

# Terms of Reference for selecting a contractor for marking loading & unloading spots for freight vehicles in Shimla

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Request for Proposal for selecting a contractor for marking loading & unloading spots for freight vehicles in Shimla

Reference No:

Date: 27-07-2022

Submitted to: ICLEI South Asia

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## ToR for selecting a contractor for marking loading & unloading spots for freight vehicles in Shimla

Terms of Reference Summary:

Title	ToR for selecting a contractor for marking loading & unloading spots for freight vehicles in Shimla
Location	Shimla city
Project Site	<ol style="list-style-type: none"><li>i. Old Bus Stand</li><li>ii. Old Bus Stand below DDU</li><li>iii. Cart Road Opp. Deepak Agency</li><li>iv. Subzi Mandi near Stairs Sadar Thana</li><li>v. Lakkar Bazar near road leading to Rivoli Cinema</li><li>vi. Kaithu Opp. Tara Hall</li><li>vii. Sanjauli in front of Meena Bazar</li><li>viii. Khalini Chowk near Police Gumti</li><li>ix. Kasumpati Bazar near Taxi Stand</li><li>x. Boileauganj Bazar opp. Dispensary</li></ol>
Time Period	<ol style="list-style-type: none"><li>1. ToR published on ICLEI-SA &amp; Municipal Corporation Shimla's website – 27.07.2022</li><li>2. Date of online publication – 27.07.2022</li><li>3. Bid submission Start Date - 27.07.2022 – 10.00 AM</li><li>4. Bid submission end date – 16.08.2022 – 5.00 PM</li><li>5. Mode of Submission- Physical and email</li><li>6. Date of Technical Bid opening - 17.08.2022</li><li>7. Date of opening of Financial Bid - 17.08.2022</li></ol>
Contact person	Mr. Ashish Rao Ghorpade, Deputy Director

For any other clarifications related to bid submission, the contractor may contact [iclei-southasia@iclei.org](mailto:iclei-southasia@iclei.org) before the last date of submission.

Executive Director,  
ICLEI South Asia

## Description of the project –

- With an aim to address the issues of road congestion caused due to unorganized/unplanned operations of freight sector and to reduce emissions caused due to poor road traffic conditions a demonstration project for marking loading/unloading spots is being implemented in Shimla.
- Through its ongoing Ecologistics project with support from ICLEI South Asia, Municipal Corporation Shimla aims to delineate loading and unloading spots (13 in no.) in the form of parking spaces for freight vehicles at 10 locations in the city.
- The locations of the spots have been identified in consultation with the District Administration, members of the multi stakeholder committee constituted under the Ecologistics project.
- The delineation of these spots will be done along the identified road stretches using reflectorizing paint. Design improvisations will depend on the existing situation at the site based on available RoW and IRC:35-2015. The delineation will be done by marking a box on the road with two cross lines to identify the spot as a parking space as well as a loading/ unloading spot.
- The delineation of spots will be accompanied by signages on time information to be used by freight operators in order to improve communication with the freight operators and other road users.
- Through the demonstration project, the freight operators will be familiarized to use the designated spaces on the road adequately.
- In reference to the above, ICLEI SA on behalf of Municipal Corporation Shimla and Ecologistics project, invites proposals from the contractors to delineate loading & unloading spots (13 in no.) at 10 locations to implement the demonstration project.
- The Terms of Reference (ToR) can be downloaded from the ICLEI South Asia and MC Shimla's websites.
- The bids should be submitted with the title Request for Proposal for selecting a contractor for marking loading & unloading spots for freight vehicles in Shimla
- The selected contractor will delineate loading & unloading spots applying 2.5 mm thick road marking strips (retro- reflective) of specified shade/ colour using hot thermoplastic material by fully/ semi-automatic thermoplastic paint applicator machine fitted with profile shoe, glass beads dispenser, propane tank heater and profile shoe heater, driven by experienced operator on road surface including cost of material, labour, T&P, cleaning the road surface of all dirt, seals, oil, grease and foreign material etc. complete as per direction of Engineer-in-charge and accordance with applicable specifications.
- Thickness of thermoplastic paint should be 2.5mm, including reflectorising glass beads @250 gms per sqmt, when measured above the pavement surface at the edge of the base line.

