



BID DOCUMENT

FOR

APPOINTMENT OF AGENCY FOR MANAGEMENT OF

CHICKEN WASTE IN THE MUNICIPAL LIMITS OF

SIRCILLA

SIRCILLA MUNICIPALITY

Dt.06.11.2025

1.INTRODUCTION

- i. The Sircilla Municipality intends to invite interested bidders for the appointment of an executing agency for the implementation of Chicken waste management in the Sircilla Municipality Limits.
- ii. This Bid document is for the appointment of an executing agency **for Chicken Waste Management in Sircilla Municipality.**
- iii. An Agreement will be drawn up amongst the Sircilla Municipality (MCS) of Sircilla (the “Concessioneing Authority”), and the Successful Bidder/Concessionaire.
- iv. A “Two-stage” bidding process has been planned to determine the successful bidder. The Bidders would be required to meet the minimum threshold Technical Qualification Conditions and qualify to undertake the Project as set out in this bid document. This qualification assessment would be carried out as part of the current bidding and evaluation process. The financial proposals of only those bidders who possess the minimum technical qualification conditions (*as laid down in Clause 7*) and other relevant documents (*as per the formats provided in Appendices*) will be opened and evaluated.
- v. The bid document contains information about the Project, bidding process, Proposal submission, qualification, and Financial Proposal requirements. Interested Bidders may obtain the bid document along with eligibility criteria and conditions from the official Website of Sircilla Municipality at www.sircillamunicipality.telangana.gov.in.
- vi. The issue of this bid document does not imply that the Employer is bound to select a Bidder or to appoint the Selected Bidder for the Project and the Employer reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.
- vii. The bid submissions must be received from **10-11-2025 to 17-11-2025; 03:00 PM** in the manner specified in the bid document at the address given below and MCS shall not be responsible for any delay in receiving the proposal and reserves the right to reject and/or accept any or all the proposals without assigning any reason thereof.
- viii. In case applicants need any further information about the Project or need access to any other documents related to the Project, they are requested to contact below:

Mr. K. Kiran Kumar
Sanitary Inspector
Sircilla Municipality,
Contact: +91-8008325717

1. DATA SHEET

1.	Department Name	Sircilla Municipality
2	NIT Number	No. F1/CW/EOI/1623/2024/2, Dated: 06-11-2025
3	Tender Subject	“Appointment of Agency for Safe Disposal of Chicken Waste / Chicken Waste Management in Sircilla Municipality”
4	Period of Contract	1 year
5	Form of Contract	Executing Agency for Safe Disposal of Chicken Waste/Chicken Waste Management
6	Bid Document Available Start Date	10-11-2025; 11:00 AM
7	Bid Document Submission End Date	17 -11-2025; 03:00 PM
8	Technical Bid Opening Date	18-11-2025; 3:00 PM
9	Price Bid Opening Date and Time (Financial Bid Stage)	To be Informed later
10	Place of Tender Opening	Office of the Sircilla Municipality
11	Tender Inviting / Opening authority	Commissioner, Sircilla Municipality
12	Address/E-mail id	mcsrcl2007@yahoo.co.in
13	Contact Details:	8008325717 (Mr. K. Kiran Kumar, Sanitary Inspector)
14	Procedure for Bid Submission	1. Bids shall be submitted in OFFLINE. 2. Hard Copies addressed to the Commissioner, Sircilla Municipality shall be submitted to this office before the last date of submission by Physically.
15	Bid Security	Rs.20,000/- (The Bid Security shall be submitted in the form of a Demand Draft drawn in favor of the Commissioner, Sircilla Municipality)
16	Eligibility Conditions	As per the bid document

