

REQUEST FOR QUOTATION (RFQ)

**Supply of Tractor Mounted Road Sweeping Machine for GP Road Sanitation
Nimmada, Tekkali & Kotabommali GPs, Srikakulam District, Andhra Pradesh.**



RFQ Reference: RFQ-001-Srikakulam-01/07/2026

Dated: 016 July 2026

Dear Sir/Madam,

We kindly invite your quotation for the **Supply and Delivery of 09 Tractor Mounted Road Sweeping Machine** suitable for GP road sanitation activities at **Nimmada, Tekkali & Kotabommali GPs, Srikakulam District, Andhra Pradesh**, as detailed in the Annexure attached to this RFQ.

This procurement is being undertaken under the AAI-supported CSR initiative in Srikakulam District. The United Nations Development Programme (UNDP) will monitor the overall project implementation in coordination with the District Administration of Srikakulam. Implementation and financial management responsibilities will be handled by the United Nations Global Compact Network India (UN GCNI). This clear division of roles ensures transparency, accountability, and long-term sustainability of the project.

Submission of Quotation

Interested suppliers are requested to submit their quotation electronically in PDF format on or before **30th July 2026** to the following email address:

procurement@globalcompact.in

CC: anand kattula <anandkattula@gmail.com>

Important Instructions:

- The email attachment must be virus-free.
- The maximum size of the email, including attachments, should not exceed 5 MB.
- Proposals must be sent only to the above-mentioned procurement email ID.
- Proposals should not be uploaded to the UNDP or UN GCNI portals.

Late submissions or proposals sent to any other email address or portal will not be considered.

SECTION 1: REQUEST FOR QUOTATION (RFQ)

The United Nations Global Compact Network India (UN GCNI – India) kindly invites your quotation for the **supply, delivery, and commissioning of a Tractor Mounted Road Sweeping Machine**, as detailed in the Line Items Section of this RFQ.

This Request for Quotation (RFQ) comprises the following documents:

- **Section 1:** This RFQ document generated by the online system
- **Section 2:** RFQ Instructions and Data
 - 2.1 RFQ General Instructions
 - 2.2 RFQ Specific Instructions
- **Annex 1:** Schedule of Requirements (*Tractor Mounted Road Sweeping Machine Specifications*)
- **Annex 2:** Quotation Submission Form
- **Annex 3:** Technical and Financial Offer
- **Annex 4:** Site Specific Details
- **Annex 5:** General Conditions of Contract (GTC)
- **Annex 6:** Model Contract
- **Annex 7:** Forms for Release of Payments

Bidders are requested to carefully review all sections and annexures to ensure full compliance with the technical specifications, submission requirements, eligibility criteria, and contractual conditions.

Please follow the instructions provided in the User Guide to search for the tender using the negotiation ID mentioned in this document.

Thank you, and we look forward to receiving your competitive quotation.

Procurement Unit

UN GCNI – India

SECTION 2: RFQ INSTRUCTIONS AND DATA

2.1 RFQ GENERAL INSTRUCTIONS

Introduction	Bidders shall adhere to all the requirements of this RFQ for the supply of Tractor Mounted Road Sweeping Machine(s) , including any amendments issued in writing by the United Nations Global Compact Network India (UN GCNI). This RFQ is conducted in accordance with UN GCNI Programme and Operations Policies and Procedures on Contracts and Procurement. Any Bid submitted shall be regarded as an offer by the Bidder and does not constitute or imply acceptance of the Bid by UN GCNI. UN GCNI is under no obligation to award a contract as a result of this RFQ. UN GCNI reserves the right to cancel the procurement process at any stage without incurring any liability, either upon notice to bidders or through cancellation of the tender in the online portal.
Deadline for Submission of Quotation	30th July 2026 (End of Day – 23:59 Hrs IST)
Method of Submission	Quotations must be submitted as follows: • Submission through email to: ratnesh@globalcompact.in • File format: All attachments must be in PDF format • File names must be in Latin alphabet and clearly indicate document content

	• All files must be virus-free and not corrupted • Maximum email size: 5 MB Late submissions will not be considered.
Cost of Preparation of Quotation	UN GCNI shall not be responsible for any costs associated with the preparation and submission of quotations, regardless of outcome.
Supplier Code of Conduct, Fraud and Corruption	All prospective suppliers must comply with the United Nations Supplier Code of Conduct. UN GCNI follows a strict zero-tolerance policy on: • Fraud • Corruption • Collusion • Unethical practices • Obstruction Any violation may result in rejection of the Bid or disqualification of the vendor.
Gifts and Hospitality	Bidders/vendors shall not offer gifts, hospitality, or benefits of any kind to UN GCNI staff members, including recreational trips to sporting or cultural events, theme parks, offers of holidays, transportation, or invitations to extravagant lunches or dinners. If any Bidder is found to have engaged in corrupt or fraudulent practices: • UN GCNI shall reject the bid if it determines that the Bidder has engaged in any corrupt or fraudulent practices while competing for the contract. • UN GCNI shall declare the vendor ineligible, either indefinitely or for a specified period, for the award of a contract if, at any time, it determines that the vendor has engaged in corrupt or fraudulent practices while competing for, or in executing, a UN GCNI contract.
Conflict of Interest	Bidders must disclose any actual or potential conflict of interest in relation to this tender for the supply of Tractor Mounted Road Sweeping Machine(s). Disclosure must include: • Ownership links with UN GCNI staff involved in procurement • Relationships with Government officials connected to this project • Any prior involvement in drafting specifications or preparing the RFQ Failure to disclose such conflicts may result in disqualification. UN GCNI requires every prospective Supplier to avoid and prevent conflicts of interest. Suppliers must disclose whether they, or any of their affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, or any other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or with their own interests and must act impartially and without consideration for future work. Any Bidder found to have a conflict of interest shall be disqualified from the procurement process. Disclosure of Relationships Bidders must disclose in their Bid any knowledge of the following: a) Whether the owners, part-owners, officers, directors, controlling shareholders, or key personnel of the bidding entity are family members of UN GCNI staff involved in procurement functions, and/or officials of the Government or any Implementing Partner receiving goods and/or services under this RFQ. Failure to disclose such relationships may result in disqualification from the procurement process.

	b) The eligibility of Bidders that are wholly or partially owned by the Government shall be subject to UN GCNI's further evaluation and review. Such evaluation may consider factors including, but not limited to: • Whether the entity is registered, operated, and managed as an independent business entity • The extent of Government ownership or shareholding • Receipt of Government subsidies • Statutory mandate • Access to information in relation to this RFQ Where such conditions are determined to provide an undue advantage over other Bidders, UN GCNI reserves the right to reject the Bid.
Eligibility Requirements	To be eligible, bidders must meet the following criteria: A Vendor engaged by UN GCNI must not be suspended, debarred, or otherwise declared ineligible by any United Nations organization, the World Bank Group, or any other international organization. Vendors are required to disclose to UN GCNI whether they are subject to any sanction, debarment, or temporary suspension imposed by such organizations. Failure to disclose this information may result in the termination of any Contract or Purchase Order subsequently issued by UN GCNI. It is the Bidder's responsibility to ensure that its ultimate beneficial owners, employees, joint venture partners, sub-contractors, service providers, suppliers, and/or their employees meet the eligibility requirements established by UN GCNI. Bidders must have the legal capacity to enter into a binding contract with UN GCNI and must be authorized to deliver goods and/or services in India, either directly or through an authorized representative. Any additional, specific eligibility requirements applicable to this procurement are set out in Section 2.1 – RFQ Specific Instructions. Only proposals that are complete and fully compliant with the requirements set forth shall be considered. Incomplete proposals, or those failing to meet any of the eligibility requirements, shall be disqualified from further evaluation. Eligibility Criteria A. Legal Eligibility • Registered company / partnership / LLP / proprietorship in India • Valid GST registration • Valid PAN • Authorized manufacturer or dealer of tractor mounted road sweeping machines / municipal equipment B. Sanctions and Eligibility To be considered eligible for the supply of Tractor Mounted Road Sweeping Machine(s), the Bidder must meet the following requirements: • The Bidder must not be debarred, blacklisted, or subject to any sanctions by the State Government, Central Government, or any Government agency or statutory authority. • The Bidder must not have any outstanding statutory dues, including Income Tax or Goods and Services Tax (GST), payable to the State or Central Government. • All documents and information submitted as part of the Bid must be accurate, valid, and in full compliance with the tender requirements. Submission of false, misleading, or incomplete information may result in disqualification. • The Bidder must be an authorized manufacturer, dealer, or distributor of tractor mounted road sweeping machines and must possess valid

dealership authorization and relevant registration certificates required for supply and operation of such equipment under applicable laws.

