SHIMLA MUNICIPAL CORPORATION

NO:-MCS/COM/EE/RB/26- 3290 DATED: 5/11/26

From

Commissioner,
Municipal Corporation,
Shimla

To

The Director,
Information and public Relation,
Himachal Pradesh, Shimla-2

Subject: - Publishing of Request for Proposal (RFP).

Sir,

Please find enclosed herewith a copy of the Request for Proposal (RFP) for publication in leading newspapers, one in English and one in hindi.

You are, therefore, requested to kindly arrange for publication of the aforesaid Request for Proposal in the leading newspapers on or before 07.11.2026.

The bill for the publication may kindly be sent to this office for making payment accordingly.

Yours faithfully,

Encl:- RFP

Executive Engineer
R&B, M.C. Shimla

Copy to:-

1. The Commissioner, M.C. Shimla for information.

Executive Engineer
R&B, M.C. Shimla

MUNICIPAL CORPORATION SHIMLA

NO:-MCS/COM/EE/RB/26- 3290 DATED: 5/11/26

Request for Porposal (RFP)

This is to inform you that the Municipal Corporation Shimla invites online proposals from eligible and experienced agencies/firms/companies for undertaking the complete operation, routine maintenance and preventive maintenance of the 125 KLD Effluent Treatment Plant installed at MC Shimla Slaughter House, including all associated equipment and systems from inlet to final treated effluent disposal/reuse.

The assignment is intended to ensure reliable operation of the ETP, proper environmental management, statutory compliance, housekeeping, record keeping, monitoring and maintenance, and continuous compliance with the latest applicable HPPCB CTO and directions of competent authorities.

For detailed information regarding the terms and conditions of the above-mentioned proposal, interested parties may visit the official website of the Municipal Corporation Shimla at www. shimlamac.hp.gov.in. Bids must be submitted online on the portal https://hptenders.gov.in.

The department reserves the right to extend or cancel the bids without assigning any reasons. The date of online publication is 06.11.2026 at 5:00 PM.

Executive Engineer
(R&B) M.C. Shimla

MUNICIPAL CORPORATION SHIMLA
REQUEST FOR PROPOSAL (RFP)

FOR

COMPLETE OPERATION, ROUTINE MAINTENANCE AND PREVENTIVE MAINTENANCE OF 125 KLD EFFLUENT TREATMENT PLANT (ETP) INSTALLED AT MC SHIMLA SLAUGHTER HOUSE

Particular	Details
RFP / Tender No.	MCS/XEN/RB/2026-3290
Date	05.11.2026
Cost of RFP Document	Rs. 500/- (non-refundable)
Estimated Contract Value	Rs. 10.00 Lac
Earnest Money Deposit (EMD)	Rs. 2,56,000/-
Contract Period	36 months, extendable as per RFP / satisfactory performance
Bid Submission Mode	Online through Himachal Pradesh e-Procurment Portal
Bid System	Two Cover / Two Bid System – Technical Bid and Financial Bid
Place of Work	MC Shimla Slaughter House, Shimla

IMPORTANT NOTICE

This RFP is performance-based. The selected agency shall be responsible for continuous and effective operation of the 125 KLD ETP and for maintaining treated effluent quality in accordance with the latest applicable HPPCB Consent to Operate (CTO) and statutory requirements. The agency shall provide all manpower, routine chemicals, lubricants and consumables included in its quoted O&M rate, except electricity and water which shall be provided by MC Shimla.

1. PARTICULARS OF THE TENDERER

(To be filled by the tenderer in block capital letters)

Sl. No.	Particulars	Details to be furnished by Bidder
01	Name of Bidder / Agency	
02	Registered / Full Address with PIN	
03	Telephone / Landline	
04	Mobile No.	
05	E-mail	
06	PAN	
07	GSTIN	
08	TAN, if applicable	
09	Name and designation of authorised signatory	
10	Contact person for ETP operations	

2. KEY DATES

Sl. No.	Event	Date / Time
01	Date of online publication	06.11.2026, 05.00 PM
02	Start of download of RFP document	06.11.2026, 05.00 PM
03	Pre-bid meeting / site visit, if scheduled	NA
04	Last date and time for submission of bids	20.11.2026, 05.00 PM
05	Physical Submission of original EMD, Cost of RFP Document	21.11.2026, Upto 1.00 PM
06	Technical Bid opening	21.11.2026, Upto 2.00 PM
07	Opening of Financial Bids of technically qualified bidders	To be notified during uploading of Technical Evaluation Sheet of Bidders.

