

**Expression of Interest (EOI)**  
**For**  
**Services to Collection of**  
**Non-Biodegradable(Dry)waste, Operation and Manage.**  
**to**  
**Material Recovery Facility (MRF) at Nitte village in Karkala taluk**  
**of Udupi district**

**Zilla Panchayath, Udupi.**  
**“Rajathadri” C-Block ,Manipal-576104**

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## 1. TEXT OF ADVERTISEMENT

### Zill Panchayath, Udupi

#### INVITATION FOR EXPRESSION OF INTEREST

Executive Engineer, Rural Drinking Water Supply & Sanitation Division, Udupi on behalf of Chief Executive Officer, Zilla Panchayath, Udupi invites sealed Expression of Interest (EOI) from Indian consulting agencies for undertaking Collection of Non-Biodegradable(Dry) waste, Operation and Management of the Material Recovery Facility (MRF) center at Nitte village in Karkala taluk of Udupi district .

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. can be downloaded from the website [www.zpudupi.in](http://www.zpudupi.in) .

Further details, if any, may be obtained from Chief Executive Officer, Zilla Panchayath, Udupi or Executive Engineer, RWSSD, Udupi during working hours.

Last date for submission of EOI is 18<sup>th</sup> February 2021 upto 1600 hrs. Sealed envelope marked to the captioned address, containing EOI and non-refundable fee of Rs 100.00 by way of DD/Pay Order in favour of “Executive Engineer, RDWS&S Division, Udupi”, payable at Udupi may be submitted mentioning “EOI for Collection of Non-Biodegradable(Dry) waste, Operation and Manage the Material Recovery Facility (MRF) center at Nitte village in Karkala taluk of Udupi district” on the top cover:

“Chief Executive Officer,  
Zilla Panchayath,  
“Rajathadri” C-Block, Manipala-576104.  
Udupi District ”

Applicants meeting the qualification criteria may be invited for presentation / proposal before the selection committee of Zilla Panchayath, Udupi. Bid Document will be subsequently issued to the short listed applicants only.

Chief Executive Officer,  
Zilla Panchayath,  
Udupi

Note: CEO, ZP, Udupi or any of its designates reserves the right to cancel this request for EoI and/or invite afresh with or without amendments, without liability or any obligation for such request for EoI and without assigning any reason. Information provided at this stage is indicative and CEO, ZP, Udupi reserves the right to amend/add further details in the EoI.

## 2. LETTER OF INVITATION

Chief Executive Officer,  
Zilla Panchayath,  
“Rajathadri” C-Block, Manipala-576104.  
Udupi District

No.

Dated:

Dear Sir/Madam,

Executive Engineer, Rural Drinking Water Supply & Sanitation Division, Udupi on behalf of Chief Executive Officer, Zilla Panchayath, Udupi invites sealed Expression of Interest (EOI) from Indian consulting agencies for undertaking Collection of Non-Biodegradable(Dry) waste, Operation and Management of the Material Recovery Facility (MRF) center at Nitte village in Karkala taluk of Udupi district.

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and method of evaluation etc. is enclosed.

The EOI Document is also available on the Zilla Panchayath website [www.zpudupi.in](http://www.zpudupi.in).

You may submit your responses in sealed envelopes in prescribed format to the undersigned latest by **18-02-2021**.

**“Chief Executive Officer,  
Zilla Panchayath,  
“Rajathadri” C-Block, Manipala-576104.  
Udupi District”**

Queries if any may be referred in writing to the CEO, ZP, Udupi, at the above mentioned address or Telephone No. 0820-2574938 or at E-mail: [zpudupi@gmail.com](mailto:zpudupi@gmail.com).

S. No.	Critical Dates	Date	Time
1.	Publishing Date	10.02.2021	
2.	Document Download Start Date	11.02.2021	12.00 hrs
3.	Document Download End Date	17.02.2021	12.00 hrs
4.	Bid Submission Start Date	18.02.2021	10.00 hrs
5.	Bid Submission End Date	18.02.2021	14.00 hrs
6.	Bid Opening Date	18.02.2021	15.00 hrs

Yours faithfully,

Chief Executive Officer,  
Zilla Panchayath, Udupi  
For & on behalf of President of India

Encl.: EOI Document.

