

## **Suchitwa Mission**

**Expression of Interest (“EoI”)**  
from Consultants engaged in Liquid Waste Management Projects

# **Empanelment of Engineering Consultants for Liquid Waste Management Projects**

**(2024 - 2027)**

Issued by

## **Suchitwa Mission**

**Local Self Government Department**

**Government of Kerala**

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## **DISCLAIMER**

1. The information contained in this Expression of Interest document ("EoI") or subsequently provided to Applicants (Firms), whether verbally or in documentary or any other form by any of its employees will not be valid. The information shared in documentary form by Executive Director, SUCHITWA MISSION will only be valid.
2. This EoI is not an agreement or an offer by the SUCHITWA MISSION to the prospective Applicants or any other person. The purpose of this EoI is to provide interested parties with information that may be useful to them in the formulation & submission of their Proposals pursuant to this EoI.
3. This EoI includes statements, which reflect various assumptions and assessments arrived at by the SUCHITWA MISSION in relation to this EoI. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require.
4. This EoI may not be appropriate for all persons, and it is not possible for the SUCHITWA MISSION to consider the objectives, technical expertise and particular needs of each party who reads or uses this EoI. Information provided in this EoI to the Applicants may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. SUCHITWA MISSION accepts no responsibility for the accuracy or otherwise of any interpretation or opinion on the law expressed herein.
5. SUCHITWA MISSION makes no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution for unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EoI or otherwise, and any assessment, assumption, statement or information contained therein or deemed to form part of this EoI or arising in any way in this Selection Process.
6. SUCHITWA MISSION also accepts no liability of any nature whether resulting from negligence or otherwise, however arising from reliance of any Applicant upon the statements contained in this EoI.
7. SUCHITWA MISSION may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this EoI.
8. The issue of this EoI does not imply that SUCHITWA MISSION is bound to select an Applicant or to appoint the Selected Applicant, as the case may be and the SUCHITWA MISSION reserves the right reject all or any of the Proposals without assigning any reasons whatsoever.

# Expression of Interest (EoI)

**Empanelment from interested firms/consultants for the preparation of Detailed Project Report (DPR) for Liquid Waste Management Projects that will be required by the Local Self Government Institutions (LSGIs) in the State of Kerala**

## 1. Background & Instruction to Applicants

SUCHITWA MISSION intends to invite an Expression of Interest (EoI) from the various firms engaged in the design and execution of Liquid Waste Management Projects, for the empanelment of specialized consultants in the preparation of Detailed Project Report (DPR) for Liquid Waste Management Projects that will be required by the Local Self Government Institutions (LSGIs) in the State of Kerala as per the terms and conditions of this EoI document. Interested applicants may submit their proposals against the said EoI up to 17:00 Hrs on **28.10.2024** by mail. The hard copy of the documents shall reach the Suchitwa Mission office by **30.10.2024**. Interested applicants can download the EoI issued by the SUCHITWA MISSION at <https://suchitwamission.org/> websites. The EoI related procedures shall be completed by the applicants in offline mode. For more information or any queries please contact over email at [sectiong2021@gmail.com](mailto:sectiong2021@gmail.com)

### 1.1 Suchitwa Mission Overview

Suchitwa Mission is a technical arm of the Department of Local Self Government in Kerala, and it is responsible for developing development strategy and policy in the areas of sanitation and solid and liquid waste management. The Mission provides technical inputs for sanitation and waste management projects and has been functioning as the nodal agency for assisting Corporations, Municipalities and Panchayats in sanitation and waste management aspects.

