



**EXPRESSION OF INTEREST (EOI)
FOR
SELECTION OF CONSULTANT FOR PREPARATION OF
DPR & BID PROCESS FOR BIOREMEDIATION OF
LEGACY WASTE ON BOT BASIS
URBAN DEVELOPMENT DEPARTMENT**

EOI No.01/SBM(U)/UDD/GOS

Date:25.08.2022

Issued on: 08/09/2022

**SWACHH BHARAT MISSION-URBAN
URBAN DEVELOPMENT DEPARTMENT
GOVERNMENT OF SIKKIM
GANGTOK**

**Website: sbmurbansikkim.nic.in/ udhd.sikkim.gov.in
E-mail: pmusikkim@gmail.com**

SCHEDULE OF EOI PROCESS

The Urban Development Department (UDD) would endeavour to adhere to the following schedule from the date of issue of notification during the Process:

Events	Date/ Time
Issue Date of EOI and downloading Bid Documents from website	08/09/2022
EOI Submission Date & Time	10/10/2022 time: 16:30 hrs
Pre-bid Meeting Date & Venue	29/09/2022 UDD Head Office, Gangtok Time: 11:00 hrs
Communication address for Pre-bid Queries through Email ID	Email ID: pmusikkim@gmail.com
Date & Time of Opening of Technical Bids	11/10/2022 (11:00 hrs)
Date of Opening of Financial Bids	<i>To be intimated later</i>
Address for communication	To The Secretary Urban Development Department Govt. of Sikkim Gangtok, East Sikkim Pin: 737101

- 1) If any date specified herein is a holiday, then the next working day will be considered for the activity and the time will remain the same.
- 2) The Schedule indicated above is tentative and RMC may change any or the entire schedule under intimation to all bidders through the website of RMC only.
- 3) If any Corrigendum and Addendum are issued further; the same will be published through the website of UDD, Sikkim

**Sd/-
Secretary
Urban Development Department**

EXPRESSION OF INTEREST (EOI) FOR SELECTION OF CONSULTANT FOR PREPARATION OF DETAILED PROJECT REPORT (DPR) & BID PROCESS FOR BIOREMEDIATION OF LEGACY WASTE ON BOT BASIS

For and on behalf of Urban Development Department (UDD) the EOI for engagement of Consultant for preparation of Detailed Project Report (DPR) & Bid process management for Bioremediation of Existing (Legacy) waste on Build, Operate and Transfer (BOT) basis. The intended applicant should quote the rate in terms of percentage of the project cost only including all kind of taxes.

1. **Objective of Engagement:** The Agency will prepare the Detailed Project Report (DPR) and carry out the bid process management for Bioremediation of Existing (Legacy) waste on Build, Operate and Transfer basis. The DPR is to be prepared as per the specific site and location of the project of UDD. Survey is to be conducted mandatorily by the successful agency before preparation of project report. The SWM Rules, 2016, CPHEEO Manual, Pollution Control Board & NGT directives and State Policy should be followed during preparation of DPR.
2. **Eligibility Criteria:**
 - A. The applicant can either be a company registered in India under the Companies Act, a partnership firm, an academic institute or a non-governmental organization. The following are the minimum eligibility criteria
 - i. The applicant consultant should have prepared at least one detailed project report related to wastewater/ industrial effluent assessment/ Solid Waste Management for urban local bodies or any other Government agencies.
 - ii. The consultant should have carried out consultancy assignment for similar assignment / project on Scientific Sanitary Landfill site/ reclamation and remediation of existing dumping site for ULBs/ PSUs/ Government Agencies/ Private Agencies engaged by ULB for waste management.
 - iii. The applicant should have the requisite manpower as specified in the EOI.
 - B. 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.
 - C. Even if an applicant satisfies the above noted requirements, it is liable to be disqualified if it is found to have:
 - i. Made a false representation in the form, statement and attachments required in the documents for this engagement;
 - ii. A record of poor performance such as abandoning work, not properly completing contract, financial failures or delayed completion;
 - iii. Been convicted by any court of law.

- iv. Must not have been blacklisted by any government/semi-government department in the last three years.

