



GMDC
Gujarat Mineral
Development
Corporation Ltd.
(A Government of Gujarat Enterprise)



REQUEST FOR PROPOSAL (RFP)
FOR
SELECTION OF AGENCY/IMPLEMENTATION PARTNER FOR
PROJECT – “NEKI KI DIWAR” - CIRCULAR TEXTILE REUSE AND
RECYCLING INITIATIVES AT AHMEDABAD- GUJARAT

Issued By:

GMDC – Gramya Vikas Trust

GMDC Annexe Office

**08, Mill Officer’s Colony, Nr. Nanhalal Chambers, Ashram Road,
Navrangpura, Ahmedabad-380009**

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Notice Inviting Bidders

Details about RFP:

Organization	:	Gujarat Mineral Development Corporation - Gramya Vikas Trust (GMDC-GVT), Ahmedabad
Circle	:	GMDC Annexe Office 08, Mill Officer's Colony, Nr. Nanhalal Chambers, Ashram Road, Navrangpura, Ahmedabad 380009
Vertical	:	Environment & Sustainability
RFP Notice No.	:	GMDC-GVT/CSR/01/26-27
Name of Project	:	"Neki Ki Diwar" – Circular Textile reuse and recycling initiatives at Ahmedabad – Gujarat.
Name of Work	:	Selection of agency/implementing partner for project - "Neki Ki Diwar" – Circular Textile reuse and recycling initiatives at Ahmedabad – Gujarat
Estimated Contract Value (INR)	:	Varies with service scope
Period of Completion	:	12 Months
Bidding Type	:	Closed
Class of Bidder	:	Not Applicable
Currency Settings	:	Indian Rupee (INR)
Joint Venture/Consortium	:	Consortium not allowed
Bid Document Downloading Start Date	:	29/04/2026,18:00 Hrs.
Pre-Bid Meeting Date:	:	Queries can be raised through nodal point of contact email id mentioned below
Bid Document Downloading End Date	:	19/05/2026, 18:00 Hrs.
Last Date & Time for Receipt/ Submission) of Bids online (Through Email)	:	19/05/2026, 18:00 Hrs.
Last Date & Time for hardcopy Receipt/ Submission) of Bids	:	22/05/2026, 18:00 Hrs.
Bid Opening date	:	26/05/2026 – 05:00 Hrs.
Bid Validity Period	:	180 days from opening of price bid
Bank Guarantee	:	Selected bidder shall submit the Performance Bank Guarantee as per the prevailing government norms.

Officer Inviting Bids	:	CEO, GMDC-GVT GMDC Annexe Office 08, Mill Officer's Colony, Nr. Nanhalal Chambers, Ashram Road, Navrangpura, Ahmedabad 380009
Bid Opening Authority	:	CEO, GMDC-GVT GMDC Annexe Office 08, Mill Officer's Colony, Nr. Nanhalal Chambers, Ashram Road, Navrangpura, Ahmedabad 380009
Nodal Point of Contact from GMDC GVT for any query and clarification	:	Senior Program Manager, GMDC-GVT GMDC Annexe Office 08, Mill Officer's Colony, Nr. Nanhalal Chambers, Ashram Road, Navrangpura, Ahmedabad 380009 (M) +91 6351885972 (E-mail): raoza@gmdcltd.co.in

- Bidders can download the tender document free of cost from the website of GMDC-GVT.

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1. About GMDC Ltd.

Gujarat Mineral Development Corporation Ltd. (GMDC) is one of India's leading mining and mineral processing companies. For more than six decades, GMDC has been engaged in the development of the ample mineral resources of the state. GMDC ranked 469th among India's Fortune 500 Companies (2023) and among the Top 5 organizations by market capitalization in the mining sector. GMDC is India's second-largest Lignite-producing company. GMDC is leading (No.1) merchant seller of lignite in India. Mining lignite from deposit-rich areas across the state, GMDC markets it to various high-growth industries, including textiles, chemicals, ceramics, bricks, and captive power. GMDC has received a provisional ESG rating of **77.7** from CareEdge in January 2026, placing it in the “**Leadership**” category.

