

RFP Notice No: 33/DTE/(UD&PA)/Tech/2025-2026.

Dt 9th July,2025

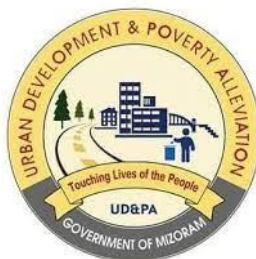
REQUEST FOR PROPOSAL FOR

Engagement of Accredited Consultancy Services for Preparation of EIA & EMP and Obtaining Environmental Clearance for the Development of Integrated Solid Waste Management Facilities Including Sanitary Landfill in Mizoram.

Name of Project : Preparation of EIA & EMP and obtaining environmental clearance for development of solid waste management facilities including sanitary landfill for Solid Waste management Centre No-2 at

Group No. :

Name of Bidder & Address :



**Urban Development & Poverty Alleviation Department
Government of Mizoram,
MINECO, Khatla, Aizawl, Mizoram 796001**

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1. LETTER OF INVITATION

No. B.13036/7/2021-DTE(UD&PA)
GOVERNMENT OF MIZORAM
DIRECTORATE OF URBAN DEVELOPMENT & POVERTY ALLEVIATION
MIZORAM:AIZAWL

REQUEST FOR PROPOSAL NOTICE

RFP Notice No. : 33/DTE/(UD&PA)/Tech/2025-2026

Date : 9th July, 2025

Director, Urban Development & Poverty Alleviation Department, Govt. of Mizoram, Aizawl, on behalf of the Governor of Mizoram, invites unconditional REQUEST FOR PROPOSAL(RFP) through a single-stage, two envelopes system, from eligible and approved consultancy firms for engagement of services for the works mentioned below:

Group No.	Name of project	Tender amount	EMD amount	Project duration
1	Preparation of EIA & EMP and obtaining environmental clearance for development of solid waste management facilities including sanitary landfill for Solid Waste management Centre No-2 at Lunglei.	Rs.30,00,000/-	Rs. 40,000/-	6 months
2	Preparation of EIA & EMP and obtaining environmental clearance for development of solid waste management facilities including sanitary landfill for Solid Waste management Centre at Hnahthial.	Rs.29,13,000/-	Rs. 40,000/-	6 months
3	Preparation of EIA & EMP and obtaining environmental clearance for development of solid waste management facilities including sanitary landfill for Solid Waste management Centre at Lawngtlai.	Rs.30,00,000/-	Rs. 40,000/-	6 months
4	Preparation of EIA & EMP and obtaining environmental clearance for development of solid waste management facilities including sanitary landfill for Solid Waste management Centre at Siaha.	Rs.30,00,000/-	Rs. 40,000/-	6 months
5	Preparation of EIA & EMP and obtaining environmental clearance for development of solid waste management facilities including sanitary landfill site for Solid Waste management Centre at Saitual.	Rs.30,00,000/-	Rs. 40,000/-	6 months
6	Preparation of EIA & EMP and obtaining environmental clearance for development of solid waste management facilities including sanitary landfill for Solid Waste management Centre at Khawzawl.	Rs.29,13,000/-	Rs. 40,000/-	6 months

7	Preparation of EIA & EMP and obtaining environmental clearance for development of solid waste management facilities including sanitary landfill for Solid Waste management Centre at Champhai.	Rs.30,00,000/-	Rs. 40,000/-	6 months
8	Preparation of EIA & EMP and obtaining environmental clearance for development of solid waste management facilities including sanitary landfill for Solid Waste management Centre at Serchhip.	Rs.29,13,000/-	Rs. 40,000/-	6 months
9	Preparation of EIA & EMP and obtaining environmental clearance for development of solid waste management facilities including sanitary landfill for Solid Waste management Centre at Mamit.	Rs.29,13,000/-	Rs. 40,000/-	6 months
10	Preparation of EIA & EMP and obtaining environmental clearance for development of solid waste management facilities including sanitary landfill for Solid Waste management Centre at Kolasib.	Rs.29,13,000/-	Rs. 40,000/-	6 months

Tender document can be purchased from the Technical Branch of Directorate, UD&PA or downloaded from the Department's website udpa.mizoram.gov.in or State Public Procurement Portal at tender.mizoram.gov.in from **9th July,2025** onwards.

Last date of submission of bid is **30th July, 2025 at 12:30 p.m.** and shall be opened on the same day at **1:30 p.m.**

**Sd/- Director,
Urban Development & Poverty Alleviation Department
Mizoram;Aizawl**

Brief particulars of the tender are as under: -

Name & Address of the Procuring Entity	Director, Urban Development and Poverty Alleviation Department, Government of Mizoram MINECO, Aizawl – 796001 Mizoram Email: dirudpa.mz@gmail.com Contact No: 0389 - 2333815
Subject Matter of Procurement	Engagement of a Consultancy firm for preparation of Environmental Impact Assessment (EIA) reports, Environmental management Plan (EMP) and obtaining environmental clearance for Development of an integrated Solid Waste Management Facilities including sanitary landfill with leachate treatment facility in Mizoram
Duration of Assignment	Six months, which may be extended on similar rate and terms & conditions as per project requirement and approval from the Authority.
Bid Procedure	Single-stage: Two envelope open competitive
Selection Method	Quality and Cost Based Selection Process (QCBS)
Eligibility Criteria	As detailed in bid documents
Websites for downloading Bidding Document	https:// tenders.mizoram.gov.in , udpa.mizoram.gov.in

Document Fee	The RFP document fee: Rs. 1500 (Rupees One Thousand five hundred only).
Bid Security (EMD/Bank Guarantee), Mode of Payment and Validity Period	Bid Security / EMD Amount: Rs. 40,000 (Rupees fourty thousand only) for each project. Bid Security in the form of Demand Draft or Fixed Deposit Receipt from any of the Commercial Banks in favour of Director, Urban Development and Poverty Alleviation Department, Government of Mizoram, Aizawl, Mizoram. Validity Period: Bid Security shall remain valid for a period of 120 days from the last date of submission of bid.
Performance Security, Mode of Payment and Validity Period	Performance Security shall be at 5% of the accepted/contract amount. Mode of Payment: Bank Guarantee (as per proforma in Annexure-3) or Fixed Deposit Receipt in favour of Director, Urban Development and Poverty Alleviation Department, Government of Mizoram, Aizawl, Mizoram Validity Period: Performance security shall remain valid for a period of 60 days beyond the date of completion of of the contract.
Bid submission due date	30 th July,2025 @ 12:30 p.m
Opening of Technical Bid	30 th July,2025 @ 1:30 p.m
Opening of Financial Bid	Will be intimated to the qualified bidders
Bid Validity	120 days from the last date of submission of bid

2. INTRODUCTION

2.1. Background

The Department of Urban Development and Poverty Alleviation, Government of Mizoram intends to develop Integrated Solid Waste Management Centres (SWMC) including a new sanitary landfill with leachate treatment facility for ten urban local bodies in the state of Mizoram. The implementation of this project will improve the scientific treatment and disposal of the solid waste generated from ULBs of the 10 Districts in compliance with the Solid Waste Management Rules, 2016.

