



**National Safai Karamcharis Finance and Development
Corporation (NSKFDC)**

No. NSKFDC/NAMASTE/Workshops/EoI/04/2024

Expression of Interest for

**PRE-QUALIFICATION AND SHORTLISTING
OF AGENCIES
FOR ORGANISING**

Workshops on “Hazardous Cleaning of Sewers and Septic Tanks”

**National Safai Karamcharis Finance and Development Corporation
(NSKFDC)**

(A Govt. of India Undertaking, Ministry of Social Justice & Empowerment)

Regd. office: NTSC, 3rd Floor, E-Block, NSIC, Okhla Industrial Area Estate-III,
New Delhi – 110020.

Tel: 26382476, 26382477, 26382478

Visit us at: www.nskfdc.nic.in Email: nskfdc-msje@nic.in

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**National Safai Karamcharis Finance and Development
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Expression of Interest for

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**Workshops on “Hazardous Cleaning of Sewers and Septic
Tanks”**

Part I – NOTICE INVITING EXPRESSION OF INTEREST

National Safai Karamcharis Finance and Development Corporation

Part I: Notice Inviting Pre-qualification

1. GENERAL

1.1. NSKFDC invites Expression of Interest (Eoi) from Government institutions/non-government institutions/organizations (NGOs), Body/Trust, Society, etc. for empanelment to organize Workshops on ‘Prevention of Hazardous Cleaning of Sewers and Septic Tanks’ during 2024-25, being sponsored by National Safai Karamcharis Finance & Development Corporation under the **National Action for Mechanised Sanitation Ecosystem (NAMASTE)**, earlier known as Self Employment Scheme for Rehabilitation of Manual Scavengers (SRMS) in various States/UTs/Urban Local Bodies/Municipal Corporations/Gram Panchayats. The agencies shall be paid a consolidated amount of **Rs. 20,000/-** for successfully organizing each workshop.

1.2. The objective of the workshops is to sensitize the employers of sanitation workers for mechanised cleaning of sewers and septic tanks viz. municipal officers, engineers, sanitary inspectors, supervisors and contractors, representatives of hotels, malls, restaurants, RWAs etc. and sewer & septic tank workers about the provisions of the “Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013” (MS Act, 2013) and the rules framed thereunder. NSKFDC has standard material for organizing workshops, which includes a short video and PowerPoint Presentation. These workshops are proposed to be organized for the officers, engineers, sanitary inspectors, supervisors and contractors, sewer and septic tank workers (SSWs) etc. of the municipalities who are looking after the work of cleaning of sewers and septic tanks. The workshops must be organized in those districts/ Urban Local Bodies (ULBs) where Emergency Response Sanitation Unit (ERSU) is in operation and where the process of identification of SSWs has been completed or as per the directions of NSKFDC. The list of such ERSUs will be provided by NSKFDC in the course of implementation of work. NAMASTE would be implemented throughout the country, covering all 4800+ ULBs of the country. Hence the workshops will be organized throughout the country, on need basis.

1.3. Consequent to this pre-qualification the agencies shall be eligible to get sanction for organizing workshops on Hazardous Cleaning of Sewers and Septic Tanks. The applicants shall submit financial data as per **Annexure-2** along with audited financial statements. The financial data in the prescribed format shall be certified by the Chartered Accountant with his stamp, signature and membership no. In case sufficient numbers of agencies/firms do not pre-qualify or for any other reason(s), NSKFDC in its sole discretion may call open tenders or add/modify the list of pre-qualified agencies.

1.4. NSKFDC will inform successful applicants only. A panel of pre-qualified agencies would be prepared by NSKFDC. This shall be valid normally for one year unless extended further for one additional year. No correspondence from applicants shall be entertained and the decision of NSKFDC shall be treated as final and binding in this regard.

2. KEY DETAILS

| | |
|---|---|
| Approximate cost of Work | Rs. 20,000/- per workshop |
| Last date of seeking clarifications | <u>13.05.2024</u> <i>(up to 1500 Hrs)</i> |
| Last Date & time of Submission of Pre-Qualification documents | <u>20.05.2024</u> <i>(up to 1500 Hrs)</i> |
| Authority and place for seeking clarifications and submission of completed Pre-Qualification documents. | Manager (NAMASTE) National Safai Karamcharis Finance and Development Corporation (NSKFDC) NTSC, 3 rd Floor, E-Block, NSIC, Okhla Industrial Area Estate-III, New Delhi – 110020. |

EMD: Rs. 5000/- (Rs. Five Thousand only) in the form of Demand Draft, from any of the Scheduled Bank drawn in favour of National Safai Karamcharis Finance and Development Corporation payable at New Delhi.

Tender Fee: Tender Fee including GST of **Rs. 1,000/-** (Rs. One Thousand only) will be charged, which is to be submitted along with the Technical Bid in the form of Demand Draft, from any of the Scheduled Bank drawn in favour of National Safai Karamcharis Finance and Development Corporation payable at New Delhi. The MSME agency/units shall be exempted from submission of Tender Fee on production of proof of current registration certification from MSME/NSIC for the tendered item.

Please note that the pre-qualification application without accompanying the requisite tender fee and EMD shall not be evaluated and shall be summarily rejected. The application document should be properly bound and secured before submission.

3. SECTIONS OF PRE-QUALIFICATION DOCUMENT

3.1. The pre-qualification document consists of:

| | |
|----------|--|
| Part I | Notice Inviting Expression of Interest |
| Part II | Instructions to applicants |
| Part III | Scope of Work |
| Part IV | Application form and Annexure |
| Part V | Evaluation Criteria |

3.2. The pre-qualification of applicants shall be governed by the documents listed in sub-clause 3.1 above along with the latest edition and updated addendums.

