

Inviting
Expression of Interest (Eoi)
from registered firms
for
Recognized Qualified Person (RQP)

to

Prepare mine plans including environmental
management plan for river sand mining in the state of
Kerala



National Institute for Interdisciplinary Science and Technology
Industrial estate, Pappanamcode, Thiruvananthapuram, Kerala-695019
Council of Scientific and Industrial Research
(Under Ministry of Science and Technology, Government of India)
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1. Invitation for expression of Interest

National Institute for Interdisciplinary Science and Technology (NIIST), invites sealed Expression of Interest (EoI) from Recognized Qualified Person (RQP) in Kerala to whom, certificate were issued under rule 54 of KMMC Rules 2015 for preparation of mine plan for river sand mining in the state of Kerala. The list displayed on the website of Department of Mining and Geology (DMG), Government of Kerala is referred while sending the EOI request.

This EoI document contains the details of qualification, criteria, submission requirement, brief objective and scope of work and evaluation criteria.

Further details, if any, may be obtained from concerned scientist, Mr. Saurabh Sakhre, Environmental Technology Division (ETD) (Mob.no: 9168078008, Email: saurabh@niist.res.in), CSIR-NIIST, Thiruvananthapuram during working hours.

Last date for submission for EoI through E-mail is 26-02-2024 up to 1700 hr. An E-mail with subject RQP_EOI may be send to the above provided e-mail address. The same shall be sent through sealed cover via post to the following address latest by 27-02-2024.

The Director

CSIR-National Institute for Interdisciplinary Science and Technology (NIIST)

Industrial Estate P.O., Pappanamcode

Trivandrum – 695019

Kerala.

The received EoI will be scrutinized based on the evaluation criteria and the shortlisted candidates may be called for presentation /meeting/proposal before the selection committee of CSIR-NIIST.

Note: CSIR-NIIST or any of it designates reserves the right to cancel this request for EoI and/or invite afresh with or without amendments, without liability or any obligation for such request for EoI and without assigning any reason. Information provided at this stage is indicative and the Director, CSIR-NIIST reserves the right to amend/add further details in the EoI.

2. Background

National Institute for Interdisciplinary Science and Technology (NIIST) is a constituent laboratory of Council of Scientific and Industrial Research, Department of Science and Technology, Ministry of Science and Technology, Government of India. CSIR-NIIST is working in the areas of environmental technology, microbial processes and technology, materials science, agro-processing and chemical sciences. NIIST is a NABET accredited (Category-A) EIA consultant in the areas of mining of minerals and ports & harbors. CSIR-NIIST has prepared the District Survey Report for Malappuram, Palakkad, Thrissur, Kasaragod, Kannur, Kozhikode, Kottayam, Ernakulam, Pathanamthitta, Idukki and Kollam. The potential sand mining sites are identified in each district along various rivers. The DSR is prepared in accordance with the

relevant guidelines provided in the Sustainable Sand Mining Management Guidelines (SSMMG-2016) along with Enforcement and Monitoring Guidelines for Sand Mining (EMGSM-2020). The mine plan has to be prepared for commencing mining operations along with other necessary documents for Environmental Clearance (EC) and this EoI is specifically looking for Recognized Qualified Persons (RQP) who are registered with the Department of Mining and Geology, Government of Kerala under Rule 54 of KMMC Rules 2015.

3. Aim and objective

The objective of the work is to prepare a mine plan for river sand mining in accordance with Enforcement and Monitoring Guidelines for Sand Mining (EMGSM-2020) and other guidelines as given in this EoI. The mine plan will be prepared for various potential sand mining sites of areas ranging between 0-3 Ha, 3-5 Ha, 5-25 Ha and more than 25 Ha.

4. EoI processing fees

There are no processing fees for submitting this EoI.

5. Venue and deadline for submission of proposal

The last date for submission of the proposal is 26-02-2024 via mail and through sealed cover via post is 27-02-2024. Proposal, in its complete form in all aspects as specified in EoI, must be submitted to CSIR-NIIST, Thiruvananthapuram through E-mail (Soft copy only with subject RQP_EOI). In exceptional circumstances and at its discretion, CSIR-NIIST may extend the deadline for submission of proposals by issuing an amendment to be made available to all the RQPs registered with Department of Mining and Geology, in which case all the rights and obligations of CSIR-NIIST and the bidders previously subject to the deadline as extended.

