

REQUEST FOR PROPOSAL
Empanelment of Agency for Door-to-Door Waste Collection and manual sweeping Services for
Municipal Corporation Shimla
Municipal Corporation Shimla
REQUEST FOR PROPOSAL

FOR

Appointment of Agency/Vendor/Contractor for Door-to-Door Waste Collection, Street Sweeping, and Transportation to Secondary Collection Points for Municipal Corporation Shimla

(Package I to Package IV)

RFP No.: MCS/PD/2026-01

Date: 22.05.2026

Package Details:

Package	Ward Coverage	Area Map
Package I	Wards 1 to 9	Refer Annexure-VI
Package II	Wards 10 to 16 and Ward 34	Refer Annexure-VI
Package III	Wards 17 to 25	Refer Annexure-VI
Package IV	Wards 26 to 33	Refer Annexure-VI

Note: bidder may apply for a maximum of Two (2) Packages. No bidder shall submit more than one bid for the same Package.

Key Details:

EMD (per Package)	Security Deposit	Document Fee (per Package)	Contract Period
Rs. 5,00,000/- (Rupees Five Lakhs Only)	5% of Annual Contract Value	Rs. 10,000/- (Excluding GST)	5 Years (Extendable up to 3 years)

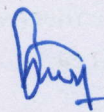
Mode of Submission:

Component	Mode
Technical Bid	Online submission on www.hptenders.gov.in AND physical hard copy to office of Project Director, MC Shimla
Price Bid	Online submission on www.hptender.gov.in ONLY . Physical submission of Price Bid shall not be accepted under any circumstances.

Issued By:

Project Director Municipal Corporation Shimla Himachal Pradesh

Phone: 0177-2802774 Email: pd.smc@hp.gov.in / mesml-hp@nic.in / mcs_shimla@yahoo.com Portal: <https://hptenders.gov.in> Website: <https://shimlamc.hp.gov.in>



REQUEST FOR PROPOSAL
*Empanelment of Agency for Door-to-Door Waste Collection and manual sweeping Services for
Municipal Corporation Shimla*

**SECTION 2 — NOTICE INVITING RFP
MUNICIPAL CORPORATION SHIMLA**

No. MCS/PD/2026-01

Dated:

Online proposals in Single Bid Two Envelop system are hereby invited by the Project Director, Municipal Corporation Shimla, on behalf of the Commissioner, Municipal Corporation Shimla, from eligible and qualified agencies/Bidder/Contractors for the following work:

Name of Work: Appointment of Agency for Door-to-Door Waste Collection, Street Sweeping, and Transportation to Secondary Collection Points for Municipal Corporation Shimla for a period of Five (5) Years (Package I to Package IV).


1. Package-wise Details:

Package	Ward Coverage	EMD	Document Fee
Package I	Wards 1 to 9	Rs. 5,00,000/-	Rs. 10,000/-
Package II	Wards 10 to 16 and Ward 34	Rs. 5,00,000/--	Rs. 10,000/-
Package III	Wards 17 to 25	Rs. 5,00,000/-	Rs. 10,000/-
Package IV	Wards 26 to 33	Rs. 5,00,000/-	Rs. 10,000/-

2. Nature of Work

The scope of work under this contract is purely a service outsourcing arrangement and does not constitute a Public Private Partnership (PPP) or concession of any nature. The appointed agency shall be responsible for the following services within the entire jurisdiction of Municipal Corporation Shimla:

- Door-to-door collection of municipal solid waste in segregated manner from all households, commercial establishments, institutions, and bulk waste generators within the Service Area.
- Loading of collected waste onto vehicles provided by Municipal Corporation Shimla.
- Transportation of collected waste to designated Secondary Collection Points within the Service Area.



