

Request for Proposal (RFP) for Empanelment of Agencies for Plastic Waste Management for Urban Local Bodies in Kerala



30th November 2021

Suchitwa Mission
Swaraj Bhavan, Base Floor (-1)
Nanthancodu, Kowdiar
Thiruvananthapuram-695003
Kerala, India



**SUCHITWA
MISSION**
LOCAL SELF GOVERNMENT DEPARTMENT KERALA

Disclaimer

The purpose of this RFP document is to provide the Agency with information to assist the formulation of their Proposals. This RFP document does not purport to contain all the information each Agency may require and may not be appropriate for all persons. Each interested agency should conduct its own research and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources.

Suchitwa Mission, any ULB/Municipal Corporation (ULB) of Kerala, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.

NOTICE

Request for Proposal (RFP) for Empanelment of Agencies for Plastic Waste Management for Urban Local Bodies in Kerala

No.2353/G/2021/SM

Date: 29.11.2021

Suchitwa Mission, the Technical Support Group (TSG) in Waste Management sector under the Local Self Government Department, Government of Kerala, hereby invites proposal from agencies in response to this RFP, for empanelment of agencies for Plastic Waste Management for Urban Local Bodies in Kerala.

Interested agencies may download the forms from the website of Suchitwa Mission (<http://www.sanitation.kerala.gov.in>) free of cost.

All proposals must be accompanied by a lumpsum Earnest Money Deposit (EMD) for an amount of **Rs 50000/- (Rupees Fifty Thousand only)** in the form of crossed D.D drawn in favour of **The Executive Director, Suchitwa Mission** payable at Thiruvananthapuram.

Applicant agency shall submit the proposal along with EMD in original in sealed cover addressed to **“The Executive Director, Suchitwa Mission, Basement Floor (-1), Swaraj Bhavan, Nanthencode, Kowadiar P.O, Thiruvananthapuram - 695 003”** on or before **30.12.2021, 05:00 PM.**

An indicative time frame for the empanelment process is provided in this notice and participating agencies may take note of the time frame to plan their submission of the tenders.

Date of publishing of RFP	30.11.2021
Last date for receipt of queries (through e-mail only)	08.12.2021, 03:00 PM
Pre proposal conference (online)	10.12.2021, 11.00 AM
Last date for submission of proposal	30.12.2021, 05.00 PM
Technical evaluation of proposals	To be intimated later
Date of Empanelment Notification	To be intimated later

Sd/-

**Executive Director
Suchitwa Mission**

DATA SHEET

1.1	Name of the assignment: " Request for Proposal (RFP) for Empanelment of Agencies for Plastic Waste Management for Urban Local Bodies in Kerala"										
1.2	<p>Queries/Clarifications</p> <p>All queries/clarification shall only be submitted online via e-mail: <i>smtteamtechnical@gmail.com</i> in the following format;</p> <table border="1"> <thead> <tr> <th>SI No</th> <th>Section No.</th> <th>Clause No.</th> <th>Reference /Subject</th> <th>Clarification Sought</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>Queries/Clarifications may be requested not later than 08.12.2021, 3:00 pm</p> <p>Queries/Clarification shall be addressed to: The Executive Director, Suchitwa Mission</p>	SI No	Section No.	Clause No.	Reference /Subject	Clarification Sought					
SI No	Section No.	Clause No.	Reference /Subject	Clarification Sought							
1.2	<p>Pre-proposal conference: A pre-proposal conference will be held through virtual platform. Details and link for registration for the meeting will be published on the website (www.sanitation.kerala.gov.in) of Suchitwa Mission</p> <p>Date: 10.12.2021</p> <p>Time: 11:00 AM</p>										
1.3	Last Date & time of submission of proposal: 30.12.2021, 05:00 pm										
1.4	<p>Proposal submission:</p> <p>Proposal submission shall be made offline mode.</p> <p>The submission address for Original Proposal is: The Executive Director, Suchitwa Mission, Basement Floor (-1), Swaraj Bhavan, Nanthencode, Kowadiar P.O, Thiruvananthapuram 695 003.</p>										
1.5	Proposals received after the stated time and date shall not be considered.										

