

**URBAN AFFAIRS  
DEPARTMENT GOVERNMENT OF  
MEGHALAYA**

**EXPRESSION OF INTEREST (EOI)**

**Selection of Empanelled Agency for Preparation of  
Detailed Project Reports for Solid Waste  
Management for 6 towns of Meghalaya under the  
Swachh Bharat Mission - Urban**

**October 2017**

**Office of the Mission Director, Swachh Bharat Mission (U), Urban Affairs Department, Government of Meghalaya, Shillong, Meghalaya**

Request for Expression of Interest (EOI) from List of Empanelled agencies for Preparation of Detailed Project Reports for Solid Waste Management as given vide File No. A-46020/3/2013-EA, Ministry of Urban Development, Government of India, for 6 towns of Meghalaya under the Swachh Bharat Mission - Urban

1. **Date of issue of EOI: 18/10/2017**(The document may be downloaded from megurban.gov.in)
2. Last date for receipt of EOI: **31/10/2017 by 4.00PM** (Through Speed/Registered post/ courier/submission by hand to the Office of the Director, Urban Affairs Department, Government of Meghalaya, Raitong Building, Shillong Meghalaya, Pin-793001)
3. Address for submission of EOI: **Office of the Mission Director, Swachh Bharat Mission (U), Urban Affairs Department, Government of Meghalaya, Raitong Building, Shillong Meghalaya, Pin-793001**
4. Date, place and Time of EOI opening: **3/11/2017 at 3:00 PM in the office of Mission Director, Swachh Bharat Mission (U), Urban Affairs Department, Government of Meghalaya, Raitong Building, Shillong Meghalaya, Pin-793001**
5. Non-refundable cost of **1,000/-**(Rupees One Thousand only) in the form of **DD in favour of The Director, Urban Affairs Department** payable at Shillong towards cost of tender document.

Information regarding selected consultants will be uploaded in the website  
megurban.gov.in

## **1.1. Overview of Swachh Bharat Mission**

To accelerate the efforts to achieve universal sanitation coverage and to put focus on sanitation, the Prime Minister of India launched the Swachh Bharat Mission on 2<sup>nd</sup> October, 2014. The objectives of the mission include :

- Elimination of open defecation
- Eradication of Manual Scavenging
- Modern and Scientific Municipal Solid Waste Management
- To effect behavioral change regarding healthy sanitation practices
- Generate awareness about sanitation and its linkage with public health
- Capacity Augmentation for ULBs

## **1.2. Preparation of Detailed Project Reports under SBM**

Under the component of Solid Waste Management, DPRs are to be prepared for all towns that are covered under the Swachh Bharat Mission. Smaller cities can form clusters to become viable entities to attract private investment. 100% Cost reimbursement for preparing the DPRs shall be done by GoI as per unit cost and norms set up by NARC. The DPRs should be bankable, having a viable financial model. DPRs should be aligned with Govt. of India's goals outlined in the NUSP 2008, SWM rules 2016, advisories, CPHEEO manuals (including cost-recovery mechanisms), O&M practices and Service-level Benchmark advisories released by M/o UD from time to time. Street Sweeping and litter control interventions will be part of DPRs which is essential for a clean city.

In order to promote projects of waste to energy, it is clarified that the central government Grant/ VGF may also be used for such projects, either upfront or as generation based incentive for power generated for a given period of time. The performance and quality of appraisal by these identified and authorized institutes will be evaluated and monitored by HPEC as well as NARC and corrective actions taken wherever necessary. The State Level high power committee will approve the DPRs as well as the financial proposals.

## **2. OBJECTIVE OF ENGAGEMENT**

In order to create a clean and healthy environment as envisaged in under Swachh Bharat, Urban Affairs Department wishes to select empanelled consultants having expertise in the area of Solid Waste Management and related services for the **preparation of DPRs for six (6) towns in Meghalaya including Jowai, Nongstoin, Mairang, Williamnagar, Baghmara and Resubelpara.**

## **3. ELIGIBILITY CRITERIA**

**3.1.** The applicant can either be an individual, a company, a partnership firm, an academic institute or a non-governmental organization. The following are the minimum eligibility criteria -

- The applicant must have prepared DPRs in last five years for any solid waste management project as per the Guidelines of GoI/any other state government scheme of project cost not less than Rs. 10 Crores.
- The applicant must have an average annual turnover of Rs. 25 Lacs over the last three proceeding years.
- The applicant should have the requisite man power as specified in the EOI.

**3.2.** The applicant must not have, during the last three years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or an arbitration award against the applicant, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract by such Applicant.

