

**REQUEST FOR PROPOSAL**  
**FOR**  
**INSTALLATION OF PUBLIC TOILETS IN**  
**THIRUVANANTHAPURAM CITY**



**KERALA ROAD FUND BOARD**  
We build track that lead to torque

TC 4/1654, Mayoram,  
No. 07, Belhaven Gardens,  
Kowdiar,  
Thiruvananthapuram - 03

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## KERALA ROAD FUND BOARD

No: 3232/D3/KRFB/2016

Date: 31 /05 /2017

**REQUEST FOR PROPOSAL (RFP)**

The Chief Executive Officer, Kerala Road Fund Board, a statutory body constituted under PWD, GoK, as per the Kerala Road Fund Act 2001, invites proposals for installation, operation and maintenance of Public Toilets in one place of Thiruvananthapuram City from firms/agencies/companies having similar experience.

The Bid Document is to be submitted in sealed covers and addressed to the Chief Executive Officer, Kerala Road Fund Board, No.07, Mayoaram, Belhaven Gardens, Kowdiar, Thiruvananthapuram - 03 and submitted in the Office of the Chief Executive Officer on or before 15.00 hrs on 30/06/2017.

The detailed Bid document can be downloaded from Website <http://www.krfb.org> from 31/05/2017. A document fee of Rs. 1,000/- shall be paid in the form of demand draft in favour of Chief Executive Officer, Kerala Road Fund Board, along with the bid. Otherwise bids submitted shall not be considered.

Other details can be seen in the Bid document.

*sd/-*  
**(Sri. Harikesh P C,)**  
**Chief Executive Officer**  
**Kerala Road Fund Board**  
**Thiruvananthapuram**

**SCHEDULE OF EVENTS**

<b>SL. NO.</b>	<b>EVENT</b>	<b>DATE</b>	<b>VENUE</b>
1	DATE FOR DOWNLOADING OF RFP DOCUMENTS FROM KRFB WEBSITE.	31/05/2017	KERALA ROAD FUND BOARD OFFICE , No.07, Mayooram, Belhaven Gardens, Kowdiar \\ Thiruvananthapura m-03
2	LAST DATE FOR RECEIVING QUERRIES & COMMENTS	09/06/2017	
3	PRE-BID MEETING	14/06/2017 at 15.00 Hrs	
4	LAST DATE FOR SUBMISSION OF BID (PROPOSAL DUE DATE)	30/06/2017 upto 15.00 Hrs	
5	OPENING OF TECHNICAL BID	30/06/2017 at 15.30 Hrs	
6	OPENING OF FINANCIAL BID	To be Notified later	

- 1) If any date specified herein is a holiday, then the next working day will be considered for the activity and the time will remain the same.
- 2) The Schedule indicated above is tentative and KRFB may change any or the entire schedule under intimation to all bidders.

## 1. DEFINITION

"**Applicant**" shall mean a company or a lead member of Joint venture submitting the Bid. Any reference to the Applicant includes company/Joint venture, Member of a Joint venture including its successors, executors and permitted assigns and the Lead member of the Joint venture jointly and severally, as the context may require";

"**Company**" shall mean a body incorporated in India under the Companies Act, 1956; "Lead Member" .There shall be only one lead member, who is either technically or financially competent to execute the project of Supply, Installation, Operation and Maintenance of Public Toilet under PPP model in one location of the Thiruvananthapuram city.

"**Shortlisted Applicant**" shall mean the applicant selected pursuant to this Bid,

"**Chartered Accountant**" shall mean a person practicing in India or a firm whereof all the partners practicing in India as a Chartered Accountant(s) within the meaning of the Chartered Accountants Act, 1949;

"**Competent Authority**" shall mean a person or group of persons nominated by the Chief Executive Officer, Kerala Road Fund Board for the mentioned purpose herein.

## 2. BACKGROUND:

Kerala Road Fund Board (KRFB) in its endeavour to improve the city's public amenities and to enhance the city's aesthetics through regulated Outdoor Advertising devices in the corridors of Thiruvananthapuram City Road Improvement Project and also invites Responsive Bids for the Installation of Public Toilets in one location of Thiruvananthapuram City for a period of five years covering the following aspects:

- a. Public Toilets should be installed as per the designs approved by KRFB, so as to maintain uniformity.
- b. Advertisement panels may be mounted on the structure covering the public toilet blocks to generate revenue.

## 3. INTRODUCTION

3.1 The Authority invites proposals from interested firms /agencies / Companies for Installation of Public toilets in one location of Thiruvananthapuram city.

3.2 The Authority intends to select the firm /agency / Company for Installation of Public Toilets in one location of Thiruvananthapuram city through a transparent competitive bidding process in accordance with the procedure set out herein.

#### 4. ABOUT PUBLIC TOILETS

Getting proper toilets facility on required time is the basic problem men and women in Kerala are facing during traveling in cities.

This is regarding construction & maintenance toilets in Thiruvananthapuram city by dedicated staff as a sustainable model.

##### 4.1 General Features

###### 4.1.1 Proper cleaning staff.

Will clean the toilets every 1 hour with proper cleaning solutions.