The dates and times notified on the Himachal Pradesh e-Procurement Portal shall prevail in case of any discrepancy.

3. INVITATION / NOTICE INVITING RFP

Municipal Corporation Shimla invites online proposals from eligible and experienced agencies / firms / companies for undertaking the complete operation, routine maintenance and preventive maintenance of the 125 KLD Effluent Treatment Plant installed at MC Shimla Slaughter House, including all associated equipment and systems from inlet to final treated effluent disposal / reuse.

The assignment is intended to ensure reliable operation of the ETP, proper environmental management, statutory compliance, housekeeping, record keeping, monitoring and maintenance, and continuous compliance with the latest applicable HPPCB CTO and directions of competent authorities.

4. INSTRUCTIONS FOR E-BIDDING

1. Bidders shall carefully read the complete RFP document and all annexures before submitting the proposal.
2. The entire tender process shall be carried out online through the Himachal Pradesh e-Procurement Portal. Bidders shall obtain the required user credentials and valid Digital Signature Certificate as applicable.
3. Bidders shall upload scanned copies of all required documents in the Technical Bid in the prescribed electronic format.
4. The Financial Bid shall be submitted only through the online BOQ / financial bid format made available on the e-procurement portal. Financial bids in physical form shall not be accepted.
5. Only the Technical Bid of bidders fulfilling the prescribed eligibility and responsiveness requirements shall be considered for opening of the Financial Bid.
6. Bidders shall regularly check the e-procurement portal for corrigenda, amendments, clarifications and notices. No separate individual communication shall be necessary unless specifically decided by MC Shimla.
7. If the scheduled date of opening falls on a holiday, the bids shall be dealt with on the next working day or as notified on the portal.

5. TWO-COVER / TWO-BID SYSTEM

- Cover-I: Technical Bid – EMD, tender fee, eligibility documents, experience, registrations, declarations, methodology, manpower deployment plan and other technical documents.
- Cover-II: Financial Bid – online BOQ / price schedule only.

Financial bids of technically non-responsive / disqualified bidders shall not be considered.

6. COST OF RFP DOCUMENT AND EMD

1. Tender document fee shall be as specified in the Notice Inviting RFP and shall be received in shape of Demand Draft drawn in favour of Executive Engineer, R&B, M.C. Shimla.
2. EMD shall be as specified in the NIT / e-procurement portal and shall be received in shape of Fixed Deposit Receipt (FDR) of a Nationalized Bank Duly pledged in the name of Executive Engineer, R&B, M.C. Shimla.

3. Bid without the prescribed EMD / tender fee, wherever applicable, shall be liable for rejection.
4. EMD of unsuccessful bidders shall be dealt with as per applicable procurement procedure. EMD of the successful bidder shall be adjusted / dealt with as security only where so specifically provided by MC Shimla.

7. BACKGROUND AND OBJECTIVE

The 125 KLD ETP is installed at MC Shimla Slaughter House, where approximately 40–50 sheep and goats per day are slaughtered. The agency shall operate the plant so that final treated effluent continuously complies with the applicable HPPCB CTO, Environment (Protection) Rules, 1986 and directions issued by HPPCB / CPCB / other competent authorities.

The assignment shall be performance-based and shall cover the complete operation, routine maintenance and preventive maintenance of the ETP, including all associated equipment and systems from inlet through final treated effluent disposal / reuse.

8. DETAILED SCOPE OF WORK

The scope below is based on the ETP Scope of Work supplied with the RFP. The contractor shall be deemed to have inspected the site and understood the existing plant configuration before quoting.

