



**Maharashtra Pollution Control Board**

**महाराष्ट्र प्रदूषण नियंत्रण मंडळ**

**Request for Proposal  
For**

**Selection of Agency for “Carbon Neutral exhibition stall inculcating 5 elements of nature to represent Environment and Climate Change Department, Govt. of Maharashtra/MPC Board’s efforts by integrating Panchmahabhoota” to be held from 20/02/2023 to 26/02/2023 at Shri Siddhgiri Mahasansthan, Kanheri Math, Kolhapur”..**

**RFP Reference No: MPCB/JD (APC) / Exhibition/01/2023**

**Date of Issue: 03/02/2023**

**RFP Price: INR 5,000/-**

**Issued By:**

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## **Disclaimer**

This Request for Proposal (RFP) for “Selection of Agency for Carbon Neutral exhibition stall inculcating 5 elements of nature to represent Environment and Climate Change Department, Govt. of Maharashtra/MPC Board’s efforts by integrating Panchmahabhoota” is issued by Maharashtra Pollution Control Board, GoM (herein referred to as ‘MPCB’).

Whilst the information in this RFP has been prepared in good faith, it is not and does not purport to be comprehensive or to have been independently verified. Neither MPCB, nor any of its officers or employees, nor any of their advisors nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of the information contained in the RFP, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed RFP for “Project”, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisors and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment at the sole discretion of MPCB. It does not, and does not purport to, contain all the information that a recipient may require for the purposes for deciding to participate in this process. Each Party must conduct its own analysis of the information contained in this RFP, to correct any inaccuracies therein and is advised to carry out its own investigation into the proposed MPCB Project, the regulatory regime which applies thereto and by and all matters pertinent to the MPCB Project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to the MPCB Project. MPCB shall not be responsible for any direct or indirect loss or damage arising out of or for use of any content of the RFP in any manner whatsoever.

MPCB shall be the sole and final authority with respect to qualifying a bidder through this RFP. The decision of MPCB in selecting the Service Provider who qualifies through this RFP shall be final and MPCB reserves the right to reject any or all the bids without assigning any reason thereof. MPCB further reserves the right to negotiate with the selected agency to enhance the value through this project and to create a more amicable environment for the smooth execution of the project.

MPCB may terminate the RFP process at any time without assigning any reason and upon such termination MPCB shall not be responsible for any direct or indirect loss or damage arising out of such a termination.

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# **Section I: Instruction to Bidders**

*“Request for Proposal (RFP) for “Carbon Neutral exhibition stall inculcating 5 elements of nature to represent Environment and Climate Change Department, Govt. of Maharashtra/MPC Board’s efforts by integrating Panchmahabhoota”*

## **Abbreviations**

<b>Abbreviation</b>	<b>Description</b>
EnvCC	Department of Environment and Climate Change
DSC	Digital Signature Certificate
EMD	Earnest Money Deposit
GCC	General Contract Conditions
GST	Goods and Services Tax
GOM	Government of Maharashtra
MPCB	Maharashtra Pollution Control Board
NDA	Non-Disclosure Agreement
PDF	Portable Document Format
PKI	Public Key Infrastructure
RFP	Request for Proposal
SLA	Service Level Agreement
SSP	Selected Service Provider
TCV	Total Contract Value
TCS	Tax Collected at Source
TDS	Tax Deducted at Source
TEC	Tender Evaluation Committee

*“Request for Proposal (RFP) for “Carbon Neutral exhibition stall inculcating 5 elements of nature to represent Environment and Climate Change Department, Govt. of Maharashtra/MPCB Board’s efforts by integrating Panchmahabhoota”*

## Definitions

Term	Definition
Authority /Purchaser	Means Maharashtra Pollution Control Board, Government of Maharashtra i.e. the issuer of this tender
Bidder(s)	Eligible, reputed, qualified entities with strong technical and financial capabilities for scope defined in this RFP
Bid/ Proposal	This means the documents in their entirety comprising of the Eligibility Proposal, and Commercial Proposal, clarifications to these, technical presentation/ demo submitted by the Bidder, the Bidder herein, in response to the RFP, and accepted by MPCB
Bidder’s Representative	The person or the persons appointed by the Bidder from time to time to act on its behalf for overall co-ordination, supervision and execution of Project
Business Day	This means any day that is not a Sunday or a public holiday (as declared by Government of Maharashtra).
Contract / Project Period	The time period for completion of the entire project scope of work defined in the RFP
Certificate of Operation (CoOP)	A written documentation issued by MPCB evidencing the acceptance, approval or completion, as the case may be, of any Deliverable including any documentation of the Project such that may be required in terms of the Contract
Day	A period of 24 hours running from midnight to midnight. It means "calendar day" unless otherwise stated. Where, because of a difference in time zone, the calendar day in one country differs from another country then the calendar day shall be deemed to be the calendar day applicable to India.
Deliverables	The equipment, services and other documentation, milestones and activities related to complete the Scope of Work for the Project, as defined in the RFP.
EMD/ Bid Security	This refers to the amount to be deposited by the Bidders to MPCB to demonstrate commitment and intention to complete the bid process of this RFP
End of Contract	This refers to the time when the Contract Period shall end
RFP Portal	The web portal <a href="https://mahatenders.gov.in/">https://mahatenders.gov.in/</a> that is official portal for all details and submissions related to this RFP process
Letter of Intent / Letter of Award	This refers to the letter issued by MPCB to the Successful Bidder indicating its selection as the Bidder for implementation of the Project
RFP/ Tender	Refers to Request for Proposal containing the technical, functional, commercial and operational specification and including all clarifications/addendums, explanations and amendments issued by MPCB in respect thereof
Successful Bidder	Refers to the bidder who has gone through the selection criteria as mentioned in the RFP and has been selected by the department for the mentioned work
Total Contract Value/ Contract Value	Value (Exclusive of all taxes, levies and duties) finally agreed between MPCB and the Bidder for the delivery of Equipment and Services mentioned in the RFP; which will be the maximum value payable to the Bidder for this Project.



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## **1. Tender Notice**

Maharashtra Pollution Control Board (MPCB), Government of Maharashtra (GoM) invites sealed tenders from reputed experienced professional organizations for **selection of agency for “Carbon Neutral exhibition stall inculcating 5 elements of nature to represent Environment and Climate Change Department, Govt. of Maharashtra/MPC Board’s efforts by integrating Panchmahabhoota”**. The prospective firms may download the technical and commercial bid from the e-tendering portal <https://mahatenders.gov.in> and submission of bid may be done as per details provided in RFP.

For complete details & formats of e-tender, the bidders can visit <https://mahatenders.gov.in> Tender Fee payment of **INR 5,000/-** (Non-Refundable) by payment gateway online /RTGS /NEFT /ECS. No brokers/intermediaries shall be entertained. MPCB reserves the right to reject any/all applications without assigning any reasons whatsoever.

### **Note:**

1. The detailed timetable for the various activities to be performed in e-tendering process by the renderer for quoting their offer is given in this tender document under "TENDER SCHEDULE". Bidder should carefully note down the cut-off dates for carrying out each e-tendering process/activity.
2. Every effort is being made to keep the website up to date and running smoothly 24 x 7 by the service provider. However, MPCB takes no responsibility, and will not liable for the website being temporarily unavailable due to any technical issue at any point of time. Therefore, bidders are encouraged to submit their proposals and complete the process at least 3 days prior to the deadline. The tenders must follow the timetable of e-tendering process and get their activities of e-tendering process done well in advance to avoid any inconvenience due to unforeseen technical problems, if any.
3. In any event MPCB will not be liable and responsible for any damages or expenses arising from any difficulty, error, imperfection or inaccuracy with this website, including all associate service, or due to such unavailability of the website or any part thereof or any contents or any associate services.
4. MPCB will not be responsible for any incomplete activity of e-tendering process of the renderer due to technical error / failure of website and it cannot be challenged by way of appeal, arbitration and in the court of law.