ABOUT SUCHITWA MISSION

Suchitwa Mission is the Technical Support Group (TSG) in Waste Management sector under the Local Self Government Department, Government of Kerala. It is responsible for providing technical and financial support to the Local Self Governments of the State. Suchitwa Mission is also responsible for conceptualizing, action planning, conducting creative workshops, organizing training programmes, initiating sector related studies, bringing out occasional papers, initiating action research, conducting monitoring and such other activities in Waste Management Sector. The Mission is also the Nodal agency for implementing Swachh Bharat Mission (Urban), Swachh Bharat Mission (Rural) and Communication and Capacity Development Unit (CCDU) in the State.

1. ABOUT SOLID WASTE GENERATION IN KERALA

Kerala has 93 Urban Local Bodies (ULBs) (6 Municipal Corporations, 87 Municipalities), 77 Taluks, 14 District Panchayats, 152 Block Panchayats and 941 Gram Panchayats with a total population of 3.48 crores, as per 2011 census.

As the census figures indicate, the state has been urbanizing more rapidly than the national average with an annual urban population growth of 6.5%. About 52% of the total urban population live in mid-sized Urban Local Body (ULB) having population ranging between 20,000 and 100,000 and the remaining 48% live in larger ULBs that have population greater than 100,000. The state, however, has not registered corresponding growth rates in the provision of urban infrastructure, particularly, the Solid Waste Management related infrastructure and the service levels are substantially below the national level benchmarks, particularly constrained owing to lack of adequate infrastructure and service delivery systems across the value chain.

The total solid waste generation in Kerala is estimated at 3.7 million tons annually. 77% of the waste generated is biodegradable and remaining comprises of non-biodegradables and inert.

KEY STATISTICS OF SOLID WASTE GENERATED IN KERALA

- Total Solid Waste generated is 3.7 million tones annually
- Quantity of Waste Generated per day from Local Self Governments are;
 - Corporations-1,415 T (14%)
 - Municipalities – 4,523 T (45%)
 - Panchayaths – 4,106 T (41%)
- Source wise share of solid waste is as follows;
 - Households - 49%
 - Commercial/Institutions- 36%
 - Streets/Public places- 15%
- Types of Wastes generated are;
 - Biodegradable- 77%
 - Non-biodegradable- 18% (Paper-6%; Plastics-4%; Rubber& Leather-2%; Metal-1%; Glass-1%; Domestic hazards-0.4%)
 - Inert- 5%

2. PRESENT WASTE MANAGEMENT STRATEGY AND PROCESSES IN KERALA

Two-prone strategy of solid waste management is practiced in the State, comprising of decentralized system in semi- urban and rural areas and Centralized Plants in major cities.

Haritha Karma Sena operates for door-to-door collection of waste in 86 Municipalities and 6 Corporation (Total 92) and 913 Grama panchayats. Treatment of biodegradable waste through composting and bio methanation is practiced in both Source and Community level.

1018 MCF are established in the State for storage and preliminary Segregation of solid waste. Recyclable and Non-recyclable wastes are segregated at MCF and part of Recyclable waste is sold to recycling industry.

Plastic (Recyclable and Non-recyclable) and rejects are forwarded to Resource Recovery Facility (RRF) located at Municipal and Corporation Level. There are 177 RRFs operating in the Urban Local bodies and State. Shredding machine, bailing machine and Dust removers are available at RRFs and Recyclable and Non-recyclable wastes are segregated. Recyclable wastes are sold to recycling industry including e-waste. Non-recyclable wastes are sent for safe disposal including landfill / Cement Factories.