- The spots will be painted in the form of boxes of **7.5 mtrs. X 3.75 mtrs.** with two diagonal cross line in middle with lengths of **8.37 mtrs.** Width of lines will be **100 mm.**
- Loading/unloading spots will be marked in following locations:
  - i. Old Bus Stand - 4
  - ii. Old Bus Stand below DDU - 1
  - iii. Cart Road Opp. Deepak Agency - 1
  - iv. Subzi Mandi near Stairs Sadar Thana - 1
  - v. Lakkar Bazar near road leading to Rivoli Cinema - 1
  - vi. Kaithu Opp. Tara Hall - 1
  - vii. Sanjauli in front of Meena Bazar - 1
  - viii. Khalini Chowk near Police Gumti - 1
  - ix. Kasumpati Bazar near Taxi Stand - 1
  - x. Boileauganj Bazar opp. Dispensary - 1
- Finalized location of boxes will be shared by ICLEI SA and Municipal Corporation Shimla team with the contractor through site visit. The contractor has to maintain the quality, thickness and reflectivity of the thermoplastic paint throughout the contract period.

### Time Frame for completion of work about applying Road Side Lines

The work of drawing thermoplastic paint line along edge line shall be carried out as per following time lines:

Sl. No.	Activity	Time Period
1.	Site visit with MC Shimla & ICLEI SA team	1 week
2.	Procurement of yellow thermoplastic compound 2.5mm, including reflectorising glass beads @250 gms per sqmt	1 week
3.	Applying of lines of yellow thermoplastic compound on the selected stretches to the satisfaction of the MC Shimla team	2 weeks

### Project Cost:

Tentative cost of the project is Rs. 33,000/- only.

### Payment Schedule:

100% of the total work value will be paid only after the satisfactory completion of the work within stipulated time frame.

### **Bidder eligibility criteria:**

Bidder must have adequate experience of providing and applying road marking strips (retro-reflective) using hot thermoplastic material. The bidder should have successfully executed at least 3 similar projects with government agencies. Proof of the same should be submitted along with the application.

### **Submission of original documents:**

The bidders are required to submit Technical Documents through main to the O/o Executive Director, ICLEI South Asia, C-3, Lower Ground Floor, Green Park Extension, New Delhi - 110016, India and email as specified in Key dates and contact information, failing which the bids will be declared non-responsive.

### **Bid opening/evaluation details:**

The bids shall be opened on 17.08.2022 at 11.00 AM, by ICLEI Staff and evaluation based on the documents submitted by bidders will be carried out ICLEI-SA staff. The decision regarding award of work as made by ICLEI-SA will be final.

### **Submission of documents for Technical Evaluation:**

- 1) The bidder must submit the application on a printed letter head pad mentioning the name of contractor, WhatsApp number, residential address, email id and registration number with the tender documents and send through email otherwise bids shall not be accepted.
- 2) The bidder must submit the photocopy of HPPWD Registration/Enlistment, photocopy of G.S.T. Number, photocopy of EPF Number & photocopy of individual/firm PAN Number allotted with the application at the time of applying for tender documents. Application will not be entertained without aforesaid documents.

### **Financial evaluation:**

Financial proposals shall be opened only for Technically Qualified Bidders. Bidders shall be required to quote rates for the complete scope of work as detailed in BOQ. The bidder shall quote on item rate basis against the items mentioned in the BOQ.

### **Contact Information:**

- The proposal should be submitted by the applicant through an email to [ashish-rao.ghorpade@iclei.org](mailto:ashish-rao.ghorpade@iclei.org) and cc to [avantika.arjuna@iclei.org](mailto:avantika.arjuna@iclei.org) & [vandana.thakur@iclei.org](mailto:vandana.thakur@iclei.org) on or before 16.08.2022.
- For local information and queries, the applicant should contact Ms. Vandana Thakur through email at [vandana.thakur@iclei.org](mailto:vandana.thakur@iclei.org) or on 7807254556.

