



**REQUEST FOR PROPOSAL FOR SELECTION OF AGENCY FOR
CONDUCTING SOLID WASTE QUANTIFICATION SURVEY AND
CHARACTERIZATION STUDY FOR SBM (GRAMEEN) AT THE
SELECTED LOCAL SELF GOVERNMENT INSTITUTIONS OF
KERALA FOR SUCHITWA MISSION**



SUCHITWA MISSION
GOVERNMENT OF KERALA
REQUESTS

**PROPOSAL FROM EXPERIENCED AGENCIES FOR CONDUCTING SOLID
WASTE QUANTIFICATION SURVEY AND CHARACTERIZATION STUDY FOR
SBM (GRAMEEN) AT THE SELECTED LOCAL SELF GOVERNMENT
INSTITUTIONS OF KERALA FOR SUCHITWA MISSION LOCAL SELF
GOVERNMENT DEPARTMENT, KERALA**

SUCHITWA MISSION

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1 DISCLAIMER

1. The information contained in this Request For Proposal document ("RFP") or subsequently provided to agencies, whether verbally or in documentary or any other form by or on behalf of SUCHITWA MISSION or any of its employees, is provided on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.
2. This RFP is not an agreement or an offer by the SUCHITWA MISSION to the prospective agencies or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation & submission of their Proposals pursuant to this RFP.
3. This RFP includes statements, which reflect various assumptions and assessments arrived at by the SUCHITWA MISSION in relation to this RFP. Such assumptions, assessments and statements do not purport to contain all the information that each agency may require.
4. This RFP may not be appropriate for all persons, and it is not possible for the SUCHITWA MISSION to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. Information provided in this RFP to the agency may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. SUCHITWA MISSION accepts no responsibility for the accuracy or otherwise of any interpretation or opinion on the law expressed herein.
5. SUCHITWA MISSION makes no representation or warranty and shall have no liability to any person including any agency under any law, statute, rules or regulations or tort, principles of restitution for 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 RFP or otherwise, and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.
6. SUCHITWA MISSION also accepts no liability of any nature whether resulting from negligence or otherwise, however arising from reliance of any agency upon the statements contained in this RFP.

7. SUCHITWA MISSION may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.
8. The issue of this RFP does not imply that SUCHITWA MISSION is bound to select an agency or to appoint the selected agency, as the case may be and the SUCHITWA MISSION reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

2 NOTICE INVITING PROPOSAL

e- Government Procurement (e-GP)

TENDER No SM/78/2026-A

The Executive Director, Suchitwa Mission, for and on behalf of the Governor of Kerala invites online technical and financial proposals for the assignment detailed below from experienced agencies for the conduct of a waste quantification survey and associated studies. The details of the assignments are as follows:

Scope of this Notice	REQUEST FOR PROPOSAL FROM EXPERIENCED AGENCIES FOR CONDUCTING SOLID WASTE QUANTIFICATION SURVEY AND CHARACTERIZATION STUDY FOR SBM (GRAMEEN) AT THE SELECTED LOCAL SELF GOVERNMENT INSTITUTIONS OF KERALA FOR SUCHITWA MISSION LOCAL SELF GOVERNMENT DEPARTMENT, KERALA
Name of Assignment	CONDUCTING SOLID WASTE QUANTIFICATION SURVEY AND CHARACTERIZATION STUDY FOR SBM (GRAMEEN) AT THE SELECTED LOCAL SELF GOVERNMENT INSTITUTIONS OF KERALA
Prime Location of Assignment	Project Site – PAN KERALA Administrative Head Quarters- Thiruvananthapuram
Brief description of work	Conducting waste quantification survey, including field operations, statistical analysis and modeling, projections and preparation of reports.
Bidding procedure	Two Cover System
Estimated Cost	Undisclosed
Bid Security (EMD)	Rs. 1,00,000/-
Bid submission fee	Rs. 9,758/-
Who can apply	Experienced agencies as specified in the RFP.
Bid documents	Can be downloaded from the site www.etenders.kerala.gov.in

Date of Prebid Meeting	03/08/2026, 10.30 AM – 11.00 am Video call link: https://meet.google.com/mzy-bqht-ats
Last date and time for submission of bids	10/08/2026, 6 PM
Date and time of opening of Technical Bid	13/08/2026, 10.15 AM, Online
Concept Presentation by the bidder	Venue and Date will be intimated after opening of technical cover. (Venue: Thiruvananthapuram)
Financial Opening	Will be intimated
Name of the Tender Inviting Authority	Executive Director, Suchitwa Mission 4th Floor, Revenue Tower Public Office Compound, Thiruvananthapuram , Kerala, India. PIN - 695 033 0471-2312730 (Office) 0471-2316334 (CA to ED) sanitationkerala@gmail.com

Tender documents and tender schedule can be downloaded free of cost from the e- Government Procurement (e-GP) Website www.etenders.kerala.gov.in. All bid documents are to be submitted online only and in the designated cover(s)/ envelope(s) on the e-GP website. Tenders/ bids shall be accepted only through online mode on the e-GP website and no manual submission of the same shall be entertained. Late tenders will not be accepted. A bid submission fee shall be remitted online during the time of bid submission.

The scanned copies of various certificates duly attested, EMD exemption certificate (if any) and duly signed copy of bid documents shall be submitted online. **Price Bid (Financial Proposal) shall only be submitted through online.** Details regarding remittance of Bid Submission Fee, Bid Security (EMD), Bid preparation and submission are mentioned in this bid document.

The technical bids shall be opened online at the time mentioned in the table above by the tender inviting authority online. The bidders can fetch details online through the e-tender portal. If the tender opening date happens to be on a holiday or non-working day due to any other valid reason, the tender opening

process will be done on the next working day at same time. The technical bids submitted by the Bidders will be evaluated as per the terms and conditions set out in the bid document for qualification and the price bid of only the qualified Bidders shall be opened. ***The mode of selection of this tender will be Least Cost Selection from qualified agencies.*** The date and time of opening of the Price bid will be intimated by e- mail to the Bidders who are pre-qualified after evaluation of Technical Bids.

