

**GOVERNMENT OF MADHYA PRADESH
URBAN ADMINISTRATION AND DEVELOPMENT DEPARTMENT**

OFFICE OF THE, NAGAR PALIKA PARISHAD BINA ETAWA DISTT. SAGAR

NIT Number and Date : **DATE- 2779**

Agreements Number and Date :

Name of Work : **Empanelment of Agency/NGO for Monitoring of waste collection segregation, Data Collection, Documentation, MIS entry, swachhtam portal releted all work and IEC work for SS 2025-26, Citizen Feedback and all work related to SS2025-26 and GFC Guideline.**

Name of the Contractor :

Probable Amount of Contract

(Rs. In Figure) : **Rs. 1000000.00**

Contract Amount

(Rs. In Figure) :

(Rs. In Words) :

Stipulated Period of Completion : **12 Month From Work Order**

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**Office of the Chief Municipal Officer, Nagar Palika Parishad BINA ETAWA,
Distt. SAGAR (M.P.)**

NIT No./ /2779/2025/BINA ETAWA/e-tendering

Bina, Date- 09-09-2025

Notice Inviting Tenders

This is for information of all concerned that online bids for the following works have been invited:

S. No.	Work	Probable Amount (Rs. in lack)	Completion Period (months)
1	Empanelment of Agency/NGO for Monitoring of waste collection segregation, Data Collection, Documentation, MIS entry, swachhtam portal releted all work and IEC work for SS 2025-26, Citizen Feedback and all work related to SS2025-26 and GFC Guideline.	10 lacs	12 Month From Work Order

- Interested bidders can view the detailed NIT in the Tenders Section of the website <https://mpurban.gov.in>.
- The Bid Document can be purchased and Submitted only online from 10-09-2025 (Date) 10:30(Time) to 24-09-2025 (Date) 17:30(Time)
- Amendments to NIT, if any, would be published on website only, and not in newspaper.
- Amount is Exclusive to GST, GST will be paid separately as per government guideline.

Administrator
Nagar Palika Parishad
BINA ETAWA Distt. SAGAR

Chief Municipal Officer
Nagar Palika Parishad
BINA ETAWA Distt. SAGAR

Section 1. Letter of Invitation

Reference No: 2779

date: 09-09-2025

Subject: Empanelment of Agency/NGO for Monitoring of waste collection segregation, Data Collection, Documentation, MIS entry, swachhtam portal related all work and IEC work for SS 2025-26, Citizen Feedback and all work related to SS2025-26 and GFC Guideline.

Nagar Palika Parishad BINA ETAWA (ULB) is executing a project to improve Swachh Survekshan ranking by maintaining/improving status of BINA ETAWA waste management (Solid and Liquid). The work will be in line with Swachh Bharat Mission (SBM), Urban.

1. ULB invites proposal from bidders/ firm (s) registered under Companies Act with a valid PAN number, EPF registration and GST registration to be selected as agency to provide the technical assistance.
 2. More details on the services are provided in the Terms of Reference in this NIT document.
 3. A firm will be selected through a single-stage three-part competitive bidding process based on evaluation of Proposals submitted by all bidders. Bidders are required to submit their Proposals in three parts as described below, in accordance with the instructions provided in the NIT.
 - i. Part I: Pre-Qualification Requirement
 - ii. Part II: Technical Proposal
 - iii. Part III: Financial Proposal
- a) The NIT includes the following documents:
- i. Section 1 - Letter of Invitation
 - ii. Section 2 - Instructions to Bidders (including Data Sheet)
 - iii. Section 3 - Terms of Reference [ToR]
 - iv. Section 4 – Pre-qualification requirements- Standard Forms
 - v. Section 5 - Technical Proposal - Standard Forms [Tech 1 to Tech 7]
 - vi. Section 6- Financial Proposal - Standard Forms [Fin 1 and Fin 2]
 - vii. Section 7 – Format for Performance Guarantee

Summary of various activities regarding invitation of proposals:

Item	Description
Project Reference No. and Project Cost	2779 Dated 09-09-2025 Cost 10 Lakh
Date and Time of Commencement of Sale of NIT	Time 10-09-2025 hrs 10:30AM
Date and Time of End of sale of NIT	Time 24-09-2025 hrs 05:30PM
Last Date and Time of Submission of proposal (ONLINE)	Time 24-09-2025 hrs 05:30PM
Date and Time of Opening of Technical proposal	Time 26-09-2025 hrs 11:00AM
Date and Time of Opening of Financial proposal of technically qualified bidders	Time will inform letter
Venue of Pre-proposal Meeting, and opening of Technical and Financial proposal	Nagar Palika Parishad BINA ETAWA Distt. SAGAR
Address for Communication and Submission of proposals	Nagar Palika Parishad BINA ETAWA Distt. SAGAR
Bid document cost –Non-Refundable (In Rupees)	2,000/- (Two thousand rupees only)
Earnest Money Deposit – (In Rupees)	10000/- (TEN Thousand rupees Only)
Validity of proposal(No of days from opening of tenders)	120 days
Service Jurisdiction	BINA ETAWA, Madhya Pradesh

Conditions:-

1. No proposal shall be accepted after this deadline under any circumstances whatsoever.
2. If any of the above-mentioned dates are changed, then the revised dates would be communicated through the website. <https://www.mpetenders.gov.in>
3. This NIT is not an offer and is issued with no commitment.
4. ULB reserves the right to amend or withdraw any of the terms and conditions contained in the NIT document at any stage.
5. ULB also reserves the right to reject any or all bidder should it be so necessary at any stage, without giving any notice or assigning any reason.
6. The decision of ULB in this regard shall be final and binding on all.
7. If Desktop Assesment Fail & MIS Documentation Payment will not Done.

Administrator
Nagar Palika Parishad
BINA ETAWA Distt. SAGAR

Chief Municipal Officer
Nagar Palika Parishad
BINA ETAWA Distt. SAGAR

Section 2. Instructions to Bidders

2.1. Definitions

“Bidder” means any entity or person or association of person eligible to submit their proposals that may provide or provides the Services to ULB under this NIT.

"ULB" means **Nagar Palika Parishad BINA ETAWA Distt. SAGAR**

“Project specific information” means such part of the Instructions to Bidders used to reflect specific project and assignment conditions.

“Day” means calendar day.

“Government” means the Government of Madhya Pradesh.

“Instructions to Bidders” (Section 2 of the NIT) means the document which provides Bidders with all information needed to prepare their proposals.

“LoI” (Section 1 of the NIT) means the Letter of Invitation being issued by ULB to the short-listed Bidders.

“Personnel” mean professionals and support staff provided by the lead bidder or by any associate bidder and assigned to perform the Services or any part thereof; “.

“Proposal” means the Technical Proposal and the Financial Proposal.

