

## Terms of Reference/Request for Proposal

**Date: 11.10.2022**

Proposals are invited by TIDE for the “**Selection of Contractor for renovating the existing Toilet Facility for sanitation workers in the municipal office premises in Chintamani, Karnataka**”

### **Introduction:**

#### **TIDE**

Technology Informatics Design Endeavour (TIDE) is a development organization based in Bengaluru that leverages technology for conserving the environment, creating livelihoods, and addressing societal issues. TIDE's work encompasses energy access and biomass-based cooking solutions, environment conservation through energy waste and water interventions, and Technology based innovative livelihoods, particularly with a focus on rural women. TIDE is currently implementing a project titled 'Integrated Water Management in partnership with BORDA, in two towns of Karnataka. For more information about TIDE, please visit

<b>Title</b>	<b>“Selection of Contractor for renovating the existing Toilet Facility for sanitation workers in the municipal office premises in Chintamani, Karnataka”</b>
<b>Location</b>	Chintamani, Karnataka
<b>Nature of Assignment</b>	The project aims to provide sanitation workers with a better toilet facility by renovating the Unfunctional Existing toilet. The activity is taken up in collaboration with CMC, Chintamani
<b>Contract period</b>	The contract period will be for the duration of 15 days

### **Background of Project:**

Chintamani municipality is trying to renovate the Existing toilet into a functional toilet facility within the municipal office premises for the sanitation workers to increase their comfort level and provide essential services during working hours.

### **Details of the Toilet Facility**

Geolocation 13°23'50.98"N, 78° 3'9.71"E.

The total area is 120sqft.

## Terms of Reference

The Service provider shall be responsible for the activities and roles mentioned herein and shall also support TIDE where reasonable and possible, to ensure that the objectives of the assignment are met. The details of the assignment are given below,

## Scope of work

The scope of work includes the following activities

- Procurement of required materials,
- Implementation of the work according to BOQ (Refer to Annexure V),
- Supervision,
- Painting of the existing toilet facility,
- Laying of pathway from Resting facility to the toilet
- Fixing the plumbing & Electrical fixtures
- Additional components like mirrors, exhaust fan etc.

## Note:

1. *The procured materials should be of good quality and the same specification mentioned in the BOQs and meet the prescribed standards. Refer Annexure V*
2. *The vendor shall be responsible for any loss, destruction, or damage to the procured materials during mobilization and shall be liable to replace the same within the contract period.*

## Duration of the Assignment

The project shall be executed within 15 days from the date of awarding of the contract, **from 1<sup>st</sup> Nov to 30<sup>th</sup> Nov 2022**. The contractor should adhere to the work plan as shown below. **(Subject to revision based on mutual consent or as per ground condition)**

## Eligibility criteria:

The company/firm/contractor should meet the following minimum eligibility criteria:

<ul style="list-style-type: none"><li>• The company/firm/contractor should be registered with a legally binding registration document</li></ul>
<ul style="list-style-type: none"><li>• The company/firm/contractor shouldn't have been blacklisted by central/state government agencies</li></ul>
<b>Note: The contractor needs to submit supporting documentary evidence for the criteria.</b>

**Evaluation Criteria:**

Sl No	Indicator	Description	Document Evidence	Weightage
1	Experience	The company/firm/contractor should have registered not less than 3 years and should have 3 years of experience in the construction field	Registration certificates/construction certificate	20%
2	Project execution	The company/firm/contractor must have implemented at least 3 constructions (Each project to have a minimum 500 ft built-up area) within the last 3 years	Name of project and description, Start and completion date of the project, Location and total project cost, Photographs	40%
3	Bid Price	The price quoted by the agency		40%
<b>Note: All the eligible firms will be graded on the above criteria. The one with the highest grade/score will be awarded the contract.</b>				

**Work Plan:**

The project duration is **from the 1<sup>st</sup> week of Nov to the 4<sup>th</sup> week of Nov 2022.**

SL No.	Activity	Timeline			
		1 <sup>st</sup> week of Nov	2 <sup>nd</sup> week of Nov	3 <sup>rd</sup> week of Nov	4 <sup>th</sup> week of Nov
1	Submission of the bid and Awarding of the contract				
2	Procurement of materials, Mobilization of material and workmen				
3	Improvement and refurbishment work				
4	Project Handover & Closing				
<b>Note: Timelines will be finalized in consultation with the Consultant at the contract award stage</b>					

**Schedule of Payment:**

Sl. No	Deliverable	Payment in %
1	Upon Material procurement for the refurbishment of the toilet	50%
2	Upon completion of improvement works and handover of the completed units	50%

**Note: Payment schedule will be finalized in consultation with the Consultant at the contract award stage**

**Submission of Proposal and deliverables:**

The hardcopy of invoices along with supporting documents must be submitted to the TIDE office and the softcopy over email with email id: [santhosh.cibi@tide-india.org](mailto:santhosh.cibi@tide-india.org), [Ashwin.kumar@tide-india.org](mailto:Ashwin.kumar@tide-india.org) and [iwm.accountant@tide-india.org](mailto:iwm.accountant@tide-india.org) with the following documents attached as,

- Supporting documents for eligibility and evaluation criteria
- Self-certification of not being blacklisted by central/state government agencies

**Confidentiality and Intellectual and Other Propriety Rights**

All reports, notes, statistics and other documents and data compiled and collected, or software developed by the Consultant under this Agreement shall be confidential and the property of TIDE. The Parties herein agree to keep the terms of this TOR all or any information which any or all of the parties herein shall become acquainted with shall not be disclosed, either directly or indirectly to third parties or be used in any way, or in any manner that would be detrimental to the business of the partners.