**3.3.** Even if an applicant satisfies the above noted requirements, it is liable to be disqualified if it is found to have:

- a) Made a false representation in the form, statement and attachments required in the documents for this engagement;
- b) A record of poor performance such as abandoning work, not properly completing contract, financial failures or delayed completion;
- c) Been convicted by any court of law.
- d) Must not have been blacklisted by any government/ semi government department in the last three years.

**3.4.** Proposals of all the Applicants will be evaluated based on appropriate marking system. The categories for marking and their respective weight-age are as under:

Sl no	Criteria	Break-up	Weightage
1	<b>Past Experience of the Firm</b>		40 Marks
	The Bidder should have prepared DPRs in last five years for any solid waste management project as per the Guidelines of GoI/any other state government Scheme of project cost not less than Rs. 10 Crores.		
	1 project	10 Marks	
	2 Projects	20 Marks	
	3 projects	30 marks	
	More than 3 Projects	40 Marks	
2	<b>Qualification of Technical Experts</b>		35 Marks
	Team of qualified technical experts/specialists in the respective field with sound academic record and work experience		
	<b>Team Leader</b> – The Team Leader should be graduate / post graduate in urban	10	

	planning/environmental science/environmental engineering with experience of 10 years in solid waste management.		
	<b>Solid Waste Management Expert-</b> Masters degree in Infrastructure planning (M. Plan) having experience of minimum 7 years	10	
	<b>Civil Engineer</b> – A Civil Engineer with at least 3 years of experience	5	
	<b>Financial Expert</b> – A Post Graduate in Finance minimum 5 years of experience. He should be a B.E Civil Engineering and MBA qualified. Legal background will be preferred.	5	
	Community Participation Expert	5	
<b>3</b>	<b>Financial Strength of the Consultants</b>		15 Marks
	Annual turnover between 25 lacs to 1 cr	5	
	Annual turnover between 1cr – 2 cr	10	
	Annual turnover above 2 cr	15	
<b>4</b>	<b>Experience in North Eastern Area</b>		5 Marks
	Firms having similar project experience in any north eastern states		
<b>5</b>	<b>Understanding of SWM DPRs</b>		5 Marks
	Experience in Guidelines of SBM, Preparation of DPR under SBM		
	<b>Total</b>		<b>100 marks</b>

### 3.5. SELECTION OF THE CONSULTANTS FOR ENGAGEMENT

Only those applicants whose proposal scores 70 marks or more out of 100 shall be selected for engagement as consultants for preparation of DPRs under the Swachh Bharat Mission for Urban Affairs Department.

### 4. INDICATIVE SCOPE OF SERVICES

The scope of work for Preparation of DPR for Solid Waste Management in 6 towns of Meghalaya shall be as follows:

The consultant shall prepare a Detail Project Report for Solid Waste Management in six (6) towns of Meghalaya, based on the guidelines of the Swachh Bharat Mission (Urban) in this respect. The component activities shall include:

- I. Site survey and data collection
- II. Demand estimation
- III. Identification of capacity required per town based on the estimated demand

IV. Identification of sites –

- Estimation of land requirement
- Identification of suitable sites
- Study of suitability of identified sites considering environmental and social aspects

V. Preparation of Concept Plans and Estimates. The consultant shall prepare the Concept Plans based on the SBM (U) guidelines in respect of solid waste management.

The Concept Plans and the Estimates for each town should address the following points:

- Capacity of each unit
- Suitable technology to be adopted
- Level of automation required
- Components required with detail specifications
- Transportation requirements
- Manpower requirements

VI. Preparation of DPR containing the following details:

- Details of existing scenario
- Demand estimations
- Capacities and area requirement
- Site identification

## 5. REQUIREMENT OF PERSONNEL

Detailed curriculum vitae of the following personnel will be required to submit as per the format provided in the Schedule C.

Sl no	Name of the Expert	Experience required
1	<b>Team Leader</b>	Must have 5 years of experience in similar projects
2	<b>Solid Waste Management Expert</b>	Must have 5 years of experience in similar projects
3	<b>Civil Engineer</b>	Must have 5 years of experience in similar projects
4	<b>Financial Expert</b>	Must have 5 years of experience in similar projects
5	<b>Community Participation Expert</b>	Must have 5 years of experience in similar projects

During the empanelled period if the applicant wants to replace the personnel then the CV has to be replaced by equal or better CVs

## 6. DELIVERABLES AND SCHEDULE OF DELIVERY

The deliverables and schedule of delivery for DPR preparation is as under:

- a. DPR preparation time will be of 8 weeks from the date of signing the contract
- b. The Inception Report will be due after 2 weeks, Draft Report after 6 weeks and the Final Project Report after 8 weeks from the date of the agreement.
- c. The Consultancy Agency will provide five hard copies each of the draft study report and final Detail Project Report.
- d. The Consultant will also provide 2 CDs of the final Detailed Project Report.
- e. Presentation of the same before SHPC as per the job requirement

