

**GREATER HYDERABAD MUNICIPAL CORPORATION
(GHMC)**



**Expression of Interest (EOI) cum BID Invitation for
“Annual Maintenance of 1 No. Gas fired Crematorium at Saheb Nagar Graveyard Ward No.14
B.N.Reddy Nagar Hayath Nagar Circle-3, LB Nagar Zone, GHMC”**

**EoI cum Bid Notice NIT.No./EE/LBNZ/GHMC/2021-2022 Dt.
27.04.2021**

April 2021

Greater Hyderabad Municipal Corporation
O/o. EXECUTIVE ENGINEER,
HAYATHNAGAR CIRCLE-3,
SAROOR NAGAR,
LB NAGAR ZONE
Ph.No:7799910858,7799914598

Website: www.tender.telangana.gov.in

SCHEDULE OF BID PROCESS

Bidders are invited to submit their Bids on or before the time, date and at the office for submission as indicated below. The Bids submitted after this time and date or at any other office other than indicated herein below will not be considered under any circumstances; unless notified by the Authority with full information of the altered time, date and the office for submission. Bid document shall be downloaded from “ <https://www.tender.telangana.gov.in>” under tenders notifications section.

EoI cum Bid Notice NIT.No. 01/EE/LB Nagar Zone /GHMC/2021-2022 Dt.27.04.2021

S No.	Event Description	Particulars
1	RFP downloadable from website (Date&Time)	28.04.2021 from 3.00 PM onwards
2	Pre – Bid Meeting at O/o. Zonal Commissioner, HAYATHNAGAR CIRCLE, GHMC	30.04.2021 upto 3.00 PM
3	Bid Due date / Bid Submission date	04.05.2021 at 12.00noon
4	Address for communication & submission of Bid	O/o Executive Engineer, Hayathnagar Circle-3, Beside MRO Office, Venkateshwara colony, Saroor Nagar GHMC
5	Date & Time for opening of Technical Bid (Eligibility & Qualification Criteria)	05.05.2021 at 3.00PM
6	Date & Time of opening of Financial Bid	06.05.2021 at 12:00PM (Based on Technical Bids received, Date of financial bid opening might change and will be intimated accordingly)
7	Bid Security (Refundable)	<i>Rs. 50,000/- (Rupees Fifty Thousand only) in the form of demand draft drawn in favor of the Commissioner, Greater Hyderabad Municipal Corporation payable at Hyderabad and drawn on any scheduled bank.</i>

Note: In case of any further clarification required the bidders may contact the Authority at eec3.ghmc@gmail.com or approach the O/o. The Executive Engineer, Hayathnagar Circle-3, L.B. Nagar Zone, Greater Hyderabad Municipal Corporation, Beside MRO Office, Venkateshwara colony, Saroor Nagar GHMC.

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1. INTRODUCTION

With an objective of providing Cremation facility for the deceased persons in the GHMC limits, the Gas Fired Crematorium has been constructed at Saheb Nagar Grave yard, in B.N.Reddy of the Hayathnagar Circle. The EOI is hereby called for the operation and maintenance of Gas fired Crematorium, to provide cremation facility for the deceased persons expired with COVID 19 or Normal death.

2. BACKGROUND:

The Greater Hyderabad Municipal Corporation (GHMC) as a responsible ULB constructed the Gas fired Crematorium at Saheb Nagar Graveyard in B.N.Reddy of Hayathnagar Circle for providing of Cremation facility in all weather conditions and reduction of pollution in the Greater Hyderabad Limits

3. SCOPE OF WORK:

The main aim of calling EOI is to provide cremation facility to the deceased persons by operating and maintaining the existing Gas based crematorium duly collecting user charges from the family of the deceased person.

Obligation of the bidder for operation and Maintenance of the crematorium:

- The firm has to collect user charges from the public for each cremation duly maintaining the records for the same.
- The firm has to operate the crematorium with the revenue collected from the public for cremation.
- The bidder has to take up repair works i.e., Civil, Mechanical and Electrical, to the crematorium at his own cost.
- The bidder is responsible operating the systems from 9AM to 6PM on all days including holidays.
- The bidder has to maintain the crematorium includes keeping the furnace neat and tidy, Oiling and Lubricating of all parts of equipments, cleaning the system and removal of debris at regular intervals, checking of all electrical points and connections and checking of pipe lines and other related works.
- The bidder is responsible for undertaking proper cleaning and maintenance of the systems at regular intervals based on the requirement.
- The bidder will pay the salaries, wages and other expenses to their operating and maintenance technical staffs employed by them for the operation and maintenance of the furnaces.
- The expenses of water charges shall be borne by the bidder only.
- The cleaning and maintenance of the building, water tanks and Drainages shall be done by the bidder and the salaries and wages and other expenses for the above work shall borne by the bidder such as water charges, cost of chemicals etc., complete.

