



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

No. NSFKDC/SRMS/Workshops/EoI/01/2022

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 Corporation
(NSKFDC)**

No. NSFKDC/SRMS/Workshops/Eol/01/2022

Expression of Interest for

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

Workshops on Hazardous Cleaning of Sewers and Septic Tanks”

Part I – NOTICE INVITING PRE-QUALIFICATION

National Safai Karamcharis Finance and Development Corporation

Part I: Notice Inviting Pre-qualification

1.1 GENERAL

- 1.1.1 **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 2022-23, being sponsored by National Safai Karamcharis Finance & Development Corporation under the 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.
- 1.1.2 The objective of the workshops is to sensitise the concerned municipalities/Gram Panchayats and other stakeholders about the provisions of the MS Act, 2013 for prevention of hazardous cleaning of sewers and septic tanks. NSKFDC has standard material for organizing workshops, which includes a short video and PowerPoint Presentation. These workshops are being organized for the officers, engineers, sanitary inspectors, supervisors and contractors, sanitation workers etc. of the municipalities who are looking after the work of cleaning of sewers and septic tanks and other sanitation works.
- 1.1.3 **Consequent to this pre-qualification the agencies shall be** eligible to get sanction for organizing workshops on Hazardous Cleaning of Sewers and Septic Tanks.
- 1.1.4 The applicants shall submit financial data as per **Annexure A1 and A2** 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.
- 1.1.5 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 decision of NSKFDC shall be treated as final and binding in this regard.

1.2 KEY DETAILS

Approximate cost of Work	Rs. 20,000/- per workshop
Last date of seeking clarifications	<u>22.04.2022 (up to 1500 Hrs)</u>
Date & time of Submission of Pre-Qualification documents	<u>03.05.2022 (up to 1500 Hrs)</u>
Authority and place for seeking clarifications and submission of completed Pre-Qualification	General Manager National Safai Karamcharis Finance and Development Corporation (NSKFDC) NTSC, 3 rd Floor, E-Block, NSIC, Okhla

documents.	Industrial Area Estate-III, New Delhi – 110020.
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Tender Fee: Please note that the pre-qualification application without accompanying the requisite tender fee shall not be evaluated and shall be summarily rejected. The application document should be properly bounded and secured before submission.

1.3 QUALIFICATION CRITERIA

1.3.1 ELIGIBILITY OF APPLICANTS

- i. For the purpose of this pre-qualification an applicant can be a Governemnt/non-Government institution/Body/Trust/Society/NGO atleast 5 years old as on 31.03.2021. It should be having valid registration certificate under the relevant statute, under which it had been incorporated. It should have Governing Council/Board of Directors.
- ii. Its accounts should have been audited upto 31.3.2021/31.12.2020 (as the case may be), by a firm of certified Chartered Accountants.
- iii. Voluntary organization/NGO should be mandatorily registered with the Niti Ayog, 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 applicant must have been rescinded by the client after the award of contract during 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 last three years. The applicant should have to submit undertaking to this effect in the prescribed format as per **Annexure-6**

vii. MINIMUM ELIGIBILITY CRITERIA

A. **Work Experience:** The applicant shall have satisfactorily completed similar works during last 05(five) years period ending on 31.03.2022, 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 shall have conducted atleast 30 Workshops during the last 5years in any Govt organization or Public Limited Company or Multi National Company or Corporate.

Notes:

- 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. No. of workshops completed up to 31.03.2022 will also be considered for qualification of work experience criteria.

B. Financial Standing:

It should have minimum average annual turnover of Rs.25.00 lakhs during the last 3 financial years ended 31.3.2021/31.12.2020 (whichever is applicable) duly certified by the Chartered Accountant. No or NIL receipts in any particular year shall be reported.

Notes:

- Financial data for the last three 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 chartered accountant with his stamp, signature and membership number. If 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.

1.3.2 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.