8.1 Operation of ETP units

- Bar screens / coarse screens / fine screens.
- Collection / equalization tank.
- Oil & grease trap.
- Primary treatment system.
- Biological treatment system.
- Aeration tanks and blowers.
- Secondary clarifier.
- Filter / tertiary treatment units.
- Disinfection system.
- Sludge handling / dewatering system.
- Treated effluent storage, disposal / reuse system.
- All pumps, motors, blowers, agitators, dosing systems, electrical panels, instrumentation and associated pipelines.
- Sludge Collection Tank, Sludge Press Machine, Activated Carbon Filter (ACF), inlet and outlet flow meters.

8.2 Routine and preventive maintenance

- Daily inspection and operation of the entire ETP.
- Preventive and breakdown maintenance of all ETP equipment.
- Inspection, cleaning, lubrication, tightening, alignment and servicing of mechanical and electrical equipment as applicable.
- Timely identification and rectification of defects to avoid plant shutdown or deterioration of treated effluent quality.

- Maintenance of essential spares and consumables required for routine O&M, within the contractor's scope.
- Maintenance of equipment history, preventive-maintenance schedules and breakdown records.

8.3 Process control

- Maintain appropriate MLSS / biomass concentration wherever applicable.
- Maintain proper dissolved oxygen in aeration tanks.
- Maintain appropriate sludge age / SRT.
- Carry out proper sludge wasting and return activated sludge operation wherever applicable.
- Maintain appropriate chemical dosing and pH control.
- Maintain proper hydraulic loading, aeration and settling characteristics.
- Record operating parameters at prescribed intervals.

8.4 Chemicals, lubricants and consumables

- Routine chemicals and consumables shall form part of the contractor's quoted O&M rate, based on the average slaughter / flow assumption stated in the bid.
- The scope includes, as applicable: Alum / PAC, caustic / alkali, acid, chlorine / hypochlorite, polymers, nutrients, antifoaming agents, lubricants, filter media and other routine consumables.
- Ferric Chloride ($FeCl_3$) and Lime [$Ca(OH)_2$] shall also be included where required by the process / approved operating regime.
- The contractor shall maintain adequate stock so that operation is not interrupted.

8.5 Sludge and waste management

- Collect and safely handle screenings, grease, sludge and other wastes generated from ETP operation.
- Operate sludge dewatering equipment and ensure timely removal of sludge.
- Maintain sludge-generation and disposal records.
- Prevent accumulation of putrescible sludge and store sludge only in designated areas.
- Ensure lawful disposal / reuse of sludge and maintain disposal manifests / receipts wherever applicable.
- Dumping of ETP sludge, screenings, grease or slaughterhouse waste into drains, open land, water bodies or unauthorised locations is strictly prohibited.
- A new connection for the sludge tank shall be provided / maintained as required for proper collection and transfer of sludge generated during treatment.
- A new process connection shall be provided / maintained for ACF and final treated-water outlet so that treated water follows the correct sequence up to the final discharge / reuse point.

8.6 Monitoring, sampling and records

- Sampling and testing of treated effluent as specified in this RFP.
- Maintain all statutory registers, operation logs and environmental records.
- Maintain ETP operation logbook, flow-meter register, energy-meter register, chemical-consumption register, laboratory test reports, sludge-disposal register, preventive-maintenance register, breakdown register, spare-parts register, housekeeping checklist, HPPCB inspection reports, calibration certificates, monthly performance reports and copies of CTO / amendments.

8.7 Manpower and supervision

- Provide all manpower necessary for continuous and effective operation of the ETP.
- Deploy trained operators and supervisory / technical personnel adequate for the installed process and operating hours.
- The contractor shall arrange replacement manpower without interruption whenever any deployed employee is absent.
- All labour, supervision, statutory employment compliance and related costs shall be borne by the contractor.

8.8 Regulatory assistance

- Assist MC Shimla / HPPCB during inspections and sampling.
- Provide unrestricted access to authorised MC Shimla officials and statutory authorities.
- Immediately report any abnormality, non-compliance tendency, breakdown or environmental incident.

