



REQUEST FOR PROPOSAL
(RFP) DOCUMENT

**Conducting Capacity Building
Training/work shop
pourakarmika/drivers/other
sanitation workers and staff**

CITY MUNICIPAL COUNCIL ILKAL

OCT 2025

Disclaimer

The information contained in the **Request For Proposal (RFP)** document provided to the Bidder(s), by or on behalf of City Municipal Council, ILKAL (hereinafter referred as ULB) or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in the RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide the Bidder(s) with information to assist the formulation of their proposals. This RFP document does not purport to contain all information each Bidder may require. The RFP document may not be appropriate for all persons, and it is not possible for ULB, their employees or advisor to consider the business / investment objectives, financial situations and particular needs of the Bidder who reads or uses this RFP document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources. ULB, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.

City Municipal Council, ILKAL may, in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

REQUEST FOR PROPOSAL DOCUMENT

Part - I	Instructions to Bidders
Part - II	Draft Agreement

CITY MUNICIPAL COUNCIL, ILKAL

Gandhi Circle, Karnataka, INDIA.

Phone: 6361163902

TENDER NOTIFICATION

IFT No. DMA/2025-26

Date: 17/10/2025

City Municipal Council, ILKAL invites detailed proposals **Conducting Capacity Building Training/work shop pourakarmika/drivers/other sanitation workers and staff**

- 1.** (“the Proposals”) This tender’s indent number is DMA/2025-26/SE6382
2. The Request for Proposal (RFP) Document may be downloaded from the e-procurement website: www.kppp.karnataka.gov.in under login for Contractors. The transaction fee is non-refundable.
3. Tenders must be electronically submitted (online through the internet) through an e-portal.

Last date & time for receipt of tenders : as per eportal

Date & Time of Opening of Technical Bid : as per eportal

Date & Time of Opening of Financial Bid : as per eportal

For any queries relating to the tender can verify through HealthSection,
CMC ILKAL

Commissioner
CMC, ILKAL

Instructions to Bidders

- 1.0 CMC ILKAL intends to adopt a bidding process for the selection of the Successful Bidder to carry out **Conducting Capacity Building Training/work shop pourakarmika/drivers/other sanitation workers and staff**

scope of work is set out in Appendix A.
- 2.0 CMC. ILKAL invites Proposals from interested parties for the Project in order to identify the Successful Bidder. The Proposals would be evaluated on the basis of the criteria set out in this RFP Document.
- 3.0 Each Bidder shall submit a maximum of one (1) Proposal for the Project, in response to this RFP. Any Bidder who submits more than one Proposal for the Project will be disqualified.
- 4.0 The Bidder shall also be responsible and shall pay for all of the costs associated with the preparation of its Proposal and its participation in the bidding process.
- 5.0 At any time prior to the Proposal Due Date, CMC ILKAL may, for any reason, whether at its own initiative or in response to clarifications requested by any Bidder, modify the RFP document by the issuance of Addendum.
- 6.0 The Proposal shall remain valid for a period not less than six calendar months from the Proposal Due Date (Proposal Validity Period).
- 7.0 Chief Officer, CMC ILKAL reserves the right to accept or reject any Proposal without assigning any reasons thereof.

8.0 Earnest Money Deposit (EMD)

Each Proposal shall be accompanied by **E.M.D of Rs. 5450/-**

(Rupees Seventeen thousand five hundred Only).

The EMD shall be paid through the e-portal system.

The EMD of every unsuccessful Bidder would be returned within a period of eight weeks from the date of announcement of the Successful Bidder.

Format and Signing of Proposal

- A. The Bidder would provide all the information as per this RFP. CMC ILKAL would evaluate only those Proposals that are received in the required format and are complete in all

respects (All the documents should be uploaded through e-portal). Each Proposal shall comprise the following:

B. Qualification Criteria (All the documents should be uploaded through e-portal)

- a. Covering letter in the format set out in Appendix B
- b. Details of the Bidder in the format set out in Appendix C
- c. Proof of Eligibility in the format set out in Appendix D

C. Financial Offer (All the documents should be uploaded through e-portal)

Financial proposal in the format set out in Appendix E (Optional)

10.0 Proposal Due Date

Proposals should be submitted before the last date & time as mentioned in the e-procurement portal for receipt of tenders in the manner and form as detailed in this RFP. Proposals submitted by either facsimile transmission or telex will not be accepted.

CMC ILKAL may, in exceptional circumstances, and at its sole discretion, extend the above Proposal Due Date by issuing an Addendum.

11.0 Opening of Proposals and Clarifications

CMC ILKAL would open the Proposals as mentioned in the e-portal or on any earliest convenient working day after the Proposal Due Date for the purpose of evaluation.

CMC ILKAL reserves the right to reject any Proposal which does not contain the information/documents as set out in this RFP document.