C. Technical Capacity

The bidder must:

- Be an authorized dealer/manufacturer of tractor-mounted road sweeping machines
- Supply equipment meeting RFQ specifications such as:
 - The Tractor Mounted Road Sweeping Machine to be supplied shall comply with the following minimum technical specifications:
 - **Sweeping Width:** Minimum 1 meter
 - **Mounting Type:** Compatible with standard tractor **3-point linkage system**
 - **Sweeping Mechanism:**
 - Rotary broom / brush type system
 - Efficient for road, street, and open area cleaning
 - **Build & Design:**
 - Robust and durable construction suitable for continuous outdoor operation
 - Designed for effective removal of dust, debris, and solid waste from road surfaces
 - **Compatibility:**
 - Should be compatible with commonly used tractors in India
 - **Make/Model (Preferred or Equivalent):**
 - Keshar
 - Aaspa
 - Eicher
 - Piaggio
 - Or equivalent approved make
- Provide manufacturer warranty (minimum 1 year)

D. Experience

- Experience in supply of similar tractor mounted road sweeping machines / municipal cleaning equipment
- Preferably supplied to Government / Panchayati Raj Institutions / Municipal Bodies
- Copies of supply orders or completion certificates to be attached

E. Financial Capacity

- Positive net worth
- Submission of latest audited financial statements (last 2–3 financial years preferred) along with certificate from authorised chartered accountant.

F. Non-Blacklisting Declaration

- The Bidder shall submit a notarized affidavit on non-judicial stamp paper declaring that the firm, its partners/directors, and its authorized representatives have not been blacklisted, debarred, or suspended by any State Government, Central Government, Public Sector Undertaking, or Government agency in connection with the supply of tractor mounted road sweeping machines or similar municipal equipment.
- The affidavit shall further confirm that the Bidder has not engaged in any collusion, cartelization, undue influence, fraudulent practice, coercive practice, or misrepresentation in relation to this tender.

	- Any false declaration or suppression of material facts shall render the Bid liable for rejection and may lead to termination of contract and other appropriate legal action. G. Mandatory Submission of Supply and Delivery Plan The Bidder must submit a detailed Supply and Delivery Plan outlining the approach for supply, installation, and commissioning of the Tractor Mounted Road Sweeping Machine(s). The Plan shall include: - Manufacturing/procurement approach - Pre-dispatch inspection and quality assurance procedures - Transportation and delivery logistics to the specified location - Installation and commissioning process (including tractor compatibility and linkage setup) - Delivery timelines from the date of issuance of the Purchase Order - Location of delivery and handling arrangements - Compliance with technical specifications (sweeping width, mounting system, sweeping mechanism, dust control system, etc.) - Documentation support, including warranty certificates, user manuals, and operational guidelines - After-sales service arrangements, including availability of service centres, service response time, and spare parts support - Warranty terms and preventive maintenance support Failure to submit a comprehensive and realistic Supply and Delivery Plan may result in the Bid being considered non-responsive.
Currency of Quotation	All prices must be quoted in Indian Rupees (INR) .
Joint Venture (JV) / Consortium / Association	If the Bidder is a group of legal entities that have formed or intend to form a Joint Venture (JV), Consortium, or Association for the purpose of submitting a Bid for the supply of tractor mounted road sweeping machines, they shall confirm the following in their Bid: (i) The members have designated one entity as the Lead Partner, duly authorized to legally bind all members of the JV, Consortium, or Association jointly and severally. Such authorization shall be evidenced by a duly notarized Joint Venture/Consortium Agreement executed among the member entities and submitted along with the Bid. Any member of the JV or Consortium may be designated as the Lead Partner. (ii) In the event of award of contract, the Contract Agreement shall be entered into between the Purchaser and the designated Lead Partner, who shall act for and on behalf of all member entities comprising the JV, Consortium, or Association. All members shall be jointly and severally liable for the execution of the contract for the supply, delivery, and after-sales support of the tractor mounted road sweeping machines. Failure to comply with the above requirements shall render the Bid non-responsive.
Only One Bid	Submission of Bids and Conflict of Interest Among Bidders The Bidder (including the Lead Entity acting on behalf of the members of any Joint Venture, Consortium, or Association) shall submit only one Bid, either in its individual capacity or, in the case of a Joint Venture, Consortium, or Association, as the designated Lead Entity. Multiple Bids submitted in violation of this requirement shall result in rejection of all such Bids.

	Bids submitted by two (2) or more Bidders shall be rejected if it is determined that they have any of the following relationships or circumstances: a) They have at least one controlling partner, director, or majority shareholder in common; or b) One Bidder directly or indirectly controls, is controlled by, or is under common control with another Bidder, including situations where one receives or has received any direct or indirect financial support or subsidy from the other; or c) They have the same legal representative for the purposes of this tender for the supply of tractor mounted road sweeping machines; or d) They have a relationship with each other, directly or through common third parties, that enables them to access information about, or influence, another Bidder's proposal in this tender process; or e) One Bidder is proposed as a subcontractor in another Bid, while also submitting a separate Bid as a lead Bidder; or f) Key personnel proposed for one Bidder are also proposed in more than one Bid submitted under this tender. This restriction shall not apply to subcontractors that may be included in more than one Bid. Any such conflict of interest or anti-competitive practice may result in disqualification of the concerned Bid(s).
Price Variation	The price quoted for the supply and delivery of tractor mounted road sweeping machines shall be firm and fixed for the entire validity period of the quotation and until completion of the contract. No price variation due to escalation in material costs, labour charges, inflation, fluctuation in exchange rates, changes in taxes or duties (unless specifically provided by statutory amendment), or any other market factors shall be accepted after submission of the quotation. Any Bid submitted with conditional price escalation provisions shall be treated as non-responsive and may be rejected.
Alternative Quotations	If alternative quotations are permitted under this tender for the supply of tractor mounted road sweeping machines, an alternative quotation may be submitted only in addition to a fully compliant "Main Quote" that meets all the technical and commercial requirements specified in the tender document. The alternative quotation shall clearly specify the deviations, enhancements, or modifications from the original technical specifications and must include detailed justifications demonstrating equivalent or superior performance, safety, efficiency, or lifecycle cost benefits. The Purchaser reserves the right to evaluate and award the contract based on the alternative quotation, provided that the conditions for its acceptance are satisfied and the alternative is found to be technically responsive and commercially advantageous. Where multiple or alternative quotations are submitted, they must be clearly labelled as "Main Quote" and "Alternative Quote" in the e-procurement portal and in all supporting documents. Failure to clearly identify such quotations may result in rejection of the alternative offer.
Contact Person for Correspondence, Notifications, and Clarifications	All correspondence, requests for clarification, and notifications related to this tender for the supply of tractor mounted road sweeping machines must be submitted exclusively through the e-procurement portal using the designated messaging functionality. No communication through email, telephone, or any other mode shall be considered official unless expressly permitted by the Purchaser. Any delay in the Purchaser's response to queries shall not constitute grounds for extension of the bid submission deadline. An extension of the deadline shall

	be granted only if the Purchaser determines that such an extension is necessary and formally communicates the revised submission deadline to all prospective Bidders through the portal.
Right Not to Accept Any Quotation	UN GCNI reserves the right to accept or reject any quotation received in response to this tender for the supply of tractor mounted road sweeping machines, without assigning any reason whatsoever. UN GCNI shall not be bound to accept the lowest-priced quotation or any quotation, nor shall it be obligated to award a Contract or issue a Purchase Order. UN GCNI further reserves the right to annul the tender process at any stage prior to contract award, without incurring any liability to the Bidders.
Right to Vary Requirement at the Time of Award	At the time of award of the Contract or issuance of the Purchase Order for the supply of tractor mounted road sweeping machines, UN GCNI reserves the right to increase or decrease the quantity of the tractor mounted road sweeping machines by up to a maximum of twenty-five percent (25%) of the total quantity specified in the Bid. Such variation shall be made without any change in the unit price, technical specifications, delivery terms, or other terms and conditions of the tender. The Bidder shall be obligated to supply the revised quantity under the same contractual terms and agreed rates.
Publication of Contract Award	UN GCNI reserves the right to publish details of contract awards for the supply of tractor mounted road sweeping machines where the contract value is USD 0,000 (or equivalent in local currency) and above. Such publication may include the name of the successful Bidder, contract value, and brief description of the goods supplied, and may be made available on the official website of the organization or any other designated public procurement platform. By submitting a Bid, the Bidder consents to the disclosure of such information in accordance with applicable procurement transparency requirements.
Policies and procedures	This RFQ for the supply of tractor mounted road sweeping machines is conducted in accordance with the procurement policies and procedures of UN GCNI. All Bidders are expected to comply with the applicable procurement guidelines, ethical standards, and transparency requirements governing this tender process. For detailed information, Bidders may refer to the official procurement policy documents of UN GCNI.
UNGM Registration	NA