1.3.3 The pre-qualification application of the applicant, who do not qualify the minimum eligibility criteria stipulated in the clause 1.3 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 1.3** 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).

1.3.4 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.**

1.3.5 Financial data for last three financial years has to be submitted by the Pre-qualified Applicant in Annexure A1 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.

1.3.6 The pre-qualification document consists of:

Part I: Notice Inviting Pre-qualification

Part II: Instructions to applicants

Part III: Scope of Work

Part IV: Application form and Annexure

Part V: Evaluation Criteria

- 1.3.7. The pre-qualification of applicants shall be governed by the documents listed in Para 1.3.6 above along with latest edition and updated addendums.
- 1.3.8 Late submissions (received after due date and time of submission of document) shall not be accepted under any circumstances.
- 1.3.9 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.



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

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Expression of Interest for

**“PRE-QUALIFICATION AND SHORTLISTING
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Workshops on Hazardous Cleaning of Sewers and Septic Tanks”

Part II – INSTRUCTIONS TO APPLICANTS

1.1 GENERAL

- 1.1.1(a) 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 2022-23, under the 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 an amount a consolidated amount of Rs. 20,000/- for successfully organizing each such workshop
- (b) 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 A1 and A2 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 (Annexure 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.
- (c) 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.

1.1.2 KEY DETAILS

Approximate cost of Work	Rs. 20,000/- per workshop
Time Period	At the earliest after sanction. Time to be indicated in the sanction.
Last date of seeking clarifications	<u>22-04-2012 (up to 1500 Hrs)</u>
Date & time of Submission of Pre-Qualification documents	<u>03-05-2012 (up to 1500 Hrs)</u>
Authority and place for seeking clarifications and submission of completed Pre-Qualification documents.	General Manager National Safai Karamcharis Finance and Development Corporation (NSKFDC) NTSC, 3 rd Floor, E-Block, NSIC, Okhla Industrial Area Estate-III, New Delhi – 110020.

- i) **EMD:** No EMD is required

- ii) **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 shall not be evaluated and shall be summarily rejected. The document so downloaded from NSKFDC website should be properly bounded and secured before submission.

1.3 QUALIFICATION CRITERIA

1.3.1 ELIGIBILITY OF APPLICANTS

- i. For the purpose of this pre-qualification an applicant can be an institution/Body/Trust/Society/NGO at least 5 years old as on 31.03.2021. It should be having valid registration certificate under the relevant statute, under which it had been incorporated. It should have Governing Council/Board of Directors.
- ii. Its accounts should have been audited upto 31.3.2021/31.12.2020 (as the case may be), by a firm of certified Chartered Accountants.
- iii. Voluntary organization/NGO should be mandatorily registered with the Niti Ayog, 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 applicant must have been rescinded by the client after the award of contract during 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 last three years. The applicant should have to submit undertaking to this effect in the prescribed format as per Annexure-6
- vii. **MINIMUM ELIGIBILITY CRITERIA**

A. **Work Experience:** The applicant shall have satisfactorily completed similar works during last 05(five) years period ending on 31.03.2022, 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 shall have conducted atleast 30 Workshops during the last 5 years or any Govt organization or Public Limited Company or Multi National Company or Corporate.

Notes:

- 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. No. of workshops completed up to 31.03.2022 will also be considered for qualification of work experience criteria.

B. Financial Standing:

It should have average annual turnover minimum of Rs.25.00 lakhs during the last 3 financial years ended 31.3.2021/31.12.2020 (whichever is applicable) duly certified by the Chartered Accountant. No or NIL receipts in any particular year shall be reported.

Notes:

- Financial data for the last three 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 chartered accountant with his stamp, signature and membership number. If 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.

1.3.4 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.

1.3.5 The pre-qualification application of the applicant, who do not qualify the minimum eligibility criteria stipulated in the clause 1.3 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 1.3** 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).

1.3.4 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.**

1.3.5 Financial data for last three financial years has to be submitted by the Pre-qualified Applicant in Annexure A1 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.