### **3. Background:**

The Udupi Zilla Panchayath of Udupi District, Karnataka is implementing the Swachha Bharat Mission- Gramin (SBM-G) programme within its jurisdiction. In relation to this, it is setting up a materials recovery facility in the Nitte Gram Panchayat having a capacity to handle 10MT of non-biodegradable (dry) waste per day (“MRF”). The segregated non-biodegradable (dry) waste will be collected from surrounding gram panchayats and brought to the MRF for further sorting, handling and thereafter, channelized for further recycling and processing to various end destinations, as approved by the Udupi ZP. The aim of the MRF would be maximizing resource recovery and minimizing waste to landfill.

#### **4.0 Aims & Objectives:**

The objective of the Collection of Non-Biodegradable(Dry) waste, Operation and Manage the Material Recovery Facility (MRF) center at Nitte village in Karkala taluk of Udupi district is to seek professional opinion on the effectiveness of the scheme, both in terms of financial and physical progress, in meeting its objectives and to suggest measures for midcourse correction for system improvement and better utilization of resources.

#### **5.0 EOI Processing Fees**

A non-refundable processing fee for Rs. 100/- (One hundred Rupees only) in the form of a Demand draft or a Pay Order drawn in favour of “Executive Engineer, RDWS&S Division, Udupi”, payable at Udupi has to be submitted along with the EOI response. Bids received without or with inadequate EOI processing fees shall be liable to get rejected.

#### **6.0 Venue & Deadline for submission of proposal**

Proposal, in its complete form in all respects as specified in the EOI, must be submitted to CEO, ZP Udupi at the address specified herein earlier. In exceptional circumstances and at its discretion, CEO, ZP Udupi may extend the deadline for submission of proposals by issuing an amendment to be made available on the ZP Udupi website, in which case all rights and obligations of CEO, ZP Udupi and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

## **7.0 Validity of Offer:**

The offer for EOI as per this document shall be valid for a period of three (3) months initially which may be extended further if required by Zilla Panchayath, Udupi.

## **8.0 TERMS OF REFERENCE**

The detailed terms of reference are enclosed at **Annexure-I**.

## **9.0 INSTRUCTIONS TO CONSULTANTS**

The Expression of Interest is to be submitted in the manner prescribed below:-

All information as detailed below is to be submitted in two hard copies in separately sealed envelopes and one soft copy in CD:-

- a) Applicant's Expression of Interest as per Format-1.
- b) Organizational Contact Details as per Format-2.
- c) Experience of the organization as per Format-3.
- d) List of three (03) experts/ consultants on payroll as per Format-4.
- e) Financial strength of the company as per Format-5.
- f) Additional information as per Format-6.
- g) Declaration as per Format-7.
- h) Power of Attorney in favour of Authorized Signatory with long and short signatures of Authorized person.
- i) Consultancy organization must have its office in **Karnataka**.

EOI Documents have been hosted on the website [www.zpudupi.in](http://www.zpudupi.in) and may be downloaded from the website.

The bidders are expected to examine all instructions, forms, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

## **10. Qualification Criteria:**

Following will be the minimum pre-qualification criteria. Each eligible consultant should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