###### 4.1.2 Feedback system

1. Log book
2. Customer care wing

Email  
SMS  
Phone

###### 4.1.3 Sanitary napkin disposal facility.

###### 4.1.4 Mirror and wash basin.

###### 4.1.5 FM music.

Full time FM channel music.

###### 4.1.6 Exhaust fans and good lighting system.

only This will be enabled with energy saving mode. Fan and light will work if the toilet is occupied.

###### 4.1.7 A small stationary store.

Provide basic products.

###### 4.1.8 On call facilities

Medical assistance.  
Police help.

##### 4.2 Functional Description

The unit may have an Indian style closet or a western style WC, health faucet, lights, status display & instruction boards, etc. as the case may be. Water tank of 300 litre capacity will be erected on top of the toilet unit. The tank will be connected to the three flushes (pre-flush/platform washing/ after use flush) in the unit.

#### 5. OBTAINING THE RFP DOCUMENT

The RFP document can be downloaded from the KRFB website from the dates mentioned in the previous pages. A demand draft or banker's cheque for an amount of Rs. 1,000/- (Rupees One Hundred only) drawn on any Nationalized/ Scheduled Bank in India in favour of Chief Executive Officer, Kerala Road Fund Board and payable at Thiruvananthapuram needs to be submitted along with the proposal towards the cost of document fee.

## 6. VALIDITY OF PROPOSAL

The Proposal shall be valid for a period of not less than 180 days from the Proposal Due Date. KRFB reserves the right to reject any bid which does not meet the requirement.

## 7. BRIEF DESCRIPTION OF THE SELECTION PROCESS

The Authority has adopted a Single Stage - Two Rounds selection process (collectively the "Selection Process") in evaluating the Proposals comprising technical (pre-qualification) and financial bids to be submitted in two separate sealed envelopes. The bidders who qualify the Technical Bid stage will automatically qualify for the Financial Round. Based on this, a list of short-listed Bidders shall be prepared and the financial bid of only qualified bidders shall be evaluated.

## 8. COMMUNICATIONS

All communications including the submission of Proposal should be addressed to:

**The Chief Executive Officer,  
Kerala Road Fund Board, No. 07,  
Mayooram, Belhaven Gardens,  
Kowdiar P.O,  
Thiruvananthapuram - 03  
Phone: 0471-2726080,  
Fax: 0471 2726080  
Email: krfb.keralapwd@gmail.com**

All communications, including the envelopes, should contain the following information, to be marked at the top in bold letters:

**Notice No.: 3231/D3/KRFB/2016 INSTALLATION OF PUBLIC TOILETS IN THIRUVANANTHAPURAM CITY.**

## 9. CLARIFICATIONS

Any Bidder requiring any clarification may notify the Authority in writing. Bidders should send in their written queries latest by the Last Date for Receiving Queries as given in the Schedule of Bidding Process. Authority will respond to any request for clarification as per the calendar of the event prior to the deadline for submission of Bids. Authority's response will be discussed in the pre-bid meeting.

9.1 To facilitate evaluation of Proposal, Authority may, at its sole discretion, seek clarifications in writing from any Bidder regarding its Proposal. Notwithstanding anything contained in the Bid Document, Authority reserves the right not to take into consideration any such clarifications sought by it for evaluation of the Proposal and also reserves the right not to respond to any correspondence received from the Bidder after the Proposal Due Date.



## **10. AMENDMENT OF RFP**

- 10.1 Authority may modify the Bid Document by issuing an addendum/ corrigendum before Proposal Due Date. Any addendum/ corrigendum thus issued shall be part of this Bid Document and shall only be hosted on the official website of the Authority.
- 10.2 To give Bidders reasonable time in which to take addendum/ corrigendum into account in preparing their bids, Authority may, at its sole discretion, extend the Proposal Due Date and such extended date shall be notified by hosting on the official website.

## **11. CLARIFICATIONS**

Any Bidder requiring any clarification may notify the Authority in writing. Bidders should send in their written queries latest by the Last Date for Receiving Queries as given in the Schedule of Bidding Process. Authority will respond to any request for clarification as per the calendar of the event prior to the deadline for submission of Bids. Authority's response will be discussed in the pre-bid meeting.

- 11.1 To facilitate evaluation of Proposal, Authority may, at its sole discretion, seek clarifications in writing from any Bidder regarding its Proposal. Notwithstanding anything contained in the Bid Document, Authority reserves the right not to take into consideration any such clarifications sought by it for evaluation of the Proposal and also reserves the right not to respond to any correspondence received from the Bidder after the Proposal Due Date.

## **12. AMENDMENT OF RFP**

- 12.1 Authority may modify the Bid Document by issuing an addendum/ corrigendum before Proposal Due Date. Any addendum/ corrigendum thus issued shall be part of this Bid Document and shall only be hosted on the official website of the Authority.
- 12.2 To give Bidders reasonable time in which to take addendum/ corrigendum into account in preparing their bids, Authority may, at its sole discretion, extend the Proposal Due Date and such extended date shall be notified by hosting on the official website.

## **13. EXTENSION OF PROPOSAL VALIDITY PERIOD**

- 13.1 In exceptional circumstances, prior to expiry of the original Proposal Validity Period, Authority may request the Bidders to extend the period of validity for a specified additional period.
- 13.2 The request and the Bidders' responses shall be made in writing. Authority reserves the right to reject the Proposal submitted by any Bidder who fails to extend the period of validity of its Proposal in line with the provisions of this clause.

