

Invitation of Expression of Interest(EOI)

From

Waste Management Agencies/  
Research and Educational Institutions/  
Consultancy Firms/NGOs

For

**Market survey for availability of Single use plastics and  
characterization of plastic waste at various littering hotspots and  
waste disposal sites**



**POLLUTION CONTROL BOARD ASSAM**  
**Bamunimaidam, Guwahati-21**

Ref No. WB/T-308/21-22/1

Date of issue:04.03.2022

Last Date of Submission: 20<sup>th</sup> march 2022

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**DETAILED NOTICE FOR INVITING EXPRESSION OF INTEREST (EOI)**

1. Pollution Control Board, Assam invites Expression of Interest (EOI) under two-bid system (technical bid and financial bid) from Educational or Research Institutes, Waste Management Agencies, Consultancy firms and NGOs for carrying out the following study:  
**“Undertaking Study for Market survey for availability of Single use plastics and characterization of plastic waste at various littering hotspots and waste disposal sites in the state of Assam”**
2. The interested organisation may submit the Expression of Interest (Eoi) by providing required information as per the prescribed format, which may be downloaded from the Website of the State Pollution Control Board ([www.pcbassam.org](http://www.pcbassam.org)).
3. The duly filled Eoi, along with necessary documents must reach the office of the Member Secretary, Pollution Control Board Assam, Bamunimaidam, Guwahati-21, Assam on or before 20<sup>th</sup> of March 2022 (1200 hrs).
4. The EOI can be sent through registered post/speed post or directly delivered by hand. The envelop must be clearly subscribed as” **EOI for Undertaking study for Market survey for availability of Single use plastics and characterization of plastic waste at various littering hotspots and waste disposal sites in the state of Assam”**
5. PCBA reserves the right to cancel this EOI at any moment without assigning any reasons thereof.
6. The detailed instruction for bidders and terms of reference are given in the EOI document which may be downloaded free of cost from the website of PCBA.

**Important dates**

Sl. No.	Critical Events	Date	time
1	EOI publishing	4 <sup>th</sup> March 2022	
2	EOI document Download start	4 <sup>th</sup> March 2022	1700 hrs
3	EOI submission start	4 <sup>th</sup> March 2022	1700 hrs
4	EOI document Download end	18 <sup>th</sup> March 2022	1700 hrs
5	Last date for posting queries	13 <sup>th</sup> March 2022	1700 hrs
6	EOI submission end	20 <sup>th</sup> March 2022	1200 hrs
7	Technical bid opening	20 <sup>th</sup> March 2022	1400 hrs
8	Financial bid opening	To be declared later	

In case the date of opening of bid falls on a holiday, it shall be postponed till the next working day.

Sd/-

(Shantanu Kumar Dutta)  
Member Secretary,  
Pollution Control Board Assam

## **2. Aims and objectives**

### **2.1 Background**

With the changing lifestyle and urbanisation, the plastic wastes generated are increasing exponentially. The single use plastic (SUP) forms a large part of the plastic waste generated. The plastic Waste management (amendment) rules 2021 has been notified by the Govt. of India vide notification No.G.S.R 571(E) dtd 12<sup>th</sup> of August 2021. The said rules have identified certain single use plastic commodities based on their utility factor and littering potential. The rules prohibit manufacture, sale, stock and use of the identified single use plastic items with effect from 01/07/2022. The Govt. of Assam has prepared a comprehensive action plan for phasing out identified single use plastic items within the time frame stipulated in the said rules. There is an urgent need to identify and quantify all the single use plastics available in the markets in Assam as well as their manufacturers for proper plastic waste management.

### **2.2 Scope of the project**

1. To carry out a detailed survey to identify the single use plastics, carry bags and pouches (as specified by the Board) available in the markets of the state.
2. To identify all prohibited plastic items (list of items to be provided by the board) available in the markets.
3. To identify the source/manufacturer of all plastic carry bags and single use plastics available in the markets.
4. Quantification and characterization of plastic wastes from residential areas, commercial areas, littering hotspots etc.
5. Inventorization of all plastic producers and recyclers in the state.
6. Verification of EPR implemented by producers and brand owners.
7. Validation and submission of final reports as per the requirements of PCBA.