2. About GMDC-Gramya Vikas Trust

Believing and practicing the culture of accountable governance, GMDC established Gramya Vikas Trust on 7th January 1991 as Public Trust with Section 12A and 80G, registered under The Income Tax Act, 1961 for various developmental activities. GMDC-Gramya Vikas Trust (GMDC-GVT) works with the vision to enhance the quality of life of communities living in the GMDC active regions through innovative partnerships/programs, strategic collaborations, and stakeholder engagement.

In the year 2022-23 GMDC-GVT, an implementing body of CSR for GMDC has been given fresh impetus, accordingly, following are the focus areas:

- Skill Based Ecosystem- Focused Transformation.
- Promotion of Quality & Inclusive Education.
- Health facilities- Addressing gaps through Access & Availability.
- Drinking Water Including Integrated Water Shed Development & Sanitation.
- Ensuring Climate Action & Environment Sustainability.
- Cultural & Heritage Preservation.

3. Project Background

GMDC is conceptualising the project “Neki ki Diwar” with the intention of establishing a circular textile ecosystem that facilitates the collection, refurbishment and redistribution of used garments. **The proposed project aims to establish a circular textile ecosystem that facilitates the collection, refurbishment and redistribution of used garments. The objective of the concept is to help reduce textile waste, promote sustainable consumption practices and create livelihood opportunities while improving access to affordable clothing for communities.**

India is one of the largest textile producers in the world and generates nearly 7.8 million tonnes of textile waste every year, contributing around 8.5% of global textile waste. Although about 59% is reused or

recycled, nearly 41% still goes to landfills, incineration, or low-value uses, leading to environmental loss. India generates a significant volume of textile waste each year, much of which ends up in landfills despite a large portion of garments still having reuse potential. Ahmedabad, being one of the major textile hubs of the country, produces substantial quantities of both pre-consumer and post-consumer textile waste. In the absence of structured systems for collection, sorting and reuse, valuable textile resources are often discarded, leading to environmental challenges and missed livelihood opportunities.

Gujarat plays a major role in India's textile industry, and Ahmedabad - known as the "Manchester of India" - is a major textile hub. Large-scale production, garment manufacturing, wholesale trade, and urban consumption generate significant textile waste in the city. This includes:

- Pre-consumer waste from factories
- Unsold or excess stock
- Post-consumer clothing from households

What is the Opportunity

The growing volume of textile surplus presents a strong opportunity to promote reuse and build a structured second-hand clothing system. Usable garments can be collected, refurbished, and resold, extending their life and reducing unnecessary waste. This also creates an opportunity to encourage behavior change towards responsible consumption and waste reduction. By promoting reuse and affordability together, the model supports circular textile practices, reduces pressure on landfills, and creates local employment in a structured and dignified manner.

4. Project Objectives:

- Raise awareness about textile waste and its environmental impact.
- Encourage longer use of clothing through reuse, repair, and resale practices.
- Reduce textile waste by keeping garments in circulation instead of sending them to landfill.
- Make good-quality clothing affordable and accessible through organized second-hand systems.
- Demonstrate that sustainable fashion can be both responsible and budget friendly meaning it includes using secondhand, investing in quality pieces, supporting affordable sustainable brands, and embracing DIY and upcycling.

5. GMDC-GVT perception - What is Neki Ki Diwar project

GMDC-GVT is seeking a collaborative partner having willingness to execute this noble concept. The benefit of this concept can go to the local youth and community who can enjoy a stylish wardrobe that aligns with their values and budget by making mindful choices. There is no intention of creating money from this process. However, the users should feel that they are contributing to circular economy hence a nominal amount payment will not impact the user. In addition, they would feel ownership and would help in spreading the word around. GMDC-GVT will facilitate end to end process. This is also one of the options to improve circularity within India's textile sector.

