

Invitation of EoI for Engaging an Agency for training of municipal workers & suggest the measures to be taken for worker's safety and to conduct safety Audit in Vijayawada Municipal Corporation.



INVITATION FOR EXPRESSION OF INTEREST  
FOR  
ENGAGING AN AGENCY FOR TRAINING OF MUNICIPAL  
WORKERS & SUGGEST THE MEASURES TO BE TAKEN  
FOR WORKER'S SAFETY AND TO CONDUCT SAFETY  
AUDIT  
IN  
VIJAYAWADA MUNICIPAL CORPORATION

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**VIJAYAWADA MUNICIPAL CORPORATION (VMC), VIJAYAWADA**

**Ref: RC.SE(P) - 119427\2023 Dated: 03-11-2023**

**Invitation for Expression of Interest**

VMC desires to invite Expression of Interest (EOI) from interested parties for the purpose of Engaging an Agency for training of municipal workers & suggest the measures to be taken for worker's safety and to conduct safety Audit in Vijayawada Municipal Corporation. The detailed EOI can be downloaded from the website of [www.vmc.ap.gov.in/](http://www.vmc.ap.gov.in/) and <http://www.ourvmc.org/engg/gentenders.asp> will be available from 04 November, 2023 3.00 PM onwards. ***The last date for submission of EOI is 18-11-2023 up to 15.00 Hrs.***

***For more details contact:***

Vijayawada Municipal Corporation

E-mail: [pmuvmc@gmail.com](mailto:pmuvmc@gmail.com)

Mobile No: 9963995283 & 9866897639

Invitation of Eoi for Engaging an Agency for training of municipal workers & suggest the measures to be taken for worker's safety and to conduct safety Audit in Vijayawada Municipal Corporation.

#### KEY DATES

No.	Activity	Deadline
1	Issue of EOI	04/11/2023, 3.00 PM
2	Last date of receipt of queries on EOI through email <a href="mailto:pmuvmc@gmail.com">pmuvmc@gmail.com</a>	10/11/2023, 5:00 PM
3	Posting of response to queries on website <a href="https://vmc.ap.gov.in/">https://vmc.ap.gov.in/</a>	13/11/2023, 5:00 PM
4	Last date for submission of EOI	18/11/2023, 03:00 PM

Invitation of Eoi for Engaging an Agency for training of municipal workers & suggest the measures to be taken for worker's safety and to conduct safety Audit in Vijayawada Municipal Corporation.

## Table of Contents

1	Introduction.....	5
1.1	Vijayawada City .....	5
1.2	Vijayawada City and its themes .....	5
1.3	Authority issuing Invitation for EOI.....	6
2	Scope .....	7
2.1	Likely Activities to be undertaken during the actual project implementation. .....	7
3	The Expression of Interest .....	8
3.1	Objective of the EOI.....	8
3.2	Eligibility .....	8
3.3	Invitation of this EOI Conditions.....	9
3.4	Response Requirements .....	10
3.5	Submission of EOI .....	10
3.6	Checklist for Submission .....	11
3.7	Right to Terminate the Process .....	11
	ANNEXURE – I: Format for Letter of Submission .....	12
	ANNEXURE – II: Format for General Information .....	14
	ANNEXURE – III: Similar Projects Experience.....	17

Invitation of EOI for Engaging an Agency for training of municipal workers & suggest the measures to be taken for worker's safety and to conduct safety Audit in Vijayawada Municipal Corporation.

## **1.0 Introduction**

### **1.1 Vijayawada City**

Vijayawada Municipality (geographical coordinates: 16.52°N Latitude and 80.63°E Longitude) was constituted on 1<sup>st</sup> April 1888 with an area of 30 Sq. Kms and was upgraded as selection grade municipality in the year 1960. The Municipality was upgraded to Corporation in 1981. The extent of Vijayawada Municipal Corporation is 61.88 Sq Km with 64 municipal wards. The total length of Corporation Road is 1250 Kms. The population of the city as per Census 2011 is 10,34,358. At the same time, the population of the city in 2021 projection is 12,41,230.

### **1.2 Vijayawada City and its themes**

It is proposed to conduct a workshop on workers' safety once every 3 months and ensure that all the workers are using the safety equipment such as radium jackets, gloves, helmets, gumboots, face masks, etc., VMC intends to create awareness among the workers regarding various activities / Schemes provided by the National Safai Karamcharis Finance & Development Corporation (NSKFDC). Also, to conduct safety audit in Vijayawada Municipal Corporation.