REQUEST FOR PROPOSAL

*Empanelment of Agency for Door-to-Door Waste Collection and manual sweeping Services for
Municipal Corporation Shimla*

- **Manual sweeping of all internal roads within the Service Area** on a daily basis.
- **Integration with the SWAMA application** developed and maintained by **Municipal Corporation Shimla** for real-time monitoring of all service delivery activities.
- **Any other related activities as specified in the Scope of Work in Section 9 of this RFP.**

The following responsibilities shall remain exclusively with Municipal Corporation Shimla and shall not form part of the agency's scope:

- **Provision of vehicles and vehicle drivers.**
- **Fuel for vehicles up to the processing unit.**
- **Transportation of waste from Secondary Collection Points to the processing unit.**
- **Development, maintenance, and hardware of the SWAMA application.**
- **Collection of user charges from waste generators.**

3. Contract Period

The Contract Period shall be Five (5) years from the Commencement Date, extendable by up to Three (3) years on a yearly basis, subject to satisfactory performance evaluation by the Authority.

4. Security Deposit

The Successful Bidder shall be required to submit a Security Deposit equivalent to 5% (five percent) of the annual contract value in the form of a Bank Guarantee or Fixed Deposit Receipt from a scheduled nationalized bank, within 30 days of issuance of the Work Order.

5. Schedule of Bidding Process

Activity	Date and Time
Publication of RFP	22.05.2026 at 11:30 AM
Pre-Bid Meeting	23.05.2026 at 15:00 PM
Last Date for Issue of Corrigenda	24.05.2026 at 15:00 PM
Bid Due Date and Time	28.05.2026 at 15:00 PM
Last Date for Physical Hard Copy Submission	29.05.2026 at 11:00 AM
Opening of EMD and Technical Bid	29.05.2026 at 15:00 PM

REQUEST FOR PROPOSAL

*Empanelment of Agency for Door-to-Door Waste Collection and manual sweeping Services for
Municipal Corporation Shimla*

Activity

Date and Time

Opening of Price Bid

Will be intimated separately to technically
qualified bidders only

6. Mode of Submission

Bids shall be submitted through a hybrid mode as follows:

(a) Online Submission — Mandatory

All bid components shall be submitted online through the official e-tendering portal <https://hptenders.gov.in>. Bidders must possess a valid Digital Signature Certificate (DSC) and must be registered on the portal prior to submission. The following envelopes shall be submitted online:

- **Envelope TI** — Technical Bid containing scanned copies of all documents specified in this RFP.
- **Envelope CI** — Price Bid as per the format in Annexure-IV of this RFP.

(b) Physical Hard Copy Submission — Mandatory

In addition to online submission, the following original documents shall be submitted physically to the office of the Project Director, Municipal Corporation Shimla, on or before the Last Date for Physical Hard Copy Submission:

- **Original EMD instrument** — Bank Guarantee / Fixed Deposit Receipt / Demand Draft.
- **Original Document Fee Demand Draft.**
- **Complete Technical Bid in hard copy** — duly signed and sealed on all pages by the authorized signatory.

(c) Price Bid — Online Only

The Price Bid shall be submitted online only. Physical submission of the Price Bid shall not be accepted under any circumstances. Any bid accompanied by a physical Price Bid shall be summarily rejected.

7. Document Fee

The RFP Document Fee of Rs. 10,000/- (Rupees Ten Thousand Only) excluding applicable GST per package is non-refundable and shall be paid as follows:

- Mode of Payment: Demand Draft only, drawn in favour of Project Director, Municipal Corporation Shimla, payable at Shimla, from any scheduled nationalized bank.

REQUEST FOR PROPOSAL

*Empanelment of Agency for Door-to-Door Waste Collection and manual sweeping Services for
Municipal Corporation Shimla*

- Submission: The original Demand Draft shall be submitted physically along with the Technical Bid hard copy to the office of the Project Director, Municipal Corporation Shimla, on or before the Last Date for Physical Hard Copy Submission.
- A separate Demand Draft is required for each package applied for.
- RFP documents may be downloaded free of cost from the portal <https://hptenders.gov.in> and the MC Shimla website <https://shimlamc.hp.gov.in>. However, submission of the Document Fee Demand Draft is mandatory at the time of physical bid submission.
- Bids not accompanied by the requisite Document Fee Demand Draft shall be summarily rejected without further consideration.