3.3. Late submissions of applications (received after due date and time of submission of document) shall not be accepted under any circumstances.

3.4. NSKFDC reserves the right to accept or reject any or all applications without assigning any reasons. No applicant shall have any cause of action or claim against NSKFDC for rejection of its/their application.

3.5. EMD of unsuccessful bidders shall be refunded immediately after selection of the successful bidders.

4. ANNEXURES & FORMS

4.1. The pre-qualification application should be accompanied with following forms and annexures

| | |
|------------|---|
| Form –A | Proforma for Letter of Application |
| Annexure-1 | Work Experience (Part A and Part B) |
| Annexure-2 | Audited financial data of last five years |
| Annexure-3 | Details of Personnel |
| Annexure-4 | Undertaking for not being black-listed |
| Annexure-5 | Undertaking for corrupt and fraudulent practice |
| Annexure-6 | Undertaking for bankruptcy/insolvency |



**National Safai Karamcharis Finance and Development
Corporation (NSKFDC)**

No. NSKFDC/ NAMASTE/Workshops/EoI/04/2024

Expression of Interest for

PRE-QUALIFICATION AND SHORTLISTING

OF AGENCIES

FOR ORGANISING

**Workshops on “Hazardous Cleaning of Sewers and Septic
Tanks”**

Part II – INSTRUCTIONS TO APPLICANTS

National Safai Karamcharis Finance and Development Corporation

Part II: Instruction to Applicants

1. GENERAL

- 1.1.** NSKFDC intends to invite application for “Pre-qualification and short listing of agencies/firms for organising workshops on Prevention of Hazardous Cleaning of Sewers and Septic Tanks” during 2024-25, under the National Action for Mechanised Sanitation Ecosystem (NAMASTE), earlier known as Self Employment Scheme for Rehabilitation of Manual Scavengers (SRMS) in various States/UTs/Urban Local Bodies/Municipal Corporations/Gram Panchayats. The agencies shall be paid a consolidated amount of Rs. 20,000/- for successfully organizing each such workshop.
- 1.2.** The pre-qualified applicants will be eligible for allotment of the work subject to their available capacity as determined by NSKFDC. For this the applicants shall submit financial data as per **Annexure 1 and 2** along with audited financial statements. The financial data in the prescribed format shall be certified by the Chartered Accountant with his stamp, signature and membership no. The bid documents (**Annexures-1, 2 & 3**) shall be submitted by applicant and evaluated by NSKFDC. In case sufficient numbers of agencies/firms do not pre-qualify or for any other reason(s) NSKFDC in its sole discretion may call open tenders or add/modify the list of pre-qualified agencies/firms.
- 1.3.** NSKFDC will inform successful applicants only. A panel of pre-qualified agencies would be prepared by NSKFDC. This shall be valid normally for 1 (one) year unless extended. No correspondence from applicants shall be entertained and decision of NSKFDC shall be treated as final and binding in this regard.

2. QUALIFICATION CRITERIA

2.1. ELIGIBILITY OF APPLICANTS

- i. For the purpose of this pre-qualification an applicant can be an institution/Body/Trust/Society/NGO **atleast 5 (five) years old as on 31.03.2023**. It should have a valid registration certificate under the relevant statute, under which it had been incorporated.
- ii. Its accounts should have been audited upto 31.03.2023/31.12.2022 (as the case may be), by a firm of certified Chartered Accountants.
- iii. Voluntary organization/NGO should be mandatorily registered with the NITI Aayog, Govt. of India (NGO Darpan Portal) and have a valid UID No.
- iv. It should have a valid PAN Number, GST number (if applicable).
- v. Applicant must not have been black listed or deregistered by any central/state government department or public sector undertaking. Also, no

work of the applicant must have been rescinded by the client after the award of contract during the last five years. The applicant should have to submit undertaking to this effect in the prescribed format as per **Annexure-4**.

- vi. Applicant must not have suffered bankruptcy/insolvency during the last three years. The applicant should have to submit undertaking to this effect in the prescribed format as per **Annexure-6**.

2.2. MINIMUM ELIGIBILITY CRITERIA

A. Work Experience: The applicant shall have satisfactorily completed similar works during the last 5 (five) year period ending on 31.03.2024, in Government departments/Public sector Undertaking (PSU) or any Public/Private establishment of repute. It should have exposure and experience of working with urban local bodies and should have conducted at least 30 (thirty) Workshops/Training during the last 5 years in/for any Govt organization or Public Limited Company or Multi National Company or Corporate.

Note: The applicant shall submit details of work executed by them in the prescribed format as per **Annexure-1** for the works to be considered for qualification of work experience criteria. Documentary proof from the client clearly indicating the nature/scope of work, date of completion for such work should be submitted. The offers submitted without this documentary proof shall not be evaluated.

B. Financial Standing: It should have an average annual turnover of Rs. 25.00 lakhs during the last 5 (five) financial years ended 31.3.2023/ 31.12.2022 (whichever is applicable) duly certified by the Chartered Accountant. No or NIL receipts in any particular year shall be reported.

Note: Financial data for the last five audited financial years has to be submitted by the applicant in **Annexure-2** along with audited balance sheets. The financial data in the prescribed format shall be certified by a chartered accountant with his stamp, signature and membership number. If the audited balance sheet and financial data of any year is not submitted, then the application shall be considered incomplete and summarily rejected. Also, if the applicant provides no or NIL financial data for any of the above financial year, then his application shall not be considered and summarily rejected.

2.3. Personnel Capabilities: The applicant must have suitable skilled staff to produce high quality work for successful completion of projects. List of employees and their bio-data shall be submitted in the prescribed format as per **Annexure-3**.

