

Government of West Bengal  
**Panchayats & Rural Development Department**  
Joint Administrative Building (6<sup>th</sup> to 9<sup>th</sup> Floors)  
Salt Lake, Block – HC7, Sector – III, Kolkata – 700 106

Memo No: 2834-RD/PH&S/S/1E-4/2018

Date: 26.4.2018

**Notice Inviting Expression of Interest for engagement of State-level Support Organization for Solid & Liquid Resource Management initiatives in rural areas**

Panchayats & Rural Development Department, Government of West Bengal invites sealed 'Expression of Interest (EOI)' from proficient, reputed and bona fide Organizations/ Institutions/ Agencies/ Farms for engagement as Support Organization at State level for undertaking activities under Solid & Liquid Resource Management (SLRM) in rural areas under Swachh Bharat Mission (Gramin)/ Mission Nirmal Bangla programme.

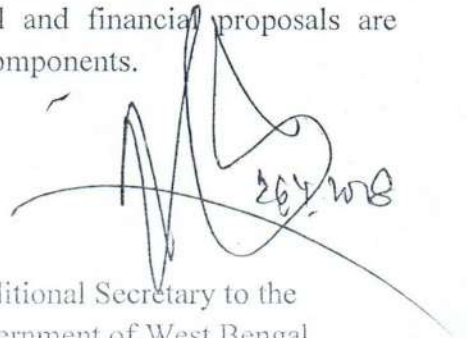
The proposals submitted will be in two parts, i.e., **Technical** and **Financial** in separate sealed envelopes mentioning 'Technical Bid' and 'Financial Bid' and the EOI comprising both the bids should be submitted in a duly sealed envelope clearly marked as: '**Expression of Interest (EOI) for engagement of State-level Support Organization for Solid & Liquid Resource Management (SLRM) initiative in rural areas**'. The bidder Organizations/ Agencies have to clearly write the a) Name, b) Detailed address, c) Contact No. with e-mail ID. The Amount quoted in the financial bid should be the charges per annum and inclusive of all applicable taxes. Interested Organizations/ Agencies may apply for participation along with concept notes and other relevant documents related to the bid.

The EOI has to be submitted under the signature of the authorized signatory of the agency and to be dropped in the office of the Additional Secretary to the Government of West Bengal and Mission Director, SBM (G)/ MNB, 9<sup>th</sup> floor, Panchayats & Rural Development Department, Joint Administrative Building, Salt Lake, Block – HC 7, Sector – III, Kolkata – 700106.

The last date and time for submission of EOI is on 22 May 2018 up to 1.00 P.M. This office shall not take any responsibility for any postal or other delays that may cause delay in receiving the EOI.

Opening of the bids will take place on the same day after 2.00 P.M in presence of authorized representative of the bidding Organizations/ Agencies.

This office reserves the right to reject any proposal on evaluation/ verification of technical bid, even before opening the financial bid. However, if both the technical and financial proposals are considered, there will be weightage assigned for evaluation of both components.



Additional Secretary to the  
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**Terms of Reference for the assignment of 'Support Organization' at State level to undertake  
Solid & Liquid Resource Management (SLWM) in rural context**

**Background:**

One of the focus areas of intervention under Swachh Bharat Mission/ Mission Nirmal Bangla is management of Waste, both Solid and Liquid. This has assumed greater importance in the context of increasing number of districts of the State achieving Open Defecation Free (ODF) status. So far, there had only been sporadic attempts in reaching out to the rural households with an option for regular collection of waste after household segregation and disposal of the same through some kind of an institutional mechanism. Reach of the projects even in selected Gram Panchayats has been limited in geographical spread. Management of non-biodegradable waste in the intervention Gram Panchayats has not been appropriately addressed.

Availability of appropriate technology for proper and optimal management of wastes had also been a major challenge in rural areas. But with environmental cleanliness assuming greater significance with each passing day and since it has a mammoth role in reducing health risk parameters, the State Government in the Panchayats & Rural Development desires to engage suitable, competent Organizations/ Agencies to extend collaborative support to the Department in formulation of the action points, their implementation and regular monitoring of the SLRM initiatives in a better manner. It is expected that a core team will work closely with this State Mission office (Sanitation Cell) to support and carry out the SLRM activities.

**Organizations/ Agencies having following eligibility criteria may apply:**

- i) The agency should possess at least 3 (three) years' continuous experience in planning and implementation of waste management related activity under central/ state sponsored scheme in rural/ urban context. Work orders issued by public/ private sector supporting the claim of overall continuous experience in the field of waste management will be considered.
- ii) The Agency should have adequate number of personnel with a core expert team of waste management specialists and should have the resources to develop and analyze various aspects of waste management.
- iii) The agency should have a full-fledged office set up in and around Kolkata. They should also preferably have a training infrastructure at their disposal that may be utilized for regular trainings organized for different categories of stakeholders in the sector.

- iv) The agency should have adequate resources and manpower for undertaking extensive field visit to all the districts for proper coordination and implementation.
- v) Any agency blacklisted by any Central/ State Government/ Public sector undertaking/ autonomous bodies under Central and State Governments in India at any point of time will not be considered.

#### **List of documents to be submitted:**

- i) Copy of Registration Certificate of the Organizations/ Institutions/ Agencies/ Farms along with Memorandum of Understanding.
- ii) Audited Statement of Accounts for the last 3 financial years indicating Profit & Loss Statement, details of service tax paid.
- iii) IT/ Service Tax Return Statement for previous 3 (three) years
- iv) Copy of CGST and SGST registration (GSTN)
- v) PAN/ TAN
- vi) Detailed list of full time staff of the agency indicating their position and responsibilities
- vii) Annual Report of the agency for the last 3 (three) years
- viii) Proof of office address in and around Kolkata
- ix) A proposed roadmap of the activities to be undertaken under SLRM in rural areas during the first one year mentioning the activities, budget, timeline and measurable outcomes.

#### **Key Deliverables:**

##### **A) Programme Management:**

- i) The agency has to build a network of district support organizations/ vendors for establishing scientific and systemic management for all categories of recyclable and non-recyclable solid waste as well as liquid waste at decentralized level.
- ii) The agency has to conduct a comprehensive need assessment in the SLRM sector, work out a detailed implementation strategy for the State Government and districts in relation to the SLRM objectives.
- iii) Develop an operational manual for all stakeholders including PRIs in both solid and liquid waste management initiatives.
- iv) Take up the responsibility of direct implementation of pilot projects, as may be entrusted.
- v) Analyze feedbacks to fine tune the knowledge management needs and find required solutions.

- vi) Conduct impact and needs assessment from time to time and refresh/rework on knowledge products and services and be responsive to the emerging needs.

**B) Knowledge Management:**

- i) To prepare specific plan for building community awareness on SLRM and ways of implementation. The agency may also require to implement the awareness activities in select units.
- ii) To develop capacity building plan on resource (waste) management for all stakeholders, development of training modules, roping in domain experts and organizing hands-on trainings and also exposure visits in running units.
- iii) To collect pan-India knowledge and good practices for implementation in the State initiatives and for taking up course corrections as may be necessary.
- iv) The Agency will also develop and put into action a feedback mechanism strategy for analysing the effectiveness of implementation and for appropriate monitoring.

**C) Role in IEC / Capacity Building:**

- i) To develop different area specific tools on IEC in relation to SLRM sector, arrange for their field testing and finalization.
- ii) To provide inputs in formulation of capacity building module in respect of SLRM.

**Technical Assessment of proposals:**

Evaluation would be done in a transparent manner by an expert committee constituted for the purpose. The composition of the Committee shall be decided by the Department.

The P&RD Department may ask the applicant/ bidder to make a presentation on the basis of the proposal submitted by him/ her. In such an event the applicant/ bidder must present himself/ herself in person before appropriate authority along with the key person and make such presentation at his/ her/ their own cost. Presentation by a person other than the applicant/ bidder will not be allowed.

- i) The Technical Proposals will be evaluated out of 100 marks.
- ii) The Technical Proposals, which are found acceptable, shall be deemed as responsive proposals. The Bidders with such responsive proposals and securing technical score of minimum 60 marks would be considered as Technically Qualified and would be eligible for next stage of the Bidding Process i.e. Financial Evaluation.

#### Broad context of the Technical bid:

| Sl. No. | Criteria                                                                                                | Descriptions                                                                                   | Max Marks |
|---------|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-----------|
| 1       | Vision plan                                                                                             | Planning phase for 1 (one) year                                                                | 4         |
|         |                                                                                                         | Planning phase for next 3 years (if contract is extended)                                      | 4         |
| 2       | General and overall experience (at least 3 years in rural/ urban sector; with all supporting documents) | Implementation framework                                                                       | 20        |
|         |                                                                                                         | DPR preparation                                                                                | 6         |
|         |                                                                                                         | Communication (IEC)                                                                            | 6         |
|         |                                                                                                         | HRD & Training                                                                                 | 6         |
|         |                                                                                                         | Hand holding support                                                                           | 6         |
|         |                                                                                                         | Market linkage                                                                                 | 6         |
|         |                                                                                                         | Monitoring & Evaluation (M&E) framework                                                        | 6         |
|         |                                                                                                         | Research & Development in association with any premier body/ local administration/ institution | 6         |
|         |                                                                                                         |                                                                                                |           |
| 3       | Recognition                                                                                             | Awarded at International/ National/ State/ District level                                      | 6         |
| 4       | Skills & services capacity                                                                              | Skills & services of consultants                                                               | 6         |
|         |                                                                                                         | Skills of core agency staff                                                                    | 6         |
| 5       | Infrastructure                                                                                          | Office set-up                                                                                  | 6         |
|         |                                                                                                         | Annual turn-over                                                                               | 6         |

#### Weight age of Technical and Financial Proposal

Final score, both for the Technical (eligibility criteria/ content/ quality) and Financial aspects (budget/ cost) shall be obtained by weighing the two scores using the weights as follow:

Technical : Financial = 70 : 30 and final score will be worked out by adding the weighted marks of technical and financial proposals.

$$S = (ST \times 70\%) + (SF \times 30\%)$$

where,

S = Final/ Combined Score of the Bidder

ST = Technical Score

SF = Financial Score

Proposals will finally be ranked according to the combined weighted score for Technical and Financial Proposals (Technical + Financial). The Bidder scoring the highest combined score shall be the Preferred Bidder.

**Time and Duration of Contract:**

This assignment shall initially be for a period of 1 (one) year and renewable for a period of 3 (three) years. The work of the Organization/ Agency would be closely monitored at regular intervals and subsequent renewal/ continuation of the contract will be subject to satisfactory performance of works assigned.

**Sub-Contracting of work:**

Sub-contracting of the work or any part thereof awarded under the terms of contract shall not be permitted in any form. Sub-contracting will lead to termination of contract in addition to any other action taken for violation of Terms & Conditions.



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