



**SOUTH DELHI MUNICIPAL CORPORATION
ENGINEERING DEPARTMENT**

“EXPRESSION OF INTEREST”

FOR

**“Specialized Training Programme for group “D”
employees working as Safai Karamcharis in
South Delhi Municipal Corporation”**

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**SOUTH DELHI MUNICIPAL CORPORATION
OFFICE OF THE EXECUTIVE ENGINEER (Pr)-II
UNDER BHISAM PITAMAH FLY OVER,
SEWA NAGAR, NEW DELHI-110003**

NIT No.D/EE (Pr)-II/CNZ/TC/13-14/08

Dated 20.09.2013

OPEN NOTICE FOR EXPRESSION OF INTEREST (EOI)

| | |
|---|---|
| Sale of Tender documents (manual mode) from Divisional Office on working day. | 23.09.2013 to 21.10.2013 from 10.00 a.m. to 3.00 p.m. |
| Last date of submission of pre-bid queries in the Divisional Office | 07.10.2013 up to 02.00 p.m. |
| Date of pre-bid meeting | 14.10.2013 at 3.00 p.m. |
| Last date of submission of EOI | 22.10.2013 at 3.00 p.m. |
| Opening of bid | 22.10.2013 at 3.30 p.m. |
| Cost of Tender in shape of DD/PO in favour of Commissioner, SDMC and payable at Delhi | Rs.5000.00 |

South Delhi Municipal Corporation invites Expression of Interest (EOI) from reputed Indian institutions/organizations/ firms to conduct "Specialized Training Programme for group "D" employees working as Safai Karamcharis in South Delhi Municipal Corporation".

Eligibility Conditions-The intending bidder [each individual] shall be an organization, institute, firms (privately held/proprietorship/public) or Government Institute or Non-government organizations, should have been in the field of organizing/conducting training programme in the field of sanitation or municipal waste management in any city in India for the last 10 years, must have completed minimum two assignments for conducting training programme in field of sanitation or municipal waste management sector in any city in India for government or municipal body and should demonstrate that their key staffs have appropriate qualification(s) to supervise/monitor all activities of the main project. He should have at least 25 Professionals in his employment, deployed in training works. (The proof must be submitted alongwith EOI)

Financial Capability-The bidder(s) should have minimum turnover Rs 30.00 Lacs [Turn over: Annual Gross Revenue earned by the bidder]& net worth during last three years preceeding last 31.03.2013 of Rs. 15.00 lacs

"Request for proposal" (RFP) will be issued to shortlisted applicants only.South Delhi Municipal Corporation reserves the right to reject any or all the proposals without assigning any reason.

"Expression of Interest" may also be downloaded from the official website of SDMC i.e. www.mcdonline.gov.in and www.mcdetenders.com and same can be accepted only if accompanied with tender cost of Rs. 5000.00

Pre-bid meeting will be held in the office of Suptd. Engineer(QC) SDMC, 27th floor, Dr. SP Mukherjee Civic Centre, JL Marg, New Delhi-110001(M.No. 8800696716)

Detailed "Expression of Interest" alongwith documents confirming compliance in a sealed cover should reach in the office of Superintending Engineer (Project), Room No. 4, Central Zone, SDMC, Under Bhisam Pitamah Fly Over, Sewa Nagar, New Delhi-110003 up to 22.10.2013 at 3.00 p.m. and shall opened on same day at 3.30 p.m. in the presence of bidders, if any.

Executive Engineer (Pr)-II,
Central Zone
M.No. 9717788719

All concerned

1. Notice Board
2. www.mcdonline.gov.in/ www.mcdetenders.com
3. DPI/SDMC with the request to get is published in the three leading newspapers in different languages viz English, Hindi, Urdu or Punjabi on or before 28.09.2013 on **All India Basis**.

EXPRESSION OF INTEREST

South Delhi Municipal Corporation (SDMC) manages sanitation services in Central Zone, South Zone, Najafgarh Zone & West Zone in Delhi. There are about 9,555 regular Safai Karamcharis in different zones. South Delhi Municipal Corporation proposes to conduct " Specialized Training Programme for non-matriculate group "D" employees working as Safai Karamcharis". Expression of Interest is, therefore, invited from reputed organizations/institutes/firms dealing with activities related to field of sanitation or municipal waste management. The training module, modalities, pre-qualification criteria and other details are as under:-

1. Training module :-

a. Theory :

- 1 Personal Hygiene
- 2 First Aid
- 3 Disinfection
- 4 Spread of Diseases and Disease Control
- 5 Communicable and Non Communicable Diseases
- 6 Occupational Hazards and Occupational Health
- 7 Solid Waste Management and Usage of Different types of waste
- 8 Sanitation at fairs and festivals
- 9 Special Operating Procedure for sweeping
- 10 Special Operating Procedure for drain cleaning
- 11 Special Operating Procedure for maintenance /management of Dhalao /Bins
- 12 Equipment Handling
- 13 Storage and Safety of Equipment
- 14 Waste segregation and disposal methods
- 15 Mechanical cleaning

b. Practical:

1. Disinfection
2. First Aid
3. Standard Operating Procedure for Sweeping
4. Standard Operating Procedure for Cleaning
5. Standard Operating Procedure for Maintenance / Management of Dhalao/ Bins
6. Visit to Dumping Ground
7. Visit to Waste Energy plant
8. Visit to Construction & Demolition waste processing plant
9. Equipment Handling
10. Storage and safety of Equipment

2. Modalities and Methodology :-

- a. The training shall be conducted simultaneously in all the four zones in two batches of 50 trainee's in each batch.
- b. The training shall be for 48 hours duration (8 hours per day for 6 days or 4 hours per day for 12 days) and one day for site visit/training.
- c. The training institute will issue a certificate to the trainee on completion of the training based on the attendance which is restricted to minimum 80%.
- d. The training venue will be provided by South Delhi Municipal Corporation.
- e. Refreshment (Tea and snacks) will be provided during the training by the concerned institute/organization at the cost of SDMC which will be included in the consolidated charges.
- f. Transportation arrangements for the trainee's for site visit shall be arranged by South Delhi Municipal Corporation.
- g. The training programme shall be commenced within 15 days after the work order.

