

VADUJ NAGARPANCHAYAT VADUJ

Invites Request For Proposal For

**Appointment of an Agency to Conduct Various Activities of
Information Education and Communication (IEC) Under Swachh
Bharat Mission 2.0 In
Vaduj Nagarpanchayat Vaduj**

Vaduj Nagarpanchayat Vaduj

VADUJ Municipal COUNCIL Head Office, At post Vaduj Tal

Khatav, Maharashtra - 415506 ---- Email: - npvaduj@gmail.com

Phone No:02162231483

E-Tender Notice

Online bids are invited for following Work. Tender forms may be purchased online by the Bidder, having relevant experience.

S.No.	Particulars	Details												
1.	Name of the Employer	VADUJ MUNICIPAL COUNCIL												
2.	Name of Work	Appointment of an Agency to Conduct Various Activities of Information Education & Communication (IEC) Under Swachh Bharat Mission 2.0 in Vaduj Nagarpanchayat Vaduj for a Period of One Year												
3.	Earnest Money Deposit (EMD)	Rs.25000/- (Rupees Twenty Five Thousand only) in the form of FDR/ BG issued from Nationalized/Scheduled Bank of India or can transfer in the form of DD in Favor of Chief Office VADUJ NAGARPANCHAYAT Mode of Payment - Online only												
4.	Proposal validity	180 days from the last date of submission of bid												
5.	Mode of submission of the bid	Online												
6.	Downloading bid documents from	http://gem.gov.in												
7.	Schedule of bidding process	<table border="1"> <thead> <tr> <th>Sr.No.</th><th>Event Description</th><th>Date and Time</th></tr> </thead> <tbody> <tr> <td>a)</td><td>Sell of bid/RFP document</td><td>04/06/2025 till 12:00 P.M.</td></tr> <tr> <td>b)</td><td>Bid Submission due date</td><td>13/06/2025 till 12:00 P.M.</td></tr> <tr> <td>c)</td><td>Opening of the Bid Document</td><td>16/06/2025 at 12:00 P.M.</td></tr> </tbody> </table>	Sr.No.	Event Description	Date and Time	a)	Sell of bid/RFP document	04/06/2025 till 12:00 P.M.	b)	Bid Submission due date	13/06/2025 till 12:00 P.M.	c)	Opening of the Bid Document	16/06/2025 at 12:00 P.M.
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c)	Opening of the Bid Document	16/06/2025 at 12:00 P.M.												
8.	The Employer's representative is:	Vaduj Nagarpanchayat Vaduj												
	E-mail:	npvaduj@gmail.com												
9.	Project Duration	One year which can be extended on satisfactory performance												
10.	Method of Selection	L1: Lowest cost-based selection												
11.	Undertaking the work	Within 7 days from the date of Agreement												
12.	Currency	Bidders must express the price of work in India Rupees (₹).												
13.	Taxes	The bidder has to quote the financial excluding all taxes and GST												

Note:

The bidder shall have to submit their bids online and upload the relevant documents from as per key schedule (Key details)

1. Tender Document and other details shall be available on: - Website- <http://gem.gov.in/>
2. Earnest money to be submit by DD only
3. Amendment to Notice Inviting Tender, if any would be published on website <http://gem.gov.in>



(Signature)
Chief Officer
Vaduj Nagarpanchayat Vaduj

Vaduj Nagarpanchayat Vaduj(VNP)

Invites E-Tender from interested bidders. The interested bidders can download the Tender document from VNP website <http://gem.gov.in/> free of cost. Hon. Chief Officer of VNP reserves the rights to accept/reject any Tender without assigning any reason thereof.

**Chief Officer ,
Vaduj Nagarpanchayat Vaduj
Vaduj, Maharashtra - 415506**

Email ID: npvaduj@gmail.com

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STANDARD DEFINITIONS

1. **“Addendum”** means the clarification issued against the bidder’s query placed before the employer in writing before or during the pre-bid meeting. It may be release in form of addendum or corrigendum.
2. **“Agency”** means a Firm registered under Company’s Act 2013, LLP act 2008, Partnership firm, Not for Profit Organization (NGO), Self Help Group (SHG) or a Proprietorship firm, providing services under Waste Management, Capacity Building, Health Hygiene, Awareness, Sanitation etc.
3. **“Authority”** here refers with VADUJ MUNICIPAL COUNCIL or VADUJ MC ((VNP)).
4. **“Bidder”** means any entity or person or associations of person or organization who have been requested to submit their proposals that may provide or provides the Services to the Employer under the Contract.
5. **“Employer”** means the VADUJ MUNICIPAL COUNCIL who have invited the bids for the services and/ or with which the selected Bidder signs the Contract for the Services and to which the selected bidder shall provide services as per the terms and conditions and TOR of the contract.
6. **“Government”** means the Government of India/State/Local Government here it refers to VADUJ MUNICIPAL COUNCIL.
7. **“Instructions to Bidders”** means the document which provides Bidders with all information needed to prepare their proposals.
8. **“INR”** means Indian Currency (Rupee).
9. **“LOI”** means the Letter of Intent being sent by the Employer to the bidders.
10. **“Project information”** means information to Bidders for project planning and financial analysis.
11. **“RFP”** means the Request for Proposal prepared by the Employer for the selection of Bidders.
12. **“Job”** means the work to be performed by the Bidder pursuant to the Contract.
13. **“Terms of Reference”** (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Employer and the Bidder, and expected results and deliverables of the Assignment/ job.
14. **“(VNP)”** means VADUJ MUNICIPAL COUNCIL.
15. **“ULB”** means Urban Local Body.

A. Instructions to Bidder

1. Notice Inviting Bids

The Chief Officer, Vaduj Nagarpanchayat Vaduj invites sealed bids from competent Bidder for Appointment of an Agency to conduct various activities of Information Education and Communication (IEC) under Swachh Bharat Mission 2.0 in Vaduj Nagarpanchayat Vaduj jurisdiction.

VNP intends to invite offers from interested Qualified Professionals, Firms for Appointment of an Agency to conduct various activities of Information Education Communication (IEC) under Swachh Bharat Mission 2.0 in Vaduj Nagarpanchayat.

The approximate cost of the project is Rs. 25 Lakh.

2. Objective

- 2.1 To comply with the Solid Waste Management Rules 2016, Plastic Waste Management Rules 2016, Swachh Survekshan, and National Behaviour Change and Communication Framework for Garbage Free Cities of Swachh Bharat Mission-2.0.
- 2.2 To spread awareness among citizen of VNP in order to accomplish goals under SWM Rules 2016, PMW Rules, Swachh Survekshan, National Behaviour Change and Communication Framework for Garbage Free Cities of Swachh Bharat Mission-2.0 and other work related to Solid Waste Management Department.
- 2.3 The main objective of this project is to achieve 100% door to door collection in a segregated form (Wet, Dry, Sanitary & Domestic Hazardous).
 - i. 100% Elimination of Garbage vulnerable points, Dumper placer bins, R.C. bins, open urination point, open defecation point, red spot and other open dumping points.
 - ii. Organize training and capacity building of Sanitary workers/Staff members
 - iii. Organize community awareness programs.
 - iv. Regular Monitoring of No Manual Scavenging.
 - v. Prevention of Pollution in water sources.
 - vi. Ensuring cleanliness and hygiene in public places.
 - vii. Development of Information, Education and Communication Strategies for maintaining cleanliness and hygiene in the city.
 - viii. Assist (VNP) in Swachh Survekshan/other competitions and getting best rank/recognition for its best practices.

3. Scope of Work

As part of the bid, the Bidder shall have to provide services for various IEC activities. It will

include On field Awareness Activities - Flashmob, Plogrun, Mass Rally, Shramadan, March, Cleanliness Drive, Pledge Campaign, Mascot, Swachh Ranking, Social Media, Zero Waste Function, Swachhata App, Organizing Competition, Citizens Feedback, Swachhata Karmchhari Sanman, Atmanirbhar Ward Demonstration, Social & Digital Media Creatives, Promotion of Activities on Mass Media Platform with qualified team support along with all other related requirement equipment.

Scope of work for Agency includes the following:

- 3.1 The shortlisted bidder will provide IEC activity as per scope of work.
- 3.2 VNP will provide IEC calendar to carry out IEC activity.
- 3.3 VNP will provide Banner, Pamphlet other than included in scope of work. This type of material as per requirement of activities within the promotion of IEC.
- 3.4 Bidder has to provide monthly activity report to concern Municipal Officer.
- 3.5 VNP will not pay any advance to do IEC Activity work.
- 3.6 The shortlisted bidder will provide script, manpower, material for the activities. Based upon the citizen responses VNP will guide for selection of area & services for the same.
- 3.7 Bidder will identify, Garbage Vulnerable points, D.P. bins, R.C bins, Open defecation point, yellow point and red points, also prepare work plan to eliminate these points in co- ordination with (VNP) as well as monitor these points on regular basis.
- 3.8 Bidder will ensure segregated (Wet, Dry, Sanitary, Domestic Hazardous) collection of solid waste at source as per the latest toolkit of Swachh Bharat Mission 2.0 and latest MOHUA guidelines.
- 3.9 Bidder will develop a dashboard / portal on its own expense for real-time monitoring of user fee collection, IEC activities and attendance of the employees. The dashboard report along with monthly reports will be submitted by the Bidder in (VNP) for monthly payments.
- 3.10 Capacity Augmentation of Municipal COUNCIL field staff/Members.
- 3.11 Promotion of Decentralized waste treatment facility and 5 R (Refuse, Reduce, Reuse, Recycle and Recover) concept in work area.
- 3.12 Bidder will report the identified gaps to (VNP) regarding segregated collection of Municipal Solid Waste, cleaning and maintenance of transfer station, cleaning and maintenance of all the public and community toilets, urinals and sanitation work of the work area on daily basis.
- 3.13 Bidder will undertake thematic cleanliness drives as per the guideline of Swachh Bharat Mission (Urban) in all slum and residential areas, schools, main markets, bus stations, railway stations, parks, hospitals, restaurants and religious places of VADUJ MUNICIPAL COUNCIL Concessionaire will report

the identified gaps to (VNP) and assist in monitoring of Primary collection and cleanliness status of work area i.e. door to door collection in assign wards, collection and removal of road side waste dumps, Emptying and cleaning of litter bins, cleaning of drains and back-lanes.

- 3.14 Bidder will Plan and run extensive drives to make a plastic free work area should also be planned.
- 3.15 Bidder will assist (VNP) in identifying informal rag pickers and submit a plan for inclusion of these rag pickers in formal system for their sustainable livelihood.

4. Eligible Bidder

This invitation to bid is open to all Bidders who satisfy the technical and financial qualification criteria as per the tender document.

- 4.1 Bidder should have experience of conducting Swachh Bharat Mission related public awareness work in four (4) Municipal Councils.
- 4.2 The Bidder must have Empanelment with any State Government to Provide Software or IT, ITES related Services.
- 4.3 GST Certificate.
- 4.4 ROC/Certificate of Shop & Establishment Registration update.
- 4.5 Professional tax enrollment certificate.
- 4.6 Employees' Provident Fund (EPF) Registration.
- 4.7 Last 3 years (2021-22, 2022-23, 2023-24) CA certified showing minimum average turnover of Rs. 1 Crores. (Turnover certificate can be attached for financial year 2023-2024).
- 4.8 Technical presentation to concern officer is must to award this work to Bidder. Complete demonstration of IEC activities & waste segregation is mandatory.
- 4.9 Copy of Certificate of in COUNCIL; Partnership deed/Registration certificate.
- 4.10 The Bidder should not be blacklisted/debarred from any municipal COUNCIL or government organization.
- 4.11 JV/Consortium and subcontracting is allowed.

5. Issue of Bid Document

- 5.1 Tender document will be available from the website <http://gem.gov.in>
Interested Bidder shall quote the tender for the above-mentioned subject at <http://gem.gov.in>
- 5.2 The Bidder shall deposit and keep deposited with the VNP, an Earnest Money Deposit (EMD) equal to Rs. 25000 and shall be payable through DD only.

- 5.3 The Bid Document is not transferable. Only the Bidder, who has purchased the bid document online, shall be entitled to participate in the bidding process.

6. Conflict of Interest

- 6.1 VNP considers a conflict of interest to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations, and that such conflict of interest may contribute to or constitute a prohibited practice under VNP's Anticorruption Policy.
- 6.2 In pursuance of VNP's Anticorruption Policy's requirement that Bidder observe the highest standard of ethics. VNP will take appropriate actions, if it determines that a conflict of interest has flawed the integrity of any procurement process. Consequently, all Bidders found to have a conflict of interest shall be disqualified.
- 6.3 A Bidder may be considered to be in a conflict of interest with one or more parties in this bidding process if, including but not limited to:
- i. Have controlling shareholders in common; or
 - ii. Receive or have received any direct or indirect subsidy from any of them; or
 - iii. Have the same legal representative for purposes of this Bid; or
 - iv. Have a relationship with each other, directly or through common third parties, that puts them in position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of VNP regarding this bidding process; or
 - v. A Bidder participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which it is involved.
 - vi. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one bid; or
 - vii. A Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the goods and services that are the subject of the bid".

7. Content of Bidding Documents

- 7.1 Any Addendum/ Corrigendum issued by VNP shall be the part of RFP document. Thus, the Bidder shall duly acknowledge receipt of the addenda and shall place the addenda issued, duly signed by the authorized signatory, in the relevant place in their tender.

- 7.2 The Bidder is expected to examine carefully the contents of the RFP documents. Failure to comply with the requirement of bid submission will be at the Bidder's own risk.

8. Amendment of Bidding Document

- 8.1 At any time prior to the deadline for submission of the Bids, VNP may amend the RFP Document by issuing addenda.
- 8.2 Any addendum issued shall be part of the RFP Document and shall be communicated in writing online at <http://gem.gov.in> to all who have obtained the Bidding Document.
- 8.3 To give prospective Bidder reasonable time in which to take an addendum into account in preparing their Bids, VNP may, at its discretion, extend the deadline for the submission of the Bids.

9. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of his bid and VNP will in no case be responsible or liable for those costs.

B. Preparation of Bids

1. Language of Bid

The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the VNP, shall be written in Marathi or English language. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language Marathi or English, in which case, for purposes of interpretation of the Bid, such translation shall govern.

2. Document Comprising the Bid (Two Bid System)

- 2.1 The Bid shall comprise Two (2) envelopes submitted online simultaneously, one containing the requisite EMD and Technical Proposal and the second Financial Proposal (Online only), the bidder shall pay the EMD through DD only along with copy of technical documents online only. The amount for Earnest Money deposit receipt should be uploaded with the tender document along with technical bid. Price Bid/ financial offer should be submitted online, in case of manual submission of Price Bid, it will be rejected.

a. ENVELOPE-1 (Technical Proposal):

Should contain all the technical specification/Brochure quoted along with all the information asked in the E-TENDER (RFP) document which shall be used to consider technical qualification of the Bidder. This Envelope should not contain any price information.

b. ENVELOPE-2 (Financial Proposal):

Price Bid should be uploaded separately with all documents related with financial matter. The bids will be also evaluated on technical scores. In order to qualify for financial bid opening, the Agencies must fulfill envelop-1 documents. Financial bids of all technically qualifying parties will be opened. Tender award will be on the basis of L1 price quote. The L1 party may be called for negotiations, if negotiations result unsatisfactory then, the L2 party will be called and so on.

- 2.2 Technical Proposals will be opened online at <http://gem.gov.in> the specified address, date and time. The Financial proposals shall remain sealed and will be held in custody on online portal. The Technical Proposals will be evaluated. No amendments or changes to the Technical Proposals will be permitted once bid get validated online. Technical Proposals, which does not conform, to the specified requirements will be rejected as deficient Bids.
- 2.3 Financial Proposals of technically qualified Bidder will be opened online as per key dates at the specified date and time. The Financial proposals will be evaluated and the Contract will be awarded to the Bidder who's Bid has been determined to be the lowest evaluated substantially responsive Bid.
- 2.4 The Technical Proposal shall contain the following:
- i. The Bidder should have WORK ORDER of conducting Swachh Bharat Mission related public awareness work in minimum four (4) Municipal Councils.
 - ii. The Bidder must have Empanelment with any State Government to Provide Software or IT, ITES related Services.
 - iii. GST Certificate.
 - iv. ROC/Certificate of Shop & Establishment Registration update.
 - v. ISO Certificate.
 - vi. Professional tax enrollment certificate.
 - vii. Employees' Provident Fund (EPF) Registration.
 - viii. Last 3 years (2021-22, 2022-23, 2023-24) CA certified showing minimum average turnover of Rs. 1 Crores. (Turnover certificate can be attached for financial year 2023-2024).
 - ix. Technical presentation to concern officer is must to award this work to Bidder. Complete demonstration of IEC activities & waste segregation is mandatory.
 - x. Copy of Certificate of in COUNCIL; Partnership deed/Registration certificate.
 - xi. The Bidder should not be blacklisted/debarred from any municipal COUNCIL or government organization.

2.5 The Financial proposal shall contain the following:

Financial proposal Submission Sheet filled online only. The List of IEC Activities is given in '**Annexure H**'

3. Bid Form and Prices Schedule

The Bidder shall quote the rates online only.

4. Bid Prices

- 4.1 The Bidder is expected to work out their own rates, considering different aspects of scope of work. This includes all requirements under the Bidder responsibilities for performing different tasks and, what so required by the bidding documents, the acquisition of all permits, approvals and licenses, etc, training services and such other items and services as required to perform as per scope of work specified in the bidding documents, all in accordance with the conditions of the Contract.
- 4.2 The price of the services quoted should be on the basis of delivery at VNP including all customs duties and taxes, Entry tax, transportation, packaging, transit insurance and other taxes payable by the Bidder under the Contract.
- 4.3 The price to be quoted in the financial proposal Submission format including any discounts offered.

5. Currencies of Bid

Prices shall be quoted in Indian Rupees.

6. Documents Establishing the Eligibility of the Bidder

To establish their eligibility Bidder shall complete the eligibility documents as required.

7. Period of Validity of Bids

- 7.1 Bids shall remain valid for the period of **180 (One eighty) days** after the bid submission deadline date prescribed by VNP. A Bid valid for a shorter period shall be rejected by VNP as non-responsive.
- 7.2 In exceptional circumstances, prior to the expiration of the bid validity period, VNP may request Bidder to extend the period of validity of their Bids. The request and the responses shall be made in writing. If validity of their Bids is extended the **Earnest Money Deposit (EMD) shall also be extended for a corresponding-period**. A-Bidder may refuse the request without forfeiting its Earnest Money Deposit (EMD). A Bidder granting the request shall not be required or permitted to modify its Bid.

8. Earnest Money Deposit (EMD)

- 8.1 The Agency shall deposit and keep deposited with the VNP, an Earnest Money Deposit (EMD) equal to Rs. 25000.00

- 8.2 EMD Exemption is allowed to bidder having MSME certificate certified and inspected by any state/central government organization.

The Bidder / Be Uploaded MSME ,DPIIT recognized *startups* certificate

- 8.3 The Earnest Money Deposit (EMD) of the unsuccessful Bidder shall be returned as promptly as possible once the successful Bidder has signed the contract and furnished the Performance Security.
- 8.4 The Bidder will have to pay EMD by DD only. The Bid shall be summarily rejected if it is not accompanied by the EMD.
- 8.5 The failure or omission to deposit the Earnest Money Deposit with the bid shall disqualify the Agency and such disqualified Agencies shall be excluded from its consideration in bidding process.

9. Bid Security against the Work:

NA

10. Forfeiture of EMD

- 10.1 If a Bidder withdraws it's Bid during the period of bid validity.
- 10.2 If the successful Bidder fails to:
- a. Sign the Contract
 - b. Furnish a Performance Security

11. Forfeiture of Security Deposit against Work

NA

12. Alternative Proposals of Agency

Agencies shall submit only one offer for one region which comply with the documents, including the VNP Requirements as indicated in the bidding documents. Alternative bid and conditional bid will not be considered and bid shall be rejected in such cases.

13. Format and Signing of Bid

- 13.1 All pages of the Bid shall be signed or initialed by the person signing the Bid. Bidder has to scan these original documents and upload at appropriate place on the online portal.
- 13.2 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.

- 14. Format and Signing of Bid-**Mandatory Submission of Presentation. As a part of the pre-bid process, all prospective bidders are mandatorily required to submit a detailed presentation on their proposed approach for the execution of the project.

14.1 Condition Details:

The presentation must cover:

1. Understanding of the project scope
2. Execution methodology and work plan
3. Resource deployment strategy
4. Innovations or value-added suggestions
5. past relevant experience

14.2 The presentation must be: Printed on the bidder's official letterhead **Signed** and stamped by the Deputy Chief Officer / Authorized Signatory of the bidder's organization Submitted in hard copy at the time of the Pre-Bid Meeting An optional soft copy can be emailed to the Tender Inviting Authority before the meeting.

Important:

Failure to submit the signed presentation during the pre-bid meeting shall result in disqualification from further participation in the bidding process.

This presentation will be used for evaluating the preparedness and understanding of bidders, and will be recorded as part of the pre-bid documentation

C. Submission and Opening of Bids

1. Sealing and Marking of Bids

The Agency shall submit the bid in two envelopes,

Envelope No. 1	Technical Proposal and EMD.	Submission Online Only and EMD through DD only
Envelope No. 2	Financial Proposal	Submission Online Only

2. Deadline for Submission of Bids

- 2.1 Bids must be uploaded no later than the date and time indicated in online notice at the online portal.
- 2.2 VNP may, at its discretion, extend the deadline for the submission of Bids by amending the Bidding Document as addenda, in which case all rights and

obligations of VNP and Bidder previously subject to the deadline shall thereafter be subject to the deadline as extended.

3. Late Bids

Online portal shall not allow the bidder to bid after the specified time and hence Bidder should take extra care of the timings of the bid submission.

4. Withdrawal, Substitution, and Modification of Bids

On the online portal Bidder is allowed to withdraw, substitute, or modify its Bid before the final submission time. A Bidder will not be allowed to withdraw, substitute, or modify its Bid after the scheduled submission time. No refund of tender form fees in case of withdrawal.

5. Bid Opening

5.1 The technical proposal will be opened online as per schedule time and date and financial proposal of only technically qualified Bidder shall be opened.

5.2 Financial proposals will be opened online only.

6. Award of contract and signing of contract agreement

6.1 The selected Bidder will be issued the Letter of Intimation (LOI) wherein they will be informed to sign the Contract Agreement (CA) with the VNP.

6.2 On receiving the Letter of Intimation, the selected Bidder should send a copy of the LOI to the VNP duly acknowledged.

6.3 Thereafter the selected Bidder should sign the CA with the VNP along with the requisite Performance Security Deposit within 7 (Seven) days from the date of receipt of the LOI.

6.4 After signing of the Contract Agreement, the selected Bidder will be issued the Letter of Award (LOA) or in other words Supply Order for the work.

7. Terms of Payment

7.1 The payment will be release after submission of work done report.

7.2 The expenses incurred towards the temporary registration etc., will be borne by the Contractor.

7.3 Payments will be made through Account Payee cheques in INR only.

7.4 If the Contractor has received any over payments by mistake or if any amounts are due to the VNP due to any other reasons, when it is not possible to recover such amount under the contract resulting out of the purchase order the VNP reserves the right to collect the same from any other amounts and/or Bank Guarantees given by the Contractor due to or with the VNP.

7.5 No advance payments will be made.

8. Miscellaneous Conditions

- 8.1 Detailed information regarding the tender document is available at the website <http://gem.gov.in>
- 8.2 The Bidder (IEC) while submitting the quotation regarding the Activity should submit the quotation according to the Event and all other taxes.
- 8.3 Bidder has to complete scope of work as per the timeline/deadline mentioned in the latest toolkit of Swachh Survekshan or as per VNP guidelines.
- 8.4 Bidder has to submit screenshots and computerized/ auto generated report of all offline/ online activities.
- 8.5 Bidder has to submit below MIS on regular basis.
 - (i) Bidder has to prepare detailed documentation/report of all activities.
 - (ii) Bidder has to prepare excel sheets, reports and screenshots of all the participants of each activity.
 - (iii) Bidder has to submit geo-tagged photos and video of before and after for all offline/ online activities.
 - (iv) Bidder has to submit all the activities photographs, videos, excel sheets, reports and screenshots in pen drive/hard disc/CD.
- 8.6 If the Government/Municipal COUNCIL issues (IEC) Activity from time to time or additional (IEC) Activity will be binding on the Bidder. No additional payment of any kind shall be made for the same.
- 8.7 The Bidder (IEC) will not be given any kind of equipment while doing the activity.
- 8.8 The Bidder shall submit the Geo Tag photo and shooting data of each Event given by the Municipal COUNCIL (IEC) Activity. It will also be mandatory to take certification of the concerned sanitation inspectors on the daily event work reports.
- 8.9 If the Bidder (IEC) does not complete the Activity within the prescribed period as requested by the Municipal COUNCIL, the cost incurred by any Bidder other than the Municipal COUNCIL (IEC) for the Activity will be recovered from the tender amount of the Bidder.
- 8.10 It is mandatory for the Bidder (IEC) to provide one or two employees of the agency at the Municipal Head Office for social media work.
- 8.11 It is binding on the Bidder to submit that there are no arrears of any employees working during the (IEC) Activity.
- 8.12 Income tax and other taxes shall be deducted from the sanctioned Bidder as per rules.
- 8.13 No advance of any kind shall be made on account of work or material.

- 8.14 Natural calamities viz. The Municipal COUNCIL will not be responsible or get any compensation for any kind of damage caused by fire, flood, storm, lightning, earthquake and volcano as well as due to accident and strike, communication ban, lockout.
- 8.15 Co-ordination with respective Authorities for granting permission if and when required for conducting activity/event.

D. Envelop 1: Technical Bid

Annexure A

Sr. No.	Particulars	Supporting Documents to be submitted
1.	Detail of Bidder: Name, address, Contact Details and Email of the Company/Trust /Partnership firm/ Proprietorship firm	On Letter Head (Ref. Annexure-C Format)
2.	Last 3 years (2021-22, 2022-23, 2023-24) CA certified showing minimum average turnover of Rs. 1 Crores. (Turnover certificate can be attached for financial year 2023-2024).	CA Certified turnover certificate
3.	Earnest Money Deposit (Rupees Fifty Thousand)	EMD must be submitted by D.D. only.
4.	<ul style="list-style-type: none"> • GST Certificate • ROC/Certificate of Shop & Establishment Registration update • ISO certificate (if ISO 9001-2015 ISO 27001-2022) • EPF Registration Document 	Certificates
5.	Should have experience of conducting Swachh Bharat Abhiyan related public awareness work Order in Four (4) Municipal Councils.	Work Order and Experience Certificate
6.	Copy of Certificate of In COUNCIL ; Partnership deed/Registration certificate	Certificate issued from Authority
7.	Professional tax enrolment certificate	Certificate Copy
8.	Bidder must have Empanelment with any State Government to Provide Software or IT, ITES related Services.	Empanelment Certificate Copy to be provided
9.	The bidder should have a registered/ Corporate Office/ Service Office / Sales Office in Maharashtra.	Valid documentary proof of Office / Service Centre address located in

		Maharashtra and other State Participate Bidder should be rejected.
10.	Bidder should have an experience of 2 completed IEC Project for at least one year (12 months) in a city/ULB, having minimum fifty Thousand Population in 2011, in the field of Swachh Survekshan /Swachh Bharat Mission /Solid Waste Management & Sanitation Management <ul style="list-style-type: none"> • Note – Experience certificate should not be issued before 01/04/2018. 	Work Order
11.	Letter of Proposal Submission	On letter Head (Ref. Annexure –D Format)
	Power(s) of Attorney for signing the bid documents	Annexure –E Format
12.	Presentation of Work	Copy of Presentation (Not exceeding 25 Slides)
13.	Miscellaneous Documents	Annexure F To Annexure I, Affidavits given in this tender document as well.

E. Bidding Forms

Annexure B

a. Technical Proposal Submission Sheet

Invitation for Bid No.: _____ Date: (Insert date)

To,

The Municipal Chief Officer
Vaduj Nagarpanchayat Vaduj
(Maharashtra)

We, the undersigned, declare that:

(a) We have examined and have no reservations to the Bidding Document, including Agenda No.: (Insert the number and issuing date of each agenda);

(b) We offer to provide following services in conformity with the Bidding Document:

Sr. No	Description of Services
1	Conducting Various activities of Information Education and Communication (IEC) in VADUJ Municipal COUNCIL.

(c) Our Bid shall be valid for a period of 180 days from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

(D) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed.

We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Name: _____ (complete name of person signing the bid)

In the capacity of: _____ (legal capacity of person signing the bid)

Signed: _____ (signature of person)

Duly authorized to sign the Bid for and on behalf of: _____ (name of bidder)

Date: _____ (Insert date of signing)

Annexure C- Structure and Organization (Details of Bidder)

1.	Name of the applicant:	
2.	Office Address:	
3.	Telegraphic Address:	
4.	Telephone Numbers:	
5.	Fax Number:	
6.	Email Address	

Signature of the Applicant

Annexure D- Letter of Proposal Submission (On letter head)

[Location, Date]

To,

[Name and address of Employer]

Dear Sir,

We, the undersigned, offer to provide the job for *[Insert title of Assignment/ job]* in accordance with your Request for Proposal dated *[Insert Date]* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal with requisite EMD and bid processing fees.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you.

Yours sincerely,
Authorized Signatory *[In
full and initials]*
Name and Title of
Signatory: Name of Firm:
Address

Annexure E- Power of
Attorney for signing of
Application

Know all men by these presents, we/ I (name and address of the registered office) do hereby constitute, appoint and authorize Mr./Ms... (name and residential address) as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Bid/ Bid for the Project including signing and submission of all documents and providing information/responses to VADUJ MUNICIPAL COUNCIL, representing us in all matters before VADUJ MUNICIPAL COUNCIL, and generally dealing with VADUJ MUNICIPAL COUNCIL in all matters in connection with our bid/Bid for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall always be deemed to have been done by us.

For Accepted

.....(Signature)

(Name, Title and address) of the Attorney

Note: The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure

Annexure G- Key Personnel

Details of key technical and Administrative Personnel with the applicant and those that would be assigned to the work.

A.	Details of the Board of Directors / Partners	
	a) Name of the Director / partner	
	b) Organization	
	c) Address	
	d) Remarks	
B.	Key Technical and administrative personnel / Authorized signatory	
	a) Individual's name	
	b) Qualifications	
	a) Present position of office	
	b) Professional experience and details of works carried out	
	a) Year with the applicant	
	b) How the individual would be involved in the contract	
C.	Any Remarks	

Signature of the Applicant

Annexure H - Details of related works completed for the last three years.

1.	Name of work	
2.	Place	
3.	Total tendered cost of work	
4.	Brief description of related works including principal features and quantities of main items.	
5.	Period of completion.	
	a) Originally stipulated time limit.	
	b) Extended time limit	
	c) Actual time taken to complete the work.	
	d) Reasons for non – completion of work in stipulated time limit / extended time limit.	
6.	Name of applicant's Project-Incharge of the work	
7.	Were there any penalties / fines / stop notices / compensations imposed? (Yes / No) (If yes, give amount and explanation).	

Certificate from the Owner/Employer in successful execution of work to be furnished.

Signature of the Applicant

I Affidavit

1. ON STAMP PAPER OF VALUE OF RS.100/-

I/we hereby state that we are aware of the provisions of section 10(e) 10(f) & (g) of the Maharashtra Municipal COUNCIL Act, 1949 which is reproduced below, and solemnly state that we have no partnership or any share of the any corporate of any COUNCIL in our company and are not associated presently or in the past with any of the office bearers of the Vaduj Nagarpanchayat Vaduj either directly or indirectly.

Extract Of Sec 10 Of MMC Act:

- 10(e) Subject to the provision of section 13 and 404, a person shall be disqualified for being elected and for being a counselor.
- 10(f) Subject to the provisions sub-section (2) has directly, by himself or his partner any share or interest in any contract or employment with by or on behalf of the COUNCIL."
- 10(g) "Having been elected a councilor is retained or employed in any professional capacity in connection with any cause of proceeding in which by or on behalf of the COUNCIL."

We are aware that the above information if found to be untrue or false, we are liable to be disqualified and the earnest money accompanying the tender shall stand forfeited to the FCOUNCIL. We are also aware that if the information produced above if found to be untrue or false during the currency of the contract. We shall be held to default and the contract, if any awarded to us, shall be liable to be terminated with all its concurrences.

Name

Address

.....

Date Theday of 20

Signature of Bidder

Witness

Address

.....

Occupation

Signature of Witness

Undertaking-1

Having examined the Tender document including all the annexure, the receipt of which is hereby duly acknowledge, I/We _____(Name of Bidder) the undersigned, state that the specifications, conditions, etc. of this Tender have been carefully studied and understood by me / us before submitting this Tender. I / We hereby declare that I / We have made myself / ourselves thoroughly conversant with the conditions of the Tender and I / We have based my / our commercial bid for the Tender and offer to undertake the work / supply / deliver(Description of Work / Goods / Services) in conformity with the said Tender documents.

We agree to abide by this Tender offer till _____and shall remain binding upon us and may be accepted at any time before the expiration of that period.

A Demand Draft No. Dated from the Nationalized/ Scheduled Bank at in respect of the sum of *Rs. is herewith forwarded representing the Earnest Money. I / We agree that the amount of Earnest Money shall not bear interest and shall be liable to be forfeited to the COUNCIL , should I/we fail to (i) Abide by the stipulation to keep the offer open for the period of 90 days from the date fixed for opening the same and thereafter until it is withdrawal by me / us by the notice in wiring duly addressed to the authority opening the Tender Notice. (ii) Security deposit as specified in the time limit laid down in the Detailed Tender Notice. The amount of earnest money may be adjusted towards the security deposit or refunded to me / us if so desired by me / us in writing, unless the same or any part thereof has been forfeited as aforesaid.

Should this Tender be accepted I / we hereby agree to abide by and fulfill all the terms and provisions of the conditions of contract annexed hereto so far as applicable and in default thereof to forfeited and pay to VNP the sums of Money mentioned in the said conditions. If our Tender offer is accepted we will deposit the specified amount as security deposit for the due performance of the Contract and during the warranty. I / we undertake to use only the best materials approved by the Municipal Chief Officer of VNP or his duly authorized representative, before starting the work and to abide by his decision, until a formal contract is prepared and executed, this Tender offer, together with your written acceptance thereof and your notification of award, shall constitute a binding contract between us. We understand that you are not bond to accept the lowest or any offer you may receive.

The information / documents submitted by us are true to our knowledge and if the information / documents so furnished in the tender shall be found to be untrue or false, the Tender shall be liable to be disqualified and our Earnest Money accompanying the Tender will be forfeited.

Also if the information / documents so furnished in the tender or during work agreement or during work tenure or after work termination defect liability period shall be found to be untrue or false, I shall be liable for the legal action under Indian Penal Code.

Date theday of 20

Signature

Address

Signature of Witness

Address

Signature of Authorised Person

2. Undertaking-2

I/we hereby declare that I'm /We submitting tender for _____(Name of Work)
as called by VADUJ Municipal COUNCIL with the vide no._____/2024 Dated.____/____/____.

I/we hereby declare that my/our firm have not blacklisted in any state or country.

I/We also declare that my/our firm has never found to be guilty under Arbitrator Act 1996.

If the above information is found to be to be untrue or false I/We shall remain liable for the legal action.

Name

Address

.....

Date Theday of 20

Signature of Bidder

Witness

Address

.....

Occupation

Signature of Witness

Annexure H: List of IEC Activities

SR.NO.	WORK NAME	Quantity	UNIT
1	door to door awareness campaigns/home visits	1	PER PROPERTY
2	Conducting Awareness Campaigns in the city/street play	1	PER UNIT
3	Wall Painting / Graffiti art /on swachhata themes (providing and applying plastic emulsion paint of approved quality ,colour and shade to bd new surface in three coats including scaffolding preparing the surface.(excluding primer num coat)etc. complete creative and asthetic design of sbm messages.	1	PER SQ FEET
4	Conducting Training Capacity building	1	PER PROGRAM
5	Conducting city level Competition (school Competition,swachh ward Competition,swachh hotel Competition)	1	PER COMPETITION
6	To promote the swachh bharat mission through IEC screen mounted on a vehicle will display engaging awareness content across various city locations	1	PER DAY
7	SBM awareness post promotion on various digital and social media platforms,regular posting schedule across all major platforms (facebook,twitter,instagram,linkdln)	1	PER POST
8	jute bag - ulb branding eco-frindly ,biodegradable and reusable. Size :15*17 inches (170 gsm cotton) with both side single printing.	1	PER UNIT
9	Printed T-shirt Advance dot fabric (200 gsm)	1	PER UNIT
10	Send e-mails, bulk messages to many people at once	1	PER SMS
11	Aesthetic twin bin promotion of IEC enabled twin bin design (80l)	1	PER UNIT
12	OUTDOOR LED SCREEN(size ft :-6.3*4.19) pixel pitch:p4 outdoor module resolution:h(40)*l(80)lamps module size:320*160(mm)br Brightness:4500cd/m2 IP Grade:Ip65 front, Refresh Rate:7680, LED Lamp :SMD1921,Driving method:Scan,1/10, Life:100000 Hours viewing angle:130 degree Controller/video processor :colorlite X45 video processor CONNECTIVITY:WIFI,USB,LAN BASED *housing and pole Material:mid steel colour:powder coating black/white pole height :10 ft(foot) *installatoin foundation & electric work :_material - cables,mcb box,foundation rods,concrete &other changes.	1	PER UNIT
13	Creation and promotion of Swachhata Anthem,Swachh Bharat awareness short film and Swachh Bharat Work City documentary through across digital and social media platforms	1	PER NOS
14	identified Garbage Vulnerable Points (Red and Yellow spots) will be transformed through the installation of thematic sculptures. These artistic interventions aim to discourage littering and promote a culture of cleanliness among citizens, aligning with the objectives of the Swachh Bharat Mission.WASTE TO BEST SCULPTURES size 3*5 FT	1	PER Sculpture
15	Audio Jingles for Waste Management	1	PER MINUTES
16	SBM Facebook/Instagram social media Campaigns	1	PER CAMPAIGNS

17	Creation and promotion of Swachhata Anthem ,Swachh Bharat awareness short film and Swachh Bharat Work City documentary through across digital and social media platforms	1	PER NOS
18	On Ground activation program on important celebratory days of the year	1	Per Program
19	Caps- drill cotton material (gsm 120)	1	PER NOS
20	A4 SIZE SBM AWARENESS STICKERS	1	PER NOS



अध्यक्ष
CHIEF OFFICER
VADUJ NAGARPANCHAYAT

Note:

1. The bid price will include all taxes and levies and shall be in Indian Rupees only
2. The payment will be release after submission of work done report.
3. While quoting price bidders must ensure it has considered all direct and indirect cost. The VNP will not pay any additional cost other than the quoted amount.
4. Bidder should quote the rate item wise. Also, Selection of bidder will be based on total lowest price.