2.2. Project cost and fund allocation for EIA

Sl.No	Name of Town/Project	Fund provision for EIA & EMP (in Lakh)
1.	Construction of Solid Waste Management Centre at Hnahthial.	29.13
2.	Construction v of Solid Waste Management Centre at Khawzawl.	29.13
3.	Construction of Solid Waste Management Centre at Mamit.	29.13
4.	Construction of Solid Waste Management Centre at Serchhip.	29.13
5.	Construction of Solid Waste Management Centre at Kolasib.	29.13
6.	Construction of Solid Waste Management Centre at Champhai, Phase-II	30.00
7.	Construction of Solid Waste Management Centre at Lunglei-II	30.00
8.	Construction of Solid Waste Management Centre at Saitual	30.00
9.	Construction of Solid Waste Management Centre at Lawngtlai	30.00
10.	Construction of Solid Waste Management Centre at Siaha	30.00

2.3. Objective

The objective of this RFP is appointment of Accredited Consultant having accreditation from Quality Control of India (QCI)/National Accreditation Board of Education and Training (NABET) as per EIA notification, 2006 for Preparation of EIA & EMP and obtaining Environmental Clearance for Development of Integrated Solid Waste Management Facilities including sanitary landfill with leachate treatment facility at various locations in Mizoram. The details of the project are mentioned below

- The appointment will include a detailed/thorough and expert analysis of the EIA report and acceptable in all standards with various Departments under Govt. of India, as well as Govt. of Mizoram.
- Environmental Management Plan (EMP) for the site.
- The appointment will facilitate all the mandatory reports necessary for the Implementation of the project.

- To obtain Environmental Clearance including preparation/conducting Environment Impact Assessment (EIA) studies of Environment Management Plan for the project site and other studies etc. in accordance with the standard Terms of Reference (ToR) already specified by MoEF&CC for conducting EIA study.
- Forest Clearance Certificates (if necessary).
- No objection certificate from State Pollution Control Board.
- Details of Public hearing for the said project.

All communications including the submission of Proposal should be in offline mode and shall address to:

Director,
Urban Development & Poverty Alleviation Department,
Government of Mizoram
Address: MINECO, Khatla, Aizawl, Mizoram-796001
Email: dirudpa.mz@gmail.com

3. INSTRUCTIONS TO BIDDERS

3.1. General

1. An eligible bidder will be selected as a consultant for preparation of EIA report, EMP, and obtaining environmental clearance, by the Urban Development & Poverty Alleviation Department (UD&PA) (hereafter called as Employer) on Quality and Cost Based Selection process (QCBS).
2. Bidder must possess accreditation from Quality Control of India (QCI)/National Accreditation Board of Education and Training (NABET) as per EIA notification, 2006 and submit attested photocopy of the certificate. Bidders lacking such accreditation will be summarily rejected.
3. The interested parties are invited to submit Technical and Financial Proposals, for consulting services required for the assignment. The Proposal will form part of the contract agreement for the selected consultant for engagement as EIA and EMP Consultant. The Consultancy Agreement will be executed by the UD&PA with selected consultant as per sample agreement given in **Clause 7**.
4. Bidders should familiarize themselves with local conditions in and around the project locations and take them into account in preparing their Proposals.
5. Bidders shall bear all costs associated with the preparation and submission of their proposals. The Employer is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the selected consultant.
6. Bidders may seek clarification on this RFP document from the Directorate of UD&PA, Govt. of Mizoram.
7. At any time before the submission of Proposals, the Employer may, for any reason, modify the RFP documents by amendment. The Employer may at its discretion extend the deadline for the submission of Proposal.
8. Details related to timelines and submission of reports at each stage is given in ToR.
9. Payment terms for each stage are given in ToR.

3.2. Team composition

The Project Team shall consist of the following key personnel who shall discharge their respective main responsibilities as specified below:

Sl. No	Expert	Minimum qualification and experience	Minimum experience
1	Team Leader	Masters Qualification in Environmental Engineering/Science	He should have experience of at least 5 years in similar projects and led at least 2 projects obtaining environmental clearance of any Government Department/ Semi Government Department /Development Authority/PPP Project Developer.

Sl. No	Expert	Minimum qualification and experience	Minimum experience
2	Technical Associate-1	Bachelor's Degree in Environmental Engineering/Science	Should have minimum 3 years of experience in similar projects and executed at least 1 project obtaining environmental clearance of any Government Department/ Semi Government Department /Development Authority/PPP Project Developer.
3	Technical Associate-2	Bachelor's Degree in Environmental Engineering/Science	Should have minimum 2 years of experience in similar projects and executed at least 1 project obtaining environmental clearance of any Govt. Dept./ Semi Govt. Dept. /Development Authority/PPP Project Developer

3.3. Conditions of Eligibility of Consultant

- Proposals of bidders who satisfy the conditions of eligibility will be considered for evaluation.
- Bidder should have accreditation from Quality Control of India (QCI)/National Accreditation Board of Education and Training (NABET) as per EIA notification, 2006.
- The Consultant shall have Technical capacity as per Eligibility Criteria specified in **Clause 4**.
- The Consultant should submit a Power of Attorney as per the **Form 3** provided, however, that such Power of Attorney would not be required if the application is signed by the Managing Director of the Consultant.
- Any entity which has been barred by the Central Government or State Government, from participating in any project and the bar subsists as on the date of Proposal, shall not be eligible to submit a Proposal either by itself or through its Associate.
- A Consultant or its Associate should have, during the last five years, neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Consultant or its Associate, nor been expelled from any project or agreement nor have had any Agreement terminated for breach by such Consultant or its Associate.
- While submitting a Proposal, the Consultant should attach clearly marked and referenced continuation sheets in the event that the space provided in the specified forms in the Appendices is insufficient. Alternatively, Consultant may format the specified forms making due provision for incorporation of the requested information.

3.4. Number of Proposals

No Consultant is permitted to submit more than one Application for one project.

3.5. Cost of Proposal

The Consultant shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiation, visits to the Authority, Project site etc. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

3.6. Acknowledgement by Consultant

- It shall be deemed that by submitting the Proposal, the Consultant has:
 - made a complete and careful examination of the RFP;

- b) received all relevant information requested from the Authority;
 - c) acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the Authority or relating to any of the matters referred to in **Clause 3.5** above;
 - d) satisfied itself about all matters, things and information, including matters referred to in **Clause 3.5** herein above, necessary and required for submitting an informed Application and performance of all of its obligations thereunder;
 - e) agreed to be bound by the undertaking provided by it under and in terms hereof.
2. The Authority shall not be liable for any omission, mistake or error on the part of the Accredited Consultant in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by the Authority.

3.7. Right to reject any or all Proposals:

1. Notwithstanding anything contained in this RFP, the Authority reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.
2. Without prejudice to the generality of **Clause 1**, the Authority reserves the right to reject any Proposal if:
 - (a) at any time, a material misrepresentation is made or discovered, or
 - (b) the Consultant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Proposal.
3. Misrepresentation/ improper response by the Consultant may lead to the disqualification of the Consultant. If such disqualification / rejection occurs after the Proposals have been opened and the highest ranking Consultant gets disqualified / rejected, then the Authority reserves the right to consider the next best Consultant, or take any other measure as may be deemed fit in the sole discretion of the Authority, including annulment of the Selection Process.

3.8. Clarifications

1. Bidders requiring any clarification on the RFP may send their queries to the Authority, through email to dirudpa.mz@gmail.com
2. The Authority reserves the right not to respond to any questions or provide any clarifications, in its sole discretion, and nothing in this Clause shall be construed as obliging the Authority to respond to any question or to provide any clarification.

3.9. Amendment of RFP

1. At any time prior to the deadline for submission of Proposal, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFP document by the issuance of Addendum/ Amendment and posting it on the Official Website
2. In order to afford the Bidders a reasonable time for taking an amendment into account, or

for any other reason, the Authority may, in its sole discretion, extend the Proposal Due Date.

