

Expression of Interest (EOI)

For

**For the Empanelment of Agencies as Accessibility
Auditors of Built-up Environment**

**Ministry of Social Justice and Empowerment
Department of Empowerment of Persons with Disability
Pt. Deendayal Antyodaya Bhawan, CGO Complex
New Delhi**

Government of India
Ministry of Social Justice & Empowerment
Department of Empowerment of Persons with Disabilities (Divyangjan)
Pandit Deendayal Antyodaya Bhawan, 5th Floor, CGO Complex, New Delhi

INVITING EXPRESSION OF INTEREST FROM VARIOUS
ORGANISATIONS/NGOs/REGISTERED SOCIETIES/TRUSTS etc.

Department of Empowerment of Persons with Disabilities (DEPwD) invites sealed Expression of Interest (EOI) for the empanelment of various organisations/NGOs/registered societies/Trusts etc. as accessibility auditors of built-up environment.

The EOI document containing the details of qualification criteria, submission requirements, brief objective & scope of work and evaluation criteria etc. can be downloaded from the website www.disabilityaffairs.gov.in. Further details, if any, may be obtained from "Under Secretary (DEPwD), Room No 11 A, 5th Floor, Pandit Deen Dayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi, 110003 or by email at rcmeena.79@gov.in."

The important dates for the EOI is as follows

S.no	Key particulars	Date and time
1.	EOI publishing date	24.07.2023
2.	EOI opening date	25.07.2023 at 10:00 am
3.	Pre-bid query	08.08.2023
4.	EOI closing date	25.08.2023 upto 18:00 pm

Sealed envelope marked to the captioned address, containing EOI documents and non-refundable fee of Rs 1000/- (One Thousand only) by way of DD/Pay Order in favour of "Pay Account Officer, Department of Empowerment of Persons with Disabilities (Divyangjans)" payable at New Delhi may be submitted mentioning "EOI for Empanelment of Agencies as Accessibility Auditors in Built-up Environment" to;

"Shri Ram Charan Meena
Under Secretary to the Government of India
Department of Empowerment of Persons with Disability
Room No 11 A, 5th Floor, Pandit DeenDayalAntyodaya Bhawan, CGO Complex, Lodhi
Road, New Delhi, 110003"

Applicants meeting the qualification criteria may be invited for presentation/proposal before the selection committee of DEPwD, if required.



(Ram Charan Meena)

Under Secretary to the Government of India

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

1. **Letter of Invitation**

Ministry of Social Justice and Empowerment
Department of Empowerment of Persons with Disabilities
CGO Complex, New Delhi

No. 4-18/2020-AIC

Dated: 24.07.2023

Subject :- Reg. empanelement of agencies as accessibility auditors of built-up environment

Sir/Madam,

I am directed to invite an Expression of Interest (EOI) for the fresh empanelment of various **organisations/NGOs/registered societies/Trusts etc.** as accessibility auditors in built-up environment.

2. The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work is enclosed. The EOI Document is also available on the DEPwD, website <https://disabilityaffairs.gov.in/>. You may submit your responses in sealed envelopes in prescribed format to the undersigned within closing date of Expression of Interest.
3. Queries, if any, may be referred in writing to the following officer of DEPwD:

“Shri Ram Charan Meena
Under Secretary to the Government of India
Department of Empowerment of Persons with Disability
Room No 11 A, 5th Floor, Pandit DeenDayalAntyodaya Bhawan, CGO Complex, Lodhi
Road, New Delhi, 110003
Telephone No. 24360316 or at Email rcmeena.79@gov.in”

Encl: EOI Document

Yours faithfully



(R C Meena)

Under Secretary to the Govt. of India
For & on behalf of President of India

2. Background

India is signatory to the UN Convention on the Rights of Persons with Disabilities (UNCPRD). Article 9 of UNCPRD casts an obligation on all the signatory governments to take appropriate measure to ensure to persons with disabilities access, on an equal basis with others to the physical environment, to transportation, to information and communications technologies and systems, and to other facilities and services open or provided to the public, both in urban and in rural areas.

With reference to the Right of Persons with Disabilities Act 2016, wherein it mandates that all establishments should ensure that all their buildings are accessible as per standards. The Department of Empowerment of Persons with Disabilities is the Nodal Department pertaining to disability affairs, working proactively towards mainstreaming and empowering Persons with Disabilities through the development of universally accessible ecosystems. In view of the growing demand for an inclusive, safe, and comfortable experience for Persons with Disabilities, ensuring incorporation of accessible features in the built environment is the need of the hour and for the same, accessibility at core is essential to be imparted in the minds of implementing agencies to ensure the universal accessibility.

For this purpose, to ensure all the establishment are accessible to all, the Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment, Government of India invites "Expression of Interest" from the NGOs/registered societies/trusts etc. to showcase their interest for the empanelment with this Department as "Accessibility Auditors in Built Environment". The interested entities may then send their organizational profile along with the details of qualification, relevant professional course which authorizes the NGOs/registered societies etc. to conduct accessibility audits in the built environment.

3. Aims & Objective

The core objective of empanelment of accessibility auditor is to cater the growing demand for an inclusive, safe and comfortable experience for all and especially Persons with Disabilities (PwD). It shall benefit to engage a high number access auditors across the nation as compared to the lakhs of buildings in the country. The EoI is floated with an idea to seek professional expertise available on this matter in the country both in terms of professional experience and educational background.

4. EOI processing fees

A non-refundable processing fee for Rs. 1,000/- (One Thousand Rupees only) in the form of a Demand draft or a Pay Order drawn in favour of "PAO, Ministry of Social Justice and Empowerment" Payable at New Delhi has to be submitted along with the EOI response. Bids received without or with inadequate EOI processing fees shall be liable to get rejected.

5. Venue & Deadline for submission of proposal

5.1 Proposal, in its complete form in all respects as specified in the EOI, must be submitted to DEPwD at the address specified herein earlier. In exceptional circumstances and at its discretion, DEPwD may extend the deadline for submission of proposals by issuing an amendment to be made available on the DEPwD website, in which case all rights and

obligations of DEPwD and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

6. Validity of offer:

The offer for EOI as per this document shall be valid for a period of three (3) months initially which may be extended further, if required.

7. Terms of Reference

7.1 At its discretion, DEPwD may also open the window of empanelment of more access auditors by the means of floating the EOI periodically during the financial year.

7.2 The validity of the empanelment shall be applicable upto 05 years from the date of issue of empanelment.

7.3 The work undertaken by the empanelled access auditors based on the empanelment with Govt. of India, needs to be shared in a form of accessibility report from time to time with this Department.

7.4 For the purpose of evaluation, DEPwD at its discretion may conduct random accessibility checks based on the report submitted by the access auditors without any prior information to the agency.

7.5 The empanelled agency's team of access auditors must comprise of persons with disabilities such as, wheelchair user, 100% blind, speech and hearing impaired while conducting the access audit. This is for the purpose of evaluating the existing situation of the built environment with the PwDs point of view and their ease of access at different location of the building/premise. This would also help to record their deliberations including key suggestions, highlighting the key challenges and missing accessibility features which may enhance their experience while accessing the built environment. Such PwDs may not necessarily be a full-time part of the empanelled access auditors' firm/agency/NGO/Trust/Society etc. but may be outsourced for the purpose of conducting access audit in the built environment.

7.6 The PwDs that shall be the part of access audit team must have the respective UDID cards with more than 40% benchmark disability.

7.7 The accessibility audit must be undertaken considering the latest accessibility guidelines notified in the Right of Persons with Disabilities, (Amendment) Rules, 2023 for various sectors.

7.8 The selected NGOs/institution/society/trust etc. shall be required to undertake a short course/training on universal accessibility in built environment as conducted by DEPwD before the issue of empanelment.

8. Instructions to bidders

8.1 The Expression of Interest is to be submitted in the manner prescribed below:-

8.2 All information as detailed below is to be submitted in two hard copies in separately sealed envelopes and one soft copy in pen drive:-

- a) Applicant's Expression of Interest as per Format-1.
- b) Organizational Contact Details as per Format-2.
- c) Experience of the organization as per Format-3.

- d) List of three (03) experts/ consultants on payroll and other team composition as per Format-4.
- e) Financial strength of the company as per Format-5.
- f) Additional information as per Format-6.
- g) Declaration as per Format-7.
- h) Power of Attorney in favour of Authorized Signatory with long and short signatures of Authorized person.

8.3 EOI document have been hosted on the website <https://disabilityaffairs.gov.in/> and may be downloaded from the website.

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

9. Eligibility requirements: -

- a. Following will be the minimum pre-qualification criteria. Each eligible access auditors should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated. Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- b. In addition to this, empanelment will be based on clearing the minimum eligibility criteria as mentioned in the table below. Further qualification to deliver the duties to perform services on ground will be subject to discretion to the buyer in case of the project.
- c. The assessment shall be a combination of both educational qualifications and on ground experience of the similar work undertaken in previous years.

S.no	Pre-qualification criteria	Supporting compliance document
1	Registration Certificate of the Agency (Appropriate registration under Society/Trust/Companies Act)	Registration Certificate
2	The firm should be in the business of providing similar consultancy services for at least 02 years as on 31/03/2023	Certificate by company secretary of the Bidder's organization.
3	The firm should be profitable and not have incurred loss in any of the last 2 consecutive Financial Years (2021-22& 2022-23)	Format 5 to be certified & validated by Chartered Accountant (CA) of the bidder's organization
4	The Bidder should have an annual turnover of Rupees 25 Lakh in each of the last 2 consecutive Financial Years (2021-22& 2022-23) from only consultancy services rendered in India	CA certified document with name of CA registration number, signature and stamp

5	The bidder shall have experience of working with Central Government/State government/public sector entities on conducting accessibility audit. The preference will be given to agency/organization having prior experience in conducting accessibility audit for not less than 02 years.	Copy of work order/contract
6	The bidder should have undertaken accessibility audit of 10 government/private buildings in the last 02 years (2021-22 & 2022-23)	Copy of work order/contract
7	The firm should not be blacklisted by any Central Govt./State Govt/PSU/Govt Bodies	Certificate signed by the Authorized signatory.
8	PAN No. / Service Tax Registration Certificate	Copy of Certificate to be enclosed.
9	Certification (international/national) membership establishing proficiency in conducting accessibility audit of built-up environment must be submitted	Documentary proof of certification/membership

10. Criteria of qualification

- d. EOI will be evaluated for short listing inter alia based on their past technical experience of handling similar type of project, educational background, strength of their manpower, financial strength of firm and presentation / proposal to the selection committee whose decision will be final.
- e. Agencies who qualify as per the eligibility conditions will be provided a brief about the Accessibility India Campaign and Creation of Barrier Free Environment under SIPDA Scheme of the Department. The agencies may be required to make a presentation, if required, to a selection committee show-casing their proposals.
- f. DEPwD will take up references and reserves the right to pay due heed to the Bidder's performance elsewhere and any past experience from DEPwD.

11. Response:

- 11.1** Bidders must ensure that their Bid response is submitted as per the formats attached with this document. Special comments on the objectives and scope of the service projected in the enquiry may also be submitted along with the offer.
- 11.2** Application in sealed cover super scribed, as "EOI for providing services regarding accessibility audit under DEPwD"

12. Conflict of Interest

- 12.1** Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform DEPwD, detailing the conflict in writing as an attachment to this Bid.

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

12.3 A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by a person involved in a Bid process.

13. Condition under which EOI is issued:

13.1 The EOI is not an offer and is issued with no commitment, DEPwD reserves the right to withdraw this EOI any time and or vary any part thereof at any stage. DEPwD further reserves the right to disqualify any bidder, should it be so necessary at any stage.

14. Formats for submission

FORMAT -1 APPLICANTS EXPRESSION OF INTEREST

To,

The Under Secretary (SIPDA)
DEPwD, Room No 11 A, 5th Floor,
Pandit DeenDayal Antyodaya Bhawan,
CGO Complex, Lodhi Road, New Delhi, 110003

Sub: Submission of Expression of Interest for the fresh empanelment of NGOs'/institutions/society/trust etc. as accessibility auditors in built environment

Sir/Madam,

In response to the Invitation for Expressions of Interest (EOI) published on xx.xx.xxxx, we would like to express interest for the above purpose. As instructed, we attach 2 sets of the following documents in separately sealed envelopes and one soft copy:

- i. Organizational Contact Details as per Format-2.
- ii. Experience of the organization as per Format-3.
- iii. List of three (03) experts/ consultants on payroll and other team composition as per Format-4.
- iv. Financial strength of the company as per Format-5.
- v. Additional information as per Format-6.
- vi. Declaration as per Format-7.

Sincerely Yours,
Signature of the applicant
[Full name of applicant]
Stamp.....
Date:

Encl.: As above.

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

FORMAT -2
ORGANISATIONAL CONTACT DETAILS

S.no	Organizational Contact Details
1.	Name of Organization
2	Main areas of business
3.	Registration Certificate of the Agency (Appropriate registration under Society/Trust/Companies Act)
4.	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous? If yes, details thereof
5.	Address of registered office with telephone no. & fax
6.	Address of offices
7.	Contact Person with telephone no. & e-mail ID

Enclose:-

1. Copy of certificate of incorporation
2. Copy of Article of Association in respect of 3 above
3. Undertaking in respect of 4 above.

Signature of the applicant

Full name of the applicant

Stamp & Date

FORMAT -3
EXPERIENCE OF THE ORGANISATION

Experience in related fields				
Overview of the past experience of the organisation in all aspects related to brand building related				
S.no	Items	Number of assignments during last 02 years	Number of building audited	Mention the name of client/ organization (enclosed completion certificates
1	Experience of assignments of similar nature			
2	Experience in carrying out similar assignment in Government			
3	Experience in carrying out similar assignment in Public sector			
<p>Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” will be final.</p> <p style="text-align: right;">Signature of the applicant Full name of applicant Stamp & Date</p>				

FORMAT 4
ORGANISATION TECHNICAL CAPACITY

S.no	Name	Designation	Qualification	Relevant Experience
Details of technical resources/experts				
1.				
2.				
3.				
4.				

FORMAT -5
FINANCIAL STRENGTH OF THE ORGANISATION

Financial strength of the organization					
S.no	Financial year	Whether profitable Yes/No	Annual net profit (in crores of Rs.)	Overall annual turnover (in Crores of Rs.)	Annual turnover from only consultancy service rendered in India (in crores of rs.)
1	2021-22				
2	2022-23				
Note: Please enclose auditor's certificate in support of your claim					

Signature of the applicant
Full name of applicant
Stamp & Date

Format-6
ADDITIONAL INFORMATION

S.no	Description	No. of pages

Signature of the applicant

Full name of applicant

Stamp & Date

FORMAT-7
DECLARATION

<p>Declaration</p> <p>We hereby confirm that we are interested in competing for the empanelment as access auditors in the built-up environment and the task related to conducting accessibility audit.</p> <p>All the information provided herewith is genuine and accurate.</p> <p>Authorized Person's Signature.</p> <p>Name and Designation:</p> <p>Date of Signature:</p> <p>Note: The declaration is to be furnished on the letter head of the organization.</p>