- 2.4. The pre-qualification application of the applicant, who do not qualify the minimum eligibility criteria stipulated in the **sub-clause 2.2 (“Minimum Eligibility Criteria”)** above, shall not be considered for further evaluation and shall therefore be rejected. The mere fact that the applicant is qualified as mentioned in sub clause 2.2 shall not imply that his application shall automatically be accepted. The same should contain all technical data as required for consideration of application prescribed in the instruction to applicant (ITA).
- 2.5. Work shall be allotted to any applicant at any particular time as per his capacity. **Although, the eligibility of the applicant for the work would be decided by the initial filter criteria, the number of workshops to be initially allocated to each qualified applicant would be decided by the relative weightage score assigned to each qualified applicant as per assessment through the weightage criteria. Any number of additional workshops may be allocated or the number of workshops already allocated may be re-allocated subsequently based on the progress and performance of each organization.**
- 2.6. Financial data for the last five (5) financial years has to be submitted by the Applicant in **Annexure-2** along with audited financial statements. The financial data in the prescribed format shall be certified by Chartered Accountant with his stamp, signature and membership number.

3. **CORRUPT OR FRAUDULENT PRACTICES**

- 3.1. NSKFDC requires that the applicants under this process observe the highest standard of ethics during the procurement and executions of this contract. In pursuance of this policy, NSKFDC:
- (a) Defines, for the purpose of these provisions, the terms set forth as follow:
- i. **“Corrupt practice”** means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
 - ii. **“Fraudulent practice”** means concealment and/or misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of NSKFDC, and includes collusive practice among Applicants (prior to or after submission of application) designed to establish bid prices at artificial non-competitive levels and to deprive NSKFDC of the benefits of free and open competition.
- (b) Will reject a proposal for award of work if it determines that the applicant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

(c) Will declare an applicant ineligible either indefinitely or for a stated period of time, for award of contract/contracts, if it at any time determines that the applicant has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

3.2. An Applicant shall submit an undertaking in this regard in the prescribed format as per **Annexure-5**.

4. AMENDMENT OF PRE-QUALIFICATION DOCUMENT

4.1. At any time prior to the deadline for submission of applications, NSKFDC may amend the Pre-qualification Documents by issuing addenda.

4.2. Any addendum issued shall be part of the Pre-qualification Documents and shall be available on the website of NSKFDC.

4.3. To give Applicants reasonable time to take an addendum into account in preparing their applications, NSKFDC may, at its discretion, extend the deadline for the submission of applications

5. LANGUAGE OF APPLICATION

The application as well as all correspondence and documents relating to the Pre-qualification exchanged by the Applicant and NSKFDC, shall be in English or Hindi. Supporting documents and printed literature that are part of the application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in English, in that case, for purposes of interpretation of the application, the English translation shall govern.

6. SIGNING OF THE APPLICATION AND NUMBER OF COPIES

6.1. The Applicant shall prepare one original set of the Pre-qualification documents and clearly mark it "ORIGINAL". The original of the application shall be typed and shall be signed by the applicant or persons duly authorized to sign on behalf of the Applicant.

6.2. The original of the application shall either be typed or downloaded from website www.nskfdc.nic.in or <https://eprocure.gov.in> or written in indelible ink and duly filled all the pages of the original copy shall be signed by a person or persons duly authorised to sign on behalf of the Applicant. All pages of the Pre-qualification documents, where entries or amendments have been made, shall be initialled and dated by the person or persons signing the application.

- 6.3. An authorized representative shall have the authority to conduct all business and incur liabilities related thereto for and on behalf of the organisation it represents, during the Pre-qualification and during contract execution.
- 6.4. The applicant shall submit the original of the Pre-Qualification Application in an envelope. The Pre-qualification Application must contain a Demand Draft of scheduled commercial Bank of requisite amount as mentioned in **Part I clause 2 (“Key Details”)** above drawn in favour of NSKFDC, payable at New Delhi as tender fee and EMD. Application without accompanying tender fee and EMD shall be summarily rejected.

7. DEADLINE AND ADDRESS FOR SUBMISSION OF APPLICATIONS

- 7.1. Applications shall be submitted to NSKFDC by hand or through registered post or courier service at the address given below as per details given in Part I clause 2 (“Key Details”).

Delay due to late delivery of mail is the sole responsibility of the applicant.

7.2. The Application should be addressed to:

Manager (NAMASTE), National Safai Karamcharis Finance and Development Corporation (NSKFDC), NTSC, 3rd Floor, E-Block, NSIC, Okhla Industrial Area Estate-III, New Delhi – 110020.

- 7.3. **All envelopes shall be titled "PRE-QUALIFICATION APPLICATION FOR ORGANISING WORKSHOPS ON HAZARDOUS CLEANING OF SEWERS AND SEPTIC TANKS".**

- 7.4. NSKFDC may, at its discretion, extend the deadline for the submission of applications, in which case all rights and obligations of NSKFDC and the applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

8. LATE APPLICATIONS

Late applications received after the due date and time of submission of prequalification applications shall not be accepted.

9. CLARIFICATIONS OF APPLICATION

- 9.1. The applicants shall be evaluated on the basis of the application and documents submitted by them and NSKFDC shall not be under any obligation to seek any further information or clarifications.
- 9.2. Without prejudice to **sub-clause 9.1** above, in order to assist in the evaluation of applications, NSKFDC may, at its sole discretion, ask any

applicant for any clarification on its application which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing.