6. Positive Impact

- Reduced raw material costs
- Lower waste disposal expenses
- Improved resource efficiency
- Enhanced supply chain sustainability

This approach demonstrates how waste can become a revenue-generating resource.



7. Scope of Work for the partner agency

7.1 Collection of Used Clothing

Clothes may be collected through specific channels, including organised drives, designated drop-off points, through mobile van collection. All collection details, timings, and guidelines will be widely shared through brochures, pamphlets, and social media to ensure public awareness and participation. Only clean, wearable garments in good condition (free from major tears, heavy stains, or damage) should be accepted to ensure quality and dignity in reuse. To start with, the collection will start at GMDC Khanij Bhavan Office and nearby community areas.

The Agency is free to include the selected location including Gandhinagar at specific timings or may decide drop off centres too.

7.2 Washing, Cleaning and Refurbishment

A warehouse facility is essential and all collected garments will be transported to warehouse that will function as the central processing and storage unit. Inside the warehouse, clothes will move through a clear and organised flow:

Sorting → Washing → Drying → Minor Repairs (if required) → Ironing → Quality Check → Labelling → Storage

The warehouse should have designated areas for sorting, washing, drying, repairs, quality checking, and stock storage to ensure smooth movement and hygiene. Only clean and properly refurbished garments should move to the storage section for sale purposes. Garments that cannot be refurbished should be separated for recycling or upcycling to minimise waste.

7.3 Packaging, Tagging and Storage

Each garment will carry a branded tag designed as per the project's colour theme.

The tag will include:

Category (Type of cloth – e.g., Shirt, Kurta, Pant, Saree) Male/Female

- Size
- Price (Minimal)
- Unique ID number

Tags will be developed in Hindi and Gujarati to ensure local accessibility and easy understanding. The Unique ID system will help track each garment from collection to final sale. After quality checking and ironing, garments will be neatly folded, packed in biodegradable bags, and sealed to maintain hygiene before being stored systematically on racks or hangers.

7.4 Mobile Sales & Distribution Model

Sale of clothes will be carried out through a large vehicle designed as a mobile retail unit. The vehicle will be fabricated and branded to promote the initiative, encouraging communities to reduce dependence on fast fashion, extend the life cycle of garments, and adopt responsible reuse practices. **In addition to functioning as a selling platform, the vehicle will also serve as a mobile awareness unit to highlight the importance of circular textile practices.**

PI note major capital items like mobile retail unit and collection vans etc would be provided by GMDC and it will be under the ownership of GMDC. In case, the agency decides to quit, the capital items would be returned to GMDC.

Sales will follow a simple category-based pricing structure designed to maintain affordability at a minimal cost while enabling partial recovery rather than profit generation. **Inventory will be monitored through both digital records and physical registers to track stock movement, demand patterns, and daily sales efficiently. The MIS should be regularly maintained and may be shared on monthly basis with GMDC-GVT.**

8. Project Timeline

The project may start on an experimental basis and would be reviewed every six months. However, any major corrections would be introduced after a year from the start of the project. If the project is successful, the geographical scope for collection and sale would be enhanced. **The timeline to start the project would be three (3) months from the allocation of Work Order.**

9. Deliverables

The selected implementing agency shall be responsible for achieving the following key deliverables during the project period. These deliverables will serve as measurable outputs for monitoring the progress and impact of the project.

9.1 Project Setup and Operational Infrastructure

- Establish a fully functional project implementation system within the first phase of the project.
- Set up a **garment processing and refurbishment facility**, including sorting area, washing area, repair section and storage area.
- Procure and install required equipment such as washing machines, drying systems, ironing equipment, sorting tables and storage racks.
- Recruit and train project staff responsible for operations, logistics, sorting, refurbishment and community outreach.
- Develop and implement **Standard Operating Procedures (SOPs)** for garment collection, processing and distribution.