SECTION 2.2: RFQ SPECIFIC INSTRUCTIONS

General Conditions of Contract	Any Purchase Order or Contract issued as a result of this RFQ for the supply of Tractor Mounted Road Sweeping Machine(s) shall be subject to the applicable General Conditions of Contract (GTC). Applicable GTC: Refer to Annex 5 – General Terms and Conditions for Contracts, which shall form an integral part of the Contract. By submitting a Bid, the Bidder confirms acceptance of the applicable General Terms and Conditions without reservation, unless expressly stated otherwise in the Bid.
Special Conditions of Contract	Liquidated Damages In the event of delay in the supply, delivery, installation, or commissioning of the Tractor Mounted Road Sweeping Machine(s) beyond the stipulated

	delivery period specified in the Purchase Order/Contract, liquidated damages shall be imposed at the rate of 0.5% (zero-point five percent) of the total Contract value per week of delay, or part thereof, subject to a maximum of 5% (five percent) of the total Contract value. The imposition of liquidated damages shall be without prejudice to any other rights or remedies available to the Purchaser under the Contract. Next Course of Action If the delay exceeds the maximum limit for liquidated damages or if the Supplier fails to perform its contractual obligations, UN GCNI reserves the right to cancel the Purchase Order/Contract, in whole or in part, and may procure the Tractor Mounted Road Sweeping Machine(s) from alternative sources at the risk and cost of the Supplier.
Duties and Taxes	All prices quoted for the supply of Tractor Mounted Road Sweeping Machine(s) must: • Be exclusive of Goods and Services Tax (GST). • GST and any other applicable statutory taxes, duties, levies, or charges shall be clearly indicated separately in the Price Schedule. • The Bidder shall ensure compliance with all applicable tax laws and regulations. Any change in statutory taxes after the date of bid submission shall be handled in accordance with applicable government notifications and the terms of the Contract.
Language of Quotation	The quotation and all related correspondence shall be submitted in English. All supporting documentation, including but not limited to catalogues, technical specifications, brochures, instructions, warranty documents, and operating and maintenance manuals for the Tractor Mounted Road Sweeping Machine(s), must also be provided in English. Any document originally issued in another language shall be accompanied by an authenticated English translation. In case of any discrepancy, the English version shall prevail.
Quotation Validity Period	Quotations submitted for the supply of Tractor Mounted Road Sweeping Machine(s) shall remain valid for a period of 60 (Sixty) days from the deadline for submission of quotations. During this period, the Bidder shall maintain the quoted price and all other terms and conditions without change. UN GCNI may request an extension of the validity period, and the Bidder may agree or decline such request in writing.
Payment Terms	Payment for the supply of Tractor Mounted Road Sweeping Machine(s) shall be made within sixty (60) days from the date of acceptance of the goods by UN GCNI and receipt of a complete and correct invoice. Payment shall be subject to: • Successful delivery of the Tractor Mounted Road Sweeping Machine(s) in accordance with the Contract specifications; • Submission of all required documents, including tax invoice, delivery challan, warranty certificate, user manuals, and any other mandatory documentation; • Completion of installation and commissioning (if applicable); • Confirmation of satisfactory inspection and acceptance by the Purchaser. No advance payment shall be made unless specifically agreed in the Contract.
Conditions for Release of Payment	Payment shall be released subject to the following conditions: • Written Acceptance of Goods, confirming full compliance with the technical specifications and requirements set out in the RFQ.

	• 15% of the goods value shall be paid after successful inspection and formal acceptance of the Tractor Mounted Road Sweeping Machine(s). • 85% of the goods value shall be paid after successful delivery, installation (if applicable), inspection, and formal acceptance of the Tractor Mounted Road Sweeping Machine(s). • Where applicable (e.g., operator demonstration or basic operational training), 100% of the related service value shall be paid after satisfactory completion of demonstration, testing, and handover of the machine(s). • All payments shall be processed in accordance with Annex 7 – Forms for Release of Payments, and upon submission of complete and correct supporting documents.
Clarifications	Requests for clarification regarding this tender for the supply of Tractor Mounted Road Sweeping Machine(s) shall be submitted through the e-procurement portal no later than four (4) days prior to the deadline for submission of quotations. No requests for clarification received after this deadline shall be entertained. Responses to all timely clarification requests shall be posted directly on the online portal. Such responses shall form an integral part of the tender documents and shall be binding on all Bidders.
Evaluation Method	The Contract or Purchase Order for the supply of Tractor Mounted Road Sweeping Machine(s) shall be awarded to the Bidder whose offer is determined to be substantially compliant with the technical and commercial requirements of the tender and who has quoted the lowest evaluated price. Note: • UN GCNI reserves the right to verify the financial capacity and stability of the Bidder. For this purpose, UN GCNI may seek references from concerned parties, financial institutions, banks, or other relevant sources regarding the Bidder's financial standing. • UN GCNI reserves the right to conduct a physical inspection of the Bidder's plant, factory, authorized dealership, service centres, branches, or other business premises, with or without prior notice, to assess manufacturing capability, equipment availability, service infrastructure, and overall capacity to fulfil the contract requirements. • UN GCNI reserves the right to reject any Bid if, upon evaluation or investigation, the Bidder is found to be financially incapable, lacking adequate manufacturing/supply capacity, or facing serious financial, operational, or performance-related issues that may adversely affect contract execution. The decision of UN GCNI in this regard shall be final and binding.
Documents to be Submitted / Evaluation Criteria	Compliance Requirements • Registration Certificates: Valid Company Registration Certificate, GST Registration Certificate, PAN, and any other statutory registrations required for the supply of road sweeping machines / municipal equipment. • Descriptive Literature: Bidders shall provide complete technical details of the Tractor Mounted Road Sweeping Machine(s) offered, including technical data sheets, brochures, drawings (if applicable), and photographs showing general configuration and key components (brush system, mounting frame, sweeping mechanism, dust collection system, water spray system, etc.).

	Where standard catalogues contain optional features, the specific model and configuration offered must be clearly identified. • Manufacturer's Authorization (if applicable): If the Bidder is not the manufacturer (OEM), a valid Manufacturer's Authorization Certificate (MAC) from the OEM must be submitted, authorizing the Bidder to supply the specified Tractor Mounted Road Sweeping Machine(s). • Financial Capacity: Audited Balance Sheets and Profit & Loss Statements for the last three (3) financial years demonstrating an average annual turnover of at least INR 1 Crore, applicable to single entities or consortium members (as applicable). • Past Supply Experience: Documents demonstrating that the Bidder has supplied at least 40% of the quoted quantity of similar Tractor Mounted Road Sweeping Machines or municipal cleaning equipment to private organizations, NGOs, public sector undertakings, or Government departments. Supporting documents shall include copies of Purchase Orders/Contracts, Delivery Certificates, photographs of supplied machines, and proof that the equipment is currently operational. UN GCNI reserves the right to conduct site visits or verification checks at locations where such equipment has been supplied as part of the technical evaluation process. • Minimum Experience Requirement: The Bidder must have a minimum of three (3) years of experience in the supply of road sweeping machines or similar municipal equipment. Notes Bidders meeting the above criteria must submit adequate documentary evidence in support of their claims. Failure to provide complete and satisfactory documentation may result in disqualification of the proposal.
Type of Contract to be Awarded	The Contract to be awarded under this tender shall be a Goods Contract for the supply and delivery of Tractor Mounted Road Sweeping Machine(s) , including associated services such as inspection, installation/commissioning (if applicable), documentation support, warranty, and after-sales service, as specified in the RFQ.
Expected Date for Contract Award	The Contract for the supply of Tractor Mounted Road Sweeping Machine(s) is expected to be awarded on or around 2nd August 2026 This date is indicative only and subject to completion of the evaluation process, internal approvals, and any other administrative requirements. UN GCNI reserves the right to modify the expected award date without prior notice.
Pre-Dispatch Inspection	The Tractor Mounted Road Sweeping Machine(s) shall not be dispatched unless a provisional inspection and functional test report is submitted to UN GCNI confirming compliance with the technical specifications of the Contract. UN GCNI reserves the right to arrange a pre-dispatch inspection and/or independent quality control testing on a sample or full-consignment basis. UN GCNI shall also retain the right to conduct further inspections and quality tests at any stage deemed appropriate. The cost of the first pre-dispatch inspection shall be borne by UN GCNI. However, if the equipment is rejected during the initial inspection due to non-conformity with the Contract specifications, the cost of any subsequent inspections shall be borne by the Supplier. Inspection shall be carried out by the UN GCNI nominated agency or authorized representative to verify conformity of the Tractor Mounted Road

	Sweeping Machine(s) with the technical specifications, including but not limited to: • Sweeping width and efficiency • Brush system performance (rotary broom/brush quality) • Mounting compatibility with tractor (3-point linkage system) • Structural strength and build quality • Dust collection and/or disposal mechanism • Water spraying system (if applicable) • Safety features and operational functionality If any inspected or tested machine(s) fail to conform to the required specifications, UN GCNI may reject the same. The Supplier shall, at no additional cost to UN GCNI, either replace the rejected machine(s) or carry out all necessary modifications and rectifications to ensure full compliance with the Contract requirements.
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ANNEX 1: SCHEDULE OF REQUIREMENTS

This RFQ invites bids for the Supply and Delivery of one Tractor Mounted Road Sweeping Machine for strengthening sanitation services at **Nimmada, Tekkali & Kotabommali GPs, Srikakulam District, Andhra Pradesh.**

The proposed intervention aims to strengthen decentralized solid waste management systems at the Gram Panchayat level, promote clean and hygienic surroundings, improve road and street cleaning efficiency, and support environmentally sustainable rural sanitation practices.

This initiative is supported under the Corporate Social Responsibility (CSR) framework of the Airports Authority of India, implemented by the United Nations Global Compact Network India (UN GCNI) and monitored by the United Nations Development Programme (UNDP) in coordination with the District Administration of Srikakulam.

1. Background

Airports today function not only as transit hubs but also as powerful economic engines shaping urban growth, employment generation, and regional development. However, rapid expansion around airports in India often takes place without adequate planning and service infrastructure. This has led to challenges such as unscientific waste disposal, accumulation of dust and debris on roads, clogged drains, informal dumping, and inadequate street cleaning systems, particularly in peri-urban and marginalized settlements surrounding airports.