- The entire process of cremation of dead bodies i.e., receiving dead bodies, registering in the performance register, charging user charges for each dead body has to be reviewed and one officer from GHMC will monitor the entire process.
- Maintenance of the records as stated above should be submitted to the in-charge officer for every month, for verification.
- The main objection of the public is due to bringing and burning and keeping the decomposed bodies open to air in the Ambulance for a long time due to which the bad foul smell of the decomposed bodies getting spread over the area resulting objection from the residents of the neighboring colony. The bidder should not allow decomposed bodies entering into the crematorium.
- The bidder has to maintain the crematorium for a period of initially 1 year from the date of handing over of crematorium for operation and maintenance, extendable to 2 more years upon satisfactory performance.
- The crematorium will be handed over to the firm in “AS IN WHERE CONDITION”. The rate quoted by the firm, includes above all.
- The bidder will strictly work under the supervision of graveyard committee/GHMC whichever is the governing body.
- Should have supervisor/ technical work inspector with L.C.E, L.M.E, L.E.E qualification of operation of crematorium.
- The Bidder should engage 2 no’s of care takers per shift for cremation process & for maintenance of 50 mts surroundings of the crematorium.
- The Bidder should submit MOU with commercial gas cylinders suppliers and HSD oil suppliers for regular supply for Technical Evaluation.
- The bidder should ensure ash collection and safeguarding of Ashes.
- All water, power etc.. consumption charges will be borne by the agency.
- The lowest quoted price after the evaluation by the committee will be communicated to the grave yard committee/GHMC whichever is the governing body to display the amount for cremation at crematorium. The Agency shall collect the same amount from the deceased person’s family duly issuing the receipt of payment to the payee. Proper records shall be maintained.
- The Agency shall work in strict supervision of GHMC Deputy commissioner, Circle-3 and AMOH 3 in coordination with grave yard committee.
- The pre-bid meeting will be conducted in the chambers of Zonal commissioner, L.B.Nagar Zone, GHMC on Dt. 30.04.2021

4. ELIGIBILITY:

Interested parties meeting the bid eligibility criteria are requested to submit their counter proposal for Operation and Maintenance of Crematorium including conducting final rituals as per the right of deceased persons.

Bid Evaluation

Quality cum Cost-Based Selection (QCBS) - Evaluation based on the cost committed by the bidder and the technical qualification of the bidder

Two Tier Process- First stage will involve Eligibility and Tech Evaluation. Financial bids of those who clear stage 1 scrutiny will be evaluated in stage two.

Bidder Prequalification

1. Should have Supervisor/ Work inspector with L.C.E, L.M.E , L.E.Equalification for operation of crematorium
2. Care taker of cremation process : 2 no's per shift
3. MOU with Commercial Gas cylinders Suppliers and HSD oilSuppliers for regular supply
4. Workers for maintenance of 50 m surroundings of the crematorium
5. Ash collection person and safeguard of Ashes.
6. All the workers should wear covid-19 safety (masks, caps, shoes etc.,

The following parameters will also be taken into consideration while evaluating counter proposals:

**Solution Quality
Parameters (assuming that
each crematorium is utilized
on an
average for 2 dead bodies
cremated per shift and cost
per each body)**

1. Cost of Maintenance (Fixed Cost &variable cost of Maintenance)
2. HSD oil and Gas cylinders per body
3. Fool-Proof Automation Features requiring low level of training orManagement
4. Ease of Effluent Management
5. Cost of Effluent Management
6. Energy usage
7. Water supply
8. Power utilization charges complete
9. Maintenance of Waiting area and Toilets
10. Declaration to work under the control of Graveyard committee /GHMC committee which will be the governing body

41 History of litigation and criminal record: If any criminal cases are pending against him/her/ partners at the time of submitting the Bid, the Bid will be summarily rejected. In this respect, the Bidder shall submit an affidavit to the effect that the history of litigation, criminal cases pending against him/her/partners furnished by him/her is true. In case, it is detected at any stage that the affidavit is false, he will abide by the action taken by the GHMC /Telangana State Government without approaching any court whatsoever for redress. He will however, be given suitable opportunity to offer his explanation before action is taken against him

42 The Commissioner, GHMC reserves the right either to accept or reject any or all Tenders at any stage without assigning any reasons.

The Bid submitted without Bid Security will be summarily rejected. The Bid Security of the successful Bidder will be returned when the Bidder has signed the Contract Agreement with the Employer and has furnished the required Performance Guarantee as specified in the document within 7 days from the receipt of the Letter of Acceptance.