<b>S. No.</b>	<b>Pre-qualification Criteria</b>	<b>Supporting document</b>	<b>Compliance</b>
<b>1.</b>	The applicant shall be a firm/ company/ partnership/ proprietorship firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India and must have an office in <b>Karnataka</b> .	Copy of incorporation Deed, if any	Certificate of and Partnership
<b>2.</b>	The firm should be in the business of providing similar consultancy services for at least 02 years as on 31.03.2020.	Certificate by Company Secretary of the Bidder's organization	
<b>3.</b>	The Bidder has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial Years (FY 2017-18, 2018-19 & 2019-20)	Format-5 to be certified & validated by Chartered Accountant (CA) of the bidder's organization	
<b>4.</b>	The Bidder should have an annual turnover of Rupees 25 Lakh in each of the last 3 consecutive Financial Years (FY 2017-18, 2018-19 & 2019-20) from only consultancy Services rendered in India	CA certified document with name of CA registration number, signature and stamp	
<b>5.</b>	The Bidder shall have experience of providing: (i). Three similar completed consultancy services to Central Govt./State Govt./PSUs/ Govt. bodies in India costing not less than Rs. 20 Lakh each or (ii). Two similar completed services costing not less than Rs.25 Lakh each or (iii). One similar completed services costing not less than Rs. 40 Lakh	Copy of Work Order / Contract	
<b>6.</b>	The consultancy firm should have at least 03 full time consultants on its pay rolls	Certificate by Statutory Auditor or Company Secretary of the Bidder's organization	
<b>7.</b>	The firm should not be blacklisted by any Central Govt. / State Govt. / PSU/Govt. Bodies	Certificate signed by the Authorized signatory	
<b>8.</b>	PAN No. / Service Tax Registration Certificate	Copy of Certificate to be enclosed.	
<b>9.</b>	Preference will be given to agency/organization having prior experience in Review/Appraisal of Centrally Sponsored Scheme for any Central / State Govt. / Govt. Autonomous Bodies.		
<b>10.</b>	The Bidder must have an office in Karnataka	Details of branch offices in State/UTs other than Karnataka, if any, may be submitted.	

### **11.0 Evaluation Criteria and Method of Evaluation:**

- a. Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- b. EOI will be evaluated for short listing inter alia based on their past experience of handling similar type of project, strength of their man power, financial strength of firm and presentation / proposal to the selection committee whose decision will be final.
- c. Agencies who qualify as per the eligibility conditions will be provided a brief about the MRF Scheme. The agencies may be required to make a presentation, if required, to a selection committee show-casing their proposals.
- d. CEO, ZP Udupi will take up references and reserves the right to pay due heed to the Bidder's performance elsewhere and any past experience from SBM(Rural).
- e. Short listed agencies will be issued Bid Documents and asked to submit their price proposal in a sealed envelope.

### **12.0 Response:**

Bidders must ensure that their Bid response is submitted as per the formats attached with this document. Special comments on the objectives and scope of the service projected in the enquiry may also be submitted along with the offer.

Application in sealed cover super scribed, as "EOI for Engagement of Consultant for Collection of Non-Biodegradable(Dry) waste, Operation and Mange the Material Recovery Facility (MRF) center at Nitte village in Karkala taluk of Udupi district."

### **13.0 Conflict of Interest:**

Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform CEO, ZP Udupi, detailing the conflict in writing as an attachment to this Bid.

CEO, ZP Udupi will be the final arbiter in cases of potential conflicts of interest. Failure to notify CEO, ZP Udupi of any potential conflict of interest will invalidate any verbal or written agreement.

A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by a person involved in a Bid process.

### **14.0 Condition under which EOI is issued:**

The EOI is not an offer and is issued with no commitment. CEO, ZP Udupi reserves the right to withdraw EOI and or vary any part thereof at any stage. CEO, ZP Udupi further reserves the right to disqualify any bidder, should it be so necessary at any stage.

### **15.0 Last date of submission of EOI:**

The last date of submission of EOI is **18.02.2021 (1400 hrs.)**.  
Bid Opening Date & Time is **18.02.2021 (1500 hrs.)**



**16.0 FORMATS FOR SUBMISSION:**

**FORMAT – 1**

**APPLICANT’S EXPRESSION OF INTEREST**

To,

Chief Executive Officer, Zilla  
Panchayath,  
“Rajathadri” C-Block  
Manipala-576104.