9. STATUTORY COMPLIANCE

- Water (Prevention and Control of Pollution) Act, 1974.
- Air (Prevention and Control of Pollution) Act, 1981, wherever applicable.
- Environment (Protection) Act, 1986.
- Environment (Protection) Rules, 1986, as amended.
- Applicable CPCB guidelines / directions for slaughterhouses.
- Applicable HPPCB Consent to Operate conditions.
- Municipal Solid Waste Management Rules, 2016, wherever applicable.
- Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016, wherever applicable.
- Applicable rules relating to animal waste / by-products.
- All subsequent notifications, directions, standards and orders issued by MoEFCC, CPCB, HPPCB, NGT or any other competent authority.

10. PERFORMANCE GUARANTEE AND TREATED EFFLUENT QUALITY

The contractor shall guarantee that treated effluent from the ETP shall meet 100% of the applicable standards stipulated in the latest HPPCB CTO and applicable statutory requirements. The following contractual limits are included from the supplied ETP scope as minimum recommended requirements, subject always to the current CTO:

Parameter	Contractual Requirement*
pH	6.5 – 8.5
BOD	≤ 30 mg/L
COD	≤ 250 mg/L
TSS	≤ 50 mg/L
Oil & Grease	≤ 10 mg/L
Other parameters	As specified in the current HPPCB CTO

* If HPPCB prescribes a more stringent limit, the HPPCB limit shall automatically apply.

The above parameters shall be monitored regularly, at least once every week, as provided in the supplied ETP scope. Sampling and analysis shall be carried out in accordance with applicable statutory / approved procedures.

11. PROCESS OPERATION REQUIREMENTS

- Operate the ETP strictly according to the approved process design and manufacturer's recommendations.
- Maintain appropriate MLSS / biomass concentration, DO, sludge age / SRT, sludge wasting and return activated sludge wherever applicable.
- Maintain appropriate chemical dosing, pH, hydraulic loading, aeration and settling characteristics.
- The operator shall record operating parameters at prescribed intervals.
- Immediate corrective action shall be taken whenever any parameter shows a tendency towards non-compliance.

12. DAILY ETP LOGBOOK

A bound or digital ETP logbook shall be maintained. At minimum it shall record:

- Date; ETP inlet flow; treated effluent flow; water consumption; slaughter quantity.
- ETP running hours; blower running hours; pump running hours; electricity consumption.
- Chemical consumption; pH; DO; MLSS wherever applicable.
- Sludge wasting; sludge generated; screenings generated.
- Breakdowns; corrective action taken; operator's name and signature.

The supplied scope notes that HPPCB's current procedure requires ETP flow measurement, separate energy metering and a logbook recording daily inflow.

13. STANDBY / CRITICAL EQUIPMENT

- The contractor shall identify critical equipment requiring standby arrangements.
- Indicative critical standby requirements include transfer pump, aeration blower, dosing pump, sludge pump, sludge dewatering arrangement, essential electrical spares and MCC / control-panel spares.
- The contractor shall submit an inventory of critical spares and the response arrangement for breakdowns.

14. ELECTRICITY AND WATER

MC Shimla shall provide electricity and water required for normal operation of the ETP. The contractor shall use both efficiently and maintain daily records of consumption.

15. SLUDGE, HOUSEKEEPING AND ODOUR CONTROL

- Keep screens clean and prevent accumulation of decomposing solids.
- Avoid septic conditions in tanks where such conditions are not part of the process.
- Maintain aeration and remove accumulated sludge in a timely manner.
- Maintain proper housekeeping of the ETP premises, sludge handling areas and waste storage areas.

- Immediately report any odour-generating abnormality and take corrective action.

16. NO-BYPASS / NO-DILUTION CLAUSE

The contractor shall not bypass, partially bypass, dilute, divert or otherwise circumvent any stage of the ETP under any circumstances without prior written permission of MC Shimla, except in an emergency where immediate action is necessary to prevent damage to life or property. In such an emergency the contractor shall immediately inform MC Shimla and HPPCB, as applicable.

Unauthorised bypass shall be treated as a major contractual default. High influent flow, high organic loading, toxic shock load, excessive foaming, sludge bulking, chemical dosing failure or treated-effluent non-compliance shall be immediately reported and addressed.

17. CALIBRATION

All measuring instruments shall be maintained and calibrated periodically, including as applicable:

- Flow meter
- pH meter
- DO meter
- Online monitoring equipment
- Weighing equipment

Calibration certificates shall be maintained and produced to MC Shimla / HPPCB when required.