The Scope of work specified in this EOI are not exhaustive and the agency/organisation shall undertake such other tasks as may be necessary for a satisfactory final report.

## **3. Expected Deliverables of the Assignment**

1. The assignment shall be for a period of 70 days and the key deliverables shall be as follows:
  - a) Completion of field surveys and submission of interim report
  - b) Submission of draft final report as per requirement of PCBA
  - c) Submission of final report after incorporating modifications suggested by the Board.
2. The market survey for SUPs has to be conducted with adequate sample size (as specified by Board) and the reports may be submitted as per the format given below.

Format for submission of report for market survey

Availability in Market	Total No. of Locations Visited	No. of locations in which SUP available	SUP Code#	No. of locations in which Alternative available	Type of Alternative	Source of Procurement
a. Stockist						
b. Retailer						
c. Local Shopkeeper						
d. Usage at major commercial sections						
e. Restaurants units						
f. Shopping Complexes						
g. Tourist Locations						
h. Cinema						
i. Office						

3. Reports for other studies as per the scope of the project shall have to submit as per the format prescribed by the Board which shall be provided to the selected bidder later.

4. The formats for submission of the data may be changed or modified by the Member Secretary, PCBA at any stage of the project without assigning any reasons whatsoever thereof.

**4. EOI processing fees**

The participants of the EOI shall have to deposit an EOI processing fees of Rs 500.00 in form of Demand Draft in favour of Pollution Control Board Assam payable at Guwahati.

**5. Last date for submission of proposals**

The last date for submission of proposals will be 20<sup>th</sup> of March 2022.

## **6. Terms of reference:**

### **6.1 Instruction to bidders**

The expression of Interest is to be submitted in the manner prescribed below:

Both Technical and Price Bid must be submitted in separate sealed covers in the office of the Member Secretary, Pollution Control Board Assam, Bamunimaidam, guwahati-21.

The technical bid should contain the following:

- a) Applicant's Expression of Interest as per Format-1.
- b) Organizational Contact Details as per Format-2.
- c) Experience of the organization as per Format-3.
- d) Qualification of personnel – format-4
- f) Additional information as per Format-5.
- g) Affidavit or self declaration as per Format-6.
- h) Declaration for power of attorney

The Financial Bid must contain the following

- a) Format of submitting 'Price Bid': Format – 7.
- b) ECS for, of bidder– Format – 8.

Technical and financial bid must be submitted in separate covers.

### **6.2 Minimum Qualification criteria**

1. The bidder must be a research institute, waste management agency, consultancy firm or an NGO registered under relevant act.
2. The Bidder must have experience in field surveys, data collection, CAPI (Computer assisted personal interviews) etc.
3. The bidder must have adequate and qualified manpower.

### **6.3 Evaluation**

The selection of bidder will be based on quality and cost based selection (QCBS). The evaluation would consist of the following stages:-

- A. Evaluation of Technical Bid with 50% weightage.
- B. Evaluation of Financial Bid with 50% weightage.

## Marking Scheme

Evaluation of technical bid

Sl. No.	Description	Parameters	Marks	Compliance Score Sheet
1.	Having undertaken projects relating to data collection, field survey etc, including waste management	2 or more projects	30	
		1 project	20	
3.	Having undertaken any government projects		10	
4.	Human Resource	Manpower available	20	
		Qualification of key personnel	20	
		Experience of key personnel	20	
<b>Total of Maximum Marks</b>			<b>100</b>	

### Evaluation of financial bid:

Score for financial bids will be allotted based on a relative grading system. A maximum score of 100 will be allotted to the bidder with lowest bid. Financial bids of qualified and responsive bidders shall be evaluated only.