Online Tenders/ bids are to be accompanied with a ***preliminary agreement executed in white paper.*** Tenders/ bids received online without the details mentioned as required by this RFP will not be considered and shall be summarily rejected.

Bidders may contact e-Procurement support desk of Kerala State IT Mission over telephone at 0471-2577088, 2577188, 2577388 or 0484-2336006, 2332262 – through email: etendershelp@kerala.gov.in for assistance related to e-tendering. More details can be had from the Office of Executive Director, Suchitwa Mission, 4th Floor, Revenue Tower, Public Office Compound, Thiruvananthapuram , Kerala, India, during working hours.

All other existing conditions related to bidding in force in the Kerala State Government Departments will be applicable in this tender also unless expressly defined in the bidding document. The Tender Inviting Authority/Employer shall not be responsible for any failure, malfunction or breakdown of the electronic system while downloading or uploading the documents by the Bidder during the e- procurement process.

Details of bank account having core banking facility and e-mail address of the bidder shall be furnished along with the tender. Tenders not accompanied by these details will be rejected. Suchitwa Mission reserves the right to accept or reject any or all tenders without assigning any reason thereof.

Sd/-

Executive Director,

Suchitwa Mission

(For and on behalf of Governor of Kerala)

3 BACKGROUND

Suchitwa Mission is the nodal agency of the Government of Kerala under the Department of Local Self Government to provide technical and financial assistance to the LSGIs in the sanitation and waste management sector utilizing assistance from Central and State Governments. The Swachh Bharat Mission-Grameen (SBM-G) initiated in 2014 by the Hon'ble Prime Minister and the mission targeted making India Open Defecation Free (ODF). By 2019, the mission completed the construction of over 100 million individual household toilets, declaring more than 6 lakh villages ODF, a tribute to Mahatma Gandhi on his 150th birth anniversary and aligning with SDG Target 6.2.

The SBM (Grameen) Phase II Activities launched on the year 2019 and the target activities extend over various sectors in sanitation and waste management such as Individual Household Latrines (IHHL), Community Sanitary Complexes (CSCs), Bio-Degradable and Plastic Waste Management facilities, Gobardhan Plants, Grey water Management and Faecal Sludge Management Systems. As the activities under SBM (Grameen) Phase III are currently in the planning stage and the implementation of the SWM Rules, 2026 has already commenced in rural Local Self Government Institutions (LSGIs), there is an urgent need to undertake a comprehensive study on waste quantification and characterization in rural local bodies across the State. This study will provide critical data and insights for informed planning and effective implementation of sustainable solid waste management systems under SBM (G) Phase III.

Suchitwa Mission is planning to engage an agency to carry out the solid waste quantification and characterization survey at the selected rural local self government institutions of Kerala and submit the solid waste quantification and characterization reports for all rural LSGIs in Kerala.

3.1 Objectives of the RFP

Suchitwa Mission (the "Authority") intends to engage an experienced agency to conduct a solid waste quantification and characterization study in selected sample Grama Panchayats across Kerala. Using the survey findings and appropriate statistical projection methodologies, the agency shall estimate waste generation and composition for all rural Local Self Government Institutions (LSGIs) in Kerala and prepare a comprehensive report. The selected agency shall:

- i. Conduct field level sample survey for solid waste quantification and characterization at the selected local self government institutions.

ii. Prepare Waste Quantification and characterization estimates for all local self government institutions based on the sample survey done on selected LSGIs

3.2 Expected Diligence of Applicants

Applicants are advised to inform themselves fully about the assignment before submitting the Proposal by visiting the Project Site, gathering sufficient first hand information, sending written queries to the Authority, and attending a Pre-bid Conference on the date and time specified in this bid document.

3.3 SCOPE OF ASSIGNMENT

3.3.1 General

Conduct field level sample survey for solid waste quantification and characterization at the selected local self government institutions. The task of identifying field survey sample local bodies and households based on the methodology detailed below will be done by District Suchitwa Missions.

The study aims to generate scientifically robust estimates of household-level solid waste generation and composition across rural local bodies in Kerala. Given the pronounced spatial heterogeneity in settlement patterns, socio-economic conditions, and waste handling practices across the state, a statistically sound sampling framework is essential to ensure that the findings are both representative and usable for system design, planning, and policy decisions. A multi-stage cluster sampling design has therefore been adopted, wherein Grama Panchayats constitute the primary sampling units and households within selected Panchayats form the secondary sampling units.

The selection of sample size is arrived on the below mentioned manner. The determination of sample size is based on the requirement of achieving acceptable precision for key indicators such as average waste generation rate and waste composition proportions. For a simple random sample, the required sample size for estimating a proportion is given by the standard expression $n = Z^2 p(1-p) / d^2$, where Z is the standard normal deviate corresponding to the desired confidence level (1.96 for 95% confidence), p is the expected proportion, and d is the allowable margin of error. In the absence of prior reliable estimates for several waste fractions, a conservative value of $p = 0.5$ is adopted to maximize sample size. Assuming a margin of error of $\pm 3\%$ ($d = 0.03$), the

required simple random sample size is approximately $n = (1.96)^2 \times 0.5 \times 0.5 / (0.03)^2 \approx 1067$. This value represents the effective sample size required under ideal independent sampling conditions.

Since the present study employs a stratified cluster sampling approach, it is necessary to account for the loss of statistical efficiency arising from intra-cluster similarity. This is quantified through the design effect, expressed as $DEFF = 1 + (k - 1) \times ICC$, where k is the number of waste generation points sampled within each Panchayat and ICC is the intra-cluster correlation coefficient. In the absence of published ICC estimates for heterogeneous waste generation sources, a conservative ICC value of 0.03, consistent with comparable environmental and socio-economic cluster surveys, has been adopted. With a proposed sample of 25 waste generation points per Panchayat, comprising households, commercial establishments, hotels and restaurants, markets, offices and institutions, hospitals, and street sweeping samples, the design effect is estimated as $DEFF = 1 + (25 - 1) \times 0.03 = 1.72$. Accordingly, the required sample size under cluster sampling is $n = n_{srs} \times DEFF$. The final survey design therefore adopts a fixed stratified sample of 25 waste generation points per Panchayat, ensuring representation of all major waste-generating sectors while maintaining statistical robustness and operational feasibility. Accordingly, the total sample size required under cluster sampling becomes $n = n_{srs} \times DEFF \approx 1067 \times 1.72 \approx 1835$, which is rounded to 1850 sample points for operational convenience.