## Instruction to Bidders:

1. Bidder  
The Bidder shall not have a conflict of interest. All bidders found to have conflict of interest shall be disqualified.
2. Corrupt and Fraudulent Practices  
The bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted or debarred by any of the Government agency. The bidder must submit a self-attested affidavit signed by authorized signatory
3. Documents Comprising  
The Bid shall comprise of Two Parts, namely the Technical Part and the Financial Part, to be submitted simultaneously.
4. Letter of Bid and Price Schedules  
The Bidder shall submit the Letter of Bid – Technical Part, and Price Schedules using the forms furnished in Annexure I and II - Bidding Forms. The forms must be completed without any alterations to the text. All blank spaces shall be filled in with the information requested.
5. Alternative Bids  
Alternative bids shall not be considered.
6. Preparation and Signing of Bid  
The Bid shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of Power of Attorney and shall be submitted with the Bid. The name and position held by each person signing the authorization must be typed or printed below the signature.
7. Award Criteria  
Lowest Bid

## Labour and Material:

All labour required for the completion of the task would be provided by the selected contractor in accordance with the laws of the land.

- Any incident that occur on site or with the labour during the course of the contract would be the liability of the contractor alone. Neither ICLEI South Asia nor Municipal Corporation Shimla will have any liability in such case.
- All labour or manpower involved in the project by the contractor should be above 18 years of age
- Any loss of material or accidents or loss of life during the course of the contract would be the sole responsibility of the contractor.
- Any accidents or damages caused to users or any other person from structures/systems created under the projects would be the liability of the contractor. Neither ICLEI South Asia nor Municipal Corporation Shimla would have any legal or financial bindings for the incidents or any implications arising out of the incident.
- The contractor shall maintain safety of workers on site and should provide the appropriate safety equipment and gears for the same.
- ICLEI South Asia reserves the right to reject any proposal, at any time, without thereby incurring any liability to the contractor.



## Annexure I: Letter of Bid –Technical Part

(To be printed on bidder’s official letterhead)

Dated.....

To:

Executive Director,

ICLEI South Asia,

C-3, Lower Ground Floor,

Green Park Extension, New Delhi - 110016, India

Subject: Request for Proposal for selecting a contractor for marking loading & unloading spots for freight vehicles in Shimla

Sir,

We, the undersigned, hereby submit our Bid, in two parts, namely:

(a) Technical Part; and (b) Financial Part

In submitting our Bid, we make the following declarations:

- a) **No reservations:** We have examined and have no reservations to the Bidding Documents;
- b) **Conformity:** We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the ToR document.
- c) **Ineligibility:** Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract - has not been declared ineligible by the Bank, or under Indian laws or official regulations;
- d) **Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- e) **Suspension and Debarment:** We have not been debarred from participation in bidding/removed from approved list (dealings suspended) by the Central or any State Government.

If I/We fail to keep the proposal open as aforesaid or make any modifications in the terms and conditions of the proposal which are not acceptable to ICLEI South Asia or after signing of contract are unable to provide work or services to the satisfaction of ICLEI South Asia as per the terms of the contract and annexure documents, I/We agree that ICLEI South Asia shall without prejudice to any other right, be at liberty to forfeit the fee. Should this proposal be accepted, I /We agree to abide by & fulfil all the terms conditions of aforesaid document and the annexure documents.

Yours faithfully,

Authorized Signature

Name and Title of Signatory\_\_\_\_\_

In the capacity of [insert legal capacity of signatory]

Name of Bidder /firm\_\_\_\_\_

## Annexure II: Financial Proposal Submission Form

**Name of Work:-** Request for Proposal for selecting a contractor for marking loading & unloading spots for freight vehicles in Shimla

Sl.No	Description	Qty	Unit	Rate		Amount
				in Rs.	in words	
1	Providing and applying 2.5 mm thick road marking strips (retro- reflective) of specified shade/ colour using hot thermoplastic material by fully/ semi-automatic thermoplastic paint applicator machine fitted with profile shoe, glass beads dispenser, propane tank heater and profile shoe heater, driven by experienced operator on road surface including cost of material, labour, T&P, cleaning the road surface of all dirt, seals, oil, grease and foreign material etc. complete as per direction of Engineer-in-charge and accordance with applicable specifications.	51.012	P.Sqm			
					<b>Total</b>	