Recognizing these infrastructure and sanitation gaps, the Airports Authority of India (AAI) has initiated Corporate Social Responsibility (CSR) interventions across the country to improve living standards in underserved communities near airports. These initiatives span sectors such as healthcare, clean energy, childcare, women's empowerment, and digital inclusion.

Building on successful models implemented in different states, AAI now proposes a comprehensive community development initiative in Srikakulam district of Andhra Pradesh. As a rapidly developing district with growing urbanization and expanding service needs, Srikakulam faces increasing pressure on its municipal infrastructure, particularly in maintaining clean and dust-free roads in peri-urban and economically weaker settlements near the airport and adjoining areas.

Titled “Strengthening Srikakulam’s Resilience: A Holistic Approach to Sustainable Development,” the initiative will be implemented by the United Nations Global Compact Network India (UN GCNI) and monitored by the United Nations Development Programme (UNDP India). The project adopts a multi-stakeholder, ecosystem-based approach to build long-term resilience and empower communities, with a special focus on marginalized households and women.

A critical infrastructure component under this initiative is the deployment of Tractor Mounted Road Sweeping Machines to strengthen sanitation and cleanliness systems in airport-adjacent communities. Increasing vehicular movement, construction activities, and population density have led to higher levels of dust, litter, and road surface pollution. However, the absence of mechanized sweeping systems often results in inefficient manual cleaning, accumulation of debris, and environmental health risks.

Under this sub-project, tractor mounted road sweeping machines will be provided to enhance road cleaning efficiency, ensure systematic removal of dust and debris, and improve overall sanitation conditions. The intervention will:

- Strengthen mechanized road and street cleaning systems in underserved settlements
- Reduce dust pollution and improve air quality
- Prevent accumulation of roadside waste and debris
- Improve efficiency and productivity of sanitation workers
- Support Swachh Bharat Mission and climate-resilient sanitation practices
- Create local livelihood opportunities through operation and maintenance of equipment

By enabling efficient and regular road sweeping operations, this intervention will significantly enhance public health, environmental sustainability, and overall liveability in communities around Srikakulam Airport.

Rural sanitation and environmental hygiene remain critical components of sustainable development. Gram Panchayats play a vital role in ensuring:

- Clean and dust-free roads and public spaces
- Regular maintenance of village streets and community areas
- Safe and hygienic surroundings for residents

However, limited access to mechanized cleaning equipment restricts effective sanitation management. To address this gap, this project aims to strengthen the operational capacity of **Nimmada, Tekkali & Kotabommali GPs** through the provision of a Tractor Mounted Road Sweeping Machine suitable for efficient road and street cleaning.

The intervention aligns with national sanitation priorities and supports long-term improvements in rural cleanliness and environmental management systems.

2. Objective

The selected bidder shall be responsible for the **procurement, supply, delivery, installation, training, and commissioning of Tractor Mounted Road Sweeping Machine(s)** for

strengthening sanitation and road cleaning services in communities located around Srikakulam under the Corporate Social Responsibility (CSR) initiative of the Airports Authority of India (AAI), implemented by United Nations Global Compact Network India (UN GCNI) and monitored by United Nations Development Programme (UNDP India).

This intervention forms a critical component of a broader initiative aimed at improving climate-resilient urban infrastructure, strengthening municipal service delivery, and enhancing environmental health in airport-adjacent and underserved communities. By deploying tractor mounted road sweeping machines dedicated to efficient removal of dust, debris, and roadside waste, the project seeks to improve cleanliness standards, reduce environmental pollution, enhance sanitation outcomes, and contribute to sustainable urban development. The initiative aligns with national cleanliness and climate action goals while reinforcing AAI's commitment to equitable and environmentally responsible community development.

Specific objectives of the RFQ include providing detailed information to the vendor regarding the following:

- **Supply and Delivery:** Procure and deliver fully functional tractor mounted road sweeping machines compatible with standard tractors, equipped with efficient sweeping mechanisms suitable for road and street cleaning operations.
- **Installation & Commissioning:** Ensure proper mounting, installation, trial run, and commissioning of the equipment, confirming operational readiness at the designated location.
- **Technical Specifications:** Provide machines fitted with durable brush systems, robust structural components, effective dust control mechanisms (including water spray system, if applicable), and suitable design for outdoor and continuous use.
- **Training & Capacity Building:** Conduct operational and safety training sessions for designated operators and sanitation staff, including machine handling, maintenance procedures, safe operation practices, and troubleshooting.
- **Delivery Timeline:** Complete delivery, installation, inspection, and commissioning within the stipulated timeline (preferably within 1–2 months from the date of work order issuance).
- **Warranty & After-Sales Support:** Provide a minimum **1-year comprehensive warranty** along with assured availability of spare parts and service support within the district/region.
- **Documentation:** Submit all necessary documents including user manuals, maintenance schedules, warranty certificates, and operational guidelines in English.
- **Environmental & Social Safeguards:** Ensure responsible handling of packaging materials, adherence to occupational health and safety standards, and compliance with UN GCNI's Social and Environmental Safeguards framework during supply and handover.

This component is designed to strengthen mechanized road cleaning capacity, improve sanitation service delivery, and promote cleaner, healthier, and more resilient communities in the project area.

3. KEY FEATURES AND OPERATIONAL SCOPE

3.1 TECHNICAL SPECIFICATION TABLE

Supply of Tractor Mounted Road Sweeping Machine for GP Sanitation

Category	Specification / Requirement
Project Type & Scope	• Supply of Tractor Mounted Road Sweeping Machine(s) for strengthening sanitation and road cleaning in communities around Srikakulam. • Project to be executed under CSR initiative of Airports Authority of India, implemented by UN Global Compact Network India and monitored by United Nations Development Programme.
Equipment Type & Capacity	• Type: Tractor Mounted Road Sweeping Machine. • Sweeping Width: Minimum 1 meter (or as specified in BOQ). • Suitable for road, street, and open area cleaning. • Compatible with standard tractors commonly used in India.
Mounting & Compatibility	• 3-point linkage mounting system compatible with tractors. • Easy attachment and detachment mechanism. • Stable and vibration-resistant mounting structure.
Sweeping Mechanism	• Rotary broom / brush type sweeping system. • Heavy-duty brushes suitable for dust, sand, and debris removal. • Efficient cleaning performance for paved and semi-paved roads.
Brush & Build Quality	• Brush Material: Nylon / Polypropylene or equivalent. • Replaceable brush segments. • Durable and corrosion-resistant structure for outdoor use.
Dust Control System	• Provision for water spray system for dust suppression (if applicable). • Uniform spraying mechanism to minimize airborne dust.
Operation & Performance	• Easy operation with minimal manual effort. • Suitable for continuous municipal cleaning operations. • Efficient coverage of road surface within short duration.
Safety Features	• Protective covers for moving parts. • Safe mounting and locking mechanism. • Warning signage and reflectors (if applicable).
Electrical & Accessories	• Basic tool kit for operation and maintenance. • Any required fittings for tractor PTO operation (if applicable).
Registration & Compliance	• Equipment should comply with applicable safety and operational standards. • No separate RTO registration required (tractor-mounted implement).
Brand Preference	• Keshar / Aaspa / Eicher / Piaggio or equivalent reputed manufacturer.
Material Inspection & Testing	• Inspection at manufacturer's facility or dealer location prior to dispatch. • Pre-dispatch inspection and functional testing certification. • Submission of quality compliance documents.
Training & Capacity Building	• Training for operators and sanitation workers on safe operation, maintenance, and handling.

	• Demonstration of sweeping mechanism and safety procedures at handover.
Delivery Timeline	• Supply, inspection, and commissioning to be completed within 02 months from date of work order.
Warranty & After-Sales Support	• Minimum 1-year warranty (or manufacturer standard). • Availability of spare parts and service support within district/state. • Any manufacturing defect during warranty period to be rectified within 7 days at bidder's cost.
Documentation	• Submission of User Manual, Maintenance Guide, Warranty Certificate, and Commissioning Report at handover.
Environmental & Safeguards Compliance	• Proper disposal of packaging materials. • Compliance with occupational health & safety norms. • Adherence to UN GCNI Social & Environmental Safeguards framework.
Branding	• The machine shall have branding of the Airports Authority of India. Detailed design and specifications will be shared with the successful bidder.

Category	Specification / Requirement
Project Type & Capacity	• Supply of 09 No. Tractor Mounted Road Sweeping Machine for Gram Panchayat sanitation operations. • Project implemented under CSR support of Airports Authority of India for strengthening sanitation and road cleaning infrastructure at Nimmada, Tekkali & Kotabommali Gram Panchayats.
Equipment Type	• Tractor Mounted Road Sweeping Machine suitable for road, street, and open area cleaning. • Tractor-compatible implement with 3-point linkage mounting system.
Sweeping Specifications	• Sweeping Width: Minimum 1 meter. • Rotary broom / brush type sweeping mechanism. • Efficient for removal of dust, sand, and debris from road surfaces.
Operation & Power	• PTO (Power Take-Off) operated mechanism compatible with standard tractors. • Smooth and efficient power transmission system.
Brush System	• Heavy-duty brushes made of nylon/polypropylene or equivalent. • Replaceable brush segments for easy maintenance.
Dust Control System	• Provision for water spray system for dust suppression (if applicable).
Chassis & Structure	• Robust and durable frame suitable for continuous outdoor operation. • Anti-corrosion coated structure for long life.
Safety Features	• Protective covers for moving parts. • Safe mounting and locking system. • Reflectors/safety markings (if applicable).
Tyres (if applicable)	• Support wheels/rollers (if provided) shall be durable and suitable for rough road conditions.
Compatibility	• Suitable for commonly used tractors in India.
Registration & Compliance	• No separate vehicle registration required (tractor-mounted equipment). • Compliance with applicable safety and operational standards.
Warranty	• Minimum 1-Year Manufacturer Warranty from date of delivery. • Warranty to cover manufacturing defects and major components.
Training	• Basic operational and safety training for Gram Panchayat staff at the time of delivery.