The department purposes the above methodology, however the training institute may offer their suggestions on the same which can appropriately be considered, in case found suitable.

3. Pre-qualification criteria :-

1. Eligibility Conditions for participating in the Bid process:

Experience Criteria:

The intending bidder must satisfy the following experience criteria:

- a. The intending bidder [each individual] shall be an organization, institute, firms (privately held/proprietorship/public) or Government Institute or Non-government organizations.
- b. The intending bidder should have been in the field of organizing/conducting training programme in the field of sanitation or municipal waste management in any city in India for the last 10 years, proof for the same shall be submitted along with the proposal to prove the experience.
- c. The intending bidder must have completed minimum two assignments for conducting training programme in field of sanitation or municipal waste management sector in any city in India for government or municipal body, proof for the same shall be submitted along with the proposal.
- d. The intending bidder should demonstrate that their key staffs have appropriate qualification(s) to supervise/monitor all activities of the main project. He should have at least 25 Professionals in his employment, deployed in training works.

Financial Capability:

The bidder(s) should have minimum turnover & net worth during last three years as follows:

Turnover: Rs 30.00 Lacs [Turn over: Annual Gross Revenue earned by the bidder]

Net Worth: Rs 15.00 Lacs

Net Worth for Company = (Subscribed and Paidup Equity + Reserves)
- (Revaluation reserves + Miscellaneous expenditure not written off)

[The Financial shall be, Year 1; 2010-11 Year 2; 2011-12 and year 3; 2012-13.]

2. Methodology for submission of Expression of Interest (EOI):

1. This tender document can be downloaded from web-site mcdonline.gov.in
2. a. The pre-bid meeting will be held in the office of Superintending Engineer (Quality Control)/SDMC, to invite comments/suggestions of the intending bidders on terms & conditions of the EOI.
b. The amendments, if any, in the terms & conditions of EOI would be uploaded on the website at least 7 days prior to the date of submission of EOI.
3. The EOI proposal should contain –
 - (a) Proposal submission form (in format 'EOI') containing details of the Bidder, Contact Address, email, phone, Fax, Name of Contact person for this project.
 - (b) Documents in support of the eligibility criteria for this bid. (as per Para (1) above)
 - (c) Demand draft for Rs. 5,000/- towards cost of tender documents.
 - (d) Copies of Income tax (PAN), Service Tax Registration, Income tax return.
 - (e) Comments and suggestions (of the bidder) on RFP document, Terms of Reference of Assignment; and Conditions of Contract, if any.
 - (f) The Applicant shall provide the audited financial statements as a proof of financial capability.

EOIs not supported with cost of tender documents shall be summarily rejected.

4. The EOI proposal should be kept in a sealed cover superscribed "EOI for Specialized Training Programme for group "D" employees working as Safai Karamcharis in South Delhi Municipal Corporation." Name of Firm submitting EOI also needs to be mentioned on the Envelope.

3. Prequalification process:

1. EOIs submitted by the Bidders would be examined for compliance of eligibility conditions.
2. Letter of Invitation (LOI) for RFP would be issued only to qualified bidders, who meet all the eligibility conditions.

3. To ensure sufficient competition, it shall be the endeavor of the Client that at least 3 bidders qualify the process and are issued LOI. In case, Less than 3 bidders (who have submitted EOI) are qualifying the eligibility conditions, Client shall attempt to widen the eligibility by relaxing the conditions in following order, until the minimum number is achieved. [Note: whenever 3 or more bidders qualify, relaxation process would be stopped at that stage].

| Order/ Protocol for relaxation of Eligibility condition to achieve qualification of minimum number of bidders | |
|---|--|
| 1. | First, Minimum Staff Strength shall be reduced to 20. |
| 2. | Second, Networth Criteria shall be reduced to Rs. 10 Lakh. |
| 3. | Third, Turnover Criteria shall be reduced to Rs. 20 Lakhs. |
| 4. | Fourth, the requirement of having completed to minimum two assignments shall be reduced to one assignment. |

4. In case, even after exhausting the above relaxations, only 2 bidders qualify, the RFP process would be carried forward and LOI would be issued.
5. Bidders who have not submitted cost of tender document shall not be qualified.
6. The cost of Tender document is not refundable to bidders who fail to qualify the pre-qualification process.
7. Corporation, based on comments / suggestions of the bidders, or on its own motion, may modify the RFP document, TOR, or Terms of Contract at the time of issue of LOI.

Sd/-
CE

Sd/-
SE(QC)

Sd/-
EE(QC)

Sd/-
AE(QC)

To qualify the bidder shall have to make compliance to all above conditions.

| FINANCIAL CAPABILITY | | | | |
|---|---------|---------------------|---------------------|---------|
| Name of Firm / Lead Partner | | | | |
| S. NO. | YEAR | TURN OVER (LACS) | NET WORTH (LACS) | REMARKS |
| 1. | 2012-13 | | | |
| 2. | 2011-12 | | | |
| 3. | 2010-11 | | | |
| Comments/Suggestions on RFP, If Any | | | | |
| Comments/Suggestions on Conditions of Contract, If Any | | | | |
| Comments/Suggestions on Terms of Reference of Assignment, If Any | | | | |

Authorized Signatory

Sd/-
CE

Sd/-
SE(QC)

Sd/-
EE(QC)

Sd/-
AE(QC)