## 2. Invitation for Bids

1. MPCB hereby invites Proposals from reputed, competent and professional companies, who meet the minimum eligibility criteria as specified in this bidding document for the **“Selection of Agency for Carbon Neutral exhibition stall inculcating 5 elements of nature to represent Environment and Climate Change Department, Govt. of Maharashtra/MPC Board’s efforts by integrating Panchmahabhoota”** as detailed in this RFP document.
2. The complete bidding document shall be published on <https://mahatenders.gov.in> for the purpose of downloading. The downloaded bidding document shall be considered valid for participation in the electronic bidding process (e-Procurement/ e-Tendering) subject to the submission of required tender/ bidding document fee through e-Tendering Online Payment Gateway mode only.
3. To participate in online bidding process, Bidders must procure a Digital Signature Certificate (Class - II) as per Information Technology Act-2000 using which they can digitally sign and encrypt their electronic bids. Bidders can procure the same from any CCA approved certifying agency. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.
4. Bidders are also advised to refer “Bidders Manual Kit” available in this document or at <https://mahatenders.gov.in> for further details about the e-tendering process.
5. Bidder is advised to study this RFP document carefully before submitting their proposals in response to the RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.
6. Note-
  - a. Earnest Money Deposit: - MUST be paid through Online Payment mode ONLY as per details mentioned in the table given below.
  - b. All eligible/ interested Bidders are required to be enrolled on portal <https://mahatenders.gov.in> before downloading tender documents and participate in e-tender process for this Tender. Bidders are requested to contact the telephone numbers provided on maha-tenders portal in case of any doubts/ information/difficulty regarding online enrolment or e-tendering process.
  - c. Bidders should submit the document related to tender online. Tender Fee of INR **5,000/-** (including taxes) should be credited in to MPCB fund account by online payment gateway, before submission of tender response otherwise Bidders cannot participate in tender process. Other instructions can be seen in the tender form. All or any one of the tenders may be rejected by competent authority.
  - d. The Electronic tendering system for MPCB will be available on the URL <https://mahatenders.gov.in>.
7. The summary of details regarding this invitation of bids are listed in the table below:-

*“Request for Proposal (RFP) for “Carbon Neutral exhibition stall inculcating 5 elements of nature to represent Environment and Climate Change Department, Govt. of Maharashtra/MPC Board’s efforts by integrating Panchmahabhoota”*

Sr.	Items	Description
1	RFP Reference Number	MPCB/JD (APC) / Exhibition / 01/2023
2	Name of the Project	Selection of Agency for Carbon Neutral exhibition stall inculcating 5 elements of nature to represent Environment and Climate Change Department, Govt. of Maharashtra/MPC Board’s efforts by integrating Panchmahabhoota”
3	RFP Document Download Start / End Date & Time	Start: 03/02/23 @ 11:00 Hrs End: 09/02/23 @ 11:00 Hrs
4	Last date to send in requests for clarifications	All the queries should be received on or before <b>05/02/23 @ 16:00 Hrs</b> , through email only with subject line as follows: “Queries – Selection of Agency for Carbon Neutral exhibition stall inculcating 5 elements of nature to represent Environment and Climate Change Department, Govt. of Maharashtra/MPC Board’s efforts by integrating Panchmahabhoota The Pre-Bid queries to be sent to the Email Id :- <a href="mailto:jdair@mpcb.gov.in">jdair@mpcb.gov.in</a>
5	Date and Time pre bid Meeting	<b>06/02/23 @ 13:00 Hrs</b> at MPCB HQ
6	Last date (deadline) for submission of bids	<b>09/02/23 @ 11:00 Hrs</b>
7	Tender Fee to be paid via Online Payment Gateway mode only.	<b>INR 5,000/- (Rs. Five Thousand INR)</b>
8	Date Time and Place of opening of Technical Proposals	<b>09/02/23 @ 14:00 Hrs at MPCB HQ, Sion</b>
9	Earnest Money Deposit (EMD) to be paid in form of Online Payment	<b>INR 5,00,000 (Rs. Five Lakh Only)</b>
11	Bid Validity Period	60 days from the last date for submission of bids.
12	Contract Period	60 days from the date of LoA / Work Order / Contract
13	<b>Contact Details</b> Shri. Dr. V. M. Motghare, JD - APC Maharashtra Pollution Control Board, 3 <sup>rd</sup> Floor, Kalpataru Point, Opp. PVR Cinema, Sion Circle, Sion, Mumbai-400 022 Tel: <b>022-2401 4701 / 2402 4068</b> Email ID: <a href="mailto:jdair@mpcb.gov.in">jdair@mpcb.gov.in</a>	

**Note: Prospective Bidders may visit MPCB Office for any further information / clarification regarding this RFP on prior appointment during working hours till the date of technical bid submission**

## 2.1 Tender Schedule

**Please Note:** All bid related activities (Process) like Tender Document Download, Bid Preparation, and Bid Submission will be governed by the time schedule given under Key Dates below:

*“Request for Proposal (RFP) for “Carbon Neutral exhibition stall inculcating 5 elements of nature to represent Environment and Climate Change Department, Govt. of Maharashtra/MPC Board’s efforts by integrating Panchmahabhoota”*

Sr. No.	Activity	To be performed by	Start		Expiry	
			Date	Time	Date	Time
1	Release of E-Tender	Department	03/02/23	13:00	09/02/23	11:00
2	E-Tender Download	Bidder	03/02/23	13:00	09/02/23	11:00
3	Queries from Bidders	Bidders	03/02/23	11:00	05/02/23	17:00
4	Pre-bid Meeting	Department	06/02/23	13:00	-	-
5	Bid Submission	Bidders	03/02/23	13:00	09/02/23	11:00
6	Bid Opening (Technical & Price)	Department	-	-	09/02/23	14:00

Dates mentioned here, are scheduled dates for Bid Opening Activities. Any changes in dates of opening of technical and commercial bids shall be notified in 'Press Notice / Corrigendum' section on the e-Tendering sub portal of the department before opening of the same.

### 3. Instructions to Bidders

#### 3.1 Introduction of MPCB

Maharashtra Pollution Control Board (MPCB) is implementing various environmental legislations in the state of Maharashtra, mainly including Water (Prevention and Control of Pollution) Act, 1974, Air (Prevention and Control of Pollution) Act, 1981 and some of the provisions under Environmental (Protection) Act, 1986 and the rules framed there under like, Biomedical Waste (M&H) Rules, 1998, Hazardous Waste (M&H) Rules, 2000, Municipal Solid Waste Rules, 2000 etc. MPCB is functioning under the administrative control of Environment Department, Government of Maharashtra

Some of the important functions of MPCB are:

1. To plan comprehensive program for the prevention, control or abatement of pollution and secure executions thereof,
2. To collect and disseminate information relating to pollution and the prevention, control or abatement thereof,
3. To inspect sewage or trade effluent treatment and disposal facilities, and air pollution control systems and to review plans, specification or any other data relating to the treatment plants, disposal systems and air pollution control systems in connection with the consent granted,
4. Supporting and encouraging the developments in the fields of pollution control, waste recycle reuse, eco-friendly practices etc.
5. To educate and guide the entrepreneurs in improving environment by suggesting appropriate pollution control technologies and techniques
6. Creation of public awareness about the clean and healthy environment and attending the public complaints regarding pollution

### **3.2 Objective of this RFP and Brief Scope of Work**

The broad scope of work includes but is not limited to the following:

The successful bidder will be required to undertake various field / off-site activities at the location of exhibition to design, develop/ arrange and represent Environment and Climate Change Department, Govt. of Maharashtra/MPC Board's stall at the conference / exhibition wherein various efforts taken by the Board will be represented based on the concept of PanchMahabhuta where each of the element including, Jal, Vayu, Agni, Akash and Prithvi will be considered. The stall should be designed and represented in such a way wherein all these elements will be represented considering and co-relating Environment and Climate Change Department, Govt. of Maharashtra/MPC Board's functioning in terms of regulatory and innovative involvement and promotive steps and implementations that are supported by Environment and Climate Change Department, Govt. of Maharashtra/MPC Board's through various realistic solutions. The design of stall should be sustainable and various nature-based elements shall be used.

. The detailed scope of work along with deliverables is mentioned as Section – II Scope of work of this RFP.

### **3.3 Project timelines**

The Selected Agency (Successful Bidder) will be engaged till the time of exhibition i.e. from 20/02/2023 to 26/02/2023 at Shri Siddhgiri Mahasansthan, Kanheri Math, Kolhapur.

### **3.4 Completeness of Response**

1. The response to this RFP should be full and complete in all respects.
2. Failure to furnish all information required by the RFP document or submission of a proposal not substantially responsive to the RFP document in every respect will be at the Bidder's risk and may result in rejection of its Proposal and forfeiture of the EMD.

### **3.5 Proposal Preparation Costs**

1. The bidder shall submit the bid at its cost and MPCB shall not be held responsible for any cost incurred by the bidder.
2. Submission of a bid does not entitle the bidder to claim any cost and rights over MPCB and MPCB shall be at liberty to cancel any or all bids without giving any notice.
3. All materials submitted by the bidder shall be the absolute property of MPCB and no copyright /patent etc. shall be entertained by MPCB.

### **3.6 Bidder Inquiries**

1. Bidder shall E-Mail their queries, as per details in the format as prescribed in the Annexure 3.
2. The response to the queries will be published on <https://mahatenders.gov.in>. No telephonic / queries will be entertained thereafter.
3. This response of MPCB shall become integral part of RFP document. MPCB shall not make any warranty as to the accuracy and completeness of responses.

### **3.7 Supplementary Information to the RFP**

1. If MPCB deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of provisions of this RFP, it may issue supplements to this RFP.
2. Any such corrigendum shall be deemed to be incorporated by this reference into this RFP.

### **3.8 MPCB's right to terminate the process**

1. MPCB may terminate the RFP process at any point of time and without assigning any reason.
2. MPCB reserves the right to amend/edit/add/delete any clause of this Bid Document.
3. This will be informed to all and will become part of the bid /RFP and information for the same would be published on the e-Tendering portal.