## **7. SELECTION OF EMPANELLED AGENCY**

The broad procedure for engagement of consultants constitutes as under:

- a. **Invitation of Expression of Interest (EOI):** Urban Affairs Department invites the application from empanelled consultants to submit their expression of interest to participate in the engagement procedure.
- b. **Submission of EOI:** The participants will submit the EOI to Urban Affairs Department along with the details as required in the prescribed manner.
- c. **Scrutiny:** Urban Affairs Department will scrutinize all the submissions received on the basis of eligibility criteria.
- d. **Selection:** The eligible participants would be selected for the Engagement on the basis of their credentials, competence and previous work records.
- e. **Engagement Fee:** A onetime engagement fee of `10,000/- (Rupees Ten thousand) only for the validity period is to be deposited vide DD favouring Director, Urban Affairs, Meghalaya, Shillong payable at Shillong only after selection of the applicant for the engagement.

## **8. PRE-BID MEETING**

A Pre-Bid meeting of the bidders shall be convened by the Directorate of Urban Affairs at 24/10/2017 at 3.00 pm. A maximum of two representatives of each Bidder shall be allowed to participate on production of an authority letter from the Bidder.

During the course of Pre- Bid meeting the bidders will be free to seek clarifications and make suggestions for consideration of Directorate of Urban Affairs. Directorate of Urban Affairs shall endeavour to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Selection Process.

## **9. PERIOD OF ENGAGEMENT**

The engagement would be valid initially for one year. However UAD may at its sole discretion can increase the validity of such engagement. Notwithstanding anything contained in this EOI document, UAD would have sole irrevocable right to terminate

the engagement and/ or increase the number of members of such engagement and/ or issue fresh notice of invitation for similar engagement without assigning any reason whatsoever.

## **10. TERMINATION OF ENGAGEMENT**

If in the view of UAD, performance of a Consultant is not satisfactory UAD may at its sole discretion, terminate the engagement of the consultant, for particular project as well as terminate the firm's engagement with the UAD. UAD, in doing so, shall intimate the consultant in written termination letter. The decision of UAD in this matter shall be final and binding.

## **11. AWARD OF WORK**

Procedure for the award of work shall be as follows:-

- Assignments will be awarded for project specific purpose;
- The UAD shall invite offers from amongst the empanelled consultants through a written intimation to the empanelled members along with project specific details, land area, location, project objective and detailed scope of services and payment terms;
- Empanelled consultants shall submit their financial offers in sealed envelopes;
- Assignment would be awarded to the lowest bidder.

## **12. CONSULTANTS FEE & TERMS OF PAYMENT**

The terms of payment shall be intimated to UAD while seeking financial quotes for each assignment. The fee would normally be limited to a certain percentage of the project cost, depending on the range of services demanded and the size of projects. DPR preparation would be 100% reimbursed by the Ministry of Urban Development

## **13. FINAL DECISION OF THE AUTHORITY**

Urban Affairs Department reserves the right to accept or reject any application and to annul the process and reject all/any application at any time without assigning any reason thereof and without thereby incurring any liability to the affected applicant or without informing the applicants.

## **14. SUBMISSION REQUIREMENTS**

To be eligible for engagement, the applicants shall provide documentary evidence which shall include the following information:

- a) Forwarding Letter;
- b) Copies of original documents defining the legal status, structure of organization, place of business of the company or corporation or firm or partnership in Schedule 'A';
- c) Reports on the financial standing of the applicant in Schedule 'B';
- d) Information about Technical, Professionals and allied Technical staff in Schedule 'C';



- e) Details of the experience and past performance of the applicant on works of a similar nature and details of current works in hand and other commitments in Schedule 'D';
- f) Photocopies of Income Tax return of the firm for the last 3 years;
- g) Audited balance sheet of last three years.

#### **15. LANGUAGE OF APPLICATION**

The language of the application as well as the supporting documents shall be English.

#### **16. SUBMISSION OF EOI: PACKING, SEALING & MARKING**

- a. The EOI must be inserted in sealed envelopes, along with applicant's name and address in the left hand corner of the envelope and super scribed in **"Expression of Interest for engagement of Consultant for Preparation of Detailed Project Reports for Solid Waste Management for 6 towns of Meghalaya under the Swachh Bharat Mission - Urban"**
- b. The EOI shall be addressed to the Urban Affairs Department, Shillong at the following address:

**The Mission Director, Swachh Bharat Mission (Urban),  
Urban Affairs Department, Government of Meghalaya  
Raitong Building, Near Civil Secretariat, Shillong – 793001,  
Meghalaya**

*If the envelope is not sealed and marked as mentioned above, UAD will not be responsible for any misplacement or premature opening. (Telex, cable or facsimile EOI will be rejected).*

#### **17. NUMBER OF EOIs**

An applicant shall submit only one Application.

