



**SOUTH DELHI MUNICIPAL CORPORATION**  
**PUBLIC HEALTH DEPARTMENT (HQ)**  
18<sup>th</sup> Floor, SPM Civic Centre JL Nehru Marg,  
New Delhi-110002



No.PA/Addl.MHO (PH)/SDMC/HQ/2021/188

Date: 05/10/2021

Public Health department , SDMC is inviting Expression of Interest from NGO's, Self Help Groups or other similar Organizations registered under the Societies Registration Act and operating in Delhi, for Adoption, Development and Maintenance of Cremation Grounds/ Burial ground / Electric Crematorium falling under jurisdiction of SDMC by giving an advertisement in daily leading News Papers. For further Details they have been advised to visit SDMC web site i.e. [www.mcdonline.gov.in](http://www.mcdonline.gov.in) and [www.mcdonline.nic.in](http://www.mcdonline.nic.in)

Please find enclosed herewith details of Cremation Grounds/Burial ground/Electric Crematorium to be handed over to NGOs and term & conditions of the department. You are requested to issue necessary direction to your concerned staff to upload both documents on SDMC web site.

Addl.MHO (PH)  
South Delhi Municipal Corporation

Director (IT)  
South Delhi Municipal Corporation  
24<sup>th</sup> Floor Civic Centre

Copy to:-

1. Addl. Commissioner (H) for information pleases.
2. MHO
3. All DHOs

**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/ Burial Grounds/Infant Burial Ground/ Electric Crematorium in SDMC:-

S.No.	Zone	Name of Cremation Ground, Burial Ground, Infant Burial Ground, Electric Crematorium	Nature of the Crematoriums	Location/Near
1.	Central	Badar pur	Burial Ground	Burial Ground Back Side of Pumping Station Badar pur
2.		Sarai Kale Khan	Electric Crematorium	Sarai Kale Khan
3.		Harkesh Nagar	Wood	Harkesh Nagar in ward no.92-S, near metro station
4.	South	KishanGarh	Wood	Kishangarh
5.	West	Begam Pur	Infant Burial Grounds	Begam Pur, Malviya Nagar
6.		Binda Pur	Wood	Binda Pur Village, Chanan Devi Hospital
7.	Najafgarh	Palam	Wood	Badiyal Choupal
8.		Ghumanhara	Wood	Ghumanhara Village
9.		Malik Pur	Wood	Malik Pur Village
10.		Ujwa	Wood	Ujwa Village
11.		Nana Heri	Wood	Nana heri Village
12.		Dhansa	Wood	Dhansa Village
13.		Kair	Wood	Kair Village
14.		Surehra	Wood	Surehra Village
15.		Jhul Juli	Wood	Taj Pur Jhul Juli Village
16.		Taj Pur	Wood	Taj Pur Village
17.		Chhawla	Wood	Chhawla Village
18.		Bhartal	Wood	Bhartal Village
19.		Sarang Pur	Wood	Sarang Pur 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), 18<sup>th</sup> 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, 18<sup>th</sup> Floor New Delhi or they may visit SDMC web site i.e. [www.mcdonline.gov.in](http://www.mcdonline.gov.in) and [www.mcdonline.nic.in](http://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, 5<sup>th</sup> November 2021**

*Law 1*

Addl.MHO (PH)  
South Delhi Municipal Corporation

**South Delhi Municipal Corporation  
Public Health Department (HQ)**

**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**