D. Proposals of all the Applicants will be evaluated based on appropriate marking system. The categories for marking and their respective weightage are as under:

Sl. No.	Criteria	Break-up	Weightage
1	Past Experience of the Firm		35 Marks
1.a	The Consultant should have prepared at least one detailed report related to Solid Waste Management for urban local bodies or any other Government agencies.	15 Marks	
1.b	The consultant should have maximum experience on similar assignment/ projection Scientific Sanitary Landfill site/ reclamation and remediation of existing dumping site for ULBs/ PSUs/ Govt. Agencies/ Private Agencies engaged by ULB for waste management.		
	1 Project	10 Marks	
	2 Projects	15 Marks	
	More than 3 Projects	20 Marks	
2	Qualification of Technical Experts		30 Marks
	Team of qualified technical experts/specialists in the respective field with sound academic record and work experience		
	Team Leader–The Team Leader should be graduate/ postgraduate in urban planning/ environmental science/ environmental engineering/Environmental Management with Experience of 15 years in solid waste management.	10Marks	
	Solid Waste Management Expert–Should be a Masters degree in Environmental Management/ Infrastructure planning having experience of minimum 7 years	08Marks	
	Financial Expert–A Post Graduate in Finance minimum 5 years of experience. He should be a Bachelor of Engineering and MBA qualified. Legal Background will be preferred.	07Marks	
	Civil Engineer–A Civil Engineer with at least 3 years of experience	5 Marks	

3	Financial Strength of the Bidder		15 Marks
	Average Annual turnover upto 75 (Seventy-five) lac	5 Marks	
	Average Annual turnover between 75 (Seventy-five) lac to 1 (one) crore	10Marks	
	Average Annual turnover above 1 (one) crore	15Marks	
4	Understanding of Preparation of DPRs		20 Marks
	Adequacy of Methodology and the proposed work plan with respect to the scope of work		
	Total		100 Marks

3. **Selection of the Consultant for Engagement:** Only those applicants whose proposal scores 70 marks or more out of 100 shall be qualified for technical bid and to be selected for opening of financial bid. The lowest quoted bidder among the technically qualified bidder will be engaged as consultant for preparation of DPRs.

4. Indicative Scope of Services

The scope of work for separately preparation of DPR & management for Bioremediation of Existing (Legacy) waste on Build, Operate and Transfer (BOT) basis UDD shall be as follows:

- A. Site survey and data collection
- B. Detailing of existing scenario
- C. Suitable technology to bid opted
- D. Preparation of Concept Plans with drawing etc.
- E. Preparation of DPR including budget estimation and revenue generation module if any.
- F. Budget Estimates.
- G. Bid document preparation
- H. Bid Process Management

The selected consultant will follow the Solid Waste Management (SWM) Rules 2016 and other environmental laws while preparing the DPR and facilitate for obtaining of required clearance from State Pollution Control Board-Sikkim and other related agencies.

5. Deliverables and Schedule of Delivery

The deliverables and schedule of delivery for DPR & Bid process management preparation is as under:

- A. DPR & Bid process management preparation time will be of 12 (twelve) weeks from the date of signing the contract.
- B. The Inception Report will be due after 3 (three) weeks, Draft Report after 10weeks and the Final Project Report including draft bid document will have to be submitted on completion 12weeks from the date of signing the agreement.
- C. The Consultancy Agency will provide five hardcopies each of the draft study report and final Detail Project Report.
- D. The Consultant will also provide 2 DVDs of the final Detailed Project Report for each.
- E. Presentation of the same before authority of UDD as per the job requirement.

6. Selection of Agency

The broad procedure for engagement of consultants constitutes as under:

- A. **Invitation of Expression of Interest (EOI):** UDD invites the application from eligible consultants to submit their expression of interest to participate in the engagement procedure.
- B. **Submission of EOI:** The bidder shall submit its EOI in two forms, the technical proposal and the financial proposal. The bidder shall seal the technical proposal

and the financial proposal in two separate envelopes, which shall be marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL". These two envelopes shall than be sealed in a single outer envelope and clearly mark as "EXPRESSION OF INTEREST (EOI) FOR SELECTION OF CONSULTANT FOR PREPARATION OF DPR & BIOREMEDIATION OF EXISTING LEGACY WASTE ON BOT BASIS UNDER UDD" as per the mentioned schedule through Speed Post/ Registered Post/Courier or by hand at Office of Secretary, Urban Development Department, Government of Sikkim, Gangtok.

- C. **Scrutiny & Selection:** UDD will scrutinize all the submissions received on the basis of eligibility criteria and selection to be made accordingly.
- D. **Paper Cost:** The bidder must submit an amount of `5000/- (*Rupees five thousand only*) along with the technical bid as paper cost (non-refundable) through demand draft in favor of Secretary, Urban Development Department, Government of Sikkim, Gangtok, shall be enclosed in the envelope marked 'Technical Proposal'. Bid submitted without the paper cost will be rejected.
- E. Bid Security (refundable) of ₹.2,00,000/- (Rupees two lac only) in the form of Demand Draft in favor of Secretary, Urban Development Department, Government of Sikkim, Gangtok shall be enclosed in the envelope marked 'Technical Proposal'. Bids submitted without the Bid security will be rejected.

