

# REQUEST FOR QUOTATION (RFQ)



RFQ Reference: 8.8.4- Deliver a 30MT Cold Room at Rourkela, Odisha, India	Date: 20 January 2023
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## SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

- Section 1: This request letter
- Section 2: RFQ Instructions and Data
  - Annex 1: Schedule of Requirements
  - Annex 2: Quotation Submission Form
  - Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Name: Procurement team  
Title: UN SDG Action Campaign  
Date: 20/01/2023

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p><b>06 February 2023 at 12:00 pm New York Time.</b></p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Dedicated Email Address:</p> <p>Bid submission address: <a href="mailto:sdgaction.procurement@undp.org">sdgaction.procurement@undp.org</a></p> <ul style="list-style-type: none"><li>▪ File Format: pdf</li><li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li><li>▪ All files must be free of viruses and not corrupted.</li><li>▪ Max. File Size per transmission: 20 MB</li><li>▪ Mandatory subject of email: 8.4.8- RFQ- Deliver a 30MT cold room</li><li>▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y.”</li><li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li><li>▪ The bidder should receive an email acknowledging email receipt.</li><li>• Insert BU Code and Event ID number</li></ul> <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <a href="https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders">https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders</a></p>
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>

<b>Conflict of Interest</b>	<p>UNDP requires <b>every prospective Supplier to</b> avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for Works</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 17 days</p> <p><input type="checkbox"/> Others [pls. specify]</p>
<b>Eligibility</b>	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its ultimate beneficial owners, employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative</p>
<b>Currency of Quotation</b>	Quotations shall be quoted in Indian rupees
<b>Joint Venture, Consortium or Association</b>	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
<b>Only one Bid</b>	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</p>

	<p>d) they are subcontractors to each other’s Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</p> <p>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p>
<b>Duties and taxes</b>	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
<b>Language of quotation</b>	<p>English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input checked="" type="checkbox"/> Company Profile.</p> <p><input checked="" type="checkbox"/> Registration certificate/ GST Certificate / Company PAN Card / MSME Aadhaar;</p> <p><input checked="" type="checkbox"/> List and value of projects performed for the last 5 years plus client’s contact details who may be contacted for further information on those contracts;</p> <p><input checked="" type="checkbox"/> List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project;</p> <p><input type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 3clients in terms of Contract value in similar field;</p> <p><input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel;</p> <p><input checked="" type="checkbox"/> Other As per Annex 1: Schedule of Requirements</p>
<b>Quotation validity period</b>	<p>Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.</p>
<b>Price variation</b>	<p>No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.</p>
<b>Partial Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes</p>
<b>Alternative Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted</p> <p>If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, <a href="#">Click or tap here to enter text.</a> reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote”</p>
<b>Payment Terms</b>	<p><input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p>
<b>Conditions for Release of Payment</b>	<p><input checked="" type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation</p> <p><input checked="" type="checkbox"/> Passing all Testing [specify standard, if possible]</p> <p><input checked="" type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible]</p> <p><input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements</p> <p><input type="checkbox"/> Others</p>
<b>Contact Person for correspondence, notifications</b>	<p>E-mail address: <a href="mailto:sdgaction.procurement@undp.org">sdgaction.procurement@undp.org</a></p> <p>Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

<b>and clarifications</b>	
<b>Clarifications</b>	<b>Requests for clarification from bidders will not be accepted any later than 31 January 2023.</b> Responses to request for clarification will be communicated via email by 01 February 2023
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others Click or tap here to enter text.
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> <a href="#">Contract Face Sheet</a> (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> <a href="#">Contract for Works</a> <input type="checkbox"/> Other Type/s of Contract [pls. specify]
<b>Expected date for contract award.</b>	14 February 2023
<b>Publication of Contract Award</b>	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

**ANNEX 1: SCHEDULE OF REQUIREMENTS:**

**DELIVERY OF ONE COLD ROOM (30 METRIC TON CAPACITY)**

**I. BACKGROUND AND RATIONALE**

UNDP is seeking to engage a company to deliver the first of the Cold Rooms of the Rourkela Cold Rooms Project according to the specifications provided by the Rourkela Municipal Corporation. The Cold rooms project aims to address the high rates of difficult conditions experienced by street vendors, including exposure to extreme weather, multiple drivers of cost that reduce the viability of low-volume production as well as a marketplace void of clear market signals.

These vendors struggle to make informed decisions on how to produce and sell, resulting in high volumes of food wastage or distressed selling, significantly impacting on the stability and viability of their livelihoods. In order to improve economic (and other) outcomes for Rourkela’s farmers, it is critically important to provide these vendors with both the infrastructure and market conditions needed to help drive down drivers of cost, improve stability in pricing, and drive increased volume of production.

Led by the Rourkela Municipal Corporation in cooperation with UNDP, the Rourkela Cold room project will deliver an integrated model with both technological and economic innovation that seeks to build these required conditions for vendors (and other people reliant on the market) by:

- a) Building cold-storage units in outdoor marketplaces, providing farmers with short-term solutions to address the weather conditions and respond to high volume harvests that have no storage space to be conserved harvest;
- b) Creating a link between farmers and the market of buyers, providing increased stability in sale price and volume capacity;
- c) Building capability of women’s self-help groups (SHGs) to operate these cold rooms, and as a consequence, build stable income for vulnerable women and their families.