#### 14. BIDDERS' RESPONSIBILITIES

- 14.1 Each Bidder is expected to examine carefully the contents of all the documents provided and consisting of this Bid Document. Failure to comply with the requirements of this Bid document will be at the Bidders' own risk.
- 14.2 It would be deemed that prior to the submission of the Proposal, the Bidder has:
- 14.3 Made a complete and careful examination of requirements and other information set forth in this Bid document;
- 14.4 Received all such relevant information as it has requested from Authority; and
- 14.5 Made a complete and careful examination of the various aspects of the Project. Authority shall not be liable for any inadvertent mistake or error or neglect by the Bidder in respect of the above.
- 14.6 Each Bidder shall submit only 1 (one) bid in response to this RFP. Submission of more than 1 (one) bid by any Bidder shall be sufficient ground for disqualification of the Bidder.
- 14.7 No interpretation, revision, or other communication from Authority regarding this solicitation is valid unless in writing and signed by the competent authority from Authority. Authority reserves the right to reject any Bid which is not sealed and marked as instructed above and Authority will assume no responsibility for the misplacement or premature opening of the Bid which is not sealed and marked as instructed above. Authority reserves the right not to follow up this RFP and terminate the entire selection process without any obligation or liability to any of the Bidders, of any kind whatsoever.
- 14.8 The Bidder shall be responsible for all costs associated with the preparation of its Proposal and its participation in the Bidding Process. Authority will not be responsible nor in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.

#### 15. LATE PROPOSALS

Any Proposal received after the time and date of the Proposal Due Date shall not be accepted and summarily rejected.

#### 16. MODIFICATIONS / SUBSTITUTION / WITHDRAWAL OF PROPOSALS

A Bidder submitting its Bid prior to the Proposal Due Date may modify, substitute, or withdraw its Bid after submission, provided that written notice of the modification, substitution, or withdrawal is received by Authority before the Proposal Due Date. It is hereby clarified that no Proposal shall be modified, substituted or withdrawn by the Bidder after the Proposal Due Date.

## 17. NON-DISCRIMINATORY AND TRANSPARENT BIDDING PROCEEDINGS

Authority shall ensure that the rules for the bidding proceedings for the Project are applied in a non-discriminatory, transparent and objective manner. Authority shall not provide to any Bidder information with regard to the Project or the bidding proceedings, which may have the effect of restricting competition.

## 18. CONFIDENTIALITY

Information relating to the examination, clarification, evaluation, and recommendation for the Bidders shall not be disclosed to any person not officially concerned with the process. Authority will treat all information submitted as part of Proposal in confidence and would require all those who have access to such material to treat the same in confidence. Authority will not divulge any such information unless it is ordered to do so by any authority that has the power under law to require its disclosure which is required for the purposes of evaluation of the Proposals submitted by the Bidders.

## 19. NOTIFICATION

The Selected Bidder would be declared and notified in writing by Authority. Letter of Intent (LOI) to the Selected Bidder shall be issued.

## 20. AUTHORITY'S RIGHT TO ACCEPT OR REJECT PROPOSAL

- 20.1 Authority reserves the right to accept or reject any or all of the bids without assigning any reason and to take any measure as it may deem fit, including annulment of the Bidding Process, at any time prior to Issue of LOI, without liability or any obligation for such acceptance, rejection or annulment.
- 20.2 Authority reserves the right to invite fresh bids by issuing a fresh notice at any stage without liability or any obligation for such invitation and without assigning any reason.
- 20.3 Authority reserves the right to reject any Bid if:
  - 20.3.1 At any time, a material misrepresentation is made or uncovered for a Bidder or any of its members; or
  - 20.3.2 The Bidder does not respond promptly and thoroughly to requests for supplementary information required for the evaluation of the bid; or
  - 20.3.3 The Bid is not accompanied by documents and annexure required to be submitted in accordance with this Bid document; or
  - 20.3.4 Failure to comply with the requirements of the Bid document; or
  - 20.3.5 Any Bid that is received after the Proposal Due Date; or
  - 20.3.6 Any bid that is not accompanied by the Bid Processing Fee and/or Earnest Money.
- 20.4 In case of the occurrence of any of the above causes (20.3.1 to 20.3.6), then it

would lead to disqualification of the Bidder. If the Bidder is a consortium, then the entire consortium would be disqualified/ rejected. If such disqualification/ rejection occurs after the Financial Proposals have been opened and the Selected Bidder gets disqualified/rejected, Authority reserves the right to take any such measure as may be deemed fit in the sole discretion of Authority, including annulment of the bidding process, inviting other Bidder(s) for negotiation, inviting all qualified Bidders for negotiations. Notwithstanding the above, Authority may debar / blacklist any of the Bidder(s) for their misleading or false representations in the forms, statements etc. for the period to be decided by Authority.