### 6.4. Project Timeline

Sl. No.	Work to be done by selected bidder	Schedule timeline	Cumulative timeline
1	Completion of field surveys and data collection	30 days	30
2	submission of interim report	5 days	35
3	Completion of tests and analysis for waste characterization	15 days	45
4	Submission of draft final report	10 days	55 days
5	Submission of final report after incorporating modifications suggested by board	15 days	70 days

### **6.5 Amendment in EOI**

- a) At any time prior to the deadline for submission of EOI, pollution Control board Assam may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the EOI document by the issuance of Addendum/ Amendment and posting it on the Official Website.
- b) The amendments will be posted on the Official Website along with the revised EOI containing the amendments and will be binding on all Applicants.
- c) In order to afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, the Authority may, in its sole discretion, extend the last date of submission.

### **6.6 Contract Agreement**

The Institution to which the work would be allotted shall execute an "Agreement of Performance" with PBA as per a prescribed format on a stamp paper of value not less than Rs. 100/-

### **7. Payment to bidder**

The 50 % payment will made to the selected bidder after interim report submission and remaining 50% payment will be made after final report submission, along with the relevant deliverables. Both payments will be done by ECS form only as mentioned in Format.

### **8. Termination of the assignment.**

In the event the selected bidder fails to carry out the assignment as per the terms in this document or the work order within the stipulated period or any extension thereof, without any valid reasons acceptable to the Member Secretary, PCBA, the Member Secretary, PCBA may terminate the assignment after giving seven days' notice. The Member Secretary, PCBA may give the institution a chance to put forth the reasons for delay/non- performance before deciding on the matter.

### **9. General Terms and Conditions:**

- a) For all matters pertaining to this Project, the decision of Member Secretary, PCBA shall be final and binding on both the parties.
- b) For all legal matters, Guwahati shall be the jurisdiction.
- c) The bidder should not anywhere in the EOI quote or mention the rates/charges. This would lead to disqualification. The rates should be quoted only in the format for financial bid.
- d) The Member Secretary, PCBA reserves the right to cancel this EOI any time during the period of assignment and is not liable to furnish any reasons or give any notice/intimation in advance.

## **17. FORMATS FOR SUBMISSION**



## **FORMAT – 1: - APPLICANT’S EXPRESSION OF INTEREST**

To,

Member Secretary,  
Pollution Control Board Assam,  
Bamunimaidam, Guwahati-21

**Sub: Submission of Expression of Interest for ‘Undertaking Study for Market survey for availability of Single use plastics and characterization of plastic waste at various littering hotspots and waste disposal sites in the state of Assam’**

Dear Sir,

In response to the Invitation for Expressions of Interest (EOI) published on xx.xx.xxxx for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach 2 sets of the following documents in separately sealed envelopes and one soft copy:

1. Organizational Contact Details as per Format-2.
2. Experience of the organization as per Format-3.
3. Qualification of personnel – format-4
4. Additional information as per Format-5.
5. Affidavit or self declaration – format 6
6. Declaration for power of attorney

Sincerely Yours,

Signature of the applicant [Full  
name of applicant]

Stamp..... Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization.

**FORMAT – 2**

<b>Sl. No.</b>	<b>Organizational Contact Details</b>	
1.	Name of Organization	
2.	Main areas of business	
3.	Type of Organization (certificate of registration to be enclosed)	
4.	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous? If yes, details thereof.	
5.	Address of registered office with telephone no. &	
6.	Address of offices in Assam	
7.	Contact Person with telephone no. & e-mail ID	

Enclose: -

1. Undertaking in respect of 4 above.

Signature of the applicant

Full name of the applicant

Stamp & Date

**FORMAT – 3**

<b>Experience of organisation</b>			
Overview of the past experience of the Organization in all aspects related to the			
<b>Sl. No.</b>	<b>Items</b>	<b>Number of Assignments</b>	<b>Mention the name of Client-Organization (Enclosed completion certificates)</b>
<b>1</b>	Experience in projects relating to data collection, field survey etc		
<b>1.1</b>	Experience Projects related to waste management and environment Government		
<b>1.2</b>	Experience in any government projects Public sector.		
<p>Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” will be final.</p> <p>Enclo:</p> <p>1. Details of assignments and completion certificates</p>			