The project has been divided in three different phases as follows:

- 1. Design of technical specifications for the cold rooms
  - Specification of the type of fruits, vegetables and other commodities that can be safely stored in the cold rooms.
  - Preparation of temperature chart for all the storage conditions.
  - Analysis of cooling load and annual energy consumption for each of the cold room units.
  - Design specification of each cold room unit, including dimensions of floor, wall, roof, thickness of puff panels, number of compartments, etc.
  - Design of cooling units, including cooling load analysis, thermal storage, compressors, evaporator, sensors management and others.
  - Design of interior rack system for each cold room.
  - Design of a model outside space to be used as a shop for the women groups to sell their products
  - Design specification of solar PV systems and structural components for each Unit
  - Listing out any other necessary items to be purchased (chair, table, computer, weighing machine, camera, others) for normal operation of the cold rooms.
- 2. Construction Work of Common Facilitation Centre
  - The Common Facilitation Centre will be a marketplace for women’s self-help groups (SHGs) to sell products like vegetables, fruits, dairy products, and other products like pappads, pickles, cookies, oil, candles, phenyl, etc. Members of women self-help groups would manage the centre where customers can come and get the products of their choice.
- 3. Delivery of a 30 metric ton (MT) cold storage room and to provide maintenance service for 5 years
  - The 30 MT cold storage room consists of 3 individual chambers of 10 MT with independent cooling control and thermal storage backup. Cold storage room will be used by farmers/ vendors to keep vegetables, fruits, and other produces. The cold storage room will be operated by women self-help groups.

**II. PROJECT SUMMARY**

UNDP is seeking a company to implement phase 3: delivery of a 30 metric ton (MT) cold storage room and to provide maintenance service for 5 years for the Global Mayors Challenge Rourkela Cold rooms project.

**1) Location**



The project site is part of the Traffic Gate Market in the Rourkela city. The coordinates of the proposed site are 22.22284, 84.8652 and the project location is marked in the figure 1 Project Site Location Map.

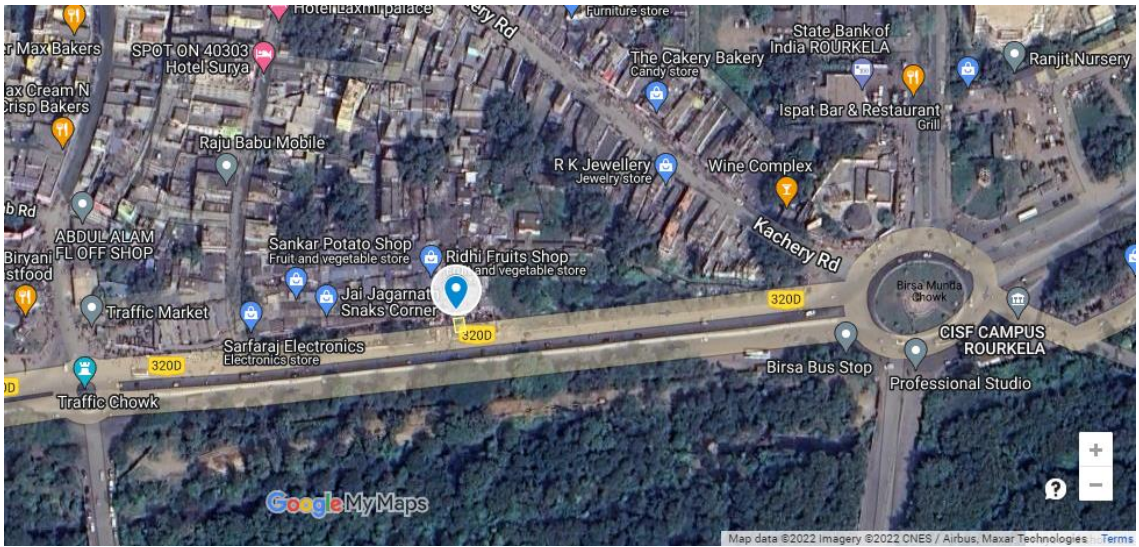


Figure 1 Project Location Map

2) Site Condition

The following site conditions will be ready by the Rourkela Municipal Corporation (RMC) therefore are not to be delivered by the supplier.

- i. The concrete flooring onto which the cold rooms must sit to be a levelled and even surface.
  - ii. Drainage system to evacuate the water coming from the cold room as a result of defrosting/ condensation should be in place.
  - iii. The three-phase 440V power supply to the project site.
- Note: Please refer to Figure 2: Layout of the project site to understand the dimensions of the project site.

3) Layout

Below is the tentative layout of the cold room with associated thermal storage backup. The successful bidder will need to understand that this is a preliminary layout hence the dimension and orientation of the cold room can be modified as per actual site condition. Any modification in the layout shall be incorporated without any time or cost implication for the project. The white boxes represent the area allocated for the cold room and the grey boxes for the thermal storage system.

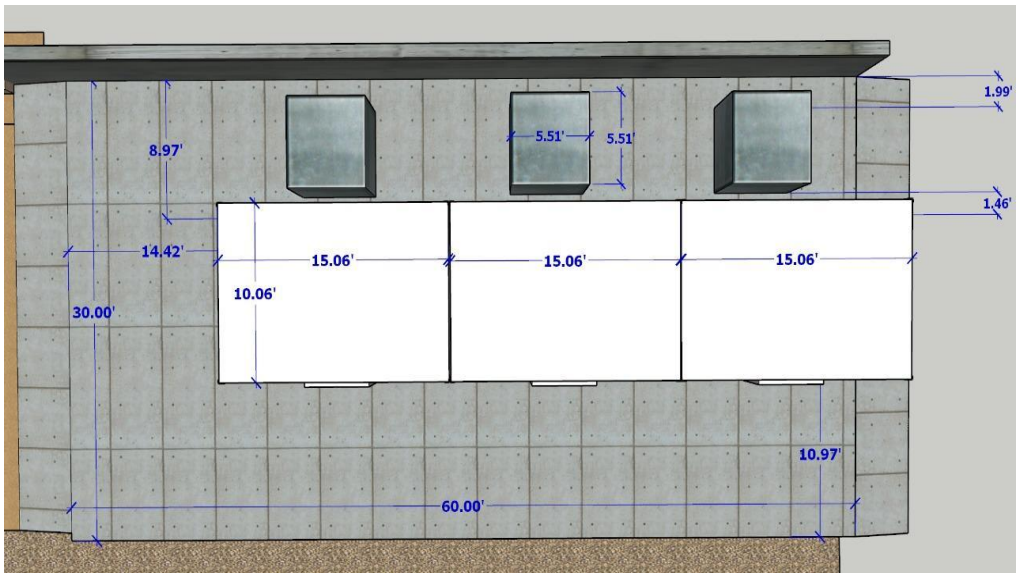


Figure 2: Layout of the project site

4) Optional Site visit

To have a better insight about the project an optional site visit will be taking place. The time and place will be on the 26 of January 2023 at 10 am at Rourkela, Odisha, India.