Sd/-Director-TID

## **Annexures**

Annexure I: Letter for EOI Submission to Be Submitted on the Letter Head of the Institution

Annexure II: Information regarding any Conflicting activities and declaration

Annexure III: Details of minimum 3 similar works relevant to the building construction field in the past

Annexure IV: Quote/Bid FORM

Annexure V: BOQs for additional work for the resting facility and toilet

Annexure VI: Drawings/pictures of the toilet



**TO BE SUBMITTED ON THE LETTERHEAD**

## **ANNEXURE I**

**LETTER FOR EOI SUBMISSION TO BE SUBMITTED ON THE LETTERHEAD OF THE  
INSTITUTION**

Ref: No:

Date:

Executive Director,  
TIDE, FF-1, Sapthagiri Apartments,  
No.30, 10th Cross, 15th Main Road,  
RMV Extension, Sadashivnagar,  
Bengaluru – 560080

Dear Sir/Madam

We, the undersigned, offer to provide the services as required in your invitation for EOI dated: 00/10/2022. We are hereby submitting our proposal with all the requisite information and documents.

We hereby certify that all the information and statements made in this proposal are true and accept that any misstatement or misrepresentation in the enclosed documents may lead to our disqualification.

We understand that you are not bound to accept/reject any proposal without assigning any reason.

Yours faithfully

Authorized Signatory

NAME & DESIGNATION

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Technology Informatics Design Endeavour  
FF1, Sapthagiri apartments, No 30, 10<sup>th</sup> cross, 15<sup>th</sup> main road, RMV extension, Sadashivanagar,  
Bengaluru – 560080

Email – [info@tide-india.org](mailto:info@tide-india.org)

Ph – 080 2361 2031



## ANNEXURE II

### INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF

Is the party engaged in any activities which conflict with the proposed activities of TIDE as mentioned in this document?

**If yes:**

Please furnish information on activities the institution is engaged in, which in your opinion, is of a nature that conflicts with the assignment desired to be awarded by CoE.

**If no:**

We hereby declare that our organization is not either directly or indirectly engaged in any activities which can be termed as conflicting activities as mentioned in the EOI document. It is understood that any misrepresentation or misstatement in this regard shall render our organization to be disqualified from the entire process.

Signature of the authorized signatory

Name

Designation





**TO BE SUBMITTED ON THE LETTERHEAD**

ANNEXURE IV

**Quote/Bid FORM**

To

The Executive Director

TIDE

FF-1, Sapthagiri Apartments, No. 30, 10th Cross, 15th Main Rd,

Raj Mahal Vilas Extension, Sadashivanagar,

Bengaluru, 560080

I hereby offer to submit our EOI for the assignment titled” **Selection of Contractor for renovating the existing Toilet Facility for sanitation workers in the municipal office premises in Chintamani, Karnataka**” as agency/agency/individual/services etc.

Sl No.	Parameters	Particulars/Description
1.	Name	
2.	Address	
3.	Contact Details	Email: Mobile:
4.	Total Cost/Fee (in Rupees) Inclusive of GST for work completed as per ToR	
5.	GST Number (If no GST please mention in Annexure IV)	

*Note: Site Visits charges will not be reimbursed*

Declaration:

I certify that the above particulars are correct, and I understand and agree that if any statement is found to be false or not correct, TIDE reserves the right to reject my application.

I certify that if awarded the assignment, I shall maintain confidentiality and shall avoid a conflict of interest.

Date:

Signature:

Place:

Full name

Technology Informatics Design Endeavour  
FF1, Sapthagiri apartments, No 30, 10<sup>th</sup> cross, 15<sup>th</sup> main road, RMV extension, Sadashivanagar,  
Bengaluru – 560080

Email – [info@tide-india.org](mailto:info@tide-india.org)

Ph – 080 2361 2031

**Annexure V: BOQs of additional work for resting facility and toilet**

SL NO	ITEM	DETAILS AND PARTICULARS	UNITS	QUANTITY	PRICE	AMOUNT
<b>A</b>	<b>MASONRY WORKS</b>					
1	C Channel with welding	Existing metal door to be fixed in the specified place.	Nos.	4		
2	Painting for internal & external walls, doors & windows	Painting tractor emulsion coat of Asian paints with putty	Sft			
3	PVC doors	PVC doors for toilet units	Nos.	4		
4	Commode/Water closet flush tanks		Nos.	4		
5	Ablution Taps		Nos.	4		
6	3/4" PVC pipes 10m with connections, elbows & labour charges		lumpsum			
7	Mirrors and Wash basins		Nos.	2		
8	Removing old tiles & laying new ones		lumpsum			
9	Laying kerb stones for pathway		m	50		
10	Laying of Paver blocks for pathway		Sqm	47*1.5		
12	Labour charges		lumpsum			
<b>TOTAL</b>						

**Annexure VI: Drawings/pictures of the Toilet Facility**