### **3.9 Earnest Money Deposit (EMD)**

1. Bidders shall submit, EMD as defined in this RFP.
2. Bidders are required to submit an Earnest Money deposit (EMD) online for an amount of **INR 5,00,000 (Rs. Five Lakh only)**. Please refer **Annexure 5** for the payment of the same. Bids of the bidders who have not paid the EMD as stipulated in this RFP, will be rejected by MPCB as non-responsive. No exemptions to this clause will be allowed
3. Unsuccessful Bidders' EMD will be returned within 30 days from the date of finalization of the tender.
4. No interest will be paid by MPCB on the EMD amount and EMD will be refunded to all the Bidders (including the Successful Bidder(s)) without any accrued interest on it.
5. The Bid submitted without EMD or with EMD which does not conform to RFP clauses, mentioned in this document, will be summarily rejected.
6. The EMD may be forfeited:
  - a. If a Bidder withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any.
  - b. In case of a Successful Bidder(s), if the Bidder fails to sign the contract in accordance with the terms and conditions.
  - c. If during the bid process, a bidder indulges in any such deliberate act as would jeopardise or unnecessarily delay the process of bid evaluation and finalisation.
  - d. If, during the bid process, any information is found false/fraudulent/mala fide, and then MPCB shall reject the bid and, if necessary, initiate action.
7. The decision of the MPCB regarding forfeiture of the EMD shall be final and binding upon bidders.

### **3.10 Authentication of Bid**

1. Authorized person of the bidder who signs the bid shall obtain the Power of Attorney from the bidder, which shall be submitted with the Bid.
2. All pages of the bid and its annexures, etc. shall be signed and stamped by the person or persons signing the bid.

### **3.11 Language of Bids**

1. This bid should be submitted in English language only.
2. If any supporting documents submitted are in any language other than English, then the translation of the same in English language is to be duly attested by the bidder and submit with the bid, and English translation shall be validated at MPCB's discretion.

### 3.12 Patent Claim

1. In the event of any claim asserted by a third party of infringement of copyright, patent, trademark or industrial design rights arising from the use of the Goods or any part thereof, the bidder shall expeditiously extinguish such claim.
2. If the Successful Bidder fails to comply and MPCB is required to pay compensation to a third party resulting from such Infringement, the Successful Bidder shall be responsible for such compensation, including all expenses, court costs, lawyer fees etc.
3. MPCB shall give notice to the Successful Bidder(s) of any such claim and recover it from the bidder.

### 3.13 Submission of bids

The bidding process will be a Single bid system, comprising of technical specification and the commercial as mentioned in **Annexure 5**

### 3.14 Bid Submission Instructions

1. Complete bidding process will be online (e-Tendering) in single envelope system. Submission of bids shall be in accordance to the instructions given in the Table below:

Table: Documents Required			
Sr. No.	Document Type	Document Format	Online Submission
Tender Fee & EMD and Eligibility Details			
1.	Tender Fee	Online Payment of <b>INR 5,000/-</b> & scanned copy of the receipt to be submitted online with the proposal	Yes
2.	EMD	Online Payment of <b>INR 5,00,000/-</b> & receipt/scanned copy to be submitted online with the proposal	Yes
3.	Technical & Financial Proposal	Eligibility criteria Proposal shall be prepared in accordance with the requirements specified in Section 3.22  The Technical & financial Proposal shall be prepared in accordance with the requirements specified in this RFP.	Yes

2. The following points shall be kept in mind for submission of bids;
3. MPCB shall not accept delivery of proposal in any manner other than that specified in this RFP. Proposal delivered in any other manner shall be treated as defective, invalid and rejected. Non-submission of the required documents or submission of the documents in a different format/ contents may lead to the rejections of the bid proposal submitted by the bidder.
4. The bidder should ensure that all the required documents, as mentioned in this RFP/ bidding document, are submitted along with the bid and in the prescribed format only.
5. The prices should be quoted in Indian Rupees only.
6. The Bidder is expected to price all the items and services sought in the RFP and proposed in the technical proposal. The Bid should be comprehensive and inclusive of all the services to be provided by the Bidder as per the scope of his work and must cover the entire Contract Period.

7. MPCB may seek clarifications from the Bidder on the technical proposal. Any of the clarifications by the Bidder on the technical proposal should not have any commercial implications. The Financial Proposal submitted by the Bidder should be inclusive of all the items in the technical proposal and should incorporate all the clarifications provided by the Bidder on the technical proposal during the evaluation of the technical offer.
8. Financial Proposal shall not contain any technical information. Similarly, technical proposal with any financial cost related information shall be summarily rejected and the bidder shall be disqualified from the tender process.
9. It is required that the all the proposals submitted in response to this RFP should be unconditional in all respects, failing which MPCB reserves the right to reject the proposal.
10. Proposals sent by fax/ post/ courier shall be rejected.
11. It shall be the sole responsibility of the bidder to ensure that all the documents required for the Eligibility criteria and the Technical Evaluation of the bid are uploaded on the portal well within time and MPCB shall not entertain any re- presentation from any bidder, who fails to upload the requisite documents within the stipulated time and date on account of any technical issues related to low internet connectivity, size of the files to be uploaded etc. Therefore, the bidders are notified that they must read the instructions / information given on the homepage of the e-tender portal and must understand all the nuances of technology in advance.

### **3.15 Late Proposal**

Proposals received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall not be opened in the e-Tendering system.

### **3.16 Modification and Withdrawal of Proposals**

1. No Proposal shall be withdrawn in the interval between the deadline for submission of proposals and the expiration of the validity period specified by MPCB in the RFP.
2. Entire EMD shall be forfeited if any of the Bidders withdraw their proposal during the validity period.

### **3.17 Non-conforming Proposals**

A Proposal may be construed as a non-conforming proposal and ineligible for consideration:

1. If it does not comply with the requirements of this RFP.
2. If the Proposal does not follow the format requested in this RFP or does not appear to address the particular requirements of the MPCB.

### **3.18 Acknowledgement of Understanding of Terms**

By submitting a Proposal, each Bidder shall be deemed to acknowledge that he has carefully read all sections of this RFP, including all forms, schedules, annexure, corrigendum and addendums (if any) hereto, and has fully informed itself as to all existing conditions and limitations.



### **3.19 Bid Opening and Evaluation Process**

1. Total transparency shall be observed and ensured while opening the Proposals/Bids. All Bids shall be opened in the presence of Bidder's representatives who choose to attend the Bid opening sessions on the specified date, time and address.
2. MPCB reserves rights at all times to postpone or cancel a scheduled Bid opening.
3. The Bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of Bid opening being declared a holiday for MPCB, the bids shall be opened at the same time and location on the next working day. In addition to that, if the representative of the Bidder remains absent, MPCB will continue process and open the bids of the all bidders.
4. During Bid opening, preliminary scrutiny of the Bid documents shall be made to determine whether they are complete, whether required Bid Security has been furnished, whether the Documents have been properly signed, and whether the bids are generally in order. Bids not conforming to such preliminary requirements shall be prima facie rejected. MPCB has the right to reject the bid after due diligence is done.

### **3.20 Tender Evaluation Committee**

1. MPCB shall form a Tender Evaluation Committee (hereinafter referred to as "TEC") to evaluate the bids.
2. The TEC shall evaluate the responses to the RFP and all supporting documents/ documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection.
3. The decision of the TEC in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
4. The TEC may ask for meetings with the bidders to seek clarifications on their proposals. The bidder shall submit requisite supporting documents/ certificates on the credentials. The committee may visit bidder's client site to validate the credentials/ citations claimed by the bidder.
5. The TEC reserves the right to reject any or all proposals entails the basis of any deviations.
6. Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.
7. The TEC would submit its decision to the competent authority whose decision would be final and binding upon the bidders.

### **3.21 Evaluation Process**

1. TEC shall review the proposal of the Bidders to determine whether the requirements as mentioned in Section 3.22 of the RFP are met. Incomplete or partial Proposals are liable for disqualification.
2. Bid Evaluation shall be conducted following methodology
  - A. In the first stage, Technical Proposals shall be opened and evaluated as per the Minimum Eligibility criteria mentioned in Section 3.22 of the RFP. Bids not meeting the Minimum Eligibility Criteria will be summarily rejected.

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- B. Bids qualifying through the Minimum Eligibility Criteria will be further evaluated for their objective evaluation based on the document submitted.
- C. In the Second stage, Financial Proposal of those Bidders who qualify in Eligibility Criteria, shall be opened. All Bids shall be opened in the presence of Bidder’s representatives who choose to attend the Bid opening sessions on the specified date, time and address.
3. Evaluation and award of Contract shall be done as per provisions of Maharashtra State Government Rules and rules defined in this RFP.
4. Please note that TEC may seek inputs from their professional, external experts in the bid evaluation process.

### 3.22 Minimum Eligibility Criteria

Minimum Eligibility Criteria is a set of PASS / FAIL criteria. Not complying to even one of the listed criteria will render a bid to be unresponsive. The Bidders must comply with each of the criteria listed below and should submit sufficient documentary proof as mentioned in the table.