#### **18. EOI SUBMISSION DATE**

EOI submitted in all respect must reach at the specified address by the date and time specified on the first page of this document through Speed / Registered Post or Courier. If the specified date for the submission of EOI is declared as a holiday for UAD, the EOI will be received up to the appointed time on the next working day.

#### **19. LATE SUBMISSION**

EOI received after the deadline for submission prescribed by UAD will be rejected.

#### **20. MODIFICATION AND WITHDRAWAL OF EOI**

No modifications to the EOI or withdrawal shall be allowed once the EOI is received by UAD.

#### **21. JURISDICTION**

All disputes arising shall be subject to the jurisdiction of the appropriate court at Shillong, Meghalaya, India and will be governed by the laws of India.

**Covering Letter**

(ON APPLICANTS OFFICIAL LETTER HEAD)

To

**The Mission Director, Swachh Bharat Mission (Urban)  
Urban Affairs Department, Government of Meghalaya  
Shillong, Meghalaya, Pin-793001**

Dear Sir,

Having examined the advertisement and application form, including the instructions for submission, scope of work etc., we hereby submit all the necessary information and relevant documents for our selection in the engagement of Consultancy Firm for the preparation of DPRs for Solid Waste Management for six (6) towns of Meghalaya under the Swachh Bharat Mission.

We understand that Urban Affairs Department reserves the right to reject any application without assigning any reason thereof.

(Signature **of Authorised Person**) Date:

[Name of the authorized person]

[Designation]

**Enclosures:**

- 1
- 2
- 3
- 4
- 5
- 6

**Schedule 'A'****Information of Applicant**

1. Name of the Consultant (In full):
2. Address:
3. Telephone no:
4. E-mail:
5. Website (if any):
6. Year of establishment:  
(Certificate of Registration/Incorporation to be furnished by companies)
7. PAN: .....(Photocopy of PAN Card to be furnished)
8. Place of business:
9. Nature of relevant Assignments carried so far:
  - i.
  - ii.
  - iii.
  - iv.
  - v.
10. Nature of assignments in hand
  - i.
  - ii.
  - iii.
  - iv.
  - v.
  - vi.

**(Signature of Authorised Person) Date:**

**Schedule 'B'**

**Financial Status**

A. Name of the consultant:

(Whether individual/proprietary/partnership/limited Corporation/NGO/an academic institution etc) Company or

B. Annual Turnover (for each of the last 3 years) (Indian Rupees in Lakhs) Alongwith audited balance sheets for last three years

**(Signature of Authorised Person) Date:**

**Note:** - All foreign currencies should be converted to equivalent Rupees.

## Schedule 'C'

### Technical Staff

#### Information about the Technical Staff

(Each member of the consortium to furnish information in their respective area of participation)

#### Information about Proposed Professional Staff \*(Table A)

Sl no	Field of Specialization	Name	Key Qualifications	No of years of experience	Area of expertise
1	<b>Team Leader</b>				
2	<b>Solid Waste Management Expert</b>				
3	<b>Civil Engineer</b>				
4	<b>Financial Expert</b>				
5	<b>Community Participation Expert</b>				

\*The proposed Professional Staff should submit a signed CV in the template attached.

#### Information of technical strength of the firm (Table B)

Sl no	Field of Specialization	Total number of persons
1	<b>Team Leader</b>	
2	<b>Solid Waste Management Expert</b>	
3	<b>Civil Engineer</b>	
4	<b>Financial Expert</b>	
5	<b>Community Participation Expert</b>	





[List all tasks to be performed under this Assignment/job]

13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12.]

Name of Assignment/job or project:

Year:

Location:

Employer:

Main project features:

Positions held:

Activities performed:

14. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:  
Place:

[Signature of staff member or authorized  
representative of the staff]

[Full name of authorized representative]:



**Schedule 'D'**

**Applicant's Experience of Relevant Projects (Both finished and ongoing Projects)**

**Give information in the following format**

Assignment Name:	Country:
Location within Country:	Professional Staff provided
Name of Client:	No. of Staff:
Address:	No. of Staff Months:
StartDate:            Completion Date:	Approx. Value of service:
Name of Associated Firm(s) if any:	No. of months of Professional Staff provided by Associated Firms(s):
Name of senior staff involved and functions performed:	
Narrative Description of Project:	
Description of Actual Services Provided:	
Firm's Name:	

**(Signature of Authorised Person) Date:**