

## **Request for Proposal**

### **Outsourcing of Solid Waste Management for Tinsukia Municipal Board**

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#### **1. Introduction**

Tinsukia town, one of the main commercial towns in Assam state, faces number of problems in managing solid waste in the town. These problems related to various factors such as financial health of the Tinsukia Municipal Board (TMB), lack of institutional and administrative initiatives, lack of appropriate equipments and vehicles along with lack of community awareness towards SWM, etc. compound the problems. In view of the importance of the town in Northeastern Region, the Government of India and the Government of Assam have accorded high priority in development of infrastructure facilities including solid waste disposal of TMB area. It has a population of 99448 as per 2011 census and current population is estimated to be over 150,000 and an estimate foot

fall of 200,000 including floating population. It has around 12000 official holdings but actual number of households and commercial premises may exceed 40000. The TMB broadly wants to get the following components of the SWM work:

## **2. Scope of Work:**

The municipal solid waste management will be outsourced to preferably to a not for profit organization with experience in solid waste collection and processing or to a private contractor in case of lack of experiences NGOs or CBOs. Preference would be given to good NGOs working with informal sector and having experience in working in close coordination with traditional municipal workers.

- I. Door-to-door collection system should be practiced. Separate collection of bio-degradable and non-bio-degradable of waste is to be gradually practiced.
- II. Community should be made aware of segregation of waste with particular reference to recyclable waste. Segregation of waste should be encouraged through regular community awareness campaign.
- III. Separate collection system for solid waste should be adopted, for hotels, restaurants, vegetable markets, and commercial areas.
- IV. Revenue generation directly from the service recipients and adjacent areas of TMB shall be considered so as to manage adequate funds for the self-sustainability of the SWM project. However the Slum Dwellers should be given due consideration.
- V. Preparing route map for all proposed vehicles for door to door collection
- VI. Creation of awareness amongst all the stakeholders regarding storage, segregation and benefits of decentralized SWM in Tinsukia. Both TMB boundary and adjacent areas to be considered for ensuring full community participation for improved cleanliness.
- VII. Public involvement through various campaigns using media like TV, print media, school/college students, SHGs, poster competition, rallies, action oriented campaigns etc. should be encouraged and conducted.

- VIII. Capacity Building, and Human Resource Development for the TMB staff, N.G.Os, and C.B.Os, Market Associations, Other Local Associations to be done and involved in SWM for greater participation and impact.
- IX. Management of Material Recovery Facility (or lease and maintain till TMB provides permanent MRF)
- X. Management of dumpsite as per direction of the TMB.
- XI. SWM activities as proposed in this RFP will be the responsibility of one single party for efficient and smooth functioning and coordination of SWM program. But consortium of parties is allowed to generate healthy competition. But a single point of coordination is preferred.
- XII. An appropriate reporting system in the form of Management Information System (MIS) and decision support system should be developed and implemented in partnership with TMB.
- XIII. Work norms should be developed and implemented for improved organizational efficiency.
- XIV. A Redressal Cell should be created at centralized level to assist in the identification and redressal of problems in waste management through a telephone and online complaint system.

### **3. The legal scope for outsourcing the solid waste management services**

The Municipal Solid Waste Management and Handling Rules, 2016 mandates integrated municipal solid waste management system which focuses on waste reduction and recycling at source, waste collection at the doorstep of the generators in segregated manner, waste collection and transportation in prescribed types of bins and vehicles, processing and disposal of processing rejects and non-recyclable material in sanitary landfills/designated space. Municipal waste management, in TMB at present, leaves a huge gap between the present status and standard set in the MSW rules 2016. The compliance of the rules needs both sensitization and resources which TMB does not have hence this calls for public private partnership for meeting the resource and technology requirements and also forging an efficiency, economy and accountability in services delivery. Decentralized processing of daily collected waste is considered as a key

area of intervention. The above mentioned points can be used as comprehensive guidance point for preparing the proposal. School and college outreach is also a key component of this project and agency is required to set up zero waste school/college programs within the municipal boundary. The guidelines published by Government of Assam also prefers not for profit organization in any form to work under Swachchh Bharat Mission.

#### **4. Decentralized Waste Management**

Sustainable waste management can be achieved through decentralized waste management strategy. Contracting out through a decentralized collection, transportation processing and disposal of waste as a new approach incentivizes waste reduction at source and also provided jobs to urban poor in the process. Decentralized management is based on micro planning of small areas of the city (or units) in which planning for integrated waste management is carried out and the work done is quantified with cost. The advantage of such system is that waste can be managed as far as possible within smaller areas through recycling and processing of biodegradable waste. Only processing rejects or wastes that cannot be recycled or is hazardous in nature need to be transported to the centralized processing facility/disposal.