3. PLASTIC WASTE POLLUTION

Accumulation of plastic objects and particles (e.g. plastic bottles, bags and microbeads) in the environment adversely affects habitat, wildlife, and humans. Uncollected plastic waste results in littering, illegal dumping and burning, which in turn can cause serious health and environmental impacts. Plastics that travel through sewage and stormwater systems end up in waterbodies that feed into oceans. In 2016, plastics represented 12 percent of solid waste worldwide. Plastics can take hundreds to thousands of years to decompose, which presents major environmental and human health problems. Most of the plastic waste goes to landfill and garbage heaps after they are used, and some are recycled. At the local level, there is scope for some types of plastic (e.g., high-density polyethylene and polyethylene, terephthalate) to be recycled into a variety of items, including plastic lumber, furniture, asphalt for roads, liquid RDF and household goods.

4. KEY OBJECTIVES

The overall objective of inviting this RFP is for selection of Agencies who would be the state level empaneled agencies for carrying out the Plastic Waste Management for Urban Local Bodies (ULBs) in Kerala with an objective of ensuring 100% processing of non-recyclable plastics. The Agency is expected to carry out the services without any monetary compensation/tipping fee paid by ULBs for the services. The end goal of this empanelment process is to make ULBs cleaner, greener and a model for effective management of non-recyclable plastics.

5. SCOPE OF WORK OF AGENCY

The Agency shall work with ULBs located across Kerala on the Plastic Waste Management Programme to channelize the segregated post-consumer non-recyclable plastic waste from the ULB channels towards end processing/co-processing. The Agency shall work together to formalize and develop informal sector participants such as scrap dealers, waste pickers etc. The scope of services of the Agency shall be as follows, but not limited to;

1. Work with various development agencies and corporate partners to fund safe disposal of post-consumer non-recyclable plastic waste collected from the ULBs in accordance to Central Pollution Control Board and Kerala State Pollution Control Board approved procedures applicable for recyclable and non-recyclable waste such as co-processing at cement kilns, waste to energy plants, roads making, pelletizing etc.
2. Capable of providing services to one or multiple ULBs of the State on a sustainable basis offering pickup of plastic waste at least once in a week per ULB

3. Ensure collection and disposal of all types of non-recyclable/Multilayered plastics and other rejects
4. Collect non-recyclable/reject plastic waste ULBs without any monetary compensation/tipping fee
5. Strictly comply with all the applicable Acts, Rules, Regulations, Guidelines and Policies issued by Govt. of India and Govt. of Kerala from time to time.
6. Support interested ULBs with technical know-how on setting up and operationalizing the Resource Recovery Facility/Material Collection Facility with adequate tools and equipment
7. To declare the destination where the waste is proposed to be disposed of while entering into agreement with a ULB
8. To register all the vehicles, which are entrusted with the transportation of waste to processing/co-processing facilities, with the ULB from where waste is being collected and shall be fitted with GPS instruments and tracking systems.
9. Arrange suitable vehicles equipped with support staff for carrying the waste from ULB and transporting till processing units at own cost
10. Shall be capable of collecting and processing at least 5 Tons of post-consumer non-recyclable plastics from the Resource Recovery Facilities/Material Collection Facilities per month per ULB on sustainable basis and capable of providing services to multiple ULBs in the State simultaneously if required.
11. The transport costs from the Resource Recovery Facilities/Material Collection Facilities of ULB to the end destination and disposal cost shall be borne by the Agency. Only loading cost at Material Recovery Facilities/Material Collection Facilities of ULB will be borne by the concerned ULB, if incurred.
12. Designate a contact person to exchange information with the ULB.
13. Report the volumes of plastic waste collected and disposed to the concerned ULB, Kerala State Pollution Control Board and other necessary government institutions on a periodic basis in the prescribed format as required by the institutions
14. Work with the informal sector such as scrap dealers, waste picker etc. in the jurisdiction to enable social inclusion, access to government schemes, formalization of such participants and educate them on better practices in waste collection and disposal.