S. N.	Minimum Eligibility Criteria	Document to be submitted
<b>EC 1</b>	The bidder must be Private Limited, Partnership Firm or Limited Company. A Company registered in India under the Companies Act 1956 or 2013 or The LLP Act 2008 since last 3 years.	<ul style="list-style-type: none"> <li>▪ Certificate of Incorporation</li> <li>▪ Copy of PAN Card</li> <li>▪ Copy of GST Certificate with GST Number</li> <li>▪ Copy of Power of Attorney</li> </ul> <b>Annexure 1 – Document 1 to 6</b>
<b>EC 2</b>	The bidder should have an experience of executing similar work as defined below: The Bidder must have successfully conducted at least 2 similar events / exhibitions / projects of conducting the event/conference having cost not less than INR 10 lakh each for Central Govt Ministries/ Departments, Public Sector Undertakings, Autonomous / Statutory Bodies, Banks, Multinational Companies / Educational Boards / Universities/Pvt Ltd Co etc. during last 10 years as on 31 March, 2022.	<ul style="list-style-type: none"> <li>▪ Copy Of Work Order / Purchase Order</li> </ul> <b>Annexure 1 – Document 10</b>
<b>EC 3</b>	The minimum average annual turnover of the Bidder during the last three (3) financial years ending on 31st March, 2022 should not be less than INR 4.5 Crs	<ul style="list-style-type: none"> <li>▪ Audited balance sheet</li> </ul>
<b>EC 4</b>	The bidder should not have been blacklisted/ banned / debarred by any Government (State / Central) / Semi Government / Corporation / PSU in India in last 3 years for unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices	<ul style="list-style-type: none"> <li>▪ Affidavit signed by the Authorized Signatory, on non-judicial stamp paper of Rs. 100/-</li> </ul> <b>Annexure 1 – Document 11</b>

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<b>EC 5</b>	The Bidder should have paid the Tender Fees & EMD by Online mode	▪ Copy Of Receipt
<b>EC 6</b>	Bidder should be profitable for the past 3 financial year ending March – 2022	▪ CA Certificate <b>Annexure 1 – Document 7</b>
<b>EC 7</b>	The Bidder must independent / Joint Venture will not be accepted	
<b>EC 8</b>	The Bidder must have experience in the field of Carbon Neutrality	▪ Copy of Work order
<b>EC 9</b>	The Bidder must be ISO certified firm/company/organization	▪ Copy of valid certificate

### **3.23 RFP Selection Process**

1. MPCB through this Request for Proposal (RFP) intends to get quote only from reputed technically qualified bidders.
2. All the bidders will be assessed against the Eligibility criteria mentioned in Section 3.22
3. The financial offer of the bidders fulfilling the Eligibility criteria shall be opened for further evaluation. Bidders are also requested to submit their financial quotation in the format provided in the RFP.
4. In case of discrepancies between rates quoted in amounts and in words by the bidder, the lower of the two will prevail and will be used to determine the Successful Bidders as per criteria provided in the RFP.
5. If any information provided by the Bidder is found to be inaccurate at any stage of the RFP process, MPCB may, at its discretion, reject the offer and no correspondence will be entertained in this regard. Submission of wrong and / or false information may also disqualify the Bidder from any future work from MPCB.
6. MPCB reserves the right to negotiate with the Successful Bidders as per CVC guidelines or any equivalent norms. If the negotiation becomes unsuccessful then MPCB may negotiate with the next qualified bidder.

### **3.24 Bid Validity**

1. The offer/proposals submitted by the Bidders shall be valid till the time of finalisation of vendor or 60 days whichever is earlier.
2. In exceptional circumstances, prior to the expiration of the bid validity period, the department may request bidders to extend the period of validity of their bids.
3. The request and the responses shall be made in writing. In event of such extension, department shall request Bidder for extension of bid validity and submit new bid security to cover the extended period of validity of their bids.
4. A bidder may refuse the request without forfeiting its bid security. A bidder granting the request shall not be required or permitted to modify its bid.
5. If the date up to which the bid is to remain valid happens to be a holiday for the department, the bid shall automatically remain valid up to the next working day.

### **3.25 Payment Terms**

The following payment terms will be offered to the Successful Bidders upon completing the necessary formalities and rendering deliverables as mentioned in *Scope of Work*.

- Issuance of LoI / LoA / Work Order within 7 days of Bid opening
- 50% advance will be released alongwith work order/LOA/LOI
- 50% remaining will be paid after successful completion of events / deliverables.
- Bidders has to submit Performance Bank Guarantee of 10% of contract value upon acceptance of work order/LOA/LOI.
- All payments will be made vide a crossed cheque payable in Mumbai, Head Office within 15 days of submission of invoice, after deducting applicable TDS, if any.

### **3.26 Penalties**

It is expected that the Successful Bidder will complete all the deliverables as per the given timelines and as per the expected and defined performance norms. In case there are any defaults / delays from the Successful Bidder during the various phases of execution, MPCB will levy penalties.

In case of any delays on part of the Successful Bidder during the execution period, a penalty of 5% of total contract value will be levied on the Successful Bidder and the same will be recovered from the next stage payment due.

MPCB will consider genuine request for extension of time, if so made by the Successful Bidder immediately upon sensing the delay, taking into account the reasons for such extension and grant extension of time at their discretion.

MPCB shall record the reason in such action with facts and figures. The grace period will not be granted if the extension is necessitated due to the default on the part of the Successful Bidder.

### **3.27 Indemnification**

The bidder, if selected as Successful Bidder, will agrees and undertake that, during the Term of the Contract, it shall indemnify and keep indemnified and otherwise save harmless, MPCB from any third party suits instituted against MPCB which are proved to be because of a direct consequence of the installation and / or use of equipment & services provided by the successful bidder.

The Successful Bidder shall indemnify MPCB against all losses and claims in respect of death or injury to any of their personnel, which may arise out of or in consequence of the execution of the project and remedying of any defects therein, and against all claims, proceedings, damages, costs whatsoever in respect thereof or in relation thereto.

### **3.28 Signature**

1. A representative of the bidder with a valid Power of Attorney from the Bidding organisation, who is authorized to commit the bidder to contractual obligations, must sign with the bidder's name and seal on all pages of the Bid, including the tender/bid document.
2. All obligations committed by such signatories must be fulfilled.

### **3.29 Conditions under which RFP is issued**

1. This RFP is not an offer and is issued with no commitment. MPCB reserves the right to withdraw the RFP and change or vary any part thereof, at any stage. MPCB also reserves the right to disqualify any bidder should it be so necessary at any stage.
2. Timing and sequence of events resulting from this RFP shall ultimately be determined by MPCB.
3. No verbal conversations or agreements with any official, agent, or employee of MPCB shall affect or modify any terms of this RFP and any alleged verbal agreement or arrangement made by a bidder with any agency, official or employee of MPCB shall be superseded by the definitive agreement that results from this RFP process. Verbal communications by MPCB to bidders shall not be considered binding on it, nor shall any written materials provided by any person other than MPCB.
4. Neither the bidder nor any of the bidder's representatives shall have any claims whatsoever against MPCB or any of their respective officials, agents, or employees arising out of or relating to this RFP or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).
5. Until the Contract is awarded and during the validity of the Contract, bidders shall not, directly or indirectly, solicit any employee of MPCB to leave the department or any other officials involved in this RFP process in order to accept employment with the bidder, or any person acting in collusion with the bidder, without prior written approval of MPCB.

### **3.30 Right to the content of Proposal**

1. All proposals and accompanying documentation of the Technical Proposal will become the property of MPCB and will not be returned after opening of the Technical Proposals.
2. MPCB is not restricted in its rights, to use or disclose any or all of the information contained in the proposal and can do so without compensation to the bidders.
3. MPCB shall not be bound by any language in the proposal indicating the confidentiality of the proposal, or any other restriction on its use or disclosure.

### **3.31 Non-Conforming Proposal**

A proposal may be construed as a non-conforming proposal and ineligible for consideration if:

1. It does not comply with the requirements of this RFP.
2. It does not follow the format requested in this RFP or does not appear to address the requirements as specified by the directorate.

### **3.32 Correction of errors**

1. The bidder is advised to take adequate care while quoting the rates. No excuse for corrections in the quoted rate will be entertained afterwards.
2. The corrections or overwriting in bid document should be initialled by person signing the Bid form.

### **3.33 Corrections to Arithmetic errors**

1. In case of discrepancies between Commercial Bid calculated by the bidder in numbers and words, the lower of the two will prevail and will be used to determine the Successful bidders as per criteria provided in RFP.
2. Bidders shall accept correction of arithmetical errors. Failure to accept the correction in accordance with the same, shall result in the rejection of the Bid.

### **3.34 Disqualification**

The Bid from the bidders is liable to be disqualified in the following cases:

1. Bid not submitted in accordance with the bid document.
2. Technical Proposal contains details related to cost.
3. The bidder qualifies the bid with its own conditions.
4. During validity of the Bid, or its extended period, if any, the bidder increases his quoted prices.
5. Bid is received in incomplete form and / or received after due date and time.
6. Bid is not accompanied by all requisite supporting documents.
7. Information submitted in technical Bid is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.
8. Non - fulfilment of any condition / term by bidder.

### **3.35 Acknowledgement of Understanding**

By submitting the proposal, each bidder shall be deemed to acknowledge that he has carefully read all sections of this RFP, including all forms, scope of work, schedules, annexure, corrigendum and addendums (if any) hereto, and has fully informed itself as to all existing conditions and limitations.

