

To,

Subject: Invitation of Sealed Quotations for Appointment of Consultant for the work of "Collection and Transportation of Hotfix Plastic Waste from Various Spots within SMC Limit to Designated Place for 02 Years"

Gentleman,

With reference to the subject cited above, it is hereby informed that the Surat Municipal Corporation (SMC) proposes to invite tenders for works related to *"Collection and Transportation of Hotfix Plastic Waste from Various Spots within SMC Limit to Designated Place for 02 Years"* within Surat city.

Hotfix plastic waste is generated at various locations across the different zones of SMC from household and industrial based business. In order to ensure scientific and timely collection and transportation of such waste and to sustain the top-most ranking of Surat city under Swachh Bharat Mission and Vayu Survekshan, SMC intends to appoint an agency for collection and transportation of Hotfix plastic waste from various identified spots to the designated place, for a period of 02 (two) years.

Accordingly, sealed quotations are hereby invited from reputed and experienced consultancy firms / agencies for appointment of a Consultant for the work of " **Collection and Transportation of Hotfix Plastic Waste from Various Spots within SMC Limit to**

Designated Place for 02 Years " as per the details mentioned below. Your most reasonable offer is hereby solicited for consultancy services including tender preparation and bid evaluation for the above-captioned work.

The brief Scope of work, Milestones for payment and Time limit will be as under: -

A. Scope of Consultancy Work

The consultant shall be required to carry out the following works:

1. Planning and Preliminary Survey

- Study of existing generation and accumulation of Hotfix plastic waste at various spots along with routes covered in various zones of SMC.
- Collection of relevant data and site information regarding quantity, location, and frequency of generation of Hotfix plastic waste.
- Study and collect data for similar collection and transportation work being executed in other cities, if required.
- Assessment of requirement of vehicles, manpower, and equipment for collection and transportation of Hotfix plastic waste for various zones, including technical, financial & socio-economic factors, considering the applicable Solid Waste Management Rules 2026, Plastic Waste Management Rules 2016 and other GOI guidelines.
- Planning survey for identification of collection spots and the designated place for disposal/processing, along with required frequency of collection.
- Assessment of road width, traffic conditions, and operational requirements with due consideration to the number of trips/passes required.

2. Estimation and Planning

- Assessment of requirement and preparation of estimation for number, type, and capacity of vehicles/equipment required for collection and transportation of Hotfix plastic waste.

- Preparation of cost estimates for collection, transportation, and disposal of Hotfix plastic waste for the 02-year contract period.
- Assistance in budgeting and phasing of the work.

3. Preparation of Technical and Tender Documents

- Preparation of detailed technical specifications for collection and transportation of Hotfix plastic waste.
- Preparation of tender / bid documents including eligibility criteria, technical specifications, service level benchmarks, and performance parameters.

4. Tendering Assistance

- Assistance during pre-bid meeting and clarification of bidder queries.
- Technical scrutiny and evaluation of bids received.
- Preparation of technical evaluation report and cost/rate analysis, comparative statements.

5. Financial Evaluation and Contract Finalization

- Assistance in financial comparison of bids.
- Recommendation of suitable bidder.
- Support during finalization of contract and issuance of work order.
- To undertake cost analysis based on prevailing SORs/ Market rates.

6. Contract Review and Implementation Support

- Review of collection and transportation schedules/plans.
- Review of performance monitoring mechanisms and compliance requirements, if required.
- Support during initial mobilization and implementation, if required.

7. Any Other Related Consultancy Work

- Any other work related to the above project as directed by the competent authority of SMC, within the overall scope of consultancy.
- Any other analysis report as deemed suitable or required by SMC.
- Frequent presentation regarding commercial reports conducted and necessary suggestion/corrections to be done as guided by competent authority.

B. Terms and Conditions

1. Surat Municipal Corporation reserves the right to accept or reject any or all quotations without assigning any reason thereof.
2. Payment shall be released after completion of respective milestones and certification by the concerned department.
3. No extra payment shall be made for any work not specified in the scope unless approved in writing by SMC.
4. The decision of Surat Municipal Corporation shall be final and binding.
5. In case of suspension of work or withdrawal of work at any stage from SMC, payment shall be made to the consultant based on the actual work carried out by the consultant.
6. Visit Charges, Transportation Charges, Out of Pocket Charges, Lodging and Boarding Charges or any other charges for presenting at any place such as work site or monitoring locations shall not be paid to the consultant. All above charges shall be deemed to be considered in the fees quoted under the quotation.
7. Any visit with respect to any approval of the report/Tender Document at any kind of authority level or work level, be it a Presentation or attending any Seminar/Conference/Meeting, or as and when seems feasible to SMC out of Surat city, shall not be paid extra.

8. If any report/feasibility document prepared by the consultant is required to be submitted at GOG/GOI/ any other agency for financial assistance, in that case, the consultant has to provide all necessary support without any extra payment.

9. Penalty for delay in work will be levied at 0.2% of the contract value per day, subject to a maximum of 10% of the contract value of the work.

C. Time Limit

- Time limit for Stage I to II mentioned in the table of F. Payment Milestones shall be 30 days from the date of issue of the Work order.
- Time limit for Stage III mentioned in the table of F. Payment Milestones shall be 15 days from the further letter received for the preparation of tender work, from Surat Municipal Corporation.
- Time limit for Stage IV mentioned in the table of F. Payment Milestones shall be 15 days from opening of the Technical Bid for the said tender.

D. Other Terms

- SMC will deduct 7% of the total sanctioned amount towards retention money from running bills, which shall be released with the final bill.
- The Consultant has to enter into an Agreement with SMC as per prevailing policy.
- The Agency should have a valid GST registration.

E. Earnest Money Deposit (EMD)

- The Consultant shall pay an Earnest Money Deposit of Rs. 10,000/- by pay order/Demand Draft issued in favour of the Commissioner, Surat Municipal Corporation.
- Offers without EMD would be rejected.

F. Payment Milestones

Payment to the consultant shall be made in stages as mentioned below, subject to approval of the competent authority:

Stage	Milestone	Payment (%)
I	Completion of planning survey, requirement assessment, and submission of preliminary report	20%
II	Submission of estimation and technical specifications	30%
III	Submission of tender documents	30%
IV	Completion of technical evaluation, submission of evaluation report, financial evaluation, recommendation, and award of contract	20%

(Total payment shall be 100% of the quoted consultancy fees.)

G. Quotation (Financial Bid)

The consultant shall quote lump-sum consultancy fees for the complete scope of work.

Sr. No.	Particulars	Amount (₹) (Lump sum) (Excluding GST if applicable)
1	Consultancy charges for the above work considering overall scope of work. Total Quoted Amount	₹
	Total Quoted Amount (in Words)	₹

GST and other applicable taxes shall be payable as per prevailing Government rules.

H. Mode of Submission



Offer must be submitted in a sealed cover superscribed with the name of work as "Collection and Transportation of Hotfix Plastic Waste from Various Spots within SMC Limit to Designated Place for 02 Years " so as to reach The Chief Accountant, Accounts Department, Surat Municipal Corporation, Tapipura, Surat on or before Dt. 18/08/2026 by Speed Post/ RPAD only.

Thanking You,

Medical Officer Of Health

(Solid Waste Management)

Surat Municipal Corporation

Consultant's Sign and Stamp