

FSM Procurement Manual

Guidance to State and Urban Local Body to Fill
Standardized Procurement Documents



FSM Procurement Manual

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Version 1.0

Month and Year: October 2020

Latest version of this document is made available at Quality in FSM portal

Supported by the Bill and Melinda Gates Foundation under the Quality Assurance in Faecal Sludge Management project.

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TABLE OF CONTENTS

Introduction.....	5
Part A: FSM Procurement	
1. Process for Preparation of Standardized Procurement Document.....	6
Review of FSM Tenders	6
Procurement Options in FSM.....	6
2. Procurement For Emptying & Transport.....	7
3. Procurement of FSTP	7
Critical Enabling Factors for FSTP Procurement	8
4. Principles for Developing Standardized Procurement Document	13
Part B: Standardised Procurement Document for FSM	
5. Guidance to Fill the Standardized Procurement Document	18
SPD B1 - Outsourcing the Operation of ULB Owned Desludging Vehicles for Providing On-Demand Desludging Services	19
SPD B2 - Outsourcing the Operation of ULB Owned Desludging Vehicles for Providing Scheduled Desludging Services	24
SPD B3 - Outsourcing Scheduled Desludging Services	29
SPD C2 - Outsourcing the Operation of ULB Owned Desludging Vehicles for Providing Scheduled Desludging Services and DBO For FSTP	33
SPD D1 - DBO For FSTP	40
SPD D2 – Outsourcing O&M for Existing FSTP	46
Notes	51
Annexure	54

Table of Contents

List of Tables

Table 1: Procurement Options in FSM	7
Table 2: Procurement Strategy for FSTP	8
Table 3: Comparison of options for procurement of FSTP.....	10
Table 4: Risk Allocation to ULB/State.....	13
Table 5: Bid Parameter and Payment Structure	15
Table 6: Mapping of SPDs with guidance tables	18
Table 7: SPD B1. Volume. 1 Information entry guidance.....	19
Table 8: SPD B1. Volume. 2 Information entry guidance.....	20
Table 9: SPD B2. Volume. 1 Information entry guidance.....	24
Table 10: SPD B2. Volume. 2 Information entry guidance.....	25
Table 11: SPD B3. Volume. 1 Information entry guidance.....	29
Table 12: SPD B3. Volume. 2 Information entry guidance.....	30
Table 13: SPD C2. Volume. 1 Information entry guidance.....	33
Table 14: SPD C2. Volume. 2 Information entry guidance.....	35
Table 15: SPD D1. Volume. 1 Information entry guidance.....	40
Table 16: SPD D1. Volume. 2 Information entry guidance.....	42
Table 17: SPD D2. Volume. 1 Information entry guidance.....	46
Table 18: SPD D2. Volume. 2 Information entry guidance.....	47

List of Figures

Figure 1. Business Models in FSM in India	6
-------------------------------------------------	---

List of Notes

Notes 1: Calculation for determining entry of financial parameters	51
Notes 2: Qualification Criteria Related to Desludging Vehicles.....	53
Notes 3: Qualification Criteria Related to FSTPs.....	53
Notes 4: Calculation of Minimum Guarantee Trips for tenders with on-demand desludging..	53

Introduction

Faecal Sludge Management (FSM) is scaling rapidly across cities in India. At the time of writing this manual, about 32 Faecal Sludge Treatment Plants (FSTP) are in operation and about 400 FSTPs are in various stages of construction and procurement. A number of states have already procured, or are in the process of procuring, vacuum trucks for Urban Local Bodies (ULBs). Since the issuing of National Policy on Faecal Sludge and Septage Management in 2017, there has been an increase in awareness on FSM and more states have understood its importance. This will result in increase in procurement of FSM services across the country.

According to National Faecal Sludge and Septage Management (NFSSM) Alliance, a majority of about 7000 statutory and census towns will require FSM services to cater to the large population dependent upon onsite sanitation systems. FSTPs for these towns are expected to be built through public finances via government procurement procedures. Since FSM is a new subject matter, technical capacities are limited, thereby carrying risks of inefficient procurement of related infrastructure and services.

Thus, there is an urgent need to standardize the related procurement documents incorporating all mandatory elements (eligibility, qualification, selection, authority and contractor roles, performance-based penalties, etc.) as detailed out in the Manual for Procurement of Works by the Department of Expenditure, Ministry of Finance, Government of India. Such documents, called the FSM Standardized Procurement Documents (SPD), have been created to enable procurement activities along the FSM value chain.

This document is a manual serving to choose the appropriate FSM SPD template for a specific procurement purpose and then customize it for issuing a tender accordingly.

This manual is divided into two parts:

- Part A describes the process of preparation of SPDs, lists the universe of procurement options available in FSM, guides the user on relative merits of different options for FSTP procurement and finally, lays out the principles based on which the SPDs have been developed.
- Part B is a detailed manual for a ULB/State official to customize the selected SPD for issuing the RFP.

PART A: FSM Procurement

1. Preparation of Standardized Procurement Document

The process of preparation of SPDs for FSM in India is based on a) review of existing tender documents in FSM in India and b) identification of procurement options in FSM through the lens of most applicable FSM business models in India. The review of existing tenders included comparison of tenders in wastewater and solid waste management. The lessons learnt from the review were used in the development of select FSM SPDs for India.

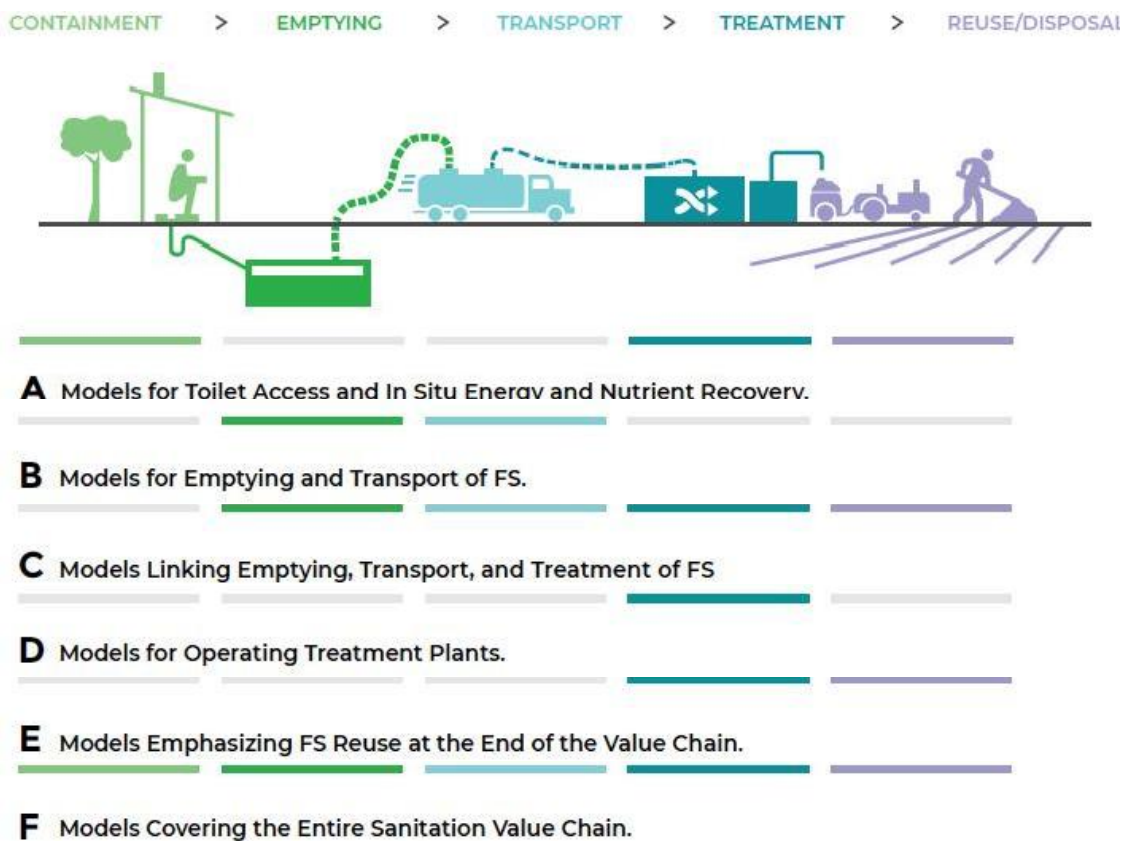
Review of FSM tenders

A review of tenders implemented across 13 states was undertaken - Andhra Pradesh, Arunachal Pradesh, Chhattisgarh, Jharkhand, Madhya Pradesh, Maharashtra, Meghalaya, Odisha, Rajasthan, Tamil Nadu, Telangana, Uttar Pradesh and Uttarakhand. The assessment covered all aspects of the procurement for Emptying & Transport (E&T) and treatment component of the sanitation value chain. All the tenders executed are single stage process (in 3 cases after non-committal EoI stage) with majority of them for procurement of FSTP and 2 tenders for procuring E&T. Refer Annexure on the type of tenders adopted by the state.

Procurement options in FSM

The procurement strategies in FSM were identified based on a review of FSM business models implemented in India. A study undertaken by International Water Management Institute mapped out 36 FSM business cases in India across the sanitation value chain. Based on the analysis of these business cases, 18 business models were identified across the sanitation value chain which can be broadly classified into the typologies as shown in Figure 1.

Figure 1: Business Models in FSM in India



Source: Business Models for Fecal Sludge Management in India, IWMI 2020

The FSM procurement options identified for India uses the business model typology framework and are as listed in Table 1. The Swachh Bharat Mission by Government of India addresses access to toilet for households across India. Thus, it eliminates procurement options for Typology F and largely for typology A business models outlined in figure 1. The procurement options for procuring E&T and FSTP services are identified based on business model typology for B, C, D & E.

Table 1. Procurement Options in FSM

FSM Business Model Typology	Description of FSM Procurement Options
A. Toilet Access and In Situ Energy and Nutrient Recovery	1) Build and Operate Community and Public Toilet 2) Outsourcing Operations & Maintenance (O&M) of Community and Public Toilet
B. Emptying and Transportation (E&T) of Faecal Sludge	1) Outsourcing the operation of ULB owned desludging vehicles for providing on-demand desludging services 2) Outsourcing the operation of ULB owned desludging vehicles for providing scheduled desludging services 3) Outsourcing scheduled desludging services
C. Integrated - E&T and Treatment of Faecal Sludge	1) Outsourcing the operation of ULB owned desludging vehicles for providing on-demand desludging services and Design, Bid, Build, Operate (DBBO) or Design, Bid, Build (DBB) or Engineering, Procurement, Construction (EPC)/Design Build (DB) or Design, Build, Operate (DBO) for FSTP 2) Outsourcing the operation of ULB owned desludging vehicles for providing scheduled desludging services and DBBO or DBB or EPC/DB or DBO for FSTP 3) Outsourcing scheduled desludging services and DBBO or DBB or EPC/DB or DBO for FSTP
D. Faecal Sludge Treatment Plant	1) DBBO or DBB or EPC/DB or DBO for FSTP 2) Outsourcing O&M for existing FSTP
E. Faecal Sludge Reuse	Reuse is incorporated in A1, A2, C1, C2, C3, D1 and D2
F. Covering Entire Sanitation Value Chain	Not Applicable – the Swachh Bharat Mission addresses access to toilet and hence the need for this approach is limited to temporary/emergency sanitation

2. Procurement for Emptying and Transport

Currently business models in government procurement for E&T are limited to hiring workers for operating the desludging vehicles. This model comes with inherent limitations in ensuring accountability for service levels. The models proposed in this document move away from this approach to outsourcing the work (SPD B1, B2) instead of only the worker. SPD B3 goes a step further in outsourcing entire E&T services. Thus, the SPDs provide a choice to ULB/State to choose the level of outsourcing suiting their context.

3. Procurement of Faecal Sludge Treatment Plant

The procurement strategy for treatment of faecal sludge presents four options.

- Design-Bid-Build
- Design-Bid-Build-Operate
- Design-Build
- Design-Build-Operate

Table 2 explains the role of government/public sector and private sector in designing, building and managing the operations of the treatment plant for each of these options.

