

National Mission for Clean Ganga (NMCG)
Department of Water Resources, River Development & Ganga Rejuvenation
Ministry of Jal Shakti

1st Floor, Major Dhyan Chand National Stadium,
India Gate, New Delhi – 110002

F.No: T-17/2014-15/921/NMCG

Date: 16th January 2023

REQUEST FOR EXPRESSION OF INTEREST
(Consulting Services –Firm Selection)

Assignment Title	Occupational Health & Safety Audit (OHSA) for the ongoing sewerage and Ghat and Crematoria development projects (including recently started and recently completed projects)
Reference No. (as per Procurement Plan)	IN-NMCG-312325-CS-QCBS
Loan No./Credit No./ Grant No.:	IBRD-91360

The Government of India has received a loan from the International Bank for Reconstruction and Development (IBRD) toward the cost of the Second National Ganga River Basin Project (SNGRBP) in the five states of Uttarakhand, Uttar Pradesh, Bihar, Jharkhand and West Bengal and intends to apply part of the loan proceeds for the Occupational Health and Safety Audit Services.

The need for revamping the river conservation program was widely recognized in view of the shortcomings in the approach followed in the Ganga Action Plan (GAP). It was felt necessary that a new holistic approach based on river basin as the unit of planning and institutional redesign may be adopted. Accordingly, the Government of India has given Ganga the status of a National River and has constituted the National Ganga River Basin Authority (NGRBA) on 20 February 2009 under Section 3 (3) of the Environment (Protection) Act, 1986.

National Mission for Clean Ganga (NMCG), a registered society under the Societies Registration Act, 1860, is the implementing wing of NGRBA and its General Body is chaired by the Ministry of Jal Shakti, Government of India. A Joint Secretary to the Government of India (GOI) level officer is the Director General. To implement the program in the states under the overall supervision of NMCG, there are State Program Management Groups (SPMGs), registered as societies in the respective states, namely Uttar Pradesh, Uttarakhand, Bihar and West Bengal while Jharkhand has a dedicated nodal cell. The SPMGs are also headed by senior IAS officers of the level of Secretary / Principal Secretary of the states.

NGRBA program believes that each of its investments will improve living standards and the environment of the River in and around project locations. NGRBA program is committed to implementing these activities in an environmentally sound, socially acceptable way. This has reflected its environmental and social commitments through its Environmental and Social Management Framework (ESMF). All investments financed by NGRBA program should be in consonance with its ESMF.

NMCG invites eligible consulting firms (Consultants) to indicate their interest in providing the **Occupational Health and Safety Audit (OSHA)** services for its projects across Ganga Basin States. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

1. Consultants' firm must have been incorporated 10 years preceding the date of publication of EOI.
2. Annual Average Turnover for any three financial years during FY 2018-19, 2019-20, 2020-21 and 2021-22 must be at least INR 1 Crore.
3. Have carried out similar assignments specific to Occupational Health and Safety Audit (OHSA) for at least ten (10) or more urban infrastructure projects/Industrial projects/Oil and Gas Installations projects in last 7 years. (5 marks for each completed project max 50 marks)
4. Have carried out at least two similar assignments specific to Occupational Health and Safety Audit (OHSA) related to sewerage network/STP in last 7 years. (10 marks for each completed project, max 20 marks)
5. Consultant has experience of at least three similar assignments specific to Occupational Health and Safety Audit (OHSA) or its management and monitoring activities in projects financed by multilateral agencies such as World Bank, ADB, etc. in last 7 years. (10 Marks for each project, Max 30 marks)

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 (Revised November 2017 and August 2018) ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. However, the JV partner should associate with only one firm, if same firm associated with more than one bids will be disqualified for both bidders/consultants.

A Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) method set out in the Procurement Regulations for IPF Borrowers.

Interested consultants shall submit 'Expression of Interest' through e-procurement portal (<https://eprocure.gov.in/eprocure/app>) **on or before 03.00 PM on 7th February 2023** and will be opened on the same day at 03.30 PM.

Intending bidders who have not enrolled/registered in e-procurement portal (<https://eprocure.gov.in/eprocure/app>) are requested to register themselves on the website. Possession of a valid Digital Signature Certificate (DSC) in the form of smart card/e-token is a prerequisite for registration and participating in the bid submission activities through this website. The website also has user manuals with detailed guidelines on enrollment and participation in the online bidding process.

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Terms of Reference

1. Background

Government of India has launched “Namami Gange” an Integrated Conservative Mission programme in the year 2014. The Namami Gange programme is an umbrella programme which covers the previously sanctioned ongoing projects as well as the projects in new components with multi sector mandate to address both water quality and water quantity issues. The programme aims at integrating previous & currently ongoing initiatives by enhancing efficiency, extracting synergies and supplementing them with more comprehensive and better coordinated interventions.

In this context, The National Mission for Clean Ganga was established in the form of a national level Program Management Group (PMG) in 2011, for seeking \$1bn assistance from World Bank. Cabinet Committee on Economic Affairs (CCEA) accorded approval on 28.04.2011 for the World Bank assisted National Ganga River Basin Project (NGRBP) at an estimated cost of Rs. 7,000 crore to be implemented by NMCG as a registered Society under the Societies Registration Act 1860, to act as an implementation arm of NGRBA (External Funding). With change in Allocation of Business Rules, 1961 vide Gazette Notification dated 31.07.2014, the work related to Ganga and its tributaries was transferred to Ministry of Jal Shakti, Department of Water Resources, River Development and Ganga Rejuvenation from the Ministry of Environment & Forests. The next major development in the evolution of NMCG was launch of Namami Gange Programme on 13th May 2015 with the approval of Cabinet as a Central Sector Scheme (100% central assistance), with components including all objectives of NGRBA. The non-lapsable fund of Rs 20,000 crore was earmarked for five-year period, 2015-2020.

NMCG acted as implementation arm of National Ganga River Basin Authority (NGRBA) which was constituted under the provisions of the Environment (Protection) Act (EPA), 1986. NGRBA dissolved and consequent to the constitution of National Council for Rejuvenation, Protection and Management of River Ganga (referred as National Ganga Council) vide notification no. S.O. 3187(E) Dt. 7th October 2016 under EPA 1986.

At the Central level, NMCG was constituted as an authority to ensure implementation of programmes. At the State level, State Mission for Clean Ganga (SMCGs) of Uttar Pradesh, Uttarakhand, Bihar and West Bengal were set-up as registered societies. In Jharkhand, a dedicated Nodal Cell within the Department of Urban Development was set up. At the local level, specific Executing Agencies (EAs) are selected for implementation of various activities, including infrastructure investments under the Namami Gange program.

During the implementation of sub-projects, 3 (three) recent fatal incidents that have occurred in 2 sub projects in the state of Bihar have pointed to the urgent need for carrying out a detailed and thorough Occupational Health and Safety (OHS) Audit of all the investments in which works are ongoing under the Bank-funded National Ganga River Basin Project, in phases. In the first phase, OHSA has been carried out for the 9 sub-projects (2 in Uttar Pradesh, 6 in Bihar and 1 in West Bengal). In the second phase, a detailed OHSA study is intended for the projects as per list given in **Appendix-I**.

2. Objective of Occupational Health and Safety (OHS) Audit

The objective of the OHS audit is to assess how the national/local regulatory frameworks, the World Bank Safeguards Policies and Environmental Health and Safety (EHS) Guidelines, ISO Standards, Good International Industry Practices (GIIP), etc. are implemented and how training, monitoring and enforcement aspects could be strengthened to limit deviations and the risk of injuries or casualties in the work place.

The findings of the audit would assist identification of critical factors needing urgent attention in other projects under the scheme and propose concrete and actionable recommendations to rectify identified issues and how to increase the sanction regime to create real incentives for companies to abide by the contractual requirements related to OHS implementation.

The proposed Occupational Health and Safety (OHS) Audit will ensure consonance with provisions of Environmental and Social Management Framework (ESMF) and will determine whether the ESMF or its EMP needs to be completed or clarified.

3. Specific Tasks for Environmental Health and Safety Audit:

The Occupational Health and Safety (OHS) Audit Consultant is mandated to:

- (i) Review the provisions of ESMF and its Environmental Management Plan to determine if and whether the ESMF or its EMP needs to be completed or clarified to ensure that World Bank Safeguards Policies are better understood.
- (ii) Review the implementation of the ESMF of the NGRBA Program, Environmental, Health and Safety General Guideline of the World Bank; Environmental, Health, and Safety Guidelines for Water and Sanitation of the World Bank Group, in particular in terms of training, monitoring and enforcement aspects, and:
- (iii) Review to what extent contractors in audited investments work in compliance with Indian Standard (IS: 14489:1998; Reaffirmed 2002) Code of Practice on Occupational Safety and Health Audit.

The Audit process will check the compliance of the Environmental, Health and Safety guidelines covering the Investments approved by NMCG under NGRBA program, across all categories and different sub-project locations for the various important project lifecycle stages after contract agreement, namely:

- Concept development/ Basic design/ Detailed Design stage
- Construction, Pre-commissioning and Commissioning stage
- Operation and Maintenance stage
- Decommissioning/Demolition/Dismantling stage (only where relevant)).

In terms of methodology, each phase the audit should focus on answering the following questions:

- Are the World Bank Safeguards and OHS requirements clearly stated in the Project documents/SOPs?
- Are all people. who should know these requirements and standards, fully trained and aware before getting deployed on work sites, but also how to implement them, how to monitor that they are duly implemented and how to react in case of incident or

emergency? This should be assessed by interviewing relevant construction workers, site managers, enforcement officers and other relevant stakeholders.

- How is implementation monitored, including by checking availability of appropriate PPE in the stores and their use by the construction workers, but also their regular use and by measuring the extent to which the relevant supervisors are in place to ensure training and mentoring of new staff on the job.
- What are the enforcement measures and what happen when deviations or shortcomings are identified? Are appropriate action carried out, how fast, and if not, why?

The audit will include site visits where works are ongoing. All site visits by the auditor should be surprise visits, unannounced and date and time should be kept confidential to provide an accurate picture of the day to day reality of OHS implementation. The auditor should interview workers in such a way that they can speak freely and without risk or fear of retaliation for disclosing any shortcomings.

All elements under OHS shall be covered during the OHS Audit- however, specific aspects relevant for STPs and sewer line networks of the OHS Audit that shall be focussed upon during the OHS Audit, including:

- **Design, Standard Operating procedures (SOP)** and practices for handling of storage of hazards material in construction as well as in maintenance work including confined spaces such as underground or below grade vaults with limited access, manholes, sedimentation tanks, Mixing equipment, sludge rakes, pumps and mechanical devices used for a variety of operations (are the protocols for checking of atmosphere, ventilation provisions, escape and egress routes, gassing (H₂S, methane, CO and other toxic well understood and implemented as they should be), Permit to Work (PTW) etc., Lock Out Tag Out (LOTO) for electrical risks etc.
- Design, SOP and practices for mechanical/electrical hazards such as hand over of machines for maintenance (free from toxic sludge/materials etc., isolation procedures, re-energisation etc.) and inadvertent energizing of machines or machine parts,
- Design, procedures and practices for controlling trips, falls, cuts, mutilation of body parts, drowning and head/body injury, in particular in proximity of large Vessels, slippery/wet equipment, large equipment, rotating equipment etc.
- Design, procedures and practices for handling toxic chemical and asphyxiation hazards at the facilities, such as decreased oxygen levels (replacement of oxygen with methane/hydrogen sulphide, consumption by the decay of organic material, scavenging during rusting etc.)
- Occupational Health hazards /exposure to Facility workers such as Microbial, fungal/bacterial/viral hazards due to physical handling/inhalation hazards associated with handling of human and animal wastes, airborne aerosols (aeration), contact with mucous membranes, waste material, chlorine/hypochlorite, ozone, Ultra Violet light etc.
- Occupational Hygiene practices relating to ingestion hazards (hand wash procedures/ infrastructure in place, Personnel Protection Equipment (PPE) practices/provisions, disinfection procedures, canteen etc.
- Emergency facilities at the STP (emergency hooks/lines at large equipment, life lines, flotation devices, breathing air, first aid, ambulance, quick rescue equipment etc.)

- Fire risks and firefighting measures at the facility
- Status of safety and rescue equipment at STP or Sewer network site (control room for maintenance) including Hazardous gas detector meter, emergency oxygen cylinder and operating procedures, PPE kit (water proof suit, confined space ventilation equipment, helmets, hand gloves, mask, and eye protector etc.).
- Assess the daily routine in handling incidences. Does the contractor have a logbook? What measures are taken to address incidents?
- Find out whether orientation and training are given to the construction workers to protect themselves from accidents. Check the module and the resource person they use and how regular it is.
- Assess the emergency plan in place to deal with incidences including fatality. Does the contractor have a procedure to follow and responsible persons to implement the procedure? Do they have a first aid facility at the site? Is it functional?
- Evaluate the measures taken immediately after the recent 3 fatalities occurred to protect similar incidences

Apart from the above key OHS Audit elements, the Audit shall also review the other OHS components, which include Occupational Safety and Health Policy, SOPs, Management of Change (MOC), Permit to work (PTW), Safety Culture/Management, Hazard Identification, Safety Training, Incident Reporting, Investigation and Feedback, Transportation, emergency Management and others.

The findings of Audit would be summarized for each site in a Tabular form, including colour coding of risk/ Hazards involved. It should include compliance, non-compliance, best practices to implement Safety protocols. Corrective measures should be suggested along with the name of the agency responsible for each of the above.

SAFETY Audit should include the Safety guideline laid out in the Safety management framework of the NGRBA Program, Environmental, Health and Safety General Guideline of the World Bank; and to the Safety Audit should comply with the Indian Standard (IS: 14489:1998; Reaffirmed 2002) Code of Practice on Occupational Safety and Health Audit.

4. Duration of the Assignment

The duration of the assignment is 180 days. In the first phase, OHSA has been carried out for the 9 sub-projects (2 in Uttar Pradesh, 6 in Bihar and 1 in West Bengal). In the second phase, a detailed OHSA study is intended for the projects as per list given in Appendix-I. The Consultant has to carry out the site visits and submit the final audit report acceptable to NMCG as detailed in para 5.

A conditional second phase will be implemented based on performance of the first phase and availability of funds.

5. Deliverable and Payment Schedule

Consultant would submit the final Safety Audit Report within 180 days of commencement of work. The report should include a summary report presenting the main results and recommendations of how to improve documentation, training, implementation, monitoring and enforcement. The report will also have one annex for each investment audited

presenting how the audit was conducted, the main aspects reviewed and conclusions, as well as investment/contractor specific recommendations. The report should document its findings by geotagged pictures, maps or other documents as required. Consultant will also include in the report regarding the specific reasons for the recent fatality occurred at site, and will draw the lessons for future to avoid a similar incidence in the future. An indicative template for the report is Annexed (Annexure-VIII) for reference. This template is only indicative, and can be modified to ensure that all the assigned tasks and deliverables are fully covered in the report.

Within 10 days of submitting the report, the auditor will make a short presentation to NMCG and the World Bank of its main findings and recommendation and allow time for discussion. The specific deliverable schedule from the date of commencement of assignment:

Deliverables	Timeline	Payment
Submission of inception report (including work plan and site visit plan for approval by NMCG)	15 days	10%
Submission of Initial findings	80 days	20%
Site visits and summary presentation (PPT) on preliminary findings	90 days	10%
Submission of Draft report incorporating comments on PPT and training** on OHSa at 5 basin states	120 days	20%
Completion of follow up visits such as compliances of Auditor's comments, training and sharing of good examples with site teams etc.	150 days	20%
Submission and acceptance (by NMCG) of Final report and training** on OHSa at 5 basin states and one final concluding OHSa workshop at New Delhi	180 days	20%
Total		100%

**Deliver training on OHS:

- Training programs on Occupation, Health & Safety measures, the technique, equipment operation and emergency procedures shall be conducted to the concerned officials of SPMG, Executive Agencies and Contractors/Concessionaires. Total 11 trainings to be conducted [One at Central Level (Delhi) and 2 each in five basin states)]. Training at central level (Delhi) and training at each basin states (one during submission of draft OHSa report and One before submission of final report).
 - Training on First Aid in case of emergency to all Environmentalists/EHS officers of Executing Agency (UKPJN, UPJN, BUIDCO, KMC, KMDA and SPMG, Contractor/Concessionaire and the Project Engineers (two from each unit)
 - Propose a mentoring approach e.g. whether an experienced worker is paired with a new one to learn on the job what to do and not to do in various work circumstances.

NMCG/World Bank will review the Safety Audit Report and will share comments within 10 working days of receipt of the report. The Consultant should submit the updated Safety Audit Report duly incorporating the comments, within 7 days of receipt of comments.

Appendix-I

Table 1: Tentative List of Projects under OHSA Audit

List of Projects under Implementation			Remarks
Sl.no	Location	Project State	
1.	Interception and Diversion (I&D) Works and Sewage Treatment Plant (STP) (12.5MLD) Worksat Muni Ki Reti Dhalwala	Uttarakhand	Operational
2.	I&D Works and 26 MLD STP at Lakkarghat Rishikesh	Uttarakhand	Operational
3.	STP of 68 MLD at Jagjeetpur Haridwar and 14 MLD at Sarai Haridwar under Hybrid Annuity Mode (HAM)	Uttarakhand	Operational
4.	STP and I&D scheme at Udhamsingh Nagar (30.3 MLD)	Uttarakhand	Under Construction
5.	I&D works for Rispana and Bindal river	Uttarakhand	Under Construction
6.	I&D and STP scheme at Ramnagar (8.5 MLD)	Uttarakhand	Operational
7.	I&D and STP scheme at Joshimath (2 MLD)	Uttarakhand	Operational
8.	Sewerage Works in Narora, Bulandsahar, 4 MLD	Uttar Pradesh	Operational
9.	Sewerage Works in Anupsahar, Bulandsahar, 2.5MLD	Uttar Pradesh	Operational
10.	Mathura Sewerage Scheme, Mathura (HAM), 67 MLD (New+ Rehabilitation)	Uttar Pradesh	Operational
11.	Sewerage works in sewerage district-1, Kanpur	Uttar Pradesh	Operational
12.	Rehabilitation of existing Sewage Treatment Infrastructure, Development of sewage Treatment Plant at Pankha (30 MLD) along with appurtenant works, and 15 years O & M at Kanpur in the Stateof Uttar Pradesh under Hybrid Annuity based PPP mode under Namami Gange Program. Rehabilitation, Operation & Maintenance of 130 MLD STP in Jajmau Zone	Uttar Pradesh	Under Construction
13.	14 MLD Capacity STP at Salori, Allahabad	Uttar Pradesh	Under Operation
14.	Sewerage System in Sewerage District C & Allahpur, Allahabad	Uttar Pradesh	Under Operation
15.	Sewerage Allahabad System in Sewerage District A	Uttar Pradesh	Under Operation
16.	Sewerage Allahabad System in Sewerage District E	Uttar Pradesh	Under Operation
17.	Sewerage works in sewerage district B, Allahabad	Uttar Pradesh	Under Operation
18.	Interception, Diversion and Treatment Works for Naini (District G) Phaphamau (District F) and Jhunsi Area District : Allahabad (under Hybrid annuity based PPP model-Namami Gange Programme) STP-42 MLD Naini, 16 MLD Jhusi and 14 MLD Phahphamau	Uttar Pradesh	Under Construction

List of Projects under Implementation			Remarks
Sl.no	Location	Project State	
19.	50 MLD STP at Ramanna Varanasi (HAM)	Uttar Pradesh	Under Operation
20.	Muzaffarpur-Budhana (64.5 MLD)	Uttar Pradesh	Under Construction
21.	I&D and STP scheme Frukabad (45 MLD)	Uttar Pradesh	Under Construction
22.	I&D and STP Lucknow (40 MLD)	Uttar Pradesh	Under Construction
23.	I&D and STP scheme of Mirzapur-Ghazipur	Uttar Pradesh	Under Construction
24.	FSTP scheme of Chunar (10 KLD)	Uttar Pradesh	Under Construction
25.	Interception & Diversion with Rehabilitation of sewerage scheme at Agra-177 MLD	Uttar Pradesh	LoA Issued
26.	Pollution Abatement Works for River Kali Meerut under Meerut Municipality (Interception & Diversion with STP)-220 MLD	Uttar Pradesh	Under tendering
27.	I&D and STP work for the Saharanpur (135 MLD)	Uttar Pradesh	
28.	I&D and STP works (32 MLD) in Chhapra	Bihar	Under Construction
29.	I&D and STP scheme in Barh (11 MLD)	Bihar	Completed, under trail run
30.	Ganga River Front Development at Patna (Bihar)	Bihar	Operational
31.	37 MLD STP in Karmalichak	Bihar	Operational
32.	Sewerage Network in Karmalichak Zone (96 km)	Bihar	Under Construction
33.	43 MLD STP in Beur	Bihar	Operational
34.	Sewerage Network in Beur Zone (180 km)	Bihar	Under Construction
35.	Sewerage Scheme and STP works in Digha (100 MLD and 320 km network) –HAM PPP	Bihar	Under Construction
36.	Sewerage Network and STP scheme at Kankarbagh e with a total 50 MLD STP and 150 km sewer network (HAM PPP)	Bihar	Under Construction
37.	60 MLD STP in Pahari	Bihar	Under Trial Run
38.	Sewerage Network in Pahari Zone V (116 km)	Bihar	Under Construction
39.	Sewerage Network in Pahari Zone IVA (S) (88 km)	Bihar	Operational
40.	60 MLD STP and adjoining network (55km) in Saidpur	Bihar	Operational
41.	Sewerage Network in Saidpur (162km)	Bihar	Under Construction
42.	I&D and STP scheme in Sonapur Town (3.5 MLD)	Bihar	Under Construction
43.	I&D and STP works in Danapur (25 MLD) , Phulwarishariff (13 MLD) and Fatuha town (7MLD)	Bihar	Under Construction
44.	Sewerage and STP works in Begusarai (17 MLD and 114 km network)	Bihar	Under Construction

List of Projects under Implementation			Remarks
Sl.no	Location	Project State	
45.	I&D and STP scheme in Sultanganj (10 MLD)	Bihar	Operational
46.	I&D and STP scheme in Naugachia (9 MLD)	Bihar	Under Construction
47.	Sewerage Network and STP scheme at Munger (30 MLD and 176km network)	Bihar	Under Construction
48.	I &D and STP works in Hajipur (22 MLD and 189 km network)	Bihar	Under Construction
49.	I&D and STP scheme at Bhagalpur (45 MLD)	Bihar	Under Construction
50.	Sewerage & Sewage Treatment plant (12 MLD) in Sahibganj	Jharkhand	Operational
51.	Sewerage & Sewage Treatment plant (3.5 MLD) in Rajmahal	Jharkhand	Operational
52.	I&D and STP works in Phusro (15 MLD)	Jharkhand	Under tendering/ Under construction
53.	Sewerage & Sewage Treatment Plant (16 MLD) and 226.9 km sewer network in Halisahar	West Bengal	Operational
54.	Sewerage and STP scheme at Barrackpore (24 MLD) and 247.14 km of sewer network	West Bengal	Operational
55.	Sewerage and Sewage Treatment Plant in Budge Budge (9.3 MLD) and 131.59 km	West Bengal	Operational
56.	Sewerage and STP scheme in Howrah-Bally-Kamarhati-Baranagar (HAM) with STP of 40 MLD-Bally, Kamarhati Baranagr-50 MLD and 60 MLD at Howrah	West Bengal	Under construction
57.	Sewerage and STP scheme at Hoogly-Chinchura (26.5 MLD)	West Bengal	Under construction
58.	Sewerage and STP scheme at Nabadwip (20 MLD)	West Bengal	Under construction
59.	Tolly Nala rejuvenation scheme	West Bengal	Under Tendering/Construction
60.	Sewerage and STP scheme at Maheshtala (35 MLD)	West Bengal	Under Construction
61.	STP scheme at Okhla (564 MLD)	Delhi	Under Construction
62.	STP scheme at Kondli (204 MLD)	Delhi	Under Construction
63.	STP scheme at Rithala (182 MLD)	Delhi	Under Construction
64.	Development of Ghat & Crematoria at Simariya, Barauni, Bihar	Bihar	Construction yet to commence
65.	Development of Ghat & Crematoria at Manihari, Bihar	Bihar	Construction yet to commence
66.	Development of Prabhupada Ghat, Mayapur, West Bengal	West Bengal	Construction to begin

Format for Letter of Application

To

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Dear Sirs:

We offer to provide the consulting services for *[Insert title of assignment]* in accordance with your advertisement dated *[Insert Date]*. We hereby submitting my Expression of Interest, along with details as per the requirements, for your evaluation.

We hereby declare that all the information and statements made in this Expression of Interest are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Expression of Interest is accepted, to initiate the consulting services related to the assignment as per the Terms of Reference.

Yours sincerely,

Signature [In full and initials]:

Name and Title of Signatory:

Format for Details of Applicant

S. No.	Particulars	Details to be filled in
1	Name of applicant with full address	
2	Telephone No.	
3	Fax No.	
4	Email	
5	Year of Incorporation. (Copy of incorporation/registration certificate to be attached)	
6	Name and address of the person holding the Power of Attorney.	
7	(i) Place of Business.	
	(ii) Date of Registration.	
8	GST Registration Number (copy to be attached).	
9	Are you presently debarred / blacklisted by any Government Department /Public Sector Undertaking /Any Employer? (If Yes, please furnish details)	
10	Name and details (Tel ./ Mobile / E mail) of Authorized Signatory	

Note: In case of a Consortium the information above should be provided for all the members of the consortium.

It is certified that the information given above is TRUE to the best of our knowledge. The organization shall stand liable for any information given above which is later found to be FALSE.

Place:

Signature of the Authorized Signatory

Date:

Name & Designation with Stamp

List of Similar Assignments* completed in Last 7 Years

S. No.	Name of consultancy assignment with location	Name of the Funding Agency	Year	Duration of the Assignment	Short Description of Consultancy assignment	Name and address of Owner/Client	Fees for the Assignment	Any other Relevant information

**Similar assignments refer to assignments related to Occupational Health and Safety Audit*

Note: 1. The list of assignments mentioned should be substantiated with documentary evidence such as work orders/relevant pages of the contract agreement/project completion certificates in a sequential manner. 2. Please list the projects in category-wise as mentioned in the shortlisting criteria.

It is certified that the information given above is TRUE to the best of our knowledge. The organization shall stand liable for any information given above which is later found to be FALSE.

Place:

Date:

Signature of the Authorized Signatory

Name & Designation with Stamp

Format for Financial Strength of the Applicant

S. No.	Financial Year	Turnover (Rs. in Crores)
1		
2		
3		
Average		

Note:

- *The Applicant should provide the Financial Capability based on its own financial statements. Financial Capability of the Applicant's parent company or its subsidiary or any associate company will not be considered for computation of the Financial Capability of the Applicant.*
- *In case of a Consortium, provide relevant details of all members in the subsequent row. In case the Applicant is a Consortium, for the purpose of evaluation on financial parameters, financial parameters of the Lead Member shall only be considered.*
- *Copy of audited balance sheet and profit and loss account for the respective three financial years must be submitted along with summary as cover page on bidder's letter head.*

It is certified that the information given above is TRUE to the best of our knowledge. The organization shall stand liable for any information given above which is later found to be FALSE.

Place:

Signature of the Authorized Signatory

Date:

Name & Designation with Stamp

Declarations

(On a Stamp Paper of relevant value)

1. I/ We hereby certify that my/our firm/Company/Society/Trust has not been debarred/ blacklisted by any State Government/Government of India/Govt. Departments and/or agencies such as UN/bilateral/ multi-lateral funding/partner agencies and corporate including CPSEs, at any time for services of any description. We undertake that, in the event of us or any of our promoters/directors being blacklisted / barred at any time post the date of this declaration, we shall intimate NMCG of such blacklisting. We further confirm that we are aware that our Proposal for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of the EoI Document at any stage of the bidding process.
2. I/ We hereby declare that, no relevant information has been omitted/ withheld in the process of furnishing the information with respect to this EoI.
3. We understood that NMCG is not bound to short-list / accept any proposal received in response to this EoI.
4. I/We have read and examined this EoI document while submitting our response. Further, it is understood that this EoI is only an exercise for possible selection for the future work(s); however, it does not confer any right to any party submitting EoI for further consideration in the process or work allotment.
5. We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.
6. I/we understand that if we use any unfair means with regard to this EoI, our EoI/proposal shall be liable for cancellation at any time.

Place:

Signature of the Authorized Signatory

Date:

Name & Designation with Stamp

Note:

- *To be executed by Bidder or separately by all the Members in case of Consortium.*

Format for Power of Attorney for Signing of Proposal

(On Non – judicial stamp paper of Rs. 100/- or such equivalent document duly attested by notary public)

Format for Power of Attorney for Signing of EoI

Know all men by these presents, We, (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr. /Ms (Name), son / daughter / wife of and presently residing at, who is presently employed with us / the Lead Member of our Consortium and holding the position of, as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our application for “**Expression of Interest for Occupational Health & Safety Audit (OHSA) for the ongoing sewerage and Ghat and Crematoria development projects (including recently started and recently completed projects)**”, including signing and submission of all documents and providing information/responses to NMCG, representing us in all matters before NMCG, and generally dealing with NMCG in all matters in connection with or relating to or arising out of our bid for the said Project.

We hereby agree to ratify and confirm all acts, deeds and things lawfully done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our aforesaid Attorney shall and shall always be deemed to have been done by us.

For.....

(Signature, name, designation and address)

Accepted

Notarised

.....

(Signature, name, designation and address of the Attorney)

Witnesses:

- 1.
- 2.

Notes:

1. *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*

2. *Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*
3. *For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Bidders from countries that have signed the Hague Legislation Convention, 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Appostille certificate.*
4. *In case the Proposal is signed by an authorised Director of the Bidder (Lead Member, in case of a Consortium), a certified copy of the appropriate resolution/ document conveying such authority may be enclosed in lieu of the Power of Attorney.*

Format for Power of Attorney for Lead Member of Consortium

(On Non – judicial stamp paper of Rs 100/- or such equivalent document duly attested by notary public)

Whereas the National Mission for Clean Ganga (NMCG) on behalf of Ministry of Jal Shakti, Government of India has invited applications from interested parties for “Study-2: Occupational Health & Safety Audit (OHSA) for the ongoing sewerage and Ghat and Crematoria development projects (including recently started and recently completed projects)” (the “Project”).

Whereas, _____, _____ and _____ (collectively the “Consortium”) the Members of the Consortium are interested in bidding for the Project in accordance with the terms and conditions of the Expression of Interest (EOI) document and other connected documents in respect of the Project, and

Whereas, it is necessary under the EOI document for the Members of the Consortium to designate one of them as the Lead Member with all necessary power and authority to do for and on behalf of the Consortium, all acts, deeds and things as may be necessary in connection with the Consortium’s bid for the Project who, acting jointly, would have all necessary power and authority to do all acts, deeds and things on behalf of the Consortium, as may be necessary in connection the Consortium’s bid for the Project.

NOW THIS POWER OF ATTORNEY WITNESS THAT

We, M/s. _____ (Lead Member), having our registered office at _____, M/s. _____ having our registered office at _____, and M/s. _____, having our registered office at _____, (hereinafter collectively referred to as the “Principles”) do hereby designate, nominate, constitute, appoint and authorise M/s _____, having its registered office at _____, being one of the Members of the Consortium, as the Lead Member and true and lawful attorney of the Consortium (hereinafter referred to as the “Attorney”) to do on our behalf and on behalf of the Consortium, all or any of the acts, deeds, or things as are necessary or required or incidental to the Consortium’s bid for the Project, including submission of Application, participating in conferences, responding to queries, submission of information/documents and generally to represent the Consortium in all its dealings with NMCG, any other Government Agency or any person, in connection with the Project until culmination of the process of bidding and thereafter till the contract is entered into with NMCG.

We hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by Lead Member, our said Attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid Attorney shall and shall always be deemed to have been done by us / Consortium.

Dated this the Day of 2017.

For _____

(Signature, Name & Title)

For _____

(Signature, Name & Title)

For _____
(Signature, Name & Title)

Witnesses:

- 1.
- 2.

(Executants)

(To be executed by all the Members of the Consortium)

Notes:

1. *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*
2. *Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*
3. *For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Bidders from countries that have signed the Hague Legislation Convention, 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Appostille certificate.*
4. *In case the Proposal is signed by an authorised Director of the Bidder (Lead Member, in case of a Consortium), a certified copy of the appropriate resolution/ document conveying such authority may be enclosed in lieu of the Power of Attorney.*

Project title**1 INTRODUCTION****OVERVIEW**

Describe the purpose of the Project OHS (e.g. Occupational Health and Safety) and Community Health and Safety (CHS) Plans, and/or local legal requirements), intended audience (stakeholders), issuance, etc.

CHANGE AUTHORITY

Describe the management of change for any future changes to this OHS and who can authorize it.

2 PROJECT DESCRIPTION

Provide the project background and scope including the project stage and the activities to be undertaken. Provide brief description of people involved in project (employees, contractors, sub-contractors, suppliers, etc).

3 OBJECTIVES

Set out the objectives of the study and should include Key Performance Indicators (KPIs) to achieve these objectives.

Include any assumptions/ constraints made in the objectives or project scope.

4 HEALTH AND SAFETY VALUES**HEALTH AND SAFETY POLICY STATEMENT**

Insert the Project Health and Safety Policy and/or Contractor Policy (if available) statement.

MESSAGE FROM PROJECT LEADER

Provide an overall vision, values and conduct and behavior expectations from the Project Director or Site Engineers.

If this template is used by contractors, then the Contractor Director/Manager will address in this space.

5 HEALTH AND SAFETY ORGANIZATION

Having the appropriate organizational structure and people are essential for the success of a project. Clearly identify and describe the organization structure and people who will be responsible for the management of the project's OHS/CHS risks and compliance to this Plan and other legal requirements. Health and Safety accountability and responsibility must be documented in the role descriptions.

TEAM STRUCTURE

Short description/ chart of personnel responsible for health and safety management and supervision.

ROLES AND RESPONSIBILITIES

Short description of health and safety roles and responsibilities include the project management team.

6 LEGAL AND OTHER REQUIREMENTS

Provide a summary of all the legal obligations with a short description of the main requirement(s) under each obligation (e.g. *Labour Act, Work Bank Policies, etc.*).

7 HAZARD IDENTIFICATION AND RISK MANAGEMENT

PROJECT OHS / CHS SIGNIFICANT RISK SUMMARY

Describe the process of how the Project Risk Register was achieved including the name of the facilitator and participants (e.g. project team members, health and safety staff and contractor representatives) and when it was undertaken.

Insert a brief bullet point summary to outline the key significant **inherent** risks. Follow a format like this: *the impact arising from a defined hazard due to a specific activity.*

Provide details of all significant inherent risks for the project showing current controls. The significant inherent risk register is a subset of the comprehensive risk register for the project.

Community health and safety (CHS) risks must be identified, assessed and documented in the Project Risk Register. The management of CHS risks have been addressed in the ESMP, e.g. pipeline laying under the projects will impact both workers and local communities. In this situation, a traffic management plan may have been included in the ESMP as operational control.

HEALTH AND SAFETY OPERATIONAL CONTROL

This section outlines how the key significant risks for the project (as defined in Section 7.1) will be managed. At a minimum, the project current controls must comply with the ESMF and other legal requirements.

This is the most important section of the report. It needs to be kept specific to the project and written in a clear and concise manner that enables the information to be used during implementation. Provide sufficient information to ensure that current and planned controls are understood by the reader.

Impact / Hazard / Activity

Describe how the risk are being managed during the project.

8 COMMUNICATIONS

ONSITE COMMUNICATION AND CONSULTATION

Health and Safety Training including Induction

Describe the Health and Safety training process and requirements.

Health and Safety Activities, Meetings and Committees

List all activities, briefings and committee meetings such as toolbox talks, daily pre-start meeting, pre-job briefing, safety committee meeting, safety inspections/ audits, etc.

There is flexibility to communicate this information in a way that best suits your project. You may use paragraphs, dot points, tables, etc.

Health and Safety Message Board

List strategic locations of Health and Safety message boards so that project workforce will be able to receive relevant information.

COMMUNICATION WITH CONTRACTORS AND SUPPLIERS

Contractors and Sub-Contractors

List processes and types of information to ensure contractors and subcontractors can safety manage the activities and people in their work areas.

Suppliers

List processes and types of information to ensure the supplier can safely manage the activities and people within their responsibility.

COMMUNITY / EXTERNAL COMMUNICATION

Community Liaison

Describe accountability and process to report any OHS/CHS information to the communities as part of the community engagement requirements.

Regulatory/ Local Government

Describe accountability and process to report any OHS/CHS information to local government agencies/ department as part of the legal reporting requirements.

CONSULTATION AND COMPLAINTS

Describe the process to promote the active participation of project workforce in health and safety decisions. Employees and contractors are consulted and given opportunity, encouragement, and training to be proactively involved in health and safety matters affecting the project and their work activities. All workplace consultation should be recorded, and how this is being done under the project.

Describe the process to ensure health and safety complaints are received, reviewed and managed in accordance with the health and safety framework requirement.

A similar process shall be developed and implemented for CHS consultation and complaints from community members.

NON-COMPLIANCE/ CONFORMANCE AND DISCIPLINARY PROCESS

Describe the disciplinary process for non-compliance or non-conformance to health and safety policies and procedures including the requirements of this document.

9 TRAINING AND COMPETENCY

Describe the project specific health and safety training required by workers and contractors including inductions (where relevant). For project personnel refer to the training needs analysis. For contractors, refer to the contractor prequalification to identify and specific training and induction needs on what the contractor approval is conditional. It is not sufficient to just list the types of training.

Role Type	Project Training
All workers and contractors	Safety Induction

AWARENESS AND COMPETENCY

Describe the health and safety training awareness and competency on the project. Awareness and competency considerations should include:

- Induction and training provided by the project to raise awareness levels;
- Task specific competency assessments to be conducted by the Contractor;
- Training and induction for the Owner’s team specific to the area in which the work is to be conducted; and

- Competency assessment and required training to render workers/contractors competent to carry out the work activity.

10 EMERGENCY MANAGEMENT

EMERGENCY RESPONSE

Provide a brief summary of site's emergency response preparedness (ERP) plan including reporting procedures, emergency contacts, emergency response team (ERT), evacuation plan/ assembly points and emergency test/ evacuation drills. The intent of this section is to ensure that the site manager/supervisor/worker at the operational level will know what to do in an emergency situation. It is not the intention that the complete site's ERP procedure be included in this section. In large, complex projects the ERP should be a standalone document that is managed by the PIU/Contractor.

There is flexibility to communicate this information in a way that best suits your project. You may use paragraphs, dot points, tables, etc.

Fire, spill response and first aid training and competency can be addressed in the sections below.

The ERP must include local communities during emergencies including natural disasters when the risk and impact assessments identified potential aspects/impacts caused by the project.

FIRE PROTECTION AND PREVENTION

Provide a brief summary of the site's fire protection and prevention procedures including fire response (internal/ external), fire notification and alarms, use and management of firefighting equipment (e.g. fire extinguishers), high risk fire activities such as welding, smoking policy, fuel storage and fire inspections.

HAZARDOUS SUBSTANCE SPILL RESPONSE AND PREVENTION

This Section is not mandatory but if the project or site use or store large quantity of hazardous substances you may include a brief summary of the hazardous substance spill response and prevention management procedures.

FIRST AID AND MEDICAL FACILITIES

Provide information on the first aid kits, first aiders, eye wash stations and emergency showers including their locations within the project site.

Describe the first aid and/or medical facilities available onsite including the location, medical supplies and equipment and personnel (e.g. first responder, paramedic, nurse) manning the facilities. Also provide information in regard to medical evacuation (i.e. ambulance, medivac, etc), hospitals or health clinics.

11 SITE SECURITY PLAN

Describe the site's security plan addressing building and infrastructure security, exterior boundaries, access/ egress of project personnel and visitors, movement of equipment and materials, site traffic and vehicle parking, patrol and security inspections, responsibility during emergency situations, etc.

12 INCIDENT REPORTING AND INVESTIGATION

Describe the project incident reporting and investigation process which must be aligned to local legal requirements (if available), and any other requirements specified in the contract.

There is flexibility to communicate this information in a way that best suits your project. The sub sections below are outlines to assist – add or delete as required. Use paragraphs, bullet points, flow chart, etc.

Community health and safety incidents caused or impacted by the project must be reported, investigated and corrective actions identified, implemented and communicated to the community.

ROLES AND RESPONSIBILITIES

Provide a short description of the investigation team roles including competency. Also include the roles and responsibilities of the corrective action owners.

MANAGEMENT OF INCIDENTS

Refer to ESMF and Contractor's Incident Management Procedure in the contract and ESIA/ESMP.

Investigation of Incident and Near Miss

Corrective and Preventive Actions

Reporting and Recording

INJURY MANAGEMENT

Describe the project injury management process to ensure that any workplace injury is treated, managed and complied with the project's fitness for work criteria before the individual can return to normal work duties (i.e. return-to-work program).

13 PROJECT HEALTH AND SAFETY PERFORMANCE

Develop objectives, targets and key performance indicators (KPIs) such as the number of risk assessment, training and inspection/audit conducted that are proactive and where the outcomes can be directly controlled by the project/ owner's team by implementing OHS and CHS operational controls based on the project risk assessment. Do not develop targets that may inadvertently discourage incident reporting or create a blame culture (e.g. zero incident reports raised, zero audit findings etc).

MEASURING AND MONITORING

Describe the health and safety monitoring process where the project impacts the workplace, the environment and the community. Environmental and occupational health monitoring will be conducted to verify the efficacy of operational controls identified in the management of 'High' risks.

KEY PERFORMANCE INDICATORS

Develop and describe the key performance indicators (KPIs) for project health and safety objectives and targets. This section can be combined with Section 3 Objectives.

AUDITS AND INSPECTIONS

The OHS shall be audited internally by the PIU and externally by relevant stakeholders (e.g. NMCG or SMCG or Bank). During these audits, the auditor(s) must determine if the risks are being mitigated as described and whether the measures of success (e.g. KPIs) are being achieved.

The following table outlines when the plan will be audited and by whom.

Audit / Inspection	Who will audit the plan?	When is it scheduled for?

The table above contains examples only. Delete examples and adjust as required for each project.

The Contractor shall implement a routine inspection program for specific work area and activity. Where the work activity/ process has been identified as 'High' risk, daily or pre-start inspection should be applied.

14 MANAGEMENT OF CHANGE (MOC)

Describe the MOC process and requirements for changes to the operational processes and controls that may impact on OHS / CHS performance. Changes may be planned or unplanned, sudden or gradual, and temporary or permanent. MOC must be approved by area or process owner(s) and communicated to area workers, community members (if impact the community) and other relevant stakeholders.

NEW SIGNIFICANT RISK/ HAZARD IDENTIFIED

Describe the process when a new or unforeseen risk/ hazard has been identified (e.g. through a near miss, incident, new process or non-routine activity that was not planned) and how the risk will be managed.

15 MANAGEMENT REVIEW

Describe the management review of the OHS process including participants and how often it is done. The review must evaluate any need for change and establish actions to improve the Plan, its processes and resource needs. The review must be documented and communicated to workers, contractors and relevant stakeholder.