**Article I. Sub: Submission of Expression of Interest to undertake Collection of Non-Biodegradable(Dry) waste, Operation and Mange the Material Recovery Facility (MRF) center at Nitte village in Karkala taluk of Udupi district**

Dear

In response to the Invitation for Expressions of Interest (EOI) published on **xx.xx.xxxx** for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach 2 sets of the following documents in separately sealed envelopes and one soft copy:

1. Organizational Details (Format-2)
2. Experience in related fields (Format-3)
3. List of experts / consultants on payroll at least 3 (Format-4)
4. Financial strength of the organization (Format-5)
5. Additional information (Format-6)
6. Declaration (Format-7)

Sincerely Yours,  
Signature of the applicant  
[Full name of applicant]  
Stamp.....  
Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization.

## FORMAT – 2

S. No	Organizational Contact Details	
1.	Name of Organization	
2.	Main areas of business	
3.	Type of Organization Firm/ Company/ partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932	
4.	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous? If yes, details thereof.	
5.	Address of registered office with telephone no. & fax	
6.	Address of offices in i) Karnataka ii) All other State/UT's	
7.	Contact Person with telephone no. & e-mail ID	

Enclose:-

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 3 above.
3. Undertaking in respect of 4 above.

Signature of the applicant

Full name of the applicant

Stamp & Date

**FORMAT- 3**

<b>Experience in Related Fields</b>						
Overview of the past experience of the Organization in all aspects related to Brand Building related						
<b>S. No</b>	<b>Items</b>	<b>Number of Assignments during last 5 years</b>	<b>Order Value of each assignment in Lakhs of Rs. (Enclose copy of each order)</b>	<b>Mention the name of Client/ Organization (Enclosed completion certificates)</b>		
<b>1</b>	Experience of assignments of similar nature					
<b>1.1</b>	Experience in carrying out similar assignments in Government					
<b>1.2</b>	Experience in carrying out Similar assignments in Public sector.					
<p>Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” will be final.</p> <p align="right">Signature of the applicant Full name of applicant Stamp &amp; Date</p>						

**FORMAT – 4**

<b>List of experts/consultants on payroll ( at least 3 )</b>				
<b>S. No</b>	<b>Name</b>	<b>Designation</b>	<b>Qualification</b>	<b>Relevant Experience</b>
1.				
2.				
3.				
4.				
5.				
6.				

Signature of the applicant  
Full name of applicant  
Stamp & Date

**FORMAT – 5**

<b>Financial Strength of the Organization</b>					
S. No	Financial Year	Whether profitable Yes/NO	Annual net profit (in Crores of Rs.)	Overall annual turnover (in Crores of Rs.)	Annual turnover from only Consultancy services rendered in India (in Crores of Rs.)
1	2017-18				
2	2018-19				
3	2019-20				

Note: Please enclose auditor's certificate in support of your claim.

Signature of the applicant  
Full name of applicant

Stamp & Date

**FORMAT – 6**

**Additional Information**

1. List all enclosures related to the previous sections.

S.NO	Description	No. of pages

2. Additional information to support the eligibility as per Section 7 (Not more than 2 pages).

Signature of the applicant

Full name of applicant

Stamp & Date

## FORMAT -7

### Declaration

We hereby confirm that we are interested in competing for the Consultancy Services to undertake the task related to Collection of Non-Biodegradable(Dry) waste, Operation and Manged the Material Recovery Facility (MRF) center at Nitte village in Karkala taluk of Udupi district.

All the information provided herewith is genuine and accurate.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization.

## ANNEXURE-I

### Collection of Non-Biodegradable(Dry) waste, Operation and Manage the Material Recovery Facility (MRF) center at Nitte village in Karkala taluk of Udupi district

#### TERMS OF REFERENCE

#### **17.1 Background**

17.1.1 Udupi Zilla Panchayath of Udupi District, Karnataka is implementing the SBM-G programme within its jurisdiction. In relation to this, it is setting up an MRF with the necessary equipment in the Nitte Gram Panchayat having a capacity to handle 10 MT of non-biodegradable (dry) waste per day. The segregated non-biodegradable (dry) waste will be collected from surrounding gram panchayats and brought to the MRF for further sorting, handling and thereafter, channelized for further recycling and processing to various end destinations, as approved by the Udupi ZP. The aim of the MRF would be maximum resource recovery and minimum waste to landfill.