8. Earnest Money Deposit

The EMD of Rs. 5,00,000/- (Rupees Five Lakhs Only) per Package shall be submitted as follows:

- **Mode of Submission:** Bank Guarantee, Fixed Deposit Receipt (FDR), or Demand Draft from a scheduled nationalized bank, drawn in favour of **Project Director, Municipal Corporation Shimla**, payable at Shimla.
- **Bank Guarantee Format:** Strictly as per Appendix VI of this RFP.
- **Validity:** Valid for 180 days from the Bid Due Date plus an additional claim period of 45 days.
- **Submission:** The original EMD instrument shall be submitted physically to the office of the Project Director, Municipal Corporation Shimla, on or before the Last Date for Physical Hard Copy Submission.
- There is no online payment facility available for the EMD. Physical submission of the original instrument is mandatory.
- A separate EMD instrument is required for each Package applied for.
- Bids not accompanied by the requisite EMD shall be summarily rejected without further consideration.
- EMD of unsuccessful bidders shall be returned within 30 days of issuance of the Work Order to the Successful Bidder.
- EMD of the Successful Bidder shall be returned upon submission of the Security Deposit.
- No interest shall be payable on the EMD.

The EMD shall be forfeited in the following circumstances:

REQUEST FOR PROPOSAL

*Empanelment of Agency for Door-to-Door Waste Collection and manual sweeping Services for
Municipal Corporation Shimla*

- The bidder withdraws or modifies its bid during the Bid Validity Period.
- The bidder furnishes false, misleading, or fraudulent information in the bid.
- The Successful Bidder fails to submit the Security Deposit within the stipulated time.
- The Successful Bidder fails to execute the Service Agreement within the stipulated time.
- Any misrepresentation or submission of false documents is discovered at any stage before or after award of the Work Order.

9. Maximum Packages per Bidder

A bidder may apply for any or all of the Two (2) Packages. There is no restriction on the number of packages a bidder may apply for. However, no bidder shall be permitted to submit more than one bid for the same Package.

"Only single entities are eligible to participate. Joint Ventures and Consortiums shall not be permitted."

10. Validity of Bid

Bids shall remain valid for a period of 180 (One Hundred and Eighty) days from the Bid Due Date. Bids with a shorter validity period shall be summarily rejected.

11. Pre-Bid Meeting

A Pre-Bid Meeting shall be held on 23.05.2026 at 15.00 hrs., Office of the Project Director, Municipal Corporation Shimla.

- Physical presence of the bidder's authorized representative is mandatory for participation.
- Written queries shall be submitted to mesml-hp@nic.in at least Two hours prior to the Pre-Bid Meeting.
- Responses shall be published as a corrigendum on the portal. Individual responses shall not be issued.
- Verbal responses given during the Pre-Bid Meeting shall not be binding on the Authority unless confirmed in writing through a corrigendum.
- Attendance at the Pre-Bid Meeting is strongly encouraged but not mandatory for bid submission.

12. Site Visit

Prospective bidders are strongly advised to conduct an independent physical site visit of the Service Area prior to submission of bids. No claim arising from lack of site knowledge shall be entertained after submission of bids.

REQUEST FOR PROPOSAL

*Empanelment of Agency for Door-to-Door Waste Collection and manual sweeping Services for
Municipal Corporation Shimla*

13. Right to Reject

The Authority reserves the right to accept or reject any or all bids, cancel or withdraw this RFP, or annul the bidding process at any stage without assigning reasons and without incurring any liability to any bidder.

14. Corrigenda and Amendments

All corrigenda and amendments shall be published exclusively on the portal <https://hptenders.gov.in> and the MC Shimla website <https://shimlamc.hp.gov.in>. It shall be the sole responsibility of the bidder to check the portal regularly for updates.

15. Contact Details

Attn. Project Director

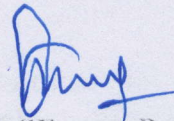
Address Municipal Corporation Shimla, Himachal Pradesh

Phone 0177-2802774

Email Pd.smc@hp.gov.in / mcsmc-hp@nic.in / mcsmc_shimla@yahoo.com

Portal <https://hptenders.gov.in>

Website <https://shimlamc.hp.gov.in>



Addl. SE-cum-Project Director
Municipal Corporation Shimla