To achieve this total sample size while maintaining statistical efficiency, the sample is distributed across a larger number of clusters with a moderate number of sample points per cluster. The final design therefore consists of 74 Panchayats with 25 sample points sampled in each Panchayat, resulting in a total of 1850 sample points. The effective sample size under this design is $n_{eff} = 1850 / 1.72 \approx 1075$, which is greater than the required simple random sample size. This ensures that the study achieves approximately $\pm 3\%$ precision for key proportion estimates while adequately capturing inter-Panchayat variability.

The selection of Panchayats in the first stage followed a stratified random sampling approach to ensure representation across the diverse geographic and socio-economic contexts of Kerala. Stratification is carried out based on physio-graphic regions (coastal, midland, and highland) and settlement characteristics such as population density and degree of urban influence. The Grama Panchayaths will be selected by the District Missions.

In the second stage, sample points within each selected Panchayat are chosen using systematic random sampling. Sample locations will be selected from total eligible sample points available in the SBM(G) IMIS data belonging to BPL and APL category. From the APL category, Suchitwa Mission will identify the middle income and higher Income households with the help of district RPs. Replacement protocols are predefined to address non-response or inaccessible households while maintaining the randomness of selection.

During analysis, appropriate weighting and adjustments are applied to account for the cluster sampling design. Estimates are aggregated at Panchayat, district, and state levels, ensuring that the influence of each sampled unit reflects its representation in the population. In conclusion, the adopted sampling design of 74 Panchayats with 25 sample points each provides a balanced combination of statistical rigor and operational feasibility.

3.3.2 Planning the survey

Select representative samples from the total list of sample points belonging to BPL(LIG) and APL (MIG, HIG) categories; hotels and restaurants (large, medium, and small); commercial establishments (large, medium, and small); markets (based on the number of stalls/shops); offices and institutions (large, medium, and small); hospitals and health care institutions; and street sweeping (Considering 100 m of length of road swept as a unit). Storage bags sufficient for 7 days can be distributed to each waste generator who may be advised to deposit all waste generated daily in the given bag which is to be handed over to the specified waste collector on the subsequent day in the morning; the bags so distributed may be collected daily for a minimum of 7 days continuously and weighed immediately after collection using a sensitive weighing machine. Records may be kept of the waste generated by different categories of waste generators. The dry waste collected from each category may thereafter be mixed category wise and segregated component-wise, and each component may be weighed separately to arrive at the waste composition in different categories of waste generators. This representative waste quantity and quality when extrapolated to the entire GPs and divided by the population will give the per capita waste generation rates.

3.3.3 Number of Random Samples required to be selected for each LSGI

The following table shows the distribution of sample among various strata within the (LB) cluster.

Sl. No.	Source	Category		No. of Samples Collected
1	Households	BPL	LIG	4
		APL	MIG	4
			HIG	4
2	Hotels and Restaurants	Large		1
		Medium		1
		Small		1
3	Commercial Establishments	Large		1
		Medium		2
		Small		2
4	Markets(List the no of stalls/shops)	Large		1
		Medium		
		Small		
5	Offices and Institutions	Medium		1
		Small		1
6	Hospitals & Health Care Institutions (No. of beds) – generation/bed(only non-bio medical waste)			1
7	Street Sweeping (100m)			1
	Total			25

Mobilisation and Training to the human workforce involved in the collection and transportation of solid waste from sample locations in segregated manner to the processing facilities or earmarked locations to quantify the waste. The agency should provide waste collection bags and be equipped with weight measurement devices and technical support personnel to record the data. The Identified GP will provide sufficient numbers of HKS members and logistics support for waste collection and transportation of collected waste. The remuneration of HKS members (one HKS member from one GP, Rs. 457/- per day) and the expenses related to the transportation of waste will be met by the respective Grama Panchayats from their own funds.

3.3.4 Field Work and Time Schedule

0th Day – Distribution of Waste Collection Bags and weighing machine and Commencement of Waste Collection (clearing existing waste) – quantity should not be considered for survey
1 st Day – Waste Collection and Quantification
2 nd Day - Waste Collection and Quantification
3rd Day - Waste Collection and Quantification (Waste Collection for Characterization Study)
4 th Day - Waste Collection and Quantification
5 th Day - Waste Collection and Quantification
6th Day - Waste Collection and Quantification (Waste Collection for Characterization Study)
7 th Day - Waste Collection and Quantification

3.3.5 Characterization

Physical and Chemical Characteristics of the solid waste should be done for two non-consecutive days. Testing shall be carried out in NABL accredited laboratories only for chemical characteristics.

SI No	Physical characteristics	SL NO	Chemical Characteristics
1	Per capita generation	01	Moisture@105°C
2	Density	02	pH@25°C
3	Biodegradable Waste	03	Ash Content
4	Paper, card boards, cartons		
5	Plastic		

6	Glass	04	Volatile matter
7	Metals	05	Carbon
8	Rubber & Leather	06	Nitrogen(N)
9	Batteries, pesticides, medicines, masks, special care waste	07	C/N Ratio
10	Ceramic and Inert	08	Calorific Value-(Dry Basis)
11	Sanitary waste	09	Heavy Metals
12	Others (thermocol, packaging materials, foils, rags etc.)		
13	NBD Waste Total		

3.3.6 Tabulation and Record Keeping

1. The quantities obtained through the sample survey shall be recorded in a suitable datasheet and should be handed over to the authority along with submission of the final report. Analysis may be done and quantities may be projected to all Grama Panchayats of each district Grama Panchayats with similar geographical and socio-economic characteristics. **The final report shall be submitted to the State Suchitwa Mission within 3 months.** The following Mile stones shall be adhered to.