17.1.2 In relation to this, Udupi ZP issued the notification **dated :10.02.2021** to seek EOI from entities interested to operate the MRF satisfying the eligibility criteria stated therein. After evaluation of the EOIs received with the necessary details and documents, Udupi ZP has shortlisted the applicants and has issued this RFP in order to select an MRF Operator.

#### **Section 1.01**

#### **17.2 Objective and scope of Operations**

17.2.1 The Operations that shall be carried out by the MRF Operator will facilitate complete channelization of non-biodegradable (dry) waste to end destinations, thereby diverting this waste from being dumped into landfills, open spaces including the oceans or getting burnt and maximizing resource recovery.

17.2.2 The Operations at the MRF will support the Udupi ZP in establishing a sound non-biodegradable (dry) waste management system. With the optimization of this MRF, it could be scaled further to cover the entire jurisdiction and encompass other streams of waste and streamline the Operations.

17.2.3 The selected Bidder is required to undertake following activities (but not limited to) as Operations:

- (i) Collect and transport segregated non-biodegradable (dry) waste from the Gram Panchayaths to the MRF upon the payment of service fee by the Gram Panchayaths surrounding 30-35 Kms of the MRF.
- (ii) Operate the MRF in accordance with operating procedures and other directions by the Udupi ZP and all applicable laws including Solid Waste Management Rules, 2016. The operations include proper sorting and channelization of segregated waste to different end destinations.
- (iii) Employ adequate number of personnel to operate the MRF in accordance with applicable labour regulations and provide appropriate training to such personnel.
- (iv) Maintenance of the equipment and other assets provided by Udupi ZP.
- (v) Regular capturing of key performance metrics and other data stipulated by Udupi ZP including information relating to waste collected, handled and channelized.
- (i) Extend cooperation to Udupi ZP officials and provide support in monitoring Operations at the MRF including providing access to all documents in relation to it.
- (ii) Ensure that no waste collected and stored at the MRF is illegally burnt or dumped.



### **17.3 Period of engagement**

17.3.1 The Contract in relation to this will be signed between the Chief Executive Officer, Udupi ZP and the MRF Operator for an initial period of 3 (three) years subject to the terms and conditions of the Contract as set forth in Section 13. The term of the Contract may be extended further at the sole discretion of the Udupi ZP.

### **17.4 An outline of the Operations**

17.4.1 The responsibilities and obligations of the MRF Operator are set forth in [ ] of the Contract.

### **17.5 Equipment, training and responsibilities of Udupi ZP**

17.5.1 Equipment, training and responsibilities of Udupi ZP are set forth in [ ] of the Contract.

### **17.6 Payment Mechanism**

17.6.1 The MRF Operator shall, from time to time, enter into agreements with the Gram Panchayat(s) as stated in Para 12.3.3(i) to transport segregated Dry Waste from dry waste collection centre(s) of the Panchayat(s) to the MRF for further sorting this waste into different categories and channelize for recycling and processing to various end destinations upon the payment of fee by the Panchayat(s) at such rates and terms as determined by Udupi ZP and the Panchayat(s).

17.6.2 The MRF Operator shall be responsible to run the MRF Operations profitably through the payment of fee and manage all the expenditure in relation to the MRF and its Operations

17.6.3 Udupi ZP shall ensure that the Panchayat(s) make timely payment of the fee to the MRF Operator without any delays. Udupi ZP shall assist and support the MRF Operator to communicate with the Panchayat(s) as and when required by the MRF Operator.

### **17.7 Appointment of Nodal Officer to monitor the activities of the MRF Operator**

17.7.1 A Nodal Officer shall be appointed by the Udupi ZP to review and monitor the Operations undertaken by the MRF Operator under the Contract. The Nodal Officer shall also act as the primary contact on behalf of Udupi ZP to the MRF Operator.