

Details on SDMC Web site

PUBLIC NOTICE

Expression of Interest (EOI) is invited from NGO's Self Help Groups or other similar Organization registered under the Societies Registration Act and operation in Delhi for Adoption, Development and Maintenance of following Cremation Grounds/ CNG Crematorium in SDMC:-

S.No.	Zone	Name of Cremation Ground, CNG Crematorium	Nature of the Crematoriums	Location/Near
1	Central	Sarai Kale Khan	CNG	Sarai Kale Khan
2	Najafgarh	Dwarka	CNG	Dwarka, Sector-24,
3		Mangla Puri	Wood	Mangla Puri village

The interested NGO's Self-Help Groups and other similar organizations Registered Under the Societies Registration, and operation in Delhi may submit EOI in the office of Addl.MHO (PH), 18th Floor, Civic Centre, Jawaharlal Nehru Marg, New Delhi-110002 on any working day from 9.00 am to 4 pm along with following documents:-

1. Copy of their registration certificate.
2. Copy of the Articles of Association and objectives of the organization.
3. Annual Report of their activities and financial status.
4. A statement of their activities duly certified from the local Councilor/ MLA/ MP or any government institution, any reference which could be helpful in establishing the credentials of the organization.
5. A list of office bearers of the organization.
6. The organization must be able to show its ability to take up the activities related to management and maintenance of Crematorium/Cremation ground Complex effectively and to the full satisfaction of the persons who use the premises.
7. A signed copy of acceptance of terms and conditions for adoption, development and maintenance of Cremation Grounds.

Copy of Terms and Conditions can be obtained from the office of the Addl.MHO (PH)/SDMC, Civic Centre, 18th Floor New Delhi or they may visit SDMC web site i.e. www.mcdonline.gov.in and www.mcdonline.nic.in for downloading the same.

The qualified NGOs will be required to sign MOU as per terms and conditions of allotment.

Last date for submitting Expression of Interest: **4 pm, 28th December 2021**

Addl.MHO (PH)

South Delhi Municipal Corporation

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Terms & Conditions for Adoption, Development and Maintenance of CNG Cremation Ground/Crematoria of South Delhi Municipal Corporation, the Registered Trust / Welfare Association / Societies / NGO*s will have to enter into Memorandum of Understanding with the SDMC on the subject mentioned above as per terms and conditions as under.

1. They will maintain the cremation ground/crematorium to the satisfaction of SDMC and will not utilize it for any other purpose.
2. They will not be allowed to use the premises to put up boards /hoardings.
3. They can inscribe board as "SDMC Cremation ground /Crematorium" adopted by----- the Registered Trust/Welfare Association/Societies/NGOs
4. They will not make any addition/alterations in the structure. Any such work should be directly related to the purpose of cremation and prior approval of SDMC should be taken before doing such work.
5. MOU shall be initially for a period of 1 year. After assessing its functioning, if satisfactory, extension for two more years will be granted.
6. SDMC has got right to cancel/terminate the MOU after giving notice of one month. No compensation of the articles / material left by the society will be given to the organization, which is under MOU.
7. The representative of Corporation which will be binding on the organization, will sort out all the disputes /differences if any with the MOU.
8. SDMC will not be responsible for the losses of the organization by way of the functioning /theft/natural calamity.
9. Any instruction/orders issued by the SDMC will be strictly followed by the organization.
10. The D.C and D.H.O of the zone shall review from time to time, at least once in three months, the work undertaken in the cremation ground /Crematorium.
11. Organization shall be responsible for ensuring timely payment of CNG Bill to have uninterrupted CNG Supply.
12. Organization will display board on prominent place mentioning rate of CNG Cremation The NGO shall charge for cremation at CNG Crematorium only at the rate approved by Public Health Department.
13. They should maintain cleanliness and healthy condition of the cremation ground-like greenery, drinking water facility, urinals & toilets etc. to the satisfaction of the SDMC.
14. Hearse van facility to the public will be provided by the society at the rate decided by the SDMC from time to time which also included other expenses for the staff and their maintenance & repairs.
15. They will retain all the records of the donations/funds or other monetary gain at the cremation ground/crematorium and it will be audited by the SDMC and this fund will be utilized for betterment of the Cremation ground/Crematorium.
16. They will not interfere in the day to day administration of the SDMC.
17. Provision of free parking will be developed and maintained by the society with a sign board indicating free parking for the Knowledge of the public.
18. SDMC will have the right of ownership/control /all rights in the Cremation ground/ Crematorium..
19. In case of breach of any condition by the organization, the SDMC shall be entitled to terminate the MOU and take all control /charge of the Cremation ground/Crematorium.
20. The organization/NGO will have to deposit security amount of Rs. 2 lacs for the Maintenance of CNG Crematorium and Bank Guarantee worth Rs. 2 lacs. The Organization/NGO will be responsible for the maintenance of CNG crematorium. The security will be refunded subject of satisfaction of the management of SDMC. If any damages occur on account of CNG crematorium will be deducted from security amount and damages will be assessed by the constituted committee of technical members comprises of D.C. of concerned zonal, D.C.A, D.H.O and E.E (Electric) of zone. If any disputes arises in calculation of damages on account of the decision taken by the constituted committee will be referred to the arbitration and the decision by the arbitrator shall be binding on both the parties.
21. The organization will send the list of office Bearers if there is any change, to the Zonal Health Office within 10 days.
22. The organization has to clear Electricity bills, Water bills, CNG bill and any bills incurred in the management of the Cremation grounds/Crematorium up to date and inform the same to the Zonal Health Office Bimonthly failing which it will be treated as defaulters to run the Cremation ground/Crematorium and this contract will be cancelled without assigning any reason and show cause to him and he should not claim any damages from the SDMC for his default.
23. The organization has to maintain record of the cremations taken place at Cremation grounds and Crematorium & information in this regard has to be sent to Zonal Health Office on Bi- monthly basis.
24. The organization has to dispose the unclaimed dead bodies as per SDMC policy adopted by the Corporation and proper maintenance of the records and report in this regard has to be sent to Zonal Health Office on monthly basis. The NGO will be reimbursed charges for cremation of unclaimed bodies at CNG Crematorium on quarterly basis as per the approved rates.
25. The organization will maintain a complaint book in the Cremation ground/Crematorium which will be monitored by the Zonal Health Office to redress grievance of the public in the functioning of Cremation ground /Crematorium.