### 1.2 Statement of Purpose

The purpose of this Expression of Interest (“EoI”) is to solicit the submission of a Statement of Qualifications from interested Applicants (Firms) for the empanelment as specialized consultants for the preparation of a Detailed Project Report (DPR) for Liquid Waste Management (LWM) Projects that will be required by the Local Self Government Institutions

(LSGIs) in the state of Kerala. The firm preparing the DPR shall not be eligible for executing the same project for which they have prepared the DPR but they shall be hand-holding in project execution. Firms who can deliver professional services will be recognized as final prequalified consultants for working with the LSGIs in Kerala in the sector of Liquid Waste management. Through this Expression of Interest (EoI), Suchitwa Mission intends to prepare a short list of Prequalified Engineering Consultants experienced in LWM projects so that the LSGIs in Kerala can obtain service from the consultants for the preparation of Detailed Project Report (DPR) and supervise in project execution in LWM projects. (Refer to Scope of Services in Section 2.1 of this EoI)

### **1.3 Tenure of Empanelment.**

The tenure of the empanelment will be for three years from the date of notification of empanelment unless otherwise extended or terminated by any specific or general order in this regard.

### **1.4 Timeline**

The tentative timeline is listed as follows. But this is subject to change without prior notice at the discretion of Suchitwa Mission:

<b>Activity</b>	<b>Date</b>
Issuance of EoI	07.10.2024
EoI Closing Date	28.10.2024
Interviews and technical presentations	To be intimated later.
Selection completion	Upon Suchitwa Mission approval

### **1.5 Who can apply**

Consulting firms/agencies interested in liquid waste management with core competence in the sector and having sufficient manpower and experience as required in this EoI can apply. Experienced firms and start-ups registered with Kerala Startup Mission are also eligible to apply. Agencies/firms empaneled by Suchitwa Mission for previous years also need to reapply afresh for empanelment this year. Those firms that were empaneled for the previous year and also blacklisted for their non-performance need not apply and their applications will not be considered even if they apply in response to this EoI. The detailed eligibility criteria are given in 1.19 and

1.21 of this EoI for agencies and startup missions respectively.

## **1.6 Submission**

Applicants are to submit one (1) hard copy (printed) and one (1) soft copy in pdf format to complete the submission. The Statement of Qualifications (format is given in 1.18 and 1.20) should be in a sealed envelope, clearly marked with the Applicant's name, address and identified as "Expression of Interest of Consultants in Liquid Waste Management projects". Soft copy shall be submitted to [sectiong2021@gmail.com](mailto:sectiong2021@gmail.com)

## **1.7 Acknowledgement by the Applicants**

It shall be deemed that by submitting the Proposal, the Applicants has:

- Made a complete and careful examination of the EOI document;
- Received all relevant information requested from the SUCHITWA MISSION.
- Satisfied itself about all matters, things and information, including matters referred to herein above, necessary and required for submitting an informed Application and performance of all of its obligations there under
- Acknowledged that it does not have a Conflict of Interest
- Agreed to be bound by the undertaking provided by it under and in terms hereof.

## **1.8 Enquiries**

Applicants should carefully examine these EoI documents and report any errors, omissions, discrepancies, clauses requiring clarification or any qualifications. Such queries shall be addressed to Suchitwa Mission Directorate by email within 7 days of publishing of EoI. Applicants are advised not to rely on oral responses to requests for clarification.

Requests for clarification can be sent to [sectiong2021@gmail.com](mailto:sectiong2021@gmail.com)

## **1.9 Incurred Expenses & Property Rights**

This EoI does not commit or obligate Suchitwa Mission to pay any expenses incurred by the applicant in the preparation of their responses to the EoI. All such expenses are solely at the risk of the Applicant/firm. By submitting the qualification, the applicant agrees that all documents to this EoI shall become the property of Suchitwa Mission.

## **1.10 Conflict of Interest**

- a. It is required that the Applicant provides professional, objective, and impartial advice and

at all times hold the SUCHITWA MISSION's interests paramount, avoid conflicts with other assignments or its interests, and act without any consideration for future work. The Applicant shall not accept or engage in any assignment that would conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the agreement Authority.

b. An applicant shall not have a conflict of interest that may affect the Selection Process or the Consultancy. Any Applicant found to have a Conflict of Interest shall be disqualified.

c. Applicants must ensure that their participation in this EoI is conducted without collusion, fraud, or conflict of interest on their part or the part of any of their team members. This includes other Applicants and members of the public, businesses, Panchayats, Municipalities, Municipal corporations, and governments who may have an interest in the projects taken up in LSGIs. Breach of this provision may result in disqualification from the EoI.

