

# EXPRESSION OF INTEREST FOR SELECTION AND APPOINTMENT OF AGENCY FOR SWACCH SURVERKSHAN 2018 DOCUMENTATION

Ranchi Municipal Corporation

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## Notice Inviting Expression of Interest

Name of Work	<b>Selection of Agency for preparation of documentation &amp; providing consultancy for Swachh Surverkshan 2018</b>
Cost of Tender Document (in INR)	<b>Rs. 2000 in form of DD in favor of "Municipal Commissioner, RMC payable at Ranchi"</b>
EMD (in INR)	<b>Rs. 50,000 in form of DD in favor of "Municipal Commissioner, RMC payable at Ranchi"</b>
Publishing Date	<b>28.11.2017</b>
Eoi Submission Start Date	<b>29.11.2017 from 10.00 am onwards</b>
Eoi Submission End Date	<b>05.12.2017 till 5.00 pm</b>
Presentation Date	<b>06.12.2017 at 6.00 pm</b>
Bid Opening Date Time and Venue	<b>06.12.2017 at 3.00 pm in Municipal Commissioner's Office</b>
Consultancy Period	<b>Three month from date of work order</b>
Address	<b>Ranchi Municipal Corporation, Near Kuthcery, Ranchi -834001</b>
Bid Validity	<b>120 days</b>





## RANCHI MUNICIPAL CORPORATION

### EXPRESSION OF INTEREST (EOI) FOR SELECTION AND APPOINTMENT OF AGENCY FOR DOCUMENTATION FOR SWACHH SURVERKSHAN 2018 RANCHI MUNICIPAL CORPORATION

Sealed quotations are invited from eligible reputed Pvt. Ltd./firm/organization/consultant agency along with supporting documents for undertaking assisting the RMC in preparation and processing of documentation for Swachh Surverkshan 2018 for the city of Ranchi. The agency having experience and knowledge on the subject and with adequate capacity to take up the responsibility should submit the tender in the relevant prescribed format in a sealed envelope, complete in all respects, clearly marked on the envelope "PROPOSAL FOR PROVIDING CONSULTANCY SERVICES FOR DOCUMENTATION FOR SWACHH SARVEKSHAN 2018, RMC" by or before 5th December, 2017 upto 05.00 AM in the office of Commissioner, Municipal Corporation, Ranchi. The detailed EOI can be downloaded from our official website <http://www.ranchimunicipal.com/Tenders.aspx> . The Bid will be submitted at RMC office only along with Tender Fee & EMD. The authority reserves the right to cancel all or any part of the EOI without assigning any reason thereof. The tender will be opened on 6th December, 2017 at 3.00 PM (in presence of intending bidder or their authorized representatives). Key deliverables and specifications/details of the work/activities to be executed and proposals submitted for, are enclosed with the EOI document.

Municipal Commissioner,  
Ranchi Municipal Corporation

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In case of any queries and clarification, please contact Office of Municipal Commissioner, Ranchi Municipal Corporation.





## Introduction

The Swachh Sarvekshan 2018 (hereinafter referred to as SS-2018) is being conducted across the cities of India for ranking them on the basis of their level of attainment of the set of indices set in the document as uploaded on <http://www.ranchimunicipal.com/Tenders.aspx> . Each of these indices are additionally linked to certain documentation protocols that are assessed by the Surverkshan Inspection Teams during the time of assessment. Ranchi Municipal Corporation is inviting qualified consultant agencies/private firms/organizations to assist RMC in preparation and documentation of the activities being undertaken for the purposes of SS-2018.

Under Swachh Survekshan-2018 initiative, the data from ULBs will be collected from three sources, viz:

1. Collection of data from and interaction with Municipal Body (35% weightage) which covers Capacity Building, IEC, ODF, Innovation, SWM covering Collection and transportation, Processing & disposal;
2. Collection of data from Direct Observation (30% weightage); and
3. Collection of data from Citizen Feedback (35% weightage).