- 20.5 In case, the Selected Bidder fails to execute the Agreement within Forty Five (45) days of issue of LOI, Authority reserves the right to invite the second eligible Bidder (H2) for discussions/negotiations or may also decide to annul the Bidding Process or may invite fresh bids for the work. In case the Selected Bidder fails to execute the Agreement within specified timelines or fails to submit the Bank Guarantee in terms of the Bid document, the entire Bid Security submitted by the Selected Bidder shall be forfeited by the Authority. However, Authority on receiving request from the Selected Bidder may at its absolute discretion, permit extension of the aforesaid period of 45 (forty five) days for execution of the respective agreement(s).
- 20.6 The Bid Security of unsuccessful Bidders will be returned as promptly as possible after the declaration of the selected bidder.
- 20.7 Notwithstanding anything contained in the Bid document, if there is only one Bidder complying with the conditions of the Technical Bid evaluation and is declared “Qualified” after completion of such evaluation, Authority may at its own discretion relax the norms of evaluation and pre-qualify the next best bidders.

## 21. ELIGIBILITY CRITERIA

Interested Bidder meeting any one of the following eligibility criteria may submit their proposal for individual projects:

22.

Sl. No.	Description	Minimum Requirements
1	Technical Criteria	Experience of having successfully completed similar sanitation/waste management works during last 5 years ending last day of month previous to the one in which applications are invited
2	Financial Criteria	Annual financial turnover of the preceding financial year ending 31 <sup>st</sup> March should be a minimum of 40 lakhs

- 21.1 It is hereby made clear that in case of Consortium, the net worth of only those members would be taken into consideration that hold a minimum of 20% equity participation in the consortium in the same proportion that is mentioned in their Joint Bidding Agreement. The technical experience of the Bidder shall be duly

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certified by the relevant authorities. The net worth in Indian Rupee (INR) shall be duly certified by a statutory auditor.

- 21.2 Certificate from Auditor towards such financial performance to be attached.
- 21.3 Previous experience certificate in the area of waste management or sanitary operations are required.
- 21.4 A Bidder shall be a private, or public legal entity, or a combination of them in the form of association(s) including Joint Venture (JV). In the case of a JV/consortium, all parties shall be jointly and severally liable, (ii) the number of partners shall be limited to 03 (three) and (iii) the proposed lead partner shall be clearly specified. Proof in the form of a power of Attorney in favour of the lead member to be furnished.
- 21.5 The bidder (members of JV/consortium/its Directors/ Partners) should not have been blacklisted by the Authority or any other ULBs in India. An Undertaking to this effect may be submitted at the time of submission of bid
- 21.6 The eligibility criteria listed herein shall apply to the Bidder, including the parties constituting the Bidder, i.e., its proposed partners, subcontractors or suppliers for any part of the Contract including related services. In addition, the lead partner shall have to fulfill the criteria listed in the Bid Document.
- 21.7 For the Financial eligibility criteria, financial credentials of the Lead member to be used.
- 21.8 All Bids must be submitted, duly signed by the Bidder (or the Lead Member authorized by each consortium member to sign the Bid on behalf of the consortium).

## **22. PRE-BID MEETING**

- 22.1 The date, time and venue of Pre-bid meeting shall be:  
**Date: 14.06.2017 Time: 15.00 Hrs Venue:  
Conference Hall, KRFB,  
Thiruvananthapuram**
- 22.2 Authority proposes to hold a pre-bid meeting on the date specified in the Schedule of Bidding Process to discuss the issues related to the work with all the Bidders. Authority on its discretion may also hold further discussions with the Bidders to finalize the technical/ commercial/ legal parameters and other related issues for the work, before submission of the bid, which would be common for all the Bidders.
- 22.3 Prior to the pre-bid meeting, the Bidders may submit a list of queries and propose deviations, if any, to the Project requirements and/or the agreement(s). Bidders Just formulate their queries/proposed deviations and forward the same to

Authority before Last Date for Receiving Queries as specified in the Schedule of Bidding Process. Authority may amend the RFP based on inputs, provided by Bidders that may be considered acceptable in its sole discretion.

- 22.4 Authority, at its sole discretion, may respond to enquiries submitted by the bidders after the date of the pre-bid meeting. Such a response will only be published on the website and will qualify as an “Addendum” to this Bid document.
- 22.5 Bidders may note that Authority will not entertain any deviations to this Bid document at the time of submission of the Bid or thereafter. The Bid to be submitted by the Bidders shall be unconditional and the Bidders would be deemed to have accepted the terms and conditions of the Bid Document with all its contents and Addendums issued thereafter. Any conditional Bid shall be regarded as non-responsive and would be liable for rejection.
- 22.6 Attendance of Bidders at the Pre-Bid Conference is not mandatory.
- 22.7 All correspondence/ enquiry should be submitted to the following in writing by fax/ post/ courier:

**The Chief Executive Officer  
Kerala Road Fund Board  
No.07, Mayooram, Belhaven Gardens, Kowdiar,  
Thiruvananthapuram-03**

### 23. PROPOSAL DUE DATE AND TIME

- 23.1 The proposals in the prescribed form should be submitted to the office of the Chief Executive Officer on or before the scheduled date and time of proposal due date as stated in the schedule of bidding process. Bids submitted by fax transmission /e-mail shall not be accepted.
- 23.2 Authority may, in exceptional circumstances and at its sole discretion, extend the Proposal Due Date by issuing an Addendum uniformly for all Bidders.