Table 2. Procurement Strategy for FSTP

	Design-Bid-Build	Design-Bid-Build-Operate	Design-Build*	Design-Build-Operate
Entity Responsible for Design	Public Sector or Government	Public Sector may contract design separately or do it by themselves	Private Sector or Contractor	Private Sector or Contractor
Entity Responsible for Build	Private Sector or Contractor	Private Sector or Contractor	Private Sector or Contractor	Private Sector or Contractor
Entity Responsible for Operations	Public Sector or Government	Private Sector or Contractor	Public Sector or Government	Private Sector or Contractor

* Design-Build is same as EPC contract

Selection of the appropriate option depends on the market of private players and/or technical capacity of the ULB or parastatal agency responsible for delivering FSM services. The capacity to deliver on all or individual components – Design, Build and Operate may be limited. The investment size of the tender may not be attractive in many cases. FSTPs in comparison to wastewater treatment plant cost lesser in investment but have similar complexity in designing, building and managing operations. Therefore, the options presented above allow for outsourcing of specific components depending on the technical capacity, management bandwidth, and human resources available with a ULB or parastatal agency. Table 3 presents a comparison of each of these four options for States and ULBs to use as a guide in choosing an appropriate procurement strategy.

Critical Enabling Factors for FSTP Procurement

A number of factors should be considered to make FSM procurement a success and these are as outlined below:

- **Need for guidance regarding proven technologies:** FSM sector is nascent and technology is rapidly evolving and due to this and limited technical capacity in the sector, it is difficult to evaluate and compare different technology solutions proposed by the bidder. Thus, a credible list of technologies that meet the performance standards should be published by Government of India. The document “Quality in FSM” provides a list of proven technology options for FSTP.
- **Need for long term commitment to O&M funds:** Any FSTP contract should have allocation of O&M funds, and funds to manage/replace assets in order to ensure long term sustainability of the assets. In the case of a DBO contract, it is recommended to have the operations contract beyond 10 years. Thus ULB/State should commit paying O&M cost to the private entity for the entire contract period.
- **Need for proper feasibility studies and gaps assessment:** ULB/State needs to undertake feasibility study to provide a proper description of the current state and gaps in FSM. Feasibility study can help in narrowing the technology options based on land area and funding availability and size of FSTP based on faecal sludge collected by E&T operators. Input specifications on faecal sludge characteristics are to be provided by the ULB/State in the tender documents.
- **Need for FSM specific quality standards and specifications:** Lack of standards and specifications will result in procurement with weak accountability. Currently, India does not have the outcome, process and service standards developed for FSM and for the outcome standards for treated effluent it borrows from treatment standards for wastewater. The document ‘Quality in FSM’ provides standards and specifications for design, build and operation of FSTP.
- **Need for quality assurance and quality control guidelines and methods:** ULB/State needs to put in place quality assurance and quality control measures for design, build and operation of FSTP. The various means of Quality Assurance such as checklists, templates and standard documents, specifications, independent engineers for Quality Control (QC) should all be incorporated into a comprehensive QA/QC programme for FSM.

Table 3: Comparison of Options for Procurement of FSTP*

	Design-Bid-Build	Design-Bid-Build-Operate	Design-Build	Design-Build-Operate
Preparation requirements for ULB/States	<p>Extensive Effort</p> <ul style="list-style-type: none"> ULB/State prepares feasibility and detailed designs prior to bid 	<p>Extensive Effort</p> <ul style="list-style-type: none"> ULB/State prepares feasibility and detailed designs prior to bid and prepares service-level specifications 	<p>Relatively Easier</p> <ul style="list-style-type: none"> ULB/State undertakes feasibility and prepares output specification 	<p>Relatively Easier</p> <ul style="list-style-type: none"> ULB/State undertakes feasibility and prepares output specification
Interface risks between entity responsible for Design, Build and Operate	<p>High</p> <ul style="list-style-type: none"> Interface problems between ULB/State responsible for Design & Operations and private entity responsible for Build; may result in a 'blame culture' 	<p>Medium</p> <ul style="list-style-type: none"> Interface problems between ULB/State responsible for Design and private entity responsible for Build and Operate; may result in a 'blame culture' 	<p>Medium</p> <ul style="list-style-type: none"> Interface problems between private entity responsible for Design & Build and ULB/State responsible for Operations; may result in a 'blame culture' 	<p>Lowest</p> <ul style="list-style-type: none"> A private entity is responsible for all and manages interface issues
Risk in accountability for breach of standards	<p>Weak</p> <ul style="list-style-type: none"> Limited consequences to private entity in the event of a breach of output standards after retention period 	<p>Relatively Strong</p> <ul style="list-style-type: none"> Penalties/contract enforcement measures apply for breach of output standards during Operations on the private entity; however, risk of 'blame culture' may arise on entity responsible for Design 	<p>Generally Weak</p> <ul style="list-style-type: none"> Limited consequences to private entity in the event of breach of output standards outside the liability period 	<p>Strong</p> <ul style="list-style-type: none"> Penalties/contract enforcement measures apply for breach of output standards on the private entity
Incentive to build durable and reliable assets	<p>Medium</p> <ul style="list-style-type: none"> Durable structures and the use of quality materials and equipment may be a risk if quality control is not implemented 	<p>Medium</p> <ul style="list-style-type: none"> Durable structures and the use of quality materials and equipment is ensured as private entity has to operate FSTP 	<p>Poor</p> <ul style="list-style-type: none"> A private entity has limited interest in the long-term performance and may use poorer quality materials/equipment, especially if quality 	<p>Good</p> <ul style="list-style-type: none"> A private entity has strong interest in making plant reliable and durable at least till the operation contract

	<ul style="list-style-type: none"> If the Designs are not well-planned, this may ignore ease of maintenance issues and ULB/State are often unable to plan or fund asset replacement effectively 	<ul style="list-style-type: none"> Designs may ignore ease of maintenance issues, if not mentioned in the requirements, and ULB/State are often unable to plan or fund asset replacement effectively 	<ul style="list-style-type: none"> control is not implemented Designs may ignore ease of maintenance issues, if not mentioned in the requirements, and ULB/State are often unable to plan or fund asset replacement effectively 	<ul style="list-style-type: none"> period Asset replacement can be planned in the bidding and ensure that assets are replaced
O&M expertise & Skill Transfer to ULB/State	<p style="text-align: center;">Weak</p> <ul style="list-style-type: none"> Limited opportunity for skill transfer through training for ULB/State Likelihood of non-functional plant since the ULB/State is unfamiliar in operating the technology 	<p style="text-align: center;">Strong</p> <ul style="list-style-type: none"> Private entity brings required expertise Periodic training of ULB/State staff during operation period can be ensured 	<p style="text-align: center;">Weak</p> <ul style="list-style-type: none"> Limited opportunity for skill transfer through training for ULB/State Likelihood of non-functional plant since the ULB/State is unfamiliar in operating the technology 	<p style="text-align: center;">Strong</p> <ul style="list-style-type: none"> A private entity brings required expertise Periodic training of ULB/State staff during operation period can be ensured
Incentives for innovation in technology and costs	<p style="text-align: center;">Weak</p> <ul style="list-style-type: none"> If the ULB/State has limited technical capacity and know-how, limited possibility of innovation <p style="text-align: center;">Best</p> <ul style="list-style-type: none"> High control to manage capital and operation costs 	<p style="text-align: center;">Weak</p> <ul style="list-style-type: none"> If the ULB/State has limited technical capacity and know-how, limited possibility of innovation <p style="text-align: center;">Best</p> <ul style="list-style-type: none"> High control to manage capital and operation costs 	<p style="text-align: center;">Medium</p> <ul style="list-style-type: none"> Good for design innovations to reduce initial cost and buildability Poor for innovations to improve long-term operability 	<p style="text-align: center;">Best</p> <ul style="list-style-type: none"> Incentives encourage and reward innovations in all areas (process design, buildability and operations)
Technology Assessment and Bid Evaluation	<p style="text-align: center;">Simple</p> <ul style="list-style-type: none"> ULB/State does not have to evaluate technology 	<p style="text-align: center;">Simple</p> <ul style="list-style-type: none"> ULB/State does not have to evaluate technology 	<p style="text-align: center;">Complex</p> <ul style="list-style-type: none"> Bids can be submitted with different technologies ULB/State must have the capacity to evaluate 	<p style="text-align: center;">Complex</p> <ul style="list-style-type: none"> Bids can be submitted with different technologies ULB/State must have capacity to evaluate and understand trade-off between capital cost

				and operations cost
Incentive for long term cost efficiency	<p style="text-align: center;">Weak</p> <ul style="list-style-type: none"> If the ULB/State has limited technical capacity and know-how, the potential to select most efficient design solution is low 	<p style="text-align: center;">Weak</p> <ul style="list-style-type: none"> If the ULB/State has limited technical capacity and know-how, the potential to select most efficient design solution is low 	<p style="text-align: center;">Medium</p> <ul style="list-style-type: none"> Incentives will deliver a plant with a low initial capital cost but this may be expensive to operate and maintain 	<p style="text-align: center;">Strong</p> <ul style="list-style-type: none"> Contract is awarded to the lowest combined capital and operation costs over the life of the contract
ULB/States ability to control specific design solution	<p style="text-align: center;">Strong</p> <ul style="list-style-type: none"> ULB/State can control technology and design 	<p style="text-align: center;">Strong</p> <ul style="list-style-type: none"> ULB/State can control technology and design 	<p style="text-align: center;">Medium</p> <ul style="list-style-type: none"> Less control by ULB/State, however they may specify technology options allowed 	<p style="text-align: center;">Medium</p> <ul style="list-style-type: none"> Less control by ULB/State, however they may specify technology options allowed. In practice, some elements of design are specified for control over technology

* Selection of an option is highly contextual and depends upon technical capacity, management bandwidth and human resource available

4. Principles for developing Standardized Procurement Document

Based on review of FSM tenders, a set of guiding principles were identified for the preparation of SPDs.

- **Expanding the Pool of Service Providers:** Considering that FSM is a nascent sector, the criteria set for eligibility and technical qualification should be such that it allows a wider pool of bidders to participate in the tender, thus allowing all types of registered entities and consortium to bid under eligibility. The qualification criteria should consider equivalent experience from Wastewater and Solid Waste Management sector.
- **Ease of Technical Evaluation:** In view of the limited capacity of the ULB/State to evaluate technologies in FSM, specific technical process options should be specified and technology choice should not be kept entirely open. The essential and desired components of FSTP, in addition to technical process options, should be clearly stated (e.g. compound wall, office, toilets etc.).
- **Need for Appropriate Risk Allocation:** Success of any public-private-partnership project stems from appropriate allocation of risks between the public sector and private sector. Based on the nature of contracts, risk should be appropriately allocated. For example: when outsourcing E&T operations to a private entity for on-demand desludging, ULB/State should assure minimum guaranteed trips. Table 4 provides risks that need to be allocated to the ULB/State during Design, Build and Operations period of the FSTP. Other risk allocations are outlined in subsequent principles mentioned.

Table 4. Risk Allocation to ULB/State

Design-Build Period	Operations Period
<ul style="list-style-type: none"> • Errors, faults or omission in the tender requirement • Delays by authority in approval, land, utilities etc. • Delivery of faecal sludge during commissioning • Changes in legislation • Exceptional risk and forces of Nature 	<ul style="list-style-type: none"> • Quantity of faecal sludge delivered to the treatment plant – too high or too low • Quality of faecal sludge widely different from that provided in the tender • Changes in output standards of treatment • Mitigation of major pollution incidents • Exceptional risk and forces of Nature

- **Performance-based Penalties:** The tender needs to clearly stipulate outcome, process and service standards. Against these standards, performance-based penalties should be developed. For details on outcome, process and service standards, refer to Quality in FSM document. Accountability should be taken by both ULB/State and the private entity. ULB/State should be penalized for not discharging their duties as per the contract. This is especially valid for delayed payments, as it impacts private entities' cashflow and business viability.
- **Aligning Service Provider Incentives:** For example, in an integrated contract of E&T and FSTP, Bid parameter can be on number of trips basis. This also incentivizes private entity to provide efficient E&T services and undertake more desludging. Table 5 provides details on the Bid parameters and payment structures used in each SPD in order to align service provider incentives.
- **Provision of Templates to Ensure Completeness of Information Provided in the Tenders:** Based on the assessment of FSM tenders, it was observed that land and faecal sludge characteristics were missing in most tenders. These are critical inputs for the bidder to design relevant technology for given situation and prepare bid parameter accordingly. To improve the quality of the tenders, various template forms have been provided.