In case the contractor would like to attend please send an email confirmation to: [sdgaction.procurement@undp.org](mailto:sdgaction.procurement@undp.org) before the date and time that the site visit will take place so the exact address can be shared with you and your team.

Please note that the attendance is at the sole expense of the prospective bidder.

III. SCOPE OF WORK

The Scope of work and supply given herein is for phase 3: delivery of a 30 metric ton (MT) cold storage room and to provide maintenance service for 5 years.

It describes the minimum requirements and guidelines to the Contractor for the complete engineering, supply and procurement of materials and supervision of fabrication, erection, testing, pre-commissioning, commissioning and 5-year maintenance service for 30MT Cold Room under the Global Mayor Challenge Project for Rourkela Municipality Corporation of Rourkela City, Odisha, India. The successful bidder will work under the supervision of the Project Management Unit (PMU) of the Rourkela Municipal Corporation (RMC).

Supply and install one Cold Room which includes 3 inside chambers of 10 MT each and a Thermal Storage Backup.

The scope is as follows:

Activities		Description
1.	<ul style="list-style-type: none"><li>To develop a detailed eight (8) week work schedule to achieve the general objective.</li><li>To finalize the design layout, the engineering documents, and the list of Materials (As per table 1 and any extras that might be needed).</li><li>To deliver a bank guarantee and insurance as indicated in the contract</li></ul>	The provision of the delivery of a 30 metric ton (MT) cold storage room and maintenance service for 5 years is determined by the Project Management Unit (PMU) of the Rourkela Municipal Corporation (RMC), complying with the standards, specifications and characteristics of materials, construction systems, fixed equipment, execution deadlines, costs to ensure compliance in time, form and within the budget.
2.	<ul style="list-style-type: none"><li>Inspection clearance by the client at the factory and dispatch of material to the site.</li></ul> <p>Note: the quantities and materials are established in Table 1, the provider must make sure to maintain their quality.</p>	
3.	<ul style="list-style-type: none"><li>To deliver the quantities and materials established in Table 1 to the project site.</li></ul>	
4.	<ul style="list-style-type: none"><li>To execute the contract in accordance with the provisions of the terms and conditions stipulated in the same including any amendments.</li><li>To deliver the finished work (one Cold Room which includes three (3) inside chambers of 10 MT each and a Thermal Storage Backup).</li><li>To deliver as-built drawings of the finished project.</li><li>To provide training for the Rourkela Municipal Corporation staff to operate and maintain the equipment.</li></ul>	
5.	<ul style="list-style-type: none"><li>To provide insurance of the entire system from theft, natural calamities, fire hazards for 5 years from the project handover to RMC.</li><li>To execute a 5-year onsite warranty for manufacturing defects for the entire cold room systems</li><li>To provide scheduled and corrective maintenance service for 5-year for the entire cold room systems.</li></ul>	

IV. UNDP / PROJECT MANAGEMENT UNIT (PMU) OF THE ROURKELA MUNICIPAL CORPORATION (RMC) RESPONSIBILITIES

- To establish a responsible area and a focal point (1) for the administration of the contract.
- Rourkela Project Management Unit will have a person in charge of supervising the progress and reception of the work.



- The site supervisor / focal point will accompany the delivery process of the contracted goods and services.
- The site supervisor shall review and authorize the work performed and adjustments to the work.
- To ensure the correct execution of the contract, verifying that the contractual obligations are fulfilled to satisfaction within the agreed terms.
- Any modification or adjustment to the work must be previously validated by the focal point and registered and approved by Rourkela Project Management Unit through an amendment to contract, which must be signed by both parties. The Supplier shall not process any order not stipulated in the contract, or any applicable amendments.
- Once the work has been completed, the Supplier shall communicate this fact to Rourkela Project Management Unit, so that it can verify the proper completion of the work and proceed to its physical reception with the opinion of the work supervisor.
- Once the works have been physically and duly received, Rourkela Project Management Unit will initiate the payment process according to the contract.
- To manage payments to the supplier in a period not exceeding 30 calendar days after receipt of the invoice and approval of the services received.

## **V. CONTRACTOR RESPONSIBILITIES**

- Comply with the object of the contract, in the terms established in this invitation and in accordance with what is offered in its bid.
- To finish work within the time established in the contract.
- To maintain during the execution of the contract, the personnel presented in its bid. The change of any of the persons that make up the proposed work team must be previously authorized by the contract Project Management Unit (PMU) of the Rourkela Municipal Corporation (RMC). Their replacement may only be made by professionals with the same or higher profile.
- The firm shall have the minimum key personnel with expertise as below for carrying out the work on-site.
  - a. Site Project Manager (full-time) with 10-year experience in the Civil/ electrical and cold storage domain.
  - b. Site Project Engineer/ Foreman (full-time) with 5-year experience in the Civil/ electrical and cold storage domain.
  - c. Senior Technician (full-time) with 5-year experience in the Civil/ electrical and cold storage domain.
- To maintain at each stage of the execution of the work the required personnel, equipment and minor tools to carry out the work activities in compliance with the technical specifications requested herein.
- To be civilly and criminally liable for the fulfilment of the obligations derived from this contract, as well as for the acts or omissions attributable to it.
- To strictly comply with the designs, specifications and construction procedures approved in the studies, designs, and technical specifications.
- To correct, in the shortest possible time, any mismatches that may arise, and determine the pertinent mechanisms and procedures to foresee or solve quickly and efficiently any differences that may arise during the execution of the contract.
- To provide timely supply of information, in the appropriate formats (digital and/or printed), of all information related to the physical progress of the works, progress drawings of the constructed work, financial progress, preparation and timely submission of the work minutes, collection accounts and/or invoices, adjustment and others that may be required and in general of everything required in the course of the contract, so that UNDP and Project Management Unit (PMU) of the Rourkela Municipal Corporation (RMC) has complete and updated information on the progress of the contract.
- To attend meetings with the periodicity, at the place and time previously established by Project Management Unit (PMU) of the Rourkela Municipal Corporation (RMC)
- To submit progress reports together with the corresponding invoices and/or bills, for review.
- To maintain in force all the policies and guarantees that cover the contract during its execution, liquidation, and future liabilities.
- To comply with the labour obligations of the personnel hired in the execution of the contract.