“NIT” means the Request for Proposal prepared by ULB for the selection of bidder.

“Assignment / job” means the work to be performed by the bidder pursuant to the Contract.

“Sub-Contractor” means any person or entity with which the bidder subcontracts any part of the Assignment/job.

“Terms of Reference” (ToR) means the document included in the NIT as Section 3 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of ULB and the bidder, and expected results and deliverables of the assignment/job.

No. of Person Engaged will be Decided During Work Process.

2.2. Introduction

ULB will **Empanelment of Agency/NGO for Monitoring of waste collection segregation, Data Collection, Documentation, MIS entry, swachhtam portal related all work and IEC work for SS 2025-26, Citizen Feedback and all work related to SS2025-26 and GFC Guideline in Nagar Palika Parishad BINA ETAWA** in accordance with the method of selection specified in the Data Sheet. The name of the assignment/job has been mentioned in the Data Sheet. Detailed scope of the assignment/ job has been described in the Terms of Reference (Section 3). The date, time, and address for submission of the proposals have been given in the Data Sheet.

The Bidders are invited to submit their Proposals, for assignment/job named in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected bidder. Bidders should familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment/job and local conditions, Bidders are encouraged to meet ULB's representative named in the Data Sheet before submitting a proposal. Bidders should contact the ULB's representative for additional information on the pre-proposal meeting.

Bidders should ensure that the representative is notified of their visit adequately in advance to allow him to make appropriate arrangements. ULB will provide at **no extra cost to the Bidders the inputs and facilities specified in the Data Sheet.**

Bidders shall bear all costs associated with the preparation and submission of their proposals. ULB is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Bidders.

2.3. Eligibility of association of Bidders and Sub-Bidders

If the bidder had formed an association of bidders, each member of the association of bidder shall be evaluated as per the qualification/ eligibility criteria set forth in the data Sheet.

A bidder may associate with other firms and /or individual experts at the time of submission of proposal. Under such circumstances each member of the association of bidder shall be evaluated as per the qualification/ eligibility criteria set forth in the data Sheet.

The combined score of each member of the association of bidder shall be considered for evaluation purpose. However, the lead member of the association of the bidders shall be the bidder responsible to ULB and ULB shall deal with only the lead member for the purpose of this assignment. Although the contract shall be signed by all the members of the association of bidders, the lead member of the association of the bidders shall be responsible and liable to ULB for every aspects of their proposal, contract etc. There shall be a maximum of 2 Members in the Consortium at the time of submission of Proposal. No change in composition of the Consortium shall be allowed between the Proposal Due Date and the date of issue of Letter of Award.

2.4. Clarification and amendment of NIT document

Bidders may seek clarifications on any clause of the NIT document up to the number of days indicated in the Data Sheet. Any request for clarification must be sent in writing, or by e-mail

to the address indicated in clause 3 of the Data Sheet.

The envelopes/communications shall clearly bear the following identification/ title: "Queries/Request for Additional Information regarding: Bid for **“Empanelment of Agency/NGO for Monitoring of waste collection segregation, Data Collection, Documentation, MIS entry, swachhtam portal related all work and IEC work for SS 2025-26, Citizen Feedback and all work related to SS2025-26 and GFC Guideline in Nagar Palika Parishad BINA ETAWA**

Clarifications, if any shall be conveyed by publishing on website. Should ULB deem it necessary to amend the NIT as a result of a clarification, it shall do so following the procedure as mentioned below. At any time before the submission of Proposals, ULB may amend the NIT by issuing an addendum in writing or by standard electronic means which will be published on ULB's website. The addendum shall be sent to all bidders and it will be binding on them. If the amendment is substantial, ULB may extend the deadline for the submission of Proposals.

2.5. Conflict of interest

ULB requires that bidders provide professional, objective, and impartial advice and at all times holding ULB's interest as paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work.

Without limitation on the generality of the foregoing, Bidders, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

2.5.1. Conflicting activities: A firm that has been engaged by ULB to provide goods, works or Assignment/job other than consulting Assignment/job for a project, and any of its affiliates, shall be disqualified from providing advisory Assignment/job related to those goods, works or Assignment/job. Conversely, a firm hired to provide advisory Assignment/job for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently supplying goods or works or Assignment/job other than consulting Assignment/job resulting from or directly related to the firm's advisory Assignment/job for such preparation or implementation.

2.5.2. Conflicting assignment/job: A Bidder (including its Personnel and Sub-Bidders) or any of its affiliates shall not be hired for any Assignment/job that, by its nature, may be in conflict with another Assignment/job of the bidder to be executed for ULB or for another Employer. For example, a bidder hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and a Bidder assisting an Employer in the privatization of public assets shall not purchase, nor advise purchasers of such assets. Similarly, Bidders hired to prepare terms of reference for an assignment shall not be hired for the execution of the same assignment.

2.5.3. Conflicting relationships: A Bidder (including its Personnel and Associates) that has a business or family relationship with a member of the ULB's staff who is directly or indirectly involved in any part of the preparation of the Terms of Reference of the Assignment/job. The selection process for such assignment/job, or supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to ULB throughout the selection process and the execution of the Contract. Bidders have an obligation to disclose any situation of actual or potential conflict that impacts their

capacity to serve the best interest of ULB, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as the standard forms of technical proposal provided herewith. If the Bidder fails to disclose such situations and if ULB comes to know about such a situation at any time, it may lead to disqualification of the Bidder during bidding process or the termination of its Contract during execution of assignment. No agency or current employee of ULB shall work as Bidder.

2.6. Unfair advantage

If a bidder could derive a competitive advantage from having access to information related to the assignment/job in question from previous work done for ULB, and which is not defined as conflict of interest as per paragraph 2.5 above, ULB shall make available to all Bidders all information that would in that respect not give any unfair advantage to a particular Bidder over competing Bidders.

2.7. Proposal

ULB intends to qualify and select suitable Bidder through an open competitive e- tendering system in accordance with the procedure set out in this NIT Document. Bidders may submit only one proposal each. If a Bidder submits or participates in more than one proposal, such proposals shall be disqualified.

2.7.1. Proposal Validity: The Data Sheet indicates how long Bidders' Proposals must remain valid after the date of their opening. During this period, Bidders shall maintain the availability of Professional staff nominated in the Proposal and keep the financial proposal unchanged. Should the need arise; ULB may request Bidders to extend the validity period of their proposals. Bidders who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal and their financial proposal remain unchanged. Bidders who do not agree have the right to refuse to extend the validity of their Proposals; under such circumstance ULB shall not consider such proposals for further evaluation.

2.7.2. Withdrawal of Proposals: The Bidder may withdraw its Proposal after submission, provided that written notice of withdrawal is received by ULB before the Proposal Due Date. The withdrawal notice shall be prepared, sealed, marked, and delivered with the envelopes being additionally marked "WITHDRAWAL". Withdrawal of Proposal by the Bidder after the Proposal Due Date will lead to forfeiture of the Bid Security.