### **3.36 Award Criteria**

Post the evaluation process indicated in Section above, MPCB will award the Contract to the Selected Agency as defined in this RFP Section 3.25.

### **3.37 MPCB's Right to accept any Bid and to reject any or All Bids**

MPCB reserves the right to accept or reject any Bid, and to annul the bidding process and reject any or all Bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for MPCB's action.

### **3.38 Letter of Intent / Letter of Award**

Prior to the expiration of the period of bid validity, MPCB will notify the Successful Bidder(s) in writing or by fax or email, to be confirmed in writing by letter, that its bid has been accepted.

### **3.39 Signing of Contract**

MPCB shall notify the Successful Bidder that its bid has been accepted. The Successful Bidder shall enter into contract agreement with MPCB within the time frame mentioned in the Letter of acceptance to be issued to the Successful Bidder by MPCB.

### **3.40 Non-Disclosure Agreement (NDA)**

The Successful Bidder(s) has to sign the Non- Disclosure Agreement with MPCB.

### **3.41 Right to Vary the Scope of Work at the time of Award**

1. MPCB reserves its right to make changes to the scope of the work at the time of execution of the resultant Agreement.
2. If any such change causes an increase or decrease in the total value of contract, or the time required for the Bidder’s performance of any part of the work under the resultant Agreement, whether changed or not changed by the order, it shall be based on the unit prices quoted by the Bidder or on pro-rata basis. Based on the revised scope, payment shall be calculated based on unit prices OR the pro-rata basis in proportion of the efforts already made and MPCB shall be liable to pay only the revised amount, irrespective of the Total Cost mentioned in the Contract.
3. Payment to the Successful Bidder shall be made as per the schedule given on the basis of the actual completion of scope of work and deliverables by the Successful Bidder to MPCB’s satisfaction.
4. The decision of MPCB shall be final and binding upon the Successful Bidder.

### **3.42 Governing Laws**

The contract shall be governed by the laws and procedures established by Govt. of India and Government of Maharashtra, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing. Any disputes will be subject to the Courts in Jurisdiction of Mumbai

## **Section II: Scope of Work**



## 4. Scope of Work

The broad scope of work includes but is not limited to the following:

The successful bidder will be required to undertake various field / off-site activities at the location of exhibition to design, develop/ arrange and represent Environment and Climate Change Department, Govt. of Maharashtra/MPC Board’s stall at the conference / exhibition wherein various efforts taken by the Board will be represented based on the concept of PanchMahabhuta where each of the element including, Jal, Vayu, Agni, Akash and Prithvi will be considered. The stall should be designed and represented in such a way wherein all these elements will be represented considering and co-relating Environment and Climate Change Department, Govt. of Maharashtra/MPC Board’s functioning in terms of regulatory and innovative involvement and promotive steps and implementations that are supported by Environment and Climate Change Department, Govt. of Maharashtra/MPC Board through various realistic solutions. The design of stall should be sustainable and various nature-based elements shall be used.

The minimum requirements that should be fulfilled by the bidder for the stall shall be as mentioned below;

1. Design, Development, Creation of pavilion and Maintenance of 8 x 8 m stall
2. 4 x 3m LED display – to represent various efforts of MPCB in ppt/video/ other digital forms
3. Conceptual / physical designing
  - Physical model representing each element of Panchmahabhuta i.e., nature-based solutions / technologies / innovations implemented / supported by Environment and Climate Change Department, Govt. of Maharashtra/MPC Board for pollution control, sustainable development and other environmentally friendly activities
4. Data representation
  - Representation of various real time data analytics by the Environment and Climate Change Department, Govt. of Maharashtra/MPC Board (i.e., monitoring, inventory, lab analysis, other research-based data analysis etc.)
5. Carbon Neutrality stall Offset Principles
  - Calculation of carbon footprint / details of carbon sequestration design adopted for the designing of stall

Further following parameters should be included in the execution of the event;

S. N.	Details/Items	Specification
1.	Creation of pavilion	8 x 8m stall with detailing (wooden flooring/ pillars, sustainable design etc.)
2.	Beautification of pavilion / stall	Using environment friendly material (trees/ plants/ flowers/ decoration using recycled material) to integrate with the concept of five elements
3.	Infrastructural requirement	Tables / chair / curtains / backdrops and other necessary equipment
4.	Solar panel for energy efficient stall	Solar panel of required capacity to be installed to make the stall energy efficient and no conventional energy to be used.
5.	Standeers / Hoarding / Posters to be displayed	100 Nos. to be made in 1inch square pipes of size 3 x 2 mtrs

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6.	Brochure, Fliers, handouts, danglers for information dissemination regarding MPCB’s various activities and initiatives	Create design & concept as well as writing technical content for brochure. Printing 100Nos with minimum 10 pages each brochure.
7.	Welcome kit	@ 250 including a pocket diary, brochure, stationary and a souvenir with sustainable materials
8.	LED Display	4 x 3 meters for 6 days
9.	Audio visual arrangements	Speakers, mics etc
10	Photography and videography	Cinematic and traditional digital coverage, photography to represent 6 days
11	Digital Displays / laptops	Minimum 6 numbers
12	Physical model representing nature-based technologies / innovations for Jal	Minimum 8x2x1.2 mtr. nature based technology/solution supported by MPCB (transparent material may be used)
13	Physical model representing nature-based technologies / innovations for Vayu	A model representing Fumigation / other experiments supported by Environment and Climate Change Department, Govt. of Maharashtra/MPC Board
14	Physical model representing nature-based technologies / innovations for Agni	A model representing Alternative fuel / energy conservation / EV initiatives by Environment and Climate Change Department, Govt. of Maharashtra/MPC Board / or non-motorized transport
15	Physical model representing nature-based technologies / innovations for Akash	Installation of Solar Panels for minimum 3KW or as per requirement to offset excess carbon estimated for the stall and its elements in a period of 6 – 9 months
16	Physical model representing nature-based technologies / innovations for Prithvi	Environment and Climate Change Department, Govt. of Maharashtra/MPC Board’s initiatives for protection of earth in terms of mass plantation / remediation efforts
17	Other Sustainable design adopted	Details to be provided if any
18	Computation of C footprint	Compute and present Carbon footprint of this activity
19	Carbon offset options	Implement offset before the event
20	Represent sustainable stall data	Represent reductions and offset values on digital platform preferably live if possible
21	Human Resource requirement at stall (min 10 including 1, team leader, 1 design/creative expert, 1 communication expert, 2 representatives, 2 managers, 3 support staff)	To engage representation of concept, data and initiatives at the stall for 10 days
22	Travelling, Lodging Boarding, food and commute arrangements of all personnels representing stall	For 10 days
23	Miscellaneous	If any

**Note: The details specification and financial breakup for the mentioned parameters should be submitted in a separate annexure while submitting the bid.**

**\*Note: The design of stall should be submitted by 10<sup>th</sup> of February 2023 for approval**

# Annexures

Document No.	Description
<b>Annexure 1</b>	Documents for Eligibility Criteria
<b>Annexure 2</b>	Documents for Financial Proposal
<b>Annexure 3</b>	Other Documents/Formats
<b>Annexure 4</b>	Draft Conditions of Contract
<b>Annexure 5</b>	Details about e-Tendering process

## 5. Annexure -1: Documents for Eligibility Criteria

Document No.	Description	Submitted (Yes/No)	Pg No.
Document 1	Format for Bid Submission Covering Letter		
Document 2	Format for Bidder Details		
Document 3	Certificate of Incorporation		
Document 4	Copy of PAN Card		
Document 5	Copy of GST Certificate with GST Number		
Document 6	Power of Attorney in the name of Signatory		
Document 7	Format for CA Letter about Profitability		
Document 8	Format for Proposed resource deployment		
Document 9	Format for Declaration from HR department		
Document 10	Format to Project Citation		
Document 11	Format for Non-Blacklisting		
Document 12	Copy of Online Tender Fee payment receipt		
Document 13	Copy of Online EMD Payment acknowledgement from Maharashtra e-Tender portal		
Document 14	Technical Proposal comprising of Company profile, Capabilities, Strengths Proposed Delivery / Execution methodology		

**\* Bidders are to consider this document as a Checklist and Index. The same should be included as a part of Technical Bid**

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## **5.1 Format for Bid Submission Covering Letter**

(To be submitted on the letterhead of the bidder)

{Place, Date}

To,

**Member Secretary**

Maharashtra Pollution Control Board,  
Kalpataru Point, 3rd floor, Opp. PVR Cinema,  
Sion Circle, Sion, Mumbai-400 022

**Subject: Bid Submission Cover Letter for- “Request for Proposal (RFP) for “Carbon Neutral exhibition stall inculcating 5 elements of nature to represent Environment and Climate Change Department, Govt. of Maharashtra/MPC Board’s efforts by integrating Panchmahabhoota”**

**RFP Reference No:** MPCB/ JD (APC) / Exhibition – 01/ 2023

Dear Sir,

We, the undersigned bidders, having read and examined in detail all the bidding documents for <<Name of the RFP>>, do hereby propose to provide our services as specified in the RFP.