Documentation	• User Manual. • Warranty Certificate. • Operation & Maintenance Guide.
Inspection	• Pre-Dispatch Inspection (PDI) certificate from manufacturer/dealer. • UN GCNI reserves the right for physical inspection before acceptance.
Delivery Location	• Delivery at Nimmada, Tekkali & Kotabommali Gram Panchayat, of Srikakulam District, Andhra Pradesh.
Approved Makes	• Keshar • Aaspa • Eicher • Piaggio or equivalent approved brand meeting specifications.
Delivery Timeline	• Within 60 days from issuance of Purchase Order.

3.2 Operational Scope

- Design, fabrication, supply, inspection, delivery, installation, and commissioning of **Tractor Mounted Road Sweeping Machine(s)** for strengthening sanitation and road cleaning services in communities around Srikakulam.
- Ensure full compliance with applicable safety standards and operational requirements for tractor-mounted equipment, including compatibility with standard tractors and adherence to relevant mechanical and safety norms prior to handover.
- Provide a minimum **1-year comprehensive warranty** (or as per manufacturer's standard policy) covering structural components, sweeping mechanism, brushes, and related systems.
 - Any manufacturing or mechanical defect identified during the warranty period shall be rectified within **7 days** at the bidder's cost.
 - Warranty shall not cover physical damage arising from misuse, negligence, or accidents.
- Establish or ensure availability of an **authorized service centre** within Srikakulam district or nearby district, and submit a verified list of service facilities prior to delivery of the equipment.
- Conduct **training sessions** for designated operators and sanitation personnel on safe operation, handling of the sweeping mechanism, routine maintenance practices, and occupational health & safety measures.
- Ensure proper **installation, trial run, and demonstration** of the sweeping machine at the delivery site, confirming full operational readiness.
- Payments shall be linked to successful **delivery, inspection, installation, trial run, and formal commissioning** of the tractor mounted road sweeping machine(s), along with submission of all required documents and commissioning reports.
- The bidder shall provide **bank account details** for payment processing and comply with all documentation and financial procedures as required by United Nations Global Compact Network India and United Nations Development Programme under the CSR framework of the Airports Authority of India.

This operational scope ensures timely deployment, operational readiness, effective utilization, and long-term service support for the tractor mounted road sweeping machine component under the project.

General Notes

- All **Tractor Mounted Road Sweeping Machines** and associated components must be **brand new, unused, and compliant with applicable Indian safety and quality standards**.
- After-sales service and maintenance support must be available within India, preferably through **authorized service centers in or near Srikakulam**, to ensure quick response times and minimal downtime.
- Vendors must provide **local training** for operators and sanitation personnel, covering safe operation, handling of the sweeping mechanism, routine maintenance, and basic troubleshooting.
- The equipment must be designed and built to perform reliably under **Indian environmental conditions**, including high temperatures, humidity, dust, and operation on paved, semi-paved, and rural roads.
- **Spare parts availability** must be ensured for a minimum period of **5 years** after delivery, including brushes, mechanical components, and other critical parts required for continuous operation.

These general notes ensure durability, operational reliability, and long-term serviceability of the tractor mounted road sweeping machines for effective sanitation and road cleaning in the project area.

A.2 Place of Delivery and Distribution

S. No	Place of Delivery	Required Items with Minimum Technical Specification	Units
6	Nimmada, Tekkali & Kotabommali GPs, Srikakulam	Tractor Mounted Road Sweeping Machine suitable for road, street, and open area cleaning, with: • Rotary broom / brush type sweeping mechanism with minimum 1 meter sweeping width • Compatible with standard tractor 3-point linkage system • Heavy-duty brushes (nylon/polypropylene or equivalent) with replaceable segments • Provision for dust control through water spray system (if applicable) • Robust and corrosion-resistant structure suitable for outdoor use • Safety features including protective covers and secure mounting system • No separate registration required (tractor-mounted implement) • Minimum 1-year comprehensive warranty covering major components • Local service/support available within district • Operator training and basic troubleshooting provided	09

A.3 Project Deliverables

The selected vendor shall complete the following deliverables within **60 days** of the Purchase Order date:

S. No	Activity Description	Documents to be Submitted (Evidence)	Timeline (within 60 Days)	Payment %
1	Payment Terms The payment for the Tractor Mounted Road Sweeping Machine supply, installation, commissioning, and operationalization shall be released in two phases as detailed below: Phase 1: Initial Payment (15%) An amount equivalent to 15% of the total contract value shall be released upon: • Submission of all required documents including technical compliance details • Completion of pre-dispatch inspection • Acceptance of the equipment by the competent authority • Submission of relevant inspection and approval certificates	Inspection Certificates, Pre-Dispatch Inspection & Trial Run Reports, Technical Compliance Documents, O&M Plan, Service Centre Commitment & Escalation Matrix	By end of 30 days	15%
	Phase 2: Final Payment (85%) The remaining 85% of the total contract value shall be released upon: • Successful delivery of the Tractor Mounted Road Sweeping Machine • Completion of installation, inspection, commissioning, and trial run • Submission of all required documentation • Submission of delivery and acceptance certificates	Delivery & Inspection Certificates, Pre-Dispatch & Commissioning & Trial Run Reports, Final Completion Report, Photographic Evidence of Equipment Deployment, Beneficiary Handover Documents, Warranty Certificates, O&M Plan, Service Centre Commitment & Escalation Matrix	By end of 60 days	85%

This ensures a structured payment mechanism linked to inspection, delivery, commissioning, and operational readiness of the tractor mounted road sweeping machine.

Note:

- **Payment Terms:** Payments shall follow the agreed schedule as specified in the Project Deliverables table.
- **Payment % in Deliverables Table:** The percentage listed under “Payment %” refers only to the portion of the total contract value paid by UNDP/UN GCNI. It does not include any subsidy amount or co-funding, if applicable.
- **Completion of Delivery:** Full project completion shall be deemed valid only upon submission of proof of compliance with all technical and operational requirements, including inspection reports, commissioning reports, and acceptance certificates of the Tractor Mounted Road Sweeping Machine.
- **Loan/Financial Facilitation:** The vendor shall coordinate with concerned financial institutions, if any financing is involved. All related costs for documentation and closure shall be borne entirely by the vendor without any reimbursement from UN GCNI, UNDP, or the beneficiaries.
- **Branding & Visibility:** The vendor shall undertake all project branding and visibility activities, ensuring that the equipment, signage, manuals, and communication materials prominently display the logos of UNDP, UN GCNI, Airports Authority of India, and relevant authorities. All branding must strictly adhere to official guidelines and obtain prior approval from designated UNDP/UN GCNI officials.
- **Responsibility & Risk Management:** The vendor shall be fully responsible for addressing unforeseen circumstances, site-specific challenges, or technical issues arising during execution. All associated costs, liabilities, and expenses shall be borne entirely by the vendor.

Warranty

- All Tractor Mounted Road Sweeping Machines supplied under this RFQ shall carry a comprehensive warranty, including parts and labour, as per the manufacturer’s standard and project-specific requirements.
- **Warranty coverage shall include:**
 - Structural components and frame
 - Sweeping mechanism and brush system
 - Mechanical and operational components
- Defects identified during the warranty period must be rectified within 7 days at the vendor’s cost.
- Physical damage caused by misuse, negligence, or accidents shall be excluded from the warranty scope.
- The vendor shall provide onsite warranty support through authorized service centres for the duration of the warranty period.

Item Category	Warranty Period
Tractor Mounted Road Sweeping Machine	• The warranty period extends to one (1) year (or as per manufacturer standard) for the complete equipment, including structural components, sweeping mechanism, brush system, and related mechanical parts. • Physical damage caused by misuse, accidents, negligence, or external forces shall be excluded from the scope of warranty. • The vendor shall provide onsite warranty support, including parts and labour, through authorized service centres for the entire warranty period.

General Note

- **Critical Failures:** Any critical failure of the Tractor Mounted Road Sweeping Machine (e.g., sweeping mechanism breakdown, brush system failure, or major operational malfunction) must be attended onsite within 48 hours of notification.
- **Non-Critical Issues:** Non-critical issues (e.g., minor adjustments, cosmetic defects, or non-essential component faults) must be addressed within 72 hours.
- **Warranty Extension:** Vendors must provide an overview of available warranty extension options for key components, including structural frame, sweeping mechanism, and brush system.
- **Warranty Costs:** All costs associated with warranty replacements or repairs during the warranty period shall be borne by the supplier, including parts, labour, and travel to the project site.
- **Progress Monitoring:** During project implementation, United Nations Global Compact Network India (UN GCNI) may request periodic progress monitoring reports to track the supply, installation, commissioning, and operational readiness of the equipment.
- **Asset Tracking:** The supplier shall define and implement an asset tracking system to maintain proper records of each Tractor Mounted Road Sweeping Machine, including identification/serial number, location of deployment, and operator assignment, ensuring transparency and accountability throughout the project lifecycle.

