

## **State Urban Development Agency**

'ILGUS BHAWAN', HC Block, Sector III, Bidhannagar, Kolkata – 700106

Email: [wbsudadir@gmail.com](mailto:wbsudadir@gmail.com)

**Memo No. SUDA-240/2019/3401**

**Date: 20.09.2021**

### **Notice Inviting Request for Proposal (RfP)**

**For**

**Engagement of Experienced Facilitation Organization  
for Providing Hand Holding Support to the ULBs for  
Implementing Solid Waste Management Plan as Per SWM  
Rules 2016 in West Bengal**

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## **Section 1 – NOTICE INVITING REQUEST FOR PROPOSAL**

**Memo No. SUDA-240/2019/3401**

**Date: 20.09.2021**

### **Letter of Invitation:**

1. State Urban Development Agency (SUDA), West Bengal under the Department of Urban Development and Municipal Affairs, Government of West Bengal invites Request for Proposal from reputed, resourceful, experienced and eligible organizations having adequate competence in Awareness generation, Capacity Building among general public regarding implementation of plan in strict sense and providing hand holding support to the concerned ULBs/MCs for implementation of SWM plan in urban areas of the State of West Bengal in terms of provisions laid down in SWM Rules – 2016 in 47 nos of odd ULBs/MCs in the state of West Bengal.
2. The empaneled organization will provide assistance to the Urban Local Bodies in the State towards successful implementation of the plan as per SWM rule 2016.
3. The action plan will include identification of key challenges, situation analysis and strategic action points for effective collection of segregated waste from each and every household, commercial centers, shops etc. from each ward, primary and secondary transportation of segregated waste, processing of dry and wet waste and disposal of waste.
4. The empanelment will be made for 47 ULBs/MCs of the State.
5. SUDA, after technical evaluation, will publish a zone/district wiselist of empaneled organizations based on the option exercised by the organization.
6. The organizations will be empaneled initially for 1 year which may be further extended for maximum next 1 year on the basis of project requirement.
7. All information contained in this package should be treated as



## Schedule Of Events: -

Name of the work	Engagement of experienced facilitation organization for providing hand holding support to the ULBs for implementing Solid Waste Management plan as per SWM rules 2016 for different ULBs in West Bengal.
Date of Issue	21.09.2021
Date of pre-bid meeting	27.09.2021 at 3.00 P.M. in the Conference Hall of SUDA
Last Date & Time For Submission of RfP	30.09.2021 by 3:00 PM
Interaction & Presentation	Date to be notified later
Cost of Application	Nil
Address For Submission of RfP	Drop Box at State Urban Development Agency, ILGUS Bhawan, HC Block, Sector-III, Salt Lake City, Kolkata-700106. <i>For any query, send email to</i> <a href="mailto:sbm.wbsuda@gmail.com">sbm.wbsuda@gmail.com</a> or contact: 1. Mr. Amitava Das, Dy Director, SUDA, (Mobile No. 70010 40645) or, 2. Dr. Sujay Mitra, Chief Manager (Planning & Monitoring), SUDA (Mobile no. 94333 69666).

## **Annexure A: Instructions to Organization**

### **1. Introduction:**

- a) The interested Organizations are invited to submit Expression of Interest towards providing assistance to the Urban Local Bodies in the State for successful implementation of the SWM plan as per SWM rule 2016.
- b) This office is not bound to accept any request, and reserves the right to annul the selection process at any time prior to award of empanelment without thereby incurring any liability to any of the organization.
- c) Director, SUDA, WB, reserves the right to accept or reject any or all request without assigning any reason what so ever.