4. ELIGIBILITY CRITERIA

4.1. Evaluation of Technical Proposals

1. In the first stage, the Technical Proposal will be evaluated on the basis of Bidder's experience, its understanding of ToR, proposed methodology and Work Plan, and the experience of Key Personnel. Only those Bidders whose Technical Proposals get a score of **70 marks** or more out of 100 shall qualify for further consideration, and shall be ranked from highest to the lowest on the basis of their technical score (S_T).
2. The scoring criteria to be used for evaluation shall be as follows:

Sl. No.	Requirements	Marks
A.	Financial Strength Related	
	Annual average turnover in last 3 (three) consecutive financial years ending 31.03.2025 (2022- 23, 2023-24 and 2024-25)	
I.	Minimum 50 lakhs	10
II.	Maximum 3 Crore or above	15
	Total (A) :	15
B.	Similar Project Experience	
	The agency must have experience consulting in similar services	
I.	Minimum 2 Projects	20
II.	More than 4 Projects	30
	Total (B) :	30
C.	Key personnel's qualifications and Experience	
I.	Team Leader	10
II.	Technical Associate-1	7.5
III.	Technical Associate-2	2.5
	Total (C) :	20
D.	Approach & Methodology and Timeline	
I.	Approach and Methodology and concept note	Min. marks-15 Max. marks-25
II.	Work Plan & Timeline	Min. marks-5 Max. marks-10
	Total (D) :	35
	Total (A+B+C+D)	100

3. The consultant should have accreditation with Quality Council of India (QCI) / National Accreditation Board for Education and Training (NABET).
4. Consultancy firm should have experience more than 5 years in the field of providing Consultancy for obtaining environmental clearance projects of any Govt. Department/ Semi Govt. Dept. / Development Authority/PPP Project Developer in SWM project.

5. Consultancy firm should have experience of successfully obtaining environmental clearance for at least 2 nos. of SWM related projects of any Govt. Department/ Semi Govt. Dept./Development Authority/PPP Project Developer.
6. The Consultant should not have suffered bankruptcy/insolvency in the last five years. A solvency certificate as a proof issued by any nationalized bank and such certificate not older than one year should be submitted.

4.2. Technically Qualified Bidders

All bidders who score 70 marks or more in the technical evaluation shall be deemed qualified for the financial evaluation in the second stage.

4.3. Evaluation of Financial Proposal

1. In the second stage, the financial evaluation will be carried out as per this **Clause 4.3**. Each Financial Proposal will be assigned a financial score (S_F).
2. For financial evaluation, the total cost indicated in the Financial Proposal will be considered.
3. The Authority will determine whether the Financial Proposals are complete, unqualified and unconditional. The costs indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfill its obligations as per the ToR within the total quoted price shall be that of the consultant. The lowest Financial Proposal (F_M) will be given a financial score (S_F) of 100 points. The financial scores of other proposals will be computed as follows:

$$S_F = 100 \times F_M / F$$

(F = amount of Financial Proposal quoted by other Bidder other than the lowest Financial Proposal (F_M))

4.4. Combined and Final Evaluation:

1. Proposals will be finally ranked according to their combined technical (S_T) and financial (S_F) scores as follows:
$$S = S_T \times T_W + S_F \times F_W$$

Where S is the combined score, and T_W and F_W are weights assigned to Technical Proposal and Financial Proposal that shall be 0.70 and 0.30 respectively.
2. The Selected Bidder shall be the first ranked Bidder (having the highest combined score). The second ranked Bidder shall be kept in reserve and may be invited for negotiations in case the first ranked Bidder withdraws, or fails to comply with the requirements specified in **Clauses 4.8 1, 2,3,4,5** as the case maybe.

4.5. Submission and Receipt of Proposals

1. An authorized representative of the Consultants should initial all pages of both technical and financial proposal.
2. The Consultants shall submit one hard copy each of technical and financial proposal.
3. The consultant/bidder shall submit one proposal for one project, combining all the projects in one proposal shall be summarily rejected.
4. The completed Technical and Financial Proposal must be delivered at the submission address on or before _____

Submission Address:

Director,
Urban Development & Poverty Alleviation Department,
Government of Mizoram
Address: MINECO, Khatla, Aizawl, Mizoram-796001
Email: dirudpa.mz@gmail.com

4.6. Preparation and Submission of Proposal

1. Format and signing of Proposal

- a. The Bidder shall provide all the information sought under this RFP. The Authority would evaluate only those Proposals that are received in the specified forms and complete in all respects.
- b. The Bidder shall submit the proposal as prescribed in the **Clause 3** "Instructions to Bidders". In case of any queries; bidders may contact the Authority as indicated above in **Clause 3.8 (1)**.
- c. The Bidders need to submit the hard copy of the technical and financial proposal for technical and financial evaluation with supporting documents. The Proposals must be properly signed by the authorized representative.
- d. A copy of the Power of Attorney to represent and to sign the bid, in the form specified in **Form 3** shall accompany the Proposal.

2. Preparation of Technical Proposal

1. Bidders are requested to submit their proposal in English Language.
2. The Bidder shall submit all documents as per formats provided in the RFP document. While submitting the Technical Proposal, the Bidder shall, in particular, ensure that:
 - a) All forms are submitted in the prescribed formats and signed by the prescribed

- signatories;
- b) Power of Attorney, if applicable, is executed as per Applicable Laws;
 - c) CVs of all Professional Personnel have been included;
 - d) Key Personnel have been proposed only if they meet the Conditions of Eligibility laid down at **Clause 3.2** of the RFP;
 - e) No alternative proposal for any Key Personnel is being made and only one CV is proposed for each position.
 - f) The CVs have been recently signed and dated by the respective Personnel and countersigned by the Bidder.
 - g) The CVs shall contain an undertaking from the respective Key Personnel about his/her availability for the duration specified in the RFP;
 - h) Professional Personnel proposed have good working knowledge of English language;
 - i) No Key Personnel should have attained the age of 70 (Seventy) years at the time of submitting the proposal.
- 3. The Bidder shall submit, in plain paper, the proposed work schedule for execution of the agreement.
 - 4. Failure to comply with the requirements spelt out in this **Clause 4.6.1** shall make the Proposal liable to be rejected.
 - 5. If an individual Key Personnel makes a false averment regarding his qualification, experience or other particulars, or his commitment regarding availability for the Project is not fulfilled at any stage after signing of the Agreement, he shall be liable to be debarred for any future assignment of the Authority for a period of 5 (five) years. The award of the Service to the Bidder may also be liable to cancellation in such an event.
 - 6. The Technical Proposal shall not include any financial information relating to the Financial Proposal.
 - 7. The proposed team shall be composed of experts and specialists (the “Professional Personnel”) in their respective areas of expertise and managerial/support staff (the “Support Personnel”) such that the Agency should be able to complete the Services within the specified time schedule. The Key Personnel specified in **Clause 3.3** shall be included in the proposed team of Professional Personnel. Other competent and experienced Professional Personnel in the relevant areas of expertise must be added as required for successful completion of this Service. The CV of each such Professional Personnel, if any, should also be submitted in the format as **Form 7**. A Bidder may, if it considers necessary, propose suitable individual associates in specific areas of expertise. Credentials of such associates should be submitted along with **Form 7**.
 - 8. The Authority reserves the right to verify all statements, information and documents, submitted by the Bidder in response to the RFP. Any such verification or the lack of such verification by

the Authority to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the Authority there under.

3. Preparation of Financial Proposal

1. The Bidder shall submit the financial proposal as per format provided in the RFP document. The Bidder shall clearly indicate the total cost of the Services (**Form 10**) in both figures and words, in Indian Rupees. In the event of any difference between figures and words, the amount indicated in words shall prevail. In the event of a difference between the arithmetic total and the total shown in the Financial Proposal, the lower of the two shall prevail.
2. While submitting the Financial Proposal, the Bidder shall ensure the following:
 - a) All the costs associated with the assignment including all taxes shall be included in the Financial Proposal. These shall normally cover remuneration for all the Personnel (Expatriate and Resident, in the field, office etc.), accommodation, air fare, equipment, printing of documents, taxes, etc. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.
 - b) The Financial Proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the costs shown under different items of the Financial Proposal. Further, all payments shall be subject to deduction of taxes at source as per Applicable Laws.
 - c) Costs (including break down of costs) shall be expressed in INR.