Table 5. Bid Parameter and Payment Structure

Business Model Category	Description of the Contract Model	Bid Parameter	Basis of Payment	Payment from and Payment to	Payment Mechanism
B. E&T of Faecal Sludge	1) Outsourcing the operation of ULB-owned desludging vehicles for providing on-demand desludging services	I. Price per desludging trip	la. Providing desludging service lb. If number of trips is less than guaranteed minimum trips per quarter – compensation for shortfall in trips • Performance-based penalties (deduct)	la. Household or institutions to operator at the time of service lb. ULB to operator quarterly	lb. Designated account having funds equal to the fee for minimum guaranteed number of trips for one quarter • Penalties to ULB for late payments
	2) Outsourcing the operation of ULB-owned desludging vehicles for providing scheduled desludging services	I. Price per desludging trip	I. Number of desludging trips • Performance-based penalties (deduct)	I. ULB to operator monthly	I. Designated account having funds equal to three months of monthly trip payments • Penalties to ULB for late payments
	3) ULB outsourcing scheduled desludging services	I. Price per desludging trip	I. Number of desludging trips Performance-based penalties (deduct)	I. ULB to operator monthly	I. Designated account having funds equal to three months of monthly trip payments • Penalties to ULB for late payments
C. Integrated: E&T and Treatment of Faecal Sludge (includes Reuse)	1) Integrated FSM tender for: • Outsourcing the operation of ULB-owned desludging vehicles for providing on-demand desludging services • DBO of an FSTP	NPV of three values: I. Price per desludging trip II. Construction cost III. FSTP O&M cost per year NPV of (II + (I x Expected number of trips x yearly escalation x contract period in years) + III x yearly escalation x contract period in years)	la. Upon providing desludging service lb. If number of trips is less than the guaranteed minimum trips per quarter – compensation for shortfall in trips II. Meeting construction milestones for FSTP III. O&M of FSTP • Operator earns additional revenue from sale of reuse product • Performance based penalties (deduct)	la. Household or institutions to operator at the time of service lb. ULB to operator quarterly II. ULB to operator upon reaching milestones III. ULB to operator monthly	lb, II & III. Escrow account having funds equal to • Fee for minimum guaranteed number of trips for one quarter • FSTP O&M payments for three months • Or upcoming milestone payment during FSTP construction period • Penalties to ULB for late O&M payments

	<p>2) Integrated FSM tender for:</p> <ul style="list-style-type: none"> Outsourcing the operation of ULB-owned desludging vehicles for providing scheduled desludging services DBO of an FSTP 	<p>NPV of three values:</p> <p>I. Price per desludging trip</p> <p>II. Construction cost</p> <p>III. FSTP O&M cost per trip</p> <p>NPV of $(II + (I + III) \times \text{Expected number of trips per year} \times \text{yearly escalation} \times \text{contract period in years})$</p>	<p>I & III. Monthly number of trips</p> <p>II. Meeting construction milestones for FSTP</p> <ul style="list-style-type: none"> Operator earns additional revenue from sale of reuse product Performance-based penalties (deduct) 	<p>I & III. ULB to operator monthly</p> <p>II. ULB to operator upon reaching milestones</p>	<p>I, II & III. Escrow account having funds equal to</p> <ul style="list-style-type: none"> Total O&M payments for three months Or upcoming milestone payment during FSTP construction period Penalties to ULB for late O&M payments
	<p>3) Integrated FSM tender for:</p> <ul style="list-style-type: none"> ULB outsourcing scheduled desludging services DBO of an FSTP 	<p>NPV of three values:</p> <p>I. Price per desludging trip</p> <p>II. Construction cost</p> <p>III. FSTP O&M cost per trip</p> <p>NPV of $(II + (I + III) \times \text{Expected number of trips per year} \times \text{yearly escalation} \times \text{contract period in years})$</p>	<p>I & III. Monthly number of trips</p> <p>II. Meeting construction milestones for FSTP</p> <ul style="list-style-type: none"> Operator earns additional revenue from sale of reuse product Performance-based penalties (deduct) 	<p>I & III. ULB to operator monthly</p> <p>II. ULB to operator upon reaching milestones</p>	<p>I, II & III. Escrow account having funds equal to</p> <ul style="list-style-type: none"> Total O&M payments for three months Or upcoming milestone payment during FSTP construction period Penalties to ULB for late O&M payments
D. Faecal Sludge Treatment Plant (includes Reuse)	<p>1) DBO of an FSTP</p>	<p>NPV of two values:</p> <p>I. Construction cost</p> <p>II. FSTP O&M cost per year</p> <p>NPV of $(I + II \times \text{yearly escalation} \times \text{contract period in years})$</p>	<p>I. Meeting construction milestones for FSTP</p> <p>II. O&M of FSTP</p> <ul style="list-style-type: none"> Operator earns additional revenue from sale of reuse product Performance-based penalties (deduct) 	<p>I. ULB to operator upon reaching milestones</p> <p>II. ULB to operator monthly</p>	<p>I & II. Escrow account having funds equal to</p> <ul style="list-style-type: none"> FSTP O&M payments for three months Or upcoming milestone payment during FSTP construction period Penalties to ULB for late O&M payments
	<p>2) Outsourcing the O&M of an existing FSTP</p>	<p>I. FSTP O&M cost per year</p>	<p>I. O&M of FSTP</p> <ul style="list-style-type: none"> Operator earns additional revenue from sale of reuse product Performance-based penalties (deduct) 	<p>I. ULB to operator monthly</p>	<p>I. Designated account having funds equal to three months of FSTP O&M payments</p> <ul style="list-style-type: none"> Penalties to ULB for late O&M payments

Source: Business Models for Faecal Sludge Management in India, IWMI 2020

- **Defining Scope of Work Based on Strengths:** Planning the scope of work of private entity should consider the strengths and capacity. Burdening of private entity in getting statutory clearances should be avoided as this may lead to significant delays. ULB/State is in a better position to get statutory clearances. Further, loading additional costs on the project, such as onsite laboratories in FSTP and collection of user fees (except demand-based desludging), should be avoided.
- **Incorporating Reuse:** The tenders should encourage reuse of by-products from the FSTP, especially for solids as the evacuation of solids may become a serious issue over time leading to plant closure.

PART B: Standardized Procurement Document for FSM

1. Guidance to Fill the Standardized Procurement Document

To assist in rapid scaling of FSM in India, based on various procurement options mentioned in Table 1, following SPDs have been developed:

1. **SPD B1** – Outsourcing the operation of ULB-owned desludging vehicles for providing on-demand desludging services
2. **SPD B2** – Outsourcing the operation of ULB-owned desludging vehicles for providing scheduled desludging services
3. **SPD B3** – Outsourcing scheduled desludging services
4. **SPD C2** – Outsourcing the operation of ULB-owned desludging vehicles for providing scheduled desludging services and DBO for FSTP
5. **SPD D1** – DBO for FSTP
6. **SPD D2** – Outsourcing O&M for existing FSTP

This document, as mentioned earlier, is a guide to the ULBs/State to fill the SPDs as per their requirement and local conditions. The ULB/State needs to select the SPD as required for their purpose and deletes the first two pages and last two pages of the document. Each SPD comprises of two volumes – Volume. 1 and Volume. 2. Volume. 1 covers the Bid information details and related appendixes and Volume 2 covers the agreement and related schedules. The ULB/State official is required to fill the empty square brackets ([.....]) or blanks (_____) with specific information. This document, as a manual, provides guidance to the ULB official to enter appropriate information in the empty square brackets or blanks in both the volumes. Table 6 below gives a quick snapshot on the table numbers to be referred for filling the information for the SPDs.

Table 6. Mapping of SPDs with Guidance Tables

SPD No	Volume No	Reference Table
B1	Volume. 1	Refer Table 7
	Volume. 2	Refer Table 8
B2	Volume. 1	Refer Table 9
	Volume. 2	Refer Table 10
B3	Volume. 1	Refer Table 11
	Volume. 2	Refer Table 12
C2	Volume. 1	Refer Table 13
	Volume. 2	Refer Table 14
D1	Volume. 1	Refer Table 15
	Volume. 2	Refer Table 16
D2	Volume. 1	Refer Table 17
	Volume. 2	Refer Table 18

SPD B1 - Outsourcing the operation of ULB-owned desludging vehicles for providing on-demand desludging services

Table 7. SPD B1. Volume. 1 Information Entry Guidance

Clause #	Where to Change	Changes and Recommendations
Cover page	[3 or 4 or 5] Years	Choose the number of years of contract period
	[Name of the Authority]	Name of the Authority issuing the RFP
	[Name of Location]	City or town or panchayat benefiting from the project
	[Month and Year]	Month and Year when RFP is issued
	[Name and Address of the Authority]	Name and address of Authority issuing RFP
	Foot note referring procurement manual	Delete this note
Disclaimer	[Name of Authority]	Name of the Authority issuing the RFP
Glossary	[Name of State]	State in which project is located
1.1.1	[Urban local body/ Name of the Authority]	Name of ULB/Authority issuing RFP
1.1.3	[Vehicles in number]	Number of vehicles, owned by Authority, being outsourced as part of the project
	[3 or 4 or 5] years	Contract period in years
1.2.4	Rs._____-/- (Rupees _____ only)	Bid security amount in figures and then in words - refer Notes 1
	[Name of the Authority]	Name of the Authority issuing the RFP
	payable at []	Place where bid security is payable
1.2.9	[Name of Location]	City or town or panchayat benefiting from the project
	Address of communication	Name of designated official, division and office address for bidder to contact for queries/ additional information
1.3	Schedule of Bidding	Number of days as described in the table
1.4	Venue and Time	Venue and time of pre-bid meeting
2.9.2	[Name of Authority]	Name of the Authority issuing the RFP
	[Name of the Location]	City or town or panchayat benefiting from the project
2.9.3	Address on the Envelope	Name of designated official, with designation and contact details, to address bid envelopes to
2.10.1	[1400] hours IST	Cut-off time for submission of the bid on on Bid Due Date
3.4.1(A)(i)	____ vehicles	Number of vehicles - refer Notes 2
3.4.1(B)(i)	Rs._____(Rupees_____)	Average annual turnover requirement amount in figures and then in words - refer Notes 1
4.1	[]	Name of the court under whose jurisdiction the project is being undertaken

Schedule A. C.	[Name of Authority]	Name of the Authority issuing the RFP
	Table of Assets	Details of vehicles and other equipment to be provided by Authority to service provider
Schedule A. D.	Address:	Address of temporary site for disposing faecal sludge during construction of FSTP
Appendix-I	Letter of Bid	To be filled by the Bidder
Annex-1	Details of Bidder	To be filled by the Bidder
Appendix-II	Power of Attorney for signing of Bid	To be filled by the Bidder
Appendix-III	Power of Attorney for Lead Member of Consortium	To be filled by the Bidder
Appendix-IV	Technical Capacity of the Bidder	To be filled by the Bidder
Appendix-IV A	Certificate for Technical Capacity of the Bidder	To be filled by the Bidder
Appendix-V	Financial Capacity of the Bidder	To be filled by the Bidder
Appendix-VI	Financial Bid	To be filled by the Bidder