- To comply with the rules and regulations stipulated in the Civil Protection Regulations by the state government regarding safety in the workplace and incorporate the necessary measures to comply with said regulations.
- To repair, at its own cost, all areas damaged as a result of the activities carried out.
- To mitigate dust and excessive noise so as not to unnecessarily disrupt the work of personnel working in adjacent areas and buildings.
- To be responsible for the safekeeping and custody of its own materials, tools and equipment used in the activities resulting from this contract.
- To handle all information provided by UNDP / Project Management Unit (PMU) of the Rourkela Municipal Corporation (RMC) in a confidential manner.

All goods and services to be executed in accordance with the technical specifications, scope of works and drawings. In addition to the main supply, installation, commissioning works and equipment, the contractor scope shall include but not limited to the following:

- Adequate site survey and investigation, verification and updating of the proposed layout drawings to accommodate the provisional requirements of the equipment needed.
- Preparation of detailed layout drawings, submission of samples, technical data, etc. and obtaining UNDP / Project Management Unit (PMU) of the Rourkela Municipal Corporation (RMC) approval prior to the supply and installation.
- Pre-contracting/Installation planning for all equipment services, interfaces, and coordination to the full satisfaction of UNDP / Project Management Unit (PMU).
- Executing all necessary Civil, electrical, plumbing, Drainage, and tie-in works all as required for the installation and commissioning of the equipment other than mentioned in II. 2. Site conditions in Project Summary.
- The contractor shall provide trained personnel, skilled and fully experienced in their respective trades and / or professions to perform the work.
- The contractor shall ensure sufficient supply of equipment for the successful completion of the project. The equipment shall be procured and ordered in a timely manner, considering the time criticality of the project handover.
- The contractor shall provide skilled and fully experienced personnel to provide training of the RMC personnel to operate and maintain the equipment.

## **VI. ACCEPTANCE OF THE WORKS**

- Acceptance of the final product is the responsibility of UNDP and Project Management Unit (PMU) of the Rourkela Municipal Corporation (RMC). The acceptance is normally a two- stage process and shall be done in line with the provisions in the UNDP General Terms and Conditions for Works.
- A Certificate of Substantial Completion shall be issued when the specified certifier considers or has established that the whole or part of the works has been satisfactorily completed, tested and is ready for use by the beneficiary or end user for the Defect Liability Period which normally is for 12 months during which time the contractor is expected to rectify all defects.
- A Certificate of Final Completion shall be issued at the end of the Defect Liability Period passing the responsibility and liability for the works from UNDP to the end user Project Management Unit (PMU) of the Rourkela Municipal Corporation (RMC).

## VII. TECHNICAL SPECIFICATIONS

Activities		Details of the activities	Document to deliver	Expected delivery date	% of payment
1.	<ul style="list-style-type: none"> <li>To develop a detailed eight (8) week work schedule to achieve the general objective.</li> <li>To finalize the design layout, the engineering documents, and Bill of Materials.</li> <li>To deliver a bank guarantee and insurance as indicated in the contract</li> </ul>	<ul style="list-style-type: none"> <li>To elaborate a detailed layout plan for the physical construction site clearly indicating the required area for installation of Refrigeration System, Thermal Storage Backup, Cold Storage Room, Structures, and other components, including a list of the civil works required for installation based on the initial proposed design.</li> <li>Provide insurance of the entire system during transportation of the unit from factory to site and installation</li> <li>To deliver a bank guarantee</li> </ul>	<ul style="list-style-type: none"> <li>A detailed eight (8) week work schedule adapted to real dates. Note: In case the 08-week schedule is not possible, please provide a feasible work schedule. Time is of essence for the project, so UNDP reserves the right to give an advantage for a shorter delivery time.</li> <li>Final proposed layout design (based on the initial design given by UNDP), Engineering documents and Bill of Materials based on the input given by PMU and any specific requirements needed by the contractor. Note: any requirements needed after the award of contract will need to be taken care by the bidder without any additional time or costs.</li> <li>Provide evidence of insurance of the entire system during transportation of the unit from factory to site.</li> <li>Provide evidence of risk liability of all personnel associated with the construction and installation of the cold room, including insurance against any accident from start to commissioning of the project</li> <li>Evidence of bank guarantee with the client Rourkela Municipality as stated from the bank.</li> <li>Provide bank guarantee with the client for the 10% of contract amount. Note: The value of guarantee will be progressively reduced by 2% after the successful completion of maintenance activities every year till 5 years provided no claim has been raised by client as non-conformance to service requirements.</li> </ul> <p>Note: all documentation needs to be approved by the Rourkela Project Management Unit (PMU) prior to commencement of the work.</p>	1 week after signing the PO	To be defined
2.	<ul style="list-style-type: none"> <li>Inspection clearance on the materials by the client at the factory and dispatch of material to the site</li> </ul>	<ul style="list-style-type: none"> <li>The contractor will already have purchased all electrical, instrument, insulation and mechanical items for the proper execution of the works as per the technical requirements described in table 1.</li> <li>An inspection will be arranged so that UNDP / PMU check the quality of the materials at the factory before dispatch to the site.</li> </ul>	<ul style="list-style-type: none"> <li>Inspection report signed by Rourkela Project Management Unit (PMU)</li> </ul>	As per schedule by contractor	To be defined