4. Submission of Proposal:

- a) The Bidders shall submit the Technical and Financial Proposal as prescribed in **Clause 4.6.2 & 4.6.3**
- b) **Envelope A** shall serve as the outer most cover and must contain the following envelop with marking requirement:
 - (i) **Envelope B**, clearly marked as “**Tender Document Fee**” shall contain proof of payment of the tender document fee of ₹1,500/- in the form of a valid receipt for those who purchased at source or in cash for those who downloaded from website. Bids without the document fee will be liable to be rejected.
 - (ii) **Envelope C**, clearly marked as “**Earnest Money**” shall contain the earnest money deposit in the prescribed form.
 - (iii) **Envelope D**, clearly marked as “**Technical Bid**” shall contain the technical proposals along with all required supporting documents as specified in the document.
 - (iii) **Envelope D**, clearly marked as “**Financial Bid**” shall contain only the financial offer.

All the envelopes, in addition to their marking requirements, clearly labeled with the ***Name of Project, Group Number, RFP Notice Number with Date, Last Date of submission, Date of opening, and Name of the Bidder.***

All envelopes must be sealed and appropriately labeled and shall be addressed to Director, Urban Development & Poverty Alleviation Department, Mizoram; Aizawl

- c) On or before the prescribed date of bid submission, Bidder must submit all the documents in physical form as per format provided in the RFP document.
- d) The Proposal shall be made in the Forms specified in this RFP. Any attachment to such Forms must be provided on separate sheet and only information that is directly relevant should be provided.
- e) The rates quoted shall be fixed throughout the period of the assignment including acceptance of the Report by the Authority and discharge of all obligations of the Agency under the Agreement.

5. Bid Submission Date

- a) The Authority may, in its sole discretion, extend the Bid Submission Date by issuing an Addendum in accordance with ***Clause 3.9*** uniformly for all Bidders.

6. Late Proposals submissions

Only Proposals received as per tendering process will be entertained. Proposals received after the specified time mentioned in the schedule specified in ***Clause 2.3*** will not be entertained.

7. Modification/ substitution/ withdrawal of Proposals

- a) No alteration /modification to the submitted Proposal shall be allowed.
- b) No Proposal shall be withdrawn by the Bidder on or after the last date of submission of the bid.

4.7. Evaluation Process

1. Evaluation of Proposals

- a) The Authority shall open the Proposals as per schedule.
- b) Evaluation will be carried out by the bid evaluation committee.
- c) Prior to evaluation of Proposals, the Authority will determine whether each Proposal is responsive to the requirements of the RFP. The Authority may, in its sole discretion, reject any Proposal that is not responsive hereunder. A Proposal shall be considered responsive only if:
 - i. the Technical Proposal is received in the form specified at ***Appendix 1***;

- ii. it is accompanied by the Power of Attorney as specified in **Form 3**;
 - iii. it contains all the information (complete in all respects) as requested in the RFP and it does not contain any other conditions.
- d) The Authority reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Proposals.
- e) The Authority shall subsequently examine and evaluate Proposals in accordance with the Selection Process specified at **Clause 4.1**.
- f) After the technical evaluation, the Authority shall prepare a list of short-listed Bidders. The final shortlisted bidder shall be informed in terms of **Clause 4.2** the date and time for opening of their Financial Proposals. Before opening of the Financial Proposals, the list of short-listed Bidders along with their Technical Score will be declared. The Authority will not entertain any query or clarification from Bidders who fail to qualify at any stage of the Selection Process. The financial evaluation and final ranking of the Proposals shall be carried out in terms of **Clauses 4.3 & 4.4**.
- g) Bidders are advised that selection will be entirely at the discretion of the Authority. Bidders will be deemed to have understood and agreed that no explanation or justification on any aspect of the selection process or selection will be given.
- h) Any information contained in the proposal shall not in any way be construed as binding on the Authority, its agents, successors or assigns, but shall be binding against the Bidder if the Work is subsequently awarded to it.

4.8. Appointment of Consultant

1. Negotiations

- a) The Selected Bidder may, if necessary, be invited for negotiations. The negotiations shall may be for reducing the price of the proposal and for re-confirming the obligations of the Consultant under this RFP. Issues such as deployment of Key Personnel, understanding of the RFP, methodology and quality of the work plan shall generally be discussed during negotiations.
- b) The Authority may consider replacement of key personnel if the case raised by the successful bidder, to the satisfaction of the Authority.

2. Indemnity

The Consultant shall, subject to the provisions of the Agreement, indemnify the Authority for an amount not exceeding the value of the Agreement for any direct loss or damage that is caused due to any deficiency in services.

3. Award of Work:

After selection, a Letter of Award (the “LoA”) shall be issued, in duplicate, by the Authority to the Selected Bidder and the Selected Bidder shall, within 15 (fifteen) days of the receipt of the LoA, sign and return the duplicate copy of the LoA in acknowledgement thereof. Performance Security of 5% of the award amount must be submitted by the selected bidder along with duplicate copy of LoA.

In the event the duplicate copy of the LoA duly signed by the Selected Bidder and Performance Security is not received by the stipulated date, the Authority may, unless it extends the time for submission thereof, claim as mutually agreed genuine pre-estimated loss and damage suffered by the Authority on account of failure of the Selected Bidder to acknowledge the LoA. In such an event, the Authority claims the right to consider the next highest-ranking Bidder for award of work.

4. Letter of Agreement:

After acknowledgement of the LoA and submission of Performance Security as aforesaid by the Selected Bidder, the Letter of Agreement shall be signed by the Authority and the Consultant within 7 (seven) days. If the Consultant fails to sign the Agreement within the specified time, the Authority may invite the second ranked Bidder for negotiations.

5. Commencement of Assignment:

The Consultant shall commence the Services within 15 (fifteen) days of the date of the signing of the Letter of Agreement or such other date as may be mutually agreed. If the Consultant fails to commence the assignment as specified herein, the Performance Security shall be considered as forfeited and the Authority may invite the next-highest ranked Bidder for negotiations. The Selected Bidder shall not be entitled to seek any deviation in the Agreement.

5. MISCELLANEOUS

- a. The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Aizawl shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.
- b. The Authority, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
 - i. suspend and/or cancel the Selection Process and/or amend and/or supplement the Selection Process or modify the dates or other terms and conditions relating thereto;
 - ii. consult with any Bidder in order to receive clarification or further information;

- iii. retain any information and/or evidence submitted to the Authority by, on behalf of and/or in relation to any Bidder; and/or
 - iv. independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Bidder.
- c. It shall be deemed that by submitting the Proposal, the Bidder agrees and releases the Authority, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.
- d. All documents and other information supplied by the Authority or submitted by the Bidder shall remain or become, as the case may be, the property of the Authority. The Authority will not return any submissions made hereunder. Bidders are required to treat all such documents and information as strictly confidential.
- e. The Authority reserves the right to make inquiries with any of the clients listed by the Bidders in their previous experience record.