### **1.3 Authority issuing Invitation for EOI**

In view of the above, Vijayawada Municipal Corporation (VMC) invites Expression of Interest (EOI) applications from the eligible and interested firms/ organizations for "Engaging an Agency for training of municipal workers & suggest the measures to be taken for worker's safety and to conduct Safety Audit in Vijayawada Municipal Corporation."

This EOI intends to identify implementing agency/ organization to train municipal workers regarding safety equipment's to be used during their on field works also to conduct safety audit and suggest the measures to be taken for worker's safety in Vijayawada Municipal Corporation and get an estimated cost of the project which is to be implemented regularly once 3 months. The Authority reserves the right to reject any or all the EOIs received without assigning any reason.

Invitation of EOI for Engaging an Agency for training of municipal workers & suggest the measures to be taken for worker's safety and to conduct safety Audit in Vijayawada Municipal Corporation.

Point of contact for any queries related to the EOI:

**Sri. K. Rama Mohana Rao, Superintending Engineer (Projects)**

Telephone/Mobile: +919963995283; +919866987639

Mail: [pmuvmc@gmail.com](mailto:pmuvmc@gmail.com)

All interested respondents are expected to carefully read all instructions, forms, terms and conditions and other details in the EOI. The respondents are also expected to have a visit to the office for developing training modules and training manuals in discussion with VMC. Failure to furnish the complete information requested for submission of a proposal not responsive to the EOI in all respects may lead to rejection of the EOI proposal of the respondent and shall not be eligible to the next level of the process.

## **2.0 Scope**

The parties whosoever wish to participate in the implementation process understand the requirement and proposals to be made with suitable methods for training of municipal workers & suggest the measures to be taken for worker's safety and to conduct Safety Audit in Vijayawada Municipal Corporation.

### **2.1 Likely Activities to be undertaken during the actual project implementation.**

- The program aimed to train the use of safety equipment's by Public Health Sanitation, Vehicle Depot, Sewerage, Water supply, Electrical and Horticulture section workers.
- This training and capacity building programme to implement safety rules as prescribed by the CPHEEO and other national organisations.
- The firm/company to depute their staff to train the workers on field in each ward and to investigate the usage of safety equipment's such as radium jackets, gloves, helmets, gumboots, face masks, etc., by workers with a rapid field assessment/ interaction with the users.
- The training and capacity building programme shall be conducted using pictorial charts, standees, and picture boards.
- There shall be 3 stages for implementation of training & safety audit of Municipal workers in Vijayawada Municipal Corporation
  - Shall work on workers safety audit (All Departments)
  - Depending on evaluation of results of the audit and to understand the training needs.
  - Training and Capacity Building Program shall be given for Public Health Sanitation, Vehicle Depot, Sewerage, Water supply and Horticulture section workers.
- To upgrade the knowledge, skills and for efficient management of usage of safety equipment's by the workers.

### **3.0 The Expression of Interest**

This is an invitation for Expression of Interest only and not an RFP document. Invitation for an EOI should not be construed as an offer and does not carry any commitment from the Authority to engage a private partner who submits a proposal, or any other commitment related thereto. The Authorities reserves the right to withdraw this EOI and change or vary any part thereof at any stage of the process.

#### **3.1 Objective of the EOI**

The objective of this EOI is to identify the prospective applicants from the eligible and interested firms/ organizations for "Engaging an Agency for training of municipal workers & suggest the measures to be taken for worker's safety and to conduct Safety Audit in Vijayawada Municipal Corporation."

Based on the responses to this invitation for EOI, the Authorities may identify the state of Art of trainings & capacity building program to be given and subsequently float an RFP in future.

#### **3.2 Eligibility**

- a) The invitation is open to all entities that are Firms, Societies, Companies or agencies that are registered under Companies / Societies Act, 1980 or its equivalent.
- b) The respondent should be operational in the field of similar nature of work for the last 5 (Five Financial) years preceding the Bid due date.
- c) The bidder should not have been blacklisted/debarred by any ULB, State Government/Central Government or its agencies in India or abroad as of today.
- d) The respondent shall have implemented similar works for Public & Private Sectors, Government entities. Necessary proof of documents needed to be furnished.