### 24. BIDDING SYSTEM (SINGLE STAGE – TWO ROUND BID SYSTEM)

- 24.1 For selecting the Preferred Bidder to undertake the above work, Authority has adopted a Single Stage - Two Round System. The first Round comprises of the Technical Bid and second Round is the Financial Bid. The Bidders would be required to furnish the information specified in the Bid document. Only those Bidders who will qualify the First Round of Technical Qualification (requirements) will be considered for the Second Round i.e. the Financial Bid of only those bidders will be opened who have qualified in the pre-qualification Round.
- 24.2 All Bidders are required to submit duly filled Bid documents (Technical and Financial Bid) in accordance with the guidelines set forth in this Document. In order to enable the Bidders to prepare Bid in a consistent manner and to minimize

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misunderstandings regarding how Bidders' Proposals will be interpreted by Authority, the format in which Bidders will specify the fundamental aspects of their Proposals has been broadly outlined in the document. The evaluation of pre-qualification and technical bid shall be carried out in accordance with the terms and conditions provided in the Bid document.

- 24.3 The Evaluation of the Financial Bid (Envelope 2) would be carried out on the basis of the evaluation of the pre-qualification criteria as per the criteria mentioned in the Bid document. The Financial Bid (Envelope 2) of only those Bidders would be opened who "Qualify" the Pre-qualification round.

## **25. PREPARATION & SUBMISSION OF BIDS**

- 25.1 The Bidder would provide all the information as per the Bid document. Authority reserves the right to evaluate only those bids that are received in the required format complete in all respects and in line with the instructions contained herein.
- 25.2 The language of the bid and related documents and correspondence shall be English.
- 25.3 The currency for the purpose of the Bid shall be Indian Rupees.
- 25.4 The Proposal should be submitted in 2 (Two) separate envelopes and put together in 1 (one) single outer envelope in the following manner:
- 25.5 The pages and volumes of each part of the Bid shall be clearly numbered and stamped and the contents duly indexed. The Bid should not include any loose papers other than Bid Processing Fee and Bid Security.
- 25.6 The typed or printed Proposal shall be signed and each page of the Proposal shall be initialled by a person or persons duly authorized to sign on behalf of the Bidder.
- 25.7 The bid shall contain no alterations or additions, except those to comply with instructions issued by Authority or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the bid.
- 25.8 Each envelope should be addressed to:

**The Chief Executive Officer  
Kerala Road Fund Board  
No.07, Mayoaram, Belhaven Gardens,  
Kowdiar, Thiruvananthapuram-03**

### **Envelope 1: Technical Bid containing the following:**

- a) Bid Processing Fee Demand Draft
- b) Earnest Money Deposit – FDR/TDR or Bank Guarantee
- c) Bidder Information Form



- d) Proof of Similar Experience
- e) Proof of financial capacity certified by Chartered Accountant
- f) Bid documents and its Annexure and addenda/corrigenda, each page duly stamped and signed by the authorized signatory.
- g) Certificate of incorporation
- h) Copy of PAN Card
- i) Undertaking – Not blacklisted by State Govt/ Central Govt/ ULBs.

**Envelope 2: Financial Bid**

Envelope 2 should contain only the duly filled in Financial Bid of the Bidders. The financial bid should not be conditional.

**26. SEALING AND MARKING OF PROPOSAL**

- 26.1 The Bidder shall seal each of the envelopes duly marking each envelope as “TECHNICAL BID” and “FINANCIAL BID” as the case may be.
- 26.2 The Bidder shall put the 2 (two) separate envelopes containing the Technical Bid and Financial Bid respectively in a single outer envelope and seal the outer envelope.
- 26.3 The outer envelopes shall clearly bear the following identification.

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Each of the envelopes shall indicate the complete name, address, telephone number and fax number/E-mail of the Bidder.

- 26.4 Bid submitted by a Bidder, where such Bidder is a consortium should comply with the following additional requirements:
  - 26.4.1 Maximum number of members in a consortium would be limited to 3 (three);
  - 26.4.2 Wherever required, the bid should contain the information required for each member of the Consortium;
  - 26.4.3 Members of the consortium shall nominate one member as the Lead Member in line with terms of the Bid document. The Proposal shall be signed by the duly authorized signatory of the Lead Member and shall be legally binding on all the members of the consortium.

**27. EARNEST MONEY DEPOSIT (EMD)**

- 27.1 The bid should be accompanied by Earnest Money Deposit of INR 50,00.00 (Five Thousand only). The EMD shall be kept valid throughout the period of 45 (forty five) days beyond the Proposal Validity Period including any extensions thereto and would be required to be extended further if so required by Authority. Any extension of the validity of the EMD as requested by Authority shall be provided



to Authority, a minimum of 7 (seven calendar) days prior to the expiry of the validity of the EMD, being extended. When an extension of the Bid Validity Period is requested, Bidders shall not be permitted to change the terms and conditions of their Bids. Authority reserves the right to reject the bid submitted by any Bidder who fails to extend the validity of the EMD in line with the provisions of this clause.

