



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

Expression of Interest for

**PRE-QUALIFICATION AND SHORTLISTING
OF AGENCIES**

**For providing handholding support to Beneficiaries from
Target Group of NSKFDC in taking up Equipment
based Sanitation Service Enterprise under NAMASTE**

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

(A Govt. of India Undertaking, Ministry of Social Justice & Empowerment)

Regd. office: NTSC, 3rd Floor, E-Block, NSIC, Okhla Industrial Area Estate-III,
New Delhi – 110020.

Tel: 26382476, 26382477, 26382478

Visit us at: www.nskfdc.nic.in Email: nskfdc-msje@nic.in

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Group of NSKFDC in taking up Equipment based Sanitation
Service Enterprise under NAMASTE**

Part I – NOTICE INVITING EXPRESSION OF INTEREST

National Safai Karamcharis Finance and Development Corporation

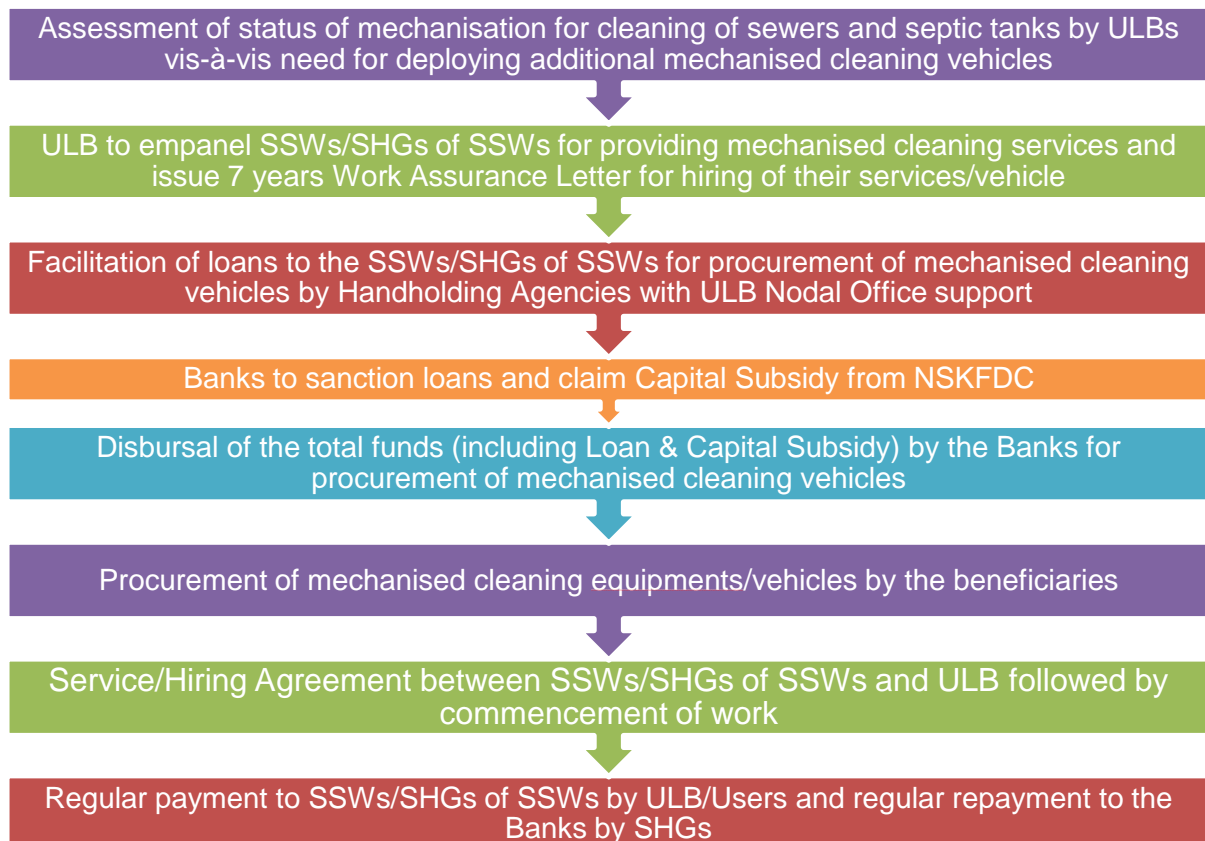
Part I: Notice Inviting Pre-qualification

1. GENERAL

1.1. **NSKFDC invites** Expression of Interest (Eoi) from Government institutions/non-government institutions/organizations(NGOs), Body/Trust, Society, etc. for empanelment to provide the handholding support to its target group in taking up sanitation related enterprises by procurement of mechanized cleaning vehicles/ equipments during 2024-25 and 2025-26, being sponsored by National Safai Karamcharis Finance & Development Corporation under the **National Action for Mechanised Sanitation Ecosystem (NAMASTE)**, earlier known as Self Employment Scheme for Rehabilitation of Manual Scavengers (SRMS) in various States/UTs/Urban Local Bodies/Municipal Corporations/Gram Panchayats. The agencies shall be paid 1% of the total project cost of equipments/ vehicles procured by the target group.

1.2. The objective to empanel the Govt./non-government institutions/organizations (NGOs), Body/Trust, Society, etc. is to provide handholding support to its target group in taking up sanitation related enterprises by procurement of mechanized cleaning vehicles/ equipments.

In order to give a broad understanding of the process involved in promoting sanitation entrepreneurs under SUY, step-wise activities are given below:-



Accordingly, NSKFDC plans to engage suitable handholding agencies having prior experience of working on similar livelihood initiatives/income generation projects for underprivileged community. The key role to be played by the handholding agencies would be: -

1. Orientation and training of sanitation workers preferably SSWs on Swachhta Udyami Yojana (SUY).
2. Coordinate with the respective ULBs in order to understand/work out the requirement of mechanized cleaning vehicles and helping the beneficiaries get the work assurance letter.
3. Liaisoning with bank for sanction of loan for the mechanized cleaning vehicle in the name of the beneficiaries and claim capital subsidy from NSKFDC.
4. Facilitate the execution of hiring agreement between the ULB and the beneficiary for the mechanized cleaning work.

1.3. The scope of work for the assignment entails the following:-

1. Shortlisting of interested persons from the target group fulfilling the eligibility criteria willing to procure mechanized cleaning vehicles/ equipments to take up related sanitation services enterprise.
2. Orientation of the shortlisted beneficiaries on SUY scheme and related income generating avenues after procurement of mechanized cleaning vehicles.
3. Establish linkages with the Urban Local Body (ULB) or related Government department to understand their requirement for equipment based sanitation services including cleaning of Sewer & Septic Tanks and help the beneficiaries to get the work assurance letter.
4. Extend necessary support to shortlisted beneficiaries in selection of appropriate sanitation equipment to be procured given the requirement of such services by the ULB/related department and helping them avail loan assistance and capital subsidy for procurement of such equipments under SUY/NAMASTE.
5. Facilitate the execution of hiring agreement between the ULB and the beneficiary for the equipment based mechanized cleaning work.
6. Facilitate coming together of beneficiaries as a group wherever required to help them procure sanitation related equipments of higher cost and obtain related work contracts.

1.4. Consequent to the pre-qualification the agencies shall be eligible to get work order to provide the handholding support to the target group of NSKFDC in taking up Equipment based Sanitation Service Enterprise. The applicants shall submit financial data as per **Annexure-2** along with audited financial statements. The financial data in the prescribed format shall be certified by the Chartered Accountant with his stamp, signature and membership no. In case sufficient numbers of agencies/firms do not pre-qualify or for any other reason(s), NSKFDC in its sole discretion may call open tenders or add/modify the list of pre-qualified agencies.

1.5. NSKFDC will inform successful applicants only. A panel of pre-qualified agencies would be prepared by NSKFDC. This shall be valid normally for one year unless extended further for one additional year. No correspondence from applicants shall be entertained and the decision of NSKFDC shall be treated as final and binding in this regard.

2. KEY DETAILS

| | |
|---|--|
| Approximate cost of Work | 1% of the total project cost of equipments/ vehicles procured by the target group. |
| Last date of seeking clarifications | 15 days from the date of publishing EoI <i>(up to 1500 Hrs)</i> |
| Last Date & time of Submission of Pre-Qualification documents | 21 days from the date of publishing EoI <i>(up to 1500 Hrs)</i> |
| Authority and place for seeking clarifications and submission of completed Pre-Qualification documents. | Managing Director (NSKFDC) National Safai Karamcharis Finance and Development Corporation (NSKFDC) NTSC, 3 rd Floor, E-Block, NSIC, Okhla Industrial Area Estate-III, New Delhi – 110020. |

3. SECTIONS OF PRE-QUALIFICATION DOCUMENT

3.1. The pre-qualification document consists of:

| | |
|----------|--|
| Part I | Notice Inviting Expression of Interest |
| Part II | Instructions to applicants |
| Part III | Scope of Work |
| Part IV | Application form and Annexure |
| Part V | Evaluation Criteria |

- 3.2. The pre-qualification of applicants shall be governed by the documents listed in sub-clause 3.1 above along with the latest edition and updated addendums.
- 3.3. Late submissions of applications (received after due date and time of submission of document) shall not be accepted under any circumstances.
- 3.4. NSKFDC reserves the right to accept or reject any or all applications without assigning any reasons. No applicant shall have any cause of action or claim against NSKFDC for rejection of its/their application.

4. ANNEXURES & FORMS

- 4.1. The pre-qualification application should be accompanied with following forms and annexures

| | |
|------------|---|
| Form –A | Proforma for Letter of Application |
| Annexure-1 | Work Experience (Part A and Part B) |
| Annexure-2 | Audited financial data of last three years |
| Annexure-3 | Details of Personnel |
| Annexure-4 | Undertaking for not being black-listed |
| Annexure-5 | Undertaking for corrupt and fraudulent practice |
| Annexure-6 | Undertaking for bankruptcy/insolvency |



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Part II – INSTRUCTIONS TO APPLICANTS

National Safai Karamcharis Finance and Development Corporation

Part II: Instruction to Applicants

1. GENERAL

- 1.1.** NSKFDC intends to invite application for “Empanelment of agencies/firms for providing handholding support to beneficiaries from target group of NSKFDC in taking up Equipment based Sanitation Service Enterpriseduring 2024-25 and 2025-26, under the Swachhta Udyami Yojana (SUJY). The agencies shall be paid 1% of the total project cost of equipments/ vehicles procured by the target groupfor each successfully organizedproject.
- 1.2.** The selected applicants will be eligible for allotment of the work subject to their available capacity as determined by NSKFDC based on eligibility criteria’s as specified in the bid document. For this the applicants shall submit financial data as per **Annexure 1 and 2** along with audited financial statements. The financial data in the prescribed format shall be certified by the Chartered Accountant with his stamp, signature and membership no. The bid documents (**Annexures-1, 2 & 3**) shall be submitted by applicant and evaluated by NSKFDC. In case sufficient numbers of agencies/firms do not pre-qualify or for any other reason(s) NSKFDC in its sole discretion may call open tenders or add/modify the list of pre-qualified agencies/firms.
- 1.3.** NSKFDC will inform successful applicants only. A panel of pre-qualified agencies would be prepared by NSKFDC, which shall be valid till F.Y.2025-26.

2. QUALIFICATION CRITERIA

2.1. ELIGIBILITY OF APPLICANTS

- i. For the purpose of this pre-qualification an applicant can be an Institution/Body/Firm/Trust/Society/NGO atleast 5 (five) years old as on 31.03.2024. It should have a valid registration certificate under the relevant statute, under which it had been incorporated.
- ii. Its accounts should have been audited upto 31.03.2023/31.12.2022 (as the case may be), by a firm of certified Chartered Accountants.
- iii. Voluntary organization/NGO should be mandatorily registered with the NITI Aayog, Govt. of India (NGO Darpan Portal) and have a valid UID No.
- iv. It should have a valid PAN Number, GST number (if applicable).
- v. Applicant must not have been black listed or deregistered by any central/state government department or public sector undertaking. Also, no work of the applicant must have been rescinded by the client after the award of contract during the last five years. The applicant should have to submit undertaking to this effect in the prescribed format as per **Annexure-4**.

- vi. Applicant also need to provide an undertaking stating that it is not engaged in any fraudulent and corrupt practice as per **Annexure-5**.
- vii. Applicant must not have suffered bankruptcy/insolvency during the last three years. The applicant should have to submit undertaking to this effect in the prescribed format as per **Annexure-6**.

2.2. MINIMUM ELIGIBILITY CRITERIA

- a.) **Work Experience:** The Applicant Organization must be a legally registered entity in India and should have a minimum of five years (period ending on 31.03.2024) of proven track record of Implementing Livelihood Promotion/Income generation projects for the underprivileged communities.
 - The Applicant Organization having experience of working with the Urban Local Bodies or related departments on sanitation related subjects would be an added advantage.
 - The Applicant Organization should have good presence and prior experience of implementing similar projects in proposed state of intervention and should have adequate manpower and resource support to implement the project in the selected State.
 - The Applicant Organization should not have been blacklisted by any government agency in India.

Note: The applicant shall submit details of work executed by them in the prescribed format as per **Annexure-1** for the works to be considered for qualification of work experience criteria. Documentary proof from the client clearly indicating the nature/scope of work, date of completion for such work should be submitted. The offers submitted without this documentary proof shall not be evaluated.

- b.) **Financial Standing:**It should have an average annual turnover of Rs.25.00 lakhs during the last four(4) financial years preceding F.Y.2023-24 duly certified by the Chartered Accountant. No or NIL receipts in any particular year shall be reported.

Note:Financial data for the last five audited financial years has to be submitted by the applicant in **Annexure-2** along with audited balance sheets. The financial data in the prescribed format shall be certified by a chartered accountant with his stamp, signature and membership number. If the audited balance sheet and financial data of any year is not submitted, then the application shall be considered incomplete and summarily rejected.

- c.) **Personnel Capabilities:** The applicant must have suitable skilled staff to produce high quality work for successful completion of projects. List of

employees and their bio-data shall be submitted in the prescribed format as per **Annexure-3**.

- d.) The pre-qualification application of the applicant, who do not qualify the minimum eligibility criteria stipulated in the **sub-clause 2.2(“Minimum Eligibility Criteria”)**above, shall not be considered for further evaluation and shall therefore be rejected. The mere fact that the applicant is qualified as mentioned in sub clause 2.2 shall not imply that his application shall automatically be accepted. The same should contain all technical data as required for consideration of application prescribed in the instruction to applicant (ITA).

3. CORRUPT OR FRAUDULENT PRACTICES

- 3.1.** NSKFDC requires that the applicants under this process observe the highest standard of ethics during the procurement and executions of this contract. In pursuance of this policy, NSKFDC:

- (a) Defines, for the purpose of these provisions, the terms set forth as follow:
- i. **“Corrupt practice”** means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
 - ii. **“Fraudulent practice”** means concealment and/or misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of NSKFDC, and includes collusive practice among Applicants (prior to or after submission of application) designed to establish bid prices at artificial non-competitive levels and to deprive NSKFDC of the benefits of free and open competition.
- (b) Will reject a proposal for award of work if it determines that the applicant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- (c) Will declare an applicant ineligible either indefinitely or for a stated period of time, for award of contract/contracts, if it at any time determines that the applicant has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

- 3.2.** An Applicant shall submit an undertaking in this regard in the prescribed format as per **Annexure-5**.

4. AMENDMENT OF PRE-QUALIFICATION DOCUMENT

- 4.1.** At any time prior to the deadline for submission of applications, NSKFDC may amend the Pre-qualification Documents by issuing addenda.

- 4.2. Any addendum issued shall be part of the Pre-qualification Documents and shall be available on the website of NSKFDC.
- 4.3. To give Applicants reasonable time to take an addendum into account in preparing their applications, NSKFDC may, at its discretion, extend the deadline for the submission of applications

5. LANGUAGE OF APPLICATION

The application as well as all correspondence and documents relating to the Pre-qualification exchanged by the Applicant and NSKFDC, shall be in English or Hindi. Supporting documents and printed literature that are part of the application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in English, in that case, for purposes of interpretation of the application, the English translation shall govern.

6. SIGNING OF THE APPLICATION AND NUMBER OF COPIES

- 6.1. The Applicant shall prepare one original set of the Pre-qualification documents and clearly mark it "ORIGINAL". The original of the application shall be typed and shall be signed by the applicant or persons duly authorized to sign on behalf of the Applicant.
- 6.2. **The original of the application shall either be typed or downloaded from website www.nskfdc.nic.in or <https://eprocure.gov.in> or written in indelible ink and duly filled all the pages of the original copy shall be signed by a person or persons duly authorised to sign on behalf of the Applicant. All pages of the Pre-qualification documents, where entries or amendments have been made, shall be initialled and dated by the person or persons signing the application.**
- 6.3. An authorized representative shall have the authority to conduct all business and incur liabilities related thereto for and on behalf of the organisation it represents, during the Pre-qualification and during contract execution.

7. DEADLINE AND ADDRESS FOR SUBMISSION OF APPLICATIONS

- 7.1. Applications shall be submitted to NSKFDC by hand or through registered post or courier service at the address given below as per details given in Part I clause 2 ("Key Details").

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

- 7.2. **The Application should be addressed to:**

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

7.3. All envelopes shall be titled "PRE-QUALIFICATION APPLICATION FOR ENGAGING HANDHOLDING AGENCY TO SUPPORT BENEFICIARIES FROM TARGET GROUP OF NSKFDC IN TAKING UP EQUIPMENT BASED SANITATION SERVICE ENTERPRISE UNDER NAMASTE ".

7.4. NSKFDC may, at its discretion, extend the deadline for the submission of applications, in which case all rights and obligations of NSKFDC and the applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

8. LATE APPLICATIONS

Late applications received after the due date and time of submission of prequalification applications shall not be accepted.

9. CLARIFICATIONS OF APPLICATION

9.1. The applicants shall be evaluated on the basis of the application and documents submitted by them and NSKFDC shall not be under any obligation to seek any further information or clarifications.

9.2. Without prejudice to **sub-clause 9.1** above, in order to assist in the evaluation of applications, NSKFDC may, at its sole discretion, ask any applicant for any clarification on its application which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing.

9.3. If an applicant does not provide clarifications requested by the date and time set in NSKFDC's request or clarification, its application may be rejected.

9.4. It is clarified that applicants will not be required to submit on their own, additional information or material subsequent to the date of submission and such material if submitted, will be disregarded and shall not be considered for evaluation. The pages of the Pre-Qualification documents submitted shall be numbered sequentially.

10. NSKFDC may reject any application, which is not responsive to the requirements of the Pre-qualification documents.

11. Applicants for pre-qualification should note that this Pre-qualification Document is intended to provide preliminary information. The information

contained herein shall not in any way be construed as binding on NSKFDC, its agents, successors or assignees.

12. The Decision of NSKFDC with regard to the pre-qualification of agencies/firms shall be final and binding. Applicants will be deemed to have understood and agreed that no explanation or justification of any aspect of the pre-qualification process will be given and that NSKFDC's pre-qualification decisions are without any right of appeal whatsoever.
13. NSKFDC reserves the right not to proceed with the pre-qualification procedure at any time without notice or liability.
14. All documents and other information supplied by NSKFDC or submitted by an Applicant to NSKFDC shall remain or become the property of NSKFDC. Applicants are to treat all information as strictly confidential. NSKFDC will not return any pre-qualification submissions.
15. NSKFDC will notify successful pre-qualified Applicants. It will not entertain any query or clarification from applicants who fail to qualify.
16. Applicants will be required to confirm and declare with the Pre-Qualification Application that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other items or work related to this Pre-qualification process. They will have to further confirm and declare in the submittal that no agency commission or any payment which may be construed as an agency commission has been, or will be, paid and that the tender price and EMD will not include any such amount.

17. GENERAL REQUIREMENTS

- 17.1. **The applicant shall be responsible for obtaining relevant certificates or clearances from local civic authorities etc. NSKFDC shall extend necessary assistance wherever possible.**
- 17.2. The applicant shall have an Internal Quality Assurance Program to ensure that all work is executed, checked and completed as per standards.

18. INFORMATION BY THE APPLICANTS

- 18.1. Applicants should attach clearly marked and referenced continuation sheets in the event that the space provided in the Pre-qualification Document, application or Annexure is insufficient.
- 18.2. Information supplied by an applicant must be related to the applicant and not to other associated companies or firms. Allotment of projects will only be

issued to applicant whose identity and/or constitution is identical to that at pre-qualification.

18.3. While responding to the pre-qualification submission, Applicants should demonstrate their capabilities, by providing material based on their experience, past performance, their personnel, equipment and financial resources, including:

- a) Capability to execute the project to the requisite standard
- b) Capability to programme and re-programme the work, monitor progress against programme and to utilise monitoring techniques.
- c) Capability to manage, supervise and undertake the work in a manner and to a quality commensurate with standards.
- d) Capability to undertake pro-actively and to manage contract interfaces and co-ordination.
- e) Capability to execute the work in time by having adequate resources.

19. CORRESPONDENCE WITH APPLICANTS

19.1. The pre-qualification document can also be downloaded from the website of NSKFDC www.nskfdc.nic.in. Please note that the pre-qualification application without accompanying the tender fee and EMD shall not be evaluated and shall be summarily rejected.

19.2. Intended applicants are required to watch the website of NSKFDC for all updates in connection with this pre-qualification viz. Addendum, Postponement of Submission schedules etc. NSKFDC shall not be responsible in any way on account of the intended applicant not noticing the updates.

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

19.4. NSKFDC will respond in writing to any request for clarification received in writing from applicants before the last date of seeking clarification as mentioned in Key details.

20. Procedure for Empanelment:

- i. The proposals received would be scrutinized by NSKFDC and those institutions who qualify the eligibility criteria as mentioned in this document, shall be shortlisted and would be eligible for empanelment. Subsequently, the institutions which accept the Terms and Conditions including charges payable per project may be empanelled.

- ii. The number of institutions to be empanelled shall be determined by NSKFDC based on the requirement. NSKFDC reserves the right to restrict the number of organizations at its discretion as per any criteria as enclosed in **Annexure-1**.
- iii. The empanelment shall be made initially for 2024-25 and 2025-26 which may be extended for additional period subject to requirement and discretion of NSKFDC.
- iv. If the performance of the organization is not found satisfactory, NSKFDC reserves the right to cancel the empanelment of the institution.

21. Terms and Conditions for conduct of project

- i. The empanelled institution shall hold projects in the municipalities and other similar local bodies as per the directions of NSKFDC and as per the guidelines provided to the institution from time to time.
- ii. The empanelled institution shall necessarily provide an action plan to NSKFDC for organizing the projects.
- iii. Any liability/claims arising due to organizing of project shall be that of the empanelled institution.
- iv. Empanelled institution will comply with other terms and conditions as per the EoI and such other terms as may be specified in the Sanction letter of NSKFDC or conveyed subsequently.
- v. NSKFDC may, at its discretion, assign work and venues to any one or more of the empanelled institution/s depending upon its requirement.
- vi. NSKFDC would provide the templates of necessary project material to the institution. The institution is required to well acquaint its concerned staff about the delivery of the project. In this regard, NSKFDC or its authorized institution would provide necessary support wherever required.
- vii. The empanelled institution would prepare an action plan for organizing the projects and keep NSKFDC updated of the progress made.
- viii. An all-inclusive amount of 1% of the total cost of the mechanized cleaning vehicle/ equipment financed under SUI scheme of NSKFDC with facilitation support of the handholding agency is admissible to the empanelled institution as reimbursement for each project conducted as per norms. NSKFDC may, at its discretion deduct amount for any short fall in conduct of project.
- ix. The institution would give list of preferred States where it can confidently approach the ULBs and organize projects. Institutions with a presence in a specific State/UT will be given preference for organizing projects within that same State/UT.
- x. The institution will give complete publicity to NSKFDC and its schemes during the projects and also facilitate participation of NSKFDC and its stakeholders for spreading awareness about the schemes for the target group.



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Part III – SCOPE OF WORK

National Safai Karamcharis Finance and Development Corporation

PART III: SCOPE OF WORK

1. SCOPE OF WORK:

The scope of work under this assignment would include the following:

1.1. Selection of interested persons from the target group fulfilling the eligibility criteria willing to procure mechanized cleaning vehicles/ equipments to take up related sanitation services enterprise.

1.2. Under the National Action Plan for Mechanised Sanitation Ecosystem (NAMASTE) scheme, Sewer and Septic Tank Workers (SSWs) are being profiled across the 4800+ municipalities. The scheme may be further expanded to include Wastepickers and SSWs of rural areas. Interested individuals among these profiled SSWs will have the opportunity to become Sanipreneurs by receiving assistance in the form of capital subsidy to procure mechanized equipment/vehicles required for cleaning of sewers and septic tanks. Handholding agencies are required to provide necessary support to SSWs and other sanitation workers by undertaking the following activities to facilitate this:-

- Orientation of the shortlisted beneficiaries on SUY scheme and related income generating avenues after procurement of mechanized cleaning vehicles.
- Establish linkages with the Urban Local Body (ULB) or related Government department to understand their requirement for equipment based sanitation services including cleaning of Sewer & Septic Tanks and help the beneficiaries to get the work assurance letter.
- Extend necessary support to shortlisted beneficiaries in selection of appropriate mechanized cleaning equipment to be procured given the requirement of such services by the ULB/related department and helping them avail loan assistance and capital subsidy.
- Facilitate the execution of hiring agreement between the ULB and the beneficiary for the mechanized cleaning vehicles/ equipment procured by them.
- Facilitate coming together of beneficiaries as a group wherever required to help them procure mechanized cleaning vehicles/ equipment of higher cost and obtain related work contracts.



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**Part IV – PRE-QUALIFICATION APPLICATION FORMS &
ANNEXURE**

National Safai Karamcharis Finance and Development Corporation

PRO-FORMA FOR LETTER OF APPLICATION

(On Letter Head of Organisation)

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

(Applicant to provide date and reference)

Sub: APPLICATION FOR PRE-QUALIFICATION AND SHORTLISTING OF AGENCIES FOR “PROVIDING HANDHOLDING SUPPORT TO BENEFICIARIES FROM THE TARGET GROUP OF NSKFDC IN TAKING UP EQUIPMENT BASED SANITATION SERVICE ENTERPRISE UNDER NAMASTE”

Dear Sir,

We, the undersigned, apply to be pre-qualified for the subject under reference and declare the following:

- (a) We are duly authorized to represent and act on behalf of _____ (hereinafter the “Applicant”).
- (b) We have examined and have no reservations to the Pre-qualification Document including Addenda No(s) _____.
- (c) We are attaching with this letter, the copies of original documents defining: -
 - i. the Applicant’s legal status;
 - ii. Its principal place of business; and
 - iii. Its place of incorporation (if Applicants are corporations); or its place of registration (if Applicants are partnerships or individually owned firms)
 - iv. Annexure 1 to 6 duly filled.
- (d) We further declare that we have not engaged any agent or middleman for this pre-qualification process or the allocation of **projects** arising from it. We have not paid / will not be paying any commissions, gratuities or fees with respect to the pre-qualification process.

- (e) NSKFDC and/or its authorised representatives are hereby authorised to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients. This Letter of Application will also serve as authorisation for any individual or authorised representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by NSKFDC.
- (f) NSKFDC and/or its authorised representatives may contact the following nodal persons for further information on any aspects of the Application:

| S. No. | Name & Designation | Address | Telephone No/Mobile No | E Mail |
|--------|--------------------|---------|------------------------|--------|
| 1. | | | | |
| 2. | | | | |

- (g) This application is made in the full understanding that: -
- i. Pre-qualified Applicants will be subject to verification of all information submitted.
 - ii. NSKFDC reserves the right to reject or accept any or all applications, cancel the pre-qualification process without any obligation to inform the applicant about the grounds of same.
- (h) Additional specific information:

| S.No. | Point | Details |
|-------|---------------------------------|---------|
| 1. | Date of Formation/Incorporation | |

| | | |
|----|--|--|
| 2. | <p>a) Copy of the Registration Certificate and its renewal certificate showing validity.</p> <p>b) List showing name and residential addresses of the Board/Council members with designation, mobile/ phone number, Aadhar Card No., if any.</p> <p>(c) A copy of last Annual Report of the organisation be also provided.</p> | |
| 3. | <p>Voluntary organization/ NGO should be mandatorily registered with the NITI Aayog, Govt. of India (NGO Darpan Portal) and have a UID No.</p> <p>Evidence of Unique ID and Registration of the portal.</p> | |
| 4. | <p>It should have a valid PAN Number, GST NO. (if applicable).</p> <p>Copy of PAN CARD /GST Registration Certificate</p> | |
| 5. | <p>List of preferred States where it can confidently approach the ULBs and organise projects.</p> | |

- (i) The undersigned declares that the statements made and the information provided in the application are duly complete, true, and correct in all respect. We also declare that no alteration has been made in pre-qualification documents downloaded. We also understand that in the event of any information furnished by us being found later on to be incorrect or any material information having been suppressed, or any discrepancy is found between the pre-qualification document submitted by us and the pre-qualification document issued by NSKFDC the following action can be taken:
- a. Our name will be removed from the panel of pre-qualified agencies.
 - b. Any allocation of **projects/ assignment** on the basis of pre-qualification may not be considered and cancelled.

- c. If any allocation of **projects/ assignment** is made to us on the basis of our pre-qualification, the same may be withdrawn and cancelled without any financial claim / Arbitration application from our side.

Name:

In the Capacity of:

Signature of Authorized Signatory:

Duly authorized to sign the Application for and on behalf of:

Date:

Email:

Contact Number:

Part A

Applicant's legal name

Details of work relating to providing Handholding Support to the underprivileged community for their livelihood promotion

| <i>Specific Experience (Separate sheet for each project)</i> | |
|--|--|
| Name of project | |
| Client's Name and address | |
| Project Value (Financials) | |
| Project period | |
| Project details | |
| Role played by the agency | |
| Key achievements | |

NOTE:

1. This is to be substantiated with documentary evidence.
2. Separate sheet for each work along with Clients Certificate to be submitted.
3. In case the work is executed for private client, copy of work order, copy of agreement, bill wise details of payment received certified by Chartered Accountant, TDS certificates for all payments received and copy of final/last bill paid by the client shall be submitted.

Part B

Summary of Information provided in Part A

Applicant's legal name _____

| S. No. | Name of Project | Project Value | Project period | Role of the agency | Key achievements | Remarks |
|--------|-----------------|---------------|----------------|--------------------|------------------|---------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

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

ANNEXURE-2**FINANCIAL DATA****Applicant's legal name**

(ALL AMOUNT IN INDIAN RUPEES IN CRORES)

| | | Financial Data for Last 4 Audited Financial Years | | | |
|--------------|-----------------------------|--|---------------------|---------------------|---------------------|
| S.No. | Description | Year 2019-20 | Year 2020-21 | Year 2021-22 | Year 2022-23 |
| 1. | Total Assets | | | | |
| 2. | Current Assets | | | | |
| 3. | Total External Liabilities | | | | |
| 4. | Current Liabilities | | | | |
| 5. | Annual Profits Before Taxes | | | | |
| 6. | Annual Profits After Taxes | | | | |
| 7. | Net Worth [= 1 - 3] | | | | |
| 8. | Working Capital [=2 - 4] | | | | |
| 9. | Annual turnover | | | | |

ANNEXURE-3

PERSONNEL CAPABILITIES

Applicant's legal name

| S. No. | Name of employee | Academic Qualification | Post held | Date of employment | Details of Relevant Experience including previous employments | No of years of Relevant Experience |
|--------|------------------|------------------------|-----------|--------------------|---|------------------------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

*(Attach additional sheets if required)

Applicant's

legal

name

UNDERTAKING FOR NOT BLACKLISTED

We do hereby undertake that we have not been blacklisted or deregistered by any Central / State government department or public sector undertaking and also that none of our work was rescinded by the client after award of contract during last five years.

Signature & Stamp of Applicant or Authorised

Signatory on behalf of the
Applicant

Applicant's

legal

name

UNDERTAKING FOR CORRUPT AND FRAUDULENT PRACTICE

It is confirmed and declared that we have not been engaged in any fraudulent and corrupt practice as defined in Clause 3 ("Corrupt or Fraudulent Practices") of Part-II (Instructions to Applicants) and that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other items of work related to the award and performance of this contract.

Signature & Stamp of Applicant or Authorised

Signatory on behalf of the
Applicant

UNDERTAKING FOR NOT SUFFERING BANKRUPTCY/INSOLVENCY

We do hereby undertake that we have not suffered bankruptcy/insolvency during last three years as stated in sub-clause 2.1(vi) of Part II - Instructions to Applicants.

Signature & Stamp of Applicant or Authorised

Signatory on behalf of the
Applicant



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

No. NSKFDC/SUY/Handholding Support/EoI/04/2024

Expression of Interest for

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

**Providing Handholding Support to the target group of NSKFDC in
taking up Equipment based Sanitation Service Enterprise under
NAMASTE**

Part V – PRE-QUALIFICATION EVALUATION CRITERIA

National Safai Karamcharis Finance and Development Corporation

Part V - EVALUATION CRITERIA

1. INTRODUCTION

This Part V, Evaluation Criteria contains the criteria, factors and methods that NSKFDC will use to evaluate the application. This Evaluation Criteria is prepared for evaluating the Applicants for their suitability to execute the work of organizing projects for Providing Handholding Support to the target group of NSKFDC in taking up Equipment based Sanitation Service Enterprise.

2. VALUATION FACTORS

To be pre-qualified, the applicants are required to demonstrate their capabilities by providing information regarding their experience, past performance, their technical and organizational capability and financial resources etc.

3. EVALUATION CRITERIA

3.1. Initial Filter: The applicants will be first evaluated on the initial criteria, which will act as an initial filter. The Initial Filter Criteria is in **Appendix-A of Part V. A “NO” answer in the case of Criteria No. 01-08 will disqualify the applicant. A “YES” answer to any of the questions in filter criteria nos. 09-11 will also disqualify the applicant.** The applicants who do not pass these initial filter criteria will not be evaluated further and their application shall be summarily rejected.

3.2. Final Evaluation: Applicants who pass the Initial Filter Test will be evaluated on the topics listed below with marks up to 3 and weighted as given in the Table- 5.2 here below. It should be understood clearly that a minimum of 50% score is necessary in each of the following three categories and 60% of the “Aggregate” for the overall “Pass” Score for Pre-qualification.

A. Financial Standing

B. Technical and Organizational Capability

C. Experience Record

3.3. Financial data for latest 5 financial years (2018-19, 2019-20, 2020-21, 2021-22 & 2022-23 or years 2018, 2019, 2020, 2021 & 2022) has to be submitted by applicant along with the audited Balance Sheets.

3.4. In case Audited Balance Sheet or financial data of any financial year/ calendar year, duly certified by Chartered Accountant is not submitted, the application will be considered as non-responsive and summarily rejected. Also, if Nil or No financial data of any particular year is submitted, then also application shall be summarily rejected.

3.5. For completed works, the achievements upto 31.03.2024 shall be considered.

4. ASSESSMENT TOPICS

The name and number of topics to be assessed are shown in Table 5.1.

Table 5.1: Assessment

| Topic No. | Assessment Topic |
|------------------|--|
| | A-Financial Standing |
| T ₁ | Average Annual Turn Over |
| | B- Technical & Organizational Capability |
| T ₂ | Academic Qualifications of key personnel delivering the projects |
| T ₃ | Experience of Key Personnel to deliver the projects |
| T ₄ | Age of organisation |
| | C- Experience Record |
| T ₅ | No. of relevant projects organized |
| T ₆ | No. of other projects organised |

4.1. Assessment Score

This is based on the weightage to be given to each Topic relative to the whole of the pre-qualification topics, and the points scored by the Applicant against each topic.

4.2. Gradation:

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

| Assessment | Grade |
|------------|-------|
| Average | 1 |
| Good | 2 |
| Excellent | 3 |

4.3. Weightage

The weightage for each Evaluation Topic has been determined by the importance NSKFDC attaches to the Topic. The weightage is graded depending on the relative importance of the assessment topic.

The purpose of assessment topics, points system, gradation and relative weightage is to assess the applicants comprehensively and objectively. Therefore, while there may be still some subjective consideration as to what constitutes the award of points, NSKFDC's decision on this regard is final and binding on Applicants. Although, the eligibility of the applicant for the work would be decided by the initial filter criteria, the number of projects to be initially allocated to each qualified applicant would be decided by the relative weightage score assigned to each qualified applicant as per assessment through the weightage criteria. Any number of additional projects may be allocated or the number of projects already allocated may be re-allocated subsequently at the discretion of NSKFDC, based on the progress and performance of each organization.

The detailed method of assessment is provided in Table 5.2

Table- 5.2: Weightage of Assessment Topics

| TOPIC NO. | ASSESSMENT TOPIC | MIN. POINTS | MAX. POINTS | WEIGHT AGE | MAX. SCORE |
|----------------|--|-------------|-------------|------------|------------|
| | <i>Financial Standing</i> | | | | |
| T ₁ | Average Annual Turnover | 1 | 3 | 8 | 24 |
| | Total (A) | | | | 24 |
| | <i>Technical and Organisational Capability</i> | | | | |
| T ₂ | Academic Qualifications of key personnel delivering the projects | 1 | 3 | 2 | 6 |

| | | | | | |
|----------------|---|---|---|----|------------|
| T ₃ | Experience of Key Personnel to deliver the projects | 1 | 3 | 6 | 18 |
| T ₄ | Age of organisation | 1 | 3 | 4 | 12 |
| | Total (B) | | | | 36 |
| | <i>Experience Record</i> | | | | |
| T ₅ | No. of relevant projects organised | 1 | 3 | 25 | 75 |
| T ₆ | No. of other projects organised | 1 | 3 | 5 | 15 |
| | Total (C) | | | | 90 |
| | Total Max. Possible Score (A+B+C) | | | | 150 |

4.4. Details of Assessment Topics:

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

4.4.1. T₁ Annual Turnover

This shows the annual turnover of the Applicant for the last five years as detailed in **Annexure-2 of Part-IV**. Average of last 05 years of Annual Turnover will be considered for evaluation.

4.4.2. T₂ Academic Qualifications of Key Personnel

The nature of Project demands that the Applicant must have suitably qualified personnel to understand the subject of the project. Academic Qualification of only Key Personnel up to 5 (five) in number will be evaluated.

4.4.3. T₃ Experience of Key Personnel

It is not only the number and educational qualifications of Key Personnel, which can enable the applicant to complete the work within time and of desired quality but their experience is also important for delivery of the

projects. The experiences of Key Personnel up to 5 (five) in number as per details stated in **Annexure-3 of Part-IV** shall be taken into account.

4.4.4. T₄ Age of organisation

The number of completed years of legal formation of the organization as on 31.3.2023 shall be considered.

4.4.5. T₅ No. of relevant workshops organised

For no. of relevant projects organised, the achievements of last five years upto 31.3.2024 shall be considered.

4.4.6. T₆ No. of other workshops organised

For no. of other projects organised, the achievements of last five years upto 31.03.2024 shall be considered.

4.5. ASSESSMENT SCORING WEIGHTAGE

The weightage has been determined by the importance of topic as explained in clause 4 and the gradation formula for indicated topics is as under:

4.5.1. T₁ Average Annual Turn Over of last 5 years

| | |
|---------------------------------------|----------|
| > Rs. 1.0 Crore | 3 points |
| < Rs. 1.00 Crore and > Rs. 0.50 Crore | 2 points |
| < Rs. 0.50 Crore and > Rs. 0.25 Crore | 1 point |

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

| | |
|------------------------------------|----------|
| 5 Key Personnel are graduates | 3 points |
| 3 to 4 Key Personnel are graduates | 2 points |
| 1 to 2 Key Personnel are graduates | 1 point |

4.5.3. T₃ Experience of Key Personnel up to 5 (five) in number as stated in **Annexure-3 of Part-IV** available for projects to be delivered shall be considered for assigning the points. The sum total of years of experiences of key personnel divided by number of key personnel proposed by the applicant will be the average experience of the key personnel. Based on the average number of years of experience of key personnel, the points shall be given as:

| | |
|------------------------|----------|
| ≥ 5 years | 3 points |
| < 5 years or > 3 years | 2 points |
| 1 to 3 years | 1 point |

4.5.4. T₄ Age of Organisation

The age of organization shall be reckoned with the date of legal formation of the organization. The points shall be given for the completed years as on 31.3.2023 as per the following criteria: -

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

4.5.5. T₅ Work Experience:

Number of projects on livelihood promotion, organised during last 05(five) years as on 31.3.2024 as stated in **Annexure-1 (Part A & B) of Part IV**

| No. of projects organized | Points |
|---------------------------|--------|
| 1-5 | 1 |
| 6-10 | 2 |
| Above 10 | 3 |

4.5.6. T₆ Work Experience:

Number of other projects organised during last 05(five) years as on 31.3.2024 as stated in **Annexure-1 (Part A & B) of Part IV**

| No. of other projects organized | Points |
|---------------------------------|--------|
| 1-5 | 1 |
| 6-10 | 2 |
| Above 10 | 3 |

Appendix-‘A’
INITIAL FILTER CRITERIA OF APPLICANTS

Name of Applicant organisation:

| No. | Criteria | Yes | No |
|-----|---|-----|----|
| 1. | Whether the organisation is a legal entity registered under relevant provisions? | | |
| 2. | Whether the organisation has completed 5 (Five) years of its registration as on 31.3.2024? | | |
| 3. | In case of NGO, whether it has been registered with NGO Darpan? | | |
| 4. | Has the Applicant submitted Audited Balance Sheets and financial data of all of the last four years preceding financial year 2023-24? | | |
| 5. | Whether the average annual turnover of the last four years preceding financial year 2023-24 of the organisation is more than Rs. 25 lakhs? | | |
| 6. | Whether the organisation has at least five key personnel to deliver the project? | | |
| 7. | Has the Applicant abandoned any work in the last five years or has it been blacklisted by any Government department / PSU or has any of its contract terminated for failure to perform? | | |
| 8. | Has any misleading information been given in the application by the applicant? | | |
| 9. | Has the Applicant suffered bankruptcy / insolvency in the last three years? | | |

Note: 1. A “NO” answer in the case of Criteria No. 1-9 will disqualify the Applicant.

Signature & Stamp of Applicant Or

Authorised Signatory on behalf of the Applicant