



VASAI-VIRAR CITY MUNICIPAL CORPORATION

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
Vasai Virar City Municipal Corporation**

Vasai Virar City Municipal Corporation

Vasai Virar City Municipal Corporation Head Office, Virat Nagar, Near Mhada Colony

Virar West, Dist. Palghar 401 303

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मुख्य कार्यालय, विरार
विरार (पश्चिम),
ता.वसई, जि.पालघर - ४०१ ३०३



दुरध्वनी : ०२५०-२५२५१०१/०२/०३/०४/०५/०६

फॅक्स : ०२५०-२५२५१०७

ई-मेल : vasaivirarcorporation@yahoo.com

जावक क्र. : व.वि.श.म./आरोग्य/३०६/२४-२५

दिनांक : ३०/०५/२०२५

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	VASAI-VIRAR CITY MUNICIPAL CORPORATION						
2.	Name of Work	Appointment of an Agency to Conduct Various Activities of Information Education & Communication (IEC) Under Swachh Bharat Mission 2.0 in Vasai Virar City Municipal Corporation for a Period of Two Year						
3.	Earnest Money Deposit (EMD)	Rs.10,00,000/- (Rupees Ten Lakhs 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 VASAI-VIRAR CITY MUNICIPAL CORPORATION Mode of Payment – Online only						
4.	Proposal validity	90 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>1</td><td>Pre-Bid Meeting is mandatory to all service providers. Attendance proof should be attached in document.</td><td>10/06/2025 till 03:00 P.M.</td></tr> </tbody> </table>	Sr.No.	Event Description	Date and Time	1	Pre-Bid Meeting is mandatory to all service providers. Attendance proof should be attached in document.	10/06/2025 till 03:00 P.M.
Sr.No.	Event Description	Date and Time						
1	Pre-Bid Meeting is mandatory to all service providers. Attendance proof should be attached in document.	10/06/2025 till 03:00 P.M.						
8.	The Employer's representative is:	Vasai Virar City Municipal Corporation						
	E-mail:	aarogyheadoffice@gmail.com						
9.	Project Duration	Two 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>
4. Pre-bid meeting venue, date & time: 6th Floor, SWM Department of Vasai Virar City Municipal Corporation, Virat Nagar, Head Office, Virar (W) on 10/06/2025, at 03:00pm.

Sd/-
Deputy Commissioner
Solid Waste Management
Vasai Virar City Municipal Corporation

Vasai Virar City Municipal Corporation (VVCMC)

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

**Deputy Municipal Commissioner,
Solid Waste Management Department
Vasai Virar City Municipal Corporation
VVCMC Head Office, Virat Nagar, Near Mhada Colony Virar West**

Email ID: aarogyheadoffice@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 VASAI-VIRAR CITY MUNICIPAL CORPORATION or VASAI-VIRAR CITY MC ((VVCMC)).
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 VASAI-VIRAR CITY MUNICIPAL CORPORATION 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 VASAI-VIRAR CITY MUNICIPAL CORPORATION.
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. **“(VVCMC)”** means VASAI-VIRAR CITY MUNICIPAL CORPORATION.
15. **“ULB”** means Urban Local Body.

A. Instructions to Bidder

1. Notice Inviting Bids

The Commissioner, Vasai Virar City Municipal Corporation 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 Vasai Virar City Municipal Corporation jurisdiction.

VVCMC 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 Vasai Virar City Municipal Corporation. The approximate cost of the project is Rs. 10 Crores.