- 27.2 The EMD shall be in the form of a FDR/TDR/Bank Guarantee issued by a Nationalized or Scheduled Bank in favour of the Chief Executive Officer, payable at Thiruvananthapuram. Authority shall not be liable to pay any interest on the EMD so made and the same shall be interest free. It shall be the responsibility of the Bidder to extend the validity of the EMD instruments as and when required. Non-renewal of the same shall result into cancellation of bid of the bidder.
- 27.3 The EMD of unsuccessful Bidders will be returned by Authority, without any interest, as promptly as possible upon acceptance of LoI by the Selected Bidder or when the Bidding Process is annulled by the Authority. Authority shall reject the bid which does not include the EMD as a part of Technical Bid. Authority shall reject the bid, if the bid submitted by the Bidder is declared non-responsive/ non-qualified/conditional by Authority; or if the bid is not as per the Format(s) provided in the Bid document.
- 27.4 The entire Bid Security/EMD shall be forfeited in the following cases:
- 27.4.1 If the Bidder withdraws its bid;
  - 27.4.2 If the Bidder withdraws its Proposal during the interval between the Proposal Due Date and expiration of the validity period of the bid;
  - 27.4.3 If the Selected Bidder fails to submit the Bank Guarantee(s) in favour of Authority or fails to sign the Agreement within the stipulated time.
  - 27.4.4 If the Selected Bidder fails to meet any other pre-requisite for signing of Agreement as per the terms of this RFP.

## **28. BID OPENING DATE**

- 28.1 Authority would open the Envelope 1 (Technical Bid) at the time and date indicated in the Schedule of important events or its subsequent extension through Addendum in the presence of Bidders' representatives, who choose to attend. Bidders' representatives attending the Proposal Opening Process shall mark their presence with the Authority. Authority would subsequently examine responsiveness of the Technical Bid.
- 28.2 Proposals for which an acceptable notice of withdrawal has been submitted shall not be opened.
- 28.3 The outcome of the evaluation of Technical Bid Stage and the name of Qualified Bidders of this Stage shall be posted on the Authority's website.

**29. TEST OF RESPONSIVENESS**

- 29.1 In Stage I of evaluation of bids, the Bid Processing Fee & Bid Security/EMD, as stated in the Bid document, submitted by the Bidders shall be checked for compliance with the requirements. Authority will determine whether the bid submitted by each Bidder is substantially responsive to the requirements of the Bid document.
- 29.2 A bid shall be considered responsive if it satisfies the criteria stated below:
- 29.2.1 The Proposal is submitted with the Bid Processing Fee & Bid Security as stipulated in the Bid Document.
  - 29.2.2 The bid is received by the Proposal Due Date including any extension thereof.
  - 29.2.3 The bid is signed, sealed and marked. The bid contains all the information in formats specified in this Bid.
  - 29.2.4 The bid contains all the contents of Proposal indicated in the Bid Document
  - 29.2.5 The Proposal contains all the formats specified in the Bid Document and as per details in the Data Sheet.
  - 29.2.6 The bid adheres to and mentions the Proposal Validity Period as set out in the Bid Document.
  - 29.2.7 The Proposal should not contain any qualification or condition.
  - 29.2.8 Each page of Bid document is submitted sealed and signed by the bidder.
  - 29.2.9 A bid that is substantially responsive is one that conforms to the preceding requirements without material deviation or reservation. Authority reserves the right to reject any bid which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by Authority in respect of such bids.

**30. EVALUATION OF BIDS**

- 30.1 Evaluation of Technical Bid (Round 1)
- 30.1.1 In Stage I of Technical bid evaluation, only those bids that are found to be responsive to the requirements of the RFP as specified above would be considered for evaluation and for selecting the Selected Bidder to undertake the Project. The technical bid evaluation will be qualifying in nature.
  - 30.1.2 The capability of the Bidders would be assessed based on the evaluation process and minimum threshold requirements. Any bidder meeting the threshold requirements and meeting the pre-qualification criteria set out herein shall qualify for the Financial Round.
  - 30.1.3 On all the specified parameters, the Bidder would be required to meet the evaluation criteria. Any Bidder meeting all the criteria, subject to provisions of this document, will be qualified for evaluation of Financial Bid.

- 30.1.4 Financial Bid of only those bidders who meet the minimum requirements as set out in the Bid Document would be opened and evaluated.
- 30.1.5 Even if only one bid is received (and technically qualified) or a single bid amongst several is technically qualified, the Authority retains the right to open his Financial bid and the award the project.
- 30.1.6 Authority shall use the factors, methods, criteria, and requirements defined in the Bid document for evaluation of the bids. The use of other methods, criteria, or requirements shall not be permitted. Authority reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of a Bidder to execute the work.
- 30.1.7 After evaluation of Technical Bid, only the technically qualified Bidders will be eligible for evaluation of their Financial Bid i.e. Envelope 2.
- 30.1.8 The result of evaluation of Technical Bid will be communicated to Qualified Bidders. The bidder quoting the highest rate for the work will be declared the successful bidder and will be issued the LoA.
- 30.2 Evaluation of Financial Bid (Round 2) and Award of the Project
- 30.2.1 Authority will open Envelope “FINANCIAL BID” (in the presence of the Bidders’ representatives who choose to attend), for the Bidders who pass the evaluation of Technical Bid. Authority will endeavour to open the Financial Proposals on the date mentioned against the Date for Opening of Financial Bids in the Schedule of Bidding Process. Any deviation from the proposed schedule will be communicated to the Bidders.
- 30.2.2 The bidder who shares the highest amount of Gross Operating Profit (GOP) with the Authority will be declared the successful bidder. The rate of sharing of GOP quoted by bidders is arranged in chronological order from highest to the lowest.
- 30.2.3 The bidder shall submit the financial projections for a period of 5 years and shall declare the GOP in advance. The financial projection shall be certified by a Chartered Accountant.
- 30.2.4 In case of a tie in the standing of the Financial Bid, the Authority may ask the bidders, who are tied to submit the revised Financial Bid with all the conditions of the RFP remaining unchanged. The bidders who quote the highest revised financial bid shall then be declared as the successful bidder.