- 9.3.** If an applicant does not provide clarifications requested by the date and time set in NSKFDC's request or clarification, its application may be rejected.
- 9.4.** It is clarified that applicants will not be required to submit on their own, additional information or material subsequent to the date of submission and such material if submitted, will be disregarded and shall not be considered for evaluation. The pages of the Pre-Qualification documents submitted shall be numbered sequentially.
- 10.** NSKFDC may reject any application, which is not responsive to the requirements of the Pre-qualification documents.
- 11.** Applicants for pre-qualification should note that this Pre-qualification Document is intended to provide preliminary information. The information contained herein shall not in any way be construed as binding on NSKFDC, its agents, successors or assignees.
- 12.** The Decision of NSKFDC with regard to the pre-qualification of agencies/firms shall be final and binding. Applicants will be deemed to have understood and agreed that no explanation or justification of any aspect of the pre-qualification process will be given and that NSKFDC's pre-qualification decisions are without any right of appeal whatsoever.
- 13.** NSKFDC reserves the right not to proceed with the pre-qualification procedure at any time without notice or liability.
- 14.** All documents and other information supplied by NSKFDC or submitted by an Applicant to NSKFDC shall remain or become the property of NSKFDC. Applicants are to treat all information as strictly confidential. NSKFDC will not return any pre-qualification submissions.
- 15.** NSKFDC will notify successful pre-qualified Applicants. It will not entertain any query or clarification from applicants who fail to qualify.
- 16.** Applicants will be required to confirm and declare with the Pre-Qualification Application that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other items or work related to this Pre-qualification process. They will have to further confirm and declare in the submittal that no agency commission or any payment which may be construed as an agency commission has been, or will be, paid and that the tender price and EMD will not include any such amount.

17. GENERAL REQUIREMENTS

17.1. The applicant shall be responsible for obtaining relevant certificates or clearances from local civic authorities etc. NSKFDC shall extend necessary assistance wherever possible.

17.2. The applicant shall have an Internal Quality Assurance Program to ensure that all work is executed, checked and completed as per standards.

18. INFORMATION BY THE APPLICANTS

18.1. Applicants should attach clearly marked and referenced continuation sheets in the event that the space provided in the Pre-qualification Document, application or Annexure is insufficient.

18.2. Information supplied by an applicant must be related to the applicant and not to other associated companies or firms. Allotment of workshops will only be issued to applicant whose identity and/or constitution is identical to that at pre-qualification.

18.3. While responding to the pre-qualification submission, Applicants should demonstrate their capabilities, by providing material based on their experience, past performance, their personnel, equipment and financial resources, including:

- a) Capability to execute the project to the requisite standard and to monitor and control the project.
- b) Capability to programme and re-programme the work, monitor progress against programme and to utilise monitoring techniques.
- c) Capability to manage, supervise and undertake the work in a manner and to a quality commensurate with standards.
- d) Capability to undertake pro-actively and to manage contract interfaces and co-ordination.
- e) Capability to execute the work in time by having adequate resources.

18.4. The evaluation criteria, evaluation topics, scoring scheme and relative weightage are provided in **Part V**.

19. CORRESPONDENCE WITH APPLICANTS

19.1. The pre-qualification document can also be downloaded from the website of NSKFDC www.nskfdc.nic.in. Please note that the pre-qualification application without accompanying the tender fee and EMD shall not be evaluated and shall be summarily rejected.

19.2. Intended applicants are required to watch the website of NSKFDC for all updates in connection with this pre-qualification viz. Addendum, Postponement of Submission schedules etc. NSKFDC shall not be responsible in any way on account of the intended applicant not noticing the updates.

19.3. All communications between the Applicant and NSKFDC shall be conducted in writing.

19.4. NSKFDC will respond in writing to any request for clarification received in writing from applicants before the last date of seeking clarification as mentioned in Key details.

20. Procedure for Empanelment:

- i. The proposals received would be scrutinized by NSKFDC and those institutions who qualify the eligibility criteria as mentioned in this document, shall be shortlisted and would be eligible for empanelment. Subsequently, the institutions which accept the Terms and Conditions including charges payable per workshop may be empanelled.
- ii. The number of institutions to be empanelled shall be determined by NSKFDC based on the requirement. NSKFDC reserves the right to restrict the number of organizations at its discretion as per any criteria as enclosed in **Annexure-1**.
- iii. The empanelment shall be made initially for 2024-25 which may be extended for additional period upto two (2) years subject to requirement and discretion of NSKFDC.
- iv. If the performance of the organization is not found satisfactory, NSKFDC reserves the right to cancel the empanelment of the institution.

21. Terms and Conditions for conduct of workshop

- i. The empanelled institution shall hold Workshops in the municipalities and other similar local bodies as per the directions of NSKFDC and as per the guidelines provided to the institution from time to time.
- ii. The empanelled institution shall necessarily provide an action plan to NSKFDC for organizing the sanctioned workshops.
- iii. Organizations previously empanelled by NSKFDC to conduct workshops, but subsequently withdrew or failed to conduct the allocated workshops, or did not complete the allocated number of workshops without valid reasons during the specified period, will not be considered for this EoI or may be debarred from future work with NSKFDC.
- iv. The empanelled institution shall make all physical/other arrangements at site of Workshops.