### **3.3 Invitation of this EOI Conditions**

- a) This EOI is not an offer and does not carry any commitment to engage a private partner who submits the same or any other commitment related thereto.
- b) The Authority reserves the right to withdraw this EOI and change or vary any part thereof at any stage if the Authority feels that such action is in the best interest of the Project. Decision of the Commissioner, VMC is final and binding in this regard.
- c) Timing and sequence of events resulting from this EOI shall ultimately be determined by the Authority.
- d) For all the EOIs received before the last date and time prescribed for submission, the proposals and accompanying documentation will become the property of Authority and will not be returned after opening of the proposals. Authority shall not be bound by any language in the proposal indicating the confidentiality of the proposal or any other restriction on its use or disclosure. Authority is not restricted in its rights to use or disclose any or all of the information contained in the proposal and can do so without compensation to the respondents who have submitted their EOIs.
- e) The respondent shall ensure that the quotation/proposal is complete in all respects and conforms to all requirements indicated in this invite document.
- f) By submitting an EOI, each respondent who shall be deemed to acknowledge that it has carefully read all sections of this invite for EOI, including all terms & conditions, and annexure/s hereto, obtained all relevant information about the work and has fully informed itself about all existing conditions and limitations. The Authority shall not be liable for any mistake or error on the part of the respondent in respect of the above.
- g) The respondents shall be responsible for all of the costs associated with the preparation of the quotations and their participation in the EOI process. The Authority will not be responsible or in any way liable for such costs.
- h) The costs of visiting the proposed locations and undertaking any further studies and investigations shall be at the respondent's own expense.

Invitation of EOI for Engaging an Agency for training of municipal workers & suggest the measures to be taken for worker's safety and to conduct Safety Audit in Vijayawada Municipal Corporation.

The respondent and any of his personnel or agents can visit the proposed locations.

- i) The proposal and all correspondence and documents shall be written in English language.
- j) The applicants of EOI, after evaluation by VMC, may be invited to submit their technical and financial proposals in response to the RFP document, in the method to be described in the RFP document. After technical and financial evaluations, in the method to be described in the RFP document, VMC will identify the successful bidder for implementation of the project.
- k) All the information provided by the applicants, like the names of the clients, contract values or any proprietary information etc. will be treated as confidential information.

### **3.4 EOI Submission Requirements**

- a) The EOI shall be in accordance with the requirements specified herein and, in the format, prescribed in this document.
- b) Quotations/Proposals must be direct, concise, and complete. Respondent is expected to provide only the relevant information in the EOI.
- c) The EOI shall be submitted as follows:
  - Offline Submission: The Original Copy shall be submitted in person/ courier/post to the Chief Engineer and scanned copy of the original proposal shall be shared to [pmuvmc@gmail.com](mailto:pmuvmc@gmail.com) with all the contents of the EOI.
  - The Authority will not accept delivery of proposal in any manner other than that specified in this EOI. Proposals delivered in any other manner shall be treated as invalid and rejected.

### **3.5 Submission of EOI**

Interested entities who meet the eligibility conditions set forth in this document, may furnish their Expression of Interest (EOI) with all the necessary documents and specify the name on the document with "Engaging an Agency for training of municipal workers & suggest the measures to be taken for worker's safety and to conduct safety Audit in Vijayawada Municipal

Invitation of EoI for Engaging an Agency for training of municipal workers & suggest the measures to be taken for worker's safety and to conduct Safety Audit in Vijayawada Municipal Corporation.

Corporation" along with a Letter of Submission duly signed by an authorized signatory on or before as per key dates:

**Note:**

1. Incomplete EOI will be rejected.
2. The Authority reserves the right to extend the EOI submission date for which the EOI is invited.
3. The Authority reserves the right to verify the furnished details & documents by the respondents independently and also reserves the right to reject any proposal without assigning any reason thereof in the interests of effective implementation of the project.
4. The detailed qualification criteria shall be provided in the RFP to be issued later.
5. All responses/proposals to be shared on [pmuvmc@gmail.com](mailto:pmuvmc@gmail.com)

**3.6 Checklist for Submissions**

Respondents should ensure that the following documents are submitted as requested and/or as per annexures in their proposals: -

1. Letter of submission
2. Organization/Company/Firm profile
3. Completed details of similar projects undertaken/planned
4. Proposed methodology for training & conducting safety audit details (specifications, costs etc.,) for Vijayawada.

**3.7 Right to Terminate the Process**

Authority may terminate the EoI process at any time and without assigning any reason. Authority makes no commitments, express or implied, that this process will result in a business transaction with anyone. This EoI does not constitute an offer by the Authority.

Invitation of EOI for Engaging an Agency for training of municipal workers & suggest the measures to be taken for worker's safety and to conduct Safety Audit in Vijayawada Municipal Corporation.

## **ANNEXURE – I: Format for Letter of Submission**

(In the firm's letter head)

**Ref No:**

**Dated:**

**To**

**The Commissioner, VMC**

Vijayawada Municipal Corporation (VMC),

NTR District 520001,

Andhra Pradesh, India.

