the Committee authorized by the Authority and the decision of the Committee will be final and binding on us, financial bids of only those Applicants who are qualified in technical evaluation to be opened.

Applicant Signature

Note: The financial Bid to be submitted for three vehicles together. Noncompliance to the format shall disqualify the firm’s BID.