



VIJAYAWADA MUNICIPAL CORPORATION
Jawaharlal Nehru Buildings, Canal road,
Vijayawada, Andhra Pradesh,
Pin: 520 001

Selection and Appointment of Agency for Swachh Survekshan 2018 documentation

**INSTRUCTIONS FOR SUBMISSION OF APPLICATION AND THE SELECTION
PROCESS**

1. Submission of Applications

- a) Applications in the prescribed format along with CV complete in all respects shall be submitted in person or by post/courier within the date. VMC shall not be responsible for late receipt or non-receipt of the Applications including for postal delays.
- b) Applications received after the due date or incomplete in any respect will be rejected.
- c) VMC reserves the right to accept or reject all or any of the applications at any time during the scrutiny and process of the applications without assigning any reasons.
- d) No correspondence or enquiries of the status of their applications will be entertained. Regret letters to the unsuccessful applicants will be sent soon after the completion of the selection process.
- e) Last date for submission of Applications is on or before at 3.00 PM, 4th October, 2017. The applicants shall submit their application either in person or through post to the below given address:

To
The Municipal Commissioner,
Vijayawada Municipal Corporation
Canal road, Vijayawada,
Andhra Pradesh, Pin: 520002

Note: on the top of sealed cover it shall be mentioned that “Application for Agency for Swachh Survekshan 2018 documentation”

2. Selection Process

- a) The applicants satisfying the eligibility criteria of qualification and experience will be shortlisted.
- b) The shortlisted applicants will be called for personal interview with a short notice. The short listed candidates shall be ready for attending the interview without fail. The date, time and place of interview will be intimated within 7 days in advance by e-mail address as given in the application and SMS.
- c) Other things being the same, the final criteria for selection are by Quality and Cost Based Selection. After the personal interview including the negotiation of the consultancy fees, the Selection Committee will finalise the list of applicants for selection based on the Qualification, Experience and performance of Candidates in Interview and recommend for consideration and approval of the Competent Authority, while keeping four applicants in reserve. The final criteria for selection will be on Quality and Cost based selection.
- d) The applicant fees quoted by him/her is Rs._____ for Consultancy fee. However, the VMC have every right to fix up the fee basing on the qualification, experience, performance and the amount lowest quoted in selection process as per the rules in vogue.
- e) The VMC have every right to accept/reject any application or cancel the entire process without assigning any reason.

3. Letter of Offer

Letter of Offer will be issued to the selected applicant/s and the applicant shall have to execute the contract agreement and join the duty within one week, failing which, the Letter of Offer shall stand revoked and the applicant next in the reserve list will be offered, unless extended by the VMC at its sole discretion both the request and acceptance in writing.

4. For any further information, the applicant may contact Chief Engineer, Municipal Corporation, Jawaharlal Nehru Buildings, Canal Road, Vijayawada-520 001, Andhra Pradesh. Phone No. 0866-2422400 / 2421001; Cell No.:9866514160 and 9866514143.

VIJAYAWADA MUNICIPAL CORPORATION.

SELECTION AND APPOINTMENT OF AGENCY FOR SWACHH SURVEKSHAN 2018 DOCUMENTATION

TERMS OF REFERENCE

1. Name of Position of Expert and Eligibility Criteria.

The details of the positions for selection of consultants and the experience criteria thereof are as under. The Applicants shall have the full knowledge of the local laws concerning the ULBs, Environment rules and Swachh Survekshan.

| S. No | Position | Experience | Contract period |
|-------|------------------------------|--|---|
| 1. | Swachh Survekshan Consultant | <u>Essential:</u> 5 years of experience in SWM / WASH, and environmental related projects and also minimum 3 years of Experience in Government advisory sector i.e., Urban development / Local bodies / Development authority. <u>Desirable:</u> Experience in documentation, data collection, presentations and analysis of any project. | Until the completion of the Swachh survekshan 2018. |