A single pdf of all the scanned documents as per the formats prescribed in this EoI shall be sent to concerned scientist, Mr. Saurabh Sakhre on saurabh@niist.res.in on or before the last date of submission.

6. Validity of offer

The offer for EoI as per this document shall be valid for **ten days initially from the date of receipt of E-mail by RQPs** which may be extended further if required by CSIR-NIIST.

7. Terms of references

Following are the terms of reference for carrying out the proposed work. This terms of reference are framed as per the guidelines given in Enforcement and Monitoring Guidelines for Sand Mining (EMGSM-2020) issued by MoEF&CC.

- (i) Fulfilling all the relevant guidelines as given in section 4.3 of Enforcement and Monitoring Guidelines for Sand Mining (EMGSM-2020)
- (ii) The general structure of the mine plan shall include
 - General
 - Location and availability

- Infrastructure and communication
- Geology and exploration
- Estimation and calculation of geological resources
- Mineable reserves and Life of the mine
- Mining methodology
- Year-wise production plan
- Progressive mine closure plan
- Site services
- Transportation of sand from mine to destination
- Environmental Management Plan
- Plates depicting the geological, production & development and mine closure plan, conceptual plan and section

8. Time schedule

The time schedule shall be worked mutually for the potential sand mining sites based on the extent of site and location. The RQPs may provide the shortest period for completing the work once selected, based on the list of potential sand mining sites.

9. Inputs to be provided by CSIR-NIIST

- (i) District Survey Report for all the districts.
- (ii) Shape files of potential sand mining sites along with boundary coordinates.
- (iii) Sand reserves at each potential sand mining sites.
- (iv) Survey numbers / survey sketch of potential sand mining sites.

10. Deliverables

Soft and hard copies (2) of final approved mine plan covering terms of reference as given in section 4 of Enforcement and Monitoring Guidelines for Sand Mining (EMGSM-2020) issued by MoEF&CC.

11. Instructions to RQPs

The expression of interest to be submitted in the following manner prescribed below. All the information as detailed below is to be submitted in softcopy on the given E-mail (saurabh@niist.res.in)

- a) Applicants Expression of Interest as per **Format-1**
- b) Organizational/personal contact details as per **Format-2**
- c) Experience of RQP/organization as per **Format-3**
- d) List of experts/consultants/other RQPs on payroll as per **Format-4**
- e) Financial strength of the RQP/organization as per **Format-5**
- f) Additional information as per **Format-6**
- g) Declaration as per **Format-7**

The bidders are expected to examine all the instructions, forms, terms and other details in the EoI document carefully. Failure to furnish complete information as mentioned in the EoI document or submission of a proposal not substantially responsive to the EoI documents in every respect will be at the bidder's risk and may result in rejection of the proposal.

12. Qualification criteria

The following terms and conditions shall be applicable to the bidders:

- i. If an RQP is freelance consultant not registered with any firm, EoI will be solicited directly from the RQP. All the credentials and financial documents to be produced are to be based on the particular individual in his/her name.
- ii. If an RQP is employed at a registered firm, EoI will be solicited through the firm and there should be a certificate of endorsement of the RQP by the head of the firm.
- iii. If there are multiple RQPs employed at a single firm, the firm can endorse their RQPs as applicants in a single application/EoI, including credentials of all individual RQPs and financial documents of the firm.
- iv. In the event that multiple RQPs of a single firm are shortlisted in the selection process and enter a financial bidding phase, only a single financial bid by their firm will be entertained by the selection committee. Strictly only one financial bid from one firm will be considered in the selection process.
- v. As part of the selection procedure, the committee may invite the shortlisted applicants (both freelance consultants and employed at firms) for an in-person meeting to discuss matters related to their experience and other submitted credentials to make decisions on selection or rejection of candidates.
- vi. In the event that a work order is awarded to a firm, it will be binding to the firm that the particular RQP(s) selected by the selection committee will be engaged in executing the work and in no case a substitution will be made by the firm.
- vii. In the event that a selected RQP decides to leave his/her firm, the same shall be intimated by the firm to the institute. The ensuing financial matters will be settled as per the terms and conditions provided in the formal agreement. The need to engage a new RQP and the new candidate will be decided by the selection committee of the institute.
- viii. Receipt of separate applications/EoIs from different RQPs employed at a single firm/organization will lead to invalidation of all such EoIs.