### **2. Essential Eligibility Criteria for empanelment:**

The organization interested to submit the proposal for 'Empanelment of Experienced Facilitation Organisation for Providing Hand Holding Support to The ULBs For Implementing Solid Waste Management Plan as Per SWM Rules 2016 For Different ULBs In West Bengal should comply as follows:

- a. The Organization must be a company as specified in Companies Act, 1956/2013 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008 or a Proprietorship Firm or a Society registered under The Societies Registration Act, 1860. The time period elapsed from commencement of business should be at least 05 (five) years as on 1st September 2021. Consortium/Joint Venture is allowed, lead firm should submit Memorandum of Association with them. Copy of Registration Certificate should be submitted.
- b. The organization must have competence and adequate experience in implementing Awareness generation, Capacity Building among general public and providing hand holding support to the concerned ULBs/MCs in terms of provisions laid down in SWM Rules 2016 for development of scientific solid waste management process in urban/rural areas within the State of West Bengal or in other States at least during last three years prior to publication of this RfP. Credential

Certificate in the form of Completion Certificate is to be submitted.

- c. The audited Balance Sheet of the organization for last three financial years is required to be submitted.
- d. The average Annual Turnover should be a **Minimum of Rs.15 lakhs**.
- e. The Organization should have adequate manpower with requisite expertise for providing necessary handholding support to ULBs in plan preparation and execution. The faculty/staff member of organization who will have to undertake field work should have proficiency in Bengali, Hindi and applicable local language.
- f. The Organization should not have any pending legal cases against it. It should not have indulged in any misconduct, fraud and/ or misappropriation of fund in the post/projects or any of its activities.

### **3. Subcontracting or Franchising:**

Organizations would not subcontract/sublet the whole or part of the work mentioned in the notice.

### **4. Language of Proposals:**

The Proposal and all related correspondence exchanged between organization and the client shall be written in the English language. Supporting documents and printed literature that are part of the Proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for the purposes of interpretation of the proposal, the translated version shall govern.

### **5. Instructions for submission of proposal:**

- a. The proposal should be submitted addressing **Director, State Urban Development Agency (SUDA), ILGUS Bhawan, HC Blok, Sector -III, Salt Lake, Kolkata -700106** in a sealed envelope that contains covering letter, technical proposal with organization profile, audited balance sheets, credentials, and accompanying documents as mentioned in

several clauses in this RfP.

- b. Proposals must be submitted before the deadline specified in the Data Sheet/Key Dates.

**6. Format and signing of proposals:**

- a. The Proposal shall be submitted in specified technical formats available in RfP.
- b. The Proposal shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Organization. The proposal shall contain an authorization favoring the person signing the proposal in the form of a notarized power of attorney along with applicable board resolution, if any.
- c. Any interlineations, erasures, or overwriting shall be valid only if signed or initialed by the person signing the Request.
- d. All requests must be submitted in a sealed envelope. This envelope shall be sealed, and signed over the seal, and will be clearly labeled with title of consultancy services i.e. “Empanelment Of Experienced Facilitation Organisation For Providing Hand Holding Support To The ULBs For Implementing Solid Waste Management Plan As Per Swm Rules 2016 For Different ULBs In West Bengal.”
- e. The sealed envelope should be dropped at the Drop Box positioned at the 1st Floor of SUDA office room.

**7. Technical Proposal:**

The Technical Proposal should contain the following documents:

- Technical Form 1: Covering Letter
- Technical Form 2: Details of the Organization
- Technical Form 3: Experience Profile
- Technical Form 4: Details of Qualified Manpower



- Technical Form 5: CA Certificate pertaining to Annual Turnover for last 3 Financial Years
- Technical Form 6: Statement of Legal Capacity
- Technical Form 7: Statement of Legal Indictment
- Technical Form 8: Format of Power of Attorney
- Annexure/s: The Proposal shall contain all applicable, requisite and mandatory documents like PAN, GST, ESI, EPF, TAN, Audited Annual Reports of last 3 Financial Years, Certificate of Incorporation / Any applicable certificates or deeds to satisfy the type of applicable organization, Business Commencement Certificate and self-declaration of the organization regarding no FIR, default inquiry , black list against them.
- A Declaration regarding Understanding of the TOR within the ambit of Scope of Work.
- A detailed Work Plan along with approach & methodology and manpower planning with probable time frame.