Sl No	Description	Days from date of agreement (T)
1.	Submission of Inception Report	T+15 days
2.	Completion of Field Work	T+60 days
3.	Submission of draft report	T+80 days
4.	Attending comments on draft report and submission of final report	T+90 days + Days taken by the authority to offer comments from the date of submission of draft report.

2. Any other essential or non-negotiable activities required for the successful completion of the study, which are not specifically covered under the above clauses, shall also be the responsibility of the agency.

3.3.7 Deliverables

The following will be the deliverables of the project

1. Inception Report
2. Raw Data Set
3. Tabulated Spreadsheet
4. Survey Photographs
5. Presentation
6. Final Report containing projection

4 INFORMATION TO BIDDERS

The authority wishes to select an agency on competitive basis through an online bidding process. The bidding process will be done through the etender portal of the state <https://etenders.kerala.gov.in/>. The bid will be invited in a two cover system wherein the first cover will be attributed to technical qualification and the second cover will be attributed for financial proposal. Only the financial proposals of agencies qualified in the technical bid will be admitted to the financial round. Joint Venture of any form is not permitted in this bid.

4.1 LOCATION

The physical location of the project is pan Kerala. The survey will have to be carried out in 74 different grama panchayats selected and directed by the authority. The agency shall have no choice in selecting specific local bodies.

4.2 LANGUAGE

The official language of Kerala State is Malayalam. However, the consultant will be allowed to make all communications, reports and any other documents in English or Malayalam. However the field operation shall be carried out by people who can speak, read and write in Malayalam.

4.3 Selection Procedure

The proposal submitted by the agency will be evaluated against the eligibility criteria and the agencies meeting the minimum eligibility criteria will be called for a technical presentation before the technical committee. Those scoring an aggregate of 50 marks or above will be considered qualified. Financial proposals of qualified agencies alone will be considered for selection.

4.3.1 Evaluation Criteria (Maximum Marks: 100)

S.No	Parameter	Requirement	Proof	Marks
1	Year of Incorporation and experience	Minimum 5 years of operation in India	Certificate of Incorporation and experience can be given with Annexure I	5 marks for 5 years as it is mandatory. For every additional year 1 mark will be given subject to maximum 10 marks

2	General Experience	At least 2 solid waste quantification and characterization studies	Certificate issued by competent authority with name and seal in letter head (Details shall be given in Annexure III)	1 study - 15 Marks (Min) and 2 mark each for additional projects fulfilling the criteria (Max 30 Marks)
3	Govt/PSU Experience	Should have done at least 1 project for Government, PSU or local government establishment	Certificate issued by competent authority with name and seal in letter head (This can be projects mentioned against in the project mentioned in General experience and detailed list shall be given in Annexure III, Annexure IV)	2 Marks (Min) and 1 mark each for additional projects fulfilling the criteria (Max 10 Marks)
Agency who submitted the mandatory documents shall be obliged to present before the Technical Committee				
4	Presentation before Technical Committee	i) Time required for completion of waste quantification and characterization study ii) Human Resource Allocation (Statistician & Team Leader Experiences will be critical) iii) Technical Capacity to prepare Documents	Presentation	50 marks (max)

4.4 Preparation for submission of the Proposal

- a) The agency shall ensure that it fulfills the eligibility criteria and other essential conditions.
- b) The RFP application, complete in all aspects, must be submitted together with requisite information and Annexure(s). The RFP should be free from ambiguity, change or interlineations.
- c) Incomplete proposal will not be considered and is liable to be rejected without making any further reference to the agency.
- d) Copies of all documents to prove experience, expertise and manpower, certifications/ appreciations, work order received so far may also be enclosed along with the application.

All Bids are required to be prepared and submitted in accordance with the terms of this RFP on or before the Bid Due Date.

4.5 E-Procurement [Portal - <https://etenders.kerala.gov.in/>]

- (a) The Bid Process will be conducted by way of e-tendering. In order to participate in the Bid Process, a Bidder must procure a digital signature certificate and register on the e-Procurement Portal using its digital signature. A digital signature certificate may be procured from a registered certifying authority as stipulated by the Controller of Certifying Authorities, Govt.
- (b) The Bidders must: (i) upload a soft copy/scanned copy of their credential and other required documents and (ii) populate, upload and confirm (submit/ freeze) the Financial Proposal format provided on the e-Procurement Portal, before the specified time on the Bid Due Date. Bidders shall not submit any hard copy and all submissions need to be done through the e-Procurement Portal alone.

Important: The authority reserves the right to descope any of the components of the BoQ even after issuing LoA (Letter of Acceptance) to the selected TA, but prior to the agreement. Addition of any component shall be made through negotiation. This does not restrict the authority in procuring service to any additional component by other means if deemed necessary.

- (d) The Bidders are encouraged to visit the e-Procurement Portal well in advance to acquaint themselves with the process of submitting their Bids online.
- (e) For the purposes of determining the cut-off time for submission of queries and Bids, the central server time displayed on the clock on the e-Procurement Portal will be followed by the Bidders and the Authority.
- (f) Any queries or requests for additional information relating to this RFP should be submitted on the e-Procurement Portal on or before the time and date specified in the Bid Schedule.

4.6 RIGHTS OF THE AUTHORITY

The Authority, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:

- (a) suspend the Bid Process and/or amend and/or supplement the Bid Process or modify the dates or other terms and conditions relating thereto;
- (b) consult with any Bidder in order to receive clarification or further information at any stage of the Bid Process;
- (c) retain any information, documents and/or evidence submitted to the Authority by and/or on behalf of any Bidder;
- (d) independently verify, disqualify, reject and/or accept any and all documents, information and/or evidence submitted by or on behalf of any Bidder;
- (e) reject any Bid, if:
 - (i) at any time, a material misrepresentation is made or uncovered;
 - (ii) the Bidder in question does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Bid; or
 - (iii) the Authority finds any Bid to be unreasonable, impractical or unviable.

- (f) accept or reject a Bid, annul the Bid Process and reject all Bids, at any time, without any liability or any obligation for such acceptance, rejection or annulment and without assigning any reasons whatsoever to any Person, including the Bidders. If the Authority annuls the Bid Process and rejects all Bids, it may in its sole discretion invite fresh Bids for the Project.