43 The Bid Security will be forfeited:

- (a) If a Bidder withdraws its bid during the period of bid validity. Or
- (b) If the Bidder fails to accept the Employer's corrections of arithmetic errors in the Bidder's bid (if any), or
- (c) If the Successful Bidder fails to sign the contract agreement with the Employer within the prescribed period, or
- (d) If the Successful Bidder fails to furnish the Performance Security within the stipulated time.

44 The proposal should be submitted by consultancy firms in two parts. The two parts of the proposal are **Part 1: Technical Proposal** and **Part 2: Financial Proposal**. For a given Project, Stage -1 of the Evaluation shall consider the evaluation of the Technical Proposal (i.e. Part 1). The firm satisfying the eligibility criteria as mentioned in EOI Document shall only be considered for further evaluation. Under stage 2, the financial proposal of such firms as selected above shall be opened and evaluated.

45 Submission of EoI Cum Bid: EoI cum Bid shall be submitted along with the filled in formats provided as appendices to this document in two cover system i.e (i) Technical Bid cover (ii) Financial Bid cover. All envelopes shall be super scribed as NAME OF THE BIDDER and followed by “

“Annual Maintenance of 1 No. Dual Gas fired and Oil fired Crematorium at Saheb Nagar Graveyard Ward No.14, HayathNagar Circle-3 GHMC”.

The EoI cum Bid shall be submitted on or before 3.00 PM Hrs (IST) 4TH of MAY, 2021. Submission by email or other electronic means will not be accepted. It is the responsibility of the interested party to ensure that it is delivered at prescribed address by the stated deadline through post/courier/ in person only.

The Authority shall not be held responsible for any delay in delivery or lost in transit cases.

The EoI cum Bid shall be submitted through offline only and addressed to:

**The Executive Engineer, Hayathnagar Circle,
Greater Hyderabad Municipal Corporation Circle office,
2nd Floor, Beside MRO Office,
Near Venkateshwara colony. Cell
No.7799910858
E-mail: eec3.ghmc@gmail.com**

For any assistance, Applicants can contact the following officer as per their convenience on the addresses given below:

**The Head Draughtsman-II,
Greater Hyderabad Municipal Corporation, Circle office,
2nd Floor, Beside MRO Office,
Near Venkateshwara colony.
Cell No.7799914598,
E-mail: eec3.ghmc@gmail.com**

Only complete EoI response received on or before the due date and time shall be considered. After completion of time, EOI / BID will not be accepted.

5. TECHNICAL BID:

The applicant shall submit the following documents in a sealed cover “Technical bid cover”

- i. Covering Letter as per Annexure I
- ii. Details of the Applicant as per Annexure II
- iii. Bid security of Rs.50,000/- (Rupees Fifty Thousand only) has to be submitted in the form of demand draft drawn in favor of the Commissioner, Greater Hyderabad Municipal Corporation payable at Hyderabad, drawn from any scheduled bank, which shall be refundable.

After completion of evaluation, the Bid security is returned to those applicants who are not qualified at Technical Bid stage immediately after completion of the Bid Evaluation Process and the Bid security of the successful bidder will be returned after completion of their agreement period.

5.1 Technical Evaluation:

A Consultancy Evaluation Committee (“Committee”) appointed by the Authority will examine the EOI submitted by the applicants based on the parameters such as **Cost of Maintenance (Fixed Cost & variable cost of Maintenance), Gas cylinders per body, Fool- Proof Automation Features requiring low level of training or Management, Ease of Effluent Management, Cost of Effluent Management Energy usage.** The Committee reserves the right to waive-of any shortfalls during evaluation, accept the whole or part of or reject any or all responses to this Bid. The decision of the Committee is final and no correspondence is entertained in this regard.

6. FINANCIAL BID SUBMISSION:

The Bidder shall submit the financial bid as per the **Annexure IV** in a separate sealed cover. If any applicant fails to quote Financial Bid, their bid will summarily be rejected.

7. SELECTION PROCESS:

The Committee will evaluate the financial bids of those Applicants who are qualified in technical evaluation. Mere submission of bid does not entitle the Applicants for qualifying in technical evaluation. After arriving at the L1, the committee shall decide the maintenance process. The agency shall be ready to utilize the services of the existing persons working at Grave yard for cremation purpose as decided by the Grave yard Committee.

8. PAYMENT METHODOLOGY: -

The lowest quoted price after the evaluation by the committee will be communicated to the grave yard committee/GHMC whichever is the governing body to display the amount for cremation at crematorium. The Agency shall collect the same amount from the deceased person’s family duly issuing the receipt of payment to the payee. Proper records shall be maintained.

Period of contract on successful award of contract is initially for one year and may be extendable to two years depending on the satisfactory performance and recommendation of the graveyard committee / by GHMC.