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 VVCMC 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 Officers/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 (VVCMC) 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 – Door to door awareness, Flashmob, Plogrun, Mass Rally, Shramadan, March, Cleanliness Drive, Pledge Campaign, Mascot, Swachh Ranking, Social Media, Zero Waste Function, Swachhata App, Organizing Competition, Zero Waste Event, Citizens

Feedback, Swachhata Karmchari Sanman, Atmanirbhar Ward Demonstration, Social & Digital Media Creatives, Promotion of Activities on Mass Media Platform etc. 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 Bidder will provide IEC calendar to carry out IEC activity along with number of manpower.
- 3.3 VVCMC 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 VVCMC 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 VVCMC 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 (VVCMC) 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 (VVCMC) for monthly payments.
- 3.10 Capacity Augmentation of Municipal Corporation Officers/ Sanitary Workers/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 (VVCMC) 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 VASAI-VIRAR CITY MUNICIPAL CORPORATION, Concessionaire will report the identified gaps to (VVCMC) 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 (VVC MC) 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 One (1) Municipal Corporation and minimum four (4) Municipal Councils. Experience certificate for the public awareness work conducted in One (1) Municipal Corporation and four (4) Municipal Councils whichever eligible.
- 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 ISO Certificate.
- 4.6 Professional tax enrollment certificate.
- 4.7 Employees' State Insurance Corporation (ESIC) and Employees' Provident Fund (EPF) Registration.
- 4.8 Last 3 years (2021-22, 2022-23, 2023-24) CA certified balance sheet showing minimum average turnover of Rs. 1 Crores and positive net worth during last 3 years is must. (Successful bidder can provide Provisional balance sheet for financial year 2023-2024).
- 4.9 Technical presentation to concern officer is must to award this work to Bidder. Complete demonstration of IEC activities & waste segregation is mandatory.
- 4.10 Copy of Certificate of Incorporation; Partnership deed/Registration certificate.
- 4.11 The Bidder should not be blacklisted/debarred from any municipal corporation or government organization.
- 4.12 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 VVC MC, a Earnest Money Deposit (EMD) equal to Rs.1,00,00,00 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 VVC MC 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 VVCMC's Anticorruption Policy.

- 6.2 In pursuance of VVCMC's Anticorruption Policy's requirement that Bidder observe the highest standard of ethics. VVCMC 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 VVCMC 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 VVCMC 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, VVCMC 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, VVCMC 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 VVCMC 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 VVCMC, 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 whose 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 experience of conducting Swachh Bharat Mission related public awareness work in One (1) Municipal Corporation and minimum four (4) Municipal Councils. Experience certificate for the public awareness work conducted in One (1) Municipal Corporation and four (4) Municipal Councils whichever eligible.
- 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' State Insurance Corporation (ESIC) and Employees' Provident Fund (EPF) Registration.
- viii. Last 3 years (2021-22, 2022-23, 2023-24) CA certified balance sheet showing minimum average turnover of Rs. 1 Crores and positive net worth during last 3 years is must. (Successful bidder can provide Provisional balance sheet 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 Incorporation; Partnership deed/Registration certificate.
- xi. The Bidder should not be blacklisted/debarred from any municipal corporation 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 VVCMC 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 90 (Ninety) days after the bid submission deadline date prescribed by VVCMC. A Bid valid for a shorter period shall be rejected by VVCMC as non-responsive.
- 7.2 In exceptional circumstances, prior to the expiration of the bid validity period, VVCMC 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) & Security Deposit

- 8.1 The Agency shall deposit and keep deposited with the VVCMC, an Earnest Money Deposit (EMD) equal to Rs.1,00,00,00 and 4% Security deposit.
- 8.2 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.
- 8.3 The Bidder will have to pay EMD by DD only. The Bid shall be summarily rejected if it is not accompanied by the EMD.
- 8.4 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:

- 9.1 When the Bidder signs the Agreement has to give 5% of contract value as Performance Security Deposit (1% EMD + 4% SD). After Completion of Project, the Earnest Money Deposit (EMD) of the successful Bidder will be return.

10. Forfeiture of EMD

- 10.1 If a Bidder withdraws its 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

- 11.1 The bid security may be forfeited, if the Agency does not accept his bid, as prescribed in this bid document.
- 11.2 If during the term of this contract, the Agency is in default of the due and faithful performance of his obligations under this contract, the Municipal Corporation, Vasai Virar City shall, without prejudice to its other rights and remedies here under or at the Applicable Law, be entitled to call in, retain and appropriate the Security Deposit. Thus, Agency is in default will be backlisted.