- v. Any liability/claims arising due to organizing of workshop shall be that of the empanelled institution.
- vi. Empanelled institution will comply with other terms and conditions as per the EoI and such other terms as may be specified in the Sanction letter of NSKFDC or conveyed subsequently.
- vii. NSKFDC may, at its discretion, assign work and venues to any one or more of the empanelled institution/s depending upon its requirement.
- viii. NSKFDC would provide the templates of necessary workshop material to the institution. The institution is required to well acquaint its concerned staff about the delivery of the workshop. In this regard, NSKFDC or its authorized institution would provide necessary support wherever required.
- ix. The empanelled institution would prepare an action plan for organizing the workshops and necessarily provide prior information to NSKFDC by email before conducting any workshop.
- x. The institution will deliver the workshop in local/Regional language.
- xi. Generally, one workshop per district will be permitted which will cover all concerned ULBs of the district. However, any district having more than one municipal corporation will be permitted to organize an additional workshop per Municipal Corporation.
- xii. A WhatsApp group would be created by the empanelled institution with NSKFDC on which day-to-day activities, and status of workshops etc would be shared. On the day of workshop photographs and other details of the workshop held would be shared by the representatives of institution conducting workshop.
- xiii. The institution will make arrangements for live video conference during the workshop, with the participants of workshop and the concerned officers/representatives of NSKFDC.
- xiv. The institution would provide bills and reports (in prescribed Proforma) for each workshop conducted.
- xv. An all-inclusive amount of **Rs. 20,000/-** is admissible to the empanelled institution as reimbursement for each workshop conducted as per norms. NSKFDC may, at its discretion deduct amount for any short fall in conduct of workshop.
- xvi. The institution would give list of preferred States where it can confidently approach the ULBs and conduct workshops. Institutions with a presence in a specific State/UT will be given preference for organizing workshops within that same State/UT.
- xvii. The institution will give complete publicity to NSKFDC and its schemes during the Workshops and also facilitate participation of NSKFDC and its stakeholders for spreading awareness about the schemes for the target group.



**National Safai Karamcharis Finance and Development
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No. NSKFDC/ NAMASTE/Workshops/EoI/04/2024

Expression of Interest for

PRE-QUALIFICATION AND SHORTLISTING

OF AGENCIES

FOR ORGANISING

**“Workshops on Hazardous Cleaning of Sewers and Septic
Tanks”**

Part III – SCOPE OF WORK

National Safai Karamcharis Finance and Development Corporation

PART III: SCOPE OF WORK

1. SCOPE OF WORK:

- 1.1.** To organize Workshops on ‘Prevention of Hazardous Cleaning of Sewers and Septic Tanks” during 2024-25, being sponsored by National Safai Karamcharis Finance & Development Corporation under the National Action for Mechanised Sanitation Ecosystem (NAMASTE), earlier known as Self Employment Scheme for Rehabilitation of Manual Scavengers (SRMS) in various States/UTs/Urban Local Bodies/Municipal Corporations/Gram Panchayats, Emergency Sanitation Response Units (ESRUs) or any other body which employs sanitation workers for cleaning of sewers and septic tanks. The objective of the workshops is to sensitise the concerned municipalities/Gram Panchayats and other stakeholders through face to face/in person interaction about the provisions of the MS Act, 2013 for prevention of hazardous cleaning of sewers and septic tanks, safety precautions, standard operating procedures (SOPs) etc. NSKFDC has standard material for organizing workshops, which includes a short video film and PowerPoint Presentation. These workshops will be organized for the officers, engineers, sanitary inspectors, supervisors and contractors, sanitation workers etc. of the municipalities and contractors, representatives of hotels, malls, restaurants, RWAs etc. who are looking after the work of cleaning of sewers and septic tanks and other sanitation works.
- 1.2.** The normal duration of each workshop shall be of one day with interaction time of 4-6 hours in a day. Payment of Rs. 20,000/- (all inclusive) shall be made for each such workshop conducted successfully and as per the norms fixed by NSKFDC. In case, NSKFDC takes decision to conduct workshops for two days, then total payment of Rs. 40,000/- (all inclusive) shall be made for two days’ workshop.
- 1.3.** The Organisation will be required to make all arrangements for the workshops including liaison with the ULBs/ESRU for fixing date, time and venue of the workshop, arrangement of projector and screen, banners, distribution material, arrangement for delivery of the workshop by a representative, well versed with the subject etc.



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PRE-QUALIFICATION AND SHORTLISTING

OF AGENCIES

FOR ORGANISING

**Workshops on “Hazardous Cleaning of Sewers and Septic
Tanks”**

**Part IV – PRE-QUALIFICATION APPLICATION FORMS &
ANNEXURE**

National Safai Karamcharis Finance and Development Corporation

PRO-FORMA FOR LETTER OF APPLICATION

(On Letter Head of Organisation)

Manager (NAMASTE)
National Safai Karamcharis Finance and Development Corporation (NSKFDC)
NTSC, 3rd Floor, E-Block, NSIC,
Okhla Industrial Area Estate-III,
New Delhi – 110020, India.

(Applicant to provide date and reference)

Sub: APPLICATION FOR PRE-QUALIFICATION AND SHORTLISTING OF AGENCIES FOR ORGANISING “Workshops on Hazardous Cleaning of Sewers and Septic Tanks”

Dear Sir,

We, the undersigned, apply to be pre-qualified for the subject under reference and declare the following:

- (a) We are duly authorized to represent and act on behalf of _____ (hereinafter the “Applicant”).
- (b) We have examined and have no reservations to the Pre-qualification Document including Addenda No(s) _____.
- (c) We are attaching with this letter, the copies of original documents defining: -
 - i. the Applicant’s legal status;
 - ii. Its principal place of business; and
 - iii. Its place of incorporation (if Applicants are corporations); or its place of registration (if Applicants are partnerships or individually owned firms)
 - iv. Annexure 1 to 6 duly filled.
- (d) We further declare that we have not engaged any agent or middleman for this pre-qualification process or the allocation of workshops arising from it. We have not paid / will not be paying any commissions, gratuities or fees with respect to the pre-qualification process.
- (e) NSKFDC and/or its authorised representatives are hereby authorised to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients. This Letter of Application will also

serve as authorisation for any individual or authorised representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by NSKFDC.