To facilitate evaluation of Proposals, CMC ILKAL may, at its sole discretion, seek clarifications in writing from any Bidder regarding its Proposal.

12.0 Evaluation

The criteria for eligibility, qualification and evaluation of Bidders are set out in Appendix D.

As part of the evaluation, the Proposals shall be checked for responsiveness with the requirements of the RFP and only those Proposals which are found to be responsive would be further

evaluated in accordance with the criteria set out in this RFP document

The Proposal would be considered to be responsive **if it meets the conditions as mentioned in the e-portal.**

The responsive proposals shall be evaluated as per the criteria set out in Appendix D.

The bidder shall submit Proof of Experience as set out in Appendix D.

The format for quoting the Financial Offer is set out in Appendix E or as mentioned in the e-portal.

The Financial Offers of only the bidders, who meet the Qualification Criteria, would be opened.

The Bidder making the lowest Financial Offer would be declared as the Preferred Bidder. CMC ILKAL may either choose to accept the Proposal of the Preferred Bidder or invite him for negotiations.

In case there are two or more Bidders quoting the same lowest Financial Offer, CMC ILKAL may in such case call all such Bidders for negotiations and select the Preferred Bidder on the outcome of the negotiations. The selection in such cases shall be at the sole discretion of ULB.

CMC ILKAL reserves the right to reject any Proposal, if:

- a. at any time, a material misrepresentation is made or discovered; or
- b. the Bidder does not respond promptly and diligently to requests for supplemental information required for the evaluation of the Proposal.

13.0 In the event of acceptance of the Preferred Bidder with or without negotiations, CMC ILKAL shall declare the Preferred Bidder as the Successful Bidder. CMC ILKAL will notify the Successful Bidder through a Letter of Award (LoA) that its Proposal has been accepted.

14.0 The Successful Bidder shall execute the Agreement **within 01 Week of the** issue of LoA or within such further time as CMC ILKAL may agree to in its sole discretion.

15.0 The Successful Bidder shall also **furnish Performance Security** by way of an irrevocable Bank Guarantee, issued by a scheduled bank located in India in favour of The Commissioner, CMC ILKAL **as required under the Agreement within 1 week of signing the agreement**

Failure of the Successful Bidder to comply with the requirements of Clause 14 or Clause 15 shall constitute sufficient grounds for the annulment of the LoA, and forfeiture of the EMD. In such an event, CMC ILKAL reserves the right to

- a. either invite the next lowest Bidder for negotiations
- Or
- b. Take any such measures as may be deemed fit in the sole discretion of ULB, including annulment of the bidding process.

17.0 Notwithstanding anything contained in this RFP, CMC ILKAL reserves the right to accept or reject any Proposal or to annul the bidding process or reject all Proposals, at any time without any liability or any obligation for such rejection or annulment, without assigning any reasons thereof.

SCOPE OF WORK

**Conducting Capacity Building
Training/work shop
pourakarmika/drivers/other
sanitation workers and staff**

Covering Letter
(On the Letterhead of the Bidder)

Date: 17/10/2025

To:
The Commissioner,
City Municipal Council,
kanti Circle
ilkal

Sir / Madam,

Sub: **Conducting Capacity Building Training/work shop
pourakarmika/drivers/other sanitation workers and staff**

5. Ref: IFT no: DMA/2025-26/SE6382, Dated :

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Being duly authorized to represent and act on behalf of *[Name of the Bidder Organization]* (hereinafter referred to as Bidder) and having reviewed and fully understood all of the Proposal requirements and information provided and collected, the undersigned here by submits the Proposal on behalf of *[Name of the Bidder Organization]* for the Project, with the details as per the requirements of the RFP, for your evaluation.

We confirm that our Proposal is valid for a period of six months from *[insert Proposal Due Date]*.

Yours faithfully

For and on behalf of *[Name of the Bidder Organization]*

Duly signed by the Authorized Signatory of the Bidder Organization

[Name, Title and Address of the Authorized Signatory]

Appendix-C

Details of the Organization (On the Letter head of the Bidder)

1.
 - (a) Name of the Organization
 - (b) Address of the Office(s)
 - (c) Date of incorporation / Commencement of business
2. Brief description of the Bidder main business line
3. Details of the individual(s) who will serve as the point of contact/communication for CMC ILKAL with the Organization
 - (a) Name :
 - (b) Designation :
 - (c) Organization :
 - (d) Address :
 - (e) Telephone number :
 - (f) E-mail address :
 - (g) Fax number :
 - (h) Mobile number :
4. Details of the Authorized Signatory:
 - (a) Name :
 - (b) Designation :
 - (c) Organization :
 - (d) Address :
 - (e) Telephone number :
 - (f) E-mail address :
 - (g) Fax number :
 - (h) Mobile number :

Proof of Eligibility

Appendix D

Sd/-
Commissioner
Commissioner
CMC, ILKAL