We attach hereto our responses to the requirements and commercial proposals as required by the RFP. We confirm that the information contained in these responses or any part thereof, including the exhibits, and other documents and instruments delivered or to be delivered to MPCB, Govt. of Maharashtra is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its shortlisting process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the selection process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

We agree for unconditional acceptance of all the terms and conditions set out in the RFP document and also agree to abide by this tender response for a period of bid validity as defined in this RFP. We hereby declare that in case the contract is awarded to us, we shall submit the contract performance guarantee bond in the form prescribed the RFP. We also herewith express our willingness to subject to MPCB’s conditionality regarding manpower recruitments (required for the project), change of hands of management and declaring upfront the source of funding for the project.

We agree that you are not bound to accept any tender response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the tender response.

*“Request for Proposal (RFP) for “Carbon Neutral exhibition stall inculcating 5 elements of nature to represent Environment and Climate Change Department, Govt. of Maharashtra/MPC Board’s efforts by integrating Panchmahabhoota”*

It is hereby confirmed that I/We are entitled to act on behalf of our company/ corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_ 202

Thanking you,  
Yours faithfully

(Signature of the Authorized Signatory of the Bidder)  
(In the capacity of)

(Name)

Duly authorized to sign the Tender Response for and on behalf of:

(Name and Address of Company) Seal/Stamp of bidder

*“Request for Proposal (RFP) for “Carbon Neutral exhibition stall inculcating 5 elements of nature to represent Environment and Climate Change Department, Govt. of Maharashtra/MPC Board’s efforts by integrating Panchmahabhoota”*

## **5.2 Format for Bidder Details.**

<< To be printed on Bidder’s Company’s Letter Head, Signed by Authorized Signatory >>

### **TO WHOMSOEVER IT MAY CONCERN**

#### **Bidder Information (Sole Bidder)**

<b>Sr.</b>	<b>Particulars</b>	<b>Information</b>
1.	Name of the Agency	
2.	Address of the Agency	
3.	Telephone Nos.	
4.	Fax	
5.	E-mail	
6.	Website (If available)	
7.	Year of Establishment	
8.	Date of registration	
9.	ROC Reference No. (with supporting document) for Pvt. Ltd and LLP organisations	
10.	PAN No:(with supporting document)	
11.	GST Number (with supporting document)	

Thanking you,

(Name and Designation of the Authorized signatory of the Bidder)

Name:

Designation:

Seal:

Date:

Place:

Business Address:

*“Request for Proposal (RFP) for “Carbon Neutral exhibition stall inculcating 5 elements of nature to represent Environment and Climate Change Department, Govt. of Maharashtra/MPC Board’s efforts by integrating Panchmahabhoota”*

### **5.3 Format for Turnover details and Profitability**

(To be submitted on the letterhead of the Chartered Accountant)

{Place, Date}

To,

**Member Secretary**

Maharashtra Pollution Control Board,  
Kalpataru Point, 3rd floor, Opp. PVR Cinema,  
Sion Circle, Sion, Mumbai-400 022

**Subject: Turnover details for “Request for Proposal (RFP) for “Carbon Neutral exhibition stall inculcating 5 elements of nature to represent Environment and Climate Change Department, Govt. of Maharashtra/MPC Board’s efforts by integrating Panchmahabhoota”**

**RFP Reference No:** MPCB/ JD (APC) / Exhibition – 01/ 2023

**Dear Sir,**

Please find below profitability status of <Bidder’s Name>.

<b>Sr.</b>	<b>Financial Year</b>	<b>Annual Turnover in Rs.</b>	<b>Profitable (YES / NO)</b>
1	<b>2019 - 20</b>		
2	<b>2020 - 21</b>		
3	<b>2021 - 22</b>		

We also declare that M/s <Bidder’s Name> have an Average Annual Turnover of Rs.\_\_\_\_\_ <INR\_\_\_\_\_Amount in Words> for the past Three Financial Years as per the audited report.

Thanking you,

(Signature, Name and Designation of the Authorized signatory of the Bidder)	(Signature and Name of the Chartered Accountant with Seal)
-----------------------------------------------------------------------------	------------------------------------------------------------



*“Request for Proposal (RFP) for “Carbon Neutral exhibition stall inculcating 5 elements of nature to represent Environment and Climate Change Department, Govt. of Maharashtra/MPC Board’s efforts by integrating Panchmahabhoota”*

#### **5.4 Format for Project Citation**

<b>Project Title:</b> <b>(Attach separate sheet for each Order)</b>	
Order date	
Name of Client	
Address	
Order Value in INR	
Type of Client (Government (State or Central) or Semi Government or Corporation or PSU or ULB)	
<b>Brief Description of Work:</b>	
Work Start Date	
Work Completion Date	
<b>Referrals (Client side): Provide one referral only.</b>	
<b>Name</b>	
<b>Designation</b>	
<b>Role in the Project:</b>	
<b>Contact Number</b>	

*Note:*

7. *The Bidder is required to use above formats for all the projects referenced by the bidder.*
8. *“Completion Certificate from Client” OR “Work Order/Purchase Order” shall be provided as supporting document for each project.*

(Name and Designation of the Authorized signatory of the Bidder)

Name:

Designation:

Seal:

Date:

Place:

Business Address:

*“Request for Proposal (RFP) for “Carbon Neutral exhibition stall inculcating 5 elements of nature to represent Environment and Climate Change Department, Govt. of Maharashtra/MPC Board’s efforts by integrating Panchmahabhoota”*

## **5.5 Format for Undertaking of “Non-Blacklisting”**

(To be submitted on the letterhead of the Bidder)

{Place, Date}

To,

**Member Secretary**

Maharashtra Pollution Control Board,  
Kalpataru Point, 3rd floor, Opp. PVR Cinema,  
Sion Circle, Sion, Mumbai-400 022

**Subject: Undertaking of Non-Blacklisting for– Submission of proposal in response “Request for Proposal (RFP) for “Carbon Neutral exhibition stall inculcating 5 elements of nature to represent Environment and Climate Change Department, Govt. of Maharashtra/MPC Board’s efforts by integrating Panchmahabhoota”**

**RFP Reference No:** MPCB/ JD (APC) / Exhibition – 01/ 2023

We, the undersigned, hereby declare that We are not under a declaration of ineligibility / banned / blacklisted by any State or Central Government / any other Government institutions in India for any reason as on last date of submission of the Bid or convicted of economic offence in India for any reason as on last date of submission of the Bid.

We hereby declare that

1. We have examined and have no reservations to the Bidding Documents, including Addenda issued, if any, in accordance with Instructions to Bidders.
2. We offer to execute in conformity with the Bidding Documents for providing of consulting services at GPs working under MPCB, Maharashtra State, Pune.
3. Our bid shall be valid for a period of 60 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.
4. If our bid is accepted, we commit to submit a performance security in accordance with the Bidding Documents.

We hereby also declare that

1. We are not convicted for any of the following offenses under the Prevention of Corruption Act, 1988; Or We have not been convicted under any Indian Penal Code or any law in force, for creating public injury to person or property or risk to public health as a part of execution of public procurement contract ; We have not been blacklisted/banned/debarred by any Government (State/Central) / Semi Government/ Corporation / PSU in India in last 3 years;
2. We have not violated the code of integrity in last 2 years;
3. Our Security Deposit or EMD or performance security deposit or any other deposit was not withheld (fully or partly) by the purchaser during any procurement process or contract execution undertaken by purchaser in last 2 years;

*"Request for Proposal (RFP) for "Carbon Neutral exhibition stall inculcating 5 elements of nature to represent Environment and Climate Change Department, Govt. of Maharashtra/MPC Board's efforts by integrating Panchmahabhoota"*

4. We have not withdrawn our bids post submission of the same. (maximum incidents are limited to 3)
5. If Owner / Partner / Director / Trustee of the organization is Owner / Partner / Director / Trustee of any other organization: We hereby declare that Our Owner / Partner / Director / Trustee are not Owner / Partner / Director / Trustee of any other organization which is presently blacklisted / Banned / Suspended by the Government / Semi-Government / PSUs, and any other organization to which the provisions of GoM GR dated 01.12.2016 are applicable.
6. We declare that we comply with all clauses mentioned under section 5.8.5 of Government of Maharashtra Government Resolution dated 01.12.2016.
7. We accept that in case of any irregularity, lapses, non-compliances, MPCBs decision shall be final and binding on us.
8. We accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.
9. We also accept that, if it is found that any of the information provided by us is proved wrong/ falsified/ deviated/ incorrect/ concealed from facts, our bid will be summarily rejected along with the blacklisting of our firm and forfeiture of our EMD/ PBG, as the case may be.