		Note: Any requirements should be included in the financial proposal and no additional financial implications will be accepted			
3.	<ul style="list-style-type: none"> <li>To deliver the quantities and materials established in Table 1 to the project site.</li> </ul>	<ul style="list-style-type: none"> <li>The contractor shall deliver and unload the quantities and materials established in Table 1 to the project site without any damages and liability to the client.</li> </ul>	<ul style="list-style-type: none"> <li>The delivery note signed by contractor site in-charge and inspected by Rourkela Project Management Unit (PMU)</li> </ul>	As per schedule by contractor	To be defined
4.	<ul style="list-style-type: none"> <li>To execute the contract in accordance with the provisions of the terms and conditions stipulated in the same including any amendments.</li> <li>To deliver the finished work (one Cold Room which includes three (3) inside chambers of 10 MT each and a Thermal Storage Backup).</li> <li>To deliver as-built drawings of the finished project.</li> <li>To provide training for the Rourkela Municipal Corporation staff to operate and maintain the equipment.</li> </ul>	<ul style="list-style-type: none"> <li>To follow the approved weekly work plan</li> <li>The contractor shall assemble and install the cold room on the project site.</li> <li>Executing all necessary Civil, electrical, plumbing, Drainage, and tie-in works all as required for the installation and commissioning of the equipment other than provided by the client as stated in site conditions.</li> <li>Provide all other accessories prescribed in Table 1.</li> <li>The contractor shall run the system on a trial basis and shall closely monitor the performance of the system before handing it over to the Rourkela Municipal Corporation.</li> <li>Once the test is successfully achieved to handover the project to the Rourkela Municipal Corporation.</li> <li>To provide as-built drawings of the finished project</li> <li>Perform a training session addressed to cold room operators as designated by Rourkela Project Management Unit (PMU) to assist them about how to use the cold room and what specific maintenance operations should be performed for the correct functioning of the cold room over time.</li> </ul> <p>Note: The training should include the various aspects regarding Installation and maintenance of the 30 MT cold room such as:</p> <ul style="list-style-type: none"> <li>Functionality testing and commissioning.</li> <li>Basic handling and user-level, simple daily, weekly monthly maintenance</li> <li>Monitoring of temperature and alarms,</li> <li>Preventive maintenance &amp; periodic preventive maintenance checks</li> <li>Troubleshooting (Diagnostic)</li> <li>Warranty and claims procedure</li> </ul>	<ul style="list-style-type: none"> <li>Deliver a weekly proposed plan and have written authorization from PMU before proceeding with installation, commissioning, and running of the Cold room of the weekly work plan to be executed.</li> <li>Evidence of the progression of work (photos)</li> <li>Successfully perform a guaranteed test to demonstrate the capacity of the cold room, the test will be performed in presence of the Rourkela Municipal Corporation PMU.</li> <li>As built in drawings.</li> <li>An operations and maintenance manual that contains at least the following: <ul style="list-style-type: none"> <li>Overview: This section provides a general overview of the cold room as well as the components covered in the manual.</li> <li>Physical building: This section details important information about the cold room. Ideally, this information is collected during the construction of the facility itself and contains floor plans, building materials, finish data, building code and specification information, and site survey.</li> <li>Operating procedures: A comprehensive, detailed explanation of all major operating procedures should be documented so that a new employee can learn quickly, and a seasoned technician can double-check work.</li> <li>Maintenance procedures: The preventive and corrective maintenance programs should be explained thoroughly including schedules, procedures, responsibilities, troubleshooting and test requirements.</li> <li>Emergency procedures: It's important to think through emergency situations before they happen because it can be difficult to remember details in the middle of a chaotic situation. This section outlines all the people, steps, agencies, and other organizations that need to be notified as well as a primer on how to handle crisis communications internally and externally.</li> </ul> </li> </ul>	Within 8 weeks after PO signing.	To be defined

		<ul style="list-style-type: none"> <li>SOP on Cold room maintenance, daily / monthly and annual tasks</li> </ul> <p>If an amendment is needed; to touch base with PMU and submit the request for amendment justifying the reasons.</p> <p>Note: Before proceeding with any amendment, it should be reflected in the contract and authorized by both parties.</p>	<ul style="list-style-type: none"> <li>Training report (including the program, dates of implementation, results of the evaluation of the training course done by participants, copies of training materials).</li> <li>The signed Certificate of Final Completion</li> </ul>		
5.	<ul style="list-style-type: none"> <li>To provide insurance of the entire system from theft, natural calamities, fire hazards for 5 years from the project handover to RMC.</li> <li>To execute a 5-year onsite warranty for manufacturing defects for the entire cold room systems</li> <li>To provide scheduled and corrective maintenance service for 5-year for the entire cold room systems.</li> </ul>	<ul style="list-style-type: none"> <li>Provide insurance of the entire system from theft, natural calamities, fire hazards for 5 years from the project handover to RMC.</li> <li>Provide on-site warranty for manufacturing defects for a 5-year faultless operation of the 30 MT cold room.</li> <li>Provide sufficient spare parts to ensure that the cold room can be functional in 5 days from the communication of any breakdown in the daily functioning of the cold room.</li> <li>Provide a corrective maintenance schedule pending on the severity of the situation that defines the expected time of response once the report has been issued. The severity can be defined as follows: * Critical: The cold room is down (not functioning) and the contained items are in risk of damage and there is no alternative solution. * High: The cold room is affected in an important manner (it is not functioning properly) * Normal: The operation is affected but the cold room still functions. * Low: The problem doesn't affect the functioning of the cold room, operations can continue as per normal, there is an alternative solution.</li> </ul> <p>Note: This clause will be valid during the warranty period of 5 years starting from the handover of the commissioned cold room to RMC.</p>	<ul style="list-style-type: none"> <li>Evidence of insurance in the name of the client for the entire system from theft, natural calamities, fire hazards for 5 years from the project handover to RMC.</li> <li>Evidence of on-site warranty for manufacturing defects for a 5-year faultless operation of the 30 MT cold room.</li> <li>A scheduled and corrective maintenance schedule document.</li> <li>Sufficient spare parts to ensure that the cold room can be functional in 5 days.</li> </ul>	As per maintenance schedule every 6 months.	To be defined