12. Alternative Proposals of Agency

Agencies shall submit only one offer for one region which comply with the documents, including the VVCMC 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 letter head **Signed** and stamped by the Deputy Commissioner / 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 VVCMC 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 VVCMC 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 VVCMC.
- 6.2 On receiving the Letter of Intimation, the selected Bidder should send a copy of the LOI to the VVCMC duly acknowledged.
- 6.3 Thereafter the selected Bidder should sign the CA with the VVCMC 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 VVCMC due to any other reasons, when it is not possible to recover such amount under the contract resulting out of the purchase order the VVCMC reserves the right to collect the same from any other amounts and/or Bank Guarantees given by the Contractor due to or with the VVCMC.
- 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 VVCMC 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 Corporation 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 Corporation (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 Corporation, the cost incurred by any Bidder other than the Municipal Corporation (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 Corporation 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 balance sheet showing minimum average turnover of 1 Crore and positive net worth during last 3 years is must. (Successful bidder can provide Provisional balance sheet for financial year 2023-2024).	CA Certified Balance Sheet
3.	Earnest Money Deposit (Rupees Ten Lakh)	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) • ESIC and EPF Registration Document 	Certificates
5.	Should have experience of conducting Swachh Bharat Abhiyan related public awareness work in One (1) Municipal Corporation and Four (4) Municipal Councils during last 2 years. Experience certificate of the Swachh Bharat Abhiyan related public awareness work conducted in 1 Municipal Corporation and 4 Municipal council should be attached.	Work Order and Experience Certificate
6.	Copy of Certificate of Incorporation; 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.	<p>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</p> <ul style="list-style-type: none"> • Note – Experience certificate should not be issued before 01/04/2018. 	Work completion certificate/Experience letter issued from competent authority
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 Commissioner
Vasai Virar City Municipal Corporation
Virar – (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 Vasai Virar City Municipal Corporation.

(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) If our Bid is accepted, we commit to obtain a Performance Security in the amount of 5% of the Contract Price for the due performance of the Contract. (e) We are not participating, as Bidder, in more than one Bid in this bidding process.

(f) 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)

b. Details of Turnover

Average Annual Turnover of Company Proposal Submission Sheet		
S. No.	Assessment Year	Turnover (Indian Rupees)
I.	2021-2022	
II.	2022-2023	
III.	2023-2024	

c. Details of Litigation / Arbitration and other claims

Sr. No.	Year	Name of Employer	Cause of Litigation	Matter in Dispute	Disputed Amount in Rs.	Whether the award was for or against the firm or pending

Note: Bidder must not hide any information regarding litigation or blacklisting otherwise legal action may be initiated in case of wrong information submitted by the bidder.

Signature of the Applicant

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	
7.	Date and location of establishment.	
8.	The applicant is a) An individual b) A proprietary firm c) A partnership firm (if yes, give name and address of each of the partners). d) Private Ltd. / Public limited co.	
9.	In case of limited/Pvt. limited (Attach the Article of memorandum along with organizational chart showing the structure of the organization including the names of the Directors and position of the Officers)	
10.	Number of years of experience in waste management field.	
11.	How many years have your organization been in this business under the present name? What were the fields when your organization was established? Whether any new fields were added in your organization? And if so, when?	
12.	Were you ever required to suspend the work for a period of more than six months continuously after you started? If so, give the names of projects and reasons.	
13.	Have you ever not completed any assignment given to you? (If so, give name of project and reasons for not completing the work).	
14.	In how many of your project were penalties imposed for delays?	

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 (100 Stamp)

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 VASAI-VIRAR CITY MUNICIPAL CORPORATION, representing us in all matters before VASAI-VIRAR CITY MUNICIPAL CORPORATION, and generally dealing with VASAI-VIRAR CITY MUNICIPAL CORPORATION 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

F. *Contract forms*

Annexure F - Performance Security

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

To,
The Municipal Commissioner,
Vasai Virar City Municipal Corporation
Virar – (Maharashtra)

WHEREAS **[insert complete name of Bidder]** (hereinafter "the Bidder") has undertaken, pursuant to Contract No. **[Insert number]** dated [insert day and month], **[insert year]** to provide **[brief description of Services]** (hereinafter "the Contract").