9.2 Establishment of Garment Collection Network

- Develop a structured garment collection network across the project area. To start with have only two collection points
- Identify and establish **collection partnerships with residential societies, educational institutions, corporate offices and community organizations.**
- Organize periodic garment collection drives across the city.
- Install designated garment collection points or donation bins at strategic locations where feasible.
- Ensure regular pickup and transportation of collected garments to the processing facility.

9.3 Collection of Used Garments

- Collect used garments through organized drives
- Ensure proper handling and safe transportation of donated garments.
- Maintain accurate records of garments collected including quantity and source.
- Develop an inventory management system to track garments received.

9.4 Sorting and Categorization of Garments

- Establish systematic sorting and categorization of collected garments at the processing facility.
- Classify garments into categories such as:
 - Reusable garments in good condition
 - Garments requiring repair or refurbishment
 - Garments suitable for recycling
 - Unusable textile waste
- Segregate garments by type such as men's wear, women's wear, children's wear and seasonal clothing.
- Maintain records of sorted garments for monitoring purposes.

9.5 Washing, Sanitization and Refurbishment

- Ensure proper washing and sanitization of garments identified for reuse.
- Carry out refurbishment activities including:
 - Minor stitching repairs
 - Button replacement
 - Minor alterations
 - Ironing and finishing
- Ensure that all garments meet quality and hygiene standards before redistribution.

9.6 Quality Control and Packaging

- Conduct quality checks to ensure garments are clean, wearable and safe for reuse.
- Remove garments that fail to meet quality standards.
- Sort and package garments based on category and condition.
- Prepare garments for redistribution or sale.

9.7 Redistribution and Access to Affordable Clothing

- Organize **community clothing markets or distribution events** for refurbished garments.
- Facilitate access to affordable clothing for communities.
- Develop partnerships with social enterprises or community organizations for garment distribution.
- Maintain records of garments redistributed or sold.

9.8 Textile Recycling and Waste Reduction

- Identify garments that are not suitable for reuse.
- Ensure responsible recycling or upcycling of textile materials.
- Collaborate with recycling partners where ever required.
- Reduce textile waste that is sent to landfills through recycling initiatives.

9.9 Awareness and Community Engagement

- Conduct community awareness programs promoting sustainable clothing practices.
- Organize campaigns highlighting the importance of textile waste reduction.
- Encourage citizens to donate unused garments.
- Promote behavioural change towards responsible consumption.

9.10 Livelihood Creation

- Create livelihood opportunities through project operations and maintain MIS of the same such as:
 - Sorting and grading
 - Washing and cleaning
 - Repair and refurbishment
 - Logistics and distribution
- Engage local community members, particularly women and marginalized groups, in project activities wherever feasible.

9.11 Monitoring and Data Management-MIS

- Develop a data tracking system for project monitoring.
- Maintain records related to:
 - Garments collected
 - Garments processed
 - Garments refurbished
 - Garments distributed or sold
 - Garments recycled
- Ensure proper documentation and reporting of project activities.

9.12 Reporting and Documentation

The implementing agency shall submit the following reports to GMDC-GVT:

- Monthly progress reports
- Quarterly financial utilization reports
- Documentation of activities and success stories
- Final project completion report including outcomes and impact assessment.

9.13 Overall Assessment

At the end of the project period, the implementing agency shall submit a final report highlighting:

- Total garments collected
- Total garments refurbished and redistributed
- Quantity of textiles recycled
- Environmental benefits achieved
- Livelihood opportunities created
- Lessons learned and recommendations.

10. Pre-Qualification Criteria

Interested organizations must meet the following pre-qualification criteria to be eligible for participation in the RFP process. Proposals that do not meet the following requirements may be rejected during the preliminary evaluation stage.

Sr. No.	Pre-Qualification Criteria	Description of the Criteria
1	Legal Status of the Organization	The applicant must be a legally registered entity in India under the applicable laws such as a Trust, Society, Section 8 Company, Non-Profit Organization, or Social Enterprise. Valid registration certificates must be submitted.
2	Organizational Experience	The organization must have a minimum of five (5) years of operational experience in implementing development programs related to waste management, circular economy, environmental sustainability, livelihood promotion, social enterprises or community development.