#### **8. Submission instructions:**

The Organization shall have to submit the proposal using the appropriate submission sheets provided in Annexure B: Technical Proposal Submission Forms. These forms must be completed without any alteration to their format, and no substitutes will be accepted. All fields shall be completed with the information requested.

#### **9. Validity of the Proposal:**

The Proposal shall remain valid for a period of **180 (one hundred eighty)** days from the last date of submission of the proposal for empanelment. Director, State Urban Development Agency, reserves the right to reject a proposal valid for a shorter period as non-responsive.

#### 10. Submission of Quotations/Bid:

- a. Each bidder should submit sealed quotations (in two separate part i.e. **Technical (Part-I)** and **Financial (Part – II)** in separate two sealed envelopes-i) mentioning on the Envelop Technical part (Part –I) and NIT No & name of Bidder and ii) mentioning on the Envelop Financial Part (II) and NIT No& Name of Bidder Both envelop will be covered by third envelop on the Third Envelop on which NIT No, Name of Work, Name of Bidder to be mentioned
- b. The following documents will form the **Technical part (Part –I)** of the bid (Photo copy duly self-attested to be compulsorily enclosed)
  - i. Establishment Registration Certificate, Current Trade License, GST
  - ii. Return of Income Tax last 3 Financial Year
  - iii. Certification of authorization of the company
  - iv. Details of Work Experience
  - v. An affidavit dully notarized to be submitted by mentioning a) Detailing of firm b) The documents submitted by the bidder is true and correct c) Mentioning no debarments/penalized from any Govt./Semi Govt/undertaking Govt Deptt/statutory body/ have been imposed to the bidder.
  - vi. Earnest Money
  - vii. Filled up Annexure-A.
- c. The **Financial part (Part – II)** of the bid shall consists of only Rate/Price in Performa supplied with the BOQ on the company's /Firm's letter pad. All the column and requisite information must be filled in the prescribed format along with filled up Annexure-B.

#### 11. Evaluation of Proposal:

- a. The proposals will be evaluated based on the information provided by the applicants and the evaluation will be done as per detailed criteria mention in RfP document.
- b. The selection for the empanelment would be done by a selection committee constituted by SUDA, UD&MA Department, Govt. of West Bengal. The authority reserves all rights to accept or reject all or any of the proposals at any stage without assigning any reasons thereof.
- c. On getting proposals from prospective organizations SUDA will assemble all the proposals for a preliminary scrutiny.
- d. After scrutiny the shortlisted organizations will be invited for having an interactive meeting and presentation before the selection committee.
- e. Final selection will be made on the basis of the marks obtained by the 

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organization. The qualifying marks for selection is 60% of the total marks.

## **12. Finalization of Empanelment:**

- a. SUDA will notify the list of empanelment through its Website <https://www.wburbanservices.gov.in/> and notification through individual e-mail will be sent to the empaneled organization.
- b. The empaneled organizations have to submit an acknowledgement to SUDA within 15 days from the date of receipt of the communication. The Organizations will be empaneled initially for the 1 year, which may be extended further for a period of 1 years on the basis of the project requirement and as may be determined by SUDA.
- c. ULBs willing to undertake waste management initiatives within its jurisdiction, may draw up this panel and may request financial proposals from these empaneled organizations for engagement at ULB level through limited tender.
- d. The engagement of the facilitation agencies at different ULB level will be done based on applicable rules and guidelines.
- e. The Selection Committee reserves the right to disqualify any of the document/information from the list it is found to be unsatisfactory during the period of empanelment. During any stage of the selection process, manipulation of information, submission of wrong information will lead to outright rejection of the proposal and the organization may be black listed.

### 13. Data Sheet:

Sl. No.	Particulars
1.	<b>Name of the Client:</b> Director, State Urban Development Agency, ILGUS Bhawan, Salt Lake, Kolkata
2.	<b>Method of selection:</b> Empanelment of experienced organizations/institutes will be finalized based on technical experience as submitted in response to this RfP and any presentation called for by SUDA. This office will notify date of presentation, if any
3.	Bhawan, HC Block, Sector III Salt Lake, Kolkata
4.	The Organisation must submit