6. SCOPE OF WORK OF URBAN LOCAL BODY (ULB)

Any ULB of the State, at its sole discretion, shall decide to take or not to take the services of the any one of the Agencies who is empanelled pursuant to this RFP, to channelize the segregated post-consumer non-recyclable plastics from the municipal channels towards end processing/co-processing. Sovereign responsibility of waste management shall still lie with the concerned ULB. Choice of appointing or not appointing the Agency shall vest with the concerned ULB. Key responsibilities of the ULB shall be as follows, but not limited to;

1. ULB shall arrange requisite manpower and relevant equipment required for loading of waste in the trucks arranged by Agency, if required
2. ULB to ensure that the necessary instructions are issued to the required stakeholders, hotels, schools and industry etc. for source level segregation, better collection, and recycling of dry waste

3. ULB will designate a suitable officer to work and support the project and to track the vehicles transporting the waste to ensure that waste has reached designated destination declared by the agency engaged.
4. ULB shall provide the necessary endorsement letters to the Agency and its partners under EPR framework under Plastic Waste Management Rules 2016 and its amendments from time to time (Environmental Protection Act 1986) and CSR Rules under Companies Act 2013
5. ULB shall facilitate Agency in getting any approvals that are required. However, all the documentation and fee for such approvals will be borne by the Agency.
6. ULB shall report all the plastic waste diverted through this program into its regulatory filings with Kerala State Pollution Control Board, Swachh Bharat Mission or state nodal agency as required under the Plastic Waste Management Rules 2016 and its amendments.
7. ULB shall facilitate the Agency to formalize and integrate the informal sector participants such as scrap dealers and waste pickers.

7. TENURE OF EMPANELMENT

The tenure of state level empanelment of the shortlisted Agencies shall be for a period up to which the respective agencies have a valid MoU for processing/co-processing non-recyclable plastic subject to a maximum of 2 years from the date of order issuing empanelment.

The empanelment of those agencies having period of empanelment less than 2 years based on valid MoU, further extension up to 2 years from original date empanelment will be granted based on production of valid MoU .

Once appointed by a ULB within the period of empanelment , Agency shall provide services for a minimum tenure of 2 years from the date of appointment by the ULB subjected to the condition that, they possess a valid MoU with processing/co-processing. A firm Agreement shall be entered into between the concerned ULB and Agency specifying the responsibilities of each party.

8. BRIEF DESCRIPTION OF THE SELECTION PROCESS

1. Interested agency should provide complete proposal in response to this RFP along with required support documents
2. The proposal shall consist of only Technical Proposal, and there is no Financial Proposal in this RFP.
3. An Agency must meet '**Minimum Conditions of Eligibility**' to be eligible for further evaluation of Technical Criteria
4. Agencies who meet the 'Minimum Conditions of Eligibility' and scores '**minimum technical score 45**' (out of 100) in the '**Technical Criteria**' shall be considered for empanelment.
5. Submission of proposal as a Consortium is not permitted under this RFP.

9. 'MINIMUM CONDITIONS OF ELIGIBILITY' TO BE MET BY THE AGENCY

1. Agency must read carefully the minimum conditions of eligibility (the "Minimum Conditions of Eligibility") provided herein. Proposals of only those Agencies who satisfy all the Minimum Conditions of Eligibility will be considered for further technical evaluation.

No.	Conditions of Eligibility	Supporting Documents to be submitted
1	Agency should be a registered Company/ Partnership Firm/ LLP under the Indian companies Act 2013 or Partnership Act 1932, with at least 3 years of presence in India as on 31 March 2021	All the below documents need to be submitted: 1. Certificate of Incorporation 2. Certificate of Registration 3. Company GST Certificate 4. Company PAN Card
2	Agency should not be debarred/blacklisted by any Central/ State Government in India	Self-Declaration on the company Letter Head
3	Agency must have a positive net worth for the last three financial years and average annual turnover of INR 1 Crore or above in the last three financial years (2018-19, 2019-20, and 2020-21) from the Solid Waste Management services. Solid Waste Management services shall include services in Collection, Transportation, Processing and Disposal of Solid Waste	All the below documents need to be submitted: 1. Chartered Accountant Certification 2. Audited balance sheets, profit & loss statements

10. TECHNICAL CRITERIA

The Agency shall be given technical score out of full score of 100. The major parameters for technical scoring shall be as detailed below;