If the Authority exercises its right under this RFP to reject a Bid and consequently, the Preferred Bidder for the Project gets disqualified or rejected, then the Authority reserves the right to:

- (a) invite the qualified Bidder with the next best quote to match the quote offered by the Preferred Bidder (i.e., the Best Quote) and extend the validity of their Earnest Money Deposit (if required);
- (b) if such qualified Bidder matches the quote of the Preferred Bidder, then such qualified bidder will be declared the Preferred Bidder;
- (c) if such qualified Bidder fails to match the Preferred Bidder's quote, then the Authority may take any such measures as it may deem fit in the sole discretion of the Authority, including:
 - (i) inviting the qualified Bidder with the next best quote to match the Bid of the Preferred Bidder; or
 - (ii) annulling the entire Bid Process.

4.7 COST AND CURRENCY OF BIDS

The Bidders will bear their own costs associated with or relating to the preparation and submission of their Bids, including copying, postage, delivery charges and expenses associated with any presentations which may be required by the Authority, or any other costs incurred in connection with or relating to their Bids, including any costs incurred on conducting any due diligence. All such costs and expenses will be borne by the Bidders and the Authority, and their employees and advisors will not be liable in any manner whatsoever for such costs and expenses, regardless of the conduct or outcome of the Bid Process. All amounts in the Bid should be stated in Rupees.

4.8 EVALUATION CRITERIA AND BID SUBMISSION

The evaluation will be done by the inviting authority itself or through a dedicated committee appointed by the Tender Inviting Authority. Bids shall be evaluated for technical qualification and for final selection LCS (Least Cost Selection) method will be adopted.

4.9 Technical Evaluation

Technical capacity will be evaluated in two sub stages. In the first part, qualification criteria will be examined. And in 2nd part a technical concept presentation shall be conducted before the technical panel engaged at the venue specified and intimated by the authority. The total technical score will be the sum of scores obtained in each sub stage.

4.9.1 Technical Presentation

Bidders shall be required to make a technical presentation before the Evaluation Committee at a date, time, and venue to be communicated in advance. The presentation shall be delivered by the key experts of the agency.

The presentation shall cover, at a minimum:

Understanding of the Study & Sectoral Context – Demonstration of the bidder's comprehension of the objectives of the Solid Waste Quantification and Characterization Study, operational and institutional challenges, and regulatory framework. (0 - 15 Marks)

Proposed Approach – Outline of the planned approach for delivering the assignment, including stakeholder engagement and coordination strategy. (0 - 15 Marks)

Proposed Methodology & Work Plan – Description of methodologies, analytical tools, and frameworks to be adopted, including deliverables and timelines. (0 - 15 Marks)

Presentation & Communication Skills – Clarity, logical flow, visual quality of presentation, ability to respond to queries, and demonstration of subject expertise by the proposed experts. (0 - 5 Marks)

4.9.2 Technical Qualification

The bidder who scores a minimum of 50 marks in the technical evaluation including the technical presentation and experience will be considered technically qualified. Financial covers of unqualified bidders will not be opened.

4.10 Financial Proposal

The bidder has to quote a single Lump Sum value as the total consultancy fee to perform the survey, statistical analysis, modeling, projection and preparation of reports as per the scope of this RFP. **IMPORTANT: The quoted value should be excluding GST.** The bidder has to populate this value in the issued excel sheet which can be downloaded from the Etender portal and shall be submitted along with the bid. The financial proposal has to be submitted only in the prescribed excel sheet and uploaded in the prescribed cover. If a bidder mentions in any manner, anywhere in the submitted documents other than in the prescribed financial cover will be disqualified.

4.11 FRAUD AND CORRUPT PRACTICES

Bidders and their respective officers, employees, agents and advisors are required to observe the highest standards of ethics during the Bid Process. Notwithstanding anything to the contrary contained in this RFP, the Authority may reject a Bid without being liable in any manner whatsoever to the Bidder, if it determines that a Bidder has, directly or indirectly or through an agent, engaged in a corrupt, fraudulent, coercive, undesirable or restrictive practice in or affecting the Bid Process.

- (a) Without prejudice to the rights of the Authority under this RFP, in the event that a Bidder is found by the Authority to have directly or indirectly or through an officer, employee, agent or advisor engaged or indulged in any corrupt, fraudulent, coercive, undesirable or restrictive practice during the Bid Process, such Bidder will not be eligible to participate in any tender or request for qualification issued by the Authority for [5 (five)] years, from the date such Bidder is found by the Authority to have directly or indirectly or through an officer, employee, agent or advisor engaged or indulged in any of the activities mentioned above.

- (b) For the purposes of this Clause, the following terms will have the meanings given to them below:
- (i) **corrupt practice** means: offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the actions of any Person connected with the Bid Process (for the avoidance of doubt, offering of employment to, or employing, or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly, with the Bid Process or has dealt with matters relating to the Project or arising from it, before or after its execution, at any time prior to the expiry of [1 (one)] year from the date that such official resigns or retires from or otherwise ceases to be in the service of the Authority, will be deemed to constitute influencing the actions of a Person connected with the Bid Process);
 - (ii) **fraudulent practice** means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a Person to obtain a financial or any other benefit or to avoid an obligation;
 - (iii) **coercive practice** means impairing or harming or threatening to impair or harm, directly or indirectly, any Person or the property of the Person to influence improperly the actions of a Person;
 - (iv) **undesirable practice** means: (A) establishing contact with any Person connected or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bid Process; or (B) having a Conflict of Interest; and
 - (v) **restrictive practice** means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating full and fair competition in the Bid Process.

4.12 Bid Security

The Bidder shall furnish, as part of his Bid, a Bid Security for an amount as detailed in this RFP. For e tenders, Bidders shall remit the Bid Security using the online payment options of e-Procurement system only. Bidders are advised to visit the “Downloads” section of e-Procurement website www.etenders.kerala.gov.in for State Bank of India or by using NEFT facility. Bidders opting for NEFT facility of online payment are advised to exercise this option at least 48 hours before the last date of bid submission to ensure that payment towards Bid Security is credited and a confirmation is reflected in the e-Procurement system. The online NEFT remittance form provided by e-Procurement system for making a NEFT transaction is not a payment confirmation. Authority shall not be responsible for any kind of delay in payment status confirmation.