1. Eligibility conditions

- a) The contracting executing agency shall collect the total Chicken waste from all the centers including retailers and wholesale shops, engaged by their vehicles in Sircilla Municipality limits
- b) The bidder shall be a company or registered firm only.
- c) Subcontracts not allowed.
- d) The bidder should have experience of at least a minimum of 3-5 Years.
- e) Bidder/Company should have sufficient Vehicles for the collection of Chicken Waste from all chicken shops in the Sircilla Municipality limits.
- f) Bidder/Company submit all the Vehicles Details.
- g) All Vehicles should have a GPS Tracking System.
- h) The agency should have valid fit transport vehicles as per MV Act & tailing which shall be liable for any damage & with proper insurance coverage as per norms.
- i) Every Day should submit the Vehicle Tracking system report along with the Weighing slip
- j) The Company should submit all the details of the Chicken Waste Processing plant last one year April 2024 to March 2025.
- k) Bidder /Company should have valid GST No.
- l) All incidents cost and expenditure in the entire process of collection, transportation and disposal of Chicken waste shall be borne by the agency itself. No claim shall lie with Sircilla Municipality for any such expenditure
- m) Self-waste disposal as per TGPCB norms and other regulations shall be met by the agency & produced/Need to submit all the certificates from TGPCB.
- n) Should submit monthly Processing plant details for the last one year
- o) Handling of waste using protective equipment such as gloves, masks, shoes, jackets, etc. to be ensured by the agency.
- p) Collection and safe transportation without any waste spillage, or leakage in a fully covered manner is mandatory.
- q) The agency is liable for proper, scientific disposal of the chicken waste duly complying with all rules and regulations in this regard. No liability arising out of any activity arising from

incidental to the activity of collection, transportation, and disposal of chicken waste shall be with the Sircilla Municipality.

- r) The contracting agency shall pay fixed charges by Sircilla Municipality (**more than 12,00,000**) D.D/ Banker cheque in favor of Commissioner, Sircilla Municipality.
- s) In case the agency fails to comply with any of the conditions mentioned in the agreement, a fine of Rs.1000/- per day shall be imposed.
- t) In case, the contracting agency fails to adhere to the above conditions this authority is competent to cancel or terminate the contract without issuing any notice or showing any reasons thereof.
- u) The bidder should not have been blacklisted/debarred by any donor agency/State Government/Central Government or its agencies in India or abroad and if blacklisted/debarred for a particular time, such bar (blacklisted/debarred) should not be applicable as on the date of submission of the bid.
- v) The decision of the Authority, regarding the eligibility, is final and binding.
- w) The Commissioner reserves the right to accept or reject any or all offers without assigning any reasons thereof.

2. Preparation and submission of Proposal

Format and Signing of Bid

The Proposals shall be prepared and submitted in separate envelopes under

1. ENVELOPE I: Technical Proposal
2. ENVELOPE II: Financial Proposal

Bidder shall provide all the information sought under the Bid Document. The Bid shall be submitted in two parts; viz., the Technical Bid and the Financial Bid. Completed Proposals shall be accepted on **or before 03:00 PM, 17-11-2025** (Proposal Due Date) at MCS at the address given below.

The Commissioner
Sircilla Municipality,
Gandhi Nagar, Sircilla - 505301,
Website: www.sircillamunicipality.telangana.gov.in

Bidders shall furnish the information strictly as per the formats given in this bid document without any ambiguity. MCS shall not be held responsible if the failure of any

bidder to provide the information in the prescribed formats results in a lack of clarity in interpretation and consequent disqualification.

PART- I - TECHNICAL BID - Indicating

- a. Before submitting the Bid, the Bidders should ensure that they conform to the eligibility criteria as stated in the bid document;
- b. Technical proposal should be submitted as per the instructions. Relevant technical details and documentation should be provided along with a technical proposal. The Authority shall not allow/permit changes in the technical specifications once it is submitted;
- c. The Bid may not be evaluated and may be rejected by the Authority without any further reference in case of non-adherence to the format or partial submission of technical information as per the format given in the offer and
- d. The Authority will evaluate only those Bids that are received in the required formats and complete in all respects.

