

**PARBHANI MUNICIPAL CORPORATION
DEPARTMENT OF SOLID WASTE MANAGEMENT**

**Expression of Interest For
Appointment of Agency for Conducting Capacity Building for Swachh Bharat
Mission within Municipal area**

**EOI REFERENCE NO - 2025
DATE: 28/01/2025**

PARBHANI MUNICIPAL CORPORATION

Address: Station Road parbhani Phone: 02452-223232 Email pcmcparbhani@gmail.com

EOI/NIT No. : pcmc/sbm/cb/ /2024-25

Date: /01/2025

E- tender NOTICE

Hon. Municipal Commissioner, Parbhani Municipal Corporation inviting Expression of interest to appoint an agency for the following Work of Selection of Agency for Conducting Capacity Building for Swachh Bharat Mission within parbhani municipal area EOI document can be purchased online by interested bidders having relevant experience.

Sr. No.	Name of Work	EMD (Rs.)	Tender fees (Rs)	Contract Period
1	Selection of Agency for Conducting Capacity Building for Swachh Bharat Mission within municipal area	70000/-	5000/-	01Year

Key Dates:

S. No.	Description	Date and Time
1	Start date for Purchase of EOI (Online)	29/01/2025 at 15.00 PM
2	Last date for submission of EOI (Online)	18/02/2025 at 15.00 PM
3	Pre-Bid meeting in the office of commissioner municipal corporation.	06/02/2025 at 11.00 AM
4	Technical bid opening (Online)	20/02/2025 at 11.00 AM
5	Technical bid opening (Online)	After 21/02/2025

Note:

- EOI and other details available on Website- <https://mahatenders.gov.in>
- Amendment to NIT, if any would be published only on website <https://mahatenders.gov.in>
- The EMD & EOI Fee shall be submitted online in the account mentioned below.

**Deputy Commissioner,
Parbhani Municipal Corporation**

GENERAL INFORMATION ABOUT THE BIDDER

(To be filled by eligible bidder only)

Sr No	Details	Yes/NO
A	Name of the Bidder	
B	Postal Address	
C	Telephone/Fax no	
D	E-mail address & URL	
E	Name and designation and contact no. of the representative of the bidder to whom all reference shall be made to expedite technical co-ordination.	

CHECK LIST

To ensure that your offer submitted to Parbhani Municipal Corporation is complete in all respects, please go through the following checklist & tick mark for the enclosures attached with your offer:

Sr. No.	Description	Remark
1	Earnest Money Deposit	
2	EOI document duly Digitally signed & sealed as a confirmation of acceptance of the terms & conditions of the EOI.	
3	Details of experience, work orders, and Certificates in municipal corporation/government dieselizing as per requirement of eligibility criteria	
4	List of all documents submitted with technical bid on bidder's letter head	
5	Average Annual turnover of the company for last three financial years.	
6	Pan card of the agency	
7	GST Registration Certificate	
8	Company Incorporation Certificate (ROC)	
9	EPF/ESIC Registration Certificate	
10	Self-declaration for not banned/blacklisted/penalized by any government/semi government/private organization of the previous or ongoing project work	
11	Any other details mentioned in the EOI hereafter	

DISCLAIMER

The information contained in this EOI has been prepared solely to assist prospective Bidders in making their decision of whether or not to submit a bid. Parbhani Municipal Corporation (here in after referred to as “the Authority” in this EOI Document) does not purport this information to be all-inclusive or to contain all the information that a prospective Bidder may need to consider in order to submit a proposal. The information contained in this EOI document or subsequently provided to the Bidder, whether verbally or in documentary or any other form by or on behalf of the Authority is provided to the Bidder on the terms and conditions set out in this EOI and such other terms and conditions subject to which such information is provided.

This EOI is not an agreement and is neither an offer by the Authority to the prospective Bidder or any other person. The purpose of this EOI is to provide interested firms with information that may be useful to them in the formulation of their Proposals pursuant to this.

Information provided in this EOI to the Bidder is on a wide range of matters, some of which depend upon the interpretation the of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Authority accepts no responsibility for the accuracy or otherwise of any interpretation or opinion on the law expressed herein. Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this EOI.

The Authority 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 RFP. The issue of this EOI does not imply that the Authority is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for this project and the Authority, reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority, or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the bidding Process.

SECTION 1- INSTRUCTIONS FOR BIDDERS

1. Instructions to Bidders for participation in EOI

All bids submitted as a response to this EOT shall be submitted electronically through the e-procurement site

E-EOI (ELECTRONIC BID SUBMISSION):

- Bidders are required to register on the e-procurement site (as mentioned above) by paying the requisite fees. Registration fees (non-refundable, one-time) shall be paid online, if not already registered. The EOI document is available online to registered users.
- Bidders are advised to visit our website regularly for any clarifications and/or due date extension or addendum/corrigendum.
- *Parbhani Municipal Corporation* shall not be liable for any bidder being unable to access the e- procurement portal or any difficulty in operating/ navigating through the same.
- *2% security deposit should be submit at the time of work order*
- *7% FSD will be deduct from RA bill.*

ONLINE BID SUBMISSION

Following documents are to be submitted by the bidder in online mode:

- Scanned copies of EOI+ Fees the fee is to be paid online to the account specified.
- Technical proposal and QUALIFICATION DOCUMENTS.
- Financial Bids shall be submitted online.

2. Conflict of Interest

PARBHANI MUNICIPAL CORPORATION considers a conflict of interest to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations, and that such conflict of interest may contribute to or constitute a prohibited practice under PARBHANI MUNICIPAL CORPORATION's Anticorruption Policy. In pursuance of PARBHANI MUNICIPAL CORPORATION's Anticorruption Policy's requirement that bidders, agencies, and contractors observe the highest standard of ethics. PARBHANI MUNICIPAL CORPORATION will take appropriate actions. If it determines that a conflict of interest has

flawed the integrity of any procurement process. Consequently, all Bidders found to have a conflict of interest shall be disqualified.' A Bidder may be considered to be in a conflict of interest with one or more parties in this bidding process if, including but not limited to:

- A. Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of PARBHANI MUNICIPAL CORPORATION regarding this bidding process; or
- B. Bidder participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which it is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one bid; or
- C. Bidder should not be declared as blacklisted/banned/penalized or with pending suite or nonresponsive by any ULB or other department of government agency or government agency

3. Eligible Services

For purposes of this Clause, the term "services" includes related services in field of waste management and awareness.

4. Clarification of Bidding Document

A prospective Bidder requiring any clarification of the Bidding Document shall contact PARBHANI MUNICIPAL CORPORATION in writing at PARBHANI MUNICIPAL CORPORATION's address indicated in the Bid Data Sheet or they could send email on email of Parbhani Municipal Corporation. PARBHANI MUNICIPAL CORPORATION will respond in writing to any request for clarification, provided that such request is received no later than seven (07) days prior to the deadline for submission of Bids.

5. Amendment of EOI Document

At any time prior to the deadline for submission of the Bids, PARBHANI MUNICIPAL CORPORATION may amend the Bidding Document by issuing addenda.

Any addendum issued shall be part of the Bidding Document and shall be communicated in writing online portal to all who have obtained the Bidding Document.

To give prospective Bidders a reasonable time in which to take an addendum into account in preparing their Bids, PARBHANI MUNICIPAL CORPORATION may, at its discretion, extend the deadline for the submission of the Bids

6. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its Bid and PARBHANI MUNICIPAL CORPORATION shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

7. Language of Bid

The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and PARBHANI MUNICIPAL CORPORATION, shall be written in English language only. Supporting documents and printed literature that are part of the Bid may be in Marathi/Hindi/regional language provided they are accompanied by an accurate translation of the relevant passages in English in which case, for purposes of interpretation of the Bid, such translation shall govern.

8. Documents Comprising the BID

The Bid shall comprise the submission of the requisite EMD, EOI Fee, Technical Proposal, and Price bid (Online), the bidder has to upload a scanned copy of EMD, EOI fee, and technical documents. Price Bid/ financial offer should be submitted online only, in case of manual submission of Price Bid, it will be rejected.

Initially, only the Technical Proposals will be opened online the specified address, date, and time. The Technical Proposals will be evaluated by PARBHANI MUNICIPAL CORPORATION. No amendments or changes to the Technical Proposals will be permitted once bid get validated online. Technical Proposals which do not conform, to the specified requirements will be rejected as deficient Bids.

Price Proposals of technically competent Bids will be opened as per key dates at the specified date and time. The Price Proposals will be evaluated and the Contract will be awarded to the Bidder whose Bid has been determined to be the lowest evaluated substantially responsive Bid.

The Technical Proposal shall contain the following

- a) Technical Proposal Submission Sheet;
Earnest Money Deposit (EMD) in required format
Written confirmation authorizing the signatory of the Bid to commit the Bidder.
Documentary evidence establishing the Bidder's eligibility to bid.
Documentary evidence that the Services and Related Services conform to the Bidding Document;
Any other document required as per the Bid Data Sheet and EOI.
The Price Proposal shall contain the following
- b) Financial Proposal Submission Sheet

9. Bid Submission Sheets

The Bidder shall submit the Technical Proposal and the Price Proposal online using the appropriate Submission Sheets furnished in Bidding Forms. These forms must be completed without any alterations to their format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

10. Alternative Bids

Alternative bids shall not be considered and the bid submitting bidder shall be disqualified.

11. Currencies of Bid

Bid prices shall be quoted in the Indian Rupees.

12. Documents Establishing the Eligibility of the Bidder

To establish their eligibility Bidders shall complete the eligibility declarations in the Bid Submission Sheet Bidding Forms

13. Documents Establishing the Eligibility of Services and Related Services

To establish the eligibility of the Services and Related Services, Bidders shall complete declarations in the Price Schedule Forms, included in Bidding Forms.

14. Documents Establishing the Conformity of the Services

To establish the conformity of the Services and Related Services to the Bidding Document, the Bidder shall furnish as part of its Technical Proposal the documentary evidences.

The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed description of the essential technical and performance characteristics of the Services and Related Services, demonstrating substantial responsiveness of the Services and Related Services to those requirements.

15. Documents Establishing the Qualifications of the Bidder

To establish its qualifications to perform the Contract, the Bidder shall submit as part of its Technical Proposal the evidence indicated for each qualification criteria specified in Evaluation and Qualification Criteria.

16. Period of Validity of Bids'

Bids shall remain valid for 90 days after the bid submission deadline date prescribed by PARBHANI MUNICIPAL CORPORATION. A Bid valid for a shorter period shall be rejected by PARBHANI MUNICIPAL CORPORATION as non-responsive.

In exceptional circumstances, before the expiration of the bid validity period, PARBHANI MUNICIPAL CORPORATION may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing. If the validity of their Bids is extended the Earnest Money Deposit (EMD) shall also be extended for a corresponding period.

17. Earnest Money Deposit (EMD)

The Bidder shall furnish as part of its Technical Proposal. Earnest Money Deposit (EMD) shall be submitted online on the e-portal. The Earnest Money Deposit (EMD) may be forfeited

- If a Bidder withdraws Bid during the period of bid validity
- If the successful Bidder fails to Sign the Contract
- Furnish a Performance Security

18. Format and Signing of Bid

The Bidder shall prepare and submit one original of the Technical Proposal and clearly mark each "TECHNICAL PROPOSAL"

The Bid shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation and shall be attached to the Bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Bid shall be signed or initialed by the person signing the Bid.

Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid

19. Deadline for Submission of Bids

Bids must be received by PARBHANI MUNICIPAL CORPORATION no later than the date and time indicated in online notice. PARBHANI MUNICIPAL CORPORATION may, at its discretion, extend the deadline for the submission of Bids by amending the Bidding Document as addenda, in which case all rights and obligations of PARBHANI MUNICIPAL CORPORATION and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

20. Late Bids

All the bids have to be submitted before the deadline. Withdrawal, Substitution, and Modification of Bids. A Bidder will not be allowed to withdraw, substitute, or modify its Bid after it has been once submitted.

21. Bid Opening

PARBHANI MUNICIPAL CORPORATION shall conduct the opening of Technical Proposals in the presence of Bidder's representatives who choose to attend, at the address, date and time specified in online notice. All the Technical Proposals shall be opened one at a time.

PARBHANI MUNICIPAL CORPORATION shall conduct the opening of Price Proposals online only of all Bidders who submit substantially responsive Technical Proposals.

22. Confidentiality

Information relating to the examination, evaluation, comparison, and post qualification of Bids, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on Contract award is communicated to all Bidders. Any attempt by a Bidder to influence PARBHANI MUNICIPAL CORPORATION in the

examination, evaluation, comparison, and post-qualification of the Bids or Contract award decisions may result in the rejection of its Bid.

23. Clarification of Bids

To assist in the examination, evaluation, comparison and post-qualification of the Bids, PARBHANI MUNICIPAL CORPORATION may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder that is not in response to a request by PARBHANI MUNICIPAL CORPORATION shall not be considered. PARBHANI MUNICIPAL CORPORATION's request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered, or permitted.

24. Responsiveness of Technical Proposal

PARBHANI MUNICIPAL CORPORATION's determination of the responsiveness of a Technical Proposal is to be based on the contents of the Technical Proposal itself.

A substantially responsive Technical Proposal conforms to all the terms, conditions, and specifications of the Bidding Document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that

- i. Affects in any substantial way the scope, quality, or performance of the Services and Related Services specified in the Contract; or
- ii. Limits in any substantial way, inconsistent with the Bidding Document, PARBHANI MUNICIPAL CORPORATION's rights, or the Bidder's obligations under the Contract; or
- iii. If rectified would unfairly affect the competitive position of other Bidders presenting substantially responsive Technical Proposals.

If a Technical Proposal is not substantially responsive to the Bidding Document, it shall be rejected by PARBHANI MUNICIPAL CORPORATION.

25. Nonconformities, Errors, and Omissions

Provided that a Technical Proposal is substantially responsive, PARBHANI MUNICIPAL CORPORATION may request that the Bidder submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial, nonconformities or omissions in the Technical Proposal related to documentation requirements. Such omission shall not be related to any aspect of the Price Proposal of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

Provided that the Technical Proposal is substantially responsive, PARBHANI MUNICIPAL CORPORATION will correct arithmetical errors during evaluation of Price Proposals on the following basis:

If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be

corrected.

If there is an error in a total corresponding to the addition or subtraction of subtotals, the individual item rate shall prevail and the total shall be corrected.

If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Earnest Money Deposit (EMD) may be forfeited.

26. Preliminary Examination of Bids

PARBHANI MUNICIPAL CORPORATION shall examine the Technical Proposal to confirm that all documents and technical documentation requested have been provided and to determine the completeness of each document submitted. PARBHANI MUNICIPAL CORPORATION shall confirm that the following documents and information have been provided in the Technical Proposal. If any of these documents or information is missing, the offer shall be rejected.

- i. Technical Proposal Submission Sheet.
- ii. Earnest Money Deposit (EMD).

Likewise, following the opening of Price Proposals online, PARBHANI MUNICIPAL CORPORATION shall examine the Price Proposals to confirm that all documents and financial documentation have been provided and to determine the completeness of each document submitted.

PARBHANI MUNICIPAL CORPORATION shall confirm that the following documents and information have been provided in the Price Proposal. If any of these documents or information is missing, the offer shall be rejected.

Price Schedule

27. Examination of Terms and Conditions; Technical Evaluation

PARBHANI MUNICIPAL CORPORATION shall examine the Bids to confirm that the Bidder has accepted all terms and conditions specified in the Bid Document without any material deviation or reservation. PARBHANI MUNICIPAL CORPORATION shall evaluate the technical aspects of the Bid submitted in accordance to confirm that all requirements specified in Schedule of Supply of the Bidding Document have been met without any material deviation or reservation. If, after the examination of the terms and conditions and the technical evaluation, PARBHANI MUNICIPAL CORPORATION determines that the Technical Proposal is not substantially responsive it shall reject the Bid.

28. Right to Accept Any Bid, and to reject any or All Bids

PARBHANI MUNICIPAL CORPORATION reserves the right to accept or reject any Bid, and to PARBHANI MUNICIPAL CORPORATION up the bidding process and reject all Bids at any time before Contract award, without thereby incurring any liability to the Bidders.

29. Notification of Award

Prior to the expiration of the period of bid validity, PARBHANIMUNICIPAL CORPORATION shall notify the successful Bidder, in writing, that its Bid has been accepted. Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract. In technical presentation even if single bidder gets qualified there financial bid shall get open and the EOI will be allocation shall be done.

30. Signing of Contract

Within 07 Days of issue of LOI to the successful Bidder the agreement is to be signed in the office of concerned authority. Failure of the successful Bidder to sign the agreement within 07 days shall constitute sufficient grounds for the PARBHANI MUNICIPAL CORPORATION to forfeiture of the Earnest Money Deposit (EMD).

Section II – Bid Data Sheet (BDS)

1	Name of the Client: PARBHANI MUNICIPAL CORPORATION
2	Method of Selection: QCBS
3	Technical & Financial Proposal to be submitted online only
4	Proposals must remain valid for 90 Days after the submission date indicated in this Data Sheet.
5	Bidders Eligibility Documents: Experience in the field of SBM/Majhi Vasundhara Municipal Corporation Information, Education and Communication, Turnover Certificate and Registration Certificate of Company, PF/ESIC Certificate, GST Certificate
7	Currency for Proposal: (Indian Rupees)
8	Financial Proposal: The Financial Proposal shall take into account all expenses.
9	<p>Submission of Proposals: The Applicants shall submit the technical Proposal online with all pages numbered serially and by giving an index of submissions. Each page of the submission shall be initialed by the Authorized Representative of the Applicant as per the terms of this document. The Applicant shall be responsible for its accuracy and correctness as per the version uploaded by the Authority and shall ensure that there are no changes caused in the content of the document</p> <p>Online submission:</p> <ul style="list-style-type: none"> • Scanned copy of EMD (Acknowledgment Receipt of Bank transaction) submitted in requisite value as stated in the Data Sheet • Technical Proposal & Qualification documents • Financial Proposal
10	A Bid Security must be submitted
11	Proposals must be submitted not later than the date and time
12	Address for communication: Hon. Commissioner, Parbhani Municipal Corporation
13	Date for public opening of qualification document and Financial Proposals

Section III ELIGIBILITY CRITERIA

Interested bidders are required to submit scanned copies of all necessary signed certificates outlined in the schedules, adhering to the prescribed format. Bidders must also ensure that the undertakings mentioned in the EOI document are completed accurately and comprehensively.

1. Company Incorporation Certificate / Registration Certificate
2. EPF/ESIC Registration Certificate
3. The Bidder shall have an average annual turnover of not less than ₹ 3 Crore (Rupees three Crore Only) in the last 3 (three) financial years i.e. 2021-22, 2022-23, 2023-24. Supporting documents duly certified by register chartered accountant to prove its contents.
4. The Bidder shall have minimum 75 resources staff (PF Challan to be presented for an average last 6 months)
5. Bidders must have registrations of GST
6. Self-declaration stating not banned/blacklisted/penalized by any government/semi government/private organization of the previous or ongoing project work as per annexure10
7. Bidders qualifying eligibility criteria mentioned in Envelope 1 will be eligible for QCBS Evaluation and will be invited for technical Presentation.

Section IV: Bid Evaluation Marking Criteria

The Bid Evaluation shall be done as follows:

Sr. No.	Evaluation Criteria	Max	Description	Mar ks	Documents to be submitted
		Mar ks			
1	The Bidder should have experience of Capacity Building and IEC execution for SBM /Majhi Vasundhara for municipal corporation/council in Maharashtra Projects in last Three (3) Years from the date of bid submission	25	10 Projects	10	WO / Completion certificate specifying the requirements in detail from the Employer duly signed by officer not below the rank of Executive Engineer/ DMC/ CO
			20 Projects	20	
			30 Projects & More	25	
2	Having qualified staff (PF Challan to be presented for an average last 6 month at the time of technical presentation)	10	Team Size 75 to 85	05	Self-certified list of employees and on demand PF Challan to be submitted for average last 6 month.
			Team Size 86 to 95	07	
			Team Size above 95	10	
3	Bidder should have SBM expert with qualification in EVS/Solid Waste Management/relevant field & experience not less than 5 years.	05	1 to 3 Experts	01	Bidder should attach Educational Details and Experience of the experts
			4 to 5 Experts	03	
			More Than 05 Experts	05	
4	Number of capacity building/training sessions conducted by bidder in the past 3 years (SBM / Majhi Vasundhara)	05	1 to 20 Sessions	01	Bidder must present WO/Experience Certificate for number of training sessions
			21 to 40 Sessions	03	
			More than 40 Sessions	05	
5	Bidder empaneled with DGIPR Maharashtra for IEC / CB / BTL activities	05	Empanelment Certificate	05	Bidder must attach the registration DGIPR empanelment certificate as a part of bidding document
6	Bidder's Average Annual Turnover for the last Three Financial Years (2021-2022, 2022-2023, 2023-2024)	10	Up to 3 Crore	03	Turnover Certificate certified by a practicing CA
					Audited Income statements certified by practicing CA

			Up to 4 Crore	07	Note: UDIN shall be mandatorily mentioned on all the documents/ certificates
			More than 4 Crore	10	
7	Presentation	40	Understanding of SBM Goals, Importance of IEC & Capacity Building	0-10	1. Presentation PPT + supportive documents (Exp. Certificate/WO)
			Previous Execution Experience of IEC	0- 20	PPT Presentation
			Complete Execution Plan	0-10	Execution Plan
	Total Marks	100		100	

1. **Note:** Only Completed Projects will be considered & evaluated.

Section V - BID OPENING AND EVALUATION

1. The Bid Evaluation shall be done by EOI authorities designated by the Parbhani Municipal Corporation. The Authorities shall evaluate EMD, pre-qualification criteria, technical proposal (Envelope A), and Commercial Proposal (Envelope B) and submit its recommendation to the Hon'ble Commissioner of Parbhani Municipal Corporation whose decision shall be final and binding upon the bidders.
2. Bidder should note that if EOI Fee &/or EMD of any bidder is not reflected on e-bidding portal on EOI opening date, the bid is liable for rejection without any justification.
3. Envelope 1 containing Technical Documents shall be opened as per EOI schedule or its amendments.
4. Envelope 2 containing the Financial Proposal will remain unopened till technical evaluation.
5. The envelope containing "Technical Bid" will be opened online, the documents submitted will be taken up for scrutiny and evaluation concerning eligibility criteria and information as described in the EOI document.
6. Bidders who were found responsive in "Technical Bid", will be asked for technical presentation compulsorily. The financial bid of only those bidders shall be opened who qualified in technical presentation satisfactorily.
7. Any effort the bidder to influence the bid opening & evaluation committee in bid evaluation, bid comparison of contract award decision may result to the rejection of bidders bid.
8. EOI will be allocated to the bidder securing highest score in QCBS evaluation
9. A bidder shall be selected from amongst the responsive EOI on the basis of assessment of firstly the most technically sound and then the economically advantageous EOI.

Section VI FINANCIAL BID EVALUATION

In this stage, the financial evaluation will be carried out and the proposal will be assigned a financial score (SF) as specified below. For financial evaluation, the total cost indicated in the Financial Proposal will be considered. The Municipal Corporation will determine whether the Financial Proposals are complete, unqualified, and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services.

$$(S_F)_j = 100 * \left(\frac{\text{Fees}_{\text{quoted in lowest financial proposal}}}{\text{Fees}_{\text{quoted by the Applicant } j}} \right)$$

This means lowest evaluated financial proposal (FM) shall get maximum financial score (SF) of 100.

• COMBINED AND FINAL EVALUATION

Proposals will finally be ranked according to their combined technical (ST) and financial (SF) scores as follows. Total score for any bidder j will be calculated using following:

$$(TS)_j = (ST)_j \times 0.7 + (SF)_j \times 0.3$$

Weight assigned to the Technical Score (ST) is 0.7 and remaining weight (1-ST) is assigned the Financial Score (SF). Total Score shall be arranged in descending order. Highest-scoring bidder(s) shall be selected as the first ranked Applicant.

• **DETERMINATION OF RESPONSIVENESS**

During the detailed evaluation of "Technical Bids" the corporation will determine each bid.

(a) Meets the eligibility criteria defined

(b) Has been properly signed.

(c) Substantially responsive to the bidding document: A substantially responsive "Financial Bid" is one which conforms to all the terms, condition and instruction of EOI document without material deviation or reservation and without any condition.

(d) The Parbhani Municipal Corporation reserves the right to reject any / all bids without specifying any reason thereof and without incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

(e) The Parbhani Municipal Corporation may at its sole discretion and at any time during the evaluation of Proposal, disqualify any Bidder, if the Bidder has: Made misleading or false representations in the EOI documents in support of mandatory criteria submitted a proposal that is not accompanied by required documentation or is non-responsive. In the absence of any document as required, the party concerned shall be considered as not eligible and, in that eventuality, its EOI shall not be considered. Failed to provide clarifications related thereto, when sought; any delay in receipt of EOI documents shall render the EOI invalid.

(f) Information relating to the examination, clarification and comparison of the Proposals shall not be disclosed to any bidder or any other persons not officially concerned with such process until the selection process is over. Any effort by the bidders to influence the Municipal Corporation for examination/evaluation of proposal during the post technical bid opening date may result in rejection of bid of such bidders. The Technical Bid proposal shall not include any financial information. A Technical Bid proposal containing financial information shall be summarily rejected.

Section VII- Scope of Bid

In support of the Invitation for Bids indicated in the Bid Data Sheet, the Authority has issued this online EOI **Appointment** of Agency for Conducting Capacity Building for Swachh Bharat Mission within Parbhani Municipal Corporation area

Appointed agency should conceptualize and execute various Capacity Building Workshop at corporation level on solid waste management, used water management and other components of Swachh Bharat Mission (U) 2.0 including orientation programmes, development of training programmes, training of corporation staff. Detailed scope of work has been provided in **ToR “Terms of Reference”**. Training Programmes to be delivered in close coordination and consultation with corporation.

Swachh Bharat Mission (Urban) 2.0, was launched on 1st October 2021 with the objective of advancing India in its sanitation journey toward creation of a ‘Garbage Free Urban India’. To achieve this vision, the key focus areas under Phase-II of the Mission are – **Sustainable Solid Waste Management** (including 100% scientific processing and management of MSW, reduction in air pollution arising out of SWM activities, phased reduction of Single Use Plastics, and recovery, reuse, and recycling of solid waste), **Sustainable Used Water Management** (including holistic end to end management of fecal sludge and septage management, and maximized reuse of treated water), **IEC/BCC** for scaling up citizen awareness and facilitating citizen participation, and finally, **Capacity Building and Institutional Strengthening** for effective implementation of the Mission, and long term sustainability of its outcomes.

The issues of urban sanitation, waste management, and waste-based circular economy are associated with complex challenges that cut across multiple sectors, especially given the rapid rate and scale of urbanization in India. Toward this, the municipal corporation is committed to develop and operate a comprehensive framework for multi-dimensional capacity building of corporation officials within the sectors of sanitation, solid waste management, used water management, and waste-based circular economy. In particular, this vision for capacity building seeks to leverage the significant technical and social expertise that exists within India, by building systematic partnerships with leading institutions and experts who have the knowledge, expertise, skills, and experience to support strategic planning, implementation, training, mobilization, evaluation, and accountability, within these focal sectors under SBM-U 2.0.

Objective of Capacity Building Program

The Selected Agency will help achieve the following objectives:

1. Enabling a comprehensive approach to capacity building of all relevant stakeholders within the urban sanitation and waste management sector, thus creating a inclusive, and resilient ecosystem capable of addressing challenges within the sector in the long term.
2. Formalization and quality assurance of a range of capacity building and technical training under SBM-U 2.0, systematic learning pathways, identification of capacity and technical gaps, and of all key stakeholder groups.
3. Enhancing administrative and technical capacity of ULBs which have hitherto faced a challenge of not only in house capacities but also in accessing training and knowledge resources, in order to ensure their inclusion within a modernizing sanitation and waste management ecosystem.
4. Providing project design and planning support to ULBs with the view to enabling their in- house capacity and skills for planning, operationalizing, and managing sustainable, inclusive, and effective projects, and ensuring that handholding support is provided within a

systematic framework of training and skill development.

5. Providing knowledge management support the ULBs with the objective on enhancing their awareness of best practices, success models for implementation of interventions in solid waste management, used water management, sanitation, and IEC for Swachhata.
6. Developing an understanding of monitoring, evaluation, policy review, and documentation best practices within the sanitation and waste management public sector ecosystem, developing the capacity of ULBs (as the frontline service provider) to capture key insights from ground level implementation and use these insights to design robust programmes, and developing the administrative capacity to capture data, formulate reports and briefs, and develop basic skills for evidence based decision making at the ULB level in particular.
7. Build the capacity of ULB officials for financial assessment and planning within the areas of waste management, waste-based circular economy, and sanitation.

Scope of Work

Capacity Building Training Partners- The Agency will be the primary support resource for developing the capacity of executive and technical officials of the State Department and ULBs under SBM(U) 2.0 through training and handholding. The targets of such capacity building include the following groups, with final identification to be done by the State/UT and Urban Local Bodies.

Target stakeholders:

1. **Senior Level Officials** - To develop high level capacities to ensure effective policy and strategy formulation, and planning for interventions and initiatives towards urban sanitation, used water and waste management under SBM-U 2.0
2. **Administrative/Executive Officials of ULBs** – To develop a robust understanding of the Mission components, capacities for holistic identification of gaps in the urban sanitation and waste management ecosystem, identification and design of localized solutions along with developing plans for implementation, monitoring and multi- stakeholder management.
3. **Public Health and Technical Officials of ULBs** – To develop a robust understanding of the technical components and strategy of the Mission, capacity to identify emerging solutions suited to the local context and challenges faced across solid waste management, used water management and IEC, monitoring, evaluation and reporting capacities along with development of strategies for an effective, efficient and time bound implementation of projects.

Capacity Building Program Details

Sr. No.	Stakeholders	Areas for Training	Program Details
1	Municipal Officials, Executive Municipal Officials	<p>Training Under the Major following heads would be conducted</p> <ul style="list-style-type: none"> • Project Management • Project strategy planning and development under SBM 2.0 • Decision-making support • Project technical and financial appraisals • Technology and process assessments/ reviews • Workforce planning and staff augmentation • Government IT procurement • Public Private Partnership (PPP) initiatives in SWM and UWM • Effective plastic waste management in Indian cities and 3R Principles in waste management • E-waste and C&D waste management • Operating GEM • Capacity building, training and mentoring • Cross-agency governance structure 	1 Days Residential Training
2	Technical officials (PHE Engineers, Sanitary Inspectors, Health Officers etc.)	<p>Training Under the Major following heads would be conducted</p> <ul style="list-style-type: none"> • Source segregation • Home composting • Citizen engagement in Solid Waste Management (SWM) • Planning, construction, and Operation & Maintenance of Community Toilet/Public Toilet • Technology session (GPS photos/ google sheet/ google forms/ etc.) • Effective plastic waste management in Indian cities and 3R Principles in waste management • Effective involvement of voluntary organizations/ NGOs/ SHGs/ private sector in SWM • E-waste and C&D waste management • My toilet facility app/ Swachhata app/ toilet locator on googles maps • Festival waste management 	1 Day Training at corporation level

		<ul style="list-style-type: none"> Behavioral change in SWM and case studies for effective SWM Best practices in domestic hazardous waste disposal. Social protection of sanitation workers. 	
3	Field Workers (Sanitation Works, Safai Mitra's etc.)	Training Under the Major following heads would be conducted.	3 Hrs. training at corporation level
		· Municipal Solid Waste Management	
		· Individual Household Toilets	
		· Community and Public toilets	
		· IEC and Public Awareness	
		· Citizen Training	
		· Effective plastic waste management in Indian cities and 3R Principles in waste management.	

Capacity Building Training Session Activities

1. Agency are envisioned to undertake Training Needs Analysis of corporation which will play a key role in creating a baseline understanding of the existing level of capacities with the target stakeholders, as well as the identification of key gaps to be addressed towards enhancing the capacities to the desired levels. Agency will Identify gaps in capacities of the stakeholders influencing the implementation of SBM-U projects across sanitation, solid waste management, used water management, and IEC/BCC.
2. In addition, identify gaps in context-relevant training materials, and develop high quality training material across various forms of media (audio/video/text). As identified in the Operational Guidelines, focus will be on learning through media which can be disseminated quickly and to many people, thus, mobile technologies like WhatsApp and (self-paced) e-learning shall also be harnessed by the Agency.
3. Develop high quality learning programs including videos, discussions, games, activities, diagnostic tests, and other forms of learning material.
4. The Agency will also play an important role in conducting the pre- and post-training evaluations to understand the impact of these interventions, thus supporting creation of an effective and sustainable training and capacity building ecosystem.

Roles and Responsibilities of Corporation Authorities

- Authority will approve the training module for various audience groups.
- Authority will conduct progress reviews with selected Agency with a focus on ascertaining the impact of the trainings, support being provided in knowledge management, planning and municipal finance augmentation.
- Authority to conduct regular review of participation of ULB officials.
- The payments (in accordance with the training cost per session) will be made by the State from the share of capacity building funds allocated under SBM-U 2.0 based on actual deliverables of selected Agency.
- Nominating different category of officials to participate in the training programs.
- Assisting appointed agency in case they face any problems

Period of Engagement

The Period for the Contract shall be initially for 12 Months from the date of signing of Letter of Award, which may be extended for next three years on mutually agreed terms & conditions as per SBM mission requirements and approval from Authority. Upon extension every year an 8% increase in rates shall be applicable for conducting capacity building sessions.

Deliverable and Payment Schedule

- The Agency shall be engaged initially for 12 Months from the date of award of contract.
- Induction report covering detailed Methodology, sample size, work plan, man power deployment schedule etc. Must be submitted.
- The CB Plan in-depth for corporation should be prepared for 12 months
- Monitoring and Evaluation Report along with Participants Feedback. Other tasks and deliverables incidental to the project.
- Monthly payment against the number of attendees.

Section IX. General Conditions of Contract

Contract Documents

Subject to the order of precedence set forth in the Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory.

Annexure as per EOI

- A) Annexure-1: FORMAT FOR COVERING LETTER CUM PROJECT UNDERTAKING
- B) Annexure 2: POWER OF ATTORNEY FOR SIGNING OF APPLICATION
- C) Annexure 3: ANNUAL TURNOVER OF THE BIDDER
- D) Annexure 4: STATEMENT OF LEGAL CAPACITY
- E) Annexure 5: FORMAT FOR FINANCIAL BID
- F) Annexure 6: SELF DECLARATION FOR NOT BEING BLACKLISTED/PENALLIZED/BANNED

For the avoidance of doubt, the Financial Bid shall only be submitted online as per the provision of this EOI and there shall be no physical submission of such Financial Bid. Physical submission of the Financial Bid shall lead to the Bid being summarily rejected

Language

The Contract as well as all correspondence and documents relating to the Contract exchanged by the Agency and PARBHANIMUNICIPAL CORPORATION, shall be written in English or Marathi language. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in English or Marathi language, in which case, for purposes of interpretation of the Contract, this translation shall govern.

Terms of Payment

Payments shall be made monthly promptly by PARBHANI MUNICIPAL CORPORATION, no later than 07 days after submission of an invoice or request for payment by the agency

Taxes and Duties

For services supplied, the Agency shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted services to PARBHANI MUNICIPAL CORPORATION.

Security Deposit

Earnest money deposit will be converted to Performance security. This security shall be returned at the end of the contract period after deductions if any.

Confidential Information

PARBHANI MUNICIPAL CORPORATION and the Agency shall keep confidential

and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract.

Subcontracting/ JV/Consortium

The Agency is not allowed to subcontract or form the work assigned to them.

Force Majeure

- a) For the purposes of this Agreement, "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, epidemic, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.
- b) Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party's or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both (a) take into account at the time of the conclusion of this Agreement, and (b) avoid or overcome in the carrying out of its obligations hereunder.
- c) Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

No breach of Agreement

The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Agreement insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Agreement.

Measures to be taken

A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfill its obligations hereunder with a minimum of delay.

A Party affected by an event of Force Majeure shall notify the other Party of such event as

soon as possible, and in any event not later than 14 (fourteen) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.

The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

Termination for Default

- (a) PARBHANIMUNICIPAL CORPORATION, without prejudice to any other remedy for breach of Contract, by Notice of default sent to the Agency, may terminate the Contract in whole or in part:
 - (i) If the Agency fails to deliver any or all of the Services within the period specified in the Contract, or within any extension thereof granted by PARBHANIMUNICIPAL CORPORATION.
 - (ii) If the Agency fails to perform any other obligation under the Contract.
- (b) If the Agency, in the judgment of PARBHANIMUNICIPAL CORPORATION has engaged in corrupt or fraudulent practices, in competing for or in executing the Contract.
- (c) any document, information, data or statement submitted by the Agency in its Proposals, based on which the Agency was considered eligible or successful, is found to be false, incorrect or misleading;
- (d) the Agency submits to the Authority a statement which has a material effect on the rights, obligations or interests of the Authority and which the Agency knows to be false.
- (e) The Authority, in its sole discretion and for any reason whatsoever, decides to terminate this Agreement.

Dispute Resolution system

No dispute can be raised except before the additional commissioner PARBHANI MUNICIPAL CORPORATION in writing gives full description and grounds of dispute. It is clarified that merely recording protest while accepting measurement and /or payment shall not be taken as raising a dispute.

No issue of dispute can be raised after 45 days of its occurrence. Any dispute raised after the expiry of 45 days of its first occurrence shall not be entertained and PARBHANI MUNICIPAL CORPORATION shall not be liable for claims arising out of such disputes.

Arbitration

Arbitration procedure will be as per Indian Arbitration & Conciliation Act, 1996, and the venue of the arbitration will be Parbhani only.

**Annexure 1:
FORMAT FOR COVERING LETTER CUM PROJECT UNDERTAKING**

Date:

**To,
Municipal Commissioner,
Parbhani Municipal Corporation
Parbhani**

RE: Appointment of Agency for Conducting Capacity Building for Swachh Bharat Mission within
Municipal area

Dear Sir,

We have read and understood the EOI (EOI) Document in respect of the Project provided to us by the Parbhani Municipal Corporation. We hereby submit our Bid for the captioned project. We are enclosing our Bid as per the requirements of the EOI Document, for your evaluation.

We confirm that our Bid is valid for 90 (Ninety) days from
..... (Bid Due Date)

We hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Bid we hereby represent and confirm that our Bid is unqualified and unconditional in all respects, and we agree to the terms of the Draft Contract Agreement, a draft of which also forms a part of the EOI Document provided to us.

Dated this

Day of Name of the Bidder

.....
Signature of the Authorized Person

.....
Name of the Authorized Person

Note: On the Letterhead of the Bidder

Annexure- 2
POWER OF ATTORNEY FOR SIGNING OF APPLICATION

(To be executed on Stamp Paper of Rs.100/-)

We..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./Ms. (name)..... son/daughter/wife of and presently residing at , who is presently employed with us/ and holding the position of , as our true and lawful attorney (here in after referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our application for pre-qualification and submission of our bid for EOI for Appointment of Agency for Conducting Capacity Building for Swachh Bharat Mission within Municipal area at within 00 wards including but not limited to signing and submission of all applications, bids and other documents and writings, and other conferences and providing information/ responses to the Parbhani Municipal Corporation representing us in all matters related to this project before the Parbhani Municipal Corporation signing and execution of all contracts including the Contract Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Parbhani Municipal Corporation in all matters in connection with or relating to or arising out of our bid for the said Project and/ or upon award thereof to us and/or till the entering into of the Contract Agreement with the Parbhani Municipal Corporation.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF

WE....., THE ABOVE NAMED ----= HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ... DAY OF , 2025.

For

.....

(Signature, name, designation and address) Witnesses:

1.

2. (Notarized) Accepted

.....(Signature)

(Name, Title and Address of the Attorney) Notes:

ANNEXURE 3**Annual turnover of the Bidder (In Rs. crore)**

Financial Year	Turnover
2023-24	
2022-23	
2021-22	
Average Turnover	

Positive net worth certificate from CA should be attached

Note: For the purposes of this EOI the term net worth means following:

“Net worth” for company shall mean the aggregate value of the paid-up share capital and all reserves created out of profits of the company and securities premium account after deducting aggregate value of the accumulated losses, deferred expenditure and miscellaneous expenditure not written off, as per the audited balance sheet, but does not include reserves created out of revaluation of assets, write-back of depreciation and amalgamation.

ANNEXURE 4: Details of Eligible Projects Bidder

Item	Particulars of the Project
Title of the Project	
Nature of the project	
Entity for which the project was conducted	
Location	
Date of WO/LOA/LOI/ Agreement	

Instructions:

1. Bidders are expected to provide information in respect of each Eligible Project in this Annexure. Bidders should also refer to the Instructions below
2. A separate sheet should be filled for each Eligible Project. Certificate from respective clients must be furnished.

ANNEXURE 8: Statement of Legal Capacity
(To be forwarded on the letterhead of the Bidder/)

Date:

To,
Municipal Commissioner
Parbhani Municipal Corporation Parbhani

Dear Sir:

We hereby confirm that we (constitution of which has been described in the application) satisfy the conditions laid out in the EOI document. We have agreed that (Insert individual's name) will act as our representative on its behalf (insert company's name) and has been duly authorized to submit to the EOI. Further, the authorized signatory is vested with requisite powers to furnish such letter and authenticate the same.

Thanking you, Yours faithfully,

(Signature, name and designation of the authorized signatory) For and on behalf of
.....

ANNEXURE -09: Format for Financial Bid

TO BE UPLOADED SEPARATELY ONLINE

Date

To:
Municipal Commissioner,
Parbhani Municipal Corporation,
Parbhani

Re: EOI for Appointment of Agency for Conducting Capacity Building for Swachh Bharat Mission within Municipal area

Dear Sir,

We are pleased to submit our Financial Bid for the Appointment of Agency for Conducting Capacity Building for Swachh Bharat Mission within Municipal area

Name of Work: Appointment of Agency for Conducting Capacity Building for Swachh Bharat Mission within Municipal area			
Name of the Bidder/ Bidding Firm/ Company:			
(This Financial Bid template must not be replaced/modified by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)			
Sr.No.	Description	Unit	Cost in Rs
1	Capacity Building Session (Indoor)	Per Session Per Participant	
2	Outdoor Capacity Session - Visit To other ULBs (Rate Inclusive of Transport, Food and Accommodation)	Per Day Per Participant	
TOTAL in Rs			
Total Cost Amount Rupees in Words			

Note: Cost mentioned is exclusive of GST. Additional 18% GST applicable on mentioned rates

We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to the financial proposal shall result in reject of our financial proposal.

Yours sincerely,
Authorize Signature [In full and initials] Name and Title of Signatory:
Name of the Firm:
Address

ANNEXURE 10: Self-Declaration for Not Being Blacklisted

UNDERTAKING FOR NOT BEING BLACKLISTED/PENALIZED/PENDING LAW

SUITE

It is hereby certified that, I/we are not blacklisted/penalized/banned/legal pending suite by any Government/ Government Board/ any Urban Local Body of the Country / Corporation Company/ Statutory Board/ PSU company/ Government of any sovereign countries as on date. The Organization will immediately inform to Parbhani Municipal Corporation in case of any change in the situation any time here in after.

Place: ____
Signature of Authorized Signatory
Date: __/__/_____
Name:_____
Designation _____
Seal:

* Note: On letterhead of bidder