## Minimum Eligibility Criteria

1. The Applicant firm has to be a company registered under the act of 1956/2013 / Partnership firm/ Limited Liability Partnership (LLP) firm and to be in existence for the last three years;
2. Average annual turnover of Rs.10.00 Lakhs in the last 3 consecutive financial years preceding the Application Due Date - As per the audited balance sheets / as certified by a Chartered Accountant;
3. The Applicant firm to have consultancy/advisory services working experience at ULB level in Municipal Solid Waste (MSW) management/Sanitation/urban development - copies of Work Orders, Completion Certificates from the Clients and copies of any relevant documents; and
4. The desirable qualifications for the staff to be deployed are experienced in documentation, data collection and presentation in the field of MSW management/Sanitation.

## Terms and Conditions

1. The bid must be accompanied by Rs. 50,000/- (Fifty Thousand Only) Earnest Money Deposit through a Demand Draft drawn in favor of "Municipal Commissioner, Ranchi Municipal Corporation".
2. After selection of suitable agency, the amount of EMD shall be returned to the unsuccessful bidders. The EMD of the successful bidder shall be retained by the Ranchi Municipal Corporation till the completion of the assignment.
3. No cost variation / price escalation shall be entertained.
4. The selected bidder shall sign an agreement with the Ranchi Municipal Corporation.
5. The Commissioner Ranchi Municipal Corporation, reserves the right to approve or disapprove the recommendation of the committee.
6. After the selection of the successful bidder, 5% of the total contract amount will have to be deposited by the successful bidder as Performance Security.





## Scope of Work for Bidders

The specific functions and responsibilities of the Consulting Firm are:

1. Data collection, documentation and maintenance of records;
2. Preparing shared formats as per the Swachh Survekshan 2018 tool kit;
3. Training key staff on Swachh Survekshan 2018;
4. Preparation of Power Point Presentations (PPTs) and reports for RMC as well as assessment teams of SS-2018 and others.
5. Continuously guiding RMC in implementation of key parameters of Swachh Survekshan – 2018 and developing reports during (December 2017 to February 2018 or for such extended period) the preparatory period;
6. Assist RMC in preparation and presentation of data, submission of Evaluation reports, attending the review meetings, etc.

The agency can go through the SS2018 guidelines on [http://www.ranchimunicipal.com/Information\\_Downloads.aspx?wid=DOWNLOADS\\_CircularandGuidelines](http://www.ranchimunicipal.com/Information_Downloads.aspx?wid=DOWNLOADS_CircularandGuidelines).

## Project Team

For attainment of the above objectives, the following minimum personnel deployment (full time) will have to be assured by the firm, although the actual deployment may need to be higher to fulfill the above scope of work.

S. No.	Designation	Expertise(recommended)
1.	Lead Project Manager	Experience in working in Solid Waste Management of Urban Local Bodies of Major Corporations, Experience of working on Swachh Sarvekshan 2017,
2.	Survey and Feedback Consultant	Conducting and designing surveys, feedback and social media , IEC experience
3.	IT Consultant	Expertise in Collation of field reports, developing quick IT tools for reporting and deployment of survey tools, GPS monitoring tools etc.

## Evaluation and Scoring Methodology

Each of the bidders will be evaluated by the committee finalized by the Ranchi Municipal Corporation on the basis of the presentation made by the bidders. The presentations will be evaluated on the following parameters and will be averaged out from the scores given by all the members of the scrutiny committee.

S. No.	Description	Indices	Marking
1.	Approach and Methodology	Level of detailing towards SS 2018 and roadmap for achieving highest scores	30%
2.	Appropriateness of Human Resource Deployment	HR Team proposed and qualifications as per requirements, prior experience	30%





3.	Project Presentation	40%
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On the basis of above, the Scrutiny Committee will finalize the Technical Score (TS) out of a total score of 100. After the scrutiny committee has scored responsive bids (that is, those that satisfy the minimum eligibility criterion), the financial bids will be opened and scored out of a 100, as follows:-

Financial Score of Bidder = (Financial Bid of L1 / Financial bid of Bidder) x 100

The total score of the bidder = Financial Score \* 70% + Technical Score \* 30%

## Format and Signing of Bids

The Application shall be organized and submitted along with the following documents (in such sequence):

1. Covering Letter on bidder's letter head, duly signed by authorized signatory
2. EMD Demand Draft/Banker's Cheque
3. Copy of Certificate of Incorporation;
4. Extracts of Audited Balance Sheets for the last 3 years / a Certificate from a Chartered Accountant;
5. Self-declaration as Annexure A
6. Signed CVs along with proof of experience certificates of the staff to be deployed. The CVs have to be countersigned by the Authorized Representative of the Agency/Consulting firm;
7. Work Orders, Completion Certificates from the Clients and copies of relevant documents in support of eligibility. It shall also contain the Contact Person and his/her contact details such as phone number and email id for communication; and
8. The Financial quote as per annexure B in a separate sealed envelope and to be placed inside the outer envelope.

