



**SUCHITWA MISSION**  
**Local Self Government Department**  
**Government of Kerala**

No : SM/474/2025-C4

Date: 28-01-2025

**Expression of Interest for the Empanelment of Companies, NGOs, and Organizations in the Biodegradable Waste Management Sector to improve quality, brand, and sell the compost generated from the composting facilities in Local Self-Government Institutions (LSGIs) across Kerala.**

### **Background**

Suchitwa Mission is the nodal agency of the Government of Kerala under the department of Local Self Government for SLWM, constituted with the mandates of empaneling agencies and to provide technical and financial assistance to the LSGIs in sanitation and waste management sector utilizing assistance from central and state governments. Kerala's organic waste management strategy involves giving thrust to source level waste management, with composting and bimethanation being the primary methods for organic waste processing. As the number of composting units across the state has increased, there emerges a significant opportunity for the sale of compost generated from these facilities.

To ensure the effective marketing and sale of these end-products and to maintain the sustainability and efficient functioning of the waste management systems within the State, Suchitwa Mission has decided to invite Expressions of Interest (EoI) from companies, NGOs, and organizations to develop and implement strategies and management plans for the end-product thus produced from various wet waste management facilities across LSGIs in Kerala.

### **Scope**

The purpose of this Expression of Interest (EoI) is to identify and enlist competent companies, NGOs, and organizations capable of managing, developing, and implementing strategies to ensure that raw compost generated from various wet waste management facilities operated by Local Self-Government Institutions (LSGIs) adheres to the standards specified in the Solid Waste Management (SWM) Rules, 2016. Additionally, the selected agency has to handle the branding, marketing and sale of the compost.

The agency shall:

1. Enter into agreement with Local Self-Government Institutions (LSGIs) for the collection of raw compost generated from the LSGIs.
2. Maintain storage facility (godown) for the processing and conversion of raw compost

from LSGIs to meet the standards specified under the Solid Waste Management (SWM) Rules, 2016.

3. Conduct initial testing of raw compost received from LSGIs to analyze the parameters as per SWM Rules and also ensure compliance through test reports prior to packaging and sale of the processed compost.
4. Ensure adherence to environmental regulations and standards prescribed by the Central Pollution Control Board (CPCB) and the State Pollution Control Board.
5. Own or lease vehicle equipped with GPS tracking for the transportation of compost.
6. Shall possess prior experience and expertise in the management of organic waste and compost.

A technical committee constituted to evaluate the EoIs shall evaluate the technical knowledge, experience, expertise, competency etc. of the agency in this field. The applicant agency shall do a technical presentation to prove their credentials before the technical committee. Copies of all documents to prove experience, expertise and manpower, certifications/ appreciations, work order received so far may also be enclosed along with the application. The agencies selected shall be engaged for the task by the LSGIs through prevailing tender procedures only.

### **Eligibility Criteria**

The interested entity shall essentially meet the following eligibility criteria :

- The agency shall possess a minimum 2 years' experience, expertise in solid waste management - biodegradable waste management sector. (Details of the previous works undertaken by the agency in this regard shall be submitted.)
- The agency shall have godown facility within Kerala for the processing of the raw compost and shall have own/ leased vehicle(s) equipped with GPS tracking for the transportation of compost.(vehicle ownership details/ lease agreement details shall be submitted)
- The agency shall have a registered office in India (Company incorporation certificate shall be submitted).
- The proponent shall be a registered firm with valid Goods and Service Tax number for the line of business the entity is engaged in. (Last 2 years audited balance sheet and annual report shall be submitted.)
- The agency shall comply with Solid waste management rules, 2016 and all the guidelines and strategies published by Suchitwa Mission, KSPCB and Government of Kerala- related to solid waste management.
- While selecting the agency, weightage shall be fixed for government registrations, technical knowledge, certifications received, experienced manpower etc.

### **Submission Details :**

Interested parties are invited to submit their Expressions of Interest (EoI) to Suchitwa Mission along with the following documents :

1. Certificate of Incorporation.
2. GST Registration Certificate.
3. CA-audited account statements for the last two years.
4. Self-declaration confirming that the agency is not blacklisted by any Central/State Government or PSU.
5. Documents validating relevant experience, such as work orders, agreements and completion certificates.
6. A comprehensive proposal outlining the strategy for the collection, processing, branding, and marketing of compost, including a detailed process flow diagram.
7. Details of the available godown facility in Kerala preferably with KSPCB approval, specifying its location and area.
8. Details regarding the availability of vehicles (owned or leased) along with Motor Vehicle Tracking Installation Certificate from the MVD Kerala.
9. The required documents such as list of existing and past clients with details of services offered, details of similar projects executed with copies of agreements, work order completion, satisfaction certificates, CVs of key personnel and other related details to verify all eligibility criteria shall accompany the EoI.

Applicants must provide documents that demonstrate their expertise in the waste management and marketing sectors, along with a clear business plan and supporting documents validating their claims and certifications received should also be included.

Interested parties are requested to submit their Expressions of Interest through email and hard copy format, addressed to the “ Executive Director, Suchitwa Mission Fourth Floor, Revenue complex, Public office Compound, Palayam - 695033” and at sanitationkerala@gmail.com

#### **Evaluation Process :**

The evaluation of expressions of interest will be conducted by Suchitwa Mission. Shortlisted candidates will be invited to participate in the technical review meeting. Once after technical review, the eligible agencies shall be empaneled.

#### **Disclaimer :**

1. This EoI is not an agreement or an offer by the Suchitwa mission to the prospective agencies or any other person. The purpose of this EoI is to prepare a list of agencies eligible for participating in future needs of Local bodies and provide interested parties with information that may be useful to them in the formulation & submission of their

proposals pursuant to this EoI.

2. This is not an invitation to tender. Full tendering procedure will be applied to selected firms prequalified and found capable of executing the project or local bodies may decide to select any agency after negotiation of submitted rates and conditions in this EoI. Only shortlisted firms will be contacted for the tender process. Nothing in the advertisement shall be construed to be a commitment on the part of Suchitwa Mission. Suchitwa Mission does not guarantee to proceed further than the EoI, this invitation for EoI being neither an agreement nor an offer for award of work
3. This EoI includes statements, which reflect various assumptions and assessments arrived at by the Suchitwa Mission in relation to this EoI. Such assumptions, assessments and statements do not purport to contain all the information that each agency may required.
4. This EoI may not be appropriate for all persons, and it is not possible for the Suchitwa Mission to consider the objectives, technical expertise and particular needs of each party who reads or uses this EoI. Information provided in this EoI to the agency may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Suchitwa Mission accepts no responsibility for the accuracy or otherwise of any interpretation or opinion on the law expressed herein.
5. Suchitwa mission makes no representation or warranty and shall have no liability to any person including any agency under any law, statute, rules or regulations or tort, principles of restitution for unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EoI or otherwise, and any assessment, assumption, statement or information contained therein or deemed to form part of this EoI or arising in any way in this selection process.
6. Suchitwa Mission also accepts no liability of any nature whether resulting from negligence or otherwise, however arising from reliance of any agency upon the statements contained in this EoI.
7. Suchitwa Mission may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this EoI.
8. The issue of this EoI does not imply that Suchitwa Mission is bound to select an agency or to appoint the selected agency, as the case may be and Suchitwa Mission reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.
9. Suchitwa Mission shall not be bound to accept and/or consider any response and it does not undertake herein any commitment whatsoever towards any of the interested parties. Suchitwa Mission may ignore any response which lacks information or has

unclear details. The firm may be called to give presentations before a committee.

10. It does not create any obligation on Suchitwa Mission's part to commence, continue or complete any purchase procedure and/or to act in any other method of acquisition, and Suchitwa Mission shall act at its sole and absolute discretion in this respect. This EoI does not commit Suchitwa Mission to contract for any supply or service or to publish any tenders or any other further procedure. Suchitwa Mission will not be obligated to pursue any particular acquisition alternative as a result of this EoI.
11. Suchitwa Mission shall not be charged in any manner for the submission of information in accordance with this procedure. Respondents are advised that Suchitwa Mission will not pay for any information or administrative costs incurred in response to this EoI. All costs associated with responding to this EoI are solely at the responding parties' expense. Every Respondent shall bear their own costs with respect to this EoI and any information presented and/or submitted to Suchitwa Mission through this EoI is provided voluntarily.
12. Depending upon the submissions received, Suchitwa Mission may, as a result of this EoI, approach, at its sole discretion, one or more of the respondents and/or any other party, in order to obtain additional information. Suchitwa mission may also decide to set aside a period of time to gain such further information and visit their facilities of any or all the proposers.
13. Suchitwa Mission may wish to share submitted information with outside technical experts for evaluation assistance in which case they will be informed about the privileged nature of the information. However, if a submitter wishes their information to be made available only to Suchitwa Mission, a prominent label/ watermark stating "for Suchitwa Mission" must be placed on each such page and information be specifically marked as confidential.
14. Respondents are solely responsible for properly marking and clearly identifying any proprietary information or trade secrets contained within their response. Suchitwa Mission will not be liable for or suffer any consequential damages for any proprietary information not properly marked and clearly identified. Proprietary information received in response to this EoI will be safeguarded and handled in accordance with applicable regulations.
15. Suchitwa Mission reserves the right to accept any commercial proposals from entities which did not participate in this EoI process but submit the bids in response to call for commercial bids in future, arising in whole or in part from the present EoI.
16. The decision of Suchitwa Mission shall be final and binding in evaluating and empanelling competent agencies among the submissions in response to this EoI or from such source as deemed fit and suitable.

Contact Information : For any inquiries or to submit your expression of interest, please contact:

Executive Director  
Suchitwa Mission  
Fourth Floor, Revenue complex,  
Public office Compound, Palayam - 695 033  
sanitationkerala@gmail.com  
04712316730

We look forward to receiving your expression of interest and working with innovative partners who share our commitment to environmental sustainability. Together, we can make a significant contribution to biodegradable waste management.

U.V.Jose IAS (Retd)  
EXECUTIVE DIRECTOR

**Annexure - I**  
**LETTER OF SUBMISSION**

(On the Letter head of the agency including full Postal Address, and telephone, facsimile and email address.)

Reference No. \_\_\_\_\_

Date: \_\_\_\_\_

The Executive Director,  
Suchitwa Mission,  
Local Self Government Department  
Fourth Floor, Revenue complex,  
Public office Compound, Palayam - 695 033

Sir,

Subject : "Expression of Interest for the Empanelment of Companies, NGOs and Organizations in the Biodegradable Waste Management Sector for compost processing in compliance with SWM Rules, as well as for the subsequent branding and sale of the compost generated from the wet waste management facilities in Local Self-Government Institutions (LSGIs) across Kerala"

Having examined the details given in the EoI document, we ..... hereby submit the relevant information for considering the EoI for empanelment of companies/ NGOs/ organizations in BDW Sector.

1. We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. We have furnished all information and details necessary for the EoI and have no further pertinent information to provide.
3. We confirm that we have no objection in Suchitwa Mission or their authorized representative approaching individuals, employers and entities to verify our competency, genuinity and general reputation.
4. We declare that all the provisions of this EoI Documents are acceptable to us and we will be bound to comply with the instructions and guidelines issued in this regard, once we get empaneled.
5. We also declare that we have not been debarred/ blacklisted by any Government/Semi Govt. organization in any state/country.

Date of Submission:

Name & signature of the Authorized Signatory.

Place:

Company Seal

## **Annexure - II**

### **GENERAL INFORMATION OF THE APPLICANT**

**Note: Separate sheets may be used wherever necessary**

1. Name and address of organization :
2. Country of Incorporation :
3. Legal Status (Company: Public/Private, Partnership, Limited Liability Partnership, Sole Proprietorship, Any order) :
4. Incorporation/ registration number : (attach the copy of Incorporation/ registration number)
5. Date of incorporation/ establishment : ( in DD/MM/YY format)
6. GST No (attach the certificate) :
7. Last 2 year's average annual turn over (in Rs.) :
8. Principal place of business :
9. Name, Contact details of authorized signatory :
10. List of 5 major clients with contact details : (attach the copy of work order, agreement, satisfactory certificate to prove the credentials)

Signature of the Authorized Signatory.

Company Seal