PART-II - FINANCIAL BID – Every Bidder/Company should quote financial proposal /quote from 12,00,000/- onwards only (more than twelve lakhs & not acceptable below 12,00,000/-) Demand Draft In favor of Commissioner, Sircilla Municipality
Sealing and Marking of Proposals

The Proposals shall be sealed, marked, and submitted as explained below:

The Bidder/Company shall submit the Technical Bid in the formats specified in Annexures-I, II, and III along with the necessary documents as mentioned below in this bid document and more specifically the documents as mentioned in Clause 7 (Eligibility Conditions), and seal it in an envelope and mark the envelope as “TECHNICAL PROPOSAL”.

The Bidder shall submit the Financial Bid for in the format specified at Annexure – IV, and seal the Financial Bid in separate envelope and mark the envelope as “FINANCIAL PROPOSAL”.

The documents accompanying the Bid shall be placed in a separate envelope and marked as “ENCLOSURES OF THE BID”. The documents shall include:

a. **Bid Security:**

b. **Power of Attorney for the signing of Bid in the format at Appendix-V; and**

The properly prepared bids along with the required enclosures shall be submitted in the manner as prescribed in this bid document on or before **17.11.2025, 03:00 PM**. The Bids which are deposited after the said date and time shall not be considered.

The three envelopes specified shall be placed in an outer envelope, which shall be sealed.

Each of the four envelopes shall bear the following identification:

“Appointment of Agency for Safe Disposal of Chicken Waste/Chicken Waste Management in Sircilla Municipality” and shall indicate the name and address of the Bidder. In addition, the Bid Due Date should be indicated on the right-hand top corner of each of the envelopes.

Each of the envelopes shall be addressed to:

The Commissioner
Sircilla Municipality, Gandhi Nagar,
Sircilla - 505301,
Website: www.sircillamunicipality.telangana.gov.in

3. Evaluation of Bids

To facilitate the evaluation of Bids, the Authority may, at its sole discretion, seek clarifications in writing from any Bidder regarding its Bid. The Bidder has to respond to the Authority and submit the relevant proof/supporting documents required against clarifications, if applicable.

The request for such clarifications and the Bidders response will necessarily be in writing and it should be submitted within the time frame stipulated by the Authority. Even if only a single Bid is received (and technically qualified) or a single Bid, amongst several, is technically qualified, the Authority retains the right to open the Financial Proposal of such Bid and award the Project.

The evaluation will be done in 2 Steps as explained below:

In Step I of evaluation, the technical Proposal shall be opened and examined. All Bidders passing in this Step of the evaluation will be considered responsive enough to be considered for the next step.

In Step-II of evaluation, the Financial Proposals in Envelope 2 of only those Bidders who have passed Step-I shall be opened by MCS in presence of the authorized persons/nominees of the bidders, who choose to attend the same. Bidders shall be ranked H1, H2, H3 etc. in decreasing order of their Financial Proposals. The selection will be made based on the Highest Premium offered (H1). **The Bidder quoting the Highest Premium will be invited to sign the Concession Agreement.**

Financial Proposals of Bidders who do not qualify the Step-I of evaluation shall not be opened and will be returned unopened

4. Bid Security

A Bidder is required to deposit, along with its Bid, a bid security (the "Bid Security") of Rs.20,000 (Twenty Thousand only), non-refundable. The Demand Draft shall be obtained from any Public Sector Bank/ Scheduled Bank only. The Bid shall be summarily rejected if it is not accompanied by the Bid Security.

5. Performance Security

The Bid Security submitted by the Successful Bidder would be released upon the furnishing of the Performance Security in the form of an irrevocable Bank Guarantee for an amount of Rs.1,00,000/- (Rupees One Lakh only) issued by a scheduled bank located in India in favor of “**The Commissioner, Sircilla Municipality**” and payable at Sircilla Telangana for the due and punctual performance of the obligations relating to the project, within 15 days from the date of announcement as successful bidder. Bank Guarantee should be valid for (60) months from the date of the Agreement and will be released within 30 days after completion of (60) months provided that any lapses if found in the collection, transportation, and safe disposal of chicken waste, shall have to be rectified/complied with as per the direction given by Official-In-Charge as appointed by the Authority within said period.