Table 8. SPD B1. Volume. 2 Information Entry Guidance

Clause #	Where to Change	To be Filled when Issuing RFP	To be Filled when Signing the Agreement
Cover page	[3 or 4 or 5] Years	Contract period in years	
	[Name of the Authority]	Name of the Authority issuing the RFP	
	[Name of Location]	City or town or panchayat benefiting from the project	
	[Month and Year]	Month and year of issuance of the RFP	
	[Name of the Authority]	Name of the Authority issuing the RFP	
	Foot note referring procurement manual	Delete this note	
Title page	[Name of Authority]	Name of the Authority issuing the RFP	
	Service provider		Name of the Successful Bidder
	[3 or 4 or 5] Years	Contract period in years	
	[Name of the Authority]	Name of the Authority issuing the RFP	
	[Name of Location]	City or town or panchayat benefiting from the project	
Preamble	[insert the month], [insert the year] at [insert place],		Month, year and place of agreement signing
	[Insert Name of the Authority]	Provisions in the square parenthesis shall be filled or modified suitably	

	[Address of the Authority]	Full Address of the Authority	
	[Insert the Designation of the Authorised Person on behalf of the Authority]	Designation of person signing the agreement on behalf of the Authority	
	[Insert Name of the Successful Bidder]		Name of the Successful Bidder
	Office at _____		Address of the Successful Bidder
	Authorized representative _____		Name and designation of person signing the agreement on behalf of the Successful Bidder
	[Note*]		If the Successful Bidder is a consortium, then replace text regarding SECOND PARTY suitably with text from this Note
	[Insert name of the Lead Member]		If the Successful Bidder is a consortium - Name of lead member of the consortium
	[Insert name of the Other Member(s)]		If the Successful Bidder is a consortium - Names of members other than lead member
	[Insert name of the Lead Member]		If the Successful Bidder is a consortium - Name of lead member of the consortium
	Registered Office at _____ =		If the Successful Bidder is a consortium - Address of lead member
	Authorized Representative _____		If the Successful Bidder is a consortium - Name and designation of person signing the agreement on behalf of the consortium
Preamble. 2.	Dated [____]	Date when RFP was issued	
Preamble. 3.	No. _____ Dated _____		Letter of Award/Work order number and date of issue
2	_____ years (years in words)	Contract period in words	
3.1.a	Rs. _____/- (Rupees _____ only)		Performance security amount in figures and then in words - refer Notes 1
3.2.a	[15 days]	Number of days provided to service provider for submitting implementation plan	
4.1.a	[7 (seven)] days	Number of days provided to Authority to hand over vehicles	

4.1.d	[2 (two)] days	Number of days provided for joint inspection of vehicles by Authority and Service Provider	
5.1.a	Rs. _____/- (Rupees _____ only)		Bid Price quoted by the Successful Bidder in their financial bid
5.2	_____ number of trips per Quarter	Minimum guaranteed trips below which the Authority will compensate Service Provider for any shortfall - refer Notes 4	
5.2.a	15-day payment with 8% p.a. penalty for delay in payments	Important clause - to be reviewed	
5.3.	Payment mechanism - designated account	Important clause - to be reviewed	
6.4	Force Majeure event period [60 days]	Number of days as appropriate	
	Force Majeure-related termination notice period [15 days]	Number of days as appropriate	
7.5	[Death of Service Provider ...]	Important clause - to be reviewed	
9.2	Place of arbitration _____	Place where arbitration will take place	
10.1	<i>(Insert Court Jurisdiction applicable to the Service Area/Authority)</i>	Name of the court under whose jurisdiction the project is being undertaken	
10.3	<i>Addresses for Authority and Service Provider</i>		Address for correspondence for Authority and Service Provider
Schedule 1	Project details	Authority to provide all necessary details as mentioned in this Schedule	
Schedule 2	Scope of work	No change required	
Schedule 3	Implementation plan		Approved implementation plan to be inserted within 15 days of contract signing, prepared in accordance with Clause 3.2
Schedule 4	Template forms for FSM	No change required	
Schedule 5	Standards and specifications	No change required	
Schedule 6	Standard operating procedures	No change required	
Schedule 7	Monthly report template	No change required	

Schedule 8 2.1	Desludging timings [7am to 7pm]; designated disposal site timings [7am to 9pm]	Timings for operation of desludging vehicles and designated disposal site (temporary site or existing STP or FSTP)	
3.2	[%] Customer satisfaction benchmark	Customer satisfaction benchmarks in 3.2.1, 3.2.2, 3.2.3	
7	Penalties for non-conformance to service levels - Table	To be filled by Authority	
Schedule 9	Performance security		To be filled by the Successful Bidder

SPD B2 - Outsourcing the operation of ULB-owned desludging vehicles for providing scheduled desludging services

Table 9. SPD B2. Volume. 1 Information Entry Guidance

Clause #	Where to Change	Changes and Recommendations
Cover page	[3 or 4 or 5] Years	Choose the number of years of contract period
	[Name of the Authority]	Name of the Authority issuing the RFP
	[Name of location]	City or town or panchayat benefiting from the project
	[Month and Year]	Month and year of issuance of the RFP
	[Name and address of the Authority]	Name and address of Authority issuing RFP
	Footnote referring procurement manual	Delete this note
Disclaimer	[Name of Authority]	Name of the Authority issuing the RFP
Glossary	[Name of State]	State in which project is located
1.1.1	[Urban local body/Name of the Authority]	Name of ULB/Authority issuing RFP
1.1.3	[Vehicles in Number]	Number of vehicles, owned by the Authority, being outsourced as part of the project
	[3 or 4 or 5] years	Contract period in years
1.2.4	Rs. _____/- (Rupees _____ only)	Bid security amount in figures and then in words - refer Notes 1
	[Name of the Authority]	Name of the Authority issuing the RFP
	Payable at []	Place where bid security is payable
1.2.9	[Name of Location]	City or town or panchayat benefiting from the project
	Address of communication	Name of the designated official, division and office address for Bidder to contact for queries/ additional information
1.3	Schedule of Bidding	Number of days as described in the table
1.4	Venue and Time	Venue and time of pre-bid meeting
2.9.2	[Name of Authority]	Name of the Authority issuing the RFP
	[Name of the Location]	City or town or panchayat benefiting from the project
2.9.3	Address on the Envelope	Name of designated official, with designation and contact details, to address bid envelope
2.10.1	[1400] hours IST	Cut-off time for submission of the bid on Bid Due Date
3.4.1(A)	____ vehicles	Number of vehicles - refer Notes 2
3.4.1(B)	Rs. _____ (Rupees _____)	Average annual turnover requirement amount in figures and then in words - refer Notes 1
4.1	[]	Name of the court under whose jurisdiction the project is being undertaken
Schedule A. C.	[Name of Authority]	Name of the Authority issuing the RFP

	Table of Assets	Details of vehicles and other equipment to be provided by the Authority to the Service Provider
Schedule A. D.	Address:	Address of temporary site for disposing faecal sludge during construction of FSTP
Appendix-I	Letter of Bid	To be filled by the Bidder
Annex-1	Details of the Bidder	To be filled by the Bidder
Appendix-II	Power of Attorney for signing of the Bid	To be filled by the Bidder
Appendix-III	Power of Attorney for the Lead Member of the Consortium	To be filled by the Bidder
Appendix-IV	Technical Capacity of the Bidder	To be filled by the Bidder
Appendix-IVA	Certificate for Technical Capacity of the Bidder	To be filled by the Bidder
Appendix-V	Financial Capacity of the Bidder	To be filled by the Bidder
Appendix-VI	Financial Bid	To be filled by the Bidder

Table 10. SPD B2. Volume. 2 Information Entry Guidance

Clause #	Where to Change	To be Filled when Issuing RFP	To be Filled when Signing the Agreement
Cover page	[3 or 4 or 5] Years	Contract period in years	
	[<i>Name of the Authority</i>]	Name of the Authority issuing the RFP	
	[<i>Name of Location</i>]	City or town or panchayat benefiting from the project	
	[<i>Month and Year</i>]	Month and year of issuance of the RFP	
	[<i>Name of the Authority</i>]	Name of the Authority issuing the RFP	
	Foot note referring procurement manual	Delete this note	
Title page	[<i>Name of Authority</i>]	Name of the Authority issuing the RFP	
	Service Provider		Name of the Successful Bidder
	[3 or 4 or 5] Years	Contract period in years	
	[<i>Name of the Authority</i>]	Name of the Authority issuing the RFP	
	[<i>Name of the Location</i>]	City or town or panchayat benefiting from the project	
Preamble	[<i>Insert the Month</i>], [<i>Insert the Year</i>] at [<i>Insert Place</i>],		Month, year and place of signing of the agreement
	[<i>Insert Name of the Authority</i>]	Provisions in the square parenthesis shall be filled or modified suitably	
	[<i>Address of the</i>	Full Address of the	

	<i>Authority]</i>	Authority	
	<i>[Insert the Designation of the Authorised Person on behalf of the Authority]</i>	Designation of person signing the agreement on behalf of the Authority	
	<i>[Insert name of the Successful Bidder]</i>		Name of the Successful Bidder
	Office at _____		Address of Successful Bidder
	Authorized representative _____		Name and Designation of person signing the agreement on behalf of the Successful Bidder
	[Note*]		If the Successful Bidder is a consortium, then replace text regarding SECOND PARTY suitably with text from this Note
	<i>[Insert Name of the Lead Member]</i>		If the Successful Bidder is a consortium - Name of the Lead Member of the consortium
	<i>[Insert Name of the Other Member(s)]</i>		If the Successful Bidder is a consortium - Names of members other than the Lead Member
	<i>[Insert Name of the Lead Member]</i>		If the Successful Bidder is a consortium - Name of the Lead Member of the consortium
	Registered office at _____		If the Successful Bidder is a consortium - Address of the Lead Member
	Authorized representative _____		If the Successful Bidder is a consortium - Name and Designation of person signing the agreement on behalf of the consortium
Preamble. 2.	Dated [____]	Date when RFP was issued	
Preamble. 3.	No. _____ Dated _____		Letter of award/Work Order number and date of issue
2	_____ years (<i>years in words</i>)	Contract period in words	
3.1.a	Rs. _____/- (Rupees _____ only)		Performance security amount in figures and then in words - refer Notes 1
3.2.a	[15 days]	Number of days provided to Service Provider for submitting implementation plan	
4.1.a	[7 (seven)] days	Number of days provided to Authority to hand over vehicles	

4.1.d	[2 (two)] days	Number of days provided for joint inspection of vehicles by Authority and Service Provider	
5.1.a	Rs. _____/- (Rupees _____only)		Bid price quoted by the Successful Bidder in their financial bid
5.1.c.	15-day payment with 8% p.a. penalty for delay in payments	Important clause - to be reviewed	
5.3.	Payment mechanism - designated account	Important clause - to be reviewed	
6.4	Force Majeure event period [60 days]	Number of days as appropriate	
	Force Majeure related termination notice period [15 days]	Number of days as appropriate	
7.5	[Death of Service Provider ...]	Important clause - to be reviewed	
9.2	Place of arbitration _____	Place where arbitration will take place	
10.1	<i>(Insert Court Jurisdiction applicable to the Service Area/Authority)</i>	Name of the court under whose jurisdiction the project is being undertaken	
10.3	<i>Addresses for Authority and Service provider</i>		Address for correspondence for Authority and Service Provider
Schedule 1	Project details	Authority to provide all necessary details as mentioned in this Schedule	
Schedule 2	Scope of work	No change required	
Schedule 3	Implementation plan		Approved implementation plan to be inserted within 15 days of contract signing, prepared in accordance with Clause 3.2
Schedule 4	Template forms for FSM	No change required	
Schedule 5	Standards and specifications	No change required	
Schedule 6	Standard operating procedures	No change required	
Schedule 7	Monthly report template	No change required	

Schedule 8 2.1	Desludging timings [7am to 7pm]; designated disposal site timings [7am to 9pm]	Timings for operation of desludging vehicles and designated disposal site (temporary site or existing STP or FSTP)	
3.2	[%] Customer satisfaction benchmark	Customer satisfaction benchmarks in 3.2.1, 3.2.2, 3.2.3	
7	Penalties for non-conformance to service levels - Table	To be filled by the Authority	
Schedule 9	Performance security		To be filled by the Successful Bidder