Sub: Submission of Expression of Interest (EOI) for “Engaging an Agency for training of municipal workers & suggest the measures to be taken for worker's safety and to conduct safety Audit in Vijayawada Municipal Corporation”.

Sir,

Being duly authorized to represent and act on behalf of \_\_\_\_\_ and having thoroughly examined all the conditions of the invite for Expression of Interest (EOI) RC.SE \_\_\_\_\_ Dated: \_\_\_\_\_ for the captioned work, I/we hereby submit our Expression of Interest and the relevant information.

1. I/We have examined in detail and have understood and abide by all the terms and conditions stipulated in the above referenced EOI invite issued by the Authority. Our submissions/proposal is consistent with all the requirements stated in the EOI invite.
2. The information submitted in our proposal is complete, strictly as per the requirements as stipulated in the above referenced EOI invite and is correct to the best of our knowledge and understanding. We shall be solely responsible for any errors or omissions or misrepresentations in our submission/proposal.
3. I/We undertake to present our conceptual plan and facilitate VMC to develop terms of reference on the date mentioned in the invite or as and when requested

Invitation of EOI for Engaging an Agency for training of municipal workers & suggest the measures to be taken for worker's safety and to conduct Safety Audit in Vijayawada Municipal Corporation.

by VMC to its best satisfaction.

4. We have read the provisions of the EOI and confirm that these are acceptable to us. All necessary clarifications, if any, have been sought by us and duly clarified.
5. We fully understand that the submission of this EOI does not bestow upon us any rights to us in any further RFQs or RFPs arising out of this conceptual plan. Such RFQs or RFPs may be governed under the terms of reference as deemed essential for that.
6. I/We also authorize VMC or their authorized representative to approach individuals, employers and firms to verify our submitted details, competence and general reputation.
7. We understand that VMC will be at liberty to finalize parameters and issue of tender documents, after assessing the response from the parties.
8. This call for EOI does not constitute a solicitation. VMC reserves the right to modify or cancel and may recall the EOI.
9. We have not been blacklisted by any donor agency/State Government/Central Government(s)/Central Government or its agencies in India or their equivalent abroad

The undersigned declares that the statements made, and the information provided in the application is complete, true and correct in every detail.

Signed by Authorized Signatory,

[Name]

For and on behalf of [name of Entity]

Seal

Date.

Place:

Invitation of EoI for Engaging an Agency for training of municipal workers & suggest the measures to be taken for worker's safety and to conduct Safety Audit in Vijayawada Municipal Corporation.

## **ANNEXURE – II: Format for General Information**

Name of the entity	
Name of the firm/agency/company	
Type	
Legal status of the entity (company/agency)	
Principal place for business	
Head office address	
Address for communication	
URL of the entity's website	
Contact persons 1. 2. 3.	
Telephone & mobile number/s 1. 2. 3.	
Fax	
Email 1. 2. 3.	

Invitation of EoI for Engaging an Agency for training of municipal workers & suggest the measures to be taken for worker's safety and to conduct Safety Audit in Vijayawada Municipal Corporation.

Date of incorporation/registration	dd/mm/yyyy
Place of incorporation/registration	
Date of commencement of commercial operations	dd/mm/yyyy
No. of employees	Technical Staff:
	Management Staff:
	Support Staff:
	Workers:
Principal business	
Activities undertaken in the last 5 (Five) years preceding the submission date	Submit an organization profile including product/service offerings, major clients etc.
Turnover in the last 3 (three) financial years preceding the submission date Financial Year 1: 20_ - 20_ Financial Year 2: 20_ - 20_ Financial Year 3: 20_ - 20_	
Capabilities to undertake the Project	Submit a capability statement.
Similar projects experience	List out all similar projects undertaken/planned along with relevant certificates

**Certification:**

I/we hereby declare that the information furnished is true to the best of my/our knowledge.

Invitation of EoI for Engaging an Agency for training of municipal workers & suggest the measures to be taken for worker's safety and to conduct Safety Audit in Vijayawada Municipal Corporation.

Signature of the authorized person

Name of the authorized person

**Organization's seal**

Date:

Place:



Invitation of EoI for Engaging an Agency for training of municipal workers & suggest the measures to be taken for worker's safety and to conduct Safety Audit in Vijayawada Municipal Corporation.

### **ANNEXURE – III: Similar Works Experience**

- Title of the work
- Project cost
- Location of the project
- Status (implemented/ongoing)
- Name of the client
- Contact person at client's end
- Address, telephone no. and email ID of the contact person at client's end
- Start date and end date of implementation
- Role in the project
- Details of the project
  - (a) Components of the project
  - (b) Details of implementation
  - (c) Details of the project structure
  - (d) Other project highlights