- Any Bid not accompanied by an acceptable Bid Security shall be rejected by the authority.
- The Bid Security of the unsuccessful Bidder shall become refundable as promptly as possible after finalization of the tender.
- The Bid Security of the successful Bidder will be discharged when the Bidder has furnished

the required Performance Guarantee and signed the agreement.

- Waiving of Bid Security is allowed in respect of organizations, which are exempted by Government to that effect. In this case, the Bidder shall produce a copy of Government order showing exception in remittance of bid security while participating in the tender process.

4.13 Bid Submission Fee

In addition to the Earnest Money Deposit, the Bidders are required to pay an amount as mentioned in the Notice Inviting Tender as the Bid Submission Fee through an [RTGS/NEFT transfer] through the same channel as EMD.

4.14 Important Dates

The Authority shall endeavor to adhere to the following Bid Schedule:

S. No.	Event	Date/Time/Location
1.	Issue of RFP	27/07/2026
2.	Pre-Bid Meeting	03/08/2026, 10:30 AM – 11:00 AM Video call link: https://meet.google.com/mzy-bqht-ats
3.	Last date for receiving queries from Bidders	03/08/2026, 6 PM
4.	Bid Due Date	10/08/2026, 6 PM
5.	Opening of Technical Bids	13/08/2026, 10:15 AM, Online
6.	Technical Presentation, Evaluation and Financial opening	Will be intimated to bidders
7.	Issuance of LOA	Within 7 days from the selection of the Preferred Bidder
8.	Signing of the Agreement	Within 14 days from the date of issue of the LOA to the Selected Bidder

4.15 CLARIFICATIONS ON THE RFP

If a Bidder requires any clarification on or has any query in relation to the RFP, it should submit such a query or request for clarification on the e-Procurement. The Authority shall make reasonable efforts to

respond to the queries or requests for clarifications on or before the date mentioned in the Bid Schedule. However, the Authority reserves the right to not respond to any query or provide any clarification, in its sole discretion. The Authority's responses (including an explanation of the query but not identification of its source) will be made available to all the Bidders and shall be uploaded on the e-Procurement Portal.

The Authority may, on its own initiative, if deemed necessary, issue clarifications to all the Bidders. All clarifications and interpretations issued by the Authority shall be deemed to be part of this RFP. Should the Authority deem it necessary to amend the RFP as a result of a request for clarification, it will do so following the procedure described in this RFP

- (a) It shall be the responsibility of the Bidders to check the e-Procurement Portal for the response to the queries or requests for clarifications. the Authority may, but shall not be obliged to, communicate with the Bidders by e-mail, notice or any other means it may deem fit about the issuance of the clarifications.
- (b) Verbal clarifications and information given by the Authority or any other Person for or on its behalf shall not in any way or manner be binding on the Authority.

4.16 Pre-Bid Meeting and Site Visit

All interested Companies are invited to attend the Pre-Bid Meeting on the date, time online (Meeting link will be provided if conducted online) mentioned in the Bid Schedule. The purpose of the Pre-Bid Meeting will be to clarify issues and answer questions on any matter relating to the RFP, the Bid Process and the Project.

During the course of the Pre-Bid Meeting, attendees will be free to seek clarifications and make suggestions to the Authority.

Non-attendance at the Pre-Bid Meeting will not be a cause for disqualification of an interested Company from participating in the Bid Process.

Bidders interested in participating in the bid process are advised to make a Site visit at their own expense.

4.17 AMENDMENT OF THE RFP

Up until the date that is mentioned in the Bid Schedule, the Authority may, for any reason, whether on its own initiative or in response to a query raised or clarifications requested by a Bidder in writing, amend the RFP by issuing an Addendum or an amended RFP and amended draft Agreement.

All Addenda/amendments will be issued on the e-Procurement Portal.

The Bidders are required to read the RFP with any Addenda/amendments that may be issued.

Each Addendum/amendment will be binding on the Bidders.

Any oral statements made by the Authority or its advisors regarding the Bid Process, the RFP or on any other matter, shall not be considered as amending the RFP.

The Authority will assume that the information contained in the Addendum/amendments will have been taken into account by the Bidder in its Bid. The Authority assumes no responsibility for the failure of a

Bidder to submit the Bid in accordance with the terms of the Addendum/amendments or for any consequent losses suffered by the Bidder.

4.18 AVAILABILITY OF INFORMATION

The information relating to or in connection with the Project, the Bid Process and this RFP, including all notices issued by the Authority to all Bidders in accordance with this RFP; queries and responses or clarifications and any Addenda will be uploaded on the e-Procurement Portal. All such information will be made available for review by the Bidders until the Bid Due Date.

If a Bidder faces any technical issue or technical error in accessing the e-Procurement Portal, the Bidder may seek assistance from Kerala State IT Mission from their dedicated channel. Details of helpdesk are available in the e-tender portal. The authority is not responsible for any technical glitch or network delay that may happen while accessing the etender portal. Bidders are advised to avoid last minute rush to avoid such instances.

4.19 GOVERNING LAW AND JURISDICTION

The Bid Process, this RFP and the Bids shall be governed by, and construed in accordance with, the laws of India. The competent courts of the district where the authority's headquarters is situated shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Bid Process, this RFP and the Bids.

4.20 VALIDITY OF THE BIDS

The Bids shall remain valid for a period of [180 (one hundred and eighty)] days from the Bid Due Date. A Bid valid for a shorter period shall be rejected by the Authority as being non- responsive.

In exceptional circumstances, prior to the expiry of the Bid validity period, the Authority may request Bidders to extend the Bid validity period. A Bidder may choose to accept or reject the Authority's request for extension of the Bid validity period. If the Bidder agrees to an extension of the Bid validity period, the Bidder shall also extend the validity of the Earnest Money Deposit accordingly. If the Bidder does not accept the Authority's request for extension of the Bid validity period, then the Authority will return the Earnest Money Deposit of such Bidder no later than [30 (thirty)] days after the expiry of the original Bid validity period.