3. Specific Functions and Responsibilities:

The consultant shall assist the VMC in

1. Documentation, data collection and maintenance of records
2. Preparing shared formats as per Swachh Survekshan 2018.
3. Training to key staff on Swachh Survekshan 2018
4. Preparation of PPTs and reports for SBM & SAC
5. Consultant shall be present continuously till the report is complete.
6. Guiding Corporation in implementation of key parameters of SS 2018
7. Also whatever the job assigned to them according to urgency/necessity. Ex. Preparation & presentation of PPTs as and when required, submission of evaluation reports, attending the review meetings etc.,

4. Contract Terms and Conditions.

- a) The contract period is limited from the date of joining to the completion of Swachh Survekshan 2018 report and the contract shall stand terminated on the last day of the

contract period. VMC at its sole discretion may extend the contract for a further period based on the progress achieved and the selected incumbent shall not have any right for any such extension.

- b) The work place is the office of the VMC, Vijayawada or such other place as the VMC may allot.
 - c) The consolation fees shall be as quoted by the incumbent in his/her application and as negotiated/accepted by VMC exclusive of Service Tax if payable under law. The same will be paid by VMC on completion of following milestones a) formats of Swachh survekshan 2018 – 30% b) Filling up the formats of data collection – 30% c) After submission to Swachh Survekshan 2018 – 40%.
 - d) The working hours will be as are applicable to the staff of VMC and whenever required the incumbents shall have to attend office later hours and holidays.
 - e) The contract may be terminated either by the VMC or the incumbent with one month prior notice or one month fees in lieu of such notice. However, VMC shall have the right to terminate the contract of the incumbent with one week notice in cases of irregular attendance of duties, or continued absence without prior permission for more than 3 days or for unsatisfactory work.
 - f) After interviews, VMC will prepare a panel of eligible consultants for future requirements and replacement of selected candidates, if their performance is not up to the mark.
 - g) The successful consultant should submit bank guarantee for an amount Rs.1.00Lakh towards security deposit for the contract at the time of entering the agreement.
 - h) Other terms and conditions shall be as per the contract agreement to be executed by the incumbent and the VMC.
5. On issue of letter of appointment, the incumbent shall join the duty within one week.

To:
The Commissioner
Municipal Corporation,
Jawaharlal Nehru Buildings,
Canal road, Vijayawada
Andhra Pradesh, Pin: 520 001

Sir,

1. In response to your advertisement dated _____ in the daily news paper, I am submitting my application as detailed below.
2. I have carefully read and understood the Advertisement and the Document containing the Instructions and Terms of Reference and other information and I hereby undertake to abide by the same. I am submitting this application in strict compliance with the terms and conditions contained in the Document.
3. I quote below my fees which is negotiable / not negotiable. (Strike out not applicable and sign)

My Fees: Rs. _____ (Rupees _____ only) exclusive
service tax.

Thanking you,

Place:

Yours truly,

Signature:

Address:

.....

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Mobile Number.....

E-mail ID.....

FORMAT TO BE FILLED BY THE AGENCY

| | | | | |
|---|---|--|------|----|
| A. PERSONAL | | | | |
| 1. | Full Name of Applicant | | | |
| 2. | Age and Date of Birth | | | |
| 3. | Address | | | |
| | Present | | | |
| | Permanent | | | |
| 4. | Tel.No / Mob.No. | | | |
| 5. | e-mail | | | |
| B. Projects handled (Self attested copies of certificates to be attached) | | | | |
| 6. | General | | | |
| 7. | Technical/Professional | | | |
| C. EXPERIENCE DETAILS RELATING TO THE POSITION APPLIED UPTO THE PRESENT DAY IN THE REVERSE ORDER - Certificates of Experience issued by the Employer or any other creditable documents to be attached) | | | | |
| 8. | No. Of years of Experience | | From | To |
| 9. | Experience in general showing the Employer and address and position held | | | |
| 10. | Experience specific to the position as prescribed in the Instructions with the details of employer with address | | | |
| 11. | Show in a separate sheet brief description of Project. | | | |
| D. OTHERS | | | | |

Note: Submit copies of all the related documents and certificates.

Place:

Date:

Signature

(**Note:** Each page of documents and attachments to be signed by the Applicant)