No.	Criteria	Marks
1	Quantum of plastic Waste collected and recycled (in Tonnage per month) in any of the last three financial years (2018-19, 2019-20, and 2020-21) under a firm contract/MoU with LSGIs in India	Max: 30
a)	Greater than 30 Tons/Month up to 45 Tones/month	10
b)	Greater than 45 Tons/Month up to 60 Tones/month	20
c)	Greater than 60 Tons/Month	30
2	Number of active contracts/MoUs with LSGIs in India for collection and processing/co-processing of plastic Waste,	Max: 40
a)	1-2 active Contracts/MoUs	20
b)	3-4 active Contracts/MoUs	30
c)	More than 4 active Contracts/MoUs	40
4	No. of active contracts/MoUs for tie-ups with co-processing firms (cement industries, waste to energy plants etc)	Max: 20
a)	1-2 active Contracts/MoUs	10
b)	3-4 active Contracts/MoUs	15
c)	More than 4 active Contracts/MoUs	20

5	Financial position of the Agency	Max: 10
a)	Average annual turnover of minimum INR 1 Crore in the last three financial years (2018-19, 2019-20, and 2020-21)	5
b)	Average annual turnover of minimum INR 2 Crore in the last three financial years (2018-19, 2019-20, and 2020-21)	7.5
c)	Average annual turnover of INR 3 Crore and above in the last three financial years (2018-19, 2019-20, and 2020-21)	10

Note:

1. The agency shall submit authenticated documents in the proposal for verification of 'Minimum Conditions of Eligibility' and 'Technical Criteria'. Proposal submitted without authenticated documents will be summarily rejected without further notice.
2. 'Active' means the Contract/MoU shall be valid as on the last date for submission of proposal.

11. EARNEST MONEY DEPOSIT (EMD)

1. An EMD of **Rs. 50,000/- (Rs. Fifty Thousand only)**, in the form of crossed Demand Draft issued by scheduled/ Nationalized bank drawn in favour of 'The Executive Director, Suchitwa Mission' payable at Thiruvananthapuram.
2. Proposals not accompanied by EMD shall be rejected as non-responsive.
3. No interest shall be payable by Suchitwa Mission for the sum deposited as EMD.
4. The EMD of the unsuccessful agencies would be returned within one month from the date of notification of Empanelment
5. The EMD of successful agencies shall be retained by Suchitwa Mission for the period of empanelment.

The **EMD shall be forfeited** by Suchitwa Mission in the following events:

1. If Proposal is withdrawn during the period of proposal submission and evaluation process.
2. If the Proposal is varied or modified in a manner not acceptable to Suchitwa Mission after the last date of submission of Proposal.
3. If the agency tries to influence the evaluation process or canvassing of any kind.
4. If the Agency(s) selected as 'Empaneled Agency(s)' chose to withdraw the proposal before the finalization process (failure to arrive at consensus by both the parties shall not be construed as withdrawal of proposal by the Agency).
5. In the case of a successful agency, if the agency performs in violation to the terms and conditions of empanelment

The agency shall submit the Proposal in accordance with the guidelines prescribed in this RFP and ensure that the Proposal is complete in all aspects. Suchitwa Mission reserves the right to reject Proposals that do not conform to the guidelines prescribed. The Proposals shall be submitted in single envelope.

12. AMENDMENT OF TENDER DOCUMENT

1. At any time prior to the last date for receipt of proposals, Suchitwa Mission, may, for any reason, whether at its own initiative or in response to a clarification, modify the RFP Document by an amendment.
2. The amendment if any will be uploaded on the website (www.sanitation.kerala.gov.in)
3. In order to provide prospective agencies reasonable time in which to take the amendment into account in preparing their proposals, Suchitwa Mission may, at its discretion, extend the last date for the submission of Proposals.