B. Timeline: 60 Days

The bidder should acknowledge that the project schedule provided as part of the proposal is an integral part of this bid and cannot be changed after award without prior written agreement with United Nations Global Compact Network India (UN GCNI) regarding timeline and activities.

The bidder is requested to factor the following tasks and any other related activities into the submission of timelines for the Tractor Mounted Road Sweeping Machine component:

1. Initiation Phase:

- Planning of procurement, fabrication, supply, delivery, and deployment of tractor mounted road sweeping machine.
- Ensuring availability of all necessary equipment, materials, and manpower.
- Ensuring compliance with applicable operational and safety standards for equipment prior to delivery.

2. Beneficiary Coordination (if applicable):

- Coordination with Gram Panchayat / sanitation teams for allocation and usage of the equipment.
- Documentation and acknowledgment of receipt by designated authorities.

3. Training of Operators:

- Conduct training sessions for operators and sanitation staff covering safe operation, handling of sweeping mechanism, preventive maintenance, and basic troubleshooting.
- Submission of training attendance sheets and completion certificates.

4. Development of Deployment Package:

- Preparation of an equipment deployment plan, including cleaning routes, schedules, and operational responsibilities.
- Validation of the plan with UN GCNI to ensure efficiency, safety, and compliance.

5. Mobilization & Site Preparation:

- Mobilization of equipment, manpower, and necessary tools to designated locations.
- Site readiness activities, including clearing of operational areas, parking/storage arrangements, and basic maintenance setup.

6. Delivery & Installation:

- Delivery of the tractor mounted road sweeping machine to the designated location.
- Installation and mounting on tractor (if applicable), along with inspection and verification of functionality.

7. Operational Deployment:

- Equipment to begin active deployment for road and street cleaning operations.
- Ensure proper functioning and adherence to cleaning schedules and assigned routes.

8. Testing & Commissioning:

- On-site trial runs of the equipment to verify sweeping efficiency and operational performance.
- Inspection in the presence of UN GCNI representatives to confirm readiness.

9. Handover of Assets:

- Formal handover of equipment along with all documentation, including asset records, user manuals, and warranty certificates.

10. Demobilization:

- Removal of any temporary arrangements or packaging materials.
- Ensure the site is clean and ready for regular operations.

11. Honoring Service/Maintenance Commitments:

- Provision of onsite warranty support, spare parts availability, and preventive maintenance as agreed.
- Remote support and local service oversight during the 1-year warranty period (or manufacturer standard).

C. Implementation Plan / Proposed System Plan

- United Nations Global Compact Network India (UN GCNI) will issue dispatch instructions to the successful bidder(s). These instructions will include:
 - Delivery addresses of the locations where the **Tractor Mounted Road Sweeping Machines** are to be deployed.
 - Contact details of UN GCNI officials or authorized representatives for coordination.
- After the award, the vendor shall plan the sequence of activities including:
 1. Procurement / fabrication of the tractor mounted road sweeping machine.
 2. Factory inspections and quality assurance checks.
 3. Pre-dispatch inspection and functional testing.
 4. Delivery to designated operational sites.
 5. Installation, commissioning, and handover to designated operators or Gram Panchayat sanitation teams.
- The vendor must ensure that all activities are conducted in accordance with the required sequence, so that the project milestones and completion timelines are achieved as specified in the RFQ.
- The vendor is requested to define a **standard deployment protocol** for all on-site teams to ensure uniformity, operational efficiency, and quality compliance in equipment delivery, installation, commissioning, and handover.
- At least one qualified **technical representative / project engineer** from the vendor must be present on-site during delivery and commissioning to:
 - Oversee installation and handover of the equipment.
 - Train local operators and sanitation teams on safe operation, handling of sweeping mechanism, maintenance, and troubleshooting.

- Ensure that local teams are capable of independently operating and maintaining the equipment in accordance with operational protocols.

5.1 Detailed Vendor Commitments and Execution Protocols

5.1.1 Technical Support

- The vendor must assign qualified technical personnel responsible for the delivery, installation, commissioning, and post-handover support of the Tractor Mounted Road Sweeping Machine.
- A technical support and helpdesk plan must be submitted, detailing:
 - Designated service personnel for each deployment site/block along with their contact details.
 - A clear escalation matrix for service requests and complaint redressal.
 - Provision for on-call support during working hours and emergency support during the warranty period.
- Support staff must be trained in:
 - Operation of the sweeping machine
 - Sweeping mechanism and brush system maintenance
 - Basic troubleshooting and preventive maintenance
 - Safety protocols and handling procedures

5.1.2 Quality Control and Inspection Requirements

a) Pre-Dispatch Inspection and Documentation

- Each Tractor Mounted Road Sweeping Machine must be inspected at the manufacturer's plant or vendor facility prior to dispatch.
- The vendor must submit:
 - Quality Control Test Reports for:
 - Sweeping mechanism performance and efficiency
 - Structural strength and build quality
 - Brush system functionality and durability
 - Pre-Dispatch Inspection (PDI) Certificate confirming compliance with technical specifications.

b) On-Site Delivery and Commissioning Inspection

- Upon delivery and commissioning at the designated site, inspections must be conducted in the presence of UN GCNI / Gram Panchayat / authorized representatives.
- Each inspection must verify:
 - Physical condition and integrity of the equipment after transport
 - Inclusion of all accessories, manuals, and toolkits
 - Functional testing of the sweeping mechanism and overall operation
 - Proper installation and compatibility with the tractor
 - Conformity with deployment plan and operational requirements

5.1.3 Post-Delivery Functional Testing

- Each machine must be tested to ensure:
 - Sweeping mechanism operates efficiently and consistently.

- Brush system rotates smoothly and performs effective cleaning.
 - Mounting system is stable and securely attached to the tractor.
 - All moving parts function safely without abnormal vibration or noise.
- Testing data and performance observations must be recorded and submitted for each machine.

5.1.4 Safety and Compliance Checks

- Ensure all equipment meets applicable **safety and operational standards**.
- Confirm that sweeping mechanism, structural components, and mounting systems are secure and free from defects.
- Verify adherence to **occupational safety guidelines** and safe operating practices.

5.1.5 Final Acceptance and Certification

- After commissioning, the vendor shall submit:
 - Commissioning Note and Material Handover Certificate, co-signed by UN GCNI / Gram Panchayat representative and the assigned operator.
 - Geo-tagged photographs of equipment at deployment site.
 - Functional test sheet for each machine with sign-off from operator and UN GCNI representative.
 - Operator training attendance sheet and confirmation of operational handover.
- Final payment and warranty initiation shall begin only after approval of these documents.

5.1.6 Handover and Taking Over Process

- Vendor will be informed of designated deployment locations by UN GCNI.
- Vendor shall:
 - Coordinate delivery and deployment with local authorities and operators.
 - Handle safe unloading, installation/mounting, and commissioning of the equipment.
 - Manage transport, logistics, and insurance (if applicable) of the equipment.
- A jointly signed **Handover cum Commissioning Certificate** must be completed for each machine.
- Vendor shall submit **operator feedback forms and acknowledgment letters** from stakeholders for each deployment.

5.1.7 Replacement and Warranty Obligations

- Vendor must replace or repair any defective equipment/components within **15 days** of notice at no additional cost.
- **Warranty Terms:**
 - Tractor Mounted Road Sweeping Machine (complete system including structure, sweeping mechanism, and brush system): **Minimum 1 year or as per manufacturer standard**.
- Vendor remains responsible for all warranty claims, preventive maintenance, and spare part replacements as per the agreed service plan.

5.1.8 Standards, Safety, and Environmental Compliance

- Vendor must ensure:

- Full compliance with applicable safety and operational standards.
- Environmental safeguards such as proper disposal of packaging materials and waste.
- Equipment operation minimizes environmental impact (e.g., dust control where applicable, noise reduction).

5.1.9 Compliance During Execution

- Any deviation from agreed specifications must be corrected at the vendor's own cost and risk.
- UN GCNI reserves the right to conduct **random or structured inspections** at any stage.
- Equipment delivery, operational readiness, and safety will be continuously monitored.

5.1.10 Post-Handover Support and Reporting

- After commissioning, the vendor must:
 - Submit all manuals, warranty documents, and service records for each machine.
 - Conduct refresher training or operational demonstrations upon request.
 - Provide **monthly/quarterly maintenance reports** to UN GCNI during the warranty period.
 - Maintain active communication with UN GCNI and operators to ensure uptime and prompt resolution of issues.

Notes:

1. Any defective or non-compliant tractor mounted road sweeping machine or component identified by UN GCNI or end-users must be repaired or replaced by the vendor at no additional cost.
2. The vendor shall be fully responsible for the safety, protection, and proper handling of the sweeping machines and all associated equipment until successful delivery, commissioning, and handover at the designated site.
3. UN GCNI reserves the right to request any additional documents, certifications, test reports, or compliance records at any stage prior to the release of any payment instalment.