The following will be the minimum pre-qualification criteria. Each eligible RQP should possess all the following pre-qualification criteria (**Table 1**). Responses not meeting the essential pre-qualification criteria will be rejected and will not be evaluated.

Table 1 Pre-qualification criteria and supporting compliance document

Sr.no	Pre-qualification criteria	Supporting compliance document
1	The RQP should be registered with Department of Mining and Geology , Government of Kerala	Copy of Certificate of Registration with DMG. Any other authenticate document in support of same.
2	The RQP should be in the similar service for at least last three years and should have completed/prepared at least 5 mine plans for river sand mining approved by DMG, Kerala.	Completion Certificate from the concerned organization. Any other authenticate document in support of same.
3	The RQP/organization has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial years	Format-5 to be certified
4	The RQP/organization should have an annual turnover of INR 10 Lakhs in each of the last 3 consecutive financial years	Annual accounts and balance sheet certified by CA with name of CA registration number, signature and stamp for the last three consecutive years for a consultant organization. In case of an individual consultant, ITR filing documents for the last 3 consecutive years. Any other authenticate document in support of the same.
5	The RQP or his/her firm should not be blacklisted by any central govt/state govt/PSU/Govt bodies. Any litigation or conflict with the state government shall also be mentioned in the EOI	Certificate signed by the Authorized signatory
6	Certificate of endorsement of the RQP by the head of the firm, if an RQP is employed at a registered firm	Certificate of endorsement by head of the firm
7	PAN No. / GST Certificate	Copy of Certificate to be enclosed

13. Evaluation criteria and method of evaluation

The following criteria shall be adopted for evaluating the Eols

- Screening of Eols shall be carried out as per the pre-qualification criteria mentioned in this document and based on verification of testimonials submitted.
- Eol will be evaluated for short listing/ award of work inter alia based on their past experience of handling/completing similar type of projects. The screening/selection

committee may devise any additional evaluation criteria based on the applications received and overall performance of the RQPs/ bidders.

- c) CSIR-NIIST will take up references and reserves the right to pay due heed to the RQPs/bidder's performance elsewhere.

The tentative schedule for engaging the RQPs is given below:

S.No.	Activity	Date
1.	Last date for receipt of Eol from the RQPs registered with Department of Mining and Geology , Government of Kerala	26-02-2024 (17:00 hr) by e-mail 27-02-2024 by post
2.	Call for presentation/discussion – shortlisted RQPs based on the screening criteria	After evaluation by consultancy evaluation and monitoring committee of the institute. Mostly, within 05 days from the last date of receipt of Eol
3.	Issue of tender document to the shortlisted RQPs	Within 7 days from the date of presentation/discussion
4.	Receipt of financial bid from the shortlisted RQPs	Within 7 days from the date of issue of tender document from CSIR-NIIST

14. Response

RQPs must ensure that their response is submitted as per the formats attached with this document. Special comments on the objective and scope of services projected in the enquiry may also be submitted along with the Eol.

The short-listed RQPs will be called for presentation/discussion and shall be issued tender document for submitting the financial proposal.

15. Conflict of interest

Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the RQP to inform CSIR-NIIST, detailing the conflict in writing as an attachment to this Eol.

CSIR-NIIST will be the final arbiter in cases of potential conflicts of interest. Failure to notify CSIR-NIIST of any potential conflict of interest will invalidate any verbal or written agreement

A conflict of interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular RQP is successful. Actual and potential conflict of interest must be declared by a person involved during bid process.