13. FORMAT FOR TECHNICAL PROPOSAL

The technical proposal shall consist of completely filled and signed forms as mentioned below with complete support documents;

1. Letter of Submission (in the prescribed format T-1)
2. Organizational Details and Financial Statement (T-2): The information needs to be given for the Agency
3. References for Technical Scoring (T-3):

Agency shall provide necessary details to substantiate on how the agency score the maximum against each Technical Criteria and submit authenticated documents in the proposal for verification of 'Technical Criteria'.

4. Power of Attorney (T-4)

Method of Submission of Technical Proposal

Original proposal offline:

The Technical Proposal shall be submitted in single envelope covering the filled-in and signed T-1, T-2, T-3 and T-4 formats.

The proposal should be addressed to: **The Executive Director, Suchitwa Mission, Swaraj Bhavan Basement Floor(-1), Nanthencode, Kowadiar, Thiruvananthapuram 695 003**

All formats and support documents submitted by the Agency should be signed by the authorized signatory and seal affixed.

The envelope must also be super scribed with the following information:

- a. Name and Address of Agency
- b. Authorized Contact person and Designation,
- c. Phone number, Fax number and Email id.

14. LATE SUBMISSION OF PROPOSALS

Late submission will not be entertained and will be summarily rejected. The agency shall bear all costs associated with the preparation and submission of its proposal, and the Suchitwa Mission will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the empanelment process.

14.1. *Language of Proposal*

The language of the proposal shall be English.

14.2. Signature of Proposal

The proposal must contain the name, residence and place of business of the Authorized Representative or persons submitting the proposal and must be signed by the agency with its usual signature. The names of all persons signing shall be stamped, typed with the legal name of the firm. Power of Attorney in respect of the person signing on behalf of the agency shall be furnished along with the proposal.

14.3. Clarifications regarding proposal submitted

After the submission of proposal, till the empanelment is made, if any agency wishes to contact this office on any matter related to its proposal, he/she may do so in writing. Any effort by the agency to influence this office during the proposal evaluation, proposal comparison or empanelment shall result in outright rejection.

15. RESPONSIVENESS CHECKS TO RFP:

Scrutiny of the Eligibility proposal for responsiveness to the RFP will be done to determine whether the proposal is complete, whether the documents have been properly signed, whether any errors have been made, whether required EMD are submitted, and whether the proposal is generally in order. Proposals not conforming to such preliminary requirements will be *prima facie* rejected.

The Evaluation Committee formed by Suchitwa Mission shall carry out the evaluation of proposals on the basis of match with the scoring of Technical Criteria, applying the marks. Agencies shall make presentation before the technical committee to verify the credentials and capability of the agencies, if required.

16. EVALUATION CRITERIA

Agencies who meets the 'Minimum Conditions of Eligibility' and scores '**Minimum Technical Score 45**' (out of 100) in the 'Technical Criteria' shall be considered for empanelment.

The minimum technical score required in the 'Technical Criteria' to qualify is 45 points out of 100.

A proposal will be considered unsuitable and shall be rejected if it does not respond to the RFP or it fails to achieve minimum technical score of 45 points out of 100. Suchitwa Mission shall not intimate the agency who fails to score the qualifying technical score.

17. EMPANELMENT

- i. The empanelment will be given to the best proposal in terms of the aforementioned terms and conditions and the Executive Director, Suchitwa Mission shall be the Competent Authority in this regard whose decision shall be final and binding.
- ii. Suchitwa Mission reserves the rights to accept or reject any or all the proposals without assigning any reason. Suchitwa Mission also reserves the right to call for additional information from Agencies.
- iii. Notification on empanelment of shortlisted agencies will be published by Suchitwa Mission .

17.1. Resolution of Disputes

If any dispute arises between the parties, the decision of the Executive Director, Suchitwa Mission shall be final and binding on both parties.

17.2. Taxes and Duties

The Agency is expected to carry out the services without any monetary compensation/Tipping fee paid by ULBs for the services.

17.3. Legal Jurisdiction

All legal disputes between the parties shall be subject to the jurisdiction of the Courts situated in Kerala

T-1 Letter of Submission (On company letterhead)

To

.....