AND WHEREAS it has been stipulated by you in the aforementioned Contract that the Bidder shall furnish you with a security **[insert type of security]** issued by a reputable guarantor for the sum specified therein as security for compliance with the Bidder's performance obligations in accordance with the Contract.

AND WHEREAS the undersigned **[insert complete name of Guarantor]**, legally domiciled in **[insert complete address of Guarantor]**, (hereinafter "the Guarantor"), have agreed to give the Bidder a security:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of **[insert currency or currencies and amount of guarantee in words and figures]** and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract, without cavil or argument, any sum or sums within the limits of **[insert currency or currencies and amount of guarantee in words and figures]** as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This security is valid until the **[insert day, month, and year]**

Name **[insert complete name of person signing the Security]**

In the capacity of **[insert legal capacity of person signing the Security]**

Signed **[insert signature of person whose name and capacity are shown above]**

Duly authorized to sign the security for and on behalf of **[insert seal and complete name of Guarantor]**

Date **[insert date of signing]**

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 / Authorised 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

Annexure I- Financial Statement

Information regarding financial standing of the applicant.

Sr. No.	Details	Amount (Rs. In Lac.)
(1)	(2)	(3)
1.	Income tax returns (last 3 years)	Please attach
2.	Profit & Loss Statement (Last 3 years)	Please attach
3.	Balance Sheet showing turnover (last 3 years)	Please attach
4.	Last three-year (2020-21, 2021-22, 2022-23) average turnover certificate certified by CA.	Please attach

Signature of the Applicant

G. Affidavit

1. ON STAMP PAPER OF VALUE OF RS.500/-

I/we hereby state that we are aware of the provisions of section 10(e) 10(f) & (g) of the Maharashtra Municipal Corporation Act, 1949 which is reproduced below, and solemnly state that we have no partnership or any share of the any corporator of any corporation in our company and are not associated presently or in the past with any of the office bearers of the Vasai Virar City Municipal Corporation 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 councilor.
- 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 corporation.”
- 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 corporation.”

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 corporation. 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

2. Undertaking-1 (On Rs. 500/- Stamp Paper)

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 Corporation, 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 VVCMC 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 Commissioner of VVCMC 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

3. Undertaking-2 (On Rs. 500/- Stamp Paper)

I/we hereby declare that I'm /We submitting tender for _____(Name of Work)
as called by Vasai Virar City Municipal Corporation with the vide no._____/2025
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.	Type of IEC	Name of IEC Activity	Scope of Work	Units
1	Inter Personal Communication	Door-Door Awareness	<ul style="list-style-type: none"> • Capacity Building for RWA/BWG/Societies on the following topics not limited to Source Segregation (wet, dry, Hazardous and Sanitary waste) • Plastic Waste Reduction • 3 R (Reduce, Reuse, Recycle) Initiative • Home Composting • Standardization of septic tank, hazardous sewer entry ban notifies, sustainable O & M • Agency has to meet the respective Secretary/ Chairman of the societies/RWA/BWG and plan the session, request them about above initiatives to be done in their society on daily basis. • Agency has to use appropriate promotional measures like banners, leaflets, standee etc. while conducting the event. • Monthly update of the awareness program on Google drive to be submitted to VVCMC regularly. • The main motive of campaign is to help people understand the importance of Waste Segregation at home and its impact on human and ecosystem health and how everyday actions can lessen the problem. • Engaging & Coordinating with SI (Sanitary Inspector) about the importance of Waste Segregation at home and to spread awareness among the people. • Guiding/Training the entities/volunteer's involved in the activity through the help of SI. • While collecting waste from houses or society agency should take care about to collect waste in segregated form (Dry & Wet waste in separate bin) & also to spread awareness about Waste Segregation among the people. • Monitor waste segregation process with to the people, while standing with the waste collecting vehicle. • Inspection within wards/areas, where the collection of segregated waste is low, or waste is unsegregated. And instant action will be taken the very next day to spread 	Per property