- (f) NSKFDC and/or its authorised representatives may contact the following nodal persons for further information on any aspects of the Application:

| S. No. | Name & Designation | Address | Telephone No/ Mobile No | E Mail |
|--------|--------------------|---------|-------------------------|--------|
| 1. | | | | |
| 2. | | | | |

- (g) This application is made in the full understanding that: -

- i. Pre-qualified Applicants will be subject to verification of all information submitted.
- ii. NSKFDC reserves the right to reject or accept any or all applications, cancel the pre-qualification process without any obligation to inform the applicant about the grounds of same.

- (h) Additional specific information:

| S. No. | Point | Details |
|--------|---------------------------------|---------|
| 1. | Date of Formation/Incorporation | |

| | | |
|----|--|--|
| 2. | <p>a) Copy of the Registration Certificate and its renewal certificate showing validity.</p> <p>b) List showing name and residential addresses of the Board/Council members with designation, mobile/ phone number, Aadhar Card No., if any.</p> <p>(c) A copy of last Annual Report of the organisation be also provided.</p> | |
| 3. | <p>Voluntary organization/ NGO should be mandatorily registered with the NITI Aayog, Govt. of India (NGO Darpan Portal) and have a UID No.</p> <p>Evidence of Unique ID and Registration of the portal.</p> | |
| 4. | <p>It should have a valid PAN Number, GST NO. (if applicable).</p> <p>Copy of PAN CARD /GST Registration Certificate</p> | |
| 5. | <p>List of preferred States where it can confidently approach the ULBs and hold workshops.</p> | |

- (i) The undersigned declares that the statements made and the information provided in the application are duly complete, true, and correct in all respect. We also declare that no alteration has been made in pre-qualification documents downloaded. We also understand that in the event of any information furnished by us being found later on to be incorrect or any material information having been suppressed, or any discrepancy is found between the pre-qualification document submitted by us and the pre-qualification document issued by NSKFDC the following action can be taken:
- a. Our name will be removed from the panel of pre-qualified agencies.
 - b. Any allocation of workshops on the basis of pre-qualification may not be considered and cancelled.

- c. If any allocation of workshop is made to us on the basis of our pre-qualification, the same may be withdrawn and cancelled without any financial claim / Arbitration application from our side.

Name:

In the Capacity of:

Signature of Authorized Signatory:

Duly authorized to sign the Application for and on behalf of:

Date:

Email:

Contact Number:

Part A

Applicant's

legal

name

Details of work relating to organizing workshops

| <i>Specific Experience</i> | |
|--|--|
| Name of work | |
| Award date | |
| Stipulated date of Completion | |
| Actual date of completion | |
| No. of workshops completed in this work | |
| Subject and Objective of the Workshops | |
| Details of Extension of time granted with or without levy of Compensation/LD if any | |
| Client's Name | |
| Client's Address | |
| Telephone / Fax number | |
| E-mail | |

NOTE:

1. This is to be substantiated with documentary evidence.
2. Separate sheet for each work along with Clients Certificate to be submitted.
3. In case the work is executed for private client, copy of work order, copy of agreement, bill wise details of payment received certified by Chartered Accountant, TDS certificates for all payments received and copy of final/last bill paid by the client shall be submitted.

Part B

Summary of Information provided in Part A

Applicant's legal name _____

| S. No. | Name of work | Date of completion | Work executed by the applicant | No. of Workshops completed | Remarks |
|---------------|---------------------|---------------------------|---------------------------------------|-----------------------------------|----------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |

NOTE: Reasons of delay whether on applicant's account or on account of Client in each applicable case need to be enclosed separately.

ANNEXURE-2**FINANCIAL DATA**

Applicant's legal name _____

(ALL AMOUNT IN INDIAN RUPEES IN CRORES)

| S.No. | Description | Financial Data for Last 5 Audited Financial Years | | | | |
|-------|-----------------------------|---|--------------|--------------|--------------|--------------|
| | | Year 2018-19 | Year 2019-20 | Year 2020-21 | Year 2021-22 | Year 2022-23 |
| 1. | Total Assets | | | | | |
| 2. | Current Assets | | | | | |
| 3. | Total External Liabilities | | | | | |
| 4. | Current Liabilities | | | | | |
| 5. | Annual Profits Before Taxes | | | | | |
| 6. | Annual Profits After Taxes | | | | | |
| 7. | Net Worth [= 1 - 3] | | | | | |
| 8. | Working Capital [=2 - 4] | | | | | |
| 9. | Annual turnover | | | | | |

Attach copies of the audited balance sheets, including all related notes, income statements for the last three audited financial years, as indicated above, complying with the following conditions.

1. All such documents reflect the financial data of the Applicant and not sister or Parent Company.
2. The FINANCIAL DATA in the above Annexure shall be duly certified by Chartered Accountant under his signature, stamp clearly mentioning membership number.

ANNEXURE-3

PERSONNEL CAPABILITIES

Applicant's legal name _____

| S. No. | Name of employee | Academic Qualification | Post held | Date of employment | Details of Relevant Experience including previous employment | No of years of Relevant Experience |
|--------|------------------|------------------------|-----------|--------------------|--|------------------------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

*(Attach additional sheets if required)

Applicant's legal name _____

UNDERTAKING FOR NOT BLACKLISTED

We do hereby undertake that we have not been blacklisted or deregistered by any Central / State government department or public sector undertaking and also that none of our work was rescinded by the client after award of contract during last five years.

Signature & Stamp of Applicant or Authorised

Signatory on behalf of the Applicant

Applicant's legal name _____

UNDERTAKING FOR CORRUPT AND FRAUDULENT PRACTICE

It is confirmed and declared that we have not been engaged in any fraudulent and corrupt practice as defined in Clause 3 ("Corrupt or Fraudulent Practices") of Part-II (Instructions to Applicants) and that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other items of work related to the award and performance of this contract.