## Cost & Language of Bidding

1. The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the procuring entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
2. The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the procuring entity, shall be written only in English Language.
3. This EOI does not bind RANCHI MUNICIPAL CORPORATION to award a contract.
4. All materials submitted by the bidder become the property of RANCHI MUNICIPAL CORPORATION and may be returned at its sole discretion.

## Alternative/ Multiple Bids

1. Alternative/ Multiple Bids for one EOI from one Bidder shall not be considered.

## Deadline for the submission of Bids

1. Normally, the date of submission and opening of Bids would not be extended. In exceptional circumstances or when the bidding document are required to be substantially modified as a result





of discussions in pre-bid meeting/ conference or otherwise and the time with the prospective bidders for preparation of Bids appears insufficient, the date may be extended by the procuring entity. In such case the publicity of extended time and date shall be given in the manner, as was given at the time of issuing the original NIT and shall also be placed on the RMC Procurement Portal, if applicable. It would be ensured that after issue of corrigendum, reasonable time is available to the bidders for preparation and submission of their Bids. The procuring entity shall also publish such modifications in the bidding document in the same manner as the publication of initial bidding document. If, in the office of the Bids receiving and opening authority, the last date of submission or opening of Bids is a non-working day, the Bids shall be received or opened on the next working day.

## Withdrawal, Substitution, and Modification of Bids

1. A bidder may withdraw its Bid or re-submit its Bid after it has been submitted before the deadline prescribed for submission of bids.
2. Bids withdrawn shall not be opened and processes further.

## Opening of Bids

1. The Bids shall be opened in presence of authorized official(s) [referred as bid opening committee] of RANCHI MUNICIPAL CORPORATION on the date and time mentioned in the NIT in the presence of the bidders or their authorized representatives who choose to be present.
2. A list of the bidders or their representatives attending the opening of Bids shall be prepared and their signatures will be obtained. In order to allow participation in the bid opening process, the bidder's representatives are expected to bring an authority letter to the effect from the company.
3. The committee shall conduct a preliminary scrutiny of the opened Bids to assess the prima-facie responsiveness and ensure that the:-
  - a. Bid is accompanied by bidding Tender fee;
  - b. Bid is valid for the period specified in the bidding document;
  - c. Bid is unconditional
  - d. Other conditions, as specified in the bidding document are fulfilled.
  - e. Any other information which the committee may consider appropriate.
4. No Bid shall be rejected at the time of Bid opening except the Bids not accompanied with the Tender fee.

## Selection Method

1. Only such bids that are complete in all respects shall be considered for evaluation. The decision of RANCHI MUNICIPAL CORPORATION and Municipal Commissioner in this matter will be final.





## Clarification of Bids

1. To assist in the examination, evaluation, comparison and qualification of the Bids, the bid evaluation committee may, at its discretion, ask any bidder for a clarification regarding its Bid. The committee's request for clarification and the response of the bidder shall be in writing.
2. Any clarification submitted by a bidder with regard to its Bid that is not in response to a request by the committee shall not be considered.
3. All communications in this regards shall be included in the record of the procurement proceedings.

