



# HOWRAH MUNICIPAL CORPORATION

## CONSERVANCY DEPARTMENT

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Memo No. 01/EE/Cons./25-26

Dated: - 05/04/2025

### NOTICE INVITING FOR REQUEST FOR PROPOSAL (RFP)

In the interest of Public Administration, Executive Engineer (Conservancy), Howrah Municipal Corporation invites RFP from reputed resourceful & bona-fide Contractors/ Firms having previous experience in similar nature of job as per particulars given below. Intending participants will have to apply with self-attested photocopies of valid Pan Card, GST, P.T, ITR, Trade License along with proper credentials of similar nature of works **with a satisfactory completion certificate from the respective Competent authority.**

**Name of work:** Repairing of existing Compactor (PART A) &  
Annual Operation and Maintenance (Part B) of:

- 2 nos. 10.50 Cu m capacity portable compactor.
- 1 no. Hook Loader

**Address:** Belilious Road and East West Road Crossing.

**Here's a breakdown of the key elements for the RFP;**

#### **1. Background & Project Overview:**

- **Location:** Belilious Road and East West Road Crossing.
- **Project:** Repairing of the existing compactor station for convert it operative (PART A) and further maintenance (Part B).
- **Purpose:** To ensure the compactor station operates efficiently and reliably, contributing to effective solid waste management.
- **Project Scope:** This RFP covers in two parts: Part A is for make the compactor station operative and Part B is for the maintenance of the compactor station, including but not limited to:
  - Preventive maintenance.
  - Repairs and replacements of components.
  - Ensuring the compactor station is operational and functional.
  - Regular inspections and assessments.
  - Documentation and reporting of maintenance activities.

#### **2. Scope of Work:**

##### **For part A**

- **Inspection of the compactor station:** Before submitting the proposal there is a scope for inspection of the existing compactor station.
- **Repair and Replacement:** Proposals should outline procedures for identifying, diagnosing, and repairing faults or failures, including the sourcing and installation of replacement parts.
- **Safety:** Proposals should demonstrate a commitment to safety, including procedures for handling hazardous materials and ensuring the safety of personnel.

*clay* *05/04/2025*



## For Part B

- **Detailed Maintenance Plan:** Proposals should include a detailed maintenance plan outlining the frequency, type, and scope of maintenance activities.
- **Preventive Maintenance:** Proposals should include a comprehensive preventive maintenance schedule to minimize downtime and ensure long-term reliability.
- **Repair and Replacement:** Proposals should outline procedures for identifying, diagnosing, and repairing faults or failures, including the sourcing and installation of replacement parts.
- **Emergency Response:** Proposals should include a plan for responding to breakdowns or emergencies, including procedures for contacting the vendor and ensuring prompt repairs initially for make the compactor station operative
- **Documentation and Reporting:** Proposals should outline procedures for documenting maintenance activities, including work orders, inspection reports, and spare parts inventory.
- **Safety:** Proposals should demonstrate a commitment to safety, including procedures for handling hazardous materials and ensuring the safety of personnel.
- **Operation:** Disposal of the garbage is to be done at both Dhapa Processing Site of KMC and RWMC Baidyabati.

### 3. Vendor Requirements:

- **Experience:** Vendors should demonstrate experience in maintaining similar compactor stations or solid waste management equipment.
- **Technical Expertise:** Vendors should possess the necessary technical expertise to perform the required maintenance tasks.
- **Resources:** Vendors should have the necessary resources, including personnel, tools, and equipment, to perform the required maintenance tasks.
- **Financial Stability:** Vendors should demonstrate financial stability and the ability to meet the project requirements.
- **Insurance:** Vendors should have adequate insurance coverage to protect against potential liabilities.

### 4. Proposal Submission:

- **Format:** Proposals should be submitted in **two parts (PART A & Part B):** in two bid formats, i.e., technical & other details in one closed envelop and item wise financial bid in other. One for operative the existing compactor station (**PART A**) and other for maintenance for the same (**PART B**). It should be a clear and concise format, following the guidelines outlined in the RFP document. Separate rate is to be quoted for disposal of garbage for each place.
- **Deadline:** Proposals should be submitted by 21 days from date of issue.
- **Contact Information:** Vendors should contact [Insert Contact Information] for any questions or clarifications regarding the RFP.

### 5. Evaluation Criteria:

- **Technical Competence:** The technical competence of the vendor, including their experience, expertise, and resources.
- **Maintenance Plan:** The comprehensiveness and effectiveness of the proposed maintenance plan.  
**Cost:** Cost for Part A for operative of the Existing Compactor station & for PART B for the overall cost of the proposed maintenance services in separate format with detail analysis. Separate rate is to be quoted for disposal of garbage for each place.
- **Financial Stability:** The vendor's financial stability and ability to meet the project requirements.



## 6. Contract Terms:

- **Duration:** The contract duration for PART A; one month & for PART B; maintenance should be one year.
- **Performance Guarantees:** The contract should include performance guarantees to ensure the vendor meets the project requirements.
- **Reserve of Rights:** HMC has the right to cancel the contract without any prior notice.

**N.B.:** Defect liability period; it would also be guided by the PWD Notification no. 5951-PW/L&A/2M-175/2017 dated 02/11/2017 read with Notification No5784-PW/L&A/2M-175/2017 dated, 02/09/2017 & Notification no.52-CRC/2M-06/2014, dated, 27/12/2014.

**Last date for submission of the RFP as noted above in two sealed envelopes, one for PART A & other for PART B (including disposal of the garbage at two places separately) is 28 /04/2025 up to 4.00 p.m inside the dedicated box at the chamber of the undersign.**

**2% of the tendered (quoted) amount in total (Part A+ Part B [whichever is more]) is to be submitted as Earnest Money.**

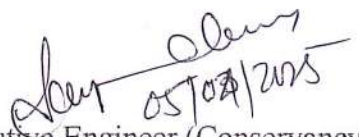
sd/-  
Executive Engineer (Conservancy)  
Howrah Municipal Corporation

**Memo No. 01/(1-12)/EE/Cons./24-25**

**Dated: - 05/04/2025**

**Copy forwarded for information & necessary action to:**

(1) Commissioner, HMC,(2) C.O.F., H.M.C. (3)Secretary,H.M.C., (4)Executive engineer (I.T.) (5) Sabhadhipati Zilla Parishad, Howrah ,for circulation in Notice Boards (6) Chief Engg. HIT, 19, G.T. Road, Howrah, for circulation in Notice Boards, (7) Asst .Engg. PWD, Howrah, Sub Divn. No. I, 2, M.G. Road, Howrah, for circulation in Notice Boards (8) Secretary's Department (General) - For Paper Publication, (9) I.T. Department, HMC for publication in website, (10) R.A.O, HMC (Govt. Audit), (11) All Notice Boards, of H.M.C. Central Office (12) Office Copy.

  
Executive Engineer (Conservancy)  
Howrah Municipal Corporation