6. SCHEDULES

6.1. Schedule 1: Terms of Reference (ToR)

1. Scope of Work

- a. The main scope of work includes preparation of Environmental Impact Assessment (EIA) Report & Environment Management Plan (EMP) and obtaining Environmental Clearances under EIA Notification 2006 & subsequent amendments for Development of integrated Solid Waste Management Facilities including Sanitary Landfill in Mizoram, and obtaining environmental clearance from the Mizoram State Level Environmental Impact Assessment Authority (SEIAA) or Ministry of Environment, Forests & Climate Change (MoEF&CC), New Delhi as the case may be.
- b. The scope of works includes obtaining Terms of Reference to be issued by the concerned Ministry with respect to the respective detailed project report of Solid Waste management Centers.
- c. The EIA and EMP is to be prepared by Consultant will strictly following the rules and guidelines on the subject matter as mandated by the MOEF&CC as well as Terms of Reference (ToR) to be confirmed and approved by Mizoram SEIAA/ MOEF&CC as the case may be.
- d. The major elements of work would cover inter alia the following:
 - i. Preparation and Submission of application Form-I at Mizoram SEIAA or MOEF&CC, New Delhi for obtaining additional Terms of Reference (TOR).*
 - ii. Preparation and submission of Presentation for Expert Appraisal Committee (EAC) meeting at Mizoram SEIAA or MOEF&CC, New Delhi for obtaining additional TOR.
 - iii. Submission of Form-I and other necessary document including project report to all Expert Appraisal Committee (EAC) members before the meeting within given timeline.
 - iv. Attending the meeting at Mizoram SEIAA or MOEF&CC, New Delhi for obtaining additional Terms of Reference (TOR) for delivering the presentation.
 - v. Preparation and submission of Environmental Baseline Monitoring (EBM) report including all environmental monitoring data. EIA rules and guidelines on the subject matter as mandated by the MOEF&CC are to be followed for EBM report.
 - vi. Preparation and submission of Draft EIA and EMP Report as per the latest EIA rules and guidelines on the subject matter as mandated by the MOEF&CC.
 - vii. Incorporation of additional TOR issued by Mizoram SEIAA or MOEF&CC to Draft EIA.
 - viii. Preparation and submission of Executive Summary of EIA for Public Hearing in English and local language.
 - ix. Submission of necessary document including Draft EIA and liaisoning with Mizoram State Pollution Control Board for conducting Public Hearing**.
 - x. Preparation and submission of Presentation for Public Hearing.
 - xi. Attending the Public Hearing for delivering the presentation and shall represent Employer and Propjet Proponent during the course of public hearing.
 - xii. Preparation and submission of Final EIA by incorporating all the suggestions/modification of Public Hearing proceedings in the Draft EIA.
 - xiii. Submission of Final EIA to Mizoram SEIAA or MOEF&CC for final technical appraisal by EAC.
 - xiv. Preparation of Presentation for EAC meeting for final technical appraisal at Mizoram SEIAA or MOEF&CC, New Delhi.

e. Submission of Final EIA and other necessary document including project report to all Expert Appraisal Committee (EAC) members before the meeting within given timeline.

- i. Attending the EAC meeting at Mizoram SEIAA or MOEF&CC, New Delhi for final technical appraisal and delivering the presentation.
- ii. Compliance of comments of EAC if any.
- iii. Necessary follow up with Mizoram SEIAA or MOEF&CC till the Environmental Clearance is obtained.
- iv. Issuance of Environmental Clearance letter from Mizoram SEIAA or MOEF&CC, New Delhi.

* If Form – I is prepared and submitted to Mizoram SEIAA or MOEF&CC by Employer i.e. UD&PA before award of work, then only updating of Form – I is required.

** If Public Hearing is waived by Mizoram SEIAA or MOEF&CC, then related tasks may not be required to be carried out.

2. Document Submission

The key outputs shall include but not limited to the following:

Sl. No	Name of Document	No. of Copies **** to be submitted to Employer	
		Hard Copy	Soft Copy
1	Form I	3	2
2	Environmental Baseline Monitoring (EBM) Report	3	2
3	Draft (Draft) EIA/EMP Report	3	2
4	Draft (Final) EIA/EMP Report	5	2
5	Executive summary of EIA/EMP report in English & local language	3	2
6	Presentation for Public Hearing meeting	3	2
7	Final (Draft) EIA/EMP Report and Form -2	3	2
8	Final (Final) EIA/EMP Report and Form- 2	5	2
9	Presentation for final technical appraisal meeting	3	2

**** Over and above this, the Consultant shall submit the required number of copies of EIA report, Project Report, Presentations, Executive Summaries in English and local languages and relevant applications to Mizoram SEIAA or MoEF&CC, New Delhi for the purpose of environmental clearance.

3. Terms of Payment

Sl. No.	Description of Activity	Payment
1	On submission of Environmental Baseline Monitoring (EBM) Report	20 % of total fees
2	On submission of Draft (Final) EIA/EMP Report	25 % of total fees
3	On submission of Final (Final) EIA/EMP Report	15 % of total fees
4	Upon delivering presentation in EAC meeting for final technical appraisal at	20 % of total

	Mizoram SEIAA or MoEF&CC	fees
5	On getting Environmental Clearance Letter from Mizoram SEIAA or MoEF&CC	20 % of total fees
Total		100%

4. Invoices

The Consultant shall raise the periodic invoices against the work carried out for the stage wise payment as indicated above. All invoices are to be raised in favour of The Director, Directorate of UD&PA Department, Government of Mizoram, MINECO, Khatla, Aizawl, Mizoram-796001

5. General Conditions

1. It is the State Government's policy that the Consultant observes the highest standard of ethics during the execution of the contract.
2. The UD&PA will provide all possible support to carry out the services, and provide relevant available data and reports related to the project.
3. Necessary introduction letter from UD&PA will be provided to help in collection of Primary and Secondary data.
4. All deliverables will be reviewed by UD&PA and necessary comments are to be accommodated in respective deliverables.
5. The duration of assignment is 6 months or till issuance of Environmental Clearance letter from Mizoram SEIAA or MoEF&CC, whichever is later.
6. The Consultant has to work in close coordination with the UD&PA and ensure smooth coordination and communication during entire period of Contract.
7. The Consultant has to nominate one person preferably EIA Coordinator as single point of contact and shall remain during entire period of Contract.
8. All the study outputs including primary data shall be submitted by the Consultant to the UD&PA in hard and soft copies as mentioned in ToR. The consultancy outputs shall remain the property of the UD&PA and shall not be used for any purpose other than that intended under these terms of reference without the permission of the UD&PA.
9. Consultant shall submit the required number of copies of EIA report, Project Report, Presentations, Executive Summaries in English and local language and relevant applications to Mizoram SEIAA or MoEF&CC, New Delhi over and above the documents mentioned in Document Submission Table.
10. Termination of Contract: The UD&PA will have the right to terminate the agreement by giving 30 days' written notice.

Annexure 1 Terms of Reference

(*Schedule 1: Terms of Reference* of RFP, pg.21)

Annexure 2 Deployment of Personnel

(as per *Form 6* pg.40)

Annexure 3 Bank Guarantee for Performance Security

Bank Guarantee for Performance Security

To

In consideration of UD&PA (hereinafter referred as the “Authority”, which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators and assigns) having awarded to M/s, having its office at (hereinafter referred as the “Agency” which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), vide the Authority’s Agreement no. Dated Valued at Rs..... (Rupees),

(hereinafter referred to as the “Agreement”) Selection of Accredited Consultant for Preparation of EIA & EMP and obtaining environmental clearance for development of solid waste management facilities including sanitary landfill for, and the Agency having agreed to furnish a Bank Guarantee amounting to Rs. (Rupees) to the Authority for performance of the said Agreement.