## Exclusion of Bids/ Disqualification

1. A procuring entity shall exclude/ disqualify a bid, if any of the condition given below is satisfied: -
  - a. the information submitted, concerning the qualifications of the bidder, was false or constituted a misrepresentation;
  - b. the information submitted, concerning the qualifications of the bidder, was materially inaccurate or incomplete;
  - c. the bidder is not qualified as per pre-qualification/ eligibility criteria mentioned in the bidding document;
  - d. the bid materially departs from the requirements specified in the bidding document or it contains false information;
  - e. the bidder, submitting the bid, his agent or any one acting on his behalf, gave or agreed to give, to any officer or employee of the procuring entity or other governmental authority a gratification in any form, or any other thing of value, so as to unduly influence the procurement process;
  - f. The bidder, in the opinion of the procuring entity, has a conflict of interest materially affecting fair competition.
2. For the reasons given above, a bid can be excluded/ disqualified even at a later stage.

## Information to shortlisted bidder(s)

1. The intimation to shortlisted bidder(s) will be sent by email / speed post or disclosed on the same day of the presentation.

## Procuring entity's right to accept or reject any or all Bids

1. The Procuring entity reserves the right to accept or reject any Bid, and to annul (cancel) the bidding process and reject all Bids at any time, without thereby incurring any liability to the bidders.

## Cancellation of procurement process

1. If the procurement process has been cancelled, it shall not prevent the procuring entity from initiating a new procurement process for the same subject matter of procurement, if required.







2. The procuring entity shall not open any bids or proposals after taking a decision to cancel the procurement and shall return such unopened bids or proposals.
3. The decision of the procuring entity to cancel the procurement shall be communicated to all bidders that participated in the process.

## Code of Integrity for Bidders

1. No person participating in a procurement process shall act in contravention of the code of integrity prescribed by the Government.
2. The code of integrity includes provisions for: -
  - a. Prohibiting
    - i. any offer, solicitation or acceptance of any bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process;
    - ii. any omission, including a misrepresentation that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
    - iii. any collusion, bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
    - iv. improper use of information shared between the procuring entity and the bidders with an intent to gain unfair advantage in the procurement process or for personal gain;
    - v. any financial or business transactions between the bidder and any officer or employee of the procuring entity;
    - vi. any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
    - vii. any obstruction of any investigation or audit of a procurement process;
  - b. Direct or indirect canvassing on the part of the bidder or his representative would be a disqualification.
  - c. Disclosure of conflict of interest;
  - d. Disclosure by the bidder of any previous transgressions with any entity in India or any other country during the last three years or of any debarment by any other procuring entity.
3. Without prejudice to the provisions below, in case of any breach of the code of integrity by a bidder or prospective bidder, as the case may be, the procuring entity may take appropriate measures including: - i. exclusion of the bidder from the procurement process; ii. Debarment of the bidder from participation in future procurements of the procuring entity for a period not exceeding three years.





## Annexure A: Self Declaration

To,

\_\_\_\_\_

In responses to the NIT Ref No \_\_\_\_\_ dated \_\_\_\_\_ for {Project Title}, as Owner/ Partner/ Authorized Sign. Of \_\_\_\_\_, I/ We hereby declare that presently our Company/ firm \_\_\_\_\_, at the time of bidding:

1. possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT;
3. does not have any previous transgressions with any entity in India or any other country during the last three years;
4. does not have any debarment by any other procuring entity;
5. is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
6. does not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as tot their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
7. does not have a conflict of interest as mentioned in the bidding document which materially affects the fair competition;
8. Will comply with the code of integrity as specifies in the bidding document. If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provision of the applicable Act and Rules and our bid, to the extent accepted, may be cancelled.

Thanking You,

Name of the Bidder:

Authorized Signatory:

Seal of the Organization:

Date \_\_\_\_\_

Place \_\_\_\_\_





## Annexure B: Financial Bid

To,

\_\_\_\_\_  
\_\_\_\_\_

In response to your EoI number \_\_\_\_\_ dated \_\_\_\_\_, made available in your website for appointment of Consulting Firm for Swachh Survekshan 2018 survey, we are submitting our Application. We have carefully read and understood the EoI containing the Instructions and Terms of Reference and other information and we hereby undertake to abide by the same. We are submitting this Application in strict compliance with the terms and conditions contained in the Document.

We quote our fees: \_\_\_\_\_ (\_\_\_\_\_ in words)

The offer is excluding the GST and GST to be payable extra, as applicable.

Thanking you,

Yours truly,

Signature:

(Name of the Authorized Signatory)

Address: .....

Mobile Number.....

E-mail ID.....