* The Registered Trust / Welfare Association / Societies / NGOs* is addressed as THEY.

Sd/-
Addl.MHO (PH)
South Delhi Municipal Corporation

South Delhi Municipal Corporation
Public Health Department (HQ)

Wood

Terms & Conditions for Adoption, Development and Management of Crematoriums (Wood Based, Burial & Cemetery Grounds) under Jurisdiction of South Delhi Municipal Corporation

1. The NGO/ Society/ Trust/ Welfare Association jointly called as organization, will maintain the crematorium up to the satisfaction of South Delhi Municipal Corporation (SDMC) and will not utilize it for any other purpose. Local society give in preference.
2. The Organization will have to enter in to Memorandum of Undertaking (MOU) which shall be initially for a period of 1 year. And after assessment of its satisfactory functioning, its extension for further period of for 2 more years will be granted
3. The organization will not be allowed to use the premises to put up any commercial boards /hoardings.
4. The organization can fix the board with inscription on it as "SDMC" crematorium" adopted by _____, the Registered Organization.
5. The Organization will not make any addition/ alterations in the structure. Any such work should be directly related to the purpose of cremation and prior approval of SDMC should be taken before doing such work.
6. SDMC has got the right to cancel/terminate the MOU after giving notice of one month. No compensation of the articles/ material left by the society will be given to the organization, which is under MOU.
7. Any instruction/ orders issued by the SDMC will be strictly followed by the organization. And the decision of SDMC will be final. Any disputes / differences arise out of MOU and the same will be settled in Delhi Courts only.
8. SDMC will not be responsible for the losses of the organization by way of the functioning /theft/natural calamity.
9. The Dy. Commissioner/Dy. Health Officer of the zone shall review the functioning of organization from time to time but at least twice in a year
10. Procurement of the fuel wood its storage, arrangement and sale to the mourner will be the responsibility of organization only.
11. The organization will display board on prominent place mentioning rates of the Fuel wood/Burial for the mourner and it will be on the basis of No Profit No Loss. The rates of Fuel Wood/Burial shall be decided by Dy. Commissioner of the zone from time to time. The payment of the bills of CNG will be the responsibility of organization.
12. The organization shall maintain cleanliness and healthy condition of the crematorium like greenery, drinking water facility, urinals & toilets etc. to the satisfaction of the SDMC
13. Hearse van facility to the public may be provided by the organization at its own cost but the rate will be decided by the Dy. Commissioner of the zone from time to time
14. The organization will retain & maintain all the records of the donations/funds or other monetary gain at the crematorium and it will be audited by SDMC and this fund will be utilized for betterment of the Cremation ground/Crematorium.
15. Provision of free parking will be developed and maintained by the society with a sign board indicating **Free Parking** for the knowledge of the public.
16. SDMC will have the right of ownership/control /all rights in the Crematorium/ Burial Ground.
17. In case of breach of any condition by the organization, the SDMC shall be entitled to terminate the MOU and will take over all control /charges of the Crematorium
18. The security amount of **Rs.50,000/- (Rupees Fifty thousand)** for the wood based conventional cremation ground/ Burial Ground/Cemetery for electric bill/water bill or any damages will be charged from the security amount, if not paid in time.
19. The organization has to clear Electricity bills. Water bills and any bills incurred in the management of the Crematorium regularly and inform the same to the Dy. Health Officer of the zone bi-monthly, failing which it will be treated as defaulters and the MOU will be cancelled without assigning any reason and show cause to him and he should not claim any damages from the SDMC for his default.
20. The organization has to maintain proper register the cremations done at Crematorium & information in this regard has to be sent to Zonal Health Office on Bi- monthly basis. The cremation register will be the property of SDMC after MOU is over
21. The organization will send the list of office Bearers if there is any change, to the Dy. Health Officer of the zone within 10 days.
22. The organization will maintain a complaint book in the Crematorium which will be monitored by the Health Inspector of the area for proper functioning of Crematorium
23. Henceforth NGO's will use software of SDMC for cremation slip.


Addl. MHO (PH)

South Delhi Municipal Corporation