3	Relevant Project Experience	The organization must have demonstrated experience in implementing similar or related projects such as waste management, recycling initiatives, livelihood programs, environmental sustainability programs, or social impact projects. Details of at least three relevant projects implemented in the past 07 years should be provided.
4	Financial Stability	The organization must demonstrate financial stability and operational capacity by providing audited financial statements for the last three financial years. The organization should have sufficient financial strength to manage project operations. (Rs. 25 Lakh or above annually in last 3 financial year)
5	Statutory Registrations	The organization must possess valid statutory registrations including PAN, GST (if applicable), and other applicable regulatory registrations. Copies of these documents must be submitted along with the proposal.
6	Governance Structure	The organization should have a clearly defined governance structure including a Board of Trustees / Directors / Governing Body. Details of board members or governing body members must be provided.
7	Operational and Technical Capacity	The organization must demonstrate adequate operational capacity including qualified staff, project management experience, and institutional systems necessary to implement the project effectively.
8	Compliance and Legal Standing	The organization must not have been blacklisted or debarred by any Government agency, Public Sector Undertaking, or funding institution. A self-declaration confirming the same must be submitted.
9	Monitoring and Reporting Capability	The organization should have systems for monitoring, documentation, and reporting of project activities, including the ability to submit periodic progress and financial reports.
10	Local Presence or Operational Capability	Preference may be given to organizations that have prior experience working in Gujarat or Ahmedabad or have the capacity to establish operational presence in the project area.

“Applicants meeting the above pre-qualification criteria will be considered eligible for further evaluation under the technical proposal assessment stage.”

11. Evaluation Methodology and Criteria

11.1 Evaluation Framework

The selection of the implementing agency shall be carried out using the **Quality and Cost Based Selection (QCBS)** method.

- **Technical Evaluation Weightage: 80%**
- **Financial Evaluation Weightage: 20%**

Only those bidders who qualify in the **technical evaluation stage** shall be considered for the financial evaluation.

11.2 Technical Evaluation (Total Marks: 100)

The Technical Proposal shall be evaluated out of a total of **100 marks**, based on the criteria as mentioned below.

Minimum Qualifying Marks

- Bidders must secure **minimum 70 marks out of 100** in technical evaluation to qualify for opening of the Financial Proposal.

11.3 Detailed Technical Evaluation Criteria

Sr. No.	Evaluation Criteria	Description	Marks
1	A) Program Size (Financial) B) Total number of Projects managed in the past 7 years	A) Average Overall Program Size (Financial) of the Organization of last 7 years: <ul style="list-style-type: none"> No of projects up to ₹2 Crore: 4 marks No of projects above ₹ 2 Crore and up to ₹4 Crore: 7 marks No of projects of more than ₹ 4 Crore: 10 marks B) Total number of projects handled/managed as on 31/03/2026	10
2	Organizational Capacity & Team Strength	Qualification, experience of key personnel, organizational structure and operational capacity to execute the project effectively	10
3	Past Experience – Number of Projects	Experience in executing similar projects (waste management, recycling, livelihood, social enterprise, circular economy). <ul style="list-style-type: none"> 1 or 2 projects: 2 marks More than 2 and up to 4 projects: 3 marks More than 4 projects: 5 marks 	05
4	Past Experience – Value of Projects	Based on cumulative financial size of similar projects executed in last 7 years: <ul style="list-style-type: none"> Up to ₹25 lakh: 2 marks Above ₹25 lakh and up to ₹40 lakh: 3 marks Above ₹40 lakh: 5 marks 	05
4	Project Understanding	Clarity in understanding project objectives, circular textile ecosystem, and expected outcomes.	05
5	Approach & Methodology	Detailed implementation approach covering: <ul style="list-style-type: none"> Collection systems Processing & refurbishment Distribution model Recycling strategy Innovation and sustainability aspects 	25
6	Work Plan & Implementation Strategy including M&E	Detailed activity plan, timelines, logistics planning, MIS systems, scalability, and feasibility.	10
7	Presentation by Bidder	Evaluation based on presentation before evaluation committee covering: <ul style="list-style-type: none"> Clarity Practical feasibility Innovation Team capability Response to queries 	30
Total			100 Marks