Pricing, Delivery, Warranty, and After-Sales

Unit Prices

The unit prices quoted for the tractor mounted road sweeping machines shall be **comprehensive and all-inclusive**, covering the following components:

- Procurement/manufacture of tractor mounted road sweeping machines
- Supply of complete sweeping attachment system (brushes, hopper, hydraulic system, mounting frame, etc.)
- Delivery and transportation to designated project sites
- Transit insurance and protection against damage during transportation
- Installation, mounting, and commissioning on compatible tractor units (if applicable)
- Demonstration and training of operators and sanitation personnel
- Submission of manuals, operational guides, and safety instructions
- Warranty coverage and post-handover service support

- Provision of spare parts support and service commitments
- Any other incidental costs required to ensure full operational readiness of the sweeping machines

Delivery Requirements	
Delivery Date and Time:	The Bidder shall deliver, install, and commission all tractor mounted road sweeping machines within 02 month from the date of issuance of the Contract
Delivery Terms (INCOTERMS 2020):	DAP (Delivered at Place) – The sweeping machines shall be delivered to the specified operational sites, including mounting (if applicable), installation, and commissioning. Notes: 1. Any damage occurring during transit shall be the sole responsibility of the vendor. 2. A proper delivery challan, duly signed by the authorized receiver, must be submitted to UN GCNI. 3. The vendor shall be responsible for the safety, protection, and handling of the sweeping machines, components, and equipment until successful delivery, installation, commissioning, and handover.
Customs Clearance (if applicable):	Shall be the responsibility of the Supplier/Bidder.
Exact Delivery Location(s):	Nimmada, Tekkali & Kotabommali GPs of Srikakulam District, Andhra Pradesh Detailed addresses, contact details of end-users/operators, and geo-coordinates shall be provided at the time of Contract award.
Training on Operation and Maintenance (O&M)	The Vendor shall provide comprehensive training for operators and maintenance personnel at each deployment site. Training shall include: • Safe operation of tractor mounted road sweeping machine • Operation of sweeping mechanism (brushes, hopper system, hydraulic controls, etc.) • Preventive maintenance practices • Basic troubleshooting and minor repairs • Safety protocols and emergency handling procedures The Vendor shall also provide: • Training materials • User manuals • Operation & Maintenance (O&M) guidelines
Warranty Period	The tractor mounted road sweeping machines shall carry the following minimum warranty coverage: • Complete Sweeping Machine System (including frame, brushes, hopper, hydraulic system, and mounting assembly): Minimum 1 year or as per manufacturer standard • Hydraulic system and critical mechanical components: Minimum 1 year • Brushes and consumable components: 6 months or as per manufacturer standard

	• Other components/accessories: 6–12 months depending on manufacturer warranty Warranty shall include both parts and labour , excluding damage caused by misuse, negligence, or accidents.
After-Sales Service and Local Support	The Vendor shall appoint qualified technical personnel for providing after-sales service and support. The Vendor shall ensure: • Availability of helpdesk contact details for complaint registration and escalation • Onsite service support for operational or maintenance issues during the 12-month Defect Liability Period • Timely response and resolution of complaints • Preventive maintenance support and periodic servicing • Availability of spare parts within the district/state for uninterrupted operations

COMPLIANCE CONFIRMATION

The Quotation submitted is in accordance with the requirements specified under **ANNEX 1: Schedule of Requirements (Tractor Mounted Road Sweeper Vehicle):**

☐ YES

☐ NO

Any deviations must be listed below:

S. No.	Clause Reference	Description of Deviation	Remarks
1			
2			

Signature: _____

Name: _____

Title: _____

Company Name: _____

Date: _____

ANNEX 2: QUOTATION SUBMISSION FORM

(For Supply of 09 No. Tractor Mounted Road Sweeper for GP Sanitation Project)

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with **Annex 3: Technical and Financial Offer**.

The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Bid Information

Name of Bidder: _____

RFQ Reference: _____

Date: _____

Company Profile

Item Description	Details
Legal Name of Bidder	
Legal Address (City, State, Country)	
Website	
Year of Registration	
Legal Structure (Proprietorship / Partnership / Pvt Ltd / Ltd / LLP / JV)	
Are you a UNGM registered vendor?	☐ Yes ☐ No
If yes, UNGM Vendor Number	_____
Quality Assurance Certification (e.g., ISO 9001 or Equivalent)	☐ Yes ☐ No (Attach valid certificate copy)
Environmental Accreditation (ISO 14001 or equivalent)	☐ Yes ☐ No (Attach copy if applicable)
Written Environmental Policy Available	☐ Yes ☐ No (Attach copy if applicable)
Sustainability Commitment (e.g., ESG Policy, Women Empowerment Policy, CSR Initiatives, etc.)	☐ Yes ☐ No (Attach supporting documents)
Is your company a member of the UN Global Compact?	☐ Yes ☐ No

Bank Information

- Bank Name: _____
- Bank Address: _____
- Account Name: _____
- Account Number: _____
- IFSC Code: _____
- SWIFT/BIC: _____
- Account Currency: _____

Previous Relevant Experience

(Minimum 3 Similar Contracts – Supply of Tractor Mounted Road Sweepers / Municipal Road Cleaning Equipment / Sanitation Machinery)

Name of Previous Contract	Client & Contact Details (including Email)	Contract Value	Period of Activity	Type of Activities Undertaken

Bidder's Declaration

The undersigned hereby declares that:

1. We have examined the RFQ documents and have no reservations to the requirements specified for the **Tractor Mounted Road Sweeper**.
2. We confirm that the equipment offered complies with:
 - Required tractor HP capacity as specified in RFQ
 - Mechanical/Hydraulic broom system
 - Dust collection and disposal mechanism
 - Water sprinkler system for dust suppression
 - Heavy-duty chassis mounting arrangement
 - All applicable emission and safety norms
3. We agree to deliver the equipment within the delivery period specified in the Contract.
4. We confirm availability of authorized service support within Andhra Pradesh.
5. We certify that all information provided in this submission is true and correct.

Authorized Signature: _____

Name: _____

Title: _____

Company Seal: _____

Date: _____

BIDDER'S DECLARATION

(For Supply of Tractor Mounted Road Sweeper)

The bidder is requested to tick () the appropriate response:

Declaration	Yes	No
Requirements and Terms & Conditions: I/We have read and fully understood the RFQ, including the RFQ Information and Data, Schedule of Requirements (Tractor Mounted Road Sweeper Specifications), General Conditions of Contract, and any Special Conditions of Contract. I/We confirm that the Bidder agrees to be bound by them.	☐	☐
I/We confirm that the Bidder has the necessary financial capacity, technical capability, dealership/manufacturer authorization (if applicable), and valid licenses to fully meet or exceed the Requirements and will be available to deliver throughout the Contract period.	☐	☐
Ethics: In submitting this Quote, I/We warrant that the bidder has not entered into any improper, illegal, collusive, or anti-competitive arrangements with any competitor; has not approached any representative of the Buyer (other than the designated Point of Contact) to lobby or solicit information; and has not attempted to influence or provide any inducement, reward, or benefit to any representative of the Buyer.	☐	☐
I/We confirm that we shall not engage in proscribed practices or any unethical conduct with the United Nations or any other party, and we shall conduct business in a manner	☐	☐

that avoids financial, operational, reputational, or other undue risk to the UN. We have read and acknowledge the United Nations Supplier Code of Conduct and accept it as the minimum standard of compliance.		
Conflict of Interest: I/We declare that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering into a Contract for the supply of the Tractor Mounted Road Sweeper. Any such conflict arising during the RFQ process will be immediately disclosed.	☐	☐
Prohibitions and Sanctions: I/We declare that the firm, its beneficial owners, affiliates, subsidiaries, employees, JV/Consortium members, subcontractors, or suppliers are not under procurement prohibition by the United Nations, including sanctions under the UN Security Council Sanctions Lists, and have not been suspended, debarred, or declared ineligible by any UN Organization, the World Bank Group, or other international organizations.	☐	☐
Bankruptcy: I/We declare that the company has not declared bankruptcy, is not involved in insolvency or receivership proceedings, and no pending legal action exists that may materially affect our ability to supply the Tractor Mounted Road Sweeper.	☐	☐
Offer Validity Period: I/We confirm that this Quote, including pricing, shall remain valid for the Offer Validity Period specified in the RFQ.	☐	☐
I/We understand that the Buyer is not bound to accept any Quotation received. We certify that the Tractor Mounted Road Sweeper offered is brand new, unused, and meets the minimum technical specifications.	☐	☐
By signing this declaration, the undersigned confirms that he/she is duly authorized by the organization to submit this quotation and make this declaration on its behalf.	☐	☐

Authorized Signatory

Signature: _____

Name: _____

Title/Designation: _____

Company Name: _____

Company Seal: _____

Date: _____

ANNEX 3: TECHNICAL AND FINANCIAL OFFER – GOODS

(Supply of 09 No. Tractor Mounted Road Sweeper)

Bidders are requested to complete this form, sign it, and return it as part of their bid along with **Annex 2: Quotation Submission Form**.

The Bidder shall fill in this form in accordance with the instructions indicated.

No alterations to its format shall be permitted and no substitutions shall be accepted.