			<p>awareness of waste segregation and its importance in that particular ward/area.</p> <ul style="list-style-type: none"> • Awareness for Compost plant for those Societies where per day wet waste generation is or more than 100 kg or societies contains more than 70 houses. • Vendor must make sure to design a format of required Information/Material for Creating Report. • The report must be summarized and submitted to the Officials of the particular municipal department & shall take the Feedback for the same. • Depending on the feedback/suggestions of the municipal official's report updation & correction in the following work should be done and implemented. • The Overall updated report must be Summarized & confirmed through the corporation. • IEC Activities for the same should be conducted (Making banner, slogan themes, Videos, Jingles, Pamphlet & Documentaries, etc). 	
2	Inter Personal Communication	Zero Waste Function	<ul style="list-style-type: none"> • Agency has to manage at least one zero waste function monthly with zero waste coming out of the venue. • Functions could be Weddings, Events, Social gathering or Religious ceremonies organized at Banquet Halls / Tent House / Catering Services. • The agency has to promote 3R (Reduce, Reuse, Recycle) initiative at such identified events by promoting Reusable Cutlery used, stopping use of water bottles below 500 ml capacity etc. • Zero waste function claimed is to be documented (Details of organizer, location, 50 words write-up about the event) and shared on Google Drive with pictures and other details to justify zero waste event with VVCMC. 	Per Function

3	Inter Personal Communication	Promotion of Atmanirbhar Ward Concept	<ul style="list-style-type: none"> Engage Citizens & RWAs proactively so that wards become self-sustainable in terms of wet waste management in collaboration of VVCMC's Ward Sanitary Inspectors Minimum 25% RWAs in Min 1 Ward 	Per Event (Each event with 25 RWAs)
4	Inter Personal Communication	Swachh Ward Ranking	<ul style="list-style-type: none"> Agency has to do cleanliness survey as per SOP designed by Central Gov. of Hotels, Schools, Colleges, Hospitals (Health care Facilities), Residential Welfare Associations (RWAs)/ Mohallas/Chawls, Government Offices and Market Associations for Swachhata Ranking in city. Agency has to conduct ranking of all above seven categories and decide the best performing (Rank 1, 2, 3) in each category in the city. Agency has to ensure minimum 36 participants of each category. In this minimum 4 participant in each category should cover. The agency has to arrange consolidated yearly award ceremony for the awardees. Agency will be responsible to do all required management including pre & post event preparations & awareness in the city. Provide Certificates to Participants and Mementos to Winners. 	Per Category
5	Inter Personal Communication	Citizens Feedback	<p>Agency has to take citizen feedback through link/app shared by MoHUA during Survekshan.</p> <p>Agency will be responsible to complete target in given time line as per guidelines received during survekshan from Government.</p> <ul style="list-style-type: none"> To submit record. 	Per Thousand feedbacks
6	Inter Personal Communication	Monthly Recognition of Best Sanitary Worker	<p>Monthly Recognition of Best Sanitary Worker</p> <ul style="list-style-type: none"> Felicitate VVCMC's Swachhata Karmachari at their Hajeri Shed. Total 43 Hajeri Sheds to cover. Gather people for Sanman Preparation of short speech to appreciate the Swachhata Karmchhari. Providing certificate of appreciation to Swachhata Kamachari working at various levels and are involved under Swachhata campaign. To felicitate best worker of the month. 	Per Hajeri Shed

			Maximum 200 Workers to be cover in each Event.	
7	Inter Personal Communication	Ward Level Short Cleanliness Drive/ Shramadan/ March/ Pledge Campaign	<p>Agency has to do on field awareness activities Ward Level Short Cleanliness Drive/ Shramadan/ Ward Level Short March/ Prabhatpheri/ Ward Level Pledge Campaign as and when required. Agency will be responsible to do all required management including pre & post drive preparations & awareness in the city. Agency will be responsible to arrange volunteers i.e prominent NGOs, SHGs, Students and other Organisations active in Solid Waste Management and Sanitation sectors.</p> <p>Agency has to document all the activities and submit a report to VVCMC after every drive along both geotagged and non-geotagged photographs.</p> <p>To bring Impact on Citizen, eliminate GVP spots permanently through awareness and cleanliness drive. (Before and After photographs indicating changes brought through drive.)</p> <ul style="list-style-type: none"> • Minimum 50 participant mandatory in each drive. <p>Provide Certificates to Participants.</p> <ul style="list-style-type: none"> • Refreshment to be provided by Agency during Activity to participants. 	Per Activity
8	Social & Digital Media	Social Media Post	<p>Agency will be completely responsible for maintaining the Social Media platforms such as Facebook, Instagram, Twitter and Youtube Channel.</p> <p>Minimum 1 Post Per Day on each platform viz. 120 post per month.</p> <p>Agency will be responsible for maximum outreach of each social media post.</p>	Per post
9	Social & Digital Media	Social Media Subscribers (Youtube)	<ul style="list-style-type: none"> • Agency will be completely responsible for maintaining the Social Media platform viz. Youtube Channel. • Growth of social media platform followers to a minimum of 2500 subscribers. • Agency will be responsible for maximum outreach of each social media post. 	Per Subscriber

10	Social & Digital Media	Social Media followers (Instagram)	<ul style="list-style-type: none"> • Agency will be completely responsible for maintaining the Social Media platform viz. Instagram. • Growth of social media platform followers to a minimum of 2500 followers on instagram. • Agency will be responsible for maximum outreach of each social media post. 	Per follower
11	Social & Digital Media	Social Media followers (Twitter)	<ul style="list-style-type: none"> • Agency will be completely responsible for maintaining the Social Media platform viz. Twitter. • Growth of social media platform followers to a minimum of 2500 followers on twitter. • Agency will be responsible for maximum outreach of each social media post. 	Per follower
12	Social & Digital Media	Social Media followers (Facebook)	<ul style="list-style-type: none"> • Agency will be completely responsible for maintaining the Social Media platform viz. Facebook. • Growth of social media platform followers to a minimum of 2500 followers on facebook. • Agency will be responsible for maximum outreach of each social media post. 	Per follower
13	Social & Digital Media	Documentary Film	Documentary Film Quality: HD Time limit: Minimum 15 - Maximum 30 minutes	Per Film
14	Social & Digital Media	Audio Jingle	Audio Jingle Quality: HD Time limit: Minimum 01minute - Maximum 02 minutes	Per Audio Jingle
15	Social & Digital Media	Promotional Messages dissemination through Short Message Service (SMS)	To disseminate promotional and awareness messages to the citizen of VVCMC	Per Message
16	Social & Digital Media	IEC screen (Digital Mobile Van Awareness Campaign)	To promote the Swachh Bharat Mission through IEC screen mounted on a vehicle will display engaging awareness content across various city locations.	Per Day

17	Social & Digital Media	OUTDOOR LED SCREEN	<p>Pixel pitch: P4 Outdoor module. Resolution: (H)40 X (L)80 (Lamps) Module Size: 320 X 160 (MM). Brightness: 5000cd/m2 IP Rating: IP 65 front. Refresh Rate: 7680 Life Span: 100000 hours. LED Lamp: SMD 1921 Driving Method: C.C. 1/10 Scan. Viewing Angle: 130 Degree</p> <p>2. CONTROLLER / VIDEO PROCESSOR Colorlite X4S Video processor. Connectivity: LAN, WI FI, USB Based.</p> <p>3. HOUSING & POLE Material: Mild Steel. Colour: Powder Coating BLACK/WHITE Pole Hight: 10 FT (Foot)</p>	Per Screen
18	Mid-Media	City Level On field Grand Awareness Drive (Eg. Plogrun/ Mass Rally/ Flash Mob etc.)	<ul style="list-style-type: none"> • Agency has to do on field awareness activities as and when required. • On field awareness activities such as: City level: Plogrun/ Mass Rally/ Flash Mob and other likewise activities as per guidelines of Swachh Bharat Abhiyan. • Agency will be responsible to do all required management including pre & post event preparations & awareness in the city • Agency will be responsible to arrange citizen/ participants/ crowd/Host/Speaker/Jury Member etc. for above defined activities • Agency has to use all promotional banners, leaflets, standees etc in each activity. • Minimum 500 Participants at each event (viz, Plogrun, Mass Rally). • Minimum 500 Crowd Pulling in case of Flash Mob. • The agency has to document all the activities and submit a report to VVCMC after every event. • To Capture Bytes of Volunteers. • Provide Certificates to Participants and Memento to winners in case of Plogrun and Flash Mob. • Refreshment to be provided by Agency during Event to participants. 	Per Activity