SPD B3 - Outsourcing scheduled desludging services

Table 11. SPD B3. Volume. 1 Information entry guidance

Clause #	Where to change	Changes and recommendations
Cover page	[3 or 4 or 5] Years	Choose the number of years of the contract period
	[Name of the Authority]	Name of the Authority issuing the RFP
	[Name of Location]	City or town or panchayat benefiting from the project
	[Month and Year]	Month and year of issuance of the RFP
	[Name and Address of the Authority]	Name and address of the Authority issuing the RFP
	Footnote referring procurement manual	Delete this note
Disclaimer	[Name of the Authority]	Name of the Authority issuing the RFP
Glossary	[Name of State]	State in which project is located
1.1.1	[Urban Local Body/Name of the Authority]	Name of ULB/Authority issuing RFP
1.1.3	[3 or 4 or 5] years	Contract period in years
1.2.4	Rs. _____/- (Rupees _____ only)	Bid security amount in figures and then in words - refer Notes 1
	[Name of the Authority]	Name of the Authority issuing the RFP
	Payable at []	Place where bid security is payable
1.2.9	[Name of Location]	City or town or panchayat benefiting from the project
	Address of communication	Name of designated official, division and office address for the Bidder to contact for queries/ additional information
1.3	Schedule of bidding	Number of days as described in the table
1.4	Venue and time	Venue and time of pre-bid meeting
2.9.2	[Name of the Authority]	Name of the Authority issuing the RFP
	[Name of the Location]	City or town or panchayat benefiting from the project
2.9.3	Address on the envelope	Name of designated official, with designation and contact details, to address the Bid envelope
2.10.1	[1400] hours IST	Cut-off time for submission of the bid on the Bid Due Date
3.4.1(A)(i)	____ vehicles	Number of vehicles - refer Notes 2
3.4.1(B)(i)	Rs. _____ (Rupees _____)	Average annual turnover requirement amount in figures and then in words - refer Notes 1
4.1	[]	Name of the court under whose jurisdiction the project is being

		undertaken
Schedule A.D	Address:	Address of temporary site for disposing faecal sludge during construction of FSTP
Appendix-I	Letter of Bid	To be filled by the Bidder
Annex-1	Details of the Bidder	To be filled by the Bidder
Appendix-II	Power of Attorney for signing of the Bid	To be filled by the Bidder
Appendix-III	Power of Attorney for Lead Member of Consortium	To be filled by the Bidder
Appendix-IV	Technical Capacity of the Bidder	To be filled by the Bidder
Appendix-IV A	Certificate for Technical Capacity of the Bidder	To be filled by the Bidder
Appendix-V	Financial Capacity of the Bidder	To be filled by the Bidder
Appendix-VI	Format for Affidavit for ownership of vehicles	To be filled by the Bidder
Appendix-VII	Financial Bid	To be filled by the Bidder

Table 12. SPD B3. Volume. 2 Information entry guidance

Clause #	Where to change	To be filled when issuing RFP	To be filled when signing the agreement
Cover page	[3 or 4 or 5] Years	Contract period in years	
	[Name of the Authority]	Name of the Authority issuing the RFP	
	[Name of Location]	City or town or panchayat benefiting from the project	
	[Month and Year]	Month and year when RFP is issued	
	[Name of the Authority]	Name of the Authority issuing the RFP	
	Footnote referring procurement manual	Delete this note	
Title page	[Name of the Authority]	Name of the Authority issuing the RFP	
	Service provider		Name of the Successful Bidder
	[3 or 4 or 5] Years	Contract period in years	
	[Name of the Authority]	Name of the Authority issuing the RFP	
	[Name of Location]	City or town or panchayat benefiting from the project	
Preamble	[Insert the Month], [Insert the Year] at [Insert Place],		Month, year and place of signing of the agreement
	[Insert Name of the Authority]	Provisions in the square parenthesis shall be filled or modified suitably	
	[Address of the	Full address of the	

	Authority]	Authority	
	[Insert the Designation of the Authorised Person on behalf of the Authority]	Designation of person signing the agreement on behalf of the Authority	
	[Insert Name of the Successful Bidder]		Name of the Successful Bidder
	Office at _____		Address of the Successful Bidder
	Authorized representative		Name and designation of the person signing the agreement on behalf of Successful Bidder
	[Note*]		If the Successful Bidder is a consortium, then replace text regarding SECOND PARTY suitably with text from this Note
	[Insert Name of the Lead Member]		If the Successful Bidder is a consortium - Name of the Lead Member of the consortium
	[Insert Name of the Other Member(s)]		If the Successful Bidder is a consortium - Names of members other than the Lead Member
	[Insert Name of the Lead Member]		If the Successful Bidder is a consortium - Name of the Lead Member of the consortium
	Registered office at _____		If the Successful Bidder is a consortium - address of the Lead Member
	Authorized Representative _____		If the Successful Bidder is a consortium - Name and designation of person signing the agreement on behalf of the consortium
Preamble. 2.	Dated [_____]	Date when RFP was issued	
Preamble. 3.	No. _____ Dated _____		Letter of award/Work Order number and date of issue
2	_____ years (<i>years in words</i>)	Contract period in words	
3.1.a	Rs. _____/- (Rupees _____ only)		Performance security amount in figures and then in words - refer Notes 1
3.2.a	[15 days]	Number of days provided to Service Provider for submitting implementation plan	
5.1.a	Rs. _____/- (Rupees _____ only)		Bid price quoted by the Successful Bidder in their financial bid
5.1.c.	15-day payment with 8% p.a. penalty for delay in payments	Important clause - to be reviewed	

5.3.	Payment mechanism - designated account	Important clause - to be reviewed	
6.4	Force Majeure event period [60 days]	Number of days as appropriate	
	Force Majeure related termination notice period [15 days]	Number of days as appropriate	
7.5	[Death of Service Provider ...]	Important clause - to be reviewed	
8.2	Place of arbitration	Place where arbitration will take place	
9.1	<i>(Insert Court Jurisdiction applicable to the Service Area/Authority)</i>	Name of the court under whose jurisdiction the project is being undertaken	
9.3	<i>Addresses for Authority and Service Provider</i>		Address for correspondence for Authority and Service Provider
Schedule 1	Project details	Authority to provide all necessary details as mentioned in this Schedule	
Schedule 2	Scope of work	No change required	
Schedule 3	Implementation plan		Approved implementation plan to be inserted within 15 days of contract signing, prepared in accordance with clause 3.2
Schedule 4	Template forms for FSM	No change required	
Schedule 5	Standards and specifications	No change required	
Schedule 6	Standard operating procedures	No change required	
Schedule 7	Monthly report template	No change required	
Schedule 8 2.1	Desludging timings [7am to 7pm]; designated disposal site timings [7am to 9pm]	Timings for operation of desludging vehicles and designated disposal site (temporary site or existing STP or FSTP)	
3.2	[%] Customer satisfaction benchmark	Customer satisfaction benchmarks in 3.2.1, 3.2.2, 3.2.3	
7	Penalties for non-conformance to service levels - Table	To be filled by the Authority	
Schedule 9	Performance security		To be filled by the Successful Bidder

SPD C2 - Outsourcing the operation of ULB owned desludging vehicles for providing scheduled desludging services and DBO for FSTP

Table 13. SPD C2. Volume. 1 Information Entry Guidance

Clause #	Where to Change	Changes and Recommendations
Cover page	[] KLD	Capacity of proposed FSTP in KLD
	[] Years	Contract period in years - Contract periods of 10 years or more recommended; Minimum period may be 5 years
	[Name of the Location]	City or town or panchayat benefiting from the project
	[Month and Year]	Month and year of issuance of the RFP Month and year of issuance of the RFP
	[Name and Address of the Authority]	Name and address of Authority issuing the RFP
	Foot note referring procurement manual	Delete this note
Disclaimer	[Name of the Authority]	Name of the Authority issuing the RFP
Glossary	[Name of State]	State in which project is located
1.1.1	[Urban Local Body/Name of the Authority]	Name of ULB/Authority issuing RFP
1.1.3	[Number of Vehicles]	Number of vehicles, owned by Authority, being outsourced as part of the project
	[] Years	Contract period in years
1.2.4	Rs. _____/- (Rupees _____ only)	Bid security amount in figures and then in words - refer Notes 1
	[Name of the Authority]	Name of the Authority issuing the RFP Name of the Authority issuing the RFP
	Payable at []	Place where bid security is payable
1.2.9	[] KLD	Capacity of proposed FSTP in KLD
	[] Years	Contract period in years
	[Name of Location]	City or town or panchayat benefiting from the project
	Address for communication	Name of the designated official, division and office address for the bidder to contact for queries/additional information
1.3	Schedule of Bidding	Number of days as described in the table
1.4	Venue and time	Venue and time of pre-bid meeting
2.9.2	[] Years	Contract period in years
	[Name of Location]	City or town or panchayat benefiting from the project

2.9.3	Envelope addressed to	Name of designated official, with designation and contact details to address the bid envelopes
2.10.1	[1400] hours IST	Cut-off time for submission of bid on the Bid Due Date
3.4.1.A.1	<input type="checkbox"/> vehicles either owned or hired	Number of vehicles - refer Notes 2
3.4.1.A.2(a)(i)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> KLD	Capacity of FSTP in KLD - refer Notes 3
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> KLD	Total capacity of two FSTPs in KLD - refer Notes 3
3.4.1.A.2(a)(ii)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> MLD	Wastewater treatment in MLD - refer Notes 3
3.4.1.A.2(b)(i)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> KLD	Capacity of FSTP in KLD - refer Notes 3
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> KLD	Total capacity of two FSTPs in KLD - refer Notes 3
3.4.1.A.2(b)(ii)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> MLD	Wastewater treatment in MLD - refer Notes 3
3.4.1.A.3(i)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> KLD	Capacity of FSTP in KLD - refer Notes 3
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> KLD	Total capacity of two FSTPs in KLD - refer Notes 3
3.4.1.A.3(ii)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> MLD	Wastewater treatment in MLD - refer Notes 3
3.4.1.B.1	<input type="text"/> (Amount in numbers) <input type="text"/> (Amount in words)	Net worth requirement amount in figures and then in words - refer Notes 1
3.4.1.B.2	<input type="checkbox"/> Financial Years	Number of years for submission of annual turnover Minimum of 3 years; maximum of 5 years. Change Appendix V table accordingly
	<input type="text"/> (Amount in numbers) <input type="text"/> (Amount in words)	Average annual turnover requirement amount in figures and then in words - refer Notes 1
3.4.1.B.3	<input type="text"/> (Amount in numbers) <input type="text"/> (Amount in words)	Available bid capacity amount in figures and then in words - refer Notes 1
4.1	<input type="text"/>	Name of the court under whose jurisdiction the project is being undertaken
Schedule A. C.	[Name of Authority]	Name of the Authority issuing the RFP
	Table of Assets	Details of vehicles and other equipment to be provided by Authority to Service Provider
Schedule A. D.	Address:	Address of temporary site for disposing Faecal Sludge during construction of FSTP
		Address of FSTP site
Appendix-I	Letter of Technical Bid	To be filled by the Bidder
Annex-1	Details of the Bidder	To be filled by the Bidder
Appendix-II	Power of Attorney for signing of the Bid	To be filled by the Bidder

Appendix-III	Power of Attorney for the Lead Member of Consortium	To be filled by the Bidder
Appendix-IV	Technical Capacity of the Bidder	To be filled by the Bidder
Appendix-IV A	Certificate for Technical Capacity of the Bidder	To be filled by the Bidder
Appendix-V	Financial Capacity of the Bidder	To be filled by the Bidder
Appendix-VA	Bid Capacity of the Bidder	To be filled by the Bidder
Appendix-VI	Technical Proposal	To be filled by the Bidder
Appendix-VII	Financial Bid	To be filled by the Bidder
Appendix-VIII	Specified Technologies	No change required

