

**Invitation of Expression of Interest (EOI)**

**Empanelment** of Government/ Semi Government/ PSUs/  
Government Educational/ Research Institutions  
for the purpose of

**Audit of Producers, Importer and Brand Owners and Plastic Waste Processors**

Registered in Uttarakhand under Plastic Waste Management Rules, 2016 (as amended)



**UTTARAKHAND POLLUTION CONTROL BOARD**  
46-B, I.T. Park, Shashtradhara Road, Dehradun

## INVITATION OF THE Expression of Interest (EOI)

Date of EOI	06.09.2023
Item Description	Invitation of Expression of Interest (EOI) for Empanelment of Government/ Semi Government/ PSUs/ Government Educational/ Research Institutions (hereinafter referred as “Institutions”) for the purpose of Audit of Producers, Importer and Brand Owners and Plastic Waste Processors, registered in Uttarakhand under Plastic Waste Management Rules, 2016 (as amended)
Category	Technical Study
Last date & Time of submission of Tender :	06.10.2023.09.2023, 3:00 PM
Place of Submission of Bids	UTTARAKHAND POLLUTION CONTROL BOARD 46-B, SIIDCUL, IT Park Sahastradhara Road, Dehradun-248001
Submission of EOI	Proposal to be submitted along with all technical capabilities of the Organization for the desired purpose. There is no requirement to submit financial proposal. Financial proposal will be asked separately.
Pre-BID Meeting Date	20.09.2023.09.2023, 11:00 AM (Document for pre-bid meeting can also be submitted on or before pre-bid meeting date at <a href="mailto:msukpcb@mail.yahoo.com">msukpcb@mail.yahoo.com</a> )
Opening Date & Time of tender	25.09.2023, 3:30 PM
EOI Fee	of Rs. 1180/- (Rs. One Thousand Only) in the form of Demand Draft in the favor of 'Member Secretary, Uttarakhand Pollution Control Board, Dehradun, Payable at Dehradun.
Place of Opening EOI	UTTARAKHAND POLLUTION CONTROL BOARD 46-B, SIIDCUL, IT Park Sahastradhara Road, Dehradun-248001
Any Clarification	Name : Sh Pradeep Kumar Joshi Environment Engineer Phone 9412085472

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**LIFE**  
Lifestyle For  
Environment



**HEAD OFFICE**  
**Uttarakhand Pollution Control Board**  
**“Gaura Devi Paryavaran Bhawan”**  
**46B, IT Park, Sahastradhara Road, Dehra Dun**  
**E-mail : msukpcb@yahoo.com, Phone No.-0135-2607092**

### **Notice Inviting Expression of Interest (EOI)**

The Uttarakhand Pollution Control Board (UKPCBB) invites Expression of Interest (EOI) for Empanelment of Government/ Semi Government/ PSUs/ Government Educational/ Research Institutions for the purpose of Audit of Producers, Importer and Brand Owners and Plastic Waste Processors, registered by Uttarakhand Pollution Control Board under Plastic Waste Management Rules, 2016 (as amended).

The important details pertaining to the submission of the EOI are as under:

Date of issue of EOI	05.09.2023
Date of pre-bid meeting	20.09.2023 at 11:00 Am
Due date for submission of EOI	06.10.2023 at 3:00 PM
Date of opening of EOI	06.10.2023 at 3:30 PM
Cost of EOI document	Rs 1180/-

**The EOI document can be downloaded from UKPCB 's website [www.ueppcb.uk.gov.in](http://www.ueppcb.uk.gov.in)**

**Member Secretary**  
**Uttarakhand Pollution Control Board**

## **A.2 About Uttarakhand Pollution Control Board**

The Uttarakhand Pollution Control Board (UKPCB) is a statutory Organization constituted under the section 4 of Water (Prevention and Control of Pollution) Act, 1974 to implement Environmental laws and rules within the jurisdiction of Uttarakhand having 13 Districts.

The UKPCB came into existence on 1st May 2002 and functions through its Head Office at Dehradun along with its 4 Regional Offices, Dehradun, Roorkee, Haldwani & Kashipur. UKPCB has always endeavoured to strike a rational balance between economic growth and environmental conservation. The Board has been entrusted with the powers and functions under the Water (Prevention and Control of Pollution) Act 1974. Subsequently the implementation of Water (Prevention and Control of Pollution) Cess Act, 1977; Air (Prevention and Control of Pollution) Act, 1981; Environment Protection Act (1986) and the Public Liability Insurance Act, 1991 was also entrusted to the State Board.

Under Environment Protection Act, 1986, Various Waste Management Rules have been framed. UKPCB has also the responsibility to enforce the provisions the rules. These Rules related to management Plastic Waste, Bio-Medical Waste, Hazardous Waste, E-Waste, Battery Waste etc.