4.21 LETTER OF AWARD (LOA)

After declaration of the L1 Bidder, the Authority will, within 15 days, issue the LOA to the Preferred Bidder by registered post:

- (a) declaring it as the L1 Bidder;
- (b) accepting its Financial Proposal;
- (c) requesting it to submit the Performance Security equivalent to 5% of the agreed amount and articles of agreement. At least 50% of the performance security amount shall be in the form of Treasury Deposit and remaining 50% can be either in the form of treasury deposit or bank guarantee from a nationalised/ scheduled bank/ KFC.

4.22 EXECUTION OF THE CONTRACT

The Authority shall, within 15 (fifteen) days of the acceptance of the LOA by the Selected Bidder provide the Selected Bidder with the final execution draft of the Agreement. The Concessionaire or the Selected Bidder, as the case may be, shall execute the Agreement in the draft form provided by the Authority.

If the Selected Bidder seeks to materially negotiate or seeks any material deviations from the final execution draft of the Agreement provided by the Authority, the Authority may elect to disqualify the Selected Bidder and revoke the LOA issued to the Selected Bidder. If the Authority elects to disqualify such Bidder and revoke the LOA, then the next preferred bidder may be invited to undertake the project at a rate quoted by the preferred bidder.

4.23 PAYMENT SCHEDULE

The following payment schedule may be followed

SI No	Description	Payment
1.	Submission of inception report	10%
2.	Completion of 300 sample points	10%
3.	Completion of 600 Sample points	10%
4.	Completion of 900 Sample Points	10%
5.	Completion of 1200 sample points	10%
6.	Completion of 1500 sample points	10%
7.	Submission of Compiled Data & Raw data and draft report for discussion and presentation.	10%
8	Submission and acceptance of final report	30%

4.24 Liquidated Damages (LD)

Time is of the essence in the execution of this assignment. The Consultant shall complete all activities, including field surveys, waste sampling, laboratory analysis (if applicable), data validation, submission of reports, and all deliverables, within the timelines specified in the Contract.

In the event of delay in achieving any milestone or the overall completion of the assignment attributable to the Consultant, the Employer shall be entitled to recover Liquidated Damages at the rate of **0.5% (zero point five percent) of the total Contract Price for each completed week of delay or part thereof**, subject to a maximum of **10% (ten percent) of the total Contract Price**.

The imposition or recovery of Liquidated Damages shall not relieve the Consultant of its obligation to complete the Services in accordance with the Contract, nor shall it prejudice any other rights or remedies available to the Employer under the Contract or applicable law.

Where the delay exceeds the period corresponding to the maximum Liquidated Damages (i.e., 20 weeks if the above rate applies), or where the Consultant has demonstrably failed to make reasonable progress, the Employer may, after giving appropriate notice, terminate the Contract for default and make alternative arrangements for completion of the Services at the Consultant's risk and cost, without prejudice to the recovery of Liquidated Damages accrued up to the date of termination.

No Liquidated Damages shall be levied for delays that are solely attributable to:

- Force Majeure events as defined in the Contract;
- Delays caused by the Employer, including delayed approvals, access to sites, or provision of required information; or
- Any extension of time formally granted by the Employer in writing.

The Consultant shall promptly notify the Employer of any event likely to affect the completion schedule and shall submit a request for extension of time, with supporting justification, within the period stipulated in the Contract.

5 ANNEXURES

Annexure I

LETTER OF SUBMISSION

(On the Letter head of the agency including full Postal Address, and telephone, facsimile and email address.)

Reference No. _____

Date: _____

The Executive Director
Suchitwa Mission
4th Floor, Revenue Tower
Public Office Compound
Thiruvananthapuram 695 033

Sir,

SUBJECT: REQUEST FOR PROPOSAL (RFP) FOR SELECTING AGENCIES FOR CONDUCTING SOLID WASTE QUANTIFICATION AND CHARACTERIZATION SURVEY FOR SBM (GRAMEEN) ACTIVITIES AT THE SELECTED LOCAL SELF GOVERNMENT INSTITUTIONS OF KERALA, PREPARATION OF SOLID WASTE QUANTIFICATION AND CHARACTERIATION REPORTS AND SUBMISSION OF THE REPORTS TO SUCHITWA MISSION, LOCAL SELF GOVERNMENT DEPARTMENT, KERALA

Having examined the details given in RFP document for the above project, we hereby submit the relevant information for considering the RFP for Selecting Agencies For conducting solid waste quantification and characterization survey for sbm (grameen) activities at the selected local self government institutions of Kerala, preparation of solid waste quantification and characterization reports and submission of the reports to suchitwa mission, local self government department, kerala.

- 6 We hereby certify that all the statements made, and information supplied in the enclosed forms and accompanying statement is true and correct.
- 7 We have furnished all information and details necessary for the RFP and have no further pertinent information to provide.
- 8 We confirm that we have no objection in Suchitwa Mission or their authorized representative approaching individuals, employers and entities to verify our competency and general reputation.
- 9 We declare that all the provisions of this RFP Documents are acceptable to us. We

also declare that we have not been debarred/ blacklisted by any Government/Semi Govt. organization in any state/country.

Date of Submission:
Place:

Name & Signature of the Authorized Signatory.

Company Seal

GENERAL INFORMATION OF THE AGENCY

Note: Separate sheets may be used wherever necessary

3. Name & Address :

4. Name & Designation of the concerned officer to whom all reference shall be made :

5. Phone no.s / Mobile no.s/ Fax no.s :

6. E-Mail ID :

7. Chief of the Organization

E-mail ID:

Telephone:

8. Total No. of Employees/Manpower

Strength :

9.No.of offices / Centers (enclose the list)

:

(Please put $\sqrt{}$ mark for applicable options for the following items)

10. Type of the Organization: (Public Sector/Limited/Private limited/Partnership/Proprietary/Society/Any other)

11. Any other information that may like to give in order to highlight:

12. Name & Address of local representative, if any:

13. Enclosures: CV of the key personnels and additional human resources

Place:

Signature of Party:

Date:

Name in Full:

Designation / Status

Company Seal

DETAILS OF WORKS AND SERVICES:

No.	Description of work	Name & Details of Client	Value of work	Period		Remarks
				From	To	
1.						
2.						
3.						
4.						