18. INSPECTION AND AUDIT RIGHTS OF MC SHIMLA

- Inspect the ETP at any time.
- Check records and registers.
- Take samples.
- Verify manpower deployment.
- Verify chemical stock.
- Check equipment and maintenance status.
- Direct corrective action.
- Require access for authorised statutory authorities.

19. ELIGIBILITY / QUALIFICATION CRITERIA

The following criteria are proposed for this O&M RFP. MC Shimla may modify the financial thresholds / experience requirements before issue of the NIT based on the approved estimate and procurement policy.

Sl. No.	Criterion	Minimum Requirement	Documentary Evidence
01	Legal status	Firm / company / LLP / partnership / proprietorship or other legally eligible entity capable of entering into the contract.	Certificate of registration / incorporation / constitution documents.

02	PAN / GST/EPF	Valid PAN, EPF and GST registration, as applicable.	PAN, EPF and GST certificates.
03	Experience	At least 3 years' experience in operation and maintenance of ETP / STP / industrial wastewater treatment plants of comparable nature.	Work orders / agreements and completion / performance certificates.
04	Comparable capacity	Experience in O&M of at least one wastewater treatment plant of 100 KLD or higher, or equivalent cumulative experience as approved by MC Shimla.	Work order and client certificate showing capacity.
05	Financial capacity	Average annual turnover of at least Rs.50 Lacs during the preceding three financial years.	CA-certified turnover statement / audited financial statements / ITRs.
06	Manpower	Ability to deploy trained operators and technical personnel adequate for continuous and effective ETP operation.	Proposed manpower deployment chart and CVs / qualification details.
07	Blacklisting	Bidder must not have been debarred / blacklisted by Central Government, State Government, ULB, PSU or other procuring entity as on the bid submission date.	Self-declaration on non-judicial stamp paper / prescribed format.
08	Statutory compliance	Bidder shall comply with labour, tax, safety and environmental laws applicable to the contract.	Undertaking / registrations as applicable.
09	Site visit	Bidder shall be deemed to have inspected the site and assessed the existing plant, access, utilities and operating conditions before quoting.	Site visit declaration / undertaking.

20. TECHNICAL EVALUATION

The Technical Bid shall be evaluated for responsiveness and capability. Only technically qualified bidders shall proceed to Financial Bid evaluation.

Component	Indicative Weightage / Requirement
Eligibility and statutory documents	Mandatory – Pass / Fail
Relevant ETP / STP O&M experience	Technical evaluation
Experience in comparable capacity	Technical evaluation
Manpower and O&M methodology	Technical evaluation
Preventive maintenance and breakdown response plan	Technical evaluation
Environmental compliance / monitoring approach	Technical evaluation
Financial Bid	Among technically qualified bidders – as per approved tender evaluation method

The final evaluation method and any minimum technical qualifying score, if adopted, shall be stated in the NIT / e-procurement portal before bid submission.

21. MANPOWER DEPLOYMENT

The bidder shall propose manpower sufficient for safe and effective operation of the ETP. The exact deployment shall be based on the existing plant configuration, operating hours and statutory requirements.

Category	Minimum / Proposed Deployment	Key Responsibility
ETP Operator	[Bidder to propose]	Daily operation, readings, housekeeping, chemical dosing, logbook.
Supervisor / ETP In-charge	[Bidder to propose]	Process supervision, reporting, coordination and compliance.
Mechanical / Electrical Technician	[Bidder to propose]	Preventive and breakdown maintenance.
Labor / Helper	[Bidder to propose]	Screenings, sludge handling, housekeeping and support.

The bidder shall clearly state shift-wise deployment and relief / substitute arrangements. No additional payment shall be admissible merely because the bidder has underestimated the manpower required for effective operation.

22. PREVENTIVE MAINTENANCE PROGRAMME

Frequency	Minimum Activity
Daily	Inspection of pumps, blowers, motors, tanks, screens, dosing systems, meters, electrical panels; housekeeping; readings; leakage / abnormal noise/ vibration checks.
Weekly	Detailed equipment inspection, cleaning of screens/ filters, review of process parameters, chemical stock and maintenance records; effluent sampling / testing as specified.