Bid Information

Name of Bidder: _____

RFQ Reference: _____

Date: _____

TECHNICAL OFFER

(For Supply and Delivery of Tractor Mounted Road Sweeper for GP Sanitation Use)

Bidders must provide the following:

1. Company Profile

A brief description of:

- Company background
- Experience in supply of tractor mounted road sweepers / municipal road cleaning equipment / sanitation machinery
- Service network within Andhra Pradesh
- Technical and financial capacity

2. Method Statement & Delivery Plan

A brief implementation plan including:

- Procurement process of tractor and road sweeping attachment
- Fabrication and mounting process
- pre-delivery inspection (PDI)
- Registration and insurance process (if applicable)
- Delivery timeline (within 2 months of Contract issuance)
- Handover procedure at delivery site
- Demonstration and operator training plan

3. Descriptive Literature (OEM Technical Compliance)

The bidder shall provide:

- Complete technical brochure of the tractor
- Complete technical brochure of the road sweeping attachment
- Tractor engine specifications (HP, CC, torque, fuel type)
- Sweeping mechanism details (mechanical/hydraulic drive)
- Sweeping width and productivity details
- Hopper capacity and discharge mechanism
- Water sprinkler/dust suppression system details
- Emission compliance certificate (BS-VI or applicable norms)
- Standard features and optional features clearly marked
- Photographs (tractor front/rear, sweeper attachment, hopper, operator position)

Standard catalogues must clearly indicate the exact make and model offered.

4. Detailed Technical Specifications

The Technical Offer must clearly mention:

Parameter	Offered Specification	Make/Model	Compliance (Yes/No)
Tractor Engine Power (As per RFQ, e.g., ≥45–60 HP or specified)			
Engine Type & Capacity			
Fuel Type (Diesel)			
Emission Norm (BS-VI or applicable)			
Sweeping Width			
Sweeping Mechanism (Mechanical/Hydraulic)			
No. of Brushes (Main & Side Brushes)			
Hopper Capacity			
Hopper Discharge Mechanism			
Water Sprinkler System			
PTO Compatibility			
Hydraulic System			
Warranty (Minimum 1 Year)			

Any deviation must be clearly stated.

5. Deviations (If Any)

All deviations from the RFQ specifications must be disclosed in writing below:

Clause Reference	Description of Deviation	Justification

6. Registration Certificate

Copy of:

- Certificate of Incorporation
- GST Registration
- PAN
- Trade License (if applicable)

7. Manufacturer's Authorization

If the bidder is not the manufacturer (OEM), a valid Manufacturer's Authorization Certificate (MAF) must be provided for:

- Tractor OEM
- Road Sweeper Attachment OEM

Approved tractor OEM examples may include:

- Tata Motors (if applicable for tractor division)
 - Mahindra Tractors
 - Swaraj Tractors
 - Eicher Tractors
 - Escorts Kubota
- or equivalent compliant brand.

8. Financial Capacity

Documents showing:

- Average Annual Financial Turnover of at least INR 3 Crores
- Audited Balance Sheets
- Profit & Loss Statements
- For the last three (3) financial years

(For consortium bids, combined turnover may be considered.)

9. Experience Requirement

Documents showing:

- Minimum 3 years of experience in supply of tractor mounted road sweepers / sanitation machinery / municipal cleaning equipment
- Supply to reputed private organizations / NGOs / government bodies

10. Past Performance (Minimum 3 Similar Contracts)

Evidence showing supply of at least 3 similar sanitation/road sweeping equipment, including:

- Purchase Orders / Work Orders
- Delivery Certificates
- Client Completion Certificates
- Photographs (if available)
- Client Contact Details

United Nations Global Compact Network India reserves the right to conduct verification checks.

FINANCIAL OFFER

The Financial Offer must be submitted in the format below:

Financial Summary Table

Description	Quantity	Unit Price (INR)	Total Price (INR)
Supply of Tractor Mounted Road Sweeper (including tractor, sweeping attachment, registration, insurance, delivery, and operator training)	1		

Total Quoted Price (Inclusive of all taxes, registration, insurance, transportation, and delivery):

INR _____

Prices must be:

- Inclusive of GST
- Inclusive of RTO registration (if applicable)
- Inclusive of Insurance
- Inclusive of delivery to site
- Inclusive of installation and commissioning
- Inclusive of operator training

FINANCIAL OFFER (Detailed Format)

Currency of the Quotation: _____

INCOTERMS (2020): DAP – Delivered at Place

Description (MANDATORY REQUIREMENTS)

Description	UOM	Qty	UNIT PRICE DAP (INR) Final Destination	TOTAL PRICE DAP (INR) Final Destination
Supply and Delivery of Tractor Mounted Road Sweeper (Tractor with required HP, PTO operated sweeper attachment, hopper, dust suppression system, BS-VI compliant engine, minimum 1-year warranty) including registration, insurance, delivery, installation and operator training	Each	09		

Cost Breakdown

Cost Component	Amount (INR)
Tractor Base Price	
Road Sweeper Attachment Price	
Mounting & Fabrication Cost	
Transportation Price	
Insurance Price	
Registration & Road Tax	
Pre-Delivery Inspection & Handling	
Operator Training Cost	
Warranty Cost (Minimum 1 Year – Included/Specify)	
After-Sales Service Support	
Specify Other Costs (if any)	

QUOTATION TOTAL (Without GST):

INR _____

Note: Evaluation will be done on tax-exclusive basis.

Duty/Taxes

Type of Tax/Duty	Rate (%)	Amount (INR)
GST		
Any Other (Specify)		

Total Quotation Including Taxes (INR):

INR _____

Note:

Quoted price must be inclusive of all costs necessary to supply the tractor mounted road sweeper, including delivery, registration, insurance, warranty, transport, installation, training, commissioning, and any incidental charges.

OPTIONAL REQUIREMENTS (Not Considered for Evaluation)

UN GCNI reserves the right to avail extended warranty at a later stage.

Description	Qty	Unit Price (INR)	Total Price (INR)
Extended On-Site Warranty (per additional year beyond 1-year standard warranty)	09		
Other Optional Cost (Specify)			

Total Optional Cost (if availed): INR _____

Authorized Signature

Signature: _____

Name: _____

Title: _____

Company Seal: _____

Date: _____

COMPLIANCE WITH REQUIREMENTS

Requirement	Yes, We Comply	No, We Cannot Comply	Counter Offer (If Any)
Minimum Technical Specifications (Tractor HP, Sweeping Width, Hopper Capacity, PTO Operation, Water Sprinkler System, BS-VI Compliance, Hydraulic/Mechanical Sweeping Mechanism)	☐	☐	
Delivery Term (DAP – Delivered at Place)	☐	☐	
Delivery Lead Time (Within 1 Month)	☐	☐	
Warranty & After-Sales Requirements (Minimum 1 Year)	☐	☐	
Validity of Quotation (Specify validity period, e.g., 60/90 days)	☐	☐	
Payment Terms (Specify)	☐	☐	
Operator Training & Demonstration	☐	☐	
Other Requirements (Specify if any)	☐	☐	

Other Information

Estimated Weight/Dimensions of Tractor with Sweeper Attachment:

Country of Origin (Tractor): _____

Country of Origin (Sweeper Attachment): _____

(If export license required, must be submitted upon award of contract)

Authorized Declaration

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

Company Details

Company Name: _____

Address: _____

Phone No.: _____

Email Address: _____

Authorized Signature: _____

Date: _____

Name: _____

Functional Title of Authorized Signatory: _____

Email Address: _____

ANNEX 4: SITE SPECIFIC DETAILS

Delivery Location:

Nimmada, Tekkali & Kotabommali Gram Panchayats of Srikakulam District, Andhra Pradesh.

Detailed contact information will be provided upon issuance of Purchase Order.

ANNEX 5: FORMS FOR RELEASE OF PAYMENTS

FORM A: CONSIGNEE ACCEPTANCE CERTIFICATE

(To be given by Consignee's Authorized Representative)

The following goods have been received:

1. Name of Item Supplied (Make & Model): Tractor Mounted Road Sweeper –

2. Tractor Make & Model: _____
3. Sweeper Attachment Make & Model: _____
4. Purchase Order/Contract No.: _____
5. Name of Supplier: _____
6. No. of Units Supplied: 01
7. Place of Destination: **Nimmada, Tekkali & Kotabommali GPs**

8. Invoice No. & Date: _____
9. Name & Address of Consignee: _____
10. Date of Receipt: _____

The undersigned hereby certifies that the aforesaid Tractor Mounted Road Sweeper has been received in good condition and accepted.

Signature: _____

Name: _____

Designation with Stamp: _____

Date: _____

Countersigned by:

Signature: _____

Name: _____

Date: _____

FORM B: DELIVERY & TRAINING CERTIFICATE

This is to certify that the Tractor Mounted Road Sweeper detailed below has been satisfactorily delivered and operator training provided:

1. Purchase Order/Contract No.: _____
2. Description (Tractor Make & Model): _____
3. Description (Sweeper Attachment Make & Model): _____
4. Engine Number: _____
5. Chassis Number: _____
6. Quantity: 09
7. Name of Consignee: _____

The supplier has fulfilled contractual obligations regarding:

- Successful delivery of tractor and mounted sweeper attachment
- Proper installation and mounting of sweeper unit
- pre-delivery inspection (PDI)
- Demonstration of sweeping operations
- Basic operational and maintenance training for operator
- Submission of User & Maintenance Manual
- Handover of warranty documents

Signature: _____

Name: _____

Designation with Stamp: _____

Date: _____

Countersigned by:

Signature: _____

Name: _____

Date: _____