TMB will gradually provide support with all infrastructures in this like vehicles and MRF and Compost centres to carry out decentralized waste management. Operation of the infrastructure will be borne by Implementing Agency. But these will come only after six months to one year and till then the Implementing agency has to organize vehicles, labour, supervisors on their own until support from government comes through. Interested parties can apply with or without consortium partners. In case of any conflict, TMB will have final rights to accept or reject the bids.

#### **5. The following activities are listed for the purpose of involvement of NGOs/CBOs/Private Sector:-**

- a) Door to Door collection of segregated waste.
- b) Decentralized recycling and processing of waste
- c) Separate collection from Hotels and restaurants

- d) Separate collection commercial areas
- e) Operation and Maintenance of MRFs for dry waste
- f) Operation and development of compost sheds/plant
- g) Dumpsite management as per requirement and direction

## **6. Contractual Terms:**

TMB desires to develop a public private partnership for out sourcing of Solid Waste Management Service to NGOs/CBOs/Private sector etc. Any of the above mentioned type of Agency is required to provide well defined unit area which is inclusive of roads or residence or residential/commercial properties. There is a pre-defined price reserved. Any agency quoting lower price than the reserved price may be disqualified unless it provides detail and logical explanation. TMB with its experience and annual expenditure list clearly knows how much it will take to carry out the services. All legal wages and PPE has to be provided to workers and hence the agency should carefully prepare the financial bid.

## **7. The following pre-qualification criteria are suggested for applying agencies:**

- a) Registered labour societies, Non Government organization, registered community based organization, Registered societies or organizations of waste pickers/ project affected persons, self help groups, social service organization (NGOs) etc.
- b) The Agency aspiring for waste management services should have an operational experience in the activities for which it has applied for either of its own or in partnership with an experienced agency. The experience list should be enclosed in the technical bid. The experience should be at least of three years period of one of its consortium partners. In case, the organization does not have the required experience, it should have a formal support (in the form of formal agreement) with registered NGOs or CBO firm which is having atleast three years experience in their activities and which has formally agreed to provide technical and managerial support to the bidding enterprises/agency.

- c) One of the consortium partners of the bidding agency should be at least three years old organization and submit an audited balance sheet of the previous year along with its application for registration.
- d) One of its partners should have a cash flow or more than 20 lakh per month.
- e) The bidding agency should also produce a bank guarantee of one lakh in the form of a draft/bankers' cheque to the municipality.
- f) The bidding enterprises should submit a list of its minimum members or persons of supervisory level (or total number of staff) and team leader/project director's full CV to prove her/his credentials proposed to be employed for the waste management service with their name, qualification and experience.

### **8. Integrated Waste Management Service**

The objective of the outsourcing is to provide a comprehensive sanitation and cleanliness of the TMB area allotted to the agency. With this objective in view, the activities of house to house collection of segregated waste should be considered as composite activity along with running MRF, composting site, dumpsite management, zero waste school development and outreach or any other decentralized processing as scope of work. All infrastructures for decentralized processing and sorting will be initially provided by the implementing agency themselves until government support arrives which may take anywhere between 3-9 months and later will be provided by TMB. For door to door collection, the TMB may require around 32-42 Tata Ace vehicles. It is desirable to include the disposal of recyclable waste by the contractor to an identified recycler after proper sorting at a place which is designated and allotted by the TMB. The MRF and compost pits will be provided by the TMB with all electricity, water and toilet facilities after approval of fund from Government of Assam. Training of the staff work force is an important component which can be considered as part and parcel of the work. All staff members must be trained in sorting and composting activities.

### **9. Legal Frame Work for outsourcing**

Outsourcing of waste management activities is also recommended under MSW Rules 2016 and also part of the TMB and fits within the legal framework of municipal waste management and municipal Laws in general. According to 12th Schedule of the

Constitution of India, solid waste management is listed as an activity of the urban local bodies. Under the Municipal Laws, solid waste management is an obligatory function of the urban local bodies which they can perform either through their own regular employees or through an agency (contractor) duly appointed under the process established by the Municipal Law<sup>1</sup>. The Contract Labour Act and Rules however place certain constraints on contracting out any particular activity by an establishment. These constraints apply to waste management services as well. The provisions of the Contract Labour Act are attracted by contractor employing 20 or more employees.