(full address)

Dear Sir/Madam,

Sub: Proposal for Request for Proposal (RFP) for Empanelment of Agencies for Plastic Waste Management for Urban Local Bodies in Kerala –reg.

Ref: RFP notice No:

Having examined the RFP, we, the undersigned, offer to be the empaneled agency for Plastic Waste Management for Urban Local Bodies in Kerala in full conformity with the said RFP.

We have read the provisions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.

We agree to abide by this Proposal, consisting of this letter, the Technical Proposal, **duly notarized written power of attorney**, and all attachments, and it shall remain binding upon us and may be accepted by you at any time.

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

We hereby declare that we are not debarred/ blacklisted by any Central/ State Government in India.

We understand that you are not bound to accept any proposal you receive.

Dated this [date / month / year]

Authorized Signatory (in full and initials):

Name and title of signatory:

Duly authorized to sign this Proposal for and on behalf of [Name of Respondent]

Name of Firm:

Address:

T-2 Organizational Details and Financial Statement

1. Organization chart of the company and brief description, Year of establishment and Fields of Expertise
2. Details of the agency/ representative of the agency
 - i. Address of office:-
 - ii. Specify the appropriate types of services and field of specialization the agency is engaged in
 - iii. Whether individual, proprietorship, partnership corporation or others
 - iv. Registered under
 - v. Organizational set up
 - vi. Names and responsibilities of key personnel
 - vii. Incorporation no.
 - viii. Registration no.
 - ix. GST Certificate No.
 - x. PAN Card No.

Note: Attach documentary proof for details required in point vii to x.

3. Technical and managerial staff details
4. Financial Statement for last three years

Year	Turnover (in Rs.)	Net Worth (in Rs.)
2018-19		
2019-20		
2020-21		
Average		

Note: Audited financial statements duly signed by a Chartered Accountant have to be enclosed separately.

Dated this [date / month / year]

Authorized Signatory (in full and initials):

Name and title of signatory:

Duly authorized to sign this Proposal for and on behalf of [Name of Respondent]

Name of Firm:

Address:

T-3 References for Technical Scoring

(Relevant Services carried out in the Last three Years)

Using the format below, provide information on each assignment for which your firm/entity was legally contracted.

No.	Criteria	Details (Provide necessary details to substantiate on how the Agency score the maximum against each criteria)
1	Quantum of plastic Waste collected and recycled (in Tonnage per month) in any of the last three financial years (2018-19, 2019-20, and 2020-21) under a firm contract/MoU with ULBs in India	
2	Number of active contracts/MoUs with ULBs in India for collection and recycling of plastic Waste	
4	No. of active contracts/MoUs for tie-ups with co-processing firms (cement industries, waste to energy plants etc.)	
5	Company Financial	

Note:

1. Submit authenticated documents along with the Form T-3 for verification of 'Technical Criteria'. proposal submitted without authenticated documents will be summarily rejected without further notice.
2. 'Active' means the Contract/MoU shall be valid as on the last date for submission of proposal.

Dated this [date / month / year]

Authorized Signatory (in full and initials):

Name and title of signatory:

Duly authorized to sign this Proposal for and on behalf of [Name of Respondent]

Name of Firm:

Address:

T- 4 Power of Attorney

Know all men by these presents, we, (name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr / Ms..... son/daughter/wife and presently residing at, who is presently employed with us and holding the position of as our true and lawful attorney (hereinafter referred to as the —Authorized Representativell) 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 submission of our Proposal for and selection as the agency for including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in conferences and providing information/ responses to the Authority, representing us in all matters before Suchitwa Mission, and undertakings consequent to acceptance of our proposal and generally dealing with the Suchitwa Mission in all matters in connection with or relating to or arising out of our Proposal for the said empanelment upon issuance of empanelment orders thereof to us by Suchitwa Mission.

And, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative 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 Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

In witness whereof we, the above-named authorized representative have executed this power of attorney on this Day of, 20.....

For

(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

Accepted

.....

(Signature, name, designation and address of the Attorney)

Notarized