- (i) We, ... (hereinafter referred to as the “Bank”) at the request of the Agency do hereby undertake to pay to the Authority an amount not exceeding Rs. (Rupees) against any loss or damage caused to or suffered or would be caused to or suffered by the Authority by reason of any breach by the said Agency of any of the terms or conditions contained in the said Agreement.
- (ii) We, ... (indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on a demand from the Authority stating that the amount/claimed is due by way of loss or damage caused to or would be caused to or suffered by the Authority by reason of breach by the said Agency of any of the terms or conditions contained in the said Agreement or by reason of the Agency’s failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee.
However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs..... (Rupees).
- (iii) We, ... (indicate the name of Bank) undertake to pay to the Authority any money so demanded notwithstanding any dispute or disputes raised by the Agency in any suit or proceeding pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Agency shall have no claim against us for making such payment.
- (iv) We, ... (indicate the name of Bank) further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Authority under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the Authority certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Agency and accordingly discharges this Guarantee. Unless a demand or claim under this Guarantee is made on us in writing on or before a period of

one year from the date of this Guarantee, we shall be discharged from all liability under this Guarantee thereafter.

- (v) We, ... (indicate the name of Bank) further agree with the Authority that the Authority shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Agency from time to time or to postpone for any time or from time to time any of the powers exercisable by the Authority against the said Agency and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Agency or for any forbearance, act or omission on the part of the Authority or any indulgence by the Authority to the said Agency or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have the effect of so relieving us.
- (vi) This Guarantee will not be discharged due to the change in the constitution of the Bank or the Agency(s).
- (vii) We, ... (indicate the name of Bank) lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the Authority in writing.
- (viii) For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to Rs. crore (Rupees crore) only. The Bank shall be liable to pay the said amount or any part thereof only if the Authority serves a written claim on the Bank in accordance with paragraph 2 hereof, on or before..... (indicate date falling 180 days after the date of this Guarantee).

For.....

Name of Bank:

Seal of the Bank:

Dated, the day of ,20

(Signature, name and designation of the authorized signatory) **NOTES:**

1. The Bank Guarantee should contain the name, designation and code number of the officer(s) signing the Guarantee.
2. The address, telephone no. and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.

Annexure 4 Important requirement of EIA preparation.

1. Baseline Data Generation

For baseline data generation, list of important physical environmental components and indicators of EBM are given hereunder EIA Manual.

Environmental Components	Environmental Indicators
Climatic variables	• Rainfall patterns — mean, mode, seasonality • Temperature patterns • Extreme events • Climate change projections • Prevailing wind - direction, speed, anomalies • Relative humidity • Stability conditions and mixing height, etc.
Topography	• Slope form: • Landform and terrain analysis • Specific landform types, etc.
Drainage	• Surface hydrology • Natural drainage pattern and network • Rainfall runoff relationships • Hydrogeology • Groundwater characteristics — springs, etc.
Soil	• Type and characteristics • Porosity and permeability • Sub-soil permeability • Run-off rate • Infiltration capacity • Effective depth (inches/centimeters) • Inherent fertility • Suitability for method of sewage disposal, etc.
Geology	• Underlying rock type, texture • Surgical material • Geologic structures (faults, shear zones, etc.) • Geologic resources (minerals, etc.)

Environmental Components	Environmental Indicators
Water	• Raw water availability • Water quality • Surface water (rivers, lakes, ponds, gullies) — quality, water depths, flooding areas, etc. • Ground water — water table, local aquifer storage capacity, specific yield, specific retention, water level depths and fluctuations, etc. • Coastal • Floodplains • Wastewater discharges • Waste discharges, etc.
Air	• Ambient • Respirable • Air shed importance • Odour levels, etc.
Noise	• Identifying sources of noise • Noise due to traffic/transportation of vehicles • Noise due to heavy equipment operations • Duration and variations in noise over time, etc.
Biological	• Species composition of flora and fauna • Flora — type, density, exploitation, etc. • Fauna — distribution, abundance, rarity, migratory, species diversity, habitat requirements, habitat resilience, economic significance, commercial value, etc. • Fisheries — migratory species, species with commercial/ recreational value, etc.
Land Use	• Land use pattern, etc.

2. Secondary data generation

The analysis of all available information or secondary data is essential to establish the regional profiles. So all the relevant secondary data available for different environmental components should be collated and analyzed. For the list of information required for EIA studies and sources of secondary data, EIA Manual are to be referred.

3. Impact prediction

Information about predicted changes is needed for assigning impact significance, prescribing mitigation measures, and designing & developing EMPs and monitoring programs. For the models/methods to be used in impact predictions in respect to air, noise, water, land, biological and socio-economic environment are to be referred.

4. Mitigation Measures

The purpose of mitigation is to identify measures that safeguard the environment and the community affected by the proposal.

- i. The predicted adverse environmental as well as social impacts for which mitigation measures are required should be identified and briefly summarized along with cross referencing them to the significance, prediction components of the EIA report or other documentation.
- ii. Each mitigation measure should be briefly described w.r.t the impact of significances to which it relates and the conditions under which it is required.
- iii. Cost and responsibilities for mitigation and monitoring to be clearly defined, including arrangements for coordination among various authorities responsible for mitigation.

5. Environmental Management Plan (EMP)

EMP shall be composed of (i) summary of potential impacts of the proposal (ii) description of recommended mitigation measures (iii) description of monitoring program to ensure compliance with relevant standards and residual impacts (iv) allocation of resources and responsibilities for plan implementation (v) implementation schedule and reporting procedures.

6. Risk Assessment Study

The RA study should include the following methodology:

- i. Identification of hazards/risks associated;
- ii. Identification of scenarios;
- iii. Analysis of frequency and consequences of all identified risks;
- iv. Detailed risk analysis to assess the risk levels in relation to risk acceptance criteria; and
- v. Recommend risk reduction measures and identify high-risk elements to be addressed through the
- vi. Generic Disaster Management Plan (DMP)

7. Structure of Environmental Impact Assessment Report

The structure of EIA should be as per EIA Manual, indicative contents shown below.

SL.NO	EIA STRUCTURE	CONTENTS
1	Introduction	• Purpose of the report • Identification of project & project proponent • Brief description of nature, size, location of the project and its importance to the country, region • Scope of the study — details of regulatory scoping carried out (As per Terms of Reference)

2	Project Description	• Condensed description of those aspects of the project (based on project feasibility study), likely to cause environmental effects. Details should be provided to give clear picture of the following: • Type of project • Need for the project • Location (maps showing general location, specific location, project boundary & project site layout) • Size or magnitude of operation (incl. Associated activities required by or for the project) • Proposed schedule for approval and implementation • Technology and process description • Project description. Including drawings showing project layout, components of project etc. Schematic representations of the feasibility drawings which give information important for EIA purpose • Description of mitigation measures incorporated into the project to meet environmental standards, environmental operating conditions, or other EIA requirements (as required by the scope) • Assessment of New & untested technology for the risk of technological failure
3	Description of the Environment	• Study area, period, components & methodology • Establishment of baseline for valued environmental components, as identified in the scope • Base maps of all environmental components
4	Anticipated Environmental Impacts & Mitigation Measures	• Details of Investigated Environmental impacts due to project location, possible accidents, project design, project construction, regular operations, final decommissioning or rehabilitation of a completed project • Measures for minimizing and / or offsetting adverse impacts identified. • Irreversible and Irretrievable commitments of environmental components. • Assessment of significance of impacts (Criteria for determining significance, assigning significance). • Mitigation measures.
5	Analysis of Alternatives (Technology & Site)	In case, the scoping exercise results in need for alternatives: • Description of each alternative. • Summary of adverse impacts of each alternative. • Mitigation measures proposed for each alternative and • Selection of alternative.