Yours sincerely, Authorized Signatory (Authorized person shall attach a copy of Authorization for signing on behalf of Bidding Company)

Full Name and Designation

**(To be submitted on non-judicial stamp paper of Rs. 100/-).**

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Signature of Notary (with official seal)

Name:

Designation:

Seal:

Business Address:

*“Request for Proposal (RFP) for “Carbon Neutral exhibition stall inculcating 5 elements of nature to represent Environment and Climate Change Department, Govt. of Maharashtra/MPC Board’s efforts by integrating Panchmahabhoota”*

## **6. Annexure-2: Documents for Financial Proposal**

<b>Format No.</b>	<b>Description</b>	<b>Submitted (Yes/No)</b>
Format 1	Commercial bid covering Letter	
Format 2	Commercial bid	

*“Request for Proposal (RFP) for “Carbon Neutral exhibition stall inculcating 5 elements of nature to represent Environment and Climate Change Department, Govt. of Maharashtra/MPC Board’s efforts by integrating Panchmahabhoota”*

## **6.1 Commercial Proposal Cover Letter**

(To be submitted on the letterhead of the bidder)

{Place, Date}

To,

**Member Secretary**

Maharashtra Pollution Control Board,  
Kalpataru Point, 3rd floor, Opp. PVR Cinema,  
Sion Circle, Sion, Mumbai-400 022

Tel:

Mail id:

**Subject: Commercial Proposal Cover Letter for- “Request for Proposal (RFP) for “Carbon Neutral exhibition stall inculcating 5 elements of nature to represent Environment and Climate Change Department, Govt. of Maharashtra/MPC Board’s efforts by integrating Panchmahabhoota”**

**RFP Reference No:** MPCB/ JD (APC) / Exhibition – 01/ 2023

Dear Sir,

We, the undersigned Bidders, having read and examined in detail all the bidding documents in respect of “Request for Proposal (RFP) for “Carbon Neutral exhibition stall inculcating 5 elements of nature to represent Environment and Climate Change Department, Govt. of Maharashtra/MPC Board’s efforts by integrating Panchmahabhoota” do hereby propose to provide Services as specified in the bidding documents.

1. **Price and Validity:** All the prices mentioned in our Bid are in accordance with the terms as specified in the bidding documents. All the prices and other terms and conditions of this Bid are valid for a period of 180 days from the last date of submission of the Bids. The prices we have offered, will remain fixed and subject to price escalation mention in the RFP during the period of Contract.
2. **Taxes:** We are an entity registered in India and do hereby confirm that our bid price is exclusive of all applicable taxes (i.e. GST). All relevant/ applicable taxes would be considered for reimbursement on actuals as per MPCB’s discretion and prevailing Government laws
3. **Deviations:** We hereby declare that all terms and conditions mentioned in the RFP (all volumes, annexures and corrigendum’s) are acceptable to us without any deviations and all the services shall be performed strictly in accordance with the bid documents
4. **Unit Rates:** We have indicated in the relevant Annexures enclosed, the unit rates for the purpose of an account of payment as well as for price adjustment, in case of any increase / decrease from the scope of work under the contract.

*"Request for Proposal (RFP) for "Carbon Neutral exhibition stall inculcating 5 elements of nature to represent Environment and Climate Change Department, Govt. of Maharashtra/MPC Board's efforts by integrating Panchmahabhoota"*

5. Bid Price: We declare that our Bid Prices, exclusive of all applicable taxes, duties, and GST are for the entire scope of the work and requirements as specified in the Bid documents.
6. We hereby declare that our Bid is made in good faith, without collusion or fraud and the information contained in the Bid is true and correct to the best of our knowledge and belief. We also understand that if our bid is conditional in any way, it shall be summarily rejected.
7. We understand that our Bid is binding on us and that you are not bound to accept a bid you receive.
8. We confirm that no Technical information or deviations are attached here with this Commercial offer.

Yours faithfully,

(Name and Designation of the Authorized signatory of the Bidder)

Name:

Designation:

Seal:

Date:

Place:

Business Address:

## **6.2 Format for Commercial Bid**

1. The totals of the DETAILED PRICE BID should reflect and match the respective columns in the SUMMARY PRICE BID. In case of any discrepancies, the lower of the two will be considered. In case there is more than ONE discrepancy, the bid will be considered as invalid / non-responsive and will not be considered for further process.
2. The rates quoted should be WITHOUT taxes and would be considered as such. The Taxes should be indicated separately.
3. The Price BID will be considered without taxes for comparison purposes. The taxes will be paid extra at actuals at the time of invoice.

## **DETAILED PRICE BID**

### **A. Cost of Common Deliverables at State Level**

<b>S. No.</b>	<b>Details/Items</b>	<b>Specification</b>
1.	Creation of pavilion	8 x 8m stall with detailing (wooden flooring/ pillars, sustainable design etc.)
2.	Beautification of pavilion / stall	Using environment friendly material (trees/ plants/ flowers/ decoration using recycled material) to integrate with the concept of five elements
3.	Infrastructural requirement	Tables / chair / curtains / backdrops and other necessary equipment
4.	Solar panel for energy efficient stall	Solar panel of required capacity to be installed to make the stall energy efficient and no conventional energy to be used.
5.	Standeers / Hoarding / Posters to be displayed	100 Nos. to be made in 1inch square pipes of size 3 x 2 mtrs
6.	Brochure, Fliers, handouts, danglers for information dissemination regarding MPCB’s various activities and initiatives	Create design & concept as well as writing technical content for brochure. Printing 100Nos with minimum 10 pages each brochure.
7.	Welcome kit	@ 250 including a pocket diary, brochure, stationary and a souvenir with sustainable materials
8.	LED Display	4 x 3 meters for 6 days
9.	Audio visual arrangements	Speakers, mics etc
10.	Photography and videography	Cinematic and traditional digital coverage, photography to represent 6 days
11.	Digital Displays / laptops	Minimum 6 numbers
12.	Physical model representing nature-based technologies / innovations for Jal	Minimum 8x2x1.2 mtr. nature based technology/solution supported by MPCB (transparent material may be used)
13.	Physical model representing nature-based technologies / innovations for Vayu	A model representing Fumigation / other experiments supported by Environment and Climate Change Department, Govt. of Maharashtra/MPC Board
14.	Physical model representing nature-based technologies / innovations for Agni	A model representing Alternative fuel / energy conservation / EV initiatives by Environment and Climate Change Department, Govt. of Maharashtra/MPC Board / or non-motorized transport
15.	Physical model representing nature-based technologies / innovations for Akash	Installation of Solar Panels for minimum 3KW or as per requirement to offset excess carbon estimated for the stall and its elements in a period of 6 – 9 months
16.	Physical model representing nature-based technologies / innovations for Prithvi	Environment and Climate Change Department, Govt. of Maharashtra/MPC Board’s initiatives for protection of earth in



*“Request for Proposal (RFP) for “Carbon Neutral exhibition stall inculcating 5 elements of nature to represent Environment and Climate Change Department, Govt. of Maharashtra/MPC Board’s efforts by integrating Panchmahabhoota”*

		terms of mass plantation / remediation efforts
17.	Other Sustainable design adopted	Details to be provided if any
18.	Computation of C footprint	Compute and present Carbon footprint of this activity
19.	Carbon offset options	Implement offset before the event
20.	Represent sustainable stall data	Represent reductions and offset values on digital platform preferably live if possible
21.	Human Resource requirement at stall (min 10 including 1, team leader, 1 design/creative expert, 1 communication expert, 2 representatives, 2 managers, 3 support staff)	To engage representation of concept, data and initiatives at the stall for 10 days
22.	Travelling, Lodging Boarding, food and commute arrangements of all personnels representing stall	For 10 days
23.	Miscellaneous	If any
	<b>Total cost (Exclusive of Taxes)</b>	

**TOTAL COST OF THE BID (GRAND TOTAL) IN WORDS: Rs. \_\_\_\_\_**

**Note:**

**1. GST / other taxes shall be charged extra as applicable.**

**2. Price Breakup for Individual Cost shall be submitted separately.**

## 7. Annexure-3: Other Documents/Formats

Document 1	Format for Pre-Bid Queries
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### 7.1 Format for Pre-Bid Queries

<< To be printed on Bidder Company’s Letter Head and Signed by Authorized Signatory)

To,

**Member Secretary**

Maharashtra Pollution Control Board,  
Kalpataru Point, 3rd floor, Opp. PVR Cinema,  
Sion Circle, Sion, Mumbai-400 022

Dear Sir,

**Subject: Pre-bid queries for-** “Request for Proposal (RFP) for “Carbon Neutral exhibition stall inculcating 5 elements of nature to represent Environment and Climate Change Department, Govt. of Maharashtra/MPC Board’s efforts by integrating Panchmahabhoota”

**RFP Reference No:** MPCB/ JD (APC) / Exhibition – 01/ 2023

With reference to the subject RFP, please find below pre-bid clarifications request.

**Clarification Requested by:**

Name	
Designation	
Company	
Address	
Contact Number	
e-mail ID	
Date	

**Clarifications Requested:**

Sr.	RFP Document Reference(s) (Clause No.)	Pg. No.	Content of RFP requiring Clarification(s)	Points of clarification
1.				

