

Expression of Interest for Empanelment of Agencies for Sanitary Napkin Refilling in Sanitary Napkin Vending Machines and Removal of Ash from Sanitary Napkin Incinerators in NOIDA



NEW OKHLA INDUSTRIAL DEVELOPMENT AUTHORITY

Expression of Interest for Empanelment of Agencies for Sanitary Napkin Refilling in Sanitary Napkin Vending Machines and Removal of Ash from Sanitary Napkin Incinerators

November 2019

Sr. Project Engineer (Public Health)

New Okhla Industrial Development Authority,

Public Health Department, Sector - 39, NOIDA-201 301.

Website: www.noidaauthorityonline.com

Expression of Interest for Empanelment of Agencies for Sanitary Napkin Refilling in Sanitary Napkin Vending Machines and Removal of Ash from Sanitary Napkin Incinerators in NOIDA

DISCLAIMER

The information contained in this Expression of Interest document ("EOI document) or subsequently provided to Applicant(s), whether verbally or in documentary or in any other form, by or on behalf of New Okhla Industrial Development Authority (hereafter referred to as "NOIDA") or any of its employees or advisors, is provided to the Applicant(s) on the terms and conditions set out in this EOI document and all other terms and conditions subject to which such information is provided in writing.

This EOI document is intended to be and is hereby issued only to the prospective Applicants. The purpose of this EOI document is to provide the Applicant(s) with information to assist the formulation of their Proposals. This EOI document does not purport to contain all the information that each Applicant may require. This EOI document may not be appropriate for all persons, and it is not possible for the NOIDA, its employees or advisors to consider the investment objectives, financial situation and particular needs of each Applicant who reads or uses this EOI document. The assumptions, assessments, statements and information contained in the EOI document may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP document and where necessary obtain independent advice from appropriate sources. The NOIDA, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, adequacy, correctness, reliability or completeness of the EOI document.

Information provided in this EOI document to the Applicant(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The NOIDA accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The NOIDA, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EOI document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the EOI document and any assessment, assumption, statement or information contained therein or deemed to form part of this EOI document or arising in any way for participation.

Expression of Interest for Empanelment of Agencies for Sanitary Napkin Refilling in Sanitary Napkin Vending Machines and Removal of Ash from Sanitary Napkin Incinerators in NOIDA

The NOIDA also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Applicant upon the statements contained in this EOI document.

The NOIDA may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this EOI document before the last date of bid submission.

The issue of this EOI document does not imply that the NOIDA is bound to select an Applicant or to appoint the selected Applicant or Concessionaire, as the case may be, for the Project and the NOIDA reserves the right to reject all or any of the Applicants or Bids without assigning any reason whatsoever.

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

Expression of Interest for Empanelment of Agencies for Sanitary Napkin Refilling in Sanitary Napkin Vending Machines and Removal of Ash from Sanitary Napkin Incinerators in NOIDA

Table of Contents

Section 1: Text of Advertisement.....	5
Section 2: Letter of Invitation	6
Section 3: Instructions to Bidder	7
Section 4: Formats for Submission.....	10

Expression of Interest for Empanelment of Agencies for Sanitary Napkin Refilling in Sanitary Napkin Vending Machines and Removal of Ash from Sanitary Napkin Incinerators in NOIDA

Section 1: Text of Advertisement

Expression of Interest for Empanelment of Agencies for Sanitary Napkin Refilling in Sanitary Napkin Vending Machines and Removal of Ash from Sanitary Napkin Incinerators in NOIDA

NOIDA thus invites "Expression of Interest" Expression of Interest for Empanelment of Agencies for Sanitary Napkin Refilling in Sanitary Napkin Vending Machines and Removal of Ash from Sanitary Napkin Incinerators in NOIDA. The broad activities include but not limited to, refilling of sanitary napkins in sanitary napkin vending machines in public toilets, community toilets, pink toilets and toilets in the authority campuses. The activities also include removal of ash from sanitary waste incinerators installed in CTs/PTs/Pink Toilets and Toilets in the authority campus. The interested entities/ agencies/ firms /companies may then send their organizational profile along with the forms available in the EOI document uploaded on the NOIDA website on or before 03rd December 2019 before 2:00 PM, on the following email addresses:

Email address: pehealth39@gmail.com; consultant2noida@gmail.com

Website: www.noidaauthorityonline.com

The EOI document required to be submitted by the firms must include (i) Firms profile, (ii) Company registration certificate, (iii) GST certificate, (iv) Balance sheet (audited indicating average annual turnover in last 3 years), (v) declaration on non-judicial stamp paper to the effect that the firm is not debarred from participating in any assignment funded by Government of India or State Government or PSUs (vi) Other documents as mentioned in the EOI document available on the website of NOIDA.

The companies will be shortlisted on the basis of the similar experience that has been carried out on past. NOIDA reserves the right to initiate or cancel the entire process without quoting any specific reasons at any stage. No fee is thus been called with the said EOI.

Senior Project Engineer (PH)

Public Health Department

Sector-39, Gautam Buddha Nagar

Expression of Interest for Empanelment of Agencies for Sanitary Napkin Refilling in Sanitary Napkin Vending Machines and Removal of Ash from Sanitary Napkin Incinerators in NOIDA

Section 2: Letter of Invitation

1. The NEW OKHLA INDUSTRIAL DEVELOPMENT AUTHORITY (hereinafter called “Employer”) is inviting sealed Expression of Interest for Empanelment of Agencies for Sanitary Napkin Refilling in Sanitary Napkin Vending Machines and Removal of Ash from Sanitary Napkin Incinerators in NOIDA
2. The EOI document containing the details of qualification criteria, submission requirement, brief objectives & scope of work and method of evaluation is enclosed
3. The EOI document will be available on NOIDA’s website www.noidaauthorityonline.in
4. The applicants may submit your responses in sealed envelopes and also on the e-mails as mentioned above in prescribed format to the undersigned latest by: 03/12/2019

**“Senior Project Engineer (PH)
Public Health Department, Sector-29
NOIDA”**

5. Queries if any may be referred in writing to the Senior Project Engineer, at the above mentioned address or email at pehealth39@gmail.com or consultant2authority@gmail.com.
6. Critical Dates

Publishing Dates	19.11.2019
Document Download Start Date	19.11.2019
Pre Bid Meeting	26.11.2019
EOI Submission Start Date	27.11.2019
EOI Submission End Date	03.12.2019
EOI Opening Date	04.12.2019

Yours sincerely,

Senior Project Engineer (PH)
Public Health Department, NOIDA
Sector-39, Gautam Buddha Nagar

Section 3: Instructions to Bidder

1. Background

New Okhla Industrial Development Authority (hereinafter referred to as “NOIDA” or “the Authority”), is one of the largest planned industrial townships of Asia. Noida development area encompasses about 20,316 hectares of land consisting of 81 villages in Gautam Budh Nagar district. The city is divided into 168 fully, partially and under developed sectors.

Noida has total population of 6.38 Lacs (as per the population census 2011), whereas, the current estimated residing population is approx.14.0 Lacs. Currently the processing of waste is on a minimal level and NOIDA is committed to achieve the goals of Swachh Bharat Mission of making Noida Open Defecation Free. Thus, in order to achieve the objectives NOIDA has installed several Public Toilets, Community Toilets and Pink Toilets. As per the ODF++ guidelines NOIDA has installed sanitary napkin vending machines and sanitary napkin incinerator in the toilets of NOIDA. Thus, Eoi is being floated to seek interest from various agencies in refilling of napkins in Sanitary Napkin Vending Machines and Removal of Ash from the incinerators.

2. Objective

Project objectives are aligned with the objectives of Swachh Bharat Mission (Urban). The key objectives of the project are as following: -

- a) Making NOIDA into a Open Defecation Free City
- b) Adhere to the compliances of ODF++ protocol
- c) Providing a clean and healthy environment to the citizens of NOIDA

3. EOI Processing Fees

NOIDA reserves the right to initiate or cancel the entire process without quoting any specific reasons at any stage. No fee is thus been called with the said EOI.

4. Documents to be submitted

The Expression of Interest is to be submitted in the manner prescribed below:

All information as detailed below is to be submitted in two hard copies in separately sealed envelopes and one soft copy in CD:

- a) Applicant's Expression of Interest as per Format
- b) Organization Contact Details as per Format
- c) Experience of the organization as per Format
- d) Financial strength of the company as per Format
- e) Declaration as per Format

Expression of Interest for Empanelment of Agencies for Sanitary Napkin Refilling in Sanitary Napkin Vending Machines and Removal of Ash from Sanitary Napkin Incinerators in NOIDA

- f) Price Bid Template
- g) Technology descriptions of the project

5. EOI Evaluation

- a) Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of declarations/testimonials submitted.
- b) The companies with similar kind of experience and successful completion of work will be selected for the empanelment.

6. Procedure for Detailed evaluation of technical qualifications

The firms will be shortlisted against the technical qualification criteria. Those who qualify/fulfill these criteria, shall be considered for financial evaluation.

S.No.	Particulars	Supporting Document to be Submitted
1	The applicant shall be a firm/ company/ partnership/ proprietorship firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932, non-profit organization and registered under trust act or societies act, section 8 of companies act or Companies registered under section 25 of the Companies Act, 1956. The Bidder shall be required to submit a true copy of its Incorporation/ registration Certificate.	Certificate of incorporation / registration and/or Partnership Deed under appropriate act, if any
2	The applicant must have a valid GST certificate and EPF registration.	Copy of GST Certificate & EPF registration certificate
3	The applicant must have at least an annual turnover 30 Lakhs of the last 3 financial years:	Copy of Work Order/Progress/Completion Certificate/ LOA Document clearly indicating plant capacity.
5	The agency should not be blacklisted by any Central Government/ State Government/ PSU/ Government Bodies	Certificate signed by the Authorized signatory

7. Terms of Reference

- a) The selected vendor has to refill the sanitary vending machines located in various CTs/PTs/Pink Toilets daily and once they are emptied.
- b) The selected vendor has to clear the ash collected in the sanitary incinerators on a daily basis
- c) To maintain cleanliness of the toilet facility and not leaving any wrappers or ash behind
- d) To maintain records of the refilled sanitary pads and inventory details daily and a

Expression of Interest for Empanelment of Agencies for Sanitary Napkin Refilling in Sanitary Napkin Vending Machines and Removal of Ash from Sanitary Napkin Incinerators in NOIDA

monthly report is to be provided to authority

e) The total refilling of sanitary pads to be checked by the supervisors/ sanitary inspector

f) Payment Mechanism

i. Authority will pay the cost of estimated sanitary pads for a year

i. Cost of sanitary pads to be made on a monthly basis

ii. Opex payment to be made on monthly bills post submission of operational report

8. Last Date of Submission of EOI

The last date of submission of EOI is 3rdDecember 2019 (2:00 PM)

EOI Opening Date & Time is 04th December 2019 (4:00 PM).

9. Empanelment Tenure

The empanelment tenure will be for 1 years from the date of signing of MoU with the authority. The empanelment tenure can be extended and will at discretion of Noida Authority. Authority can cancel the empanelment any time without giving any reasons.

10. Validity of Offer

The offer for EOI as per this document shall be valid for a period of three (3) months initially which may be extended further if required by Noida.

Expression of Interest for Empanelment of Agencies for Sanitary Napkin Refilling in Sanitary Napkin Vending Machines and Removal of Ash from Sanitary Napkin Incinerators in NOIDA

Section 4: Formats for Submission

Applicant Expression of Interest

[Location, Date]

To,
The Sr. Project Engineer (PH),
Sector-39, Noida

Dear Sir,

In response to the Invitation for Expressions of Interest (EOI) published on 20.11.2019 for the above purpose, we would like to express interest to carry out the above proposed task.

As instructed, we attach 2 sets of the following documents in separately sealed envelopes and one soft copy (also sent through e-mail):

1. Organizational Details (Format-2)
2. Financial strength of the organization (Format-3)
3. Experience in related fields (Format-4)
4. Letter of Declaration for not blacklisting (Format-5)
5. Price bid (Format 6)

Yours sincerely,

Authorized Signatory *[In full and initials]*

Name and Title of Signatory:

Name of Firm:

Address:

Expression of Interest for Empanelment of Agencies for Sanitary Napkin Refilling in Sanitary Napkin Vending Machines and Removal of Ash from Sanitary Napkin Incinerators in NOIDA

Form 2: Organization Contact Details

a.	Name of Organization	:	
b.	Tel. No.	:	
c.	Fax No.	:	
d.	Email	:	
e.	Year of Incorporation.	:	
f.	Name and address of the person holding the Power of Attorney.	:	
g.	(i) Place of Business.	:	
	(ii) Date of Registration.	:	
h.	Name of Bankers with full address.	:	
i.	GST Registration Number (copy).	:	
j.	Permanent Account Number (copy).	:	
k.	Are you presently debarred / Blacklisted by any Government Department /Public Sector Undertaking /Any Employer? (If Yes, please furnished details)	:	
l.	Name and details (Tel / Mobile / E mail) of contact persons	:	

Expression of Interest for Empanelment of Agencies for Sanitary Napkin Refilling in Sanitary Napkin Vending Machines and Removal of Ash from Sanitary Napkin Incinerators in NOIDA

Form 3: Format for Financial Capability of the Bidder

(Equivalent in Rs. crores)

Applicant*	-----(<i>Name of Bidder</i>)				
FY	2016-17	2017-18	2018-19	Total	Average
Annual Turnover					
Annual Net Worth					
Net Profit/Loss					
Certificate from the Statutory Auditor					
<p>This is to certify that..... (<i>Name of the Bidder</i>) <i>has</i> received the payments and annual turnover as shown above against the respective years.</p> <p>Name of the audit firm:</p> <p>Seal of the audit firm</p> <p>Date:</p> <p><i>(Signature, name and designation of the authorised signatory)</i></p>					

The Bidder should provide the Financial Capability based on its own financial statements. Financial Capability of the Bidder's parent agency/ firm or its subsidiary or any associate agency/ firm will not be considered for computation of the Financial Capability of the Bidder.

Expression of Interest for Empanelment of Agencies for Sanitary Napkin Refilling in Sanitary Napkin Vending Machines and Removal of Ash from Sanitary Napkin Incinerators in NOIDA

Form 4: Engagement Experience

List projects in the last ten years which are similar to that in the RFP.

Assignment name:	Value of the contract (in current INR):
Country:	Duration of assignment (months):
Name of Employer:	Total No of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current INR):
Start date (month/year): Completion date (month/year):	
Narrative description of Project:	

(Along with the details the bidder is also required to submit the certificate of completion/progress/Work undertaken for each of the projects)

Expression of Interest for Empanelment of Agencies for Sanitary Napkin Refilling in Sanitary Napkin Vending Machines and Removal of Ash from Sanitary Napkin Incinerators in NOIDA

Form 5: Letter of Declaration for not have been black listed

<On a non-judicial stamp paper of INR 100/->

[Location, Date]

To,

The Sr. Project Engineer (PH),
Sector-39, Noida

Subject: Letter of Declaration for not have been Blacklisted

We, *[Name of Firm]* have not been black listed/ debarred/ termination of contract except for reasons of convenience of Employer by any Government/ Government board/ Corporation/ Agency/ firm/ Statutory Body/ PSU Agency/ firm/ Non-Government/ Government of any sovereign countries/ Private Agencies and Funding Agencies in the last 10 years.

For *[Name of Firm]*,

Authorized Signatory [In full and initials]

Name and Title of Signatory:

Name of Firm:

Address

Expression of Interest for Empanelment of Agencies for Sanitary Napkin Refilling in Sanitary Napkin Vending Machines and Removal of Ash from Sanitary Napkin Incinerators in NOIDA

Form 6: Price Bid Template in a separate Envelope (Sealed)

[Location, Date]

To,

The Sr. Project Engineer (PH),
Sector-39, Noida

Subject: Price Bid for the Sanitary Napkin Refilling in Sanitary Napkin Vending Machines and Removal of Ash from Sanitary Napkin Incinerators in NOIDA

In response to the Invitation for Expressions of Interest (EOI) published on 19.11.2019 for the above purpose, we would to provide the following price for the bid:

	Cost Per Toilet
Supply of Cost of sanitary pads to be made on a monthly basis @ 100 pads per toilet per day	
Operational Cost per Toilet	
Total	

For *[Name of Firm]*,

Authorized Signatory [In full and initials]

Name and Title of Signatory:

Name of Firm:

Address