6	Environmental Monitoring Program	Technical aspects of monitoring the effectiveness of mitigation measures (incl. Measurement methodologies, frequency, location, data analysis, reporting schedules, emergency procedures, detailed budget & procurement schedules)
7	Additional Studies	• Public Consultation. • Risk assessment
8	Project Benefits	• Improvements in the physical infrastructure • Improvements in the social infrastructure • Employment potential -skilled; semi-skilled and unskilled • Other tangible benefits • Other tangible benefits
9	Environmental Cost Benefit Analysis	If recommended at the Scoping stage
10	EMP	Description of the administrative aspects of ensuring that mitigation measures are implemented and their effectiveness monitored, after approval of the EIA
11	Summary & Conclusion (This will constitute the summary of the EIA Report)	• Overall justification for implementation of the project • Explanation of how, adverse effects have been mitigated
12	Disclosure of Consultants engaged	• The names of the Consultants engaged with their brief resume and nature of Consultancy rendered

Appendix 1 Technical Proposal

Form 1: Letter of Proposal (On Firm's Letter Head)

Date:

Place:

Name of Project:

Group No.:

RFP Notice No.:

To,
The Director,
Urban Development & Poverty Alleviation Department,
Address: Khatla, Aizawl, Mizoram-796001

Dear Sir,

- (a) With reference to your RFP Document of the captioned subject, I/we, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection as Consultant for Providing Services. The proposal is unconditional.
- (b) All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
- (c) This statement is made for the express purpose of appointment as the Consultant for the aforesaid Project.
- (d) I/We shall make available to the Authority any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
- (e) I/We acknowledge the right of the Authority to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
- (f) I/We certify that in the last three years, we or any of our associate have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority.
- (g) I/We declare that:
 - i) I/We have examined and have no reservations to the RFP Documents, including any Addendum issued by the Authority;
 - ii) I/We do not have any conflict of interest in accordance with RFP Document;
 - iii) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any Government, Central or State; and
 - iv) I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of Part 4 of the RFP, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

- (h) I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Agency, without incurring any liability to the Applicants in accordance with the RFP document.
- (i) I/We declare that we/any member of the team, are/is not a Member of a/any other bidder applying for Selection as a Consultant.
- (j) I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the work for the Project or which relates to a grave offence that outrages the moral sense of the community.
- (k) I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
- (l) I/We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/Managers/ employees.
- (m) I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority [and/ or the Government of India] in connection with the selection of Agency or in connection with the Selection Process itself in respect of the above mentioned Project.
- (n) I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right of whatsoever nature if the work for the Project is not awarded to me/us or our proposal is not opened or rejected.
- (o) I/We agree to keep this offer valid for 120 (One Twenty Days) days from the Bid Submission Date specified in the RFP.
- (p) A Power of Attorney in favour of the authorized signatory to sign and submit this Proposal and documents.
- (q) I/We have studied RFP and all other documents carefully and also surveyed the Project site. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Project.
- (r) The Bid is submitted in two envelopes system within prescribed schedule, the Technical Proposal & Financial Proposal shall constitute the Application which shall be binding on us.
- (s) I/We agree and undertake to abide by all the terms and conditions of the RFP Document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Applicant / Lead Member)

Form 2: Particulars of the Bidder

Sl. No.	Items	Description
1	Name of the Project	Preparation of EIA & EMP and obtaining environmental clearance for development of solid waste management facilities including sanitary landfill for
2	Group No.	
3	RFP Notice No.	
4	State the structure of the Bidder's organization (Bidder to complete/delete as appropriate) Individual Firm: Other (Please specify):	
5	State the following for the Individual Firm: a) Name of Company or Firm b) Legal status (e.g. incorporated private company, unincorporated business, etc.) c) Country of incorporation d) Registered address e) Year of Incorporation f) Year of commencement of business g) Principal place of business: h) Brief description of the Company including details of its main lines of business Details of individual(s) who will serve as the point of contact communication for the UD&PA within the Company: 1. Name 2. Designation 3. Company 4. Address 5. Telephone Number 6. E-Mail Address 7. Fax Number	
6	Name, Designation, Address and Phone Numbers of Authorized Signatory of the 1. Bidder Name: 2. Designation: 3. Company:	

	4. Address: 5. Phone No. / Fax No.: 6. E-Mail Address:	
--	--	--

(Signature, name and designation of the authorized signatory)

(Name and seal of the Applicant / Lead Member)

Form 2A: Particulars of the Consortium Partner

Sr. No.	Items	Description
1	Name of the Project	Preparation of EIA & EMP and obtaining environmental clearance for development of solid waste management facilities including sanitary landfill for
2	Group No.	
3	RFP Notice No.	
4	State the structure of the Bidder's organization (Bidder to complete/delete as appropriate) Individual Firm: Other (Please specify):	
5	State the following for the Individual Firm: 1. Name of Company or Firm 2. Legal status (e.g. incorporated private company, unincorporated business, etc.) 3. Country of incorporation 4. Registered address 5. Year of Incorporation 6. Year of commencement of business 7. Principal place of business: 8. Brief description of the Company including details of its main lines of business	

Sr. No.	Items	Description
	Details of individual(s) who will serve as the point of contact communication for the UD&PA within the Company: 1. Name 2. Designation 3. Company 4. Address 5. Telephone Number 6. E-Mail Address 7. Fax Number	
6	Name, Designation, Address and Phone Numbers of Authorized Signatory of the (h) Bidder: 1. Name: 2. Designation: 3. Company: 4. Address: 5. Phone No. / Fax No.: 6. E-Mail Address:	

(Signature, name and designation of the authorized signatory)

(Name and seal of the Applicant / Lead Member)

Form 3: Power of Attorney for Signing of the Bid by the Lead Member

Know all men by these presents, we, (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr. / Ms (Name), son/daughter/wife of and presently residing at....., who is presently employed with us and holding the position of....., as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our bid for **“Preparation of EIA & EMP and obtaining environmental clearance for development of solid waste management facilities including sanitary landfill for”** including but not limited to signing and submission of all applications, bids and other documents and writings, participate in bidders’ and other conferences and providing information / responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Project and/or upon award thereof to us and/or till the entering into of the Agreement with the Authority.

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

IN WITNESS WHERE OF WE, ..., THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 2025
For.....

(Signature, name, designation and address)

Witnesses:
1
2

Accepted Notarized

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

Form 4 :Financial Capacity of the Bidder

S. No	Financial Year [#]	Annual Revenue (in Rs.)
1.	2022-23	
2.	2023-24	
3.	2024-25	
	Net worth as on 31/03/2025 is Rs. _____	
	Certificate from the Statutory Auditor	
This is to certify that the above financial position extracted from the audited financial statement of M/s ----- (Name of Bidder) for the last three consecutive financial years are correct. Name of the audit firm: Seal of the audit firm Date: (Signature, name and designation of the authorized signatory)		

Form 5: Association Letter

(Company Letterhead)

Date:

Place:

Name of Project:

Group No.:

RFP Notice No.:

To,

The Director,

Urban Development & Poverty Alleviation Department, Mizoram

Address: MINECO, Khatla, Aizawl, Mizoram-796001

Dear Sir,

We, the undersigned, are pleased to associate with -----(**Name of Lead Member**) for the subject assignment. -----(**Name of Lead Member**) will be the lead member of the consortium.

We hereby, undertake to be associated for the entire duration of the assignment, if selected.

Thanking You,

Yours Faithfully,

Name: Designation Address:

Contact No.