Monthly	Preventive maintenance review, lubrication/ tightening as applicable, electrical checks, calibration status review, spares review and monthly performance report.
Quarterly	Comprehensive condition assessment of mechanical, electrical and instrumentation systems and update of preventive maintenance schedule.
As required	Breakdown repair, emergency response and corrective maintenance without avoidable delay.

The above is the minimum contractual framework; the contractor shall additionally follow the manufacturer's recommended maintenance schedule for all installed equipment.

23. BREAKDOWN RESPONSE / SERVICE LEVEL

Event	Required Action
Critical breakdown affecting ETP operation	Immediate response and commencement of corrective action without avoidable delay.
Risk of treated-effluent non-compliance	Immediate process correction and intimation to MC Shimla.
Major equipment failure	Arrange repair / standby equipment / replacement as necessary to maintain treatment continuity.
Repeat breakdown	Submit root-cause analysis and preventive action plan.

24. PERFORMANCE SECURITY

The successful bidder shall furnish Performance Security of 5% of the contract value, or such other amount as may be specified by the competent authority / NIT, in the prescribed form within the stipulated period. The security shall remain valid for the contract period and the applicable claim / defect liability period, as specified in the award.

This provision follows the 5% performance-security structure used in the supplied e-tender format. The final amount and validity shall be confirmed in the NIT.

25. CONTRACT PERIOD

The proposed contract period is 12 months from the date of commencement / handing over of the ETP. Extension, if any, may be considered by MC Shimla on satisfactory performance and on terms approved by the competent authority. Extension shall not be an automatic right of the contractor.

26. PAYMENT TERMS

Payment shall be made on a monthly basis against satisfactory performance of the ETP, submission of monthly performance report, logbook extracts, chemical consumption statement, maintenance records, test reports and other documents prescribed by MC Shimla.

- Monthly O&M payment shall be linked to satisfactory operation and compliance with contractual performance requirements.

- MC Shimla may withhold / recover proportionate amounts for established service deficiencies, non-performance, unauthorised bypass, failure to maintain required records, or other contractual defaults, as per the approved penalty / deduction schedule.
- GST and other statutory deductions shall be dealt with as per applicable law.
- No separate payment shall be made for routine chemicals, lubricants, consumables and manpower included in the quoted O&M rate.

27. CONTRACTOR'S RESPONSIBILITIES

- Provide all manpower, supervision, tools, tackles, routine chemicals, lubricants and consumables included in the quoted O&M rate.
- Maintain safe working conditions and provide PPE to deployed personnel.
- Maintain all records and submit reports within the prescribed time.
- Ensure efficient use of electricity and water provided by MC Shimla.
- Prevent damage to MC Shimla's equipment due to negligence, improper operation or poor maintenance.
- Report any existing defect noticed at takeover and distinguish pre-existing defects from defects arising during the contract.
- Comply with labour laws, minimum wages, social security and other employment-related statutory obligations applicable to its personnel.

28. MC SHIMLA'S RESPONSIBILITIES

- Provide access to the ETP and normal electricity and water required for operation.
- Provide available plant drawings, manuals, CTO and other relevant records in its possession.
- Facilitate coordination with HPPCB / other authorities where required.
- Make payments against satisfactory performance and compliant documentation.
- Undertake major civil works / capital replacement outside the contractor's routine O&M scope, unless otherwise specifically included in the BOQ / contract.

29. PERFORMANCE DEDUCTIONS / PENALTIES

A detailed deduction matrix shall be finalised in the tender before issue. The following principles are recommended:

Default	Recommended Treatment
Unauthorised bypass / dilution / diversion	Major default; recovery / penalty and possible termination after due process.
Repeated failure to meet treated-effluent standards attributable to contractor	Performance deduction and corrective action; repeated default may lead to termination.
Failure to maintain mandatory logbooks/ registers	Deduction for each established instance and direction for immediate rectification.
Non-deployment of required manpower	Proportionate deduction for the period of short deployment.
Failure to maintain housekeeping/ sludge handling	Deduction and corrective action.