## **10. Implementation of SWM Work**

### **a) Door to Door Collection Implementation:**

- Vehicles with siren and GPS, preferably small Low Weight vehicles, Tricycle/Pushcarts/E-Rickshaws/Small motorized vehicles for primary collection
- 6 Bins of 60 to 80 liters with lid on tricycle/pushcart for narrow lanes
- Unloading into community bins mechanically or directly into motorized vehicles or compost or sorting site
- Large vehicles for secondary transportation wherever required

### **b) Material Recovery Facility (MRF) and Compost Shed Operation:**

- The selected agency will initially own and operate the MRF and the compost shed for sorting and composting of organic waste provided by the municipality. Later once Municipality constructs the MRF, will be handed over to agency.
- If municipality provides bio-gas plants, it will also operate the same with additional financial support for its O&M.

### **c) Management of Dumpsite:**

The current dumpsite is near Tingrai river. This dumpsite has to be managed as per the requirements and direction of the municipality.

#### **d) Protective Gears to staff**

- Long Durability Hygienic Mask, Rubber Gloves With Inners twice in a year
- Safety Shoes – once a year
- Gum Boots & Rain Coat/Wear During Monsoon- once a year
- All Weather Uniform with fluorescent Stripes for Night Operations – two pair, once a year
- Cap – once a year
- Masks – once every month

#### **11. Investment and cost recovery**

- a. The capital cost of procuring equipment, bins, and vehicles will be borne by the TMB at a later stage. For the next 6 months the agency has to hire its own vehicles and start the work. Later on vehicles will be provided through TMB after DPR is approved and support arrives from government. The Implementing agency will operate and maintain from all equipments through its own resources and cost.
- b. The entire amount to be paid on successful completion of work shall be pre- determined and indicated in the proposal by the agency for each month and year with increment for each successive year for the next 5 years.

#### **12. Project Period**

- The project is for 5 years. The agency should be prepared to work for 5 years.
- Retendering will be done only after 5 years or can be extended upon satisfactory performance for another year.

#### **13. Financial Bid**



The applying agency should quote their prices for door to door collection, awareness building and running the compost shed, MRF centres and dumpsite management. An increment of 5-10% every year can be added to annual budget.

The agency should provide detail budget breakup to understand the viability of the project. Municipality will pass a resolution on segregation, contribution from households per month to for households, commercials/hotels/restaurants/institutions as per the Assam government guidelines. Low income areas, slums, jhuggis etc of around 30% population will be exempted from service fee or pay an agreed volunteered amount.

#### **14.EVALUATION**

The applying agencies will be evaluated by an evaluation team and their scores will be averaged. Upon completion of the evaluation more than one agency may be asked to give a full presentation to TMB. The TMB reserve the right to reject any or all offers in full or part after assigning reason. The most innovative concept with ideas to minimum disposal will be preferred during the evaluation process as TMB does not have a dumping site that can last long. 90% weightage will be given for sound technical proposal and 10% for financial proposal. A base price is reserved by the TMB. Any agency quoting less than base price may be rejected unless full logical explanation is provided. Amount quoted below base price without logical explanation, such financial proposal will be rejected.

#### **15.OBTAINING THE PROPOSAL**

Tinsukia Municipal Board (TMB) now invites open 'Request for Proposals' (RFP) to implement door to door collection with segregation, awareness raising, processing of organic waste in a decentralized manner, MRF management and dumpsite management. The implementation should help comply with MSW Rules 2016. The full RFP can be accessed from 25<sup>th</sup> Sept. till 10<sup>th</sup> October 2018 on the <http://www.Tinsukia.gov.in> or can be requested from Executive Officer Mr. Gurnel

Singh +919435159160, or +91 8761829757 (Nabojyoti, JE) or by email [tmbtsk@rediffmail.com](mailto:tmbtsk@rediffmail.com) on the above mentioned date. The submission date is 20<sup>th</sup> October 2018 by 3:00 PM.

#### **16.Document to be submitted along with Full Proposal**

1. Registration certificate of NGOs/SHGs/CBO
2. Support Letter from consortium partner
3. NGO PAN Card
4. Certification of Registration, in case of Private Company
5. Letters from Municipality where NGO/Private Company is satisfactorily working
6. Technical Proposal (separate envelop)
7. Financial Proposal (separate envelop)
8. Draft or Cheque of Rs. 1 Lakh (to be returned after evaluation)
9. Audited Report

#### **17. Submitting the Proposal**

The interested agencies should submit 1) Technical proposal addressing all aspects of the RFP requirements 2) Financial proposal with explanation for all activities

Executive Officer

Naba Jyoti Das (J.E)