**Table 1:** The following are the technical specifications of the 30 MT cold room to be delivered and installed:

Items	Specifications
Overall storage capacity	30 MT
Total number of chambers with independent doors and temperature setpoint controller for each chamber	3 Chambers
Internal volume of chambers	Three chambers each of minimum 1500 CFT
Temperature range of each chamber	4 – 15 °C
Polyurethane Foam (PUF) panels for vertical walls & ceiling	Minimum 80±2 mm thick Polyurethane Foam of density 40±2 kg/m <sup>3</sup> and 0.5 mm PPGI (Prepainted Galvanised Iron) sheet on both sides
Flooring	Minimum 60±2 mm thick Polyurethane Foam (PUF) of density 40±2 kg/m <sup>3</sup> , 9 mm marine grade plywood on both sides of PUF and 1 mm Aluminium chequered sheet on the top. The floor is to be designed to handle the weight and rack associated with the cold room
Door type	Minimum opening of 6 feet height x 3 feet width. 80 mm Polyurethane Foam with density of 40±2 kg/m <sup>3</sup> , and 0.5mm PPGI sheets on both sides
Door curtain	PVC (PolyVinyl Chloride) curtain before the door
Refrigeration unit rated capacity	3 units of 3.5 TR (Ton of Refrigeration) peak cooling capacity at 0 °C evaporating and 40 °C condensing temperatures
Refrigerant	R407c / R404a
Condensing units	Air-cooled aluminium fin and copper tube type heat exchanger with brushless axial fans
Evaporator units	Each chamber shall have its own evaporator unit of air-cooled aluminium fin and copper tube type heat exchanger with SS304 outer body and brushless axial fans. Each chamber shall have 3 x 350mm fans with air flow of minimum 1500 CFM (cubic feet per minute) through each fan
Thermal energy storage system for each chamber	The system should be capable of simultaneously getting charged and providing cooling to the cold storage. The thermal storage should be able to provide a backup of a minimum of 24 hours in case of a shutdown of grid power.
Integration of thermal energy storage system with cold storage	Thermal energy storage system shall be kept outside the cold storage. The cooling from thermal energy storage should be transferred to the evaporating unit of cold storage through a heat transfer fluid and pump. The minimum freezing point of heat transfer fluid shall be 0 °C. This will ensure that thermal energy storage system is not getting discharged and consume electricity when the cold storage is not in use.
Phase change material (PCM) and quantity for each chamber	3 units of 200 MJ (Mega Joule) with phase change material melting point of 0 °C
Cooling backup for each chamber	Precooling of 1500 kg of produce from 30 to 7 C within 24 hours



Remote monitoring for each chamber	General Packet Radio Service (GPRS) based, viewable on a web page, indicating cold storage temperature, ambient temperature, thermal storage capacity and compressor ON/OFF, electric battery voltage
Inverter	3 kVA (KiloVolt Ampere) Sine Wave UPS(uninterruptible power source), 60 V (Volt) for internal and external load
Safety Release Knob	Safety release knob with buzzer placed at the inner side of the door for safety precautions
Extra Accessories	LED lights (min 2 no), Camera (2 no.) and strip curtain with 50% overlap to be provided at the door
Battery type and capacity	60V 200Ah Lead Acid Tubular Type C10 battery with 5 years of warranty (Make: Amaron, Okaya, Exide)
Warranty	The entire system shall be provided with an on-site warranty of minimum 5 year. Required spares for trouble free operation during the warrantee period shall be provided along with the system.

#### VIII. PROJECT TIMELINE

The cold room is to be delivered, installed, and commissioned within 08 weeks after signature of contract. Kindly provide confirmation of the same in the bid as part of the Activity work schedule. If you cannot comply, please indicate counter – offer with feasible delivery times.

#### IX. DELIVERY REQUIREMENTS

Delivery Requirements	
<b>Delivery date and time</b>	Bidder shall deliver the goods 8 weeks after Contract signature.
<b>Delivery Terms (INCOTERMS 2020)</b>	Delivered at place (DAP)
<b>Customs clearance (must be linked to INCOTERM)</b>	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation (where applicable) <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
<b>Exact Address(es) of Delivery Location(s)</b>	To be confirmed at Rourkela, Odisha, India
<b>Distribution of shipping documents (if using freight forwarder)</b>	NA
<b>Packing Requirements</b>	NA
<b>Preferred Mode of Transport</b>	Land

#### X. CRITERIA FOR EVALUATION OF PROPOSALS

Each proposal must contain the following information and documents:

Criteria	Proof -Reference (Page #) in proposal document	Yes / No Comments
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1. Legal documents	1.1 The company is legally registered	1.1.1 Registration Certificate 1.1.2 GST Certificate 1.1.3 Aadhaar Company PAN Card 1.1.4 MSME	
2. Financially standing company	3.1 Bidder must demonstrate the current soundness of its financial standings and indicate its prospective long-term profitability with the latest financial statements. (Profit and loss statement, including income statement and balance sheet).	3.1 Revenue for the financial year April 2021 – March 2022 shall be a minimum of 5 crores INR	
3. Company Experience	3.1 The company should have minimum 3 years of experience in engineering projects in the past 5 years	3.1.1 CV mentioning the following: * A brief description of projects that have been achieved (minimum 3) with start and end date to demonstrate 3 years' experience * Clients with whom the company has worked with. * Name and contact of the clients (UNDP reserve the right to contact the companies to ask for references)	
	3.2 At least 2 similar projects (in terms of value, technology, and complexity) executed in the last financial year in India.	3.2.1 Complete annex 2: quotation submission form 3.2.2 Send the evidence of 2 Purchase orders / Invoice / contracts with the following information * Total amount charge * Date * Client * Location * Project name, * Type of cold room with or without thermal storage backup that have been installed stating its capacity in MT.	
4. Technical information	4.1 The company can comply with the timing and project specifications	4.1.1 Initial postposed activity work schedule divided by weeks for a total of 08 weeks.  Note: In case the 08-week schedule is not possible, please provide a feasible work schedule. Time is of essence for the project, so UNDP reserves the right to give an advantage for a shorter delivery time.  4.1.2 A description of the Methodology for implementation of the project with minimum the following points of maximum 5 pages: * Purchase plans	

documents		<ul style="list-style-type: none"> <li>* Delivery plan</li> <li>* Installation plans</li> <li>* Team composition</li> <li>* Cold room Performance testing</li> <li>* Maintenance Plans</li> <li>* Training Plans</li> <li>* Design of each thermal storage backup to attain 24 hours backup (as specified in Table 1).</li> </ul> <p>Note: please provide simple drawings specifying alculuation requirements.</p> <p>4.1.3 Written statement on a company letterhead signed by the legal representative to confirm the following:</p> <ul style="list-style-type: none"> <li>* Compliance with table 1 technical requirements for the cold room</li> <li>* Compliance with the proposed timing schedule for the whole project</li> <li>* Compliance with the proposed corrective maintenance after sales support schedule confirming that the technical support team can attend each service request based on its severity at the site (in Odisha).</li> </ul>	
5. Key personnel	5.1 The firm shall have the following minimum key personnel with expertise for carrying out the work on-site.	<p><b>5.1.1 Site Project Manager</b> (full-time) with 10-year experience in Civil construction projects including electrical components</p> <ul style="list-style-type: none"> <li>* University diploma in civil / electrical engineering or any related field (5 extra years' experience can be accepted in lieu of the diploma)</li> <li>* CV where it states his/her participation in least 3 projects with a civil/electrical component and demonstrates the years of experience</li> </ul> <p>(Desirable experience in cold storage domain)</p>	
		<p><b>5.1.2 Site Project Engineer/ Foreman</b> (full-time) with 5-year experience in the Civil/ electrical</p> <ul style="list-style-type: none"> <li>* University diploma in civil / electrical engineering or any related field (3 extra years' experience can be accepted in lieu of the diploma)</li> <li>* CV where it states his/her participation in least 3 projects with a civil/electrical component and demonstrates the years of experience</li> </ul> <p>(Desirable experience in cold storage domain)</p> <p>Note: The site project engineer / Foreman can be the same person as the Senior Technician.</p>	
		<p><b>5.1.3 Senior Technician</b> (full-time) with 5-year experience in the Civil/ electrical and</p>	

		cold storage domain * University diploma in civil / electrical engineering or any related field (3 extra years' experience can be accepted in lieu of the diploma) * CV where it states his/her participation in least 3 projects with a civil/electrical component and demonstrates the years of experience (Desirable experience in cold storage domain) Note: The Senior Technician can be the same person as the Site Project Engineer / Foreman	
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## XI. SCHEDULE OF PAYMENTS

The Contractor is expected to submit a technical and all-inclusive financial proposal. The Contractor must send a financial proposal based on an all-inclusive lump-sum amount for the delivery of the outputs. The total amount quoted shall include all cost components required to deliver the services identified above (breakdown).

Schedule of payments (tentative)		Percentage
1	<ul style="list-style-type: none"> <li>To develop a detailed eight (8) week work schedule to achieve the general objective.</li> <li>To finalize the design layout, the engineering documents, and Bill of Materials.</li> <li>To deliver a bank guarantee and insurance as indicated in the contract.</li> </ul>	To be defined
2.	<ul style="list-style-type: none"> <li>Inspection clearance on the materials by the client at the Factory and Dispatch of material to the site.</li> </ul>	To be defined
3.	<ul style="list-style-type: none"> <li>To deliver the quantities and materials established in Table 1 to the project site.</li> </ul>	To be defined
4.	<ul style="list-style-type: none"> <li>To execute the contract in accordance with the provisions of the terms and conditions stipulated in the same including any amendments.</li> <li>To deliver the finished work (one Cold Room which includes three (3) inside chambers of 10 MT each and a Thermal Storage Backup).</li> <li>To provide training for the Rourkela Municipal Corporation staff to operate and maintain the equipment.</li> </ul>	To be defined
5.	<ul style="list-style-type: none"> <li>To provide insurance of the entire system from theft, natural calamities, fire hazards for 5 years from the project handover to RMC.</li> <li>To execute a 5-year onsite warranty for manufacturing defects for the entire cold room systems</li> <li>To provide scheduled and corrective maintenance service for 5-year for the entire cold room systems. Scheduled maintenance shall be done twice in a year.</li> </ul>	To be defined
Total of the total contract value		100%

## XII. KEY PERFORMANCE INDICATORS

The following performance indicators (KPIs "Key Performance Indicators") will be considered by UNDP for the awarded supplier.