Annexure I

(Covering letter to be submitted in the letter head of the applicant)

Date:

To,
The Executive Engineer,
Hayathnagar Circle,
Greater Hyderabad Municipal Corporation,
Circle office, 2nd Floor,
Beside MRO Office,
Near Venkateshwaracolony
Cell No.7799910858
E-mail: eec3.ghmc@gmail.com

Subject: Expression of Interest (EoI) for “**Annual Maintenance of 1 No. Gas fired Crematorium at Saheb Nagar Graveyard Ward No.14, HayathNagar Circle-3 GHMC**”.

Dear Sir

Having examined the EoI cum Bid, the undersigned, offers to submit the application in full conformity with the said EoI cum Bid. I/We have read the provisions of EoI cum Bid and confirm that these are acceptable to us.

I/We hereby declare that all the information and statement made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification at any stage of the selectionprocess.

I/We understand that you are not bound to accept any proposal you receive. Also, at any stage, the process may be terminated without assigning any reason and without any liability to firms, whatsoever, it may be.

Thanking you.

Yours faithfully

Signature:

In Capacityof.....

Duly authorized to sign proposal for and on behalf of -----

.. Place

Annexure-II

Details of Applicant

a)	Name of the Applicant (Legal Name)	
b)	Country of incorporation	
c)	Legal Status	
d)	Year of Establishment	
e)	Registration details	(Enclose certificate of Incorporation/ Registration etc. as applicable)
f)	Address for Communication	
g)	PAN Number	Copy to be enclosed
h)	GST Number	Copy to be enclosed
i)	Brief description including details of its main lines of business	
j)	Name, Address, E-mail id and Contact Number of the Authorized Signatory, who is authorized to respond to this EoI	
k)	Any other information	

Signature of Authorized
Signatory Date:Place:

Annexure - III

Technical bid

Sl.No.	Item
1	Annual Maintenance of 1 No. Gas fired Crematorium at Saheb Nagar Graveyard Ward No.14, HayathNagar Circle-3 GHMC".

Enclosures:

- i. Any Similar nature of work Experience in the Government/PSU/Private Organization
- ii. Plan of action for maintenance of Gas fired crematoriums Signed copy

(Signature, name and designation of the authorized signatory)

Annexure IV

FINANCIAL BID

[on the letter head of the Bidding firm]

EoI cum Bid Notice NIT.No SE/SBZ/GHMC/2021-2022 Dt. .04.2021

Date:

**The Executive Engineer,
Hayathnagar Circle,
Greater Hyderabad Municipal
Corporation,
Circle office, 2nd Floor,
Beside MRO Office,
Near Venkateshwaracolony
Cell No.7799910858
E-mail: eec3.ghmc@gmail.com**

Sub :- “Annual Maintenance of 1 No. Dual Gas fired and Oil fired Crematorium at Saheb Nagar Graveyard Ward No.140, HayathNagar Circle-3 Circle-28, Hayathnagar Circle, GHMC”.

Sir,

As a part of the Bid for the subject work, we here by submit the following as Bid price as our quote to the Greater Hyderabad Municipal Corporation. Our financial quote is:

Sl. No.	Item	IN INR	
1	Annual Maintenance of 1 No Gas fired Crematorium at Saheb Nagar Graveyard Ward No.14, HayathNagar Circle-3 ,GHMC”. For cremation of Dead body including Electricity, Water, Gas and maintenance charges etc complete per each body	(in figures)	
		(in words)	

Bidders should pay electrical mater charge and cleaning bath rooms / surroundings.

We undertake to acknowledge that the bid evaluation be carried by the Committee authorized by the Authority and the decision of the Committee will be final and binding on us, financial bids of only those Applicants who are qualified in technical evaluation to be opened.

Applicant Signature

Note: The financial Bid to be submitted strictly as per the above format.
Noncompliance to the above format shall disqualify the firm’s BID

Annexure – V

TECHNICAL SPECIFICATIONS OF Annual Maintenance of 1 No. Gas fired Crematorium at Saheb Nagar Graveyard Ward No.14, HayathNagar Circle-3 GHMC.

The machine specification as follows:-

Gas fired Single Body Crematorium (combustion temperature of 850 to 1000 Degrees Centegrade Combustion Fan, Control Panel, and Auto/manual door and trolley with Air Pollution Control Device consist venturi scrubber, droplet separator, ID fan, water tank and pump, Chimney 30mtrs

Maintenance include:-

1. Supervisor/ Work inspector with L.C.E, L.M.E, L.E.E qualification
2. Care taker of cremation process: 2 nos per shift
3. Commercial Gas cylinders for cremation
4. Workers for maintenance of 50 m surroundings of the cremation
5. Ash collection person and safeguard of Ashes.
6. Any other item for maintenance of Crematorium.
7. Collection of cremation amount from the Deceased person Family/Payee