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Subject: Invitation of Sealed Quotations for Appointment of Consultant for the work of "Operation and Management of Sanitary Landfill Cell no. 1, located at Khajod Municipal Solid Waste Disposal Site, Surat for 2 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 "Operation and Management of Sanitary Landfill Cell no. 1, located at Khajod Municipal Solid Waste Disposal Site, Surat for 2 years."

Sanitary landfill cell is currently utilized for the disposal inert waste generated after the processing of Municipal Solid Waste. In order to ensure scientific operation and management of sanitary landfill cell as per provision laid in SWM Rules 2026, SMC intends to appoint an agency for said work, 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 " **Operation and Management of Sanitary Landfill Cell no. 1, located at Khajod Municipal Solid Waste Disposal Site, Surat for 2 years**" as per the details mentioned below.

A. Qualification Criteria

Consultant Participating in these quotations should have experience in providing the consultancy service in the solid waste management sector in Govt. / Semi Govt. / PSUs / Government Undertaking / Government Companies (ongoing works are also acceptable).

Experience Certificate for the consultancy work in the solid waste management sector duly signed by Executive engineer or equivalent) must be provided for its consideration

B. Scope of Consultancy Work

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

1. Planning and Preliminary Survey

- **Topographical & Contour Survey:** Conduct a detailed topographic and contour survey of SLF Cell No. 1 using modern survey technologies (e.g., DGPS, Total Station, or high-resolution Drone Photogrammetry) to establish current ground profile baselines.
- **Volumetric Quantification:** Calculate the precise volume and estimated tonnage of MSW/inert waste currently deposited within the boundary of Cell No. 1.

- **3D Volumetric & Spatial Mapping:** Develop a digital 3D elevation model (DEM/DTM) of the current landfill profile and map existing side slopes, stability conditions, and available residual void space.
- **Waste Quantum Assessment:** Evaluate and project the incoming quantum of inert/non-recyclable waste and process rejects expected at Cell No. 1 over the 2-year tenure based on SMC's current waste generation and processing trends.
- **Filling & Contouring Strategy:** Design optimal filling layers, lift heights, bench width specifications, and ultimate contour levels for the 2-year operational horizon to maximize cell capacity while maintaining structural slope stability.
- **Surface Drainage Mapping:** Integrate surface run-off and stormwater diversion management into the prospective contour design to prevent water ingress into the landfill body during monsoon seasons.
- **Machinery & Equipment Optimization:** Identify, specify, and calculate the optimal fleet sizing and technical specifications for heavy machinery (e.g., Landfill Compactors, Heavy-Duty Excavators, Dozers, Tipper Trucks) required to achieve Scientific Management of Sanitary Landfill Cell no.1.
- **Manpower & Personnel Structuring:** Determine the requisite organizational setup, including technical supervisors, health & safety officers, machine operators, and skilled/unskilled labor required for round-the-clock scientific operation.
- **Leachate Management System Planning:** Formulate an end-to-end Leachate Management Plan (collection, pumping, recirculation, or treatment in compliance with discharge norms) as per the statutory provisions laid down in the Solid Waste Management Rules and CPCB guidelines.
- **Safety & EHS Guidelines:** Establish operational protocols for environmental monitoring, landfill gas monitoring/venting, odor mitigation, vector control, and fire hazard management.

2. Estimation and Planning

Prepare a comprehensive, itemized Detailed Estimate and Bill of Quantities (BOQ) based on applicable SOR (Schedule of Rates) / market rate analyses for the execution tender. The estimate must distinctly cover the following sub-components:

- **Operation & Maintenance (O&M) of SLF:** Day-to-day operations, monitoring, environmental safety measures, gas venting, and leachate system operation.
- **Levelling, Compaction, and Contouring:** Layer-by-layer spreading with desired thickness, mechanical compaction to target density, and slope shaping as per finalized contour drawings.
- **Daily / Temporary Intermediate Cover:** Procurement, transportation, spreading, and compaction of temporary soil/inert cover material as per SWM rules to suppress odor, vectors, and litter blowing.

3. Preparation of Technical and Tender Documents

- Preparation of detailed technical specifications for subject captioned work including all the items required to be incorporated in the tender.
- Preparation of tender / bid documents including eligibility criteria, technical specifications, required 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 for the qualification and disqualification of bidders participating in tender 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. 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.



C. 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.

D. 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.

E. 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.

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 work related to appointment of a consultant for the work of " Operation and Management of Sanitary Landfill Cell no. 1, located at Khajod Municipal Solid Waste Disposal Site, Surat for 2 years" 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 "**Appointment of Consultant for the work of "Operation and Management of Sanitary Landfill Cell no. 1, located at Khajod Municipal Solid Waste Disposal Site, Surat for 2 years "** so as to reach The Chief Accountant, Accounts Department, Surat Municipal Corporation, Tapipura, Surat on or before Dt.27/08/2026 by Speed Post/ RPAD only.

Thanking You,

Medical Officer Of Health
(Solid Waste Management)
Surat Municipal Corporation

Sign and Seal of Consultant.