Email:

Form 6 : Particulars of Key Personnel

Name of Project:

Group No.:

RFP Notice No.:

Sl. No.	Key Personnel	Name & Educational Qualification of Key Personnel	Length of Professional Experience	Experience of similar nature as desired in RFP	Present Employment	
					Name of Firm	Responsibilities
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Team Leader					
2.	Technical Associate-1					
3	Technical Associate-2					

Attach CVs of Key Personnel, which will be evaluated

(Signature, name and designation of the authorized signatory)

Form 7: Curriculum Vitae (C.V) for Proposed Key Personnel or Other Professional Personnel

i. **Proposed Position:**

ii. **Name of Personnel:**

iii. **Date of Birth:**

iv. **Nationality:**

v. **Educational Qualification:**

(Summarize college/university and other specialized education of Personnel, giving degrees obtained).

vi. **Employment Record:**

(Starting with present position, list in reversed order, and every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. Experience period of specific assignment must be clearly mentioned).

vii. **Relevant Project Experience**

Furnish list of relevant project experience which describe the suitability and eligibility of the Personnel for this Work with brief description of role, responsibility and duration of the services performed; brief description of the project.

viii. **Summary of the CV**

(Furnish a summary of the above CV. The information in the summary shall be precise and accurate. The information in the summary will have bearing on the evaluation of the CV).

A) Education:

- i. Field of Graduation and year
- ii. Field of Post-Graduation and year
- iii. Field of PhD and Year
- iv. Others

B) Professional Experience as below:

Total professional experience: __Yrs.

Positions held with no. of years:

- i)
- ii)

Essential Work Experience with details and no. of years:

- i)
- ii)

ix. **Details of the current assignment and the time duration for which services are required for the current assignment.**

Certification:

I am willing to work on the project and I will be available for entire duration of the project assignment as required.

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself my qualification and my experience.

Place.....

(Signature and name of the Key Personnel)

(Signature and name of the authorized signatory of the Bidder)

Form 8: Proposed Methodology & Work Plan.

Name of Project:

Group No.:

RFP Notice No.:

The descriptive part of submission under this will be detailed precisely under the following topics.

Understanding of ToR.

The Bidder will submit his understanding of the ToR specified in the RFP in a brief manner underlying the crucial and important aspects of it. The Bidder may supplement various requirements of the ToR if he considers this would bring more clarity and improvements over the existing requirements and assist in achieving the various tasks laid down in the ToR.

Methodology and Work Plan:

The Bidder will submit its methodology for carrying out this assignment, outlining its approach toward achieving the Objectives laid down in the ToR. The Bidder will submit a brief write up on its proposed team and organization of personnel explaining how different areas of expertise needed for this assignment have been fully covered by its proposal. The Bidder should specify the sequence and locations of important activities, and provide a quality assurance plan for carrying out the Services.

NOTE: Marks will be deducted for writing lengthy and out of context responses.

Signature of Authorized Signatory Name of the Firm

Appendix 2 Financial Proposal

Form 9: Covering Letter (On Firm's Letter Head)

Name of Project:

Group No.:

RFP Notice No.:

To,

The Director,

Urban Development & Poverty Alleviation Department, Mizoram

Address: MINECO, Khatla, Aizawl, Mizoram-796001

Dear Sir,

I/We _____ Bidder/Bidders herewith enclose the Financial Proposal for selection of my/our firm as an Agency for the above captioned work.

I/We agree that this offer shall remain valid for a period of 120 (One hundred and twenty) days from the Proposal Due Date or such further period as may be mutually agreed upon.

Yours faithfully,

Signature _____

Full Name _____

Designation _____

Address _____

(Authorized Representative)

NOTE: The Financial Proposal is to be filled strictly as per the forms given in RFP.

Form 10 : Financial Proposal

(On letter head of the bidder)

Name of Project:

Group No.:

RFP Notice No.:

Group No.	Name of Project	Total fund allocation for the project (Rs. in lakh)	Quoted amount (Rs. in figure)	Quoted amount (Rs. in words)

Rs. (Rupees.....) only

(Note: Quoted rate shall be inclusive of all taxes and expenses like remuneration, survey, travel, rent etc.)

Signature of Authorized Signatory of the Bidder

Break-up of expenditure details

Item No.	Description	Amount (INR)
A.	PERSONNEL & LOCAL COSTS	
I	Remuneration for Professional Personnel (inclusive of all personnel allowances)	
II	Remuneration of Support Personnel (Inclusive of all personnel allowances)	
III	Survey Cost	
IV	Office Rent.	
V	Office Consumables like Utilities and Communication etc.	
VI	Office Furniture and Equipment (Rental)	
VII	Reports and Document Printing.	
VIII	Road Show Expense	
IX	Training & Knowledge Transfer cost.	
X	On site expenses	
XI	Miscellaneous Expenses.	
	Sub-total Personnel & Local Costs(A)	
B	GST	
C	TOTAL (including taxes) (A+B) (in Rs.) In Indian Rupees in figures & in words:	

(Note: To be enclosed with the Form 10)

Signature of Authorized Signatory
Name of the Firm

7. CONSULTANCY AGREEMENT

(Text in brackets [] is optional; all notes should be deleted in final text)

This CONTRACT (hereinafter called the – “Contract”) is made the *[day]* day of the month of *[month]*, *[year]*, between, on the one hand, *[name of Employer]* (hereinafter called the- “Employer”) and, on the other hand, *[name of Consultant]* (hereinafter called the “Consultant”).

WHEREAS

- (a) the Employer has requested the Consultant to provide certain consulting services as defined in this Contract (hereinafter called the – “Services”);
- (b) the Consultant, having represented to the Employer that it has the required professional skills, and personnel and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the parties hereto hereby agree as follows:

- 1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - a. The General Conditions of Contract;
 - b. The Special Conditions of Contract;
 - c. The following Annexures & Appendices;
- 2. The mutual rights and obligations of the Employer and the Consultant shall be as set forth in the Contract, in particular:
 - a. the Consultants shall carry out the Services in accordance with the provisions of the Contract; and
 - b. the Employer shall make payments to the Consultants in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of *[name of Employer]*

[Authorized Representative]

For and on behalf of *[name of Consultant]*

[Authorized Representative]

8. SPECIAL CONDITIONS OF CONTRACT

8.1. Disclosure of Safeguard Documents

Basic project information and components

- (1) Providing Infra Structural Facilities such as roads, compound wall, entrance gate, administrative office building, ground level water reservoir, bore well, drains, common toiletsetc.
- (2) Stage wise construction of sanitary landfill and adopting sanitary land filling practices for disposal of solid waste.
- (3) Installation of Weighbridge
- (4) Introduction of landfill equipment such as Bulldozers, Excavator cum Loader, landfill compactor
- (5) Installation of compost plant / waste to energy plant.....MT/DAY capacity.

8.2. Other Components

- (6) Providing PPE to construction Staff and rag pickers
- (7) Providing Workshop Equipment such as air compressor, car washing machine welding machine etc. for repairs and maintenance of garbage vehicles.

Potential Impacts and Mitigations

- (8) Sustainable economic growth through improved quality of urban life
- (9) Raised and sustained wellbeing of the beneficiary population through cost effective improved solid waste collection
- (10) Improved health and wellbeing of the beneficiary population and cleaner environment in GSP Area
- (11) Strengthened local government through Institutional Reform and Capacity Building for sustainable service delivery.
- (12) Decrease in cases of waterborne diseases
- (13) Growth in primary sector income
- (14) Reduction in mortality and morbidity rates due to sanitation related diseases
- (15) Beneficiary population involvement in all aspects of programme
- (16) The proposed sanitary landfill practice will present significant improvements over the existing disposal operation of selected ULBs and its periphery.
- (17) There are no sensitive receptors occurring within 500 m of the Integrated Solid Waste Management Facilities including the sanitary landfill site at....., selected ULBs of all Ten Districts.

- (18) A buffer zone of no development shall be maintained around landfill site as per MSWM Rules-2016

Grievance Redress Mechanisms

Mechanism to receive and facilitate the resolution of affected persons concerns and grievances.