### **1.11 Addenda/ Amendment**

- Where necessary, responses to questions and clarifications will be issued by Addenda which will become part of the EoI document.
- At any time before the deadline for submission of the Proposal, the SUCHITWA MISSION may, for any reason, at its initiative, modify the EOI document by the issuance of an Amendment.
- All such addenda/amendments will be posted on the website along with the amendments and will be binding on all Applicants who will form part of the EoI.
- To afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, the SUCHITWA MISSION may, in its sole discretion, extend the Due Date by publishing it on the website <https://suchitwamission.org/>. No separate correspondence will be made on the matter.

### **1.12 Language**

The Proposal and all related correspondence and documents shall be written in the English language. If any supporting document attached to the Proposal is in any other language, the same shall be supported by an English translation (duly authenticated/ attested by the Authorized Signatory of the Applicant.)



### **1.13 Confidentiality**

Information relating to the examination, clarification, evaluation, and recommendation for the Empanelment applicants shall not be disclosed to any person not officially concerned with the process. SUCHITWA MISSION will treat all information submitted as part of all Proposals in confidence and will insist that all who have access to such material treat it in confidence. SUCHITWA MISSION will not divulge any such information unless it is mandated to be given under the RTI Act 2005 or ordered to do so by any Government authority that has the power under law to require its disclosure or due to statutory compliances.

### **1.14 Clarifications**

- To facilitate the evaluation of proposals, SUCHITWA MISSION may, at its sole discretion, seek clarifications from any Applicant(s) regarding its Proposal. Such clarification(s) shall be provided within the time specified by the SUCHITWA MISSION for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing. Clarification /request submitted by the Applicants without the request of the SUCHITWA MISSION after submission of the proposal shall not be entertained.
- If an Applicant does not provide clarifications within the specified time, its proposal shall be liable to be rejected. In case the Proposal is not rejected, the SUCHITWA MISSION may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding, and the Applicant shall be barred from subsequently questioning such interpretation of the SUCHITWA MISSION.

### **1.15 Right to Reject Any Proposal**

Notwithstanding anything contained in this EOI document, the SUCHITWA MISSION reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection, or annulment, and without assigning any reasons thereof.

a). SUCHITWA MISSION reserves the right to reject any Proposal if:

1. At any time, a material misrepresentation made by the Applicants is uncovered or

comes to the knowledge of the SUCHITWA MISSION.

Or

2. The Applicants do not provide the supplemental information sought by the SUCHITWA MISSION within the specified time for evaluation of the Proposal.

### **1.16 Cancellation**

Suchitwa Mission reserves the right to cancel all or any part of this EoI process at any time and to acquire consultant services by other means at its sole discretion.

### **1.17 Evaluation of EoI**

1. **Weighted Evaluation:** The responses to the EoI requirements will be evaluated using the weighted values given in 1.19 for firms and in 1.21 for startups of this EoI. The evaluation and scoring will be at the sole discretion of an Evaluation Committee constituted by the Suchitwa Mission. A minimum score of 60 out of 100 will be required for further consideration for Firms /Companies. A minimum score of 30 out of 40 will be required for further consideration for start-ups.
2. **Presentation:** The Evaluation Committee may at its discretion invite an Applicant for the presentation or seek further clarification without any obligation to any of the Applicants.
3. **Qualified List of Consultants:** After the completion of due processes for evaluation, the Evaluation Committee will prepare a list of qualified consultants and the approval for the list shall be given by Suchitwa Mission. These consultants will be eligible to participate in the tenders invited by Local Self Government Institutions (LSGIs) for the preparation of DPRs for LWM projects.

Statement of Qualifications and accompanying documentation will be retained by Suchitwa Mission following the evaluation and selection process.

### **1.18 Format for Statement of Qualifications for firms/companies :**

Submissions should be organized in the following format to facilitate evaluation and to ensure full consideration.

1. Cover letter (Format is given in Appendix A).
2. Details of the Consultancy (Format is given in Appendix B) along with attachments.
3. Financial Criteria
  - a. Copy of Certificate of incorporation
  - b. Copy of the audited balance sheet for the last three financial years.
  - c. Certification by Chartered Accountant regarding turnover from the Execution of LWM Projects.
  - d. Net worth certification by a Chartered accountant
4. Technical Criteria (Format is given in Appendix C).
  - a. Copies of **at least three** work orders/contracts along with certificates issued by Government organizations/ Local Government Institutions or their equivalent entities to demonstrate its experience of preparing DPRs/designing/constructing and commissioning LWM projects in the **last 5 (five)** years in India.
  - b. Letter of satisfaction from at least two clients.
5. In support of the information, Photocopies of project completion/commissioning certificates, and any other relevant documents. The details should cover Consultant's experience in the development of the facility
6. Key Full-time staff Qualifications and Experience (Format is given in Appendix D)

### 1.19 Eligibility criteria for Firms/Companies

<b>A. Eligibility Criteria</b>		
<b>Sl. No.</b>	<b>Financial Criteria</b>	<b>Documents to be submitted</b>
1	The consultancy firm shall be a company / firm/Partnership/proprietary/LLP registered under ICA-2013/Partnership Act 1952 and have their registered office in India.	Copy of certificate of incorporation
2	The consultancy firm has declared net profit in the previous three consecutive financial years i.e. 2021-2022, 2022-23, 2023-2024.	Copy of the balance sheet/auditor certificate
3	The consultancy to have a minimum average annual turnover of INR 1 crore in the last 3 (three) consecutive financial years preceding the	Audited balance sheets and Auditor's certificate

	EoI due date and 25% of that shall be for the execution of LWM Projects	
4	Minimum Net Worth of INR 1 (one) crore at the end of Financial year, i.e., 2023-2024	As certified by a chartered accountant

### B. Technical Criteria

Sl. No.	Technical Criteria	Documents to be submitted
1	The firm should have designed/constructed and executed <b>at least three</b> working Liquid waste management projects in India in the last 5 (five) years  ( To claim design/construction experience, the entity claiming the experience should have been appointed directly by the relevant Government/LSGIs/ Equivalent entity. Any subcontracting work shall <b>not</b> be considered)	Copies of work orders/contract along with certificates issued by Government organizations / Municipal corporations or their equivalent entities to demonstrate its experience and competence of designing/constructing and commissioning the project
2	For whatever reason, the firm shouldn't have been blacklisted by the Central Government, State Governments, or Public Sector Undertakings or any LSGs	A self-declaration statement shall be submitted
3	At any given time, three full-time technical consultants shall be available with the firm.	Details of the consultants to be submitted
4	The firm shall not be included in the list of agencies empanelled and also found ineligible as per the empanelment for the period (2022-2024)	List published by Suchitwa Mission in the website <a href="https://suchitwamission.org/">https://suchitwamission.org/</a>

### C. Evaluation & Weightage

Sl. No.	Qualification	Max marks	Documents to be submitted

<b>1.</b>	<b>Experience in designing and executing Liquid Waste Management Projects.</b>		
	<p>1. a Participation in tenders</p> <p style="padding-left: 20px;">i. 10 or more projects: 10 marks</p> <p style="padding-left: 20px;">ii. For less than 10 projects marks shall be awarded proportionately according to the number of projects taken up</p> <p>1. b TS issued projects</p> <p style="padding-left: 20px;">i. 5 or more: 10 marks</p> <p style="padding-left: 20px;">ii. For less than 5 projects marks shall be awarded proportionately according to the number of projects taken up</p> <p>1. c. Existence of completed &amp; functional projects:</p> <p style="padding-left: 20px;">i. 5 or more functional: 5 marks</p> <p style="padding-left: 20px;">ii. For less than 5 projects marks shall be awarded proportionately according to the number of completed projects.</p> <p>1. d Experience in designing and/or designing and executing presently working septage/ Effluent treatment plants.</p> <p style="padding-left: 20px;">i. Experience in designing and / or designing and executing presently working all three types (septage, sewage and effluent treatment plants) : 15 marks</p> <p style="padding-left: 20px;">ii. Experience in designing and / or designing and executing presently working any two types of plants: 10 marks</p> <p style="padding-left: 20px;">iii. Experience in designing and / or designing and executing presently working any one type of plant: 5 marks</p>	<b>40</b>	Photo copies of project completion/ commissioning certificates, any other relevant documents. The details should cover Consultant experience in the development of the facility
<b>*2</b>	<b>Background, experience, and qualifications of full-time employees, including their familiarity with similar work undertaken by the agency</b>		
2a	<p>Engineering Expert (Civil) - Degree in Civil Engineering and experience in Utility services like Water, Sewerage &amp; Sewage/Septage Treatment Plants</p> <p style="padding-left: 20px;">1. Experience 1 to 2 years: 5 marks</p> <p style="padding-left: 20px;">2. Experience 2 to 5 Years: 8 marks</p> <p style="padding-left: 20px;">3. Experience 5 to 7 Years: 10 Marks</p> <p style="padding-left: 20px;">4. Experience more than 7 Years:12 marks</p>	<b>40</b>	Photocopies of educational qualification and documents to manifest experience

2b	Engineering Expert (Process/Chemical/ Environmental) - Degree/Masters in Engineering (Process/Chemical/Environmental) with experience in Utility services like Water, Sewerage & Sewage/Septage Treatment Plants					Photocopies of educational qualification and documents to manifest experience
	1. Experience 1 to 2 years: 5 marks 2. Experience 2 to 5 Years: 8 marks 3. Experience 5 to 7 Years: 10 Marks . Experience more than 7 Years:12 marks					
2c	Engineering Expert (Structural) - MTech in Structural Engineering with experience in designing structural components of Plant					Photocopies of educational qualification and documents to manifest experience
	1.Experience 1-2 years: 3 marks 2. Experience 2 to 5 Years: 6 marks 3. Experience more than 5 years: 10 marks					
2d	Engineering Expert (Mech.) - Degree in Mechanical Engineering with experience in Utility services like Water, Sewerage & Sewage/Septage Treatment Plants					Photocopies of educational qualification and documents to manifest experience
	1. Experience 1-2 years: 3 marks 2. Experience 2 to 5 Years: 5 marks . Experience more than 5 years: 6 marks					
<b>3</b>	<b>CAPEX of projects handled by Consultancy firm</b>					
	Value of Project (Rs in Lakh)	score (per project)	No of Projects	weightage	Total marks= Score X Weightage	<b>20</b> Authenticated supporting documents as proof of the claim to be submitted
	20 - 50	1	1-5 >5	1 2	Max 2	
	50 – 100	2	1-5 >5	2 3	Max 6	
	> 100	3	1-5 >5	3 4	Max 12	
<b>TOTAL MARKS</b>					<b>100</b>	

*\* This criteria is mandatory for eligibility. If this criteria is not met, then even if the total marks is more than 60 for the other two, the firm will not be qualified for empanelment*

## 1.20 Format for Statement of Qualifications for Startup

Submissions should be organized in the following format to facilitate evaluation and to ensure full consideration.

1. Cover letter ( Format is given in Appendix A)
2. Details of the Startup
  - Copy of Certificate of incorporation,
  - Registration certificate from the Kerala startup mission
  - Certificate of recognition from Department of Industrial Policy and Promotion, Ministry of Commerce and Industry, Government of India
3. Financial
  - Statement indicating annual turnover for every year since its incorporation
4. Key Full time staff Qualifications and Experience (Format is given in Appendix D)

## 1.21 Eligibility Criteria for Start-ups

<b>A. Eligibility Criteria for start-ups</b>		
<b>Sl. No.</b>	<b>Criteria for Start-ups</b>	<b>Documents to be submitted</b>
1	The Startup should be <b>incorporated as a private limited company</b> or registered as a partnership firm or a limited liability partnership	Copy of certificate of incorporation
2	The consultancy firm, to be a start up firm registered under the Kerala startup mission and recognised by Department of Industrial Policy and Promotion, GoI and having wastewater treatment as their domain area	<ol style="list-style-type: none"> <li>1. Registration certificate from the Kerala startup mission</li> <li>2. Certificate of recognition from Department of Industrial Policy and Promotion, Government of India</li> </ol>
3	Annual Turnover to be within the limit stipulated for Startups	Statement indicating annual turnover for every year since its incorporation

<b>B. Technical Qualification &amp; Weightage</b>			
<b>Sl. No.</b>	<b>Technical Qualification</b>	<b>Max marks</b>	<b>Documents to be submitted</b>
Background, experience and qualifications of full time employees, including their familiarity with similar work undertaken by agency			
1. a	<p>Engineering Expert (Civil) - Degree in Civil Engineering and experience in Utility services like Water, Sewerage &amp; Sewage/Septage Treatment Plants</p> <ol style="list-style-type: none"> <li>1. Experience 1 to 2 years: 5 marks</li> <li>2. Experience 2 to 5 Years: 8 marks</li> <li>3. Experience 5 to 7 Years: 10 Marks</li> <li>4. Experience more than 7 Years:12 marks</li> </ol>	40	Photocopies of educational qualification and documents to manifest experience
1.b	<p>Engineering Expert (Process/Chemical/ Environmental) Degree/Masters in Engineering (Process/Chemical/Environmental) with experience in Utility services like Water, Sewerage &amp; Sewage/Septage Treatment Plants</p> <ol style="list-style-type: none"> <li>1. Experience 1 to 2 years: 5 marks</li> <li>2. Experience 2 to 5 Years: 8 marks</li> <li>3. Experience 5 to 7 Years: 10 Marks</li> <li>4. Experience more than 7 Years:12 marks</li> </ol>		Photocopies of educational qualification and documents to manifest experience
1.c	<p>Engineering Expert (Structural) - MTech in Structural Engineering with experience in designing structural components of Plant</p> <ol style="list-style-type: none"> <li>1.Experience 1-2 years: 3 marks</li> <li>2. Experience 2 to 5 Years: 6 marks</li> <li>3. Experience more than 5 years: 10 marks</li> </ol>		Photocopies of educational qualification and documents to manifest experience
1.d	<p>Engineering Expert (Mech.) - Degree in Mechanical Engineering with experience in Utility services like Water, Sewerage &amp; Sewage/Septage Treatment Plants</p> <ol style="list-style-type: none"> <li>1. Experience 1-2 years: 3 marks</li> <li>2. Experience 2 to 5 Years: 5 marks</li> <li>3. Experience more than 5 years: 6 marks</li> </ol>		Photocopies of educational qualification and documents to manifest experience



<b>TOTAL MARKS</b>	<b>40</b>	
<i>*The startup company should get a minimum 30 marks for further consideration</i>		

### **1.22 This EoI is NOT an Offer to Contract**

This EoI is not an offer to contract, nor should it be construed as such. It is a definition of specific requirements of the Suchitwa Mission and an invitation to submit a response addressing such requirements. The submission of response to this EoI by an applicant does not entail any claim for empanelment. Suchitwa Mission reserves the right not to make a selection as a result of this EoI. Only the execution of a written agreement for consultancy services between a LSGI in the state of Kerala and a selected applicant will obligate both the LSGI and that applicant in accordance with the terms and conditions contained in such an agreement.

### **1.23 Gifts or Payments**

Applicants shall not offer, agree to give or give any gift or consideration of any kind to any employee or representative of Suchitwa Mission or its affiliates as an inducement or reward for any act, including, without limitation, refraining from an act and showing favor or disfavor to any person or entity, in relation to the evaluation and consideration of this qualification or award of this or any other selection by Suchitwa Mission.

### **1.24 EoI Closing Date**

All the completed applications must be submitted to the specified mail address in the stipulated format no later than **28.10.2024, 05.00 pm**. The hard copy of the documents must be received at the office no later than **30.10.2024, 05.00 pm**. Applications received after the deadline will not be accepted.

### **1.25 Delivery of Applications**

All applications must be delivered in a sealed envelope, clearly marked with the Applicant's name, address and identified as "Empanelment of consultancy service in Liquid waste management projects in LSGIs in the State of Kerala.".The hard copy of the Statement of Qualification should be sent to:

**The Executive Director, Suchitwa Mission  
Revenue Complex, 3rd Floor,  
Public Office Compound,**

The digital copy in single pdf format of the Statement of Qualification should be sent to:  
[sectiong2021@gmail.com](mailto:sectiong2021@gmail.com)

### **1.26 No Enquiry Period**

Please refrain from making any enquiries about the evaluation of your application until 2 weeks after the EoI Closing date. Your request for additional information may delay the evaluation and selection process.

## **2. Scope of Services**

### **2.1 Preparation of DPR**

The scope of services by an empanelled Consultant include Preliminary Engineering Design, Detailed design, Tender Package Preparation for implementation of the project, Supervision of Construction and commissioning of a Liquid Waste Management Projects. The consultant should prepare the DPR and the DPR shall include but not limited to the following;

- DPC approved project from.
- Site Survey results – Situation Analysis, Contour survey, Geotechnical analysis (soil test, groundwater table etc.)
- Sampling Analysis for inlet wastewater characteristics
- Preparation of Wastewater treatment Feasibility Report
- Plan formulation and Feasibility Assessment for Recycle, Reuse of Treated Wastewater
- Suitable proposal for the maximum reuse of treated effluent and sludge management
- Selection of Treatment Technology and justification for selection of the particular technology
- Detailed A3 plan showing setbacks from the boundary as per the prevailing building rules, pipeline network and distribution.
- Design and Drawing for the Treatment Process - Primary, Secondary, Tertiary Treatment, Design should be according to the CPHEEO manual and relevant IS codes. All drawings, design, estimate, observed data and estimated report shall be certified by the Engineer in charge of the consultant and LSGI engineer in charge.
- Detailed Cost Estimation as per prevailing DSR of all components in the DPR –BOQs,
- Detailed Structural analysis drawings.

- Detailed estimate for plumbing and electrical items
- Detailed Estimate Report
- Minimum 2 quotations for items with market rate
- Detailed data/ rate analysis for items included as observed data.
- Final project cost shall be calculated inclusive of applicable GST for civil, mechanical and electrical components.
- Total power consumption based on the working hours of electrical and mechanical components.
- Conditions and Financial aspects for Operation & Maintenance with electricity charge 1.2% and others 5% for 10 years after the successful installation of Wastewater treatment plant
- Sustainability Assessment
- Environmental and Social Impact Assessment
- Preparation of detailed process flow diagrams
- Tender Document for implementation of the project
- Gantt chart showing time period for the project execution

## **2.2 Other Responsibilities of the Applicant**

- Assist LSGIs in preparing documents for getting statutory and mandatory approvals from the concerned department or authority for the project.
- The consultant, with the help of LSGIs, shall prepare Bid Documents/ Request for Qualification (RFQ) and Bid Criteria for the selection of firms/organizations for the execution of the project for which they have prepared the DPR. The consultant shall evaluate the bid documents/RFQ and assist the LSGI in short listing the implementing agencies based on the criteria finalized in consultation with the concerned LSGIs
- Preparation of the draft of the agreement that the LSGI needs to sign with the firm/organization which is going to execute the project.
- Monitoring the execution of the LWM project from the beginning till the completion, trial run and commissioning.
- Checking the performance of the STP/FSTP/ETP during trial run and analyzing the treated water characteristics to ensure the parameters are within the limits prescribed for safe disposal as per the Kerala State Pollution Control Board or equivalent standards
- After the completion of the trial run, the consultant has to submit a letter of satisfaction to the concerned LSGI on the functioning of all the modules and on the performance of the

total unit

### 3. Consultancy Fees

The consultant shall submit the fee for consultancy services as a percentage of the total capital cost of the project as per prevailing norms.

#### 3.1 Mode of payment to the Consultant by the LSGI's

The payment of fee for the consultancy services by the LSGI's will be made in installments as follows.

Sl. No.	Stage of work	Payment
1	Submission of Draft DPR	-
2	Technical Sanction for the DPR	70 %
3	Selection of implementing agency through tender process	10%
4	After the construction and trial run of the plant	10%
5	Six months of successful operation after commissioning of the plant	10%

U.V Jose IAS (Retd)

Executive Director

Covering Letter

(On the Letter head of the Applicant)

No. ....

Date:.....

To

The Executive Director,  
Suchitwa Mission

Subject: Expression of Interest (“EoI”) for Empanelment of consultancy service in Liquid waste management projects in LSGIs in the State of Kerala.

Dear Sir,

Please find enclosed qualification documents in respect for the EoI for empanelling consultancy services for LSGIs in the state of Kerala in the field of Liquid Waste management projects dated.....

We hereby confirm the following:

The Qualification is being submitted by ..... (Name of the Consultancy) in accordance with the conditions stipulated in the EoI.

We have examined the EoI in detail and have understood the terms and conditions stipulated in the EoI issued by Suchitwa Mission. We agree and undertake to abide by all these terms and conditions. Our Qualification is consistent with all the requirements of submission as stated in the EoI.

The information submitted in our Qualification is complete, strictly as per the requirements stipulated in the EoI, and correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our qualification.

We confirm that we have studied the provisions of the relevant Indian laws and regulations required to enable us to prepare this Qualification.

Yours faithfully,

For and on behalf of (Name of Consultancy)

Duly signed by the Authorized Signatory of the Consultancy

(Name, Title and Address of the Authorized Signatory)

### Details of Consultancy

(On the Letter Head of the Consultancy)

Note:

The following documents need to be attached with this Exhibit:

1. In case of a Partnership Firm, notarized copy of the Registered Partnership Deed:
2. In case of Sole Proprietorship, a proof of Sales Tax Registration number/PAN/TAN:
3. In case of Limited Company, a copy of the Memorandum of Articles and Articles of Association :

## Information of Technical Qualification

Experience in consultancy services as per Technical Qualification

Sl No	Name of Project	Client Name	Project Cost (rupees)	Project Period (years)	Date of starting of the project	Project Status (DPR Stage/Tendering Stage/Execution Ongoing/Execution Completed)

Note:

- In support of the information, copies of completion certificates/ copy of work order shall be submitted by the Applicants.
- The information must be submitted in the given formats. Any information not furnished strictly in accordance with the formats and requirements shall not be considered for evaluation.

Format of Curriculum Vitae (CV) for Proposed Key professional staff

Proposed Position :

Name of Firm :

Name of Staff :

Educational Qualification :

Profession :

Date of Birth :

Years with Firm/Entity : Nationality :

Total Years of Experience in the sector:-----

Membership in Professional Societies :

Detailed Tasks Assigned :

Key Qualifications:

[Give an outline of staff member’s experience and training most pertinent to tasks on assignment. Describe the degree of responsibility held by staff members on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained.]

Employment Record:

[Starting with the present position, list in reverse order every employment held. List all positions held by staff members since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience details, kindly provide types of activities performed and client references, where appropriate. Use about two pages.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Date:

[Signature of staff member and authorized representative of the Firm]

Day/Month/Year

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_

(Signature with Seal)

\* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.