Failure to respond to breakdown / non-compliance risk	Deduction as per approved SLA/ penalty schedule.

Any penalty shall be imposed after recording the facts and giving the contractor an opportunity to explain, except where immediate protective action is necessary.

30. NO SUB-LETTING

The contractor shall not sub-let the whole of the work. No part of the work shall be sub-contracted without prior written approval of MC Shimla. The contractor shall remain fully responsible for all obligations under the contract.

31. FORCE MAJEURE

The contractor shall not be liable for forfeiture of Performance Security / liquidated damages or termination for default to the extent that failure to perform is directly caused by an event beyond the contractor's control, not involving its fault or negligence and not reasonably foreseeable. The contractor shall promptly notify MC Shimla in writing and continue performance to the extent reasonably practicable.

The force-majeure structure is aligned with the supplied e-tender format, including events such as war, revolution, fire, flood, epidemic, quarantine restrictions and freight embargoes.

32. ARBITRATION AND JURISDICTION

Any dispute or controversy arising out of the tender / contract shall be dealt with in accordance with the applicable law and the dispute-resolution mechanism approved by MC Shimla. The arbitration clause, if adopted, shall be finalised in the NIT / agreement in accordance with the Arbitration and Conciliation Act, 1996, as amended. Courts having competent jurisdiction at Shimla shall have jurisdiction, subject to applicable law.

Note: The supplied SMC tender provides for arbitration at Shimla and court jurisdiction at Shimla; the present clause has been adapted to MC Shimla rather than reproducing the SMC authority designation.

33. RIGHT OF MC SHIMLA TO ACCEPT / REJECT

MC Shimla reserves the right to accept or reject any bid, any item / component of the bid, or all bids, wholly or partly, without assigning reasons, subject to applicable procurement rules and approval of the competent authority. MC Shimla may seek clarifications from bidders during evaluation without permitting changes to the substance of the financial bid.

34. WITHDRAWAL / CONDITIONAL BIDS

- Conditional bids shall be liable for rejection.
- Negligence of the bidder in preparation of the bid shall not confer a right to withdraw the bid after submission.
- The bidder shall not attempt to influence the evaluation or acceptance process through direct or indirect means.

ANNEXURE-A: TECHNICAL BID CHECKLIST

Sl. No.	Particulars	Yes / No / Details	Page / File Ref.
01	Tender fee proof, where applicable		
02	EMD proof		
03	PAN		
04	GST registration		
05	Constitution / incorporation / registration documents		
06	Audited financial statements / CA-certified turnover statement for preceding 3 years		
07	Experience work orders and performance / completion certificates		
08	Experience of comparable-capacity ETP / STP O&M		
09	Proposed manpower deployment plan		
10	Technical methodology and O&M plan		
11	Preventive maintenance plan		
12	Breakdown response / standby arrangement		
13	Chemical and consumables plan		
14	Non-blacklisting declaration		
15	Site visit / site understanding declaration		
16	Signed and stamped RFP document		
17	Power of Attorney / authorisation of signatory		
18	Any other document required in NIT / corrigendum		

I/We certify that the above requirements are supported by the documents uploaded with the Technical Bid.

Signature of Bidder / Authorised Representative: _____ Seal: _____

ANNEXURE-B: BIDDER INFORMATION FORM

Particular	Information
Name of Bidder	
Registered Office	
Correspondence Address	
Telephone	
E-mail	
PAN	
GSTIN	
Legal Constitution	
Authorised Signatory	
Bank Details	

ANNEXURE-C: EXPERIENCE STATEMENT

Sl. No.	Client / Organisation	Plant Capacity	Nature of O&M	Contract Period	Value	Certificate Enclosed
01						
02						
03						
04						

ANNEXURE-D: TECHNICAL METHODOLOGY

The bidder shall submit a concise methodology covering at least the following:

- Understanding of the existing 125 KLD ETP and process flow.
- Daily operating procedure and process-control parameters.
- Manpower deployment and shift arrangement.
- Preventive maintenance schedule for mechanical, electrical and instrumentation systems.
- Breakdown response and standby arrangements.
- Chemical dosing and consumables management.
- Effluent sampling / testing and corrective-action mechanism.
- Sludge, screenings, grease and waste handling.
- Odour and housekeeping management.
- Record keeping, monthly reporting and HPPCB inspection support.