Signature & Stamp of Applicant or Authorised

Signatory on behalf of the Applicant

UNDERTAKING FOR NOT SUFFERING BANKRUPTCY/INSOLVENCY

We do hereby undertake that we have not suffered bankruptcy/insolvency during last three years as stated in sub-clause 2.1(vi) of Part II - Instructions to Applicants.

Signature & Stamp of Applicant or Authorised

Signatory on behalf of the Applicant



**National Safai Karamcharis Finance and Development
Corporation (NSKFDC)**

No. NSKFDC/ NAMASTE/Workshops/EoI/04/2024

Expression of Interest for

PRE-QUALIFICATION AND SHORTLISTING

OF AGENCIES

FOR THE

**Workshops on “Hazardous Cleaning of Sewers and Septic
Tanks”**

Part V – PRE-QUALIFICATION EVALUATION CRITERIA

Part V - EVALUATION CRITERIA

1. INTRODUCTION

This Part V, Evaluation Criteria contains the criteria, factors and methods that NSKFDC will use to evaluate the application. This Evaluation Criteria is prepared for evaluating the Applicants for their suitability to execute the work of organizing workshops on Hazardous Cleaning of Sewers and Septic Tanks.

2. VALUATION FACTORS

To be pre-qualified, the applicants are required to demonstrate their capabilities by providing information regarding their experience, past performance, their technical and organizational capability and financial resources etc.

3. EVALUATION CRITERIA

3.1. Initial Filter: The applicants will be first evaluated on the initial criteria, which will act as an initial filter. The Initial Filter Criteria is in **Appendix-A of Part V. A “NO” answer in the case of Criteria No. 01-08 will disqualify the applicant. A “YES” answer to any of the questions in filter criteria nos. 09-11 will also disqualify the applicant.** The applicants who do not pass these initial filter criteria will not be evaluated further and their application shall be summarily rejected.

3.2. Final Evaluation: Applicants who pass the Initial Filter Test will be evaluated on the topics listed below with marks up to 3 and weighted as given in the Table- 5.2 here below. It should be understood clearly that a minimum of 50% score is necessary in each of the following three categories and 60% of the “Aggregate” for the overall “Pass” Score for Pre-qualification.

A. Financial Standing

B. Technical and Organizational Capability

C. Experience Record

3.3. Financial data for latest 5 financial years (2018-19, 2019-20, 2020-21, 2021-22 & 2022-23 or years 2018, 2019, 2020, 2021 & 2022) has to be submitted by applicant along with the audited Balance Sheets.

3.4. In case Audited Balance Sheet or financial data of any financial year/ calendar year, duly certified by Chartered Accountant is not submitted, the application will be considered as non-responsive and summarily rejected. Also, if Nil or No financial data of any particular year is submitted, then also application shall be summarily rejected.

3.5. For completed works, the achievements upto 31.03.2024 shall be considered.

4. ASSESSMENT TOPICS

The name and number of topics to be assessed are shown in Table 5.1.

Table 5.1: Assessment

| Topic No. | Assessment Topic |
|------------------|---|
| | A-Financial Standing |
| T ₁ | Average Annual Turn Over |
| | B- Technical & Organizational Capability |
| T ₂ | Academic Qualifications of key personnel delivering the |
| T ₃ | Experience of Key Personnel to deliver the workshops |
| T ₄ | Age of organisation |
| | C- Experience Record |
| T ₅ | No. of relevant workshops organised |
| T ₆ | No. of other workshops organised |

4.1. Assessment Score

This is based on the weightage to be given to each Topic relative to the whole of the pre-qualification topics, and the points scored by the Applicant against each topic.

4.2. Gradation:

All Evaluation Topics will be scored based on the following gradation:

| Assessment | Grade |
|------------|-------|
|------------|-------|

| | |
|-----------|---|
| Average | 1 |
| Good | 2 |
| Excellent | 3 |

4.3. Weightage

The weightage for each Evaluation Topic has been determined by the importance NSKFDC attaches to the Topic. The weightage is graded depending on the relative importance of the assessment topic.

The purpose of assessment topics, points system, gradation and relative weightage is to assess the applicants comprehensively and objectively. Therefore, while there may be still some subjective consideration as to what constitutes the award of points, NSKFDC's decision on this regard is final and binding on Applicants. **Although, the eligibility of the applicant for the work would be decided by the initial filter criteria, the number of workshops to be initially allocated to each qualified applicant would be decided by the relative weightage score assigned to each qualified applicant as per assessment through the weightage criteria. Any number of additional workshops may be allocated or the number of workshops already allocated may be re-allocated subsequently at the discretion of NSKFDC, based on the progress and performance of each organization.**

The detailed method of assessment is provided in Table 5.2

Table- 5.2: Weightage of Assessment Topics

| TOPIC NO. | ASSESSMENT TOPIC | MIN. POINTS | MAX. POINTS | WEIGHT AGE | MAX. SCORE |
|----------------|---|-------------|-------------|------------|------------|
| | <i>Financial Standing</i> | | | | |
| T ₁ | Average Annual Turnover | 1 | 3 | 8 | 24 |
| | Total (A) | | | | 24 |
| | <i>Technical and Organisational Capability</i> | | | | |
| T ₂ | Academic Qualifications of key personnel delivering the workshops | 1 | 3 | 2 | 6 |

| | | | | | |
|----------------|--|---|---|----|------------|
| T ₃ | Experience of Key Personnel to deliver the workshops | 1 | 3 | 6 | 18 |
| T ₄ | Age of organisation | 1 | 3 | 4 | 12 |
| | Total (B) | | | | 36 |
| | <i>Experience Record</i> | | | | |
| T ₅ | No. of relevant workshops organised | 1 | 3 | 25 | 75 |
| T ₆ | No. of other workshops organised | 1 | 3 | 5 | 15 |
| | Total (C) | | | | 90 |
| | Total Max. Possible Score (A+B+C) | | | | 150 |

4.4. Details of Assessment Topics:

The assessment topics have been designed to meet the requirements in successfully completing the targets to be assigned for organizing the workshops. More points have been allocated for better experience of organizing relevant workshops.

