



**OFFICE OF THE ROURKELA MUNICIPAL CORPORATION**  
**UDITNAGAR, ROURKELA, ODISHA-769012**  
**E-mail ID: rourkelamunicipality@gmail.com**

No. 308

Date. 11.01.21

**EOI for Engagement of Consultant for Preparation of DPR & Bid Process Management for Construction of Scientific Sanitary Landfill Site and Bioremediation of Existing Dumpsite under Rourkela Municipal Corporation**

Rourkela Municipal Corporation (RMC) invites Expression of Interest from intending Agency/ Company/ Firm/ Academic Institute/ NGO for preparation of Detailed Project Report (DPR) & Bid process management for Construction of Scientific Sanitary Landfill Site and Bioremediation of Existing Dumpsite under Rourkela Municipal Corporation.

The EOI is to be submitted in closed covers and addressed to the Commissioner, Rourkela Municipal Corporation, Uditnagar, Rourkela, Dist.- Sundargarh (Odisha), PIN-769012 on or before 01.00 PM on 02.02.2021 through Speed Post/ Registered Post/Courier or By Hand.

The complete EOI document can download from the website of the Rourkela Municipal Corporation [www.rmc.nic.in](http://www.rmc.nic.in) from 13.01.2021 onwards.

RMC reserves the right to reject any or all the EOI without assigning any reason thereof.

  
Commissioner

**Rourkela Municipal Corporation**

**Memo No. 309**

**Date: 11.01.21**

Copy to Notice Board, RMC/ MIS Programmer, RMC for information and instructed for uploading of the bid document in the RMC website.

  
Commissioner

**Rourkela Municipal Corporation**

**Memo No. 310**

**Date: 11.01.21**

Copy to Advertising Manager, the New Indian Express (All Editions) and the Times of India (New Delhi Edition) for information and requested to publish the advertisement in all editions of the newspapers on 13.01.2021. The size of the font should be 8 pts. and rate should be as per I&PR rates.

  
Commissioner

**Rourkela Municipal Corporation**



**EXPRESSION OF INTEREST (EOI)**  
**FOR**  
**SELECTION OF CONSULTANT FOR PREPARATION OF DPR &  
BID PROCESS MANAGEMENT FOR CONSTRUCTION OF  
SCIENTIFIC SANITARY LANDFILL SITE ON BOT BASIS AND  
BIOREMEDIATION OF EXISTING DUMPING SITE**  
**UNDER**  
**ROURKELA MUNICIPAL CORPORATION**

**EOI No. 308**

**Date: 11.01.21**

**Issued on: 12/01/2021**

**EOI Submission Date: 02/02/2021 by 1.00 PM**

**RourkelaMunicipal Corporation  
Uditnagar, Rourkela  
Dist.-Sundargarh, Odisha  
Pin-769012  
Website: [www.rmc.nic.in](http://www.rmc.nic.in)  
E-mail: [rourkelamunicipality@gmail.com](mailto:rourkelamunicipality@gmail.com)**

## **SCHEDULE OF EOI PROCESS**

RMC would endeavor to adhere to the following schedule from the date of issue of notification during the Process:

<b>Events</b>	<b>Date</b>
Issue Date of EOI	<b>12.01.2021</b>
EOI Submission Date & Time	<b>02.02.2021 &amp; 1.00 PM</b>
Pre-bid Meeting Date & Venue	<b>22.01.2021</b> At 11.30 AM at Council hall of Rourkela Municipal Corporation, Udit Nagar, Rourkela-769012
Communication address for Pre-bid Queries through Email ID	<b>Email ID:</b> <b>rourkelamunicipality@gmail.com</b>
Date & Time of Opening of Technical Bids	<b>02.02.2021 &amp; 4.00 PM</b>
Date of Opening of Financial Bids	<i>To be intimated later</i>
Address for communication	<b>The Commissioner</b> <b>Rourkela Municipal Corporation</b> <b>Udit Nagar, Rourkela</b> <b>Dist.- Sunadrgarh (Odisha)</b> <b>Pin-769012</b>

- 1) If any date specified herein is a holiday, then the next working day will be considered for the activity and the time will remain the same.
- 2) The Schedule indicated above is tentative and RMC may change any or the entire schedule under intimation to allbidders through the website of RMC only.
- 3) If any Corrigendum and Addendum will be issued further; the same will be published through the website of RMC only i.e www.rmc.nic.in

**Sd/-**  
**Commissioner**  
**Rourkela Municipal Corporation**

## **EXPRESSION OF INTEREST (EOI) FOR SELECTION OF CONSULTANT FOR PREPARATION OF DPR & BID PROCESS MANAGEMENT FOR CONSTRUCTION OF SCIENTIFIC SANITARY LANDFILL SITE ON BOT BASIS AND BIOREMEDIATION OF EXISTING DUMPING SITE UNDER ROURKELA MUNICIPAL CORPORATION**

For and on behalf of Rourkela Municipal Corporation the EOI for Engagement of Consultant for preparation of Detailed Project Report (DPR) & Bid process management for Construction of Scientific Sanitary Landfill Site on Build, Operate and Transfer basis and Bioremediation of Existing Dumpsite under Rourkela Municipal Corporation. The intended applicant should quote the rate in terms of percentage of the project cost only including all kind of taxes.

1. **Objective of Engagement:** The Agency will prepare the Detailed Project Report (DPR) and carry out the Bid process management for Construction of Scientific Sanitary Landfill Site on Build, Operate and Transfer basis and Bioremediation of Existing Dumpsite under Rourkela Municipal Corporation.

The DPR is to be prepared as per the specific site and location of the project of Rourkela Municipal Corporation. Survey is to be conducted mandatorily by the successful agency before preparation of project report. The SWM Rules, 2016, CPHEEO Manual, Pollution Control Board & NGT directives and State Policy should be followed during preparation of DPR.

2. **Eligibility Criteria:**

- A. The applicant can either be a company registered in India under the Companies Act, a partnership firm, an academic institute or a non-governmental organization. The following are the minimum eligibility criteria
  - i. The applicant consultant should have prepared at least one detailed report related to waste water/ industrial effluent assessment/ Solid Waste Management for urban local bodies or any other Govt. agencies.
  - ii. The consultant should have carried out consultancy assignment for similar assignment / project on Scientific Sanitary Landfill site/ reclamation and remediation of existing dumping site for ULBs/ PSUs/Govt. Agencies/ Private Agencies engaged by ULB for waste management.
  - iii. The applicant must have an average annual turnover of Rs. 75 Lacs over the last three proceeding years.
  - iv. The applicant should have the requisite man power as specified in the EOI.
- B. The applicant must not have, during the last three years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or an arbitration award against

the applicant, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract by such Applicant.

- C. Even if an applicant satisfies the above noted requirements, it is liable to be disqualified if it is found to have:
- i. Made a false representation in the form, statement and attachments required in the documents for this engagement;
  - ii. A record of poor performance such as abandoning work, not properly completing contract, financial failures or delayed completion;
  - iii. Been convicted by any court of law.
  - iv. Must not have been blacklisted by any government/ semi government department in the last three years.
- D. Proposals of all the Applicants will be evaluated based on appropriate marking system. The categories for marking and their respective weight-age are as under:

<b>Sl. No</b>	<b>Criteria</b>	<b>Break-up</b>	<b>Weightage</b>
<b>1</b>	<b>Past Experience of the Firm</b>		<b>35 Marks</b>
1.a	The Consultant should have prepared at least one detailed report related to waste water/ industrial effluent assessment/ Solid Waste Management for urban local bodies or any other Govt. agencies.	15 Marks	
1.b	The consultant should have carried out consultancy assignment for similar assignment / project on Scientific Sanitary Landfill site/ reclamation and remediation of existing dumping site for ULBs/ PSUs/Govt. Agencies/ Private Agencies engaged by ULB for waste management.		
	1 project	10 Marks	
	2 Projects	15 Marks	
	More than 3 Projects	20 Marks	
<b>2</b>	<b>Qualification of Technical Experts</b>		<b>30 Marks</b>
	Team of qualified technical experts/specialists in the respective field with sound academic record and work experience		
	Team Leader - The Team Leader should be graduate / post graduate in urban planning/ environmental science/ environmental engineering/ Environmental Management with experience of 15 years in solid waste management.	10 Marks	
	Solid Waste Management Expert- Should be a Masters degree in Environmental Management/ Infrastructure planning (M. Plan) having experience of minimum 7 years	08 Marks	
	Financial Expert - A Post Graduate in Finance minimum 5 years of experience. He should be a Bachelor of Engineering and MBA qualified. Legal background will be preferred.	07 Marks	
	Civil Engineer - A Civil Engineer with at least 3 years of experience	5 Marks	

<b>3</b>	<b>Financial Strength of the Bidder</b>		<b>15 Marks</b>
	Average Annual turnover up to 75 lacs	5 Marks	
	Average Annual turnover between 75 lacs to 1cr	10 Marks	
	Average Annual turnover above 1 cr	15 Marks	
<b>4</b>	<b>Understanding of Preparation of DPRs</b>		<b>20 Marks</b>
	Adequacy of Methodology and the proposed work plan with respect to the scope of work		
	<b>Total</b>		<b>100 Marks</b>

3. **Selection of the Consultant for Engagement:** Only those applicants whose proposal scores 70 marks or more out of 100 shall be qualified for technical bid and to be selected for opening of financial bid. The lowest quoted bidder among the technical qualified bidder will be engaged as consultant for preparation of DPRs.

**4. Indicative Scope of Services**

The scope of work for separately preparation of DPR & Bid process management for Construction of Scientific Sanitary Landfill Site on Build, Operate and Transfer basis (BOT) and Bioremediation of Existing Dumpsite under Rourkela Municipal Corporation shall be as follows:

- A. Site survey and data collection
- B. Detailing of existing scenario
- C. Suitable technology to be adopted
- D. Preparation of Concept Plans with drawing etc.
- E. Preparation of DPR including budget estimation and revenue generation module if any.
- F. Budget Estimates.
- G. Bid document preparation
- H. Bid Process Management

**The selected consultant will follow the SWM Rules and other environmental laws while preparing the DPR and facilitate for obtaining of required clearance from State Pollution Control Board.**

**5. Deliverables and Schedule of Delivery**

The deliverables and schedule of delivery for DPR & Bid process management preparation is as under:

- A. DPR & Bid process management preparation time will be of 12 weeks from the date of signing the contract.
- B. The Inception Report will be due after 3 weeks, Draft Report after 10 weeks and the Final Project Report including draft bid document will have to submitted on completion 12 weeks from the date of signing the agreement.

- C. The Consultancy Agency will provide five hard copies each of the draft study report and final Detail Project Report.
- D. The Consultant will also provide 2 DVDs of the final Detailed Project Report for each.
- E. Presentation of the same before authority of RMC as per the job requirement.

## 6. Selection of Agency

The broad procedure for engagement of consultants constitutes as under:

- A. **Invitation of Expression of Interest (EOI):**Rourkela Municipal Corporation invites the application from eligible consultants to submit their expression of interest to participate in the engagement procedure.
- B. **Submission of EOI:**The bidder shall submit its EOI in two forms, the technical proposal and the financial proposal. The bidder shall seal the technical proposal and the financial proposal in two separate envelopes, which shall be marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL". These two envelopes shall than be sealed in a single outer envelope and clearly mark as "EXPRESSION OF INTEREST (EOI) FOR SELECTION OF CONSULTANT FOR PREPARATION OF DPR & BID PROCESS MANAGEMENT FOR CONSTRUCTION OF SCIENTIFIC SANITARY LANDFILL SITE ON BOT BASIS AND BIOREMEDIATION OF EXISTING DUMPING SITE UNDER ROURKELA MUNICIPAL CORPORATION" as per the mentioned schedule through Speed Post/ Registered Post/Courier or By Hand at Office of the Commissioner, Rourkela Municipal Corporation, Udit Nagar, Rourkela-769012.
- C. **Scrutiny& Selection:**RMC will scrutinize all the submissions received on the basis of eligibility criteria and selection to be made accordingly.
- D. **Paper Cost:**The bidder must submit an amount of Rs. 11,200/- (Rupees Eleven Thousand Two Hundred only) along with the technical bid as paper cost through demand draft in favor of Commissioner, Rourkela Municipal Corporation payable at Rourkela from any nationalized/ scheduled bank.

## 7. Pre-Bid Meeting

A Pre-Bid meeting of the bidders shall be convened by the Rourkela Municipal Corporation at Council Hall, Rourkela Municipal Corporation, Udit Nagar, Rourkela-769012 on 22.01.2021 at 11.30 AM. A maximum of two representatives of each Bidder shall be allowed to participate on production of an authorization letter from the Bidder.

During the course of Pre-Bid meeting the bidders will be free to seek clarifications and make suggestions for consideration of Rourkela Municipal Corporation. Also, the bidders may seek clarifications and suggestions through email before the due date of Pre-bid meeting. Rourkela Municipal Corporation shall endeavour to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Selection Process.

## **8. Period of Engagement**

The engagement would be valid initially for one year. However, RMC may at its sole discretion can increase the validity of such engagement. Notwithstanding anything contained in this EOI document, RMC would have sole irrevocable right to terminate the engagement and/ or increase the number of members of such engagement and/ or issue fresh notice of invitation for similar engagement without assigning any reason whatsoever.

## **9. Termination of Engagement**

If in the view of RMC, performance of a Consultant is not satisfactory RMC may at its sole discretion, terminate the engagement of the consultant, for particular project as well as terminate the firm's engagement with the RMC. RMC, in doing so, shall intimate the consultant a written termination letter. The decision of RMC in this matter shall be final and binding.

## **10. Award of Work**

Letter of Award (LoA) will be given to the selected bidder and an agreement will be executed with the selected bidder within the 7 (seven) days of issuance of LOA. The selected agency will have to submit performance security amounting 5% of their bid amount in shape of Performance Bank Guarantee (PBG) for the contract period from any nationalized/ scheduled bank in India during signing of agreement. RMC may engage multiple agencies for the assigned work separately.

## **11. Payment Conditions**

The terms of payment shall be as per the following conditions.

- i. 50% of payment will be made on submission of DPR & draft bidding document up to the satisfaction of authority.
- ii. 20% of payment will be made on completion of vetting procedure.
- iii. 30% of payment will be after sanction of the project by appropriate authority.

## **12. Final Decision of the Authority**

RMC reserves the right to accept or reject any application and to annul the process and reject all/any application at any time without assigning any reason thereof and without thereby incurring any liability to the affected applicant or without informing the applicants.

## **13. Submission Requirements**

To be eligible for engagement, the applicants shall provide documentary evidence which shall include the following information:

- a) Forwarding Letter;
- b) Copies of original documents defining the legal status, structure of



- organization, place of business of the company or corporation or firm or partnership in Schedule 'A';
- c) Reports on the financial standing of the applicant in Schedule 'B' ;
  - d) Information about Technical, Professionals and allied Technical staff in Schedule 'C';
  - e) Details of the experience and past performance of the applicant on works of a similar nature and details of current works in hand and other commitments in Schedule 'D';
  - f) Photocopies of Income Tax return of the firm for the last 3 years;
  - g) Audited balance sheet of last three years.

#### **14. Language of Application**

The language of the application as well as the supporting documents shall be in English.

#### **15. Submission of EOI: Packaging, Sealing & Marking**

- A. The bidder shall submit its EOI in two forms, the technical proposal and the financial proposal. The bidder shall seal the technical proposal and the financial proposal in two separate envelopes, which shall be marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL". These two envelopes shall then be sealed in a single outer envelope and clearly mark as "EXPRESSION OF INTEREST (EOI) FOR SELECTION OF CONSULTANT FOR PREPARATION OF DPR & BID PROCESS MANAGEMENT FOR CONSTRUCTION OF SCIENTIFIC SANITARY LANDFILL SITE ON BOT BASIS AND BIOREMEDIATION OF EXISTING DUMPING SITE UNDER ROURKELA MUNICIPAL CORPORATION" as per the mentioned schedule through Speed Post/ Registered Post/Courier or By Hand.
- B. The EOI must be inserted in sealed envelopes, along with applicant's name and address in the left hand corner of the envelope.
- C. The EOI shall be addressed

**To,  
The Commissioner  
Rourkela Municipal Corporation  
Udit Nagar, Rourkela  
Dist.-Sundargarh (Odisha)  
Pin: 769012.**

If the envelope is not sealed and marked as mentioned above, RMC will not be responsible for any misplacement or premature opening. (Telex, cable or facsimile EOI will be rejected).

#### **16. Number of EOIs**

An applicant shall submit only one Application.

#### **17. EOI Submission Date**

EOI submitted in all respect must reach at the specified address by the date and time specified on the second page of this document through Speed / Registered Post/ Courier or by Hand. If the specified date for the submission of EOI is declared

as a holiday for RMC, the EOI will be received up to the appointed time on the next working day.

**18. Late Submission**

EOI received after the deadline for submission prescribed by RMC will be rejected.

**19. Modification and Withdrawal of EOI**

No modifications to the EOI or withdrawal shall be allowed once the EOI is received by UAD.

**20. Jurisdiction**

All disputes arising shall be subject to the jurisdiction of the appropriate court at Rourkela and will be governed by the laws of India.

## **Covering Letter**

(ON APPLICANTS OFFICIAL LETTER HEAD)

To,  
The Commissioner  
Rourkela Municipal Corporation  
Udit Nagar, Rourkela  
Dist.-Sundargarh (Odisha)  
Pin: 769012.

Dear Sir,

Having examined the advertisement and application form, including the instructions for submission, scope of work etc., we hereby submit all the necessary information and relevant documents for our selection in the engagement of Consultancy Firm for preparation of Detailed Project Report (DPR) & Bid process management for Construction of Scientific Sanitary Landfill Site on Build, Operate and Transfer basis and Bioremediation of Existing Dumpsite under Rourkela Municipal Corporation.

We understand that Rourkela Municipal Corporation reserves the right to reject any application without assigning any reason thereof.

(Signature of Authorized Person)

Date:

[Name of the authorized person]

[Designation]

Enclosures:

- 1
- 2
- 3
- 4
- 5
- 6

**Information of Applicant**

1. Name of the Consultant (In full):
2. Address:
3. Telephone/ MobileNo:
4. E-mail:
5. Website (if any):
6. Year of establishment:  
(Copy of Certificate of Registration/Incorporation to be furnished by companies)
7. PAN: .....  
(Photocopy of PAN Card to be furnished)
8. GST Regn No. ....  
(Photocopy of GST Regn. No. to be furnished)  
Place of business:
9. Nature of relevant Assignments carried so far:
  - i. \_\_\_\_\_
  - ii. \_\_\_\_\_
  - iii. \_\_\_\_\_
  - iv. \_\_\_\_\_
  - v. \_\_\_\_\_
10. Nature of assignments in hand
  - i. \_\_\_\_\_
  - ii. \_\_\_\_\_
  - iii. \_\_\_\_\_
  - iv. \_\_\_\_\_
  - v. \_\_\_\_\_

(Signature of Authorized Person)  
Date:

**Financial Status**

A. Name of the consultant:

(Whether individual/ proprietary/ partnership/ limited Company or Corporation/ NGO/an academic institution etc)

B. Annual Turnover along with audited balance sheets for last three years (For each of the last 3 years )

**(Signature of Authorized Person)**

Date:

## Technical Staff

### Information about the Technical Staff

(Each member of the Consortium to furnish information in their respective area of participation)

#### Information about Proposed Professional Staff \*(Table A)

SI no	Field of Specialization	Name	Key Qualifications	No of years of experience	Area of expertise
1	Team Leader				
2	Solid Waste Management Expert				
3	Civil Engineer				
4	Financial Expert				

\*The proposed Professional Staff should submit a signed CV in the template attached.

#### Information of technical strength of the firm (Table B)

SI no	Field of Specialization	Total number of persons
1	Team Leader	
2	Solid Waste Management Expert	
3	Civil Engineer	
4	Financial Expert	

## **CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

1. Proposed Position:  
[For each position of key professional separate form Tech-6 will be prepared];
2. Name of Firm:  
[Insert name of firm proposing the staff];
3. Name of Staff:  
[Insert full name];
4. Date of Birth:
5. Nationality:
6. Education:  
[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment];
7. Membership of Professional Associations:
8. Other Training:
9. Countries of Work Experience:  
[List countries where staff has worked in the last ten years];
10. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing];
11. Employment Record:  
[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.];  
  
From [Year]:                                      To Year];  
  
Employer:  
  
Positions held:
12. Detailed Tasks Assigned

[List all tasks to be performed under this Assignment/job]

13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12.]

Name of Assignment/job or project:

Year:

Location:

Employer:

Main project features:

Positions held:

Activities performed:

14. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

[Signature of staff member or authorized  
representative of the staff]

[Full name of authorized representative]:



**Applicant's Experience of Relevant Projects  
(Both finished and ongoing Projects)**

**Give information in the following format**

Assignment Name:	Country:
Location within Country:	Professional Staff provided:
Name of Client:	No. of Staff:
Address:	No. of Man Months:
Start Date:      Completion Date:	Approx. Value of service:
Name of Associated Firm(s) if any:	No. of months of Professional Staff provided by Associated Firms(s):
Name of senior staff involved and functions performed:	
Narrative Description of Project:	
Description of Actual Services Provided:	
Firm's Name:	

*(Prepare a separate sheet for each similar assignment, but not more than 5)*

**(Signature of Authorized Person)**

Date:

**Financial Bid Format**

<b>Description of Work</b>	<b>Rate in Percentage Only of the total estimated cost of project</b>	<b>Time of Completion</b>
Preparation of Detailed Project Report (DPR) & Bid process management for Construction of Scientific Sanitary Landfill Site on Build, Operate and Transfer basis and Bioremediation of Existing Dumpsite under Rourkela Municipal Corporation separately as per Scope of the EOI.		12 Weeks

(Signature of Authorized Person)

Date:

[Name of the authorized person]

[Designation]