### **31. ISSUE OF LETTER OF INTENT (LOI) & ITS ACCEPTANCE**

- 31.1 The Authority shall within 7 days of completing the entire evaluation process declare the Selected Bidder by issuing the Letter of Intent to the Selected Bidder and within 7 days from the date of issue of the LOI the Selected Bidder shall submit his acceptance of the same.
- 31.2 The Selected Bidder shall also be required to execute the Agreement within 15 (fifteen) days from date of acceptance of LOI.

31.3 The successful bidder is expected to immediately take up the work and complete it within the period of 30 days.

### 32. SCOPE OF WORK:

- 32.1 The bidder shall install the Toilet at the designated site identified by Authority.
- 32.2 The bidder shall install and maintain the Toilet for 5 years and may install the advertisement panels on the super-structure of the toilet blocks.
- 32.3 The bidder shall certify the structural safety of the installation and barring force majeure, accidents, vandalism the bidder shall make good any structural faults in the installation, if any at the earliest.
- 32.4 The installation to be completed within one (1) Month from the date of signing of contract as directed by Authority.
- 32.5 The bidder shall comply and conform to the IRC guidelines.
- 32.6 The Authority shall not be responsible for untoward incidence, if occurred due to structural fault. The bidder would be responsible for any civil/criminal proceedings arising out of such incidence and for damage caused to life and property thereof.
- 32.7 The bidder shall carry out the installation in a safe and responsible manner without any inconvenience or danger to the public.
- 32.8 The bidder shall be responsible for coordinating and getting the approval from the appropriate authority like District Administration, Police, PWD, etc.
- 32.9 The bidder is allowed to collect advertisement revenue and user charges from the Toilet block.
- 32.10 The bidder shall duly pay the License fee, Advertisement Tax, etc to the Authority due to them on time.
- 32.11 After the signing of the Agreement, within 30 days, the successful bidder shall deposit the bid amount calculated for one year at a time (excluding the taxes) to Authority corpus in the form of DD/RTGS/NEFT from any Nationalised / Scheduled Banks in India.

### 33. BIDDER'S RESPONSIBILITY BEFORE PROPOSAL SUBMISSION

- 33.1 The Bidder shall be responsible for all of the costs associated with the preparation of the Proposal and their participation in the selection process. Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the selection process.
- 33.2 The Bidder shall ensure that the bid is complete in all respects and conforms to all requirements indicated in the RFP document.



*REQUEST FOR PROPOSAL FOR INSTALLATION OF PUBLIC TOILETS*

33.3 The Bidder shall obtain for themselves, at their own responsibility, all the information and data that may be necessary for submission of bid. The details provided in this RFP document, is intended to guide the bidders in preparing their proposal only. Authority shall not stand guarantee for and shall not be held responsible for the veracity of the data related to cost and revenue, which have been made available in this document.

33.4 All the costs associated while preparation of bid, and undertaking any further studies and investigations shall be at the Bidder's own expense.

33.5 Familiarity with Clearances: The Bidder should be familiar with the clearances required from various authorities to commence work. A Bidder shall be deemed to have carried out preliminary checks with relevant authorities.

33.6 It would be deemed that by submitting the Bid, the Bidder has:

33.6.1 Made a complete and careful examination of the RFP document.

33.6.2 Obtained all relevant information about the project.

33.6.3 Authority shall not be liable for any mistake or error on the part of the bidder in respect of the above.

**ANNEXURE 1****Letter of Application**

(Letterhead paper of the Bidder including full postal address, telephone, fax, e-mail addresses)

Date:.....

To,  
The Chief Executive Officer  
Kerala Road Fund Board  
No.07, Belhaven Gardens,  
Kowdiar P O,  
Thiruvananthapuram - 03

Sub: Installation of Public Toilets in one place in Thiruvananthapuram city.