4.4.1. T₁ Annual Turnover

This shows the annual turnover of the Applicant for the last five years as detailed in **Annexure-2 of Part-IV**. Average of last 05 years of Annual Turnover will be considered for evaluation.

4.4.2. T₂ Academic Qualifications of Key Personnel

The nature of Workshops demands that the Applicant must have suitably qualified personnel to understand the subject of the workshops. Academic Qualification of only Key Personnel up to 5 (five) in number will be evaluated.

4.4.3. T₃ Experience of Key Personnel

It is not only the number and educational qualifications of Key Personnel, which can enable the applicant to complete the work within time and of desired quality but their experience is also important for delivery of the

workshops. The experiences of Key Personnel up to 5 (five) in number as per details stated in **Annexure-3 of Part-IV** shall be taken into account.

4.4.4. T₄ Age of organisation

The number of completed years of legal formation of the organization as on 31.3.2023 shall be considered.

4.4.5. T₅ No. of relevant workshops organised

For no. of relevant workshops organised, the achievements of last five years upto 31.3.2024 shall be considered.

4.4.6. T₆ No. of other workshops organised

For no. of other workshops organised, the achievements of last five years upto 31.03.2024 shall be considered.

4.5. ASSESSMENT SCORING WEIGHTAGE

The weightage has been determined by the importance of topic as explained in clause 4 and the gradation formula for indicated topics is as under:

4.5.1. T₁ Average Annual Turn Over of last 5 years

| | |
|---------------------------------------|----------|
| > Rs. 1.0 Crore | 3 points |
| < Rs. 1.00 Crore and > Rs. 0.50 Crore | 2 points |
| < Rs. 0.50 Crore and > Rs. 0.25 Crore | 1 point |

4.5.2. T₂ Academic Qualifications of Key Personnel up to 5 (five) in number in various disciplines available for work.

| | |
|------------------------------------|----------|
| 5 Key Personnel are graduates | 3 points |
| 3 to 4 Key Personnel are graduates | 2 points |
| 1 to 2 Key Personnel are graduates | 1 point |

4.5.3. T₃ Experience of Key Personnel up to 5 (five) in number as stated in **Annexure-3 of Part-IV** available for workshops to be delivered shall be considered for assigning the points. The sum total of years of experiences of key personnel divided by number of key personnel proposed by the applicant will be the average experience of the key personnel. Based on the average number of years of experience of key personnel, the points shall be given as:

| | |
|------------------------|----------|
| ≥ 5 years | 3 points |
| < 5 years or > 3 years | 2 points |
| 1 to 3 years | 1 point |

4.5.4. T₄ Age of Organisation

The age of organization shall be reckoned with the date of legal formation of the organization. The points shall be given for the completed years as on 31.3.2023 as per the following criteria: -

| | |
|------------------------|----------|
| ≥ 7 years | 3 points |
| < 7 years or > 5 years | 2 points |
| = 5 years | 1 point |

4.5.5. T₅ Work Experience:

Number of workshops on hazardous cleaning of sewers and septic tanks, organised during last 05(five) years as on 31.3.2024 as stated in **Annexure-1 (Part A & B) of Part IV**

| No. of workshops organized | Points |
|----------------------------|--------|
| 10-30 | 1 |
| 31-50 | 2 |
| Above 50 | 3 |

4.5.6. T₆ Work Experience:

Number of other workshops organised during last 05(five) years as on 31.3.2024 as stated in **Annexure-1 (Part A & B) of Part IV**

| No. of other workshops organized | Points |
|----------------------------------|--------|
| 10-30 | 1 |
| 31-50 | 2 |
| Above 50 | 3 |

Appendix- 'A'
INITIAL FILTER CRITERIA OF APPLICANTS

Name of Applicant organisation:

| No. | Criteria | Yes | No |
|-----|--|-----|----|
| 1. | Whether the organisation is a legal entity registered under relevant provisions? | | |
| 2. | Whether the organisation has completed 5 (five) years of its registration as on 31.03.2023? | | |
| 3. | In case of NGO, whether it has been registered with NGO Darpan? | | |
| 4. | Whether the Tender Fee and EMD has been sent along with the EoI document? (Exempted, if relevant exemption certificate is attached) | | |
| 5. | Has the Applicant submitted Audited Balance Sheets and financial data of all of the last five years upto financial year 2022-23? | | |
| 6. | Whether the average annual turnover of the last five years upto financial year 2022-23 of the organisation is more than Rs. 25 lakhs? | | |
| 7. | Whether the organisation has organised at least 30 workshops during the last five years as on 31.03.2024 in/for any government organisation or public limited company or multinational company or corporate? | | |
| 8. | Whether the organisation has at least five key personnel to deliver the workshop? | | |
| 9. | Has the Applicant abandoned any work in the last five years or has it been blacklisted by any Government department / PSU or has any of its contract terminated for failure to perform? | | |
| 10. | Has any misleading information been given in the application by the applicant? | | |
| 11. | Has the Applicant suffered bankruptcy / insolvency in the last three years? | | |

Note: 1. A "NO" answer in the case of Criteria No. 1-8 will disqualify the Applicant. A "YES" answer to any of the questions above (except Criteria No. 9-11) will also disqualify the Applicant.

Signature & Stamp of Applicant Or

Authorised Signatory on behalf of the Applicant