19	Mid-Media	Citizen reached out using traditional media such as folk art (dance, songs etc.),	<ul style="list-style-type: none"> • To deliver message through Traditional Media such as Folk Dance Event/Folk Singing Event. • Sound System to be arrange by Agency if and when required. • Event to be managed by Agency. 	Per Event
20	Mid-Media	Merchandise: Theme base Making and Printing Design on Caps	<p>Theme base Making and Printing Design on Caps</p> <p>Specifications:</p> <p>Travel Cap:</p> <p>Quick drying and well-fitting material.</p> <p>Breathability: Fabric allows moisture, generated by the head, to escape quick drying</p> <p>Moisture Management: The component absorbs and wicks away perspiration</p> <p>Durability: Reinforced, hard-wearing fabric stops tears from getting bigger.</p> <p>Anatomic Design: Adjustment system which allows you to adjust head size from 55 cm to 60 cm.</p> <p>Multicoloured Design Print</p>	Per Cap
21	Mid-Media	Merchandise: Theme base Making and Printing Design on T-shirts	<p>Theme base Making and Printing Design on Caps</p> <p>Specifications:</p> <p>T-shirts:</p> <p>Quick drying and well-fitting material.</p> <p>Breathability: Fabric allows moisture, to escape quick drying</p> <p>Moisture Management: The component absorbs and wicks away perspiration</p> <p>Anatomic Design: 200 GSM, Fabric-Matte</p> <p>Multicoloured Design Print</p>	Per T-Shirts

22	Mid-Media	Organizing Competition (VVMC's GreeInno War Event)	<ul style="list-style-type: none"> • Agency will be responsible organizing innovative competitions for category jingle, movie, poster/ Canvas Painting, Rangoli Competition, mural/wall (Backlane Beautification) painting, Waste to Wealth competitions, street plays, Identification & Recognition of Swachhta Champion (Man, Women and Transgender), Swachh Technology Challenge. <p>Drawing Competition (1) Age group (10-15yrs) 2) Age Group (above 15-21yrs) & Essay Competition 1) Age group (10-15yrs) 2) Age Group (above 15-21yrs)</p> <ul style="list-style-type: none"> • Each Event will include all above mentioned categories • Agency has to collect all the category of creative's through competition. • Agency has to arrange and planning of School level Competitions. • Agency has to give certificates and awards/Mementos to all winning entries in each category with help of VVMC. • Agency has to promote these competitions in advance using promotional Brochures, banners, leaflets, social media platform etc. Also agency need to appeal citizens and make them participate in the competition. • Agency has to ensure minimum 25 participants of each category. 	Per Competition
23	Mid-Media	Wall painting across various location in VVMC	<ul style="list-style-type: none"> • Execution of wall paintings at key public locations to spread awareness on Solid Waste Management (SWM), Open Defecation Free (ODF) sustainability, 3R principles (Reduce, Reuse, Recycle), and sanitation practices. Paintings will include approved Swachh Bharat Mission slogans, visuals, and logos to encourage citizen participation and behaviour change. • Providing and applying plastic emulsion paint of approved quality, colour and shade to Bed new surface in three coats including scaffolding, preparing the surface. 	Per Sq. Feet

			(Excluding primer Nun coat) etc. complete. Creative and aesthetic Design of SBM Messages	
24	ICT Intervention	ICT Application	Development of City Based Application Development of Swachh Maharashtra Mission Application	Per App

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 VVCMC 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.*