No.	Specific	Measurable	Achievable	Result-Oriented	Time Limited	Penalty to be deducted
1.	Delivery of each activity according to the agreed work schedule.	Agreed weekly work schedule	Comply with the established delivery date with a maximum of a 7-day grace period for the whole project.	A The cold room should be installed and functioning on the agreed delivery work schedule.	Each activity at should be delivered according to the time and place agreed in the work schedule.	<p>A discount of 1% will be applied to the total cost of the undelivered activity (as per the scheduled payment) for each extra day of delay from day seven grace (7) of the whole project up to a maximum of 10% (maximum 7 grace day + 10 days normal delay.</p> <p>If the supplier fails to deliver within 17 calendar days after the original delivery date, then UNDP shall have the right to cancel the item(s) that were not delivered without any cost/penalty and use the bank guarantee.</p> <p>(i.e., if the activity number 4 has been delayed by 4 days and there are no more grace days, the discount to be applied will be of 4% from the No. 4 activity invoice)</p>
2.	Timely resolution of the query according to the approved corrective maintenance schedule	After the receipt of the query via email the query needs to be resolved based on the approved corrective maintenance schedule	Comply with the response time 90% of the time in a year period.	The cold room should be functioning correctly.	Every year for a period of 5 years.	<p>The bank guarantee will be 10% of contract amount.</p> <p>Yearly the value of guarantee will be progressively reduced by 2% after the successful completion of maintenance activities no claim has been raised by client as non-conformance to service requirements.</p> <p>If in more than 10% of the yearly service requests, there is a delay in the response based on the corrective maintenance schedule, the 2% deduction of</p>

						<p>the yearly grantee will not be reduced.</p> <p>(i.e., if in a year there were 20 queries issued by the client and the contractor failed to resolve more than 2 times on time (based on the Proposed corrective maintenance response time schedule) the 2% reduction amount of that year for the bank guarantee will not be reduced and forfeited.</p>
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**Proposed corrective maintenance response time schedule:**

- **Critical:** The cold room is down (not functioning) and the contained items are in risk of damage and there is no alternative solution.  
Response: less than 24 hours
- **High:** The cold room is affected in an important manner (it is not functioning properly)  
Response: Less than 3 days
- **Normal:** The operation is affected but the cold room still functions.  
Response: less than 7 days
- **Low:** The problem doesn't affect the functioning of the cold room, operations can continue as per normal, there is an alternative solution.  
Response: less than 15 days.

**XIII. EXCLUSIVITY CLAUSE**

A non-disclosure agreement shall be entered into between the parties and the Rourkela Municipal Corporation with regard to the utilization of data acquired and submitted by the City Government and its offices and departments.



## ANNEX 2: QUOTATION SUBMISSION FORM

*Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

### Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

#### Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> I/We hereby declare that our firm, ultimate beneficial owners, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: \_\_\_\_\_

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

### ANNEX 3: TECHNICAL AND FINANCIAL OFFER

*Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

#### Technical Offer

*Provide all the necessary documentation as specified in Annex 1: VIII.CRITERIA FOR EVALUATION OF PROPOSALS were*

- *a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference is requested*
- *a brief methodology, approach and implementation plan in relation to the ToR is requested*

#### Financial Offer

<b>Currency of the Quotation:</b> Click or tap here to enter text.					
<b>INCOTERMS:</b> Click or tap here to enter text.					
Item No	Description	UOM	Qty	Unit price	Total price
1.	Design layout, the engineering documents, and Bill of Materials	N/A	1		
2.	1 30 MT Cold Room	N/A	1		
3.	As-built drawings of the finished project	N/A	1		
Sub-total Price					
Transportation Price					
Insurance Price					
Installation Price					
5-year onsite warranty for manufacturing defects for the entire cold room systems - Price					
Training for the Rourkela Municipal Corporation staff – Price					
Other Charges (specify) bank guarantee for corrective maintenance 10%					
<b>Total Final and All-inclusive Price</b>					

**Currency of Quotation: INR (Indian Rupees)**

#### Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Warranty and After-Sales Requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

**Proposed schedule of payments:**

Please provide a proposed percentage and value based on the following deliverables to schedule payments for the contract.

**Please note that the total of the contract value should be the same value as the Total Final and All-inclusive Price stated above.**

Schedule of payments (tentative)		Percentage	Value
1.	<ul style="list-style-type: none"> <li>To develop a detailed eight (8) week work schedule to achieve the general objective.</li> <li>To finalize the design layout, the engineering documents, and Bill of Materials.</li> <li>To deliver a bank guarantee and insurance as indicated in the contract.</li> </ul>	(Indicate)	(Indicate)
2.	<ul style="list-style-type: none"> <li>Inspection clearance on the materials by the client at the Factory and Dispatch of material to the site.</li> </ul>	(Indicate)	(Indicate)
3.	<ul style="list-style-type: none"> <li>To deliver the quantities and materials established in Table 1 to the project site.</li> </ul>	(Indicate)	(Indicate)
4.	<ul style="list-style-type: none"> <li>To execute the contract in accordance with the provisions of the terms and conditions stipulated in the same including any amendments.</li> <li>To deliver the finished work (one Cold Room which includes three (3) inside chambers of 10 MT each and a Thermal Storage Backup).</li> <li>To provide training for the Rourkela Municipal Corporation staff to operate and maintain the equipment.</li> </ul>	(Indicate)	(Indicate)
5.	<ul style="list-style-type: none"> <li>To provide insurance of the entire system from theft, natural calamities, fire hazards for 5 years from the project handover to RMC.</li> <li>To execute a 5-year onsite warranty for manufacturing defects for the entire cold room systems</li> <li>To provide scheduled and corrective maintenance service for 5-year for the entire cold room systems. Scheduled maintenance shall be done twice in a year.</li> </ul>	(Indicate)	(Indicate)
Total of the total contract value		100%	(Indicate)

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

<p><i>Exact name and address of company</i></p> <p>Company Name <small>Click or tap here to enter text.</small></p> <p>Address: <small>Click or tap here to enter text.</small></p>	<p>Authorized Signature: _____</p> <p>Date: <small>Click or tap here to enter text.</small></p>
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