## B. Introduction to Plastic Waste Management Rules

Plastic Waste Management (PWM) Rules 2016 provide a regulatory frame work for management of plastic waste generated in the country. The provisions of these Rules lay emphasize on plastic waste minimization, source segregation, recycling, involving waste pickers, recyclers and waste processors in collection of plastic waste fraction either from households or any other source of its generation or intermediate material recovery facility and adopt polluter's pay principle for the sustainability of the waste management system.

As per the provisions of the PWM Rules the Producers, Importers and Brand Owners (PIBOs) have to work out modalities for waste collection system based on Extended Producers Responsibility (EPR). **EPR means the responsibility of a producer (includes Brand-owners/Importers) for the environmentally sound management of the product until the end of its life.** Further the PIBOs are required to obtain Registration from CPCB/ SPCBs/PCCs (as the case may be). The PIBOs are required to apply for Registration in Form I along with the Action Plan for plastic waste management.

### B.1 Definition and Roles & Responsibility of PIBOs

**Producer** means person engaged in manufacture or import of carry bags or multi-layered packaging or plastic sheets or like, and includes industries or individuals using plastic sheets or like or covers made of plastic sheets or multi-layered packaging for packaging or wrapping the commodity.

**Importer** means a person who imports plastic packaging product or products with plastic packaging or carry bags or multi-layered packaging or plastic sheets or like.

**Brand Owner** means a person or company who sells any commodity under a registered brand label or trade mark.

**Plastic Waste Processors** means recyclers and entities engaged in using plastic waste for energy (waste to energy), and converting it to oil (waste to oil), industrial composting.

#### **Responsibility of PIBOs**

The producers, within a period of six months from the date of publication of these rules, shall work out modalities for waste collection system based on Extended Producers Responsibility and involving State Urban Development Departments, either individually or collectively, through their own distribution channel or through the local body concerned; 2) Primary responsibility for collection of used multi-layered plastic sachet or pouches or packaging is of Producers, Importers and Brand Owners who introduce the products in the market. They need to establish a system for collecting back the plastic waste generated due to their products. This plan of collection to be submitted to the State Pollution Control Boards while applying for Consent to Establish or Operate or Renewal. The Brand Owners whose consent has been renewed before the notification of these rules shall submit such plan within one year from the date of notification of these rules and

implement with two years thereafter; 3) Manufacture and use of multi-layered plastic which is non - recyclable or non - energy recoverable or with no alternate use of plastic if any should be phased out in Two years time; 4) The producer, within a period of three months from the date of final publication of these rules in the Official Gazette shall apply to the Pollution Control Board or the Pollution Control Committee, as the case may be, of the States or the Union Territories administration concerned, for grant of registration; 5) No producer shall on and after the expiry of a period of Six Months from the date of final publication of these rules in the Official Gazette manufacture or use any plastic or multilayered packaging for packaging of commodities without registration from the concerned State Pollution Control Board or the Pollution Control Committees; and 6) Every producer shall maintain a record of details of the person engaged in supply of plastic used as raw material to manufacture carry bags or plastic sheet or like or cover made of plastic sheet or multi-layered packaging.

**B.2 Definition and Roles & Responsibility of Plastic Waste Processors (PWPs)**

Plastic Waste Processors means recyclers and entities engaged in using plastic waste for energy (waste to energy), and converting it to oil (waste to oil), industrial composting.

**B.3 Responsibility of State Pollution Control Board:** The State Pollution Control Board and Pollution Control Committee in respect of a Union territory shall be the authority for enforcement of the provisions of these rules relating to registration, manufacture of plastic products and multi-layered packaging, processing and disposal of plastic wastes.

**B.4 Plastic Waste Management Options Available with PIBOs.**

(i) **Plastic Waste management through Own Distribution channels-**

a. **Waste Collection:** Through own distribution channel.

b. **Waste Quantity:** Waste quantity should be equivalent to the estimated quantity of plastic waste generated.

c. **Waste Recycling:** In this case, the PIBOs Owner must have contract with the recyclers to ensure that the waste collected by them is sent to the recyclers. Alternatively, the PIBOs can send the plastic waste for co-processing in cement mills. Road making or any other waste processing facility, the documentary proof of which has to be submitted to CPCB.

(ii) **Action Plan Coverage:** To cover the area in which the products are sold to ensure collection of plastic waste preferably in the states/UT covered by their distribution channel.

(iii) **Plastic Waste management through Urban Local Bodies (ULBs):** The PIBOs can engage with the ULBs for collection, segregation and recycling of equivalent quantity of plastic waste.



- a) **Waste Collection:** In partnership with ULBs.
  - b) **Waste Quantity:** Waste quantity should be equivalent to the estimated quantity of plastic waste generated.
  - c) **Waste Recycling:** In this case, the PIBOs/ULBs may have contract with the recyclers to ensure that the waste collected by them is sent to the recyclers. Alternatively, the plastic waste can be sent for co- processing in cement mills/ Road making or any other waste processing facility, the documentary proof of which has to be submitted to CPCB.
  - d) **Action Plan Coverage:** To ensure Pan-India coverage, preferably one ULB from each of the five zones of India i.e North, South, Central, East and West India may be engaged by PIBOs selling their products on Pan-India basis. For those PIBOs selling their products in a limited no. of States/UTs – ULBs may be engaged so as to ensure maximum coverage of States/UTs. Also, to ensure that cities of all categories are covered preferably one ULB from Tier I, II & III be engaged.
- (iv) **Through Agency:** in which the Agency must have necessary contracts with the ULBs for collection & segregation of waste and with the recyclers for reuse /recycle of waste. Other requirements of this alternative shall be same as “ii” above.

- a) **Waste Collection:** In partnership with Agencies.
- b) **Waste Quantity:** Waste quantity should be equivalent to the estimated quantity of plastic waste generated.
- c) **Waste Recycling:** In this case, the PIBOs/Agencies may have contract with the recyclers to ensure that the waste collected by them is sent to the recyclers. Alternatively, the plastic waste can be sent for co- processing in cement mills/ Road making or any other waste processing facility, the documentary proof of which has to be submitted to CPCB.
- d) **Action Plan Coverage:** To ensure Pan-India coverage, preferably one Agency from each of the five zones of India i.e North, South, Central , East and West India may be engaged by PIBOs selling their products on Pan-India basis. For those PIBOs selling their products in a limited no. of States/UTs – Agencies may be engaged so as to ensure maximum coverage of States/UTs. Also, to ensure that cities of all categories are covered preferably one Agency from Tier I, II & III be engaged.

PIBOs may consider any or a combination of the above alternatives for preparation of the Action plan. In addition to the above three alternatives, PIBOs may submit the Action Plan following any other option which is feasible and ensures management of plastic waste management in accordance with provisions of PWM Rules.

## **B.5 Implementation and Monitoring of Plan:**

- (i) PIBOs need to submit verification process in case of engagement of Agency to confirm that said quantity of waste has been managed by the Agency and there is no overlap / duplication with other PIBOs.
- (ii) The PIBOs to submit the details of waste collected through either of the three options above and submit it to CPCB/SPCB on quarterly basis. Format of monitoring the activities of PIBOs as well

as submission of quarterly report by PIBOs are as follows:-

**Format of Monitoring of activities of PIBOs**

Sl.No	Item	Description
1	Name & Address of the Unit	
2	Quantity & Type of Plastic Consumed	
3	Estimated quantity of Plastic Waste to be generated	
4	Action Plan for Own Waste/ Equivalent quantity of Waste	
5	In case of Equivalent Quantity of Waste, source of waste generation to be identified	
6	Action Plan based on: a) Own Distribution Channel b) Engagement with ULBs c) Engagement of Agency d) Any Other ( please provide details)	
6a	<b>Own Distribution Channel</b>	
i	Details of Distribution Network	
ii	Does the Network have Pan- India coverage	
iii	Estimated Qty of Waste to be Collected	
iv	Mode of Reusing/Recycling Waste ( Recycler/ Road Making / Coprocessing/ Others (please specify)	
v	Details (including registration details) of Recycler / Coprocessor/ Agency engaged in Road making/ Others (please specify)	
vi	Break-up of quantity proposed to be sent to Recycler / Coprocessor/ Agencies engaged in Road making/ Others (please specify)	
6b	<b>Engagement with ULBs</b>	
i	List of ULBs to be engaged with for PWM	
ii	Does the above list ensure Pan India coverage	
iii	Break up of Waste to be collected in association with the ULBs	
iv	Document supporting engagement with ULBs	
v	Mode of Reusing/Recycling Waste ( Recycler/ Road Making / Coprocessing),	
vi	Engagement with Recycler / Coprocessor/ Agency engaged in Road making	
vii	Details (including registration details) of Recycler / Coprocessor/ Agency engaged in Road making	
viii	Break-up of quantity proposed to be sent to Recycler / Coprocessor/ Agencies engaged in Road making	

ix	Document supporting engagement with Recycler / Coprocessor/ Agency engaged in Road making	
<b>6c</b>	<b>Engagement of Agency</b>	
i	List of Agencies to be engaged with for PWM	
ii	Does the above list ensure Pan India coverage	
iii	Document supporting engagement of the Agency by the ULBs/ Bulk Waste generators	
iv	Break up of Waste to be collected/segregated by the Agency	
v	Mode of Reusing/Recycling Waste (Recycler/ Road Making / Coprocessing)	
vi	Engagement with Recycler / Coprocessor/ Agency engaged in Road making	
vii	Details (including registration details) of Recycler / Coprocessor/ Agency engaged in Road making	
viii	Break-up of quantity proposed to be sent to Recycler / Coprocessor/ Agencies engaged in Road making	
ix	Any Other Options (Please specify and provide details on PWM as per 6 a-c above)	

**Format for obtaining Reports on PWM from PIBOs**

Sl.No	Item	Description
1	Name & Address of the Unit	
	Period for which Quarterly Report is submitted	
2	Quantity & Type of Plastic Consumed	
3	Quantity of Plastic Waste generated	
4	Details of Waste Collected	
a	Details of waste collected through Own Distribution Channel ( Quantity along with supporting Documents)	
b	Details of Waste Collected through ULBs ( Name, Quantity along with Supporting Documents)	
c	Details of Waste Collected through engaging Agency ( Name, Quantity, Details of ULBs, Bulk Waste Generators along with Supporting Documents)	

d	Details of Waste Collected through Others (Please Specify)( Name, Quantity, Details of ULBs, Bulk Waste Generators along with Supporting Documents)	
5	Details of Waste Processed	
a	Details of waste sent to Recycler (Name, Quantity, Supporting Documents)	
b	Details of waste sent to Coprocessing (Name, Quantity, Supporting Documents)	
c	Details of waste sent to Road making (Name, Quantity, Supporting Documents)	
d	Details of waste sent to Others (please specify) (Name, Quantity, Supporting Documents)	

- (iii) SPCB in turn to verify the claims submitted by the PIBOs with the concerned ULBs/ recyclers and confirm the same to CPCB

## B.6 Scope of the Work

- (a) The broad scope of work of the assignment includes the following activities:

- **Verification of the claims made by PIBOs** for Plastic Waste Management either through ULBs or through Recyclers. Data verification includes verification of sale and purchase invoice, access of on line EPR portal w.r.t. individual PIBOs and PWPs.
- **Audit of the PIBOs and PWPs:** Check the source of raw material for Brand owners and Producers, stock verification, quantity of raw material processed and quantity of the plastic waste generated from their brand collected and send for recycling. Calculation actual EPR done against the targets given.
- **Physical inspection/ verification** of records, stock of PIBOs and inspection of PWPs w.r.t. installed capacity, quantity recycled, quantity of products made put of waste plastic sold, verification of the operation of PWP facility w.r.t. energy consumption.
- **Verification of Importer** w.r.t. quantity of waste plastic imported, quantity sold, stock verification,
- **Compilation of the data**, information, facts and observations collected during the audit and submit report on cases to case basis.
- Submit a comprehensive report to the satisfaction to the Board.

- (b) **Study Area:** - The study areas shall be the PIBOs and PWPs. At present there are 267 Producers, 44 Importers and 26 Brand Owners as well as 76 PWPs of Uttarakhand are registered under Plastic Waste management Rules.

## C Expression of Interest (EOI)

### C.1 Pre-qualification criteria

Reputed institutions complying to all the below eligibility criteria shall be eligible.

## C.2. Essential Criteria:

### a) **Registration/Affiliation/Recognition:**

Educational institution registered under a competent statutory authority in India duly affiliated to a University under the University Grants Commission.

**OR**

In case of a research institution, it must be a government/semi-government/ autonomous body registered under a statutory authority in India and engaged in research activities related to environmental management, Plastic Science and Technology, health sciences or any other relevant field/specialty.

#### **NOTE:**

**The institution must be an individual entity. Consortium/joint-ventures shall not be permitted. However, proposal comprising of more than one Department/Streams of an Institution are permitted.**

### b) **Specialization (Department/Stream):**

In case of educational institution, it shall have **minimum one** of the following Departments (diploma, graduation OR post-graduation):

- i. Engineering/ Science: Environmental/Chemical
- ii. Other: Any department or discipline related to Finance, Management (Finance), Economics.

**NOTE: In case of an Institute other than an educational institution, the criteria (b) is not applicable.**

### c) **Staff and Personnel:**

The institution must have adequate scientific and technical staff and student strength to undertake the assignment. Besides, the following criteria needs to be complied with and the same shall be furnished in the format enclosed in **Form-6** and **Form-7**.

No.	Particulars	No. of Personnel	Qualification	Experience
1.	<b>Project Head</b>	01	<b>Master's Degree in any of the specialization specified in C.2.b</b>	<b>12 Years</b>
2.	<b>Project Coordinator</b>	03 (minimum)	Bachelor's Degree in any of the specialization specified C.2.b	08
3.	<b>Project Assistant</b>	12	Bachelor's Degree in any of the specialization specified C.2.b	03

### **C.3. Preferable Criteria:**

#### **a) Projects executed in relevant field:**

The institution must have executed **minimum two** projects in relevant specialization of streams specified. Ongoing projects shall be considered. Details of the same to be furnished in **Form-8**.

#### **NOTE:**

Individual PhD or Master's Degree thesis of faculty/student shall not be considered for evaluation.

### **C.4. Selection Method:**

#### **Expression of Interest (EOI)**

The Uttarakhand Pollution Control Board (UKPCB) invites Expression of Interest from reputed institutions for the Audit of Producers, Importer and Brand Owners and Plastic Waste Processors, registered in Uttarakhand under Plastic Waste Management Rules, 2016 (as amended) specified in **Clause No. B.2.b** as per the convenience and choice of the bidder.

2. Uttarakhand Pollution Control Board (UKPCB) shall shortlist only those institutions who fulfill the "essential" pre-qualification criteria specified in **Clause C.1, C.2, C.3**.
3. Uttarakhand Pollution Control Board (UKPCB) shall shortlist the institutions, based on evaluation of the Expression of Interests submitted by them for further selection.

### **C.5. Instructions to Institutions**

#### **C.5.1. Authorized Signatory**

- The 'Applicant' mentioned in the EOI document shall mean the one who has signed the EOI document forms. The applicant should be the duly Authorized Representative, for which a certificate of authority as per the format prescribed in **Form-3** duly authorized by the Head of the Organization should be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondence) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative.
- Every sheet and all forms complete in all respects shall be signed by the person/ persons duly authorized to sign on behalf of the applicants with affixing the applicant's rubber stamp. Any/all corrections made in the offer shall be duly authenticated by the signature of the Authorized Signatory.

#### **C.5.2. Documents to accompany EOI**

The applications shall be complete with the following documents:

- Form-1: Covering Letter to the EoI
- Form-2: Form of Particulars
- Form-3: Declaration of Authorized Signatory and Power of Attorney
- Form-4: Affidavit or Self declaration
- Form-5: Details of existing Departments/streams as per the pre-qualification criteria
- Form-6: Details of scientific and technical core staff as per pre-qualification criteria
- Form-7: CV

- Form-8: Details of projects/studies conducted by the Institution as per pre-qualification criteria along with the copy of work award letter (if assigned by other agency), project award letter etc.
- Letter/certificate of registration/incorporation
- Letter/certificate of affiliation to a University
- Copy of the EOI Document along with corrigendum, if any, duly signed at all pages.

**NOTE:**

- Non-submission of any one or more of the above documents including incomplete, false or misleading information shall result in disqualification.
- The applicant shall not change any details in the forms and formats of this EOI and shall strictly adhere to them.

**C.5.3. Queries in EOI Document:**

In case of any queries in the EOI document, a **pre-bid meeting** has been scheduled on **09.09.2023 at 11:00 AM at Meeting Room, UKPCB**. Representatives of applicant institution may attend the meeting to resolve any query regarding the EOI document.

In case the representatives of applicant institution are unable to attend the meeting, they may send their queries via e-mail latest by 19.09.2023 **4:00 PM** to [msukpcb@mail.yahoo.com](mailto:msukpcb@mail.yahoo.com) keeping the title of the EOI as subject of the e-mail. The entire proceedings of the pre-bid meeting including clarifications, changes, modifications etc. will be minuted and uploaded on UKPCB's website [www.UKPCB.uk.gov.in](http://www.UKPCB.uk.gov.in) and will be sent through e-mail only to those institutions whose representatives attended the pre-bid meeting and to the institutions who sent their queries via e-mail.

**C.5.4. Submission of EoI**

All the documents as specified in **Clause C.5.2** above shall be arranged in the sequence as specified above and shall be submitted in hard-bound manner and not in the form of loose sheets. The EoI documents shall be submitted in a sealed envelope only through registered post /speed post/ courier/ hand-delivery at the below mentioned office address latest by **3:00 PM of 25.09.2023**.

The envelope should bear the title **“Expression of Interest (EoI) for Audit of Producers, Importer and Brand Owners and Plastic Waste Processors, registered in Uttarakhand under Plastic Waste Management Rules, 2016 (as amended)”** on top. The submission of all documents including correspondences should be in “English” language only.

**NOTE:**

- Submission of EOI through e-mail is not permitted. EOIs received through e-mail shall be straightaway rejected.
- EOI received beyond the due date and time of submission (or any extension thereof) shall be straightaway rejected.

**C.5.5. Preliminary examination for the EOI**

- UKPCB shall examine the EOI to determine whether they are complete, whether the documents have been signed as indicated in this document, whether all Forms as asked have been filled in properly, whether applications are generally in order and all information as indicated under various clauses have been furnished.

- UKPCB reserves the right to waive minor deviations in the EOI if they do not materially affect the capability of the applicant institution to perform the assignment.

**C.5.6. Evaluation**

- The procedure of evaluation of the applications is indicated below:
- UKPCB has specified the pre-qualification Criteria in the EOI document with minimum qualifying requirement for each of the criteria i.e. registration/recognition, desired departments/streams, minimum years of experience etc.

**C.5.7. Presentation**

As a part of Evaluation of Expression of Interests submitted by the applicants, UKPCB may seek further information or a presentation from the Institution at a short notice for evaluation purposes.

**C.5.8. Rejection of EOI**

The EOI is liable to be rejected if:

- The application is not received as per the conditions specified above
- Not in prescribed forms and not containing all required details.
- Not properly sealed and signed as per requirements.
- Received after the expiry of due date and time.
- Deliberately gives incorrect or misleading information in their EOI or wrongfully creates circumstances for the acceptance of the EOI. Member Secretary, UKPCB reserves the right to reject such a bid at any stage.
- Any breach of any condition mentioned in this document.

**C.5.9. Disclaimer**

- UKPCB shall not be responsible for any late receipt of EOIs for any reasons whatsoever. The applications received late will not be considered and returned unopened to the applicant.
- UKPCB reserves all the right to annul/reject the EOI at any stage of the procedure
- UKPCB may reject any/all applications without assigning any reasons thereof.
- UKPCB may relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the Institute without assigning any reasons thereof.
- UKPCB may include any other item in the Scope of work at any time after consultation with applicants or otherwise.

**C.5.9. Project Timeline**

The timeline for completion of various activities under the assignment shall be as below. The project timeline will be considered from the date of release of work order.

a.	Submission of Report containing the following:  List of PIBOs and PWPs to be surveyed Action Plan for survey List and details of key project personnel to be deployed	Within 30 days from the date of issue of work order.
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b.	Training and capacity building of surveyors (to be conducted by UKPCB)	Within 45 days from the date of issue of work order.
c.	Submission of dully filled information along with data analysis in excel format.	Within 120 days from (b)
d.	Submission of Draft Report for review and approval.	Within 30 days from (c)
e.	Submission of Final Report.	Within 15 days from the comments on draft report (d)

The above timeline shall be strictly adhered to in all cases and thus the resources may be deployed accordingly.

#### **C.5.11. Amendments in EOI**

- At any time prior to the deadline for submission of EOI, UKPCB may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the EOI document by the issuance of Addendum/ Amendment and posting it on the Official Website.
- The amendments will be posted on the Official Website along with the revised EOI containing the amendments and will be binding on all Applicants.
- In order to afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, the Authority may, in its sole discretion, extend the last date of submission.

#### **C.5.12. Data Security and Data Validation:**

- The Uttarakhand Environment Protection & Pollution Control Board (UKPCB) shall have absolute and sole right on the data and output thus generated/collected in the process of the entire Project. The institution shall be responsible for security and safe custody of data and documents. In no way the information/ data/ documents shall be used/ copied/ duplicated/ published/ supplied whole or in part during and after completion of the Project without prior written permission from the Member Secretary, UKPCB.
- The filled-up questionnaire should be duly signed by the competent authority of the HCF being surveyed. Unsigned questionnaire will not be accepted.
- The cross-verification of the data filled in the questionnaire would be done by UKPCB.
- In case of submission of false/incorrect data, delay or non-completion of work in prescribed time or any other case of non-compliance or discrepancy, the Member Secretary, UKPCB reserves the right to charge appropriate penalty or take any action which Member Secretary, UKPCB deems fit and suitable including permanent debarment from carrying out such works in future or blacklisting the institution. In such a case, the institution shall make no financial claim and shall remain bound to deliver satisfactory work in stipulated time duration.

#### **C.5.13. Confidentiality:**

The data will be the ownership of UKPCB, hence, any information pertaining to this Project shall be deemed to be confidential and the institution shall be fully responsible, for the same being kept confidential and help in trust, as also for all consequences of its concerned personnel failing to observe the same.

#### **C.5.14. Force Majeure:**

In case of delay in timely execution of the assignment caused by factors beyond the control of the institution, such as war, riot, earthquake, flood, fire or other natural disasters, restrictions

imposed by the Government or other statutory bodies, the institution shall advise the Member Secretary, UKPCB in writing at the beginning and the end of the above causes of delay, within seven days of occurrence and cessation of the force majeure conditions.

**C.5.15. Agreement of Performance:**

The Institution to which the work would be allotted shall execute an “Agreement of Performance” with UKPCB as per a prescribed format on a stamp paper of value not less than Rs. 100/-

**C.5.16. Termination of Assignment:**

In the event the institution fails to carry out the assignment in terms of this document or the work order within the stipulated period or any extension thereof, as may be allowed by the Member Secretary, UKPCB without any valid reasons acceptable to the Member Secretary, UKPCB. The Member Secretary, UKPCB may terminate the assignment after giving seven days’ notice. The Member Secretary, UKPCB may give the institution a chance to put forth the reasons for delay/non-performance before deciding on the matter.

**C.5.17. Completion of Assignment:**

The assignment would be considered complete and completion certificate would be issued to the institution upon:

- a) Receipt of Final Report, complete in all aspects to the satisfaction of Member Secretary, UKPCB.
- b) Payment of all dues against the services offered subject to fulfillment of the terms and conditions of this order.
- c) Settlement of all issues between both the parties to the satisfaction of Member Secretary, UKPCB.

**C.5.18. Scope not Exhaustive**

The Scope of work specified in this **Clause B.6** are not exhaustive and the institution shall undertake such other tasks as may be necessary to execute the satisfactory completion of the assignment as per the requirements of UKPCB.

**C.5.19. General Terms and Conditions:**

- For all matters pertaining to this Project, the decision of Member Secretary, UKPCB shall be final and binding on both the parties.
- For all legal matters, Dehradun shall be the jurisdiction.
- The Institution should not anywhere in the EOI quote or mention the rates/charges. This would lead to disqualification.
- The Member Secretary, UKPCB reserves the right to prioritize the District(s) or decide the maximum number of Districts to be taken up for inventorization without giving any notice or reasons for the same.
- The Member Secretary, UKPCB reserves the right to cancel this EOI any time during the period of assignment and is not liable to furnish any reasons or give any notice/intimation in advance.

Sub-contracting of any kind of work, by any means shall not be permitted in any case.

**Form-1: Covering Letter to the EoI**  
**(To be printed on the institution’s letter head)**

Ref. No.

Date:

To,  
The Member Secretary,  
Uttarakhand Pollution Control Board (UKPCB)  
46 B IT Park, Sahastradhara Road, Dehradun,  
Uttarakhand.

**Subject: Submission of EoI for “Audit of Producers, Importer and Brand Owners and Plastic Waste Processors, registered in Uttarakhand under Plastic Waste Management Rules, 2016 (as amended)”**

Sir,

Having examined the completeness of EoI document, studied all the clauses of the same I/we, the undersigned expresses its interest to undertake the said assignment for carrying out of the above subjected works in conformity with the work order being awarded up to the stage of completion of works. (name of the institution) hereby submits the “Expression of Interest” for consideration of our institution for undertaking the work subjected above. The submission, duly signed and stamped at all pages, comprises, separately of:

1. Form-2: Form of Particulars
2. Form-3: Declaration of Authorized Signatory and Power of Attorney
3. Form-4: Affidavit or Self declaration
4. Form-5: Details of existing Departments/streams as per the pre-qualification criteria
5. Form-6: Details of scientific and technical core staff as per pre-qualification criteria
6. Form-7: Format of CV of staff proposed in Form-6
7. Form-8: Details of projects/studies conducted by the Institution as per pre-qualification criteria along with the copy of work award letter (if assigned by other agency), project award letter etc.
8. Letter/certificate of registration/incorporation
9. Letter/certificate of affiliation to a University
10. Copy of the EoI Document along with corrigendum, if any, duly signed at all pages.

We have not made any tampering or changes in the EoI documents and if any tampering or changes are detected at any stage, we understand the EoI will invite summary rejection / the contract will be liable to be terminated, even if work order has been issued. I/We understand that, the Uttarakhand Environment Protection & Pollution Control Board (UKPCB) is not bound to accept any EoI that the Institute may receive. I/We hereby declare that my/our EOI is made in good faith and the information contained is true and correct to the best of my/our knowledge and belief.

Thanking You.

Yours faithfully,

Signature of Authorized Signatory

Name Designation/ Seal

### Form-2: Form of Particulars

Fill in the information as required in the form below (all fields are mandatory)

Name of the Institution		
Date of Registration/ Incorporation/ Establishment of the Institution		
Address of Communication		
Letter/certificate of Registration/Incorporation / (attach separately)		
Letter/certificate of affiliation to a University (attach separately)		
Phone:		
E-mail:		
Name of Department(s) handling the project		
Mobile No.		

I hereby declare that the above information is true to the best of my knowledge and I am authorized by the institution to fill up and submit on its behalf.

Authorized Signatory

Institution seal

Name and Designation:

**Form-3: Declaration of Authorized Signatory and Power of Attorney**

**(To be printed on the institution's letter head)**

Ref. No.

Date:

To,  
The Member Secretary,  
Uttarakhand Pollution Control Board (UKPCB)  
46 B IT Park, Sahastradhara Road, Dehradun,  
Uttarakhand.

**Subject: Declaration of Authorized Signatory for the Submission of EoI for “Audit of Producers, Importer and Brand Owners and Plastic Waste Processors, registered in Uttarakhand under Plastic Waste Management Rules, 2016 (as amended)”**

Know all men by these presents, We, **(name of the institution)** do hereby constitute, nominate, appoint and authorize \_\_\_\_\_ and presently residing at \_\_\_\_\_ who is presently employed with/retained by us and holding the position of \_\_\_\_\_ as our true and lawful attorney (hereinafter referred to as the “Authorised Signatory”) 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 Expression of Interest for “Audit of Producers, Importer and Brand Owners and Plastic Waste Processors, registered in Uttarakhand under Plastic Waste Management Rules, 2016 (as amended)” and proposed to be executed by the Uttarakhand Environment Protection & Pollution Control Board (UKPCB) (the “**Authority**”) including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in meetings and other conferences and providing information/responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts and undertakings consequent to acceptance of our EOI and proposal and generally dealing with the Authority in all matters in connection with or relating to or arising out of our proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the Authority.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Signatory pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Signatory in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, **(name of the institution)** THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS \_\_\_ DAY OF \_\_\_\_\_ (month), 2023

For **(name of the institution)**.

Signature and seal of Head of the Organization

Witnesses:

1) \_\_\_\_\_

2) \_\_\_\_\_

#### **Form-4: Affidavit or Self declaration**

**Ref : Call for Expressions of Interest for “Audit of Producers, Importer and Brand Owners and Plastic Waste Processors, registered in Uttarakhand under Plastic Waste Management Rules, 2016 (as amended)”**

1. I/We declare that our institution has not been banned/de-listed/debarred/ blacklisted by any Authority/Agency in India.
2. I/We also agree to abide by the highest ethical standards in the profession and, in particular, have no potential conflict of interest;
3. I/We will inform the Authority immediately if there is any change in the above circumstances at any stage during the EOI/RFP procedure or during the implementation of the project;
4. I/We fully recognize and accept that any inaccurate or incomplete information deliberately provided in this tender may result in my/our exclusion from this or other assignments/projects funded by the Authority.
5. In response to your call for expression of interest, I/We hereby declare that I/We, am/are not in any of the situations that debars me/us from participation in the EOI.

**Signature of Authorized Signatory**  
**Institution seal**

**Form-5: Details of existing Departments/streams as per the pre-qualification criteria**  
Specify the details of the Departments in the institution only as per the eligibility criteria of the EoI.

<b>Sr. No.</b>	<b>Name of Department</b>	<b>Graduate/ Post-Graduate/ Doctoral (specify)</b>	<b>Total no. of faculties</b>	<b>Total no. of students</b>	<b>Whether aspects related to Plastic Waste Management are included in course curriculum? (Yes/No) If yes, attach copy of curriculum/ syllabus</b>

**Signature of Authorized Signatory**  
**Institution seal**

**Form-6: Details of scientific and technical core staff as per pre-qualification criteria**  
Specify the details of the existing scientific and technical core staff

**i. Project Head (One)**

<b>S.No.</b>	<b>Name</b>	<b>Designation</b>	<b>Qualification</b>	<b>Experience</b>

**ii. Project Coordinators (Minimum Five)**

<b>S.No.</b>	<b>Name</b>	<b>Designation</b>	<b>Qualification</b>	<b>Experience</b>

**Signature of Authorized Signatory**  
**Institution seal**



**Form-7: Format of CV**  
(enclose CVs of all personnel proposed in Form-6)

<b>Proposed position for the assignment:</b> (Tick whichever applicable)	Project Head/Project Coordinator
<b>Name:</b>	
<b>Current Designation at the Institution:</b>	
<b>Department/Stream:</b>	
<b>Date of Birth:</b>	
<b>Residential Address:</b>	
<b>Mobile No.</b>	
<b>E-mail ID:</b>	
<b>Educational Qualification:</b> (The years in which various qualifications were obtained must be stated)	
<b>Trainings attended:</b>	
<b>Language Proficiency:</b> (Indicate proficiency in speaking, reading and writing of each language by excellent, good, fair or poor)	
<b>Proficiency in basic computer skills like MS-Office and other basic functions</b> (Indicate proficiency by excellent, good, fair or poor)	
<b>Membership in Professional Bodies:</b>	
<b>Employment Record:</b> (Starting with present position; specify duration of employment, employer, designation and major duties performed)	
<b>Publications:</b>	
<b>Description of Duties:</b> (Describe the works undertaken in past that best illustrate or relates your capability to handle this assignment. In this column, list project name, location, year, position held and exact duties rendered and time spent on each project)	

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, my experience, and myself. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature

Date

**Form-8: Details of projects/studies conducted by the Institution as per pre-qualification criteria along with the copy of work award letter (if assigned by other agency), project award letter etc.**

Project Name:		
Project Location within Country :		
Name of Client:		
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (optional)
Name of Senior Staff (Principal Investigator/Coordinator/ Research Associate etc.) involved and functions performed:		
Detailed Narrative Description of Project:		
Detailed Description of Actual Services provided:		

**NOTE:**

Please also note that the copies of sanction letters/work orders and satisfactory completion certificate from the funding agency/client shall be required to be submitted for all the references mentioned above.

Signature of Authorized Signatory  
Institution seal