7. Pre-Bid Meeting

A Pre-Bid meeting of the bidders shall be convened by the UDD, Gangtok, on 29/09/2022 at 11AM in the presence of bidders who choose to attend. A maximum of two representatives of each Bidder shall be allowed to participate on production of an authorization 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 UDD. Also, the bidders may seek clarifications and suggestions through email before the due date of Pre-bid meeting. UDD 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.

8. Period of Engagement

The engagement would be valid initially for 1 (one) year. However, UDD may at its sole discretion can increase the validity of such engagement. Not with standing anything contained in this EOI document, UDD 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.

9. Termination of Engagement

If in the view of UDD, performance of a Consultant is not satisfactory, UDD may at its sole discretion, terminate the engagement of the consultant, for particular

project as well as terminate the firm's engagement with the UDD. UDD, in doing so, shall intimate the consultant a written termination letter. The decision of UDD in this matter shall be final and binding.

10. Award of Work

Letter of Award (LoA) will be given to the selected bidder and an agreement will be executed with the selected bidder within the 7 (seven) days of issuance of LoA. The selected agency will have to submit performance security amounting 5% of their bid amount in shape of Performance Bank Guarantee (PBG) for the contract period from any nationalized/ scheduled bank in India during signing of agreement. UDD may engage multiple agencies for the assigned work separately.

11. Payment Conditions

The terms of payment shall be as per the following conditions.

- i. 50% of payment will be made on submission of DPR & draft bidding document up to the satisfaction of authority.
- ii. 20% of payment will be made on completion of vetting procedure.
- iii. 30% of payment will be after sanction of the project by appropriate authority.

12. Final Decision of the Authority

UDD 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.

13. 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 company/firm for the last 3years;
- g) Audited balance sheet of last three years.

14. Language of Application

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

15. Submission of EOI: Packaging, Sealing & Marking

- A. The bidder shall submit its EOI in two forms, the technical proposal and the financial proposal. The bidder shall seal the technical proposal and the financial proposal in two separate envelopes, which shall be marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL". These two envelopes shall than be sealed in a single outer envelope and clearly mark as "EXPRESSION OF INTEREST (EOI) FOR SELECTION OF CONSULTANT FOR PREPARATION OF DPR & BID PROCESS for BIOREMEDIATION OF LEGACY WASTE ON BOT BASIS" as per the mentioned schedule through Speed Post/Registered Post/Courier or by Hand.
- B. The EOI must be inserted in sealed envelopes, along with applicant's name and address in the left hand corner of the envelope.
- C. The EOI shall be addressed

**To,
The Secretary
Urban Development Department
Government of Sikkim
Gangtok District
Pin: 737101**

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

16. Number of EOIs

An applicant shall submit only one Application.

17. EOI Submission Date

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

18. Late Submission

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

19. Modification and Withdrawal of EOI

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

20. Jurisdiction

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

Covering Letter

(ON APPLICANTS OFFICIAL LETTER HEAD)

To,
The Secretary
Urban Development Department
Government of Sikkim
Gangtok
Pin: 737101

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 preparation of Detailed Project Report (DPR) & BID PROCESS for BIOREMEDIATION OF EXISTING (LEGACY WASTE) ON BOT BASIS We understand that UDD reserves the right to reject any application without assigning any reason thereof.

(Signature of Authorized Person)

Date:

[Name of the authorized
person][Designation]

Enclosures:

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

Information of Applicant

1. Name of the Consultant (In full):

2. Address:

3. Telephone/Mobile No:

4. E-mail:

5. Website(if any):

6. Year of establishment:

(Copy of Certificate of Registration/Incorporation to be furnished by companies)

7. PAN:.....

(Photocopy of PAN Card to be furnished)

8. GST Regn No.

(Photocopy of GST Regn. No. to be furnished)

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. _____

(Signature of Authorized Person)

Date:

Financial Status

A. Name of the consultant:

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

B. Annual Turnover along with audited balance sheets for last three years (For each of the last 3years)

(Signature of Authorized Person)

Date:

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.	Team Leader				
2.	Solid Waste Management Expert				
3.	Civil Engineer				
4.	Financial Expert				

*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.	Team Leader	
2.	Solid Waste Management Expert	
3.	Civil Engineer	
4.	Financial Expert	

[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]:

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 Man Months:
Start Date: 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:	

(Prepare a separate sheet for each similar assignment, but not more than 5)

(Signature of Authorized Person)

Date:

Financial Bid Format

Description of Work	Rate in Percentage Only of the total Estimated cost of project	Time of Completion
EXPRESSION OF INTEREST (EOI) FOR SELECTION OF CONSULTANT FOR PREPARATION OF DPR & BID PROCESS for BIOREMEDIATION OF LEGACY WASTE ON BOT BASIS.		12 Weeks

(Signature of Authorized Person)

Date:

[Name of the authorized person]

[Designation]