*Note: Separate sheets may be used wherever necessary.
Experience certificates from the clients can be attached*

SIGNATURE OF THE APPLICANT

SEAL OF THE FIRM

ONGOING PROJECTS

No.	Description of work	Customer details	Value of work	Period / Status of work (Date of commencement of work)	Work done directly or through sub-contractor	Remarks
1.						
2.						
3.						
4.						
5.						

Note: Photocopy of work order shall be attached.

Note: Separate sheets may be used wherever necessary.

SIGNATURE OF THE APPLICANT

SEAL OF THE FIRM

Preliminary Agreement Format

PRELIMINARY AGREEMENT

This Preliminary Agreement is entered into on this day of Two Thousand and between the Executive Director, Suchitwa Mission, for and on behalf of the Governor of Kerala (hereinafter referred to as "the Employer" or "the Government") of the one part, and M/s./Sri./Smt. (here enter the full name and address of the Consultant/Bidder), hereinafter referred to as "the Consultant", of the other part, for the execution of the consultancy assignment titled:

"CONDUCTING SOLID WASTE QUANTIFICATION SURVEY AND CHARACTERIZATION STUDY FOR SBM (GRAMEEN) AT THE SELECTED LOCAL SELF GOVERNMENT INSTITUTIONS OF KERALA."

WHEREAS

The Employer invited combined Technical and Financial Proposals for the consultancy assignment "CONDUCTING SOLID WASTE QUANTIFICATION SURVEY AND CHARACTERIZATION STUDY FOR SBM (GRAMEEN) AT THE SELECTED LOCAL SELF GOVERNMENT INSTITUTIONS OF KERALA" through Notification No. dated published on the Kerala e-Tender Portal.

I/We, the undersigned, hereby offer to provide the consultancy services in strict accordance with the provisions of the Request for Proposal (RFP) and other bidding documents for the consideration quoted in the Financial Proposal.

I/We undertake to commence the assignment immediately upon receipt of the Letter of Acceptance/Work Order and to complete all services, including field investigations, waste quantification and characterization studies, analysis, submission of reports, presentations, and all other deliverables, within the time schedule prescribed in the Contract.

I/We further undertake that, in the event of failure to complete the assignment within the stipulated period, subject to the provisions of the Contract, I/We shall be liable to pay Liquidated Damages as specified in the Contract.

I/We hereby deposit with the Employer Earnest Money Deposit (EMD) amounting to Rs./- (Rupees only), without interest, through online payment in the Kerala e-GP Portal in favour of the Executive Director, Suchitwa Mission, and agree that the said amount shall be liable to forfeiture if, after acceptance of our Proposal, I/We fail to execute the Contract or comply with the

conditions of the RFP.

I/We further undertake to furnish the Performance Security in the prescribed form and within the time stipulated in the Letter of Acceptance, if our Proposal is accepted.

Should I/We fail to furnish the Performance Security, execute the Contract Agreement, or otherwise comply with the requirements of the RFP within the prescribed period, the Employer shall be entitled to forfeit the Bid Security/EMD and take such further action as provided in the RFP and under applicable law.

Any loss sustained by the Government on account of such default shall be recoverable from me/us in accordance with law, including under the provisions of the Kerala Revenue Recovery Act, wherever applicable.

I/We shall have no claim whatsoever arising out of such forfeiture, cancellation of award, or re-engagement of another Consultant for the assignment.

I/We further agree that, if declared as the Selected Consultant, failure to produce the original documents for verification, furnish the required Performance Security, or execute the Contract Agreement within the stipulated time shall entitle the Employer to take appropriate action, including cancellation of the award, forfeiture of Bid Security, and award of the assignment to another eligible Consultant, as provided in the RFP.

NOW, THEREFORE, IN THE PRESENCE OF THE WITNESSES, IT IS MUTUALLY AGREED AS FOLLOWS:

1. The terms and conditions contained in the Request for Proposal (RFP), including the Terms of Reference, Instructions to Consultants, General Conditions of Contract, Special Conditions of Contract, and all other bidding documents, together with the Proposal submitted by the Consultant, shall form an integral part of this Agreement and shall be binding upon both parties, except to the extent modified by any express provision contained herein or in the formal Contract Agreement to be executed subsequently.

2. The Consultant hereby agrees and undertakes to perform and fulfil all obligations connected with the execution of the consultancy assignment titled:

"CONDUCTING SOLID WASTE QUANTIFICATION SURVEY AND CHARACTERIZATION STUDY FOR SBM (GRAMEEN) AT THE SELECTED LOCAL SELF GOVERNMENT INSTITUTIONS OF KERALA," strictly in accordance with the provisions of the Contract, if the assignment is awarded in its favour.

3. If the Consultant fails to execute the formal Contract Agreement after issuance of the Letter of Acceptance, or commits a breach of any condition of the RFP or this Preliminary Agreement within the stipulated period, the Employer shall be entitled to cancel the award, forfeit the Bid Security/EMD, invoke the Performance Security (where applicable), and engage another Consultant to complete the assignment, entirely at the risk and cost of the defaulting Consultant, without prejudice to any other rights available under the Contract or applicable law.

4. The Consultant further agrees that any amount found due to the Government under or by virtue of this Agreement shall be recoverable from the Consultant, including from the Bid Security, Performance Security, payments due under this or any other contract with the Government, or under the provisions of the Kerala Revenue Recovery Act or any other law for the time being in force.

IN WITNESS WHEREOF

The Executive Director, Suchitwa Mission, for and on behalf of the Governor of Kerala, and M/s./Sri./Smt., the Consultant, have set their respective hands to this Preliminary Agreement on the day, month, and year first above written.

Signed by, Executive Director, Suchitwa Mission

In the presence of witnesses:

- 1.
- 2.

Signed and delivered by..... (Bidder) in the presence of

- 1.
- 2.