1.3.6 The pre-qualification document consists of:

Part I: Notice Inviting Pre-qualification

Part II: Instructions to applicants

Part III: Scope of Work

Part IV: Application form and Annexure

Part V: Evaluation Criteria

- 1.3.7. The pre-qualification of applicants shall be governed by the documents listed in Para 1.3.6 above along with latest edition and updated addendums.
 - 1.3.8 Late submissions (received after due date and time of submission of document) shall not be accepted under any circumstances.
 - 1.3.9 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 the NSKFDC for rejection of his application.
2. The pre-qualification application should be accompanied with following forms and annexures:

Form –A

Annexure-1 Work Experience (Part A and Part B)

Annexure-2 Audited financial data of last three 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

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 SECTIONS OF PRE-QUALIFICATION DOCUMENT

The Pre-qualification document comprises of five parts as follows:

Part I	Notice Inviting Pre-qualification
Part II	Instruction to applicants
Part III	Scope of work
Part IV	Application form and Annexure
Part V	Evaluation Criteria

5 AMENDMENT OF PRE-QUALIFICATION DOCUMENT

- 5.1 At any time prior to the deadline for submission of applications, NSKFDC may amend the Pre-qualification Documents by issuing addenda.
- 5.2 Any addendum issued shall be part of the Pre-qualification Documents and shall be available on the website of NSKFDC.
- 5.3 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

6 LANGUAGE OF APPLICATION

- 6.1 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.

7 SIGNING OF THE APPLICATION AND NUMBER OF COPIES

- 7.1 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.

- 7.2 **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.

- 7.3 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.
- 7.4 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 clause 1.1.2 above drawn in favour of NSKFDC, Payable at New Delhi as tender fee. Application without accompanying tender fee shall be summarily rejected.

8 DEADLINE AND ADDRESS FOR SUBMISSION OF APPLICATIONS

- 8.1 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 key details, Clause 1.1

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

- 8.2 The Application should be addressed to

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

- 8.3 All envelopes shall be titled "PRE-QUALIFICATION APPLICATION FOR ORGANISING WORKSHOPS ON HAZARDOUS CLEANING OF SEWERS AND SEPTIC TANKS".
- 8.4 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.

9 LATE APPLICATIONS

- 9.1 Late applications received after due date and time of submission of pre-qualification application shall not be accepted.

10 CLARIFICATIONS OF APPLICATION

- 10.1 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.
- 10.2 Without prejudice to Clause 10.1 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.

- 10.3 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.
11. 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.

RESPONSIVENESS OF APPLICANTS

12. NSKFDC may reject any application, which is not responsive to the requirements of the Pre-qualification documents.
13. Applicants for pre-qualification should note that this Pre-qualification Documents is intended to provide preliminary information. The information contained herein shall not in anyway be construed as binding on NSKFDC, its agents, successors or assignees.
14. 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.
15. NSKFDC reserves the right not to proceed with the pre-qualification procedure at any time without notice or liability.
16. 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.
17. NSKFDC will notify successful pre-qualified Applicants. It will not entertain any query or clarification from Applicant who fail to qualify.
18. Applicant 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 will not include any such amount.

19. GENERAL REQUIREMENTS

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

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

20. INFORMATION BY THE APPLICANTS

20.1 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.

20.2 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.

20.3 In 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.

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

21 CORRESPONDENCE WITH APPLICANTS

21.1 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 shall not be evaluated and shall be summarily rejected.

21.2 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.

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

21.4 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.

22. 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 I.
- iii)** The empanelment shall be made initially for 2022-23 which may be extended for additional one year 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.

23. 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)** The organizations which were earlier on when empanelled by NSKFDC for organizing the workshops and later on backed out or did not conduct the allotted workshops or the organization fails to conduct the allotted number of workshops fully without any valid reasons, during the period, shall not be considered for this EoI or debarred for further work in 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 additional one 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 ~~held~~ conduct workshops. Institutions having spread in particular State/UT would be preferred for organizing workshops in the 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.



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No. NSFKDC/SRMS/Workshops/EoI/01/2022

Expression of Interest for

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OF AGENCIES
FOR ORGANISING**

“Workshops on Hazardous Cleaning of Sewers and Septic Tanks”

Part III – SCOPE OF WORK

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 2022-23, being sponsored by National Safai Karamcharis Finance & Development Corporation under the Self Employment Scheme for Rehabilitation of Manual Scavengers (SRMS) in various States/UTs/Urban Local Bodies/Municipal Corporations/Gram Panchayats 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 (SO) etc. NSKFDC has standard material for organizing workshops, which includes a short video and PowerPoint Presentation. These workshops will be organized for the officers, engineers, sanitary inspectors, supervisors and contractors, sanitation workers etc. of the municipalities 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 of each such workshop conducted success fully and as per the norms fixed by NSKFDC. In case decision by NSKFDC 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 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.



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

No. NSFKDC/SRMS/Workshops/EoI/01/2022

Expression of Interest for

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

Workshops on Hazardous Cleaning of Sewers and Septic Tanks”

Part IV – PRE-QUALIFICATION APPLICATION FORMS & ANNEXURE

PRO-FORMA FOR LETTER OF APPLICATION

(On Letter Head of Organisation)

General Manager

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:

Sl. 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
i)	Date of Formation/Incorporation	
ii)	a) Copy of the Registration Certificate and its renewal certificate showing validity. b) List showing name and residential addresses of the Board/Council members with designation, mobile/ phone number, Aadhar Card No., if any. (c) A copy of last Annual Report of the institution be also provided.	
iii)	Voluntary organization/ NGO should be mandatorily registered with the NitiAyog, Govt. of India (NGO Darpan Portal) and have a UID No. Evidence of Unique ID and Registration of the portal.	

iv)	It should have a valid PAN Number, GST NO. (if applicable). Copy of PAN CARD /GST Registration Certificate	
v)	List of preferred States where it can confidently approach the ULBs and hold workshops.	

- (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 request from our side.

Signature of Authorized Signatory)

NAME.....

In the Capacity of

Signed

Duly authorized to sign the Application for and on behalf of

Date

Email:

Contact :

ANNEXURE- 1: 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	
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.

ANNEXURE-1: 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: 1 Reasons of delay whether on applicant's account or on account of Client in each applicable case need to be enclosed separately.

Financial DATA

Applicant's legal name

(ALL AMOUNT IN INDIAN RUPEES IN CRORES)

S.N.	Description	Financial Data for Latest Last 3 Audited Financial Years		
		Year 2018-19	Year 2019-20	Year 2020-21
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.

PERSONNEL CAPABILITIES

Applicant's legal name

S No	Name of employee	Technical /Other Qualification	Post held	Date of employment	Details of Relevant Experience including previous employments.	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 FRAUDULANT PRACTICE

It is confirmed and declared that we have not been engaged in any fraudulent and corrupt practice as defined in **Clause 3.0 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

ANNEXURE- 6

UNDERTAKING FOR NOT SUFFERING BANKRUPTCY/INSOLVENCY

We do hereby undertake that we have not suffered bankruptcy/insolvency during last three years as stated in **clause 1.3.1(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. NSFKDC/SRMS/Workshops/Eol/01/2022

Expression of Interest for

**“PRE-QUALIFICATION AND SHORTLISTING
OF AGENCIES
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“Workshops on Hazardous Cleaning of Sewers and Septic Tanks”

Part V – PRE-QUALIFICATION EVALUATION CRITERIA

1.4 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.

1.5 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.

1.3 EVALUATION CRITERIA

1.3.1 **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. 01-06 will disqualify the applicant. A “YES” answer to any of the questions in filter criteria nos. 07-11 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.

1.3.2 **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

1.3.3 Financial data for latest 3 financial years (2018-19, 2019-20 & 2020-21 or years 2019, 2020 & 2021) has to be submitted by applicant along with the audited Balance Sheets.

1.3.4 **In case Audited Balance Sheet or financial data of any financial year/ calendar year 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.**

1.3.5 For completed works, the achievements upto 31.03.2022 shall be considered.

1.4 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 workshops
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

1.5 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.

1.5.1 Gradation

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

Assessment	Grade
Average	1
Good	2
Excellent	3

1.5.2 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 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	WEIGHTAGE	MAX. SCORE
	<i>Financial Standing</i>				
T ₁	Average Annual Turnover	1	3	8	24
	Total				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				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

TOPIC NO.	ASSESSMENT TOPIC	MIN. POINTS	MAX. POINTS	WEIGHTAGE	MAX. SCORE
	Total				90
	Total Max. Possible Score				150

1.6 Assessment Topics:

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

1.6.1 T₃ Annual Turnover

This shows the annual turnover of the Applicant for the last three years as detailed in **annexure 2 of Part-IV**. Average of last 03 years of Annual Turnover will be considered for evaluation.

1.6.2 T₂ Academic Qualification 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 limited to 5 (five) in number will be evaluated.

1.6.3 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 limited to 5 (five) numbers as per details stated in **annexure 3 of Part-IV** shall be taken into account.

1.6.4 T₄ Age of organisation

The number of completed years of legal formation of the organization as on 31.3.2021 shall be considered.

1.6.5 T₅ No. of relevant workshops organised

For no. of relevant workshops organised, the achievements of last five years upto 31.03.2022 shall be considered.

1.6.6 T₆ No. of other workshops organised

For no. of other workshops organised, the achievements of last five years upto 31.03.2022 shall be considered.

1.7 ASSESSMENT SCORING WEIGHTAGE

The weightage has been determined by the importance of topic as explained in Clause 1.5 and the gradation formula for indicated topics is as under:

1.1 T₁ Average Annual Turn Over of last 3 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

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

≥80% of Key Personnel graduates	=	3 points
< 80% or > 50% of Key Personnel graduates	=	2 points
< 50% of Key Personnel graduates	=	1 points

1.7.3 T₃ Experience of Key Personnel limited 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

≥ 5years	=	3 points
< 5 years or > 3 years	=	2 points
≤ 3 years	=	1 point

1.7.4 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 31.3.2021 as per the following criteria:-

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

1.7.5 T₅ Work Experience: Number of workshops on hazardous cleaning of sewers and septic tanks, organised during last 05(five) years as stated in Annexure 1A & 1B of Part IV

No. of workshops organized	Points
10-20	1
11-30	2
Above 30	3

1.7.6 T₆ Work Experience: Number of other workshops organised during last 05(five) years as stated in Annexure 1A & 1B of Part IV

No. of other workshops organized	Points
10-20	1
11-30	2
Above 30	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 five years of its registration as on 31.3.2021?		
3.	In case of NGO, whether it has been registered with NGO Darpan?		
4.	Whether the Tender Fee has been sent alongwith 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 three years preceding financial year 2021-22?		
6.	Whether the average annual turn over of the last three years preceding financial year 2021-22 of the organisation is more than 25 lakh ?		
7.	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?		
8.	Has any misleading information been given in the application by the applicant?		
9.	Has the Applicant suffered bankruptcy / insolvency in the last three years?		
10.	Whether the organisation has organised atleast 30 workshops during the last five years ?		
11.	Whether the organisation has less than five key personnel to deliver the workshop ?		

Note: 1.A “NO” answer in the case of Criteria No. 1-6 will disqualify the Applicant. A “YES” answer to any of the questions above (except Criteria No.7-11) will also disqualify the Applicant.

Signature & Stamp of Applicant Or

Authorised Signatory on behalf of the Applicant