Signature of the applicant

Full name of the applicant

Stamp & Date

**FORMAT – 4**  
**Qualification of personnel**

A) **Total number of manpower available for the assignment .....**

B) **List of key personnel ( at least 3 )**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Qualification</b>	<b>Relevant Experience</b>
<b>1.</b>				
<b>2.</b>				
<b>3.</b>				
<b>4.</b>				
<b>5.</b>				
<b>6.</b>				

Encl:

1. certificates

Signature of the applicant

Full name of the applicant

Stamp & Date

**FORMAT – 5**

<b>Additional Information</b>			
<b>1. List all enclosures related to the previous sections.</b>			
	Sl. No.	Description	No. of Pages
<b>2. Additional information to support the eligibility as per Section 6.2 (Not more than 2 pages).</b>			

Signature of the applicant  
Full name of the applicant  
Stamp & Date

## FORMAT -6

### Declaration

1. We hereby confirm that we are interested in competing for the Consultancy Services to undertake the task related to execution of the project namely: **'Undertaking Study Market survey for availability of Single use plastics and characterization of plastic waste at various littering hotspots and waste disposal sites in the state of Assam'**
2. We declare that our institution has not been banned/de-listed/debarred/ blacklisted by any Authority/Agency in India.
3. We also agree to abide by the highest ethical standards in the profession and, in particular, have no potential conflict of interest;
4. We will inform the Authority immediately if there is any change in the above circumstances at any stage during the implementation of the project;
5. We fully recognize and accept that any inaccurate or incomplete information deliberately provided in this tender may result in my/our exclusion from this or other assignments/projects funded by the Authority.
6. In response to your call for expression of interest, We hereby declare that I/We, am/are not in any of the situations that debar me/us from participation in the EOI.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

**Note: The declaration is to be furnished on the letter head of the organization.**

**FORMAT – 7**

**Financial proposal**

**EOI Inviting Authority:** Member Secretary, Pollution Control Board  
Assam, Bamunimaidam, Guwahati-21, Assam

**Description of the Project:**

**Undertaking Study for Market survey for availability of Single use plastics and characterization of plastic waste at various littering hotspots and waste disposal sites**

EOI No. \_\_\_\_\_ Dated: \_\_\_\_/\_\_\_\_/2022

Sl. No.	Work description	Amount in rupees
1	Market survey for availability of Single use plastics	
2	characterization of plastic waste at various littering hotspots and waste disposal sites & verification of EPR implemented by producers & brand owners	
Total amount in figures		
Total amount in words		

**(Note: this template must not be modified/ replaced by the bidder and the same should be submitted after filling the relevant columns, else the bidder is liable to be rejected for this EOI)**

Authorized Person's Signature.

Name and Designation:

Date of Signature

**FORMAT-8**

**ELECTRONIC CLEARING SERVICE (ECS) – Form**

**ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)  
(PAYMENT TO PARTIES THROUGH CLEARING MECHANISM)**

1. Bidder's Name : \_\_\_\_\_  
a) Address : \_\_\_\_\_  
b) Phone/ Mobile No. : \_\_\_\_\_
2. : Particulars of Bank Account \_\_\_\_\_  
b) Branch Name : \_\_\_\_\_  
c) Address : \_\_\_\_\_  
Telephone No. : \_\_\_\_\_  
d) IFSC Code of the Bank : \_\_\_\_\_  
: (for payment through RTGS)  
e) Account type : \_\_\_\_\_  
f) Account number : \_\_\_\_\_

I hereby declare that the particulars given above are correct and complete.

(-----) Date:

Signature of the Bidder