2.8. Preparation of proposal

The Proposal as well as all related correspondence exchanged by the Bidders and ULB shall be written in English language, unless specified otherwise. In preparing their Proposal, Bidders are expected to examine in detail the documents comprising the NIT. Material deficiencies in providing the information requested may result in rejection of a Proposal. While preparing the Technical Proposal, Bidders must give attention to the following:

The team requirements and the period of engagement have been indicated in Section-3 of this NIT. However, the Proposal shall be based on the **number of Professional staff-months or budget estimated by the bidders**. While making the proposal, the bidder must ensure that he proposes the minimum number and type of experts as sought by ULB, failing which the proposal

shall be considered as non-responsive. Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position mentioned.

Bidders are required to submit a Response to Pre-Qualification requirements in the format provided in this NIT (Section 4). Section-4 indicates the formats of the Response to Pre-Qualification requirements to be submitted. Non-Submission of the pre-qualification requirements in the format given will result in the Proposal being deemed non-responsive. Bidders are required to submit a Technical Proposal (TP) in forms provided in this NIT (Section 5). Section-5 indicates the formats of the Technical Proposal to be submitted. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive. The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non-responsive. The Financial Proposal shall be prepared using the attached Forms Fin 1 & Fin 2 (Section 6). The Data sheet indicates the formats of the Financial Proposal to be submitted. It shall list all costs associated with the Assignment/job, including (a) remuneration for staff and (b) reimbursable expenses indicated in the Form Fin-2 of the financial proposal. The financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

2.9. Taxes

The Bidder shall fully familiarize themselves about the applicability of domestic taxes (such as: Income Taxes, duties, fees, levies) on amounts payable by the ULB under the contract. All such taxes must be included by the bidder in the financial proposal. GST will be paid separately to the contractor

2.10. Currency

Bidders shall express the price of their assignment/job as per the data sheet.

2.11 Earnest money deposit& Performance Guarantee

2.11.1. Earnest Money Deposit

- a) The EMD shall be in the form of online payment using Debit Card/ Credit Card/Internet Banking or System Generated Challan in favor of name and particulars given in bid data Sheet. The EMD shall be valid for a Period of minimum six months after the date of receipt of bid.
- b) Proposals not accompanied by EMD shall be rejected as non-responsive.
- c) No interest shall be payable by ULB for the sum deposited as EMD.
- d) The EMD of the unsuccessful bidders would be returned back within one month of signing of the contract.
- e) Bid security submitted by the successful bidder shall be released after submission of performance Bank Guarantee.
- f) The EMD shall be forfeited by ULB in the following events:
 - i. If proposal is withdrawn during the validity period or any extension agreed by the bidder thereof.
 - ii. If the Proposal is varied or modified in a manner not acceptable to ULB after opening of Proposal during the validity period or any extension thereof.
 - iii. If the Bidder tries to influence the evaluation process.
 - iv. If the First ranked Bidder withdraws his proposal during the bid process.
 - v. If the Bidder selected fails to furnish required Performance Security as indicate in the General conditions.

2.11.2. Performance Guarantee

Prior to signing of the agreement, a **Performance Guarantee (3% of contract amount)** has to be furnished in the form of **FDR/DD/ Bank Guarantee (BG)** by the successful bidder as per the format attached in Section 7 of this NIT. The BG shall be released after successful completion of the assignment by the Bidder. Any violation of the contract including NIT, non-payment to professional employed for this project by the Bidder will lead to the forfeiture of performance guarantee. ULB reserves the right to realize any outstanding dues, liabilities and losses from this amount. The FDR/DD/Bank Guarantee (BG) shall be valid for 01 Year.

2.12. Bid Document Cost

All Bidders are required to pay an amount as mentioned in the Data Sheet towards Bid document costs in the form of FDR/Demand Draft drawn in favor of ULB and payable at BINA ETAWA. The Bid document cost is Non-Refundable. Please note that the Proposal, which does not include the bid document cost, would be rejected as non-responsive.

2.13. Submission, receipt and opening of proposal

The Bidder should submit the bid through the e-tendering system. Bids submitted by any other mode such as fax, telex, telegram or e-mail shall not be entertained and shall be rejected.

The bid shall be evaluated in accordance with the terms set forth in this NIT and other documents provided by ULB pursuant to this NIT, as modified, altered, amended, reissued and clarified from time to time by ULB (collectively the “Bidding Documents”), and all Bids shall be prepared and submitted in accordance with such terms on or before the date specified in Data Sheet for submission of Bids (the “Bid Due Date”).

The Bidder should submit the Proposal in accordance with the guidelines prescribed in this NIT and ensure that the Proposal is complete in all aspects. Bidders should strictly adhere to the formats prescribed in this NIT Document while submitting their Proposals. ULB reserves the right to reject Proposals that do not conform to the guidelines prescribed.

The bid shall be submitted in three parts, viz., **a) Part I – Response to Pre- Qualification requirements b) Part II - Technical Proposal and c) Part III – Financial Proposal** as described below. The Financial Offer should be contained in

Part III only. Inclusion of any Financial Offer in other parts would lead to disqualification of the Proposal. Submission letters for both Part II - Technical and Part III - Financial Proposals should respectively be in the format of TECH-1 of Section 5, and FIN-1 of Section 6.

2.14. Proposal evaluation

From the time the Proposals are opened to the time the Contract is awarded, the Bidders should not contact ULB on any matter related to its Technical and/or Financial Proposal. Any effort by Bidders to influence the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in rejection of the Bidders’ Proposal.

ULB would constitute an Evaluation Committee which will carry out the entire evaluation process.

The Committee shall evaluate the Proposal on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria, sub-criteria specified the Data sheet. The steps involved in evaluation are given below.

- a) The first step involves opening and evaluation of Part I –Pre-Qualification requirement of those Proposals that have been submitted before the specified submission deadline. The Technical and Financial Offers of Bidders who do not qualify at this step shall not be considered for further evaluation.
- b) The second step involves opening and evaluation of Part II - Technical Proposal of the Proposals of Bidders qualified at the end of first stage, against the criteria laid down in Data Sheet. Financial Offers of Bidders who do not qualify at this step shall not be considered for further evaluation.
- c) The third step involves opening of Part III - Financial proposals of the technically qualified bidders will be opened and evaluation in accordance with criteria laid down in Data Sheet this NIT document.

Evaluation of financial proposals: Financial proposals of only those firms who are technically qualified shall be opened publicly on the date & time specified in the Data sheet, in the presence of the Bidders' representatives who choose to attend. The name of the Bidders, their technical score (if required) and their financial proposal shall be read aloud.

The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between words and figures, the former will prevail.

After opening of financial proposals, appropriate selection method shall be applied to determine the bidder who will be declared winner and be eligible for award of the contract. The methods of selection are described in the Data Sheet. This selected Bidder will then be invited for negotiations, if considered necessary.

2.15. Award of contract

Subsequent to the identification of the Successful Bidder, ULB shall issue a Letter of Award (LoA) to the Successful Bidder by ULB.

Within 7 (seven) days from the date of issue of the LoA, the Successful Bidder shall send an acknowledgement agreeing to comply with the conditions set out therein.

ULB shall promptly notify other Bidders that their Financial Proposals have been unsuccessful, and their Bid Security shall be returned within 30 (thirty) days, without interest, of the signing of the Agreement with the Successful Bidder.

Agreement sets forth the detailed provisions of an Agreement to be executed separately between the successful bidder and the ULB. The agreement shall include all the terms and conditions for the work provided to the bidder for implementing the Project, including the scope of the bidder's services and obligations.

The Successful Bidder shall have to enter into the Agreement within 30 (Thirty) days from the date of issue of the LoA. The Successful Bidder on the date of signing of the Agreement shall submit a Performance Security equivalent to 5% of the contract value shall be submitted by the successful bidder at the time of the contract in favor of Commissioner, Nagar Palika Parishad BINA ETAWA as per the format attached in Section 7 of this document.

The selected Bidder is expected to commence the assignment/job on the date and at the location specified in the Contract.

Failure of the Successful Bidder to comply with the requirements mentioned in the above paragraph shall constitute enough grounds for the annulment of the LoA, and forfeiture of the Bid Security. In such an event, ULB reserves the right to:

- a) Either invite the next best Bidder to match the Bid submitted by the Successful Bidder; OR

-
- b) Call for fresh Bids from the remaining Bidders; OR
 - c) Take any such measure as may be deemed fit in the sole discretion of ULB, including annulment of the Bidding Process.

2.16. Confidentiality

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the Bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Bidder of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of ULB's anti-fraud and corruption policy.

BID Datasheet

Clause no of Datasheet	Reference to ITB (Section 2)	Particulars
1	Name of the assignment/job:	Empanelment of Agency/NGO for Monitoring of waste collection segregation, Data Collection, Documentation, MIS entry, swachhtam portal related all work and IEC work for SS 2025-26, Citizen Feedback and all work related to SS2025-26 and GFC Guideline.
2	Date & time and address for submission of proposal/ bid.	Physical submission of bid is not required.
3	2.4.1	ULB's representative is: 1. Mr. VINAY KUMAR MISHRA Designation: CMO Telephone: 9406567525 Mail:cmobinaitwa@mpurban.gov.in
4	ULB will provide the following inputs and facilities:	ULB will be providing the following: a) Nominating an officer for the project to coordinate with the Agency and to provide required information for drives etc. b) All the required information from ULB shall be given to Agency duly signed from the concerned department. c) If required, ULB shall provide workspace in ULB premises to appointed agency staff till the contract period. If required workspace can be removed as well. d) The content in the form of sheets/posters/ /banner/hoardings in English or Hindi as a softcopy which shall be provided to the Agency. e) All documents to be provided by ULB will ordinarily be in English or Hindi language f) Facilitating the Agency during the project for necessary information and support.
5	Proposal Validity	Proposals must remain valid for 60 days beyond the date of opening of Technical Bid.

6	Team Requirement	Please refer section 5 on Team requirements
7	2.8.3	The format for the Pre-Qualification requirement to be submitted is given in section 4
8	2.8.4	The formats of the Technical Proposal to be submitted are: <ol style="list-style-type: none"> 1. Form Tech 1: Letter of Proposal submission 2. Form Tech 2: Bidder's organization & experience 3. Form Tech 3: Approach, methodology & Work-plan 4. Form Tech 4: Team composition & Task assignments Form 5. Tech 5: Curriculum vitae 6. Form Tech 6: Work Schedule 7. Form Tech 7: Information regarding any conflicting activities and declaration thereof. For detailed formats refer Section 7.
9	Financial Proposal	The formats of the to be submitted are: <ol style="list-style-type: none"> 1. Form Fin-1: Financial Proposal Submission For detailed formats refer Section 7.
10	Currency	Bidder to state the cost in Indian Rupees only
11	Earnest Money Deposit	Earnest Money Deposit in Indian Rupees: Rs. 10000/- Mode of Payment : Online
12	Tender Document fee	Tender Document fee in Indian Rupees Rs. 2000 Mode of Payment : Online
13	Bid Submission	Bidder must submit the scanned copy of all original documents online only. Proposal including Prequalification requirements, Technical Proposal, and Annual turnover.
14	Technical Bid	Yes, Please Refer section No: - 04
15	Criteria for acceptance of Technical Bid	Bidder should meet minimum of Physical and financial experience and should score 70% of marks as prescribed in section 4
16	Date, time and address for Financial bid opening	<ol style="list-style-type: none"> 1. Date: 2. Time: 3. Address : Nagar Palika Parishad BINA ETAWA
17	Expected date for commencement of consulting assignment/jobat:
18	BOQ	As per Section 3.6
19	Schedule of Payment	As per Section 3.7
20	Penalty and Termination	As per Section 6

Section 3. Terms of Reference (ToR)

3.1. Introduction

3.1.1. The Swachh Bharat Mission (SBM) emanates from the vision of the Government articulated in the address of the President of India to the Joint Session of Parliament on 9th June 2014 “We must not tolerate the indignity of homes without toilets and public spaces littered with garbage. For ensuring hygiene, waste management and sanitation across the nation, a Swachh Bharat Mission will be launched. This will be our tribute to Mahatma Gandhi on his 150th birth anniversary to be celebrated in the year 2019”. Swachh Bharat Mission was launched in India on 2nd Oct 2014 and is being implemented for urban areas by the Ministry of Housing and Urban Affairs (MoHUA). One of the important objectives of SBM (Urban) is to eliminate open defecation, through awareness generation on importance of sanitation and its linkage with public health resulting to effect behaviour change regarding healthy sanitation practices ultimately leading to an ODF city.

3.1.2. The **Nagar Palika Parishad BINA ETAWA Distt. SAGAR** has an area of about 12.12 sq. kms. It has total population of 64529 as per 2011. The ULB can best be described as a Town as it is also Taluka headquarter of SAGAR District. It has 25 wards.

3.1.3. Nagar Palika Parishad BINA ETAWA (ULB) calls for proposal from firms/**Agency/NGO** registered under Companies Act or any other related statutory act **for Monitoring of waste collection segregation, Data Collection, Documentation, MIS entry, swachhtam portal related all work and IEC work for SS 2025-26, Citizen Feedback and all work related to SS2025-26 and GFC Guideline.**

3.2. Objective

3.2.1. The objectives of the SBM in BINA ETAWA City are :

- a) To support ULB in improving its ranking under Swachh survekshan 2025 including ODF and GFC by Ministry of Housing & Urban Affairs (MoHUA), Government of India by achieving zero waste wards with 100% waste collection.
- b) To carry out Information Education and Communication (IEC) activities related to waste management for capacity building of all the stakeholders working in SWM under Nagar Palika Parishad BINA ETAWA as per Swachh survekshan 2025 guideline.

3.3. Scope of Work

The selected agency is required to undertake following activities (and not limited to) to achieve the objective of this assignment:

3.3.1. Segregation of Waste

- As per MoHUA swachh survekshan 2025 guidelines domestic waste has to segregate in four categories, Dry, Wet, Sanitary and Domestic Hazardous waste.
- Agency has to ensure that segregation has to be done at source
- Agency has to run the campaign for awareness regarding segregation at source
- That dedicated staff deployed by agency for collection of waste has to record the data of segregation
- Agency has to keep the record of segregation at source in the dedicated format
- Agency has to register the defaulters who have not given segregated waste and help the ULB impose penalty on offenders.

3.3.2. Public cleaning and GVPs

- Agency has to ensure 100% cleaning of public areas, residential areas, commercial areas and institutional areas.
- Agency has to prepare the dedicated sweeping charts for each area like residential, commercial, institutional and public areas.
- Agency has to identify the Garbage Vulnerable Points as per the MoHUA guidelines and has to prepare the plan for rectifying the GVPs
- Agency has to monitor these GVPs by manual or Geotagged photographs and has to maintain the logbook in dedicated formats
- Agency has to deploy a dedicated staff for monitor the cleaning of sweeping of public areas, Daily sweeping in residential and commercial areas, Night sweeping in commercial areas
- Agency has to identify the Waste Pickers in city and has to prepare a plan for their livelihood

3.3.3. On Site Wet Processing and Non Bulk Waste Generators

- Agency has to run the campaign for onsite wet processing and composting in residential areas and institutional areas
- Agency has to keep the record and maintain the logbook for home composting
- Agency has to ensure at least 10% of waste generator adopt home composting

3.3.4. Capacity Building

- Agency has to run the workshops, seminars and campaigns for ULB staff as well as public and other stakeholders for capacity building regarding solid waste management
- Agency has to conduct at least 02 workshops each month for ULB staff.
- Agency has to conduct at least 02 workshop in each ward during entire project for public regarding awareness of segregation of waste, Home composting and other topics

3.3.5. Sanitation

- Agency has to prepare a survey report regarding how many households, commercial areas, institutional areas, public areas and CT/PTs have connected with septic tank/twin pits
- Agency has to prepare a survey report of private desludging operators working in the ULB area and has to ensure their registration in ULB
- Agency has to keep the record of desludging vehicle owned by ULB and maintain the logbook and receipts of emptying the desludge vehicle
- Agency has to ensure no activity will occur regarding open dumping of faecal sludge.
- Agency has to assist ULB in operation of FSTP.

3.3.6. ODF++

- Agency has to prepare all the documents required for applying ODF++
- Agency has to analyse infrastructure required for ODF++ if any gap found agency has to report that gap with remedy plan and assist the ULB for fulfil that gap
- Agency has to assist and coordinate with the inspection team
- Agency has to ensure all parameters will be fulfilled by all CT/PTs and other stakeholders

3.3.7. GFC

- Agency has to conduct a pre - assessment for GFC star rating
- Agency has to prepare all the documents required for GFC star rating
- Agency has to assist and coordinate with the inspection team.
- Agency has to ensure all parameters will be fulfilled by all stakeholders

3.3.8. MIS

- Agency has to collect all necessary data for MIS
- Agency has to fill MIS and other data each month without failure

3.3.9. Citizen Engagement

- Agency has to operate social media accounts of ULB
- Agency has to run the campaign regarding swachh bharat mission and swachh survekshan 2025 on social media
- Ensure the engagement of RWAs/NGOs/SHGs and Public for awareness campaign and report it on social media
- Agency has to conduct awareness campaign govern by government as per their timeline and report it in dedicated formats and preparation of press note
- Agency has to conduct rally and other campaign for each ward
- Agency has to prepare and conduct jingle, movie, poster/drawing, murals and street play
- Agency has to conduct competition for ranking of Swachh Hotel, School, Hospital, RWA/Mohalla govt offices and Market Association
- Agency has to conduct Swachh Technology challenge
- Agency has to organized zero waste event
- Agency has to conduct competition for Swachhta champion
- Agency has to download and monitor swachhta App and other app as per guideline and instruction of MoHUA and state government
- Agency has to ensure citizen feedback by all medium as per the guideline of MoHUA and SS 2025.
- Mobilize resident communities and bring awareness to keep dry and wet waste in separate dustbins, not to throw or dump waste in back-lanes and open plots. Educate them about recycling of dry waste and conversion of organic waste to manure.
- The scope of work shall include IEC activities to be done for Swachh Bharat Mission along with documentation of each activity as per Swachh survekshan 2025 guidelines.
- Execute Awareness and information campaigns, organize SBM thematic drives, meetings etc as instructed by ULB officials and Consultant. It shall include Mid-Media Activities, IEC in Schools & Other Media Activities (e.g. Nukkad Natak, Geet - sangeet mandala, Shiksha Choupal, Prabhat Pheri, Puppet Show, Rally, Awareness campaign in Schools, Essay / slogan writing competition, Spot painting competition also special focus should be given to slum areas., etc)
- IEC related work like Nukkad Natak, Shiksha Chopal, Puppet show, Audio Visual Show, Success story for films, Door to door campaign, Raily for school student, Mini Marathon, Composition of Self Help Group, Linkage of informal waste pickers to govt. scheme, Training & workshops for stakeholders, wall painting, Slogan writing and Pamphlet distribution.

3.3.10. Other Work

- Agency has to work as a technical assistance and monitoring agency for solid waste management
- Agency has to monitor all the activities regarding Swachh survekshan 2025 and solid waste management
- Need to assist for better operation of Processing plant including composting, MRF, FSTP and C&D Plant
- Identify opportunities to increase revenue and reduce cost
- Agency has to run the campaign regarding 4R (Reduce, Recycle, Reuse and Recover) of solid waste management
- Agency has to run the RRR center, bartan bank, jhola bank, book bank.

-
- Social Media Swachh BINA ETAWA Companion
 - To post activities on social media on daily basics eg: Instagram, Twitter, Facebook, Swachh Manch and other social media platforms.

3.4. Reporting and Documentation

3.4.1. Inception Report or Preliminary Report

Agency is expected to submit an inception report within 1 week of mobilisation of the team. The inception report with detailed work plan achieving the outputs against each of the activity/ milestone outlined in the Scope of work

3.4.2. Monthly Reports

Comprising the progress status achieved along with process documentation of SBM activities undertaken by the agency.

3.5. Period of engagement

Initially the period of engagement of the selected agency with Nagar Palika Parishad BINA ETAWA upto 30st JUNE 2026 or **till completion of Swachh survekshan 2025 whichever is later.**

3.6. Bill of Quantities will be based on

The Payment for the selected agency as follows:

S.No.	Milestone/Deliverables	Unit	Probable Amount
1	Daily Monitoring and Data Collection <ul style="list-style-type: none"> A. D2D Collection & Segregation B. Street Sweeping & GVP points in commercial and residential areas C. C&D waste Management D. Processing Plant for SWM E. Disposal of waste F. Public and community toilet and faecal sludge management G. Innovation and waste to wonder parks etc. H. Grievance Redresses (Swachh City) I. Swachhta App Installation and Feedback 	Per Month	
2	Documentation <ul style="list-style-type: none"> A. Monthly MIS Update B. City Profile on SBM Portal C. SLP Documents D. Documents for ODF++, GFC Star Rating, and others as per guideline of SS 2025 	Per Month	
3	IEC work	in 03 month	

	A. Nukkad Natak (30 shows)	Each show	Should e given by contractor
	B. Shiksha Chopal/Mohalla Sabha (30 shows)	Each show	
	C. Puppet Show (30 shows)	Each show	
	D. Audio Visual Show (15 shows)	Each show	
	E. Success story (03 Films, Video Films Minimum length of 10 minutes on themes like role of women in sanitation, change of life due to SBM, Waste to Compost etc,)	Each film	
	F. Door to Door Campaign (25, One for each ward, All doors must have to visit twice during the tender period, Themes like doctors on your door)	Each ward	
	G. School Engagement – 10 Activities (Competition like awareness rally, painting, Quiz competition and Waste to wonder activities)	Each Activity	
	H. Composition of self help Group (05, As per NULM guideline)	Each SHG	
	I. Linkage of Informal waste Pickers to govt schemes like NULM, skill development etc. 5 no	Each Person	
	J. Wall Painting (Max. 6000 sq. feet)	Sq. Feet	
	K. Slogan writing (Max. 4000 sq. feet)	Sq. Feet	
	L. Pamphlets (15000 piece of A4 size based on SS 2025 guideline)	Per 100 Piece	

3.7. Payment Schedule:

S.	Components	Schedule of payment	Remarks
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No.			
1.	Data collection & Monitoring of waste collection segregation etc.	Per Month after submission of monthly report 30%	
2.	Documentation	Per Month after submission of monthly report 20%	
3.	IEC Work	Payment on Unit rate, Monthly basis 50%	

Dress code should be provided by bidder only And i-card will be given by N.P.P. BINA ETAWA.

Section 4: Technical Bid

4.1. Physical Experience:

Bidder organization or associates should have minimum experience of

- A. **Three works of similar nature** (IEC campaign, Data Collection and Monitoring, Documentation, Community Engagement for Swachh Survekshan at ULB level) of Amount **50% of PAC** in last three financial years

(OR)

- B. **One works of similar Nature** (IEC campaign, Data Collection and Monitoring, Documentation, Community Engagement for Swachh Survekshan at ULB level) of Amount **100% of PAC** in last three financial years

Sl No	Name of Work/ Project	Amount	Agency and Date of Award	Date of Completion	Nature of work (For detailed description please attached separate sheet.)

4.2. Annual Turnover:

The Bidders should have had a total turnover of Rs. 25 Lakh in each of last three financial years.

Sl. No.	FY	Turnover
1	2021-22	
2	2020-21	
3	2019-20	
4	2018-19	

4.3. Evaluation Criteria:

S.No.	MAIN CRITERIA	Maximum MARKS
1	Specific experience of the Bidder firm relevant to the assignment / job	60
I	<i>Experience of firm in country /region/sector:</i>	20
	a. Experience of working in SBM in Madhya Pradesh (@5 Marks for each project)	10
	b. Successful completion of projects regarding Documentation for Swachhh Survekshan, ODF, GFC star rating (@2.5 marks for each project)	5
	c. Successful completion of projects regarding monitoring of D2D collection, Source Segregation and other parameter. (@2.5 marks for each project)	5
II	<i>Firm's experience of similar nature:</i>	40
	a. Experience of running of awareness campaign likes Mini Marathon, D2D Campaign, and citizen engagement. (@5Marks for each project)	10
	b. Experience of Screening/ identification of SHGs, their pre-funding assessment, midterm/post funding evaluation and mentoring (@5 Marks for each project)	10
	c. Capacity Building Workshops (based on Home Composting, Segregation, Composting, MRF etc.) (@5 Marks for each project)	10
	d. Community focused training & research intervention using participatory skills like Mohalla Sabha, Competition etc. (@5 Marks for each project)	10
4	Key Personnel (Note: The CVs should clearly reflect experience of the Person/s in following areas –SWM Project implementation, SHGs Identification & Assessment, Mentoring & Monitoring.)	40
	a. Team Leader	10
	b. IEC Expert	10
	C. MIS Expert	10
	d. Specific Team	10
	Educational qualifications (30%) Project related experience based on the number of relevant projects implemented (50%) Experience of the region & language (20%)	

Compulsory experience

1. ULB,s in which Agency Worked Should Have achieved star rating (Min. 1 Star) & ODF++.
2. Work Experience in 3 ULB,s Should be Not have population less than 1 lakh.

3. In case of equal mark awarded one more ULB will be given chance to work or maximum experience ULB can be Selected.
4. For Each Above Point Verification will be given head of that ULB.

Section 5: Team Requirement

Manpower:- Men power can be increased by 20 % can be reduced by 60 % as per requirement of ULB

- a) Team Leader -
- b) 1 IEC/Capacity Building Coordinator -
- c) 2 MIS expert -
- d) 4 Supervisors-
- e) Field Staff –
- f) Specific Team for specific purpose like Wall Painting, Nukkad Natak, Puppet Show, Audio Visual Show, Films etc & DTD collection & IEC activities & any other work given by ULB.

S. No.	Designation	No. of Employee to be deployed on field	Educational Qualification	Work Experience
1	Team Leader	01	Master's in any stream	<ol style="list-style-type: none"> 1. Minimum 3 year experience of working in the field of SBM 2. Experience of supervising of at least two projects regarding Swachh Survekshan
2.	IEC Expert/ Capacity Building Coordinator	01	Master's in Social Work/Mass Communication/MBA	<ol style="list-style-type: none"> 1. Minimum 3 year experience of working in the field of community engagement, Mass communication. 2. Experience of supervising of at least two projects regarding Swachh Survekshan or any awareness campaign of National level Program
3.	MIS Expert	02	Master's in Computer Application/BE/ B.Tech	<ol style="list-style-type: none"> 1. Minimum 3 year experience of working as MIS expert for National level programs like NULM, PMAY, SBM 2. Experience of at least two projects regarding MIS work for Swachh Survekshan, PMAY, NULM etc.

4.	Supervisors	04	Graduate in any stream	<ol style="list-style-type: none"> 1. Minimum 2 year experience in the field of SBM, awareness campaign etc. 2. Experience of supervising of at least one project regarding Swachh Survekshan 3. Should have knowledge of local language
5.	Field Staff	15	12 th Pass	<ol style="list-style-type: none"> 1. Must have knowledge of local language 2. Basic knowledge of Computer
6.	Specific Team	Required as per specific purpose		<ol style="list-style-type: none"> 1. Team should have experienced in working of same field for at least 2 years 2. Team should be comfortable with local language

4 Supervisor (can be increased or decreases according to Required) Max. 30 % Variation is Allowed

43 Field Staff (can be increased or decreases according to Required) Max. 30 % Variation is Allowed

All the Staff Should Have knowledge Regarding the swachhta sarvekshan 2025

Section 6: Penalty and Termination

6.1. Penalty

Employer is liable to impose the penalty to the contractor/ Service provide under Following scenario

Sr No	Description of Penalty
1	Change in Team Member: (without knowledge of ULB in Written) Any team member is changed once approved by client, a penalty of 1% shall be applicable
2	Failure in submitting monthly report: Penalty of 5% shall be imposed to the service provider/ contractor if it fails to submit the report within 1 st week of every month as specified in the NIT
3	Delay in Project Preparation stage: If consultant/ Service provider fail to achieve project preparation stage and work in not started as desired in NIT, penalty of 10% shall be impose
4	Failure to achieve 100% door-to door collection: If 100% door to door collection is not achieve within 2 Months then penalty of 5% of contract value shall be applicable
5	Failure to comply Swachh survekshan 2025 guideline and submission: Penalty of 10% of the contract value will be applicable if agency fail to comply and submit the relevant documents necessary for the submission to state and central government (Desktop Asessment)
6.	Failure to provide D2D campaign and IEC activities 5% of contract value will be charged as a fine.

6.2. Termination

If the Work order by agency is not satisfactory ULB reserve all the right to terminate the contractor at any point of time

- I. If the Contractor become insolvent or bankrupt;
- II. If, as the result of Force Majeure, the Contractor are unable to perform a material portion of the Services;
- III. If the Contractor fails to comply with any final decision reached as a result of arbitration proceedings pursuant to relevant clauses hereof;
- IV. If the Contractor, in the judgment of the Client has engaged in Corrupt or Fraudulent Practices in competing for or in executing the Contract;
- V. if the Employer, in its sole discretion and for any reason.

By the Contractor: The Contractor may terminate this Contract, by not less than thirty (30) day's' written notice to the Employer, such notice to be given after the occurrence of the events specified in this clause:

- I. If, as the result of Force Majeure, the Contractor are unable to perform a material portion of the work.

Cessation of Rights and Obligations: Upon termination of this Contract pursuant to actual Termination, or upon expiration of this Contract pursuant to relevant clause hereof, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth in relevant clause hereof, (iii) the Contractor's obligation to permit inspection, copying and auditing of their accounts and records (iv) the rights of indemnity of the Client v) any right which a Party may have under the Applicable Law.

Cessation of Services: Upon termination of this Contract by notice of either Party to the other pursuant to relevant clauses hereof, the Contractor shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to the work done by the Contractor and equipment and materials furnished by the Client, the Contractor shall handover all project documents under procedure described in this contract.

Payment upon termination: Upon termination of this Contract, the Employer will make the following payments to the Contractor:

- I. Payment pursuant to satisfactorily performed work prior to the effective date of termination.

If any case of dispute ULB reserve the right to cancel the Tender then After Aggrement.

Section 7: Format for Technical and financial Proposal

7.1. Format for specific experience required for Technical Evaluation (Mark Based)

Sl No	Category	Agency and Date of Award	Date of Completion	Description	Remarks (Copy of documents submitted with Page no.)
1	Experience of working in SBM in Madhya Pradesh			In description below mentioned point should keep in mind 1. Role of organization in project 2. Target stakeholders 3. Result (Star rating to ODF++) 4. Change in ranking of ULB from last year to project year.	
2	Projects regarding Documentation for Swachhh Survekshan, ODF, GFC star rating				
3	Projects regarding monitoring of D2D collection, Source Segregation and other parameter.				
4	Experience of running of awareness campaign likes Mini Marathon, D2D Campaign, and citizen engagement.				
5	Experience of Screening/ identification of SHGs, their pre-funding assessment, midterm/post funding evaluation and mentoring				
6	Project based on Capacity Building Workshops (based on Home Composting, Segregation, Composting, MRF				

	etc.)				
7	Project based on Community focused training & research intervention using participatory skills like Mohalla Sabha, Competition etc.				

7.2. Whether the agency was ever blacklisted: Y/N

If no, attach an Affidavit/ self-declaration regarding not being blacklisted.

If yes whether that blacklisting wasnot cancelled: Y/N

(If yes, attach copy of same and the affidavit)

Note- All the Point Shown in Technical Evalution must be fulfilled & Submitted the Technical Qualification.

7.3. Form Tech-1: Letter of Proposal Submission

Letter of Proposal Submission

[Location, Date]

To: [Name and address of ULB's official as per Data Sheet]

Subject: Empanelment of Agency/NGO for Monitoring of waste collection segregation, Data Collection, Documentation, MIS entry, swachhtam portal related all work and IEC work for SS 2025-26, Citizen Feedback and all work related to SS2025-26 and GFC Guideline.

Dear Sirs:

We, the undersigned, offer to provide the consulting assignment/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 the Pre- qualification requirement, Technical Proposal, and Financial Proposal sealed each under a separate envelope and requisite EMD and bid processing fees. (only online)

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Bidder if applicable]

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.

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

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

7.4. Form TECH-2: Bidder's Organization and Experience

1. Bidder's Organization

[Provide here a brief description of the background and organization of your firm/entity and each associate for this assignment/job. Also if the Bidder has formed a consortium, details of each of the member of the consortium, name of lead member etc. shall be provided]

Description	Details
Full name of Bidder:	
Registered office address:	
Year and Place of Establishment: (Relevant Registration Documents to be enclosed)	
Total Experience in Consultancy Business (in years)	
Registration No.	
Type of legal entity:	
Correspondence Address and Corporate Office:	
Name of the Authorized person for submitting proposal: Mobile No.: Email id: (Attach Authorization letter of Competent Authority)	
Total Number of personnel in payroll as of 31st March 2024:	
Details of JV/Associated Agency (ies): (Relevant documents to be enclosed)	

2. Bidder's Experience

[Joint Venture is not Allowed]

3. Firm's Name:

Sr. No	Particulars	Details
	Assignment/job Name:	
	Description of Project:	
	Approx. Value of Contract (in Rupees):	
	Country:	
	Location within Country:	
	Duration of Assignment/job(months):	
	Name of Employer:	
	Address:	
	Total No of Staff-Months on assignment/job:	
	Approx. value of the Assignment/job provided by your firm under the contract (in Rupees):	
	Start date (month/year):	
	Completion date (month/year):	
	Name of associated bidders, if any:	
	No of professional staff-months provided by associated bidders:	
	Name of senior professional staff of your firm involved and functions performed.	
	Description of actual Assignment/job provided by your staff within the Assignment/job:	

Note: Please provide documentary evidence from the client i.e. copy of work order/completion certificate for each of above-mentioned assignment. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.

7.5. Form TECH-3: Description of approach, methodology and work plan for performing the assignment/job

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

- a) Technical Approach and Methodology,
 - b) Work Plan, and
 - c) Organization and Staffing,
1. Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment/job, approach to the assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
 2. Work Plan. The Bidder should propose and justify the main activities of the assignment/job, their content and duration, phasing and interrelations, milestones (including interim approvals by ULB), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the ToR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-6.
 3. Organization and Staffing: The Bidder should propose and justify the structure and composition of your team. You should list the main disciplines of the assignment/job, the key expert responsible, and proposed technical and support staff.].

7.6. Form TECH-4: Team Composition and Task assignment/jobs**Professional Staff**

Sr. No.	Name of Staff	Name of Firm	Position	Educational Qualifications	Task Assigned for job	Experience	Details of best projects

7.7. Form TECH-5: Curriculum Vitae for Proposed Professional Staff

1. Proposed Position: [For each position of key professional separate form will be prepared]:
2. Name of Firm: [Insert name of firm proposing the staff]:
3. Name of Staff: [Insert full name]:
4. Date of Birth:
5. Nationality:
6. Education: [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:
7. Membership of Professional Associations:
8. Other Training:
9. Countries of Work Experience: [List countries where staff has worked in the last ten years]:
10. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:
11. Employment Record: [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]:To [Year]:
Employer:
Positions held:
12. Detailed Tasks Assigned
13. [List all tasks to be performed under this assignment/job]
14. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned
[Among the assignment/jobs in which the staff has been involved, indicate the following information for those assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12.]

Name of assignment/job or project:
Year:
Location:
Employer:
Main project features:

Positions held:

Activities performed:

15. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

[Signature of staff member or authorized representative of the staff]

[Full name of authorized representative]

7.8. Form TECH-6: Work Schedule

S. No.	Activity	Months				Total Months/ Weeks
		1	2	3	4	
1.						
2.						
3.						
4.						

1. Indicate all main activities of the assignment/job, including delivery of reports (e.g.: inception, interim, draft and final reports), and other benchmarks such as ULB's approvals. For phased assignment/jobs indicate activities, delivery of reports, and benchmarks separately for each phase.
2. Duration of activities shall be indicated in the form of a bar chart.
3. Work schedule should be furnished for the active contract period of 12 months.

7.9. Form-TECH-7: Information regarding any conflicting activities and declaration thereof

Are there any activities carried out by your firm or group company or any member of the consortium which are of conflicting nature as mentioned in para 5 of section 2.

If yes, please furnish details of any such activities.

If no, please certify,

We hereby declare that our firm, our associate / group firm or any of the member of the consortium are not indulged in any such activities which can be termed as the conflicting activities under para 5 of the section 2. We also acknowledge that in case of misrepresentation of the information, our proposals / contract shall be rejected / terminated by ULB which shall be binding on us.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

7.10. Form FIN-1: Financial Proposal Submission Form

[Location, Date]

To: [Name and address of ULB's representative as mentioned in Data Sheet]

Subject: Empanelment of Agency/NGO for Monitoring of waste collection segregation, Data Collection, Documentation, MIS entry, swachhtam portal related all work and IEC work for SS 2025, Citizen Feedback and all work related to SS2025 and GFC Guideline.

Dear Sirs:

We, the undersigned, offer to provide the consulting assignment/job for [Insert title of assignment/job] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures]. **This amount is exclusive of GST.**

We hereby confirm that the financial proposal is unconditional, and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

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

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

7.11. Form FIN-2: Summary of Costs

Summary of Costs

Sr. No.	Particulars	Amount in Rupees	Amount in Words
1	Remuneration		
2	Reimbursable Expense ²		
3	Miscellaneous Expenses		
4	Total (with GST) for evaluation purpose		
4	GST		
5	Total		

Authorized Signature

Name:

Designation

Name of firm:

Address:

² Bidder will be required to attach the detailed break-up of the reimbursable expenses

7.12. Format for Performance Bank Guarantee (PBG)

To,
The Chief Municipal Officer
Nagar Palika Parishad BINA ETAWA
Distt. SAGAR (M.P.)

Ref: Empanelment of Agency/NGO for Monitoring of waste collection segregation, Data Collection, Documentation, MIS entry, swachhtam portal related all work and IEC work for SS 2025, Citizen Feedback and all work related to SS2025 and GFC Guideline.

Dear Sir:

In accordance with the provisions of Clauses of the above-mentioned Contract (Hereinafter called “the Contract”), (name and address of Bidders) (hereinafter called “the Bidders”) shall deposit with **The Chief Municipal Officer, Nagar Palika Parishad BINA ETAWA**, BINA ETAWA bank guarantee to guarantee their proper and faithful performance under the said provisions of the contract in an amount of (amount of Guarantee), (amount of Guarantee in words).

We, the (Name of the bank), as instructed by the Bidders, agree unconditionally and irrevocably to guarantee as primary obligor and not as surety merely, the payment to the **The Chief Municipal Officer, Nagar Palika Parishad BINA ETAWA**, BINA ETAWA, on his first demand without whatsoever right of objection on our part and without his first claim to the Bidders, if the amount not exceeding (amount of Guarantee), (amount of Guarantee in words).

We further agree that no change or addition to or other modification of the terms of the Contract which may be made between **The Chief Municipal Officer, Nagar Palika Parishad BINA ETAWA**, and the Bidders shall in any way release us from any liability under this guarantee and whereby waive notice of any such change, addition or modification.

This guarantee shall remain valid and in full effect 12 month from the date of signing of contract or deployment of personnel by the bidder, whichever is later or till completion of the assignment as approved by **The Chief Municipal Officer, Nagar Palika Parishad BINA ETAWA**.

Yours truly,

Signature and Seal
Name of Bank/
Address Date: