

## EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF INSTITUTIONS FOR ORGANISING WORKSHOPS

Proposals are invited from Government institutions/non-government institutions/organizations for empanelment to organize Workshops on ‘Prevention of Hazardous Cleaning of Sewers and Septic Tanks’ during 2021-22, being sponsored by National Safai Karamcharis Finance & Development Corporation under the Self Employment Scheme for Rehabilitation of Manual Scavengers (SRMS) in various States/UTs.

The objective of the workshops is to sensitise the concerned municipalities/Gram Panchayats and other stakeholders about the provisions of the MS Act, 2013 for prevention of hazardous cleaning of sewers and septic tanks. NSKFDC has standard material for organising workshops, which includes a short video and PowerPoint Presentation. These workshops are being organised with the officers, engineers, sanitary inspectors, supervisors and contractors, sanitation workers etc. of the municipalities who are looking after the work of cleaning of sewers and septic tanks. The details of Notice for Empanelment including eligibility criteria are available at NSKFDC website: [www.nskfdc.nic.in](http://www.nskfdc.nic.in) and Central Public Procurement Portal at: [www.eprocure.gov.in](http://www.eprocure.gov.in)

The organisations fulfilling the conditions shall submit the proposals with requisite documents by 01.02.2021 addressing the same to "The GM, National Safai Karamcharis Finance & Development Corporation (NSKFDC), NTSC, 3<sup>rd</sup> Floor, E-Block, NSIC, Okhla Industrial Area Estate-III, New Delhi – 110020. The eligible organizations will be empanelled by NSKFDC.

- Note:**
1. NSKFDC reserves the right to accept/reject the proposal without assigning any reason whatsoever.
  2. NSKFDC reserves the right to extend the last date of submission of proposals on need basis.

**Place:** New Delhi

**Dated:** 05.01.2021.

## National Safai Karamcharis Finance & Development Corporation (NSKFDC)

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

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

Tel: 26382476, 26382477, 26382478

Visit us at: [www.nskfdc.nic.in](http://www.nskfdc.nic.in) Email: [nskfdc-msje@nic.in](mailto:nskfdc-msje@nic.in)

Ref: NSFKDC/SRMS/Workshops/Eol/01/2021

Dated: 05.01.2021

### NOTICE FOR EMPANELMENT OF GOVERNMENT INSTITUTIONS/NON-GOVERNMENT INSTITUTIONS/ORGANISATIONS FOR ORGANISING WORKSHOPS ON PREVENTION OF HAZARDOUS CLEANING OF SEWERS AND SEPTIC TANKS

1. National Safai Karamcharis Finance and Development Corporation (NSKFDC), is a Govt. of India Undertaking under the aegis of Ministry of Social Justice & Empowerment. The Corporation was incorporated on 24<sup>th</sup> January, 1997 as a Company not for profit under Section 25 of the Companies Act, 1956 (now under Section 8 of the Companies Act, 2013), with an objective to promote socio-economic development of Safai Karamcharis(including waste pickers), manual scavengers and their dependants. NSKFDC is also the nodal agency for implementation of the Self Employment Scheme for Rehabilitation of Manual Scavengers (SRMS), which has a component of organizing Workshops on Prevention of Hazardous Cleaning of Sewers and Septic Tanks.
2. The Workshops are intended to sensitise the employers of sanitation workers for cleaning of sewers and septic tanks viz. municipal officers, engineers, sanitary inspectors, supervisors, contractors etc. and the sanitation workers about the provisions of the “Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013 “ (MS Act, 2013) and the rules framed thereunder. The workshops will be organized throughout the country, on need basis.
3. Proposal may be submitted in Proforma attached as **Annexure-I** by the institutions. Interested institutions, who fulfill the following criteria may apply for empanelment with NSKFDC for organizing the workshops:-

**Eligibility:** All types of institutions (Government/non-government), which are duly registered under any statute in India, are eligible for empanelment, who fulfill the following criteria:

Sl. No.	Eligibility
i)	The institutions/Body/Trust/Societies should be atleast 2 years old as on 31.12.2020. It should be having valid registration certificate under the relevant statute, under which it had been incorporated. It should have Governing Council/Board of Directors.
ii)	Its accounts should have been audited upto 31.3.2020/31.12.2019 (as the case may be, by a firm of Chartered Accountants.
iii)	It should not be black-listed at any point of time.
iv)	Voluntary organization/NGO should be mandatorily registered with the Niti Ayog, Govt. of India (NGO Darpan Portal) and have a UID No.
v)	It should have a valid PAN Number, GST number (if applicable).
vi)	It should have average annual gross receipts income minimum of Rs.05.00 lakhs during the financial year ended 31.3.2020/31.12.2019(whichever is applicable).

vii)	It should have exposure and experience of working with urban local bodies.
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**4. Procedure for Empanelment:**

- i) The proposals received would be scrutinized by NSKFDC and those institutions who qualify the eligibility criteria as mentioned in para 3 above shall be shortlisted and would be eligible for empanelment. Subsequently, the institutions which accept the Terms and Conditions including charges payable per workshop may be empanelled.
- ii) The number of institutions to be empanelled shall be determined by the NSKFDC based on the requirement. NSKFDC reserves the right to restrict the number of organizations per State/UT at its discretion as per any criteria.
- iii) The empanelment shall be made initially for 2021-22 which may be extended by upto two years subject to requirement and discretion of NSKFDC.
- iv) If the performance is not found satisfactory, the NSKFDC reserves the right to cancel the empanelment of the institution.

**5. Terms and Conditions for empanelment and charges payable to the empanelled institution.**

- i) The empanelled institution shall hold Workshops with 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 sanctioned workshops.
- iii) The organizations which were earlier empanelled by NSKFDC for organizing the workshops and later on back out and did not conduct the workshops, shall not be considered for EoI.
- iv) The empanelled institution shall make physical/other arrangements at site of Workshops.
- v) Any liability/claims arising due to organizing of workshop shall be that of the empanelled institution.
- vi) 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.
- vii) NSKFDC may, at its discretion, assign work and venues to any one or more of the empanelled institution(s) depending upon its requirement.
- viii) NSKFDC would provide the templates of necessary workshop material to the institution. The institutions is required to well acquaint its concerned staff about the delivery of the workshop. In this regard, NSKFDC would provide support wherever required.
- ix) The empanelled institution would prepare an action plan for organizing the workshops and necessarily provide prior information to NSKFDC by email before conducting any workshop.
- x) The institution will deliver the workshop in local language.
- xi) Generally one workshop per district will be permitted which will cover all concerned ULBs of the district. However, any district having more than one municipal corporation will be permitted to organize one workshop per municipal corporation.

- xii) A Whatsapp group would be created by the empanelled institution with NSKFDC on which day-to-day activities and status of workshops etc would be relayed. On the day of workshop photographs and other details of the workshop held would be uploaded by the representative of institution.
- xiii) The institution would provide bills and reports(in prescribed Proforma) for each workshop conducted.
- xiv) An all inclusive amount of Rs. 20,000/- is admissible to the empanelled institution as reimbursement for each workshop conducted as per norms.
- xv) The institution would give list of preferred States where it can confidently approach the ULBs and hold workshops. Institutions having spread in particular State/UT would be preferred for organizing workshops in the same State/UT.
- xvi) The institution will give complete publicity to NSKFDC and its schemes during the Workshops and also facilitate participation of NSKFDC and its stakeholders for spreading awareness on the schemes.

## 6. Submission & Evaluation of BIDS:

- i) The proposal including **Annexure-I**, alongwith supporting documents must be duly signed by the Authorised Signatory. The entire set of documents is required to be sent to GM, National Safai Karamcharis Finance & Development Corporation, NTSC, 3<sup>rd</sup> Floor, E-Block, NSIC, Okhla Industrial Area Estate-III, New Delhi – 110020 on or before 01.02.2021.
- ii) In the event of any doubt or difference of opinion regarding the terms and conditions of empanelment, the decision of MD, NSKFDC shall be final and binding. NSKFDC reserves the right to amend, modify or change the terms and conditions of empanelment as deemed necessary.
- iii) The proposals will be opened and evaluated by a nominated committee of NSKFDC to establish fulfillment of all technical qualification criteria (refer Annexure I. Towards this NSKFDC may, at its discretion, seek any clarifications/documents from the bidders.
- iv) Please note that the Empanelment process can be cancelled by National Safai Karamcharis Finance & Development Corporation (NSKFDC) at its discretion without giving any prior notice thereof.
- v) **EMD:** NO EMD is required.
- vi) **Performance Guarantee:**  
No performance Guarantee is required.
- vii) **Important Dates:**

Sl. No.	Activity	Timeline
1.	Last Date & Time for receipt of proposals	01.02.2021

**Note:** For any further announcement please visit NSKFDC website: [www.NSKFDC.nic.in](http://www.NSKFDC.nic.in)

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## National Safai Karamcharis Finance & Development Corporation (NSKFDC)

### Annexure-I

Sl. No.	Details		
1.	Name of Institution		
2.	Date of Formation		
3.	Registered Address		
4.	Address for Correspondence		
5.	Telephone No.		
6.	Mobile No.		
7.	Fax No.		
8.	Email Address		
9.	<b>Eligibility</b>	<b>Documentary Evidence (self-certified) to be enclosed.</b>	<b>Page No.</b>
i)	The institutions/Body/Trust/Societies/ etc. should be atleast 2 years old as on 31.12.2020. It should be having valid registration certificate under the relevant statute, under which it had been incorporated. It should have Governing Council/Board of Directors.	a) Copy of the Registration Certificate and its renewal certificate showing validity.  b) List showing name and residential addresses of the Board/Council members with designation, mobile/ phone number, Aadhar Card No., if any.	
ii)	Its accounts should have been audited upto 31.3.2020/31.12.2019 (as the case may be) by a firm of Chartered Accountants.	a) A copy of the Audited accounts for the financial year ended 31.3.2020/31.12.2019 (as the case may be) alongwith Auditors Report. b) A copy of last Annual Report of the institution be also provided.	
iii)	It should not be black-listed or declared insolvent at any point of time.	Self-certified certificate signed by the Head of the Institution/authorized signatory.	
iv)	Voluntary organization/NGO should be mandatorily registered with the NitiAyog, Govt. of India (NGO Darpan Portal) and have a UID No.	Evidence of Unique ID and Registration of the portal.	
v)	It should have a valid PAN Number, GST NO. (if applicable).	Copy of PAN CARD /GST Registration Certificate	
vi)	It should have annual gross receipts income of Rs.05.00 lakhs during the last financial year.	A certificate from CA specifying gross receipt for the last financial year.	
vii)	It should have exposure and experience of working with	Self certified details of work undertaken with ULBs may be	

Sl. No.	Details		
	urban local bodies.	provided.	
viii)	List of preferred States where it can confidently approach the ULBs and hold workshops	Names of States/UTs to be covered by the institution (please use separate sheet, if the space provided is not sufficient).	
ix)	Name, Address & contact detail of Authorised Signatory to the Tender	Original letter of authority from the bidding institution with requisite details of authorized signatory and his attested signatures.	

**Declaration:**

I hereby declare that above information submitted by me is true, correct and nothing is concealed and in the event it is found that any information is false or concealed or incomplete, NSKFDC can take action against me including cancellation of my empanelment of the organization..

Date: .....

(Signature of Authorised Signatory)

Place:.....

Name.....

Designation.....

Contact No/Mob. No.....

Email ID .....