11.4 Technical Score Calculation

The **Technical Score (T_s)** of each bidder shall be calculated as:

$$T_s = \frac{\text{Marks obtained by bidder}}{100}$$

11.5 Financial Evaluation (20 Marks)

The Financial Proposal of only technically qualifying bidders shall be opened.

- The bidder quoting the **lowest financial proposal (L1)** shall be awarded the **maximum financial score of 100**.
- Other bidders shall be scored proportionately.

Financial Score Formula

$$F_s = \frac{F_{\min}}{F_{\text{bid}}} \times 100$$

Where:

- F_s = Financial Score of the bidder
- F_{\min} = Lowest quoted price among all bidders
- F_{bid} = Price quoted by the bidder

11.6 Final Composite Score (QCBS – 80:20)

The final score shall be calculated using the weighted sum of Technical and Financial scores.

Final Score Formula

$$\text{Final Score} = (T_s \times 80) + (F_s \times 20)$$

Where:

- T_s = Technical Score (normalized)
- F_s = Financial Score (normalized)

11.7 Ranking and Selection

- Bidders shall be ranked in descending order based on their **Final Composite Score**.
- The bidder with the **highest score** shall be declared as the **Selected Implementing Agency (H1)**.
- In case of a tie, the bidder with the **higher technical score** shall be given preference.

11.8 Illustration (For Clarity to Bidders)

Bidder	Technical Marks (out of 100)	T _s	Financial Quote (₹)	F _s	Final Score
A	85	0.85	15,00,000	80	$(0.85 \times 80) + (80 \times 20) = 68 + 16 = 84$
B	75	0.75	12,00,000	100	$(0.75 \times 80) + (100 \times 20) = 60 + 20 = 80$

Result: Bidder A ranks higher.

11.9 Important Notes

- GMDC-GVT reserves the right to verify all claims made by bidders.
- Presentation may be conducted physically as decided by GMDC-GVT.
- Incomplete or insufficient information may lead to lower scoring.
- The decision of GMDC-GVT evaluation committee shall be final and binding with the approval of competent authority.

12. Roles and Responsibilities

Role Of GMDC – Capital items like mobile retail unit vehicle, utility and collection vans etc. would be procured and provided by GMDC and it will be under the ownership of GMDC.

Role of Selected Agency –

- **A) Procurement of initial Capital items:** The agency would be responsible for procuring items like washing machine, sewing machine and other consumables required for operationalization of the project.
- **B) On finalization of Agency after completion of all the due process, 90% of the approved amount shall be released as an advance upon submission of the detailed budget along with supporting documents such as quotations (make and model specifications), photographs, and related details. The remaining 10% shall be released upon submission of the original invoice, utilization certificate, and proof of installation of the respective items.**
- **C) Procuring consumables & recurring expenses items:** GMDC-GVT shall release the advance based on submission of a three-month budget, including detailed cost components such as human resource expenses, fuel costs, consumables, rent, and maintenance. Subsequent instalments shall be released upon submission of utilization certificates along with supporting documents (invoices, agreements, receipts, salary slips, etc.) and a detailed future budget projection with cost breakups.

13. Payment Milestones

Payments to the selected implementing agency shall be released in phases, based on the achievement of key project milestones and submission of required documentation. The release of funds will be subject to verification and approval by GMDC-GVT.

Additional Conditions for Payment Release

- Payments will be released only after review and approval of submitted reports and deliverables by GMDC-GVT .
- GMDC-GVT may conduct **monitoring visits or verification checks** prior to release of payments.
- Any deviation from the approved project plan must be communicated to GMDC-GVT and approved in advance.

14. Proposal Submission Guidelines

Interested organizations are required to submit their proposals in accordance with the guidelines mentioned below. The proposal shall consist of three components: **Technical Proposal, Financial Proposal, and Organizational Documents**. All proposals must be complete in all respects and supported by the required documentation.

Incomplete proposals or proposals not submitted in the prescribed format may be rejected.

14.1 Technical Proposal

The Technical Proposal should provide a comprehensive description of the bidder's understanding of the project, implementation approach, and organizational capacity to execute the project effectively.

The Technical Proposal should include the following components:

- **Project Understanding:** A brief description demonstrating the organization's understanding of the project objectives, expected outcomes, and the importance of circular textile reuse and recycling initiatives.
- **Implementation Methodology:** A detailed explanation of the proposed approach for implementing the project, including garment collection systems, sorting and processing methods, refurbishment procedures, and distribution or recycling mechanisms.
- **Work Plan and Timeline:** A clear project implementation plan with defined activities, milestones, and timelines covering the entire project duration.
- **Operational Strategy:** Description of operational arrangements including logistics, infrastructure, and management systems required for efficient project execution.
- **Team Structure:** Details of key personnel proposed for the project including roles, responsibilities, and relevant qualifications or experience.
- **Monitoring and Reporting Mechanism:** Explanation of the monitoring framework, data collection methods, and reporting systems that will be used to track project progress and outcomes.
- **Risk Management Plan:** Identification of potential risks and proposed mitigation strategies to ensure smooth implementation of project activities.

The Technical Proposal should clearly demonstrate the bidder's capability to successfully implement the project and achieve the expected deliverables.

14.2 Financial Proposal

The Financial Proposal should provide a detailed budget for implementation of the project.

The financial proposal must include:

- **Detailed Budget Breakdown:** A comprehensive cost estimate covering all components of the project including infrastructure, operations, logistics, manpower, awareness activities, monitoring, and administrative costs.
- **Cost Justification:** A brief explanation of the major cost components and how they relate to the proposed activities.
- **Budget Format:** The financial proposal should be presented in a clear and structured format with item-wise cost details.
- **Taxes and Statutory Charges:** All applicable taxes and statutory charges should be clearly mentioned in the financial proposal.
- **Total Project Cost:** The financial proposal must clearly indicate the **total project cost** for the entire project duration.

Financial proposals will be opened only for bidders who qualify in the technical evaluation stage.

14.3 Organizational Documents

Applicants must submit the following supporting documents along with their proposal to establish their eligibility and organizational credentials.

The required documents include:

- Copy of **Registration Certificate** of the organization (Trust / Society / Section 8 Company).
- Copy of **PAN Card** of the organization.
- Copy of **GST Registration Certificate** (if applicable).
- **Audited Financial Statements** for the last three financial years.
- **Organizational Profile** including background, vision, mission and major programs implemented.
- Details of **Governing Body / Board of Directors / Trustees**.
- Details of **relevant project experience** in similar or related sectors.
- Any other relevant certifications, licenses or registrations.

All documents must be signed and certified by the authorized representative of the organization.

15. Important Instructions

- Proposals must be submitted in the prescribed format and within the specified timeline.
- The Technical Proposal and Financial Proposal should be submitted **as separate documents**.
- The Financial Proposal should **not be included within the Technical Proposal**.
- All pages of the proposal must be **duly signed and stamped** by the authorized signatory of the organization.
- GMDC-GVT reserves the right to request additional information or clarification during the evaluation process.

Additional Documents to be Submitted by the Bidding Organization

Sr. No.	Document Name	Purpose / Description
1	Certificate of Incorporation / Registration	Proof of legal existence of the organization (Trust, Society, Section 8 Company, or registered entity).
2	PAN Card of Organization	Required for financial and tax identification.
3	GST Registration Certificate	To verify tax compliance (if applicable).
4	Audited Financial Statements (Last 3 Years)	To assess financial stability and operational capacity of the organization.
5	Annual Reports (Last 2-3 Years)	To understand the organization's work profile, activities and impact.
6	Board of Directors / Governing Body Details	List of trustees/directors along with designation and background.
7	Organizational Profile	Overview of the organization including mission, vision, sectors of work and geographical presence.
8	Relevant Project Experience Certificates	Work orders, completion certificates or agreements for similar projects implemented earlier.
9	Project Team CVs	Curriculum vitae of key personnel proposed for implementation of the project.
10	Income Tax Exemption Certificates (if applicable)	Certificates such as 12A, 80G or other relevant tax exemptions.
11	CSR Registration Number (Form CSR-1)	Mandatory for NGOs receiving CSR funding under Companies Act.
12	Bank Account Details	Cancelled cheque or bank certificate for verification of official bank account.
13	Self-Declaration of Non-Blacklisting	Declaration stating that the organization has not been blacklisted by any government agency or PSU.
14	Litigation Declaration	Declaration confirming that the organization is not involved in major legal disputes affecting project implementation.
15	Undertaking of Compliance	Undertaking confirming compliance with all applicable laws and regulations.
16	Work Plan / Implementation Plan	Detailed activity plan proposed for project implementation.
17	Infrastructure Details	Information about existing infrastructure such as warehouse, equipment, logistics capability, etc.
18	Partnerships or Collaboration Details	Information about partners or vendors involved in project implementation, if any.
19	Monitoring and Evaluation Framework	Description of the systems the organization uses for tracking project outcomes and impact.
20	Declaration of Conflict of Interest	Statement confirming that there is no conflict of interest with GMDC-GVT officials or project stakeholders.

16. General Terms and Conditions

- **Right to Accept or Reject Proposals:** GMDC-GVT reserves the right to accept or reject any proposal, wholly or partially, without assigning any reason thereof.
- **Modification of RFP:** GMDC-GVT reserves the right to modify, amend, or withdraw any part of the RFP at any stage of the selection process.
- **Proposal Validity:** The submitted proposals shall remain valid for a period of **180 days from the date of submission**.
- **Clarifications:** GMDC-GVT may seek clarification or additional information from applicants during the evaluation process. The applicants shall provide the requested information within the stipulated time.
- **False Information:** Submission of false or misleading information by the applicant may result in **disqualification or cancellation of the proposal** at any stage of the selection process.
- **Conflict of Interest:** Applicants must disclose any actual or potential conflict of interest that may arise during the course of the project implementation.
- **Confidentiality:** All information shared with GMDC-GVT during the proposal submission process shall be treated as confidential and shall not be disclosed to third parties without prior consent.
- **Project Agreement:** The selected organization shall enter into a formal **agreement with GMDC-GVT** before commencement of the project.
- **Compliance with Laws:** The implementing agency shall comply with all applicable laws, regulations, and statutory requirements during the implementation of the project.
- **Monitoring and Supervision:** GMDC-GVT reserves the right to monitor project activities, review progress, and conduct site visits at any time during the project period.
- **Use of Funds:** Funds provided under the project shall be used **only for the approved project activities** and in accordance with the approved budget.
- **Reporting Requirements:** The selected organization shall submit **periodic progress reports, financial utilization reports, and other documentation** as required by GMDC-GVT.
- **Termination of Agreement:** GMDC-GVT reserves the right to terminate the agreement in case of non-performance, misuse of funds, violation of terms and conditions, or failure to achieve project milestones.
- **Intellectual Property and Documentation:** All project reports, documents, data, and materials produced under the project shall remain the property of GMDC-GVT.
- **No Obligation to Award Contract:** Issuance of this RFP does not obligate GMDC-GVT to award the project to any applicant.
- **Dispute Resolution:** Any disputes arising from the implementation of the project shall be resolved through mutual discussion and in accordance with applicable laws of India.
- **Jurisdiction:** All legal matters related to this RFP shall fall under the jurisdiction of **courts located in Gujarat**.