This is to be noted that as the work demands survey on the field, any local factors like people's attitude in a survey area, sensitive areas, handling local agitation shall be the responsibility of the RQP/ bidder.

16. Conditions under which EoI is issued

The invitation for EoI is not an offer and is issued with no commitment. CSIR-NIIST reserves the right to withdraw EoI and or vary any part thereof at any stage. CSIR-NIIST further reserves the right to disqualify any RQP/ bidder, should it be so necessary at any stage.

Format-1

APPLICANT'S EXPRESSION OF INTEREST

To,

Director
CSIR-NIIST
Industrial estate, Pappanamcode
Thiruvananthapuram,
Kerala-695019

Sub: Submission of Expression of interest (Eoi) to undertake the study "Prepare mine plans including environmental management plan for river sand mining in the state of Kerala"

Dear sir,

In response to the invitation for expression of interest (EOI) received through mail on DD.MM.YYYY for the above subject, I/we would like to express interest to carry out the above proposed task. As instructed, we are attaching the following documents:

1. RQP/Organizational details (Format-2)
2. Experience of RQP/organization in related fields (Format-3)
3. List of experts/consultants/other RQPs on payroll (Format-4)
4. Financial information (Format-5)
5. Additional information (Format-6)
6. Declaration (Format-7)

Sincerely yours

Signature of the applicant

[Full name of applicant]

Stamp.....

Date:

Encl: As above

Note: This is to be furnished on the letter head of the organization

Format-2

Sr.no	RQP/Organizational details	
1	Name of organization/RQP	
2	Main areas of business	
3	Valid RQP registration certificate with Department of Mining & Geology, Govt. of Kerala	
3	Type of organization Firm/company/partnership firm registered under the Indian companies Act, 1956/ the partnership Act, 1932, NGO, university wing etc.	
4	Whether the firm has been blacklisted by any central Govt./ state Govt./PSU / Govt. bodies? If yes, details thereof	
5	Address of registered office with telephone no. & fax	
6	Address of offices/centers other than registered office	
7	Contact Person with telephone no. & e-mail id	

Enclosures: -

1. Copy of Valid RQP registration certificate
2. Copy of certificate of incorporation
3. Copy of Article of association in respect of 3 above
4. Undertaking in respect of 4 above

Signature of the applicant

Full name of the applicant

Stamp & Date

Format-3

Experience RQP/organization in related fields				
Sr.no	Items	Number of assignments during last 5 years	Order value of each assignment in INR (Enclose copy of each order)	Mention the name of the client/organization (Enclose completion certificates)
1	Experience of assignments of similar nature (preparation of mine plans for river sand mining)			
2	Experience in carrying out similar assignments for Government sector			
3	Experience in carrying out similar assignments for Private sector			
Decision of evaluation committee in ascertaining “ Similar nature” and “similar assignment” will be final				

Signature of applicant

Full name of applicant

Stamp & Date

Format-4

List of experts/consultants/RQPs on Payroll				
Sr.no	Name	Designation	Qualification	Relevant experience
1				
2				
3				
4				

List of ISO certified/standard equipments/tools available with RQP			
Sr.no	Instrument /equipment	Company / manufactures	Whether ISO/BIS complied
1			
2			
3			
4			

Signature of applicant

Full name of applicant

Stamp & Date

Format-5

Financial Strength of the RQP/organization				
Sr.no	Financial Year	Whether profitable Yes/no	Annual net profit (In Lakhs)	Overall annual turnover
1	2020-2021			
2	2021-2022			
3	2022-2023			

Note: Please enclose auditors' certificate in support of your claim

Signature of applicant

Full name of applicant

Stamp & Date

Format-6

Additional information to support and strengthen the EoI.

Signature of applicant

Full name of applicant

Stamp & Date

Format-7

Declaration

I/ We hereby confirm that we are interested in competing for the services to undertake the work as mentioned in the EoI document.

All the information provided herewith is genuine and accurate.

I am aware that my bid will be summarily rejected if the proposal consists of any false /modified information.

Authorized person signature

Name and Designation

Date of signature

Note: - The declaration is to be furnished on the letter head of the organization/individual

End of the Expression of Interest (Eol) document