Sir,

1. Being duly authorized to represent and act on behalf of .....(hereinafter “the Bidder”), and having reviewed and fully understood all the qualification information provided, the undersigned hereby apply to be qualified by you as a prospective bidder for the project involving “Installation of Public Toilets in one place in Thiruvananthapuram city”
2. Attached to this letter are copies of original documents defining:
  - a) The applicant’s legal status
  - b) The principal place of business; and
  - c) The place of incorporation (for bidders who are corporations); or the place of registration and the nationality of the owners (For bidders who are partnerships or individually - owned firms)
  - d) MOA/AOA (in case of Consortium/Joint Venture)
  - e) All documents as specified in NIT
3. Authority and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and client regarding any financial and technical aspects. This letter of any institution, to provide such information deemed necessary to verify statements and information provided in this application, or with regard to the resources, experience and competence of the Bidder.
4. This application is made in the full understanding that:
  - a) Bids of all bidders will be subject to verification, by Authority, of all information submitted for qualification at the time of bidding;
  - b) Authority reserves the right to:



REQUEST FOR PROPOSAL FOR INSTALLATION OF PUBLIC TOILETS

- ❖ Amend the scope of work under this project; in such event, bids will only be called from qualified bidders who meet the revised requirements; and
  - ❖ Reject or accept any application, cancel the qualification process, and reject all applications; and
- c) Authority shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them.
5. Appended to this application, we give details of the participation of each party, including capital contributions and Profit and Loss arrangements, as per requirements of the proposal document.
  6. We confirm that in the event we bid, the bid as well as any resulting contract will be:
    - a) Signed so as to legally bind all partners jointly and severally; and
    - b) Submitted with a joint venture agreement providing the joint and several liabilities of all partners/Consortium members in the event contract is awarded to us.
  7. We confirm that Request for Proposal submitted by us shall be valid for the period of 180 days from the last date of submission.
  8. In competing for (and if the award is awarded to us in executing) the contract, we undertake to observe the laws against fraud and corruption including bribery in force in this country. We confirm our understanding of our obligation to abide by the Law of the land in regard to corrupt and fraudulent practices.
  9. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed
Name

For and on behalf of (name of Bidder) OR  
 For and on behalf of (name of Consortium Member/ Partner)

**ANNEXURE 2****General & Financial Information**

All individual firms and all members of a Consortium are requested to complete the information in this form and duly certify the financial information by the Chartered Accountant. The information supplied should be the annual turnover for the Bidder for the past five years, in terms of the amounts billed to clients for each year for work in progress or completed, in Indian Rupees.

## 1. Firm Particulars

No.	Particulars	
1	Name of the Firm	
2	Head office address:	
3	Telephone:	Contact:
4	Fax:	E-mail:
5	Place for incorporation/ registration: Year of incorporation/registration:	

2. A Power of Attorney authorizing the signatory of the bid to commit the Bidder(s).
3. Annual Turnover (in Indian Rupees): For the preceding financial year ending (31/03/2015)
4. Liquid Assets (in Indian Rupees): For the preceding years ending (31/03/2015)
5. Attach Brochure and details of each Firm(s)/ Consortium pertaining to Ownership structure, business areas/activities, business growth revenue details, staff details and capability statement.
6. Details of Contacts for the firm:

Contact Person	Contact Address
Contact A	Address, Telephone, Facsimile, E-mail
Contact B	Address, Telephone, Facsimile, E-mail
Contact C	Address, Telephone, Facsimile, E-mail



**ANNEXURE 3**  
**Structure & Operation**

Applicants shall submit the following information:

1. Legal Status
2. Place of registration
3. Principal place for business
4. Total value of eligible project works performed in the last five years ending 31/03/2016

A separate sheet should be used for each member of the consortium and shall be detailed out as indicated in the format.

Year	Name and Type of Project(s)	Value (Turnover) in Indian Rupees
Preceding financial year		

5. Financial reports for the preceding financial year: balance sheets, profit and loss statements, summary of net cash accruals, gearing level, auditor's reports, etc. List them and attach certified copies.
6. A certified copy of Applicant's Current Memorandum and Articles of Association or other relevant constitutional documents and (where relevant) those of its immediate and all superior holding companies.
7. Name, Address, Telephone and fax numbers of the firm's bankers who may provide reference if contacted by Authority

**ANNEXURE 4**

**Experience Record**

Bidders should provide information on undertaking similar projects in last five years (Separate Sheets for each project to be attached giving following details). A summary is to be provided in following format.

<b>Year</b>	<b>Name of Work</b>	<b>Name of Client With Contact Details</b>	<b>Place of work</b>	<b>Contract No. and Date</b>	<b>Value of Contract (In Rs.)</b>	<b>Date Started</b>	<b>Date Completed</b>	<b>Role of Applicant and Remarks</b>

**ANNEXURE 5**

**Litigation History and Legal Matters**

The Bidder shall provide accurate information on the “Historical Contract Non-Performance Form” about contract non-performance and pending litigation with respect to contracts completed or ongoing under its execution over the last five years. (Separate Sheets for each project to be attached, giving following details). A summary is to be provided in following format.

<b>Year</b>	<b>Name of Work</b>	<b>Name of Client with Contact details</b>	<b>Contract No. and Date</b>	<b>Value of Contract in (IN Rs.)</b>	<b>Date Completed</b>	<b>Nature of Litigation</b>	<b>Final Award</b>

**FORMAT FOR FINANCIAL PROPOSAL**  
**(on Company letterhead)**

<b><u>Sl. no.</u></b>	<b><u>Specification</u></b>	<b><u>Amount in Rupees per year (in figures)</u></b>	<b><u>Amount in Rupees per year (In word)</u></b>
<b>1</b>	INSTALLATION OF PUBLIC TOILETS IN ONE LOCATION OF THIRUVANANTHAPURAM CITY		

Authorized Signatory  
(With Stamp of the bidder)

Note: The amount quoted should be exclusive of all the applicable taxes.