Annexure – I: Format for Letter of Submission

(In the firm's letterhead)

Ref No:

Dated:

To

The Commissioner

Sircilla Municipality,

SIRCILLA - 505301,

Telangana, India.

Sub: Submission of Bid for “**Appointment of Agency for Safe Disposal of Chicken Waste/ Chicken Waste Management in Sircilla Municipality limits**”.

Sir,

Being duly authorized to represent and act on behalf of _____ and having thoroughly examined all the conditions of the invite for Bid Dated: for the captioned project, I/we hereby submit our proposal and the relevant information.

1. I/We have examined in detail and have understood and abide by all the terms and conditions stipulated in the above-referenced Bid document issued by the Authority. Our submissions/proposal is consistent with all the requirements stated in the Bid Document invite.
2. The information submitted in our proposal is complete; strictly as per the requirements as stipulated in the above-referenced bid document invite and is correct to the best of our knowledge and understanding. We shall be solely responsible for any errors or omissions or misrepresentations in our submission/proposal.
3. I / We acknowledge the right of the Authority to reject our Bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.

4. We have read the provisions of the bid document and confirm that these are acceptable to us. All necessary clarifications, if any, have been sought for by us and duly clarified.
5. I/We also authorize MCS or their authorized representative to approach individuals, employers, and firms to verify our submitted details, competence, and general reputation.
6. This call for bid document does not constitute a solicitation. MCS reserves the right to modify or cancel and may recall the bid document.
7. We have not been blacklisted by any donor agency/State Government/Central Government(s)/Central Government or its agencies in India or their equivalent abroad

The undersigned declares that the statements made, and the information provided in the application is complete, true and correct in every detail.

Signed by Authorized Signatory,

[Name]

For and on behalf of [name of Entity]

.....
.....

Seal Date:

Place:

Annexure-II: APPLICANT'S PROFILE

Name of the entity	
Legal status of the entity (Company)	
The principal place for business	
Head office address	
Address for communication	
URL of the entity's website	
Contact persons (min. two) 1. 2. 3.	
Telephone & mobile number/s 1. 2. 3.	
Fax	
Email 1. 2. 3.	
Date of incorporation/registration	dd/mm/yyyy
Place of incorporation/registration	
Date of commencement of commercial operations	dd/mm/yyyy
No. of employees	Technical Staff: Management Staff:

	Support Staff: Workers:
Principal business	
Turnover in the last 3 (Three) financial years preceding the submission date Financial Year 1: 2022_ - 2023_ Financial Year 2: 2023_ - 2024_ Financial Year 3: 2024_ - 2025_	

Certification:

I/we hereby declare that the information furnished is true to the best of my/our knowledge.

Signature of the recognized
Chartered Accountant

Name of the authorized person

Organization's seal

Annexure – III: Experience

- Title of the project
- Municipal/ Corporation Details
- Status(implemented/ongoing)
- Name of the client
- Contact the person at the client’s end
- Address, telephone no. and email ID of the contact person at the client ‘s end

- Start date and end date of implementation
- Duration of the project.

Certification:

I/we hereby declare that the information furnished is true to the best of my/our knowledge.

Signature of the recognized
Chartered Accountant

Name of the authorized person

Organization’s seal

Date:

Place

:

Annexure – IV Covering Letter Format for Financial Bid

[Note: This covering letter should be on the letterhead of the Bidder and should be signed by an authorized signatory with the Name and Seal of the company]

Reference No:

Date:

To
The Commissioner
Sircilla Municipality,
Sircilla.

Dear Sir/Madam,

Sub: Appointment of Agency for Safe Disposal of Chicken Waste / Chicken Waste Management in Sircilla Municipality

Ref: Your Notice No: _____, Dated: _____ -2025

We thank you for providing us an opportunity to participate in the subject bid document. Please find our financial Bid offer for the captioned Project.

Financial Bid offer price Rs. _____

The offer is made after taking into consideration all the terms and conditions of the bid document and after careful assessment of the site, the Project risks, and other factors that may affect the Financial Proposal (Bid).

Dated this _____ day of _____ 2025

Signature with seal

Name:

Designation:

