

## Concept Note

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

#### Objective

To create a live online system in Suchitwa Mission website for the Empanelment of Engineering Consultants for Liquid Waste Management Projects.

#### Scope

The proposed live online system will help Suchitwa Mission to invite Expression of Interest (EoI) on a regular basis from the various firms engaged in design and execution of Liquid Waste Management Projects for empanelment of specialized 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. The demand for the consultants is increasing day by day for the planning and implementation of LWM projects in LSGI hence to fill the demand Suchitwa Mission requires a regular EoI system for empanelment.

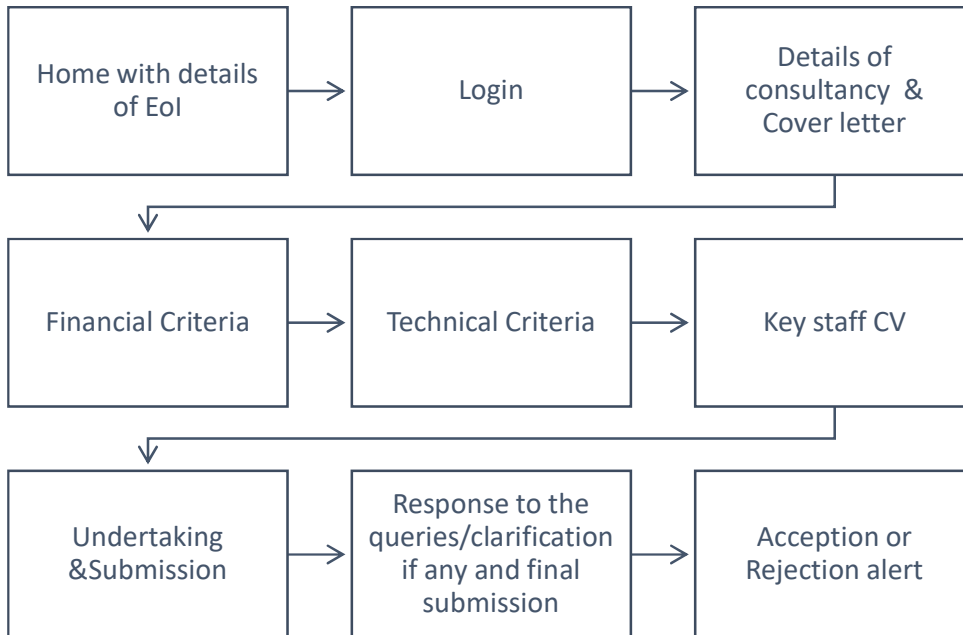
#### Proposed Live Online System

The consultants need to login to the system and fill the details along with the required documents. The technical team (admin) from the Suchitwa Mission should be able to evaluate the application and if necessary, the team should be able to send queries to the applicants and they can respond in the same system, all communications should be given an email alert to both the parties.

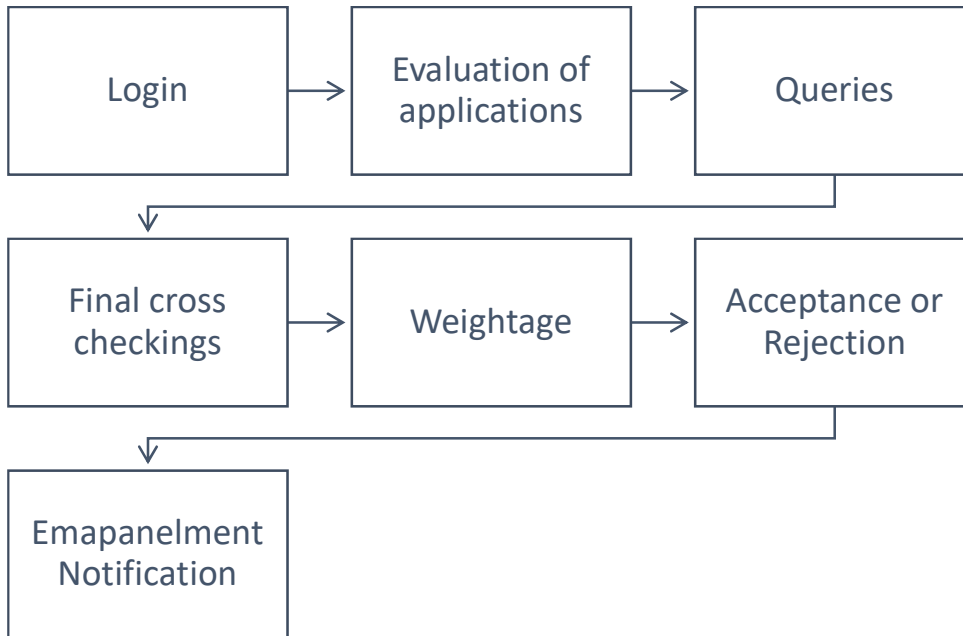
Based on the evaluation and cross checking of documents uploaded, technical team should be able to mark the applicants for different parameters based on the EoI document.

The following can be a suggestive interface flow:

#### User Interface (Consultancy)



#### Admin Interface (Suchitwa Mission)



The Proposed system needs to be hosted from the website of Suchitwa Mission.

#### **For Reference**

Consultancy should be able to fill the details and upload scanned copies of following documents:

1. Scanned Cover letter ( in given format).
2. Details of the Consultancy along with attachments. (appendix A)
3. Financial Criteria
  - a. Copy of Certificate of incorporation
  - b. Copy of the audited balance sheet for the last three years.
  - c. Certification by Chartered Accountant regarding turnover from Design/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.
  - b. Letter of satisfaction from **at least two clients**.

5. (In support of the information, Photo copies of project completion /commissioning certificates, and any other relevant documents. The details should cover Consultant experience in the development of the facility)
6. Key Fulltime staff Qualifications and Experience (in given format Appendix C)
7. Evaluation Criteria (Appendix D)

Appendix A

**Details of Consultancy**

1	Name of the Firm		
2	Type of Firm/ Company/partnership firm/LLP registered under the Indian Companies Act, 1956/ the partnership Act, 1932		
3	Domain Area of Business		
4	Registered Address		
5	Contact Address		
6	Name of the Contact Person		
7	Contact Number		
8	E-mail Address		
9	Date & Year of Incorporation		
10	Number of years of experience in consultancy services		
11	Number of permanent employees		
12	Professional /Consultancy Fee Received by the Consultant:	Year	Amount (Rs. Lakhs)
13	Whether the firm has been blacklisted by any Central Govt. /State Govt./PSU/ Govt. Bodies /Autonomous? If yes, details thereof.		

14	Whether any litigations pending before any court of law or tribunal If yes details thereof	
15	Whether included in the list of agencies not eligible for empanelment this year based on the performance evaluation by Suchitwa Mission among the agencies empaneled last year (2020-2021)	
	Any other important information about the organization.	

**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**

### 1. Experience in consultancy services as per Technical Qualification

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

**Note:**

1. In support of the information, copies of completion certificates/ copy of work orders shall be submitted by the Applicants.
2. 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 experienced 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

### 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. 2018-2019, 2019-20, 2020-2021.	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 EoI due date and 25% of that shall be by way of design/execution of LWM Projects	Audited balance sheets and Auditor's certificate
4	Minimum Net Worth of INR 1 (one) crore at the end of financial year, i.e., 2020-2021	As certified by a chartered accountant
<b>Sl. No.</b>	<b>Technical Criteria</b>	<b>Documents to be submitted</b>
1	The firm should have designed / designed and executed <b>at least three</b> working Liquid waste management projects in India in 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	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



	entity. Any subcontracting work shall <b>not</b> be considered)	
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 last year (2020-2021) and found ineligible for empanelment this year based on the assessment of their performance	List published by Suchitwa Mission in the website <a href="http://www.sanitation.kerala.gov.in">http://www.sanitation.kerala.gov.in</a>

<b>B. Evaluation &amp; Weightage</b>			
<b>Sl. No.</b>	<b>Qualification</b>	<b>Max marks</b>	<b>Documents to be submitted</b>
1.	<b>Experience in designing and executing Liquid Waste Management Projects.</b>	40	Photo copies of project completion/commissioning certificates, any other relevant documents. The details should cover Consultant experience in the development of the facility
	<p>1.a Participation in tenders</p> <ol style="list-style-type: none"> <li>1. 10 or more projects: 10 marks</li> <li>2. For less than 10 projects marks shall be awarded proportionately according to the number of projects taken up</li> </ol> <p>1.b TS issued projects</p> <ol style="list-style-type: none"> <li>1. 5 or more: 10 marks</li> <li>2. For less than 5 projects marks shall be awarded proportionately according to the number of projects taken up</li> </ol> <p>1.c. Existence of completed &amp; functional projects:</p> <ol style="list-style-type: none"> <li>1. 5 or more functional : 5 marks</li> <li>2. For less than 5 projects marks shall be awarded proportionately according to the number of completed projects.</li> </ol>		

	<p>1.d Experience in designing and / or designing and executing presently working septage/Effluent treatment plants.</p> <p>1. Experience in designing and / or designing and executing presently working all three types (septage, sewage and effluent treatment plants): 15 marks</p> <p>2. Experience in designing and / or designing and executing presently working any two types of plants: 10 marks</p> <p>3. Experience in designing and / or designing and executing presently working any one type of plant: 5 marks</p>		
<b>2*</b>	<b>Background, experience and qualifications of fulltime employees, including their familiarity with similar work undertaken by agency</b>	40	
2a	<p>Engineering Expert (Civil) -Degree in Civil Engineering and experience in Utility services like Water, Sewerage &amp; Sewage/Septage Treatment Plants</p> <p>1. Experience 1 to 2 years: 5 marks</p> <p>2. Experience 2 to 5 Years: 8 marks</p> <p>3. Experience 5 to 7 Years: 10 Marks</p> <p>4. Experience more than 7 Years: 12 marks</p>		Photocopies of educational qualification and documents to manifest experience
2b	<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> <p>1. Experience 1 to 2 years: 5 marks</p> <p>2. Experience 2 to 5 Years: 8 marks</p> <p>3. Experience 5 to 7 Years: 10 Marks</p> <p>4. Experience more than 7 Years: 12 marks</p>		Photocopies of educational qualification and documents to manifest experience
2c	<p>Engineering Expert (Structural) - M.Tech in Structural Engineering with experience in designing structural components of Plant</p> <p>1. Experience 1-2 years: 3 marks</p> <p>2. Experience 2 to 5 Years: 6 marks</p> <p>3. Experience more than 5 years: 10 marks</p>		Photocopies of educational qualification and documents to manifest experience

<b>2d</b>	<p>Engineering Expert (Mech.) -Degree in Mechanical Engineering with experience in Utility services like Water, Sewerage &amp; Sewage/Septage Treatment Plants</p> <p>1. Experience 1-2 years: 3 marks 2. Experience 2 to 5 Years: 5 marks 3. Experience more than 5 years: 6 marks</p>		Photocopies of educational qualification and documents to manifest experience																				
<b>3</b>	<b>CAPEX of projects handled by Consultancy firm</b>																						
	<table border="1" data-bbox="316 667 987 1129"> <thead> <tr> <th>Value of Project (Rs in Lakh)</th> <th>score per project</th> <th>No of Projects</th> <th>weightage</th> <th>Total marks = score x weightage</th> </tr> </thead> <tbody> <tr> <td>20-50</td> <td>1</td> <td>1-5 &gt;5</td> <td>1 2</td> <td>Max 2</td> </tr> <tr> <td>50-100</td> <td>2</td> <td>1-5 &gt;5</td> <td>2 3</td> <td>Max 6</td> </tr> <tr> <td>&gt;100</td> <td>3</td> <td>1-5 &gt;5</td> <td>3 4</td> <td>Max 12</td> </tr> </tbody> </table>	Value of Project (Rs in Lakh)	score per project	No of Projects	weightage	Total marks = score x weightage	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	20	Authenticated supporting documents as proof of the claim to be submitted
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<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***

### **1.1. 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
2. Details of the Start up.
  - a. Copy of Certificate of incorporation,
  - b. Registration certificate from the Kerala startup mission
  - c. Certificate of recognition from Department of Industrial Policy and Promotion, Ministry of Commerce and Industry, Government of India
3. Financial
  - a. Statement indicating annual turnover for every year since its incorporation
4. Key Full time staff Qualifications and Experience

## 1.2. Eligibility Criteria for Start-ups

A. Eligibility Criteria for start-ups		
Sl. No.	Criteria for Start-ups	Documents to be submitted
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	a. Registration certificate from the Kerala startup mission b. Certificate of recognition from Department of Industrial Policy and Promotion, Government of India
3	Annual Turnover to be within the limit stipulated for Startups	Statement indicating annual turnover for every year since its incorporation

B. Technical Qualification & Weightage			
Sl. No.	Technical Qualification	Max marks	Documents to be submitted
1	Background, experience and qualifications of full time employees, including their familiarity with similar work undertaken by agency	40	Photocopies of Educational qualification and documents to Manifest experience
1a	Engineering Expert (Civil) - Degree in Civil Engineering and experience in Utility services like Water, Sewerage & Sewage/Septage Treatment Plants 1. Experience 1 to 2 years: 5 marks 2. Experience 2 to 5 Years: 8 marks 3. Experience 5 to 7 Years: 10 Marks 4. Experience more than 7 Years: 12 marks		
1.b	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

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<b>TOTAL MARKS</b>		<b>40</b>	
<b>The start up company should get a minimum 30 marks for further consideration</b>			