ANNEXURE-E: PROPOSED MANPOWER DEPLOYMENT

Sl. No.	Designation	Qualification / Experience	Shift / Hours	No. of Persons	Remarks
01					
02					
03					
04					

ANNEXURE-F: NON-BLACKLISTING DECLARATION

I/We, _____, authorised representative of _____, hereby declare that the bidder has not been debarred / blacklisted / suspended by any Central Government Department, Government of Himachal Pradesh, Urban Local Body, PSU or other procuring entity as on the date of submission of this bid, and that no material information has been concealed.

Place: _____ Date: _____

Signature: _____ Name: _____ Designation: _____ Seal: _____

ANNEXURE-G: UNDERTAKING REGARDING SITE VISIT AND UNDERSTANDING

I/We certify that I/We have examined the RFP documents and have acquainted ourselves with the location and conditions of the 125 KLD ETP at MC Shimla Slaughter House, including the existing equipment, access, utilities, operating conditions and likely requirements for manpower, chemicals, consumables, maintenance and emergency response. I/We have quoted after taking these factors into account.

Signature: _____ Name: _____ Date: _____

ANNEXURE-H: PERFORMANCE COMMITMENT

The bidder shall sign the following commitment:

I/We undertake to operate and maintain the 125 KLD ETP in accordance with the RFP, approved process design, manufacturer's recommendations, applicable HPPCB CTO and statutory requirements. I/We shall not bypass, dilute or divert untreated / partially treated effluent for the purpose of achieving compliance and shall immediately take corrective action whenever any parameter shows a tendency towards non-compliance.

Signature: _____ Name: _____ Seal: _____

ANNEXURE-I: FINANCIAL BID / BOQ

The bidder shall quote only through the online financial BOQ prescribed on the e-procurement portal. The following is the indicative schedule for preparation of the BOQ:

Sl. No.	Description of Service	Unit	Qty.	Rate (Rs.)	Amount (Rs.)
01	Complete operation, routine maintenance and preventive maintenance of 125 KLD ETP at MC Shimla Slaughter House, including manpower, routine chemicals, lubricants, consumables, housekeeping, sludge / screenings handling, record keeping, monitoring, sampling/testing and statutory support as specified in RFP.	Month	12		
02	Any separately approved item / exceptional replacement outside routine O&M scope, only when specifically authorised by MC Shimla	As approved	As required		

Electricity and water for normal ETP operation shall be provided by MC Shimla and shall not be included in the contractor's O&M rate. Routine chemicals, lubricants and consumables shall be included in the quoted O&M rate as specified in the Scope of Work.

Financial Bid shall be firm for the contract period, subject to the provisions of the RFP and applicable tax law. GST shall be shown separately / included in the online BOQ as instructed by the e-procurement portal.

ANNEXURE-J: MONTHLY PERFORMANCE REPORT – MINIMUM CONTENT

Item	Monthly Record
ETP inlet quantity / flow	
Treated effluent quantity / flow	
Slaughter quantity	
ETP running hours	
Electricity consumption	
Water consumption	
Chemical consumption	
pH / DO / MLSS records	
Weekly laboratory test results	
Sludge generated / disposed	
Screenings / grease generated / disposed	
Breakdowns and downtime	
Preventive maintenance completed	
Corrective actions / complaints	
HPPCB / MC inspections	
Calibration status	
Manpower deployed	
Recommendations / action plan for next month	

ANNEXURE-K: TAKEOVER / HANDOVER CHECKLIST

Sl. No.	Item	Status at Takeover	Status at Handover	Remarks
01	ETP units / tanks			
02	Pumps / motors			
03	Blowers / aeration system			
04	Sludge press / dewatering system			
05	ACF / tertiary units			
06	Electrical panels			
07	Flow meters / instruments			
08	Dosing system			
09	Pipelines / valves			
10	Existing spares / tools			
11	Registers / manuals / CTO			

Executive Engineer,
R&B, M.C. Shimla