*Note: Bidders are requested to provide the queries in MS Excel format*

Thanking you,

(Name and Designation of the Authorized signatory of the Bidder)

Name:

Designation:

Seal:

Date:

Place:

Business Address:

## **Section III- Other Information**

## **8. Annexure-4: Draft Conditions of Contract**

This AGREEMENT is made at \_\_\_\_\_, Maharashtra, on this \_\_\_\_ day of, \_\_\_\_ 2021,

BETWEEN

<<Insert Designation of Authorized Signatory>> Maharashtra Pollution Control Board, Government of Maharashtra, having its office at Kalpataru Point, 3<sup>rd</sup> Floor, opposite PVR Cinema, Sion Circle, Sion, Mumbai -400022, Maharashtra India hereinafter referred to as '*MPCB*' or "*First Part*" which expression shall, unless the context otherwise requires, include its permitted successors and assigns

And

<<\*\*\*>>, a Company incorporated under the *Companies Act, 1956*, having its registered office at <<\*\*\*>> (hereinafter referred to as "*Party*" or "*Second Part*" which expression shall, unless the context otherwise requires, include its permitted successors and assigns).

Each of the parties mentioned above are collectively referred to as the '*Parties*' and individually as a '*Party*'

Whereas:

Whereas MPCB has envisaged "Request for Proposal (RFP) for "Carbon Neutral exhibition stall inculcating 5 elements of nature to represent Environment and Climate Change Department, Govt. of Maharashtra/MPC Board's efforts by integrating Panchmahabhoota" (hereinafter referred to as the "said Project");

And whereas MPCB has published the RFP to seek services of a reputed Agency for "Request for Proposal (RFP) for "Carbon Neutral exhibition stall inculcating 5 elements of nature to represent Environment and Climate Change Department, Govt. of Maharashtra/MPC Board's efforts by integrating Panchmahabhoota";

And whereas M/s. ----- has submitted its proposal for "Request for Proposal (RFP) for "Carbon Neutral exhibition stall inculcating 5 elements of nature to represent Environment and Climate Change Department, Govt. of Maharashtra/MPC Board's efforts by integrating Panchmahabhoota";

And whereas MPCB and M/s. ----- have decided to enter into this Agreement on the terms and conditions stipulated hereinafter.

NOW, THEREFORE, THIS AGREEMENT WITNESSETH and the parties hereto hereby mutually agree as follows:-

*“Request for Proposal (RFP) for “Carbon Neutral exhibition stall inculcating 5 elements of nature to represent Environment and Climate Change Department, Govt. of Maharashtra/MPC Board’s efforts by integrating Panchmahabhoota”*

The Agreement shall consist of this Contract Form and the following documents and the exhibits, drawings, specifications and other documents referred to therein (hereinafter the ‘Contract Documents’), all of which by this reference are incorporated herein and made part hereof:

1. Notification of Award / Work Order
2. RFP / Tender Form
3. Scope of Work as given in the RFP / Tender Document.
4. Project & Payment schedule as given in the RFP / Tender Document.
5. Terms & Conditions of Contract as given in the RFP / Tender Document.
6. Service Level Agreement (SLA) as given in the RFP / Tender Document.
7. Technical proposal of Tenderer.
8. Financial Proposal

This Agreement sets forth the entire contract and agreement between the parties pertaining to “Request for Proposal (RFP) for “Carbon Neutral exhibition stall inculcating 5 elements of nature to represent Environment and Climate Change Department, Govt. of Maharashtra/MPC Board’s efforts by integrating Panchmahabhoota” and supersedes any and all earlier verbal or written agreements. This agreement shall prevail over all other Contract Documents. In the event of any discrepancy or inconsistency within the contract documents, then the documents shall prevail in the order listed above.

In consideration of the payments to be made by the Corporation to the Agency as hereinafter mentioned, the Agency hereby covenants with the Purchaser to maintain and operate the entire proposed solution and to remedy defects therein in conformity in all respects with the provisions of the Contract. The Contract Price or such other sum as may become payable under the provisions of the agreement shall be at the times and in the manner prescribed in the Agreement.

Any notice under this agreement shall be in the form of letter, fax. Notices to either party will be given at such address/addresses as such party shall specify from time to time by written notice to the other. In the absence of such notice to the contrary, notice to the Purchaser shall be properly addressed to:

To,  
Member Secretary  
Maharashtra Pollution Control Board,  
Kalpataru Point, 3rd floor, Opp. PVR Cinema,  
Sion Circle, Sion, Mumbai-400 022

and notice to the Agency shall be properly addressed to:

---

A notice shall be effective when delivered or on the notice’s effective date, whichever is later.

*"Request for Proposal (RFP) for "Carbon Neutral exhibition stall inculcating 5 elements of nature to represent Environment and Climate Change Department, Govt. of Maharashtra/MPC Board's efforts by integrating Panchmahabhoota"*

IN WITNESS WHEREOF the parties hereto have caused this agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed and delivered

By -----

Member Secretary

For and on behalf of MPCB

Signed, sealed and delivered

By -----

For and on behalf of the "Agency",

Witnesses:

(1)

(2)

NOW THEREFORE, in consideration of the mutual covenants, promises, assurances, representations and provisions set forth herein, the Parties hereto agree as follows:

<< Scope of Work, Solution Overview, Project & Payment Schedule, Terms & Conditions as specified above in the RFP document>>

Note:

1. The stamp duty payable for the contract shall be borne by the Agency
2. The above Draft Master Service Agreement is only indicative description of the contract agreement. However, the actual contract agreement shall be finalized and notified by the Purchaser after final selection of the Agency

## **9. Annexure-5: Information about e-tendering process**

### **INSTRUCTIONS TO BIDDERS FOR e-Tendering**

1. The complete bidding document shall be published on <https://mahatenders.gov.in> for the purpose of downloading. The downloaded bidding document shall be considered valid for participation in the electronic bidding process (e-Procurement/ e-Tendering) subject to the submission of required tender/ bidding document fee through e-Tendering Online Payment Gateway mode only.
2. To participate in online bidding process, Bidders must procure a Digital Signature Certificate (Class - II) as per Information Technology Act-2000 using which they can digitally sign and encrypt their electronic bids. Bidders can procure the same from any CCA approved certifying agency. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.
3. Bidders are also advised to refer "Bidders Manual Kit" available in this document or at <https://mahatenders.gov.in> for further details about the e-tendering process.
4. Bidder is advised to study this RFP document carefully before submitting their proposals in response to the RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.
5. Note-
  - e. Earnest Money Deposit: - can be paid through Online Payment mode only..
  - f. All eligible/ interested Bidders are required to be enrolled on portal <https://mahatenders.gov.in> before downloading tender documents and participate in e-tender process for this Tender. Bidders are requested to contact the telephone numbers provided on maha-tenders portal in case of any doubts/ information/difficulty regarding online enrolment or e-tendering process.
  - g. Bidders should submit the document related to tender online. Tender Fee of INR 5,000/- (including taxes) and Earnest Money Deposit (EMD) should be credited in to MPCB fund account by online payment gateway, before submission of tender response otherwise Bidders cannot participate in tender process. Other instructions can be seen in the tender form. All or any one of the tenders may be rejected by competent authority.
  - h. The Electronic tendering system for MPCB will be available on the URL <https://mahatenders.gov.in>.

Note: Prospective Bidders may visit MPCB Office for any further information / clarification regarding this RFP on prior appointment during working hours till the date of bid submission

*“Request for Proposal (RFP) for “Carbon Neutral exhibition stall inculcating 5 elements of nature to represent Environment and Climate Change Department, Govt. of Maharashtra/MPC Board’s efforts by integrating Panchmahabhoota”*

### **PREPARATION & SUBMISSION OF BIDS**

The Bids (Technical as well as Commercial) shall have to be prepared and subsequently submitted online only. Bids not submitted online will not be entertained.

### **EARNEST MONEY DEPOSIT (EMD)**

Bidders are required to pay Tender Fees and Earnest Money Deposit through Online Payment modes i.e. **Net Banking** during Bid Preparation Stage.

This payment will not be accepted by the department through any offline modes such as Cash, Cheque or Demand Draft.

If for any reason a bidder fails to make this payment through online modes, system won't allow the bidder to complete Bid Preparation stage resulting in his/her elimination from Online Bidding Process.

In case EMD is mandatory to all the bidders for a tender, offers made without EMD shall be rejected.

In Bid Preparation stage, bidders get access to Online Technical and Commercial Envelopes where they require uploading documents related to technical eligibility criteria and quote commercial offer for the work / item in respective online envelopes.

### **TECHNICAL BID**

Following documents should be uploaded in Online Technical Envelope (T1) in PDF format. The list of documents for Technical Envelope is as follows:

<b>Sr. No.</b>	<b>List of Documents</b>	<b>Compulsory / Additional</b>
1	Covering Letter along with its annexure as per Format in EXHIBIT 1	Compulsory
2	Attested copy of Power of Attorney	Compulsory
3	Proof of Purchase of RFP	Compulsory
4	Proof of EMD	Compulsory
5	Certificate of incorporation / Registration	Compulsory
6	GST Registration certificate	Compulsory
7	Copies of documents in compliance of Minimum Eligibility Section 3.22	Compulsory
8	Technical Proposal	Compulsory
9	Details of Resources to be deployed	Compulsory
10	Covering Letter As per Format in EXHIBIT 2	Compulsory
11	Additional documents (if any)	