Table 14. SPD C2. Volume. 2 Information Entry Guidance

Clause #	Where to Change	To be Filled when Issuing RFP	To be Filled when Signing the Agreement	
Cover page	[] KLD	Capacity of FSTP proposed in KLD		
	[] Years	Contract period in years		
	[<i>Name of the Location</i>]	City or town or panchayat benefiting from the project		
	[<i>Month and Year</i>]	Month and year of issuance of the RFP		
	[<i>Name and Address of the Authority</i>]	Name and address of Authority issuing the RFP		
	Foot note referring procurement manual	Delete this note		
Title page	[<i>Name of Authority</i>]	Name of the Authority issuing the RFP		
	Concessionaire		Name of the Successful Bidder	
	[] KLD	Capacity of FSTP proposed in KLD		
	[] Years	Contract period in years		
	[<i>Name of the Location</i>]	City or town or panchayat benefiting from the project		
	Preamble	[<i>Insert the Month</i>], [<i>Insert the Year</i>] at [<i>Insert Place</i>],		Month, year and place of the signing of the agreement s
	[<i>Insert Name of the Authority</i>]	Provisions in the square parenthesis shall be filled or modified suitably		
[<i>Address of the Authority</i>]	Full address of the Authority			
[<i>Insert the Designation of the Authorised Person on</i>	Designation of the person signing the agreement on behalf of the Authority			

	<i>behalf of the Authority]</i>		
	<i>[Insert Name of the Successful Bidder]</i>		Name of the Successful Bidder
	Office at		Address of the Successful Bidder
	Authorized representative _____		Name and designation of the person signing the agreement on behalf of the Successful Bidder
	[Note*]		If the Successful Bidder is a consortium then replace text regarding the SECOND PARTY suitably with text from this note
	<i>[Insert Name of the Lead Member]</i>		If the Successful Bidder is a consortium - Name of the Lead Member of the consortium
	<i>[Insert Name of the Other Member(s)]</i>		If the Successful Bidder is a consortium - Names of members other than the Lead Member
	<i>[Insert Name of the Lead Member]</i>		If the Successful Bidder is a consortium - Name of the Lead Member of the consortium
	Registered office at _____		If the Successful Bidder is a consortium - address of lead member
	Authorized representative _____		If the Successful Bidder is a consortium - Name and designation of person signing the agreement on behalf of the consortium
Preamble. A.	[_____] years in <i>[Name of the Location]</i>	Contract period in years; city or town or panchayat benefiting from the project	
Preamble. B.	Dated [_____]	Date when the RFP was issued	
Preamble. C.	No. _____ dated _____		Letter of award/Work Order number and date of issue
Preamble. D.	Rs. _____/- (Rupees _____ only)		Construction Performance Security in figures and then in words - refer Notes 1
3.1.a.	[15] days	Number of days provided to Authority to handover the site for FSTP	

5.1.a.	Rs._____/ - (Rupees _____only)		Construction Performance Security in figures and then in words - refer Notes 1
5.1.b.	[six months]	Defect liability period	
5.1.c.	Rs._____/ - (Rupees _____only)		Operations Performance Security in figures and then in words - refer Notes 1
5.3.a.	[15 days]	Number of days provided to Concessionaire for submitting scheduled desludging plan	
5.3.b.	[30 days]	Number of days provided to Concessionaire for submitting FSTP related plan	
5.8.vi.	[30 days]	Number of days provided to Concessionaire for submitting 'As built' drawings	
5.15.a.	M/s_____(Lead Member)		If the Successful Bidder is a consortium - Name of the Lead Member of the consortium
	(ii) M/s_____(Other Member)		If the Successful Bidder is a consortium - Names of members other than the Lead Member
6.1.a.	[30 (thirty)] days	Number of days provided to Authority to hand over vehicles	
6.1.b.	[15 (fifteen)] days	Number of days provided for joint inspection of vehicles by Authority and Service Provider	
7.2	Rs._____/ - (Rupees _____only)		Construction price quoted by the Successful Bidder in their financial bid
7.3.a.	Rs._____/ - (Rupees _____only)		Per trip desludging price quoted by the Successful Bidder in their financial bid
7.3.b.	Escalation clause	Important clause - to be reviewed	
7.3.d.	15-day payment with 8% p.a. penalty for delay in payments	Important clause - to be reviewed	
7.4.a.	Rs._____/ - (Rupees _____only)		Per trip FSTP O&M price quoted by the Successful Bidder Successful Bidder in their financial bid

7.4.b.	Escalation clause	Important clause - to be reviewed	
7.4.c.	15-day payment with 8% p.a. penalty for delay in payments	Important clause - to be reviewed	
7.5	Payment mechanism - Escrow account	Important clause - to be reviewed	
9.1.b.(i)	[30 (thirty)] days	Number of days provided to Authority to hand over vehicles beyond which it will be in default of contract	
11.1.b.	_____, [the Authority]	Designation of the authorised person at the Authority to be referred for amicable resolution of dispute	
11.2.b	[]	Place of the arbitration	
12.1	[]	Name of the court under whose jurisdiction the project is being undertaken	
12.3	If to the Authority:		Address for correspondence for Authority
	If to the Concessionaire:		Address for correspondence for Concessionaire
Schedule 1	Project details	Authority to provide all necessary details as mentioned in this schedule	
Schedule 2	Scope of work	No change required	
Schedule 3	Implementation plan		Approved implementation plan to be inserted within 15 days of signing the contract , prepared in accordance with clause 3.2, and duly updated as contract progresses
Schedule 4	Template forms for FSM	No change required	
Schedule 5	Standards and specifications	No change required	
Schedule 6	Standard operating procedures	No change required	
Schedule 7	Monthly report template	No change required	
Schedule 8 2.1	Desludging timings [7 am to 7 pm]	Timings for operation of desludging vehicles	

Schedule 8 2.3	Designated disposal site timings [7 am to 9 pm]	Timings for operation of designated disposal site (temporary site or existing STP or FSTP)	
3.2	[%] customer satisfaction benchmark	Customer satisfaction benchmarks in 3.2.1, 3.2.2, 3.2.3	
7	Penalties for non-conformance to service levels - Refer Table	To be filled by Authority	
Schedule 9	Performance security		To be filled by the Successful Bidder
Schedule 10	Scope of work - Authority's Representative	No change required	
Schedule 11	Copy of letter from SPCB	Attach copy of letter from SPCB	
Schedule 12	Letter of authorization		To be filled by the Successful Bidder
Schedule 13	Technical proposal		Attach Appendix VI from bid submission of the Successful Bidder

SPD D1 - DBO for FSTP

Table 15. SPD D1. Volume. 1 Information entry guidance

Clause #	Where to Change	Changes and Recommendations
Cover page	<input type="checkbox"/> KLD	Capacity of proposed FSTP in KLD
	<input type="checkbox"/> Years	Contract period in years. Contract periods of 10 years or more recommended. Minimum period suggested to be 5 years
	[<i>Name of the Location</i>]	City or town or panchayat benefiting from the project
	[<i>Month and Year</i>]	Month and year when RFP is issued
	[<i>Name and Address of the Authority</i>]	Name and Address of the Authority issuing the RFP
	Foot note referring procurement manual	Delete this note
Disclaimer	[<i>Name of the Authority</i>]	Name of the Authority issuing the RFP
Glossary	[<i>Name of State</i>]	State in which project is located
1.1.1	[Urban Local Body/Name of the Authority]	Name of ULB/Authority issuing RFP
1.1.3	[]years	FSTP contract period in Years
1.2.4	Rs. _____/- (Rupees _____ only)	Bid security amount in figures and then in words - refer Notes 1
	[<i>Name of the Authority</i>]	Name of the Authority issuing RFP
	payable at []	Place where bid security is payable
1.2.9	<input type="checkbox"/> KLD	Capacity of proposed FSTP in KLD
	<input type="checkbox"/> Years	Contract period in years
	[<i>Name of Location</i>]	City or town or panchayat benefiting from the project
	Address for communication	Name of designated official, division and office address for the Bidder to contact for queries/additional information
1.3	Schedule of Bidding	Number of days as described in the table
1.4	Venue and Time	Venue and time of pre-bid meeting
2.9.2	[] KLD	Capacity of FSTP proposed in KLD
	<input type="checkbox"/> Years	Contract period in years
	[<i>Name of Location</i>]	City or town or panchayat benefiting from the project
2.9.3	Envelope addressed to	Name of designated official, with designation and contact details to address bid envelope
2.10.1	[1400] hours IST	Cut-off time to submit bid on Bid Due Date

3.4.1.A.1(a)(i)	<input type="checkbox"/> X___] KLD	Capacity of FSTP in KLD - refer Notes 3
	<input type="checkbox"/> Y___] KLD	Total capacity of two FSTPs in KLD - refer Notes 3
3.4.1.A.1(a)(ii)	<input type="checkbox"/> Z___] MLD	Wastewater treatment in MLD - refer Notes 3
3.4.1.A.1(b)(i)	<input type="checkbox"/> X___] KLD	Capacity of FSTP in KLD - refer Notes 3
3.4.1.A.1(b)(ii)	<input type="checkbox"/> Z___] MLD	Wastewater treatment in MLD - refer Notes 3
3.4.1.A.2(i)	<input type="checkbox"/> X___] KLD	Capacity of FSTP in KLD - refer Notes 3
	<input type="checkbox"/> Y___] KLD	Total capacity of two FSTPs in KLD - refer Notes 3
3.4.1.A.2(ii)	<input type="checkbox"/> Z___] MLD	Wastewater treatment in MLD - refer Notes 3
3.4.1.B.1	[_____] (Amount in numbers) (_____) (Amount in words)	Net worth requirement amount in figures and then in words - refer Notes 1
3.4.1.B.2	<input type="checkbox"/> Financial Years	Number of years for which annual turnover is to be submitted. Minimum of 3 years; maximum of 5 years. Change Appendix V table accordingly
	[_____] (Amount in numbers) (_____) (Amount in words)	Average annual turnover requirement amount in figures and then in words - refer Notes 1
3.4.1.B.3	[_____] (Amount in numbers) (_____) (Amount in words)	Available bid capacity amount in figures and then in words - refer Notes 1
4.1	[_____]	Name of the court under whose jurisdiction the project is being undertaken
Schedule A. C.	Address:	Address of FSTP site
Appendix-I	Letter of Technical Bid	To be filled by the Bidder
Annex-1	Details of the Bidder	To be filled by the Bidder
Appendix-II	Power of Attorney for signing of the Bid	To be filled by the Bidder
Appendix-III	Power of Attorney for the Lead Member of Consortium	To be filled by the Bidder
Appendix-IV	Technical Capacity of the Bidder	To be filled by the Bidder
Appendix-IV A	Certificate for Technical Capacity of the Bidder	To be filled by the Bidder
Appendix-V	Financial Capacity of the Bidder	To be filled by the Bidder
Appendix-V A	Bid Capacity of the Bidder	To be filled by the Bidder
Appendix-VI	Technical Proposal	To be filled by the Bidder
Appendix-VII	Financial Bid	To be filled by the Bidder
Appendix-VIII	Specified Technologies	No change required

Table 16. SPD D1. Volume. 2 Information Entry Guidance

Clause #	Where to Change	To be Filled when Issuing RFP	To be Filled when Signing the Agreement	
Cover page	[] KLD	Capacity of FSTP proposed in KLD		
	[] Years	Contract period in years		
	[Name of the Location]	City or town or panchayat benefiting from the project		
	[Month and Year]	Month and year of issuance of the RFP		
	[Name and Address of the Authority]	Name and address of Authority issuing RFP		
	Foot note referring procurement manual	Delete this note		
	Title page	[Name of Authority]	Name of the Authority issuing the RFP	
Concessionaire			Name of the Successful Bidder	
[] KLD		Capacity of FSTP proposed in KLD		
[] Years		Contract period in years		
[Name of the Location]		City or town or panchayat benefiting from the project		
Preamble		[Insert the Month], [Insert the Year] at [Insert Place],		Month, year and place of signing of the agreement of the agreement
		[Insert Name of the Authority]	Provisions in the square parenthesis shall be filled or modified suitably	
	[Address of the Authority]	Full address of the Authority		
	[Insert the Designation of the Authorised Person on Behalf of the Authority]	Designation of person signing the agreement on behalf of the Authority		
	[Insert Name of the Successful Bidder]		Name of the Successful Bidder	
	Office at		Address of the Successful Bidder	
	Authorized representative _____		Name and designation of person signing the agreement on behalf of the Successful Bidder	
	[Note*]		If the Successful Bidder is a consortium then replace text regarding SECOND PARTY suitably with text from this Note	
	[Insert Name of the Lead Member]		If the Successful Bidder is a consortium - Name of the Lead Member of the	

			consortium
	[Insert Name of the Other Member(s)]		If the Successful Bidder is a consortium - Names of members other than the Lead Member
	[Insert Name of the Lead Member]		If the Successful Bidder is a consortium - Name of the Lead Member of the consortium
	Registered office at _____		If the Successful Bidder is a consortium - address of the Lead Member
	Authorized representative _____		If the Successful Bidder is a consortium - Name and designation of the person signing the agreement on behalf of the consortium
Preamble. A.	[] years in [Name of the Location]	Contract period in years. City or town or panchayat benefiting from the project	
Preamble. B.	Dated []	Date of issuance of RFP	
Preamble. C.	No. _____ dated _____		Letter of award/Work Order number and date of issue
Preamble. D.	Rs. _____/- (Rupees _____ only)		Construction Performance Security in figures and then in words - refer Notes 1
3.1.a.	[15] days	Number of days provided to Authority to hand over site for FSTP	
5.1.a.	Rs. _____/- (Rupees _____ only)		Construction Performance Security in figures and then in words - refer Notes 1
5.1.b.	[Six months]	Defect liability period	
5.1.c.	Rs. _____/- (Rupees _____ only)		Operations Performance Security in figures and then in words - refer Notes 1
5.3.a.	[30 days]	Number of days provided to Concessionaire for submitting FSTP related plan	
5.7.vi.	[30 days]	Number of days provided to Concessionaire for submitting 'As built' drawings	
5.14	M/s _____ (Lead Member)		If the Successful Bidder is a consortium - Name of the Lead Member of the consortium
	(ii) M/s _____ (Other Members)		If the Successful Bidder is a consortium - Names of

			members other than the Lead Member
7.2	Rs. _____/- (Rupees _____ only)		Construction price quoted by the Successful Bidder in their financial bid
7.3.a.	Rs. _____/- (Rupees _____ only)		Per trip FSTP O&M price quoted by the Successful Bidder in their financial bid
7.3.b.	Escalation clause	Important clause - to be reviewed	
7.3.c.	15-day payment with 8% p.a. penalty for delay in payments	Important clause - to be reviewed	
7.4	Payment mechanism - Escrow account	Important clause - to be reviewed	
11.1.b.	_____, [the Authority]	Designation of the authorised person at the Authority to be referred for amicable resolution of dispute	
11.2.b	[]	Place of arbitration	
12.1	[]	Name of the court under whose jurisdiction the project is being undertaken	
12.3	If to the Authority:		Address for correspondence for Authority
	If to the Concessionaire:		Address for correspondence for Concessionaire
Schedule 1	Project details	Authority to provide all necessary details as mentioned in this schedule	
Schedule 2	Scope of work	No change required	
Schedule 3	Implementation plan		Approved implementation plan to be inserted within 15 days of the signing of the contract, prepared in accordance with clause 3.2, and duly updated as contract progresses
Schedule 4	Template forms for FSM	No change required	
Schedule 5	Standards and specifications	No change required	
Schedule 6	Standard operating procedures	No change required	
Schedule 7	Monthly report template	No change required	
Schedule 8 2.2	Designated disposal site timings [7 am to 9 pm]	Timings for operation of designated disposal site (temporary site or existing STP or FSTP)	

7	Penalties for non-conformance to service levels - Table	To be filled by Authority	
Schedule 9	Performance security		To be filled by the Successful Bidder
Schedule 10	Scope of work - Authority's Representative	No change required	
Schedule 11	Copy of letter from SPCB	Attach copy of letter from SPCB	
Schedule 12	Letter of authorization		To be filled by the Successful Bidder
Schedule 13	Technical proposal		Attach Appendix VI from bid submission of the Successful Bidder

SPD D2 – Outsourcing O&M for existing FSTP

Table 17. SPD D2. Volume. 1 Information entry guidance

Clause #	Where to Change	Changes and Recommendations
Cover page	<input type="checkbox"/> KLD	Capacity of proposed FSTP in KLD
	<input type="checkbox"/> Years	Contract period in years. Contract period of 3 to 5 years recommended
	[<i>Name of the Location</i>]	City or town or panchayat benefiting from the project
	[<i>Month and Year</i>]	Month and year of issuance of RFP
	[<i>Name and Address of the Authority</i>]	Name and address of the Authority issuing the RFP
	Foot note referring procurement manual	Delete this note
Disclaimer	[<i>Name of the Authority</i>]	Name of the Authority issuing the RFP
Glossary	[Name of State]	State in which project is located
1.1.1	[<i>Urban local body/Name of the Authority</i>]	Name of ULB/Authority issuing RFP
1.1.3	[]years	FSTP contract period in Years
1.2.4	Rs. _____/- (Rupees _____ only)	Bid security amount in figures and then in words - refer Notes 1
	[<i>Name of the Authority</i>]	Name of the Authority issuing the RFP
	Payable at []	Place where the bid security is payable
1.2.9	<input type="checkbox"/> KLD	Capacity of proposed FSTP in KLD
	<input type="checkbox"/> Years	Contract period in years
	[<i>Name of Location</i>]	City or town or panchayat benefiting from the project
	Address for communication	Name of the designated official, division and office address for the bidder to contact for queries/additional information
1.3	Schedule of Bidding	Number of days as described in the table
1.4	Venue and Time	Venue and time of pre-bid meeting
2.9.2	<input type="checkbox"/> KLD	Capacity of FSTP proposed in KLD
	<input type="checkbox"/> Years	Contract period in years
	[<i>Name of Location</i>]	City or town or panchayat benefiting from the project
2.9.3	Envelope addressed to	Name of the designated official, with designation and contact details to address bid envelope
2.10.1	[1400] hours IST	Cut-off time for submission of the bid on Bid Due Date
3.4.1.A.1(a)(i)	<input type="checkbox"/> X <input type="checkbox"/> KLD	Capacity of FSTP in KLD - refer Notes 3
3.4.1.A.1(a)(ii)	<input type="checkbox"/> Z <input type="checkbox"/> MLD	Wastewater treatment in MLD - refer Notes 3

3.4.1.B(ii)	[] (Amount in numbers) [] (Amount in words)	Average annual turnover requirement amount in figures and then in words - refer Notes 1
4.1	[]	Name of the court under whose jurisdiction the project is being undertaken
Schedule A.	Project Information	To be filled by the Authority
Appendix-I	Letter of the Bid	To be filled by the Bidder
Annex-1	Details of the Bidder	To be filled by the Bidder
Appendix-II	Power of Attorney for signing of the Bid	To be filled by the Bidder
Appendix-III	Power of Attorney for the Lead Member of the Consortium	To be filled by the Bidder
Appendix-IV	Technical Capacity of the Bidder	To be filled by the Bidder
Appendix-IV A	Certificate for Technical Capacity of the Bidder	To be filled by the Bidder
Appendix-V	Financial Capacity of the Bidder	To be filled by the Bidder
Appendix-VI	Financial Bid	To be filled by the Bidder

Table 18. SPD D2. Volume. 2 Information entry guidance

Clause #	Where to Change	To be Filled when Issuing RFP	To be Filled when Signing the Agreement
Cover page	[] KLD	Capacity of FSTP proposed in KLD	
	[] Years	Contract period in years	
	[<i>Name of the Location</i>]	City or town or panchayat benefiting from the project	
	[<i>Month and Year</i>]	Month and year of issuance of the RFP	
	[<i>Name and Address of the Authority</i>]	Name and address of the Authority issuing the RFP	
	Foot note referring procurement manual	Delete this note	
Title page	[<i>Name of Authority</i>]	Name of the Authority issuing the RFP	
	Concessionaire		Name of the Successful Bidder
	[] KLD	Capacity of FSTP proposed in KLD	
	[] Years	Contract period in years	
	[<i>Name of the Location</i>]	City or town or panchayat benefiting from the project	
Preamble	[<i>Insert the Month</i>], [<i>Insert the Year</i>] at [<i>Insert Place</i>],		Month, year and place of signing of the agreement
	[<i>Insert Name of the Authority</i>]	Provisions in the square parenthesis shall be filled or modified suitably	
	[<i>Address of the Authority</i>]	Full address of the Authority	

	<i>[Insert the Designation of the Authorised Person on behalf of the Authority]</i>	Designation of the person signing the agreement on behalf of the Authority	
	<i>[Insert Name of the Successful Bidder]</i>		Name of the Successful Bidder
	Office _____ at _____		Address of the Successful Bidder
	Authorized representative _____		Name and designation of the person signing the agreement on behalf of the Successful Bidder
	[Note*]		If the Successful Bidder is a consortium then replace text regarding SECOND PARTY suitably with text from this Note
	<i>[Insert Name of the Lead Member]</i>		If the Successful Bidder is a consortium - Name of the Lead Member of the consortium
	<i>[Insert Name of the Other Member(s)]</i>		If the Successful Bidder is a consortium - Names of members other than the Lead Member
	<i>[Insert Name of the Lead Member]</i>		If the Successful Bidder is a consortium - Name of the Lead Member of the consortium
	Registered office at _____		If the Successful Bidder is a consortium - address of the Lead Member
	Authorized representative _____		If the Successful Bidder is a consortium - Name and designation of the person signing the agreement on behalf of the consortium
Preamble. A.	[] years in <i>[Name of the Location]</i>	Contract period in years. City or town or panchayat benefiting from the project	
Preamble. B.	Dated []	Date of issuance of RFP	
Preamble. C.	No. _____ dated _____		Letter of award/Work Order number and date of issue
Preamble. D.	Rs. _____/- (Rupees _____ only)		Performance Security in figures and then in words - refer Notes 1
2.2	[] years	Contract period in Years	
3.1.a.	[15] days	Number of days provided to Authority to hand over the FSTP	

5.1.a.	Rs._____-/- (Rupees _____only)		Performance Security in figures and then in words - refer Notes 1
5.1	M/s _____(Lead Member)		If the Successful Bidder is a consortium - Name of the Lead Member of the consortium
	(ii) M/s_____(Other Members)		If the Successful Bidder is a consortium - Names of members other than the Lead Member
7.1.a.	Rs._____-/- (Rupees _____only)		Per trip FSTP O&M price quoted by the Successful Bidder in their financial bid
7.1.b.	Escalation clause	Important clause - to be reviewed	
7.1.d.	15-day payment with 8% p.a. penalty for delay in payments	Important clause - to be reviewed	
7.2	Payment mechanism - designated account	Important clause - to be reviewed	
11.1.b.	_____, [the Authority]	Designation of the authorised person at the Authority to be referred for amicable resolution of dispute	
11.2.b	[_____]	Place of arbitration	
12.1	[_____]	Name of the court under whose jurisdiction the project is being undertaken	
12.3	If to the Authority:		Address for correspondence for Authority
	If to the Concessionaire:		Address for correspondence for Concessionaire
Schedule 1	Project details	Authority to provide all necessary details as mentioned in this schedule	
Schedule 2	Scope of work	No change required	
Schedule 3	Implementation plan		Approved implementation plan to be inserted within 15 days of signing the contract, prepared in accordance with clause 3.2, and duly updated as contract progresses
Schedule 4	Template forms for FSM	No change required	
Schedule 5	Standards and specifications	No change required	
Schedule 6	Standard operating procedures	No change required	
Schedule 7	Monthly report template	No change required	

Schedule 8 2.2	Designated disposal site timings [7 am to 9 pm]	Timings for operation of FSTP	
7	Penalties for non-conformance to service levels - Table	To be filled by Authority	
Schedule 9	Performance security		To be filled by the Successful Bidder
Schedule 10	Scope of work - Authority's representative	No change required	
Schedule 11	Copy of letter from SPCB	Attach copy of letter from SPCB	

Notes

Notes 1: Calculation for determining entry of financial parameters

SPD No	Expected number of desludging trips per year	Expected project costs	Bid Security requirement	Net worth requirement	Average annual turnover requirement	Available Bid Capacity requirement	Performance requirement	Security
B1	From DPR or Total number of pits and septic tanks in service area/8	Expected number of desludging trips per year x 1000 x Contract period in years	1% x Expected project costs	Positive	2 x Expected project costs	Not applicable	10% x Expected number of desludging trips per year x Bid price per desludging trip	
B2	From DPR or Total number of pits and septic tanks in service area/5	Expected number of desludging trips per year x 1000 x Contract period in years	1% x Expected project costs	Positive	2 x Expected project costs	Not applicable	10% x Expected number of desludging trips per year x Bid price per desludging trip	
B3	From DPR or Total number of pits and septic tanks in service area/5	Expected number of desludging trips per year x 1000 x Contract period in years	1% x Expected project costs	Positive	2 x Expected project costs	Not applicable	10% x Expected number of desludging trips per year x Bid price per desludging trip	
C2	From DPR	Expected desludging costs: Expected number of desludging trips per year x 1000 x Contract period in years Expected construction costs: Capacity of proposed FSTP in KLD x 12,00,000 Expected operations costs: Capacity of proposed FSTP in KLD x 1,20,000 x Contract	1% x Total expected project costs	30% of Expected construction costs	2 x Expected construction costs	30% of Expected construction costs	Construction Performance Security: 5% x Bid price for construction Operations Performance Security: 10% x Expected number of desludging trips per year x (Bid price per desludging trip + Bid price for FSTP O&M fee per trip)	

		period in years					
D1	Not applicable	<p>Expected construction costs: Capacity of proposed FSTP in KLD x 12,00,000</p> <p>Expected operations costs: Capacity of proposed FSTP in KLD x 1,20,000 x Contract period in years</p>	1% x Total expected project costs	30% of Expected construction costs	2 x Expected construction costs	30% of Expected construction costs	<p>Construction Performance Security: 5% x Bid price for construction</p> <p>Operations Performance Security: 10% x Bid price for FSTP O&M fee per year</p>
D2	Not applicable	Expected FSTP O&M costs per year x Contract period in years	1% x Expected project costs	Positive	2 x Expected project costs	Not applicable	10% x Bid price for FSTP O&M fee per year

Notes 2: Qualification Criteria Related to Desludging Vehicles

Qualification criteria - Clause 3.4.1 (A)

Number of vehicles to be managed as part of the tender	Number of vehicles required for qualification
Up to 3	Same as number of vehicles to be managed
Above 3	60% of the number of vehicles required by tender; min 3 vehicles

Notes 3: Qualification Criteria Related to FSTPs

Qualification criteria - Clause 3.4.1 (A)

Capacity of FSTP (KLD) tendered	One FSTP project of X KLD	Two FSTP projects of total capacity Y KLD	MLD of STP (Z)
Below 6	100% of tendered capacity	Not applicable - delete the part in []	0.1 times tendered capacity
Between 6 and 15	75% of capacity; min 6 KLD	100% of tendered capacity	0.1 times tendered capacity
Between 15 and 40	75% of tendered capacity	100% of tendered capacity	0.1 times tendered capacity
Above 40	75% of capacity	100% of tendered capacity	0.1 times tendered capacity

Notes 4: Calculation of Minimum Guarantee Trips for tenders with on-demand desludging

$$\frac{\text{Total fixed costs}}{\text{Minimum Guaranty trips}} = \frac{\text{-----}}{(\text{Revenue per trip} - \text{Variable cost per trip})}$$

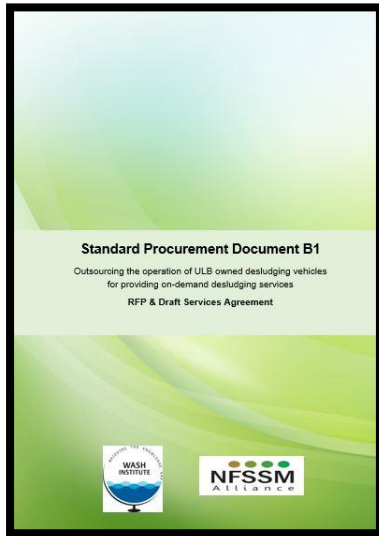
Data for each component of the calculation may be collected as shown in table below:

Nature of costs	Cost item	Amount (Rs)
Fixed	Driver wages	
Fixed	Worker wages	
Fixed	Insurance	
Fixed	Health check up	
Fixed	License and regulatory costs	
Fixed	Other fixed costs	
	Total fixed costs	
Variable - per trip basis	Vehicle maintenance	
Variable - per trip basis	Fuel cost per trip	
Variable - per trip basis	Other consumables	
Variable - per trip basis	Other variable costs	
	Total variable costs per trip	
	Revenue per trip	

Annexure

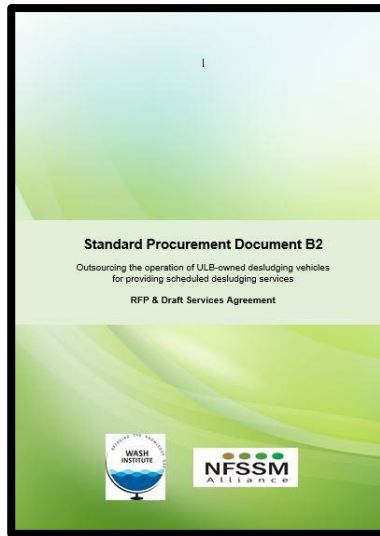
State	Type of FSTP tender
Andhra Pradesh	Design, Build, Operate and Transfer – Hybrid annuity paid over a period of 9 years and six months
Arunachal Pradesh	Design, Build, Operate and Transfer with operations contract for 5 years for specified technology (MBBR) only
Chhattisgarh	Design, Build of specified technology and training of ULB staff to operate the FSTP
Jharkhand	Design, Bid, Build and Operate with operations contract for a 10-year period. Design prepared by Jharkhand Urban Infrastructure Development Company
Madhya Pradesh	O&M contract for 5 years period
Maharashtra	Design, Build, Operate and Transfer with Operations contract for 3 years (pilots) and Design, Bid, Build contract (majority of tenders)
Meghalaya	Design, Build, Operate and Transfer with Operations contract for 5 years
Odisha	Design, Bid, Build and Operate with design done by Odisha Water Supply and Sewerage Board (OWSSB). Construction contract to build FSTP on lumpsum basis and operations by OWSSB. Lately operations contract has been given to Self-Help Group in some towns
Rajasthan	Design, Bid, Build and Operate with operations contract for a 5-year period. Design prepared by IPE Global on behalf of Rajasthan Urban Infrastructure Development Project
Tamil Nadu	Design, Bid, Build and Operate with design done by TNUSSP for DMA. Construction contract to build FSTP including trial run for a 6-month period
Telangana	Design, Build, Operate and Transfer. Hybrid Annuity paid over a period of 9 years and six months
Uttar Pradesh	Design, Build, Operate and Transfer with Operations contract for 7 years for open technology
Uttarakhand	Design, Build, Operate and Transfer with Operations contract for 5 years for specified list of technologies

Model Tenders in FSM



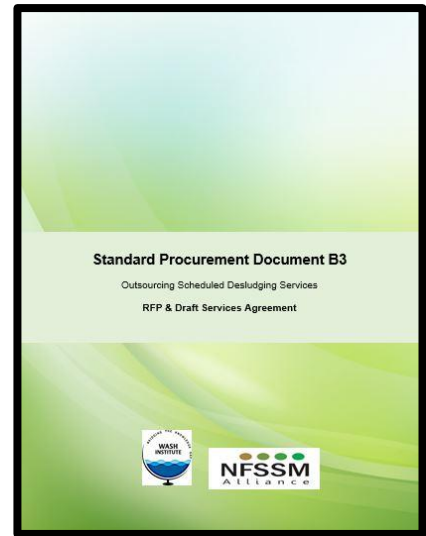
Standard Procurement Document – B1

Outsourcing the operation of ULB owned desludging vehicles for providing on-demand desludging services



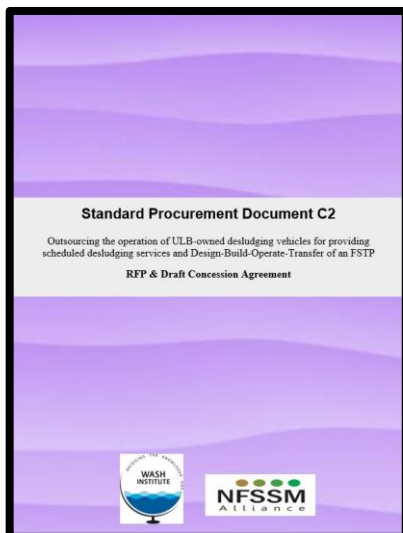
Standard Procurement Document – B2

Outsourcing the operation of ULB owned desludging vehicles for providing scheduled desludging services



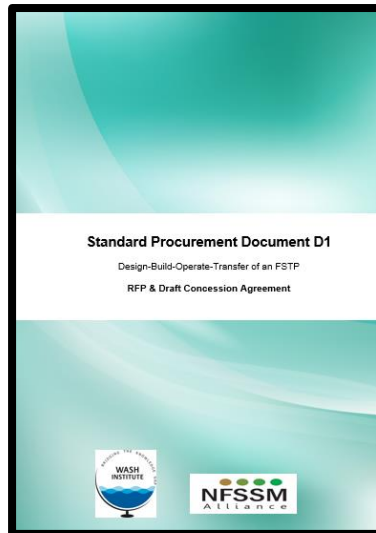
Standard Procurement Document – B3

Outsourcing Scheduled Desludging Services



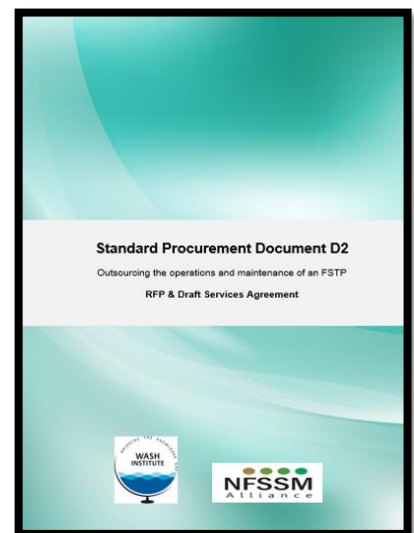
Standard Procurement Document – C2

Outsourcing the operation of ULB-owned desludging vehicles for providing scheduled desludging services and Design-Build-Operate-Transfer of an FSTP



Standard Procurement Document – D1

Design-Build-Operate-Transfer of an FSTP



Standard Procurement Document – D2

Outsourcing the operations and maintenance of an FSTP



Water, Sanitation and Hygiene Institute (WASH Institute), established in Kodaikanal in 2008, is a registered non-profit technical, training, research and development organization dedicated to providing practical solutions to a wide range of water, sanitation, hygiene and environmental issues in India. WASH Institute operates from 14 locations spread across eight states and one Union Territory and also provides Technical Assistance to the Ministry of Housing and Urban Affairs (MoHUA) and the Ministry of Jal Shakti. WASH Institute has also been enabling access to improved WASH services to marginalized communities and public institutions such as schools, Anganwadi Centres, Primary Health Care Centres (PHCs) by implementing grassroot level CSR projects across eight states namely Tamil Nadu, Andhra Pradesh, Telangana, Bihar, West Bengal, Rajasthan, Karnataka and Uttar Pradesh.



A national working group was convened in January 2016 with the support of the Bill and Melinda Gates Foundation with the mandate to build consensus around and drive the discourse on Faecal Sludge and Septage Management (FSSM) forward, nationally. The alliance currently comprises 24 organizations across the country working towards solutions for Indian states and cities. The Alliance members meet every month to track the progress and also to derive various actions towards mainstreaming of FSSM. The NFSSM Alliance works on all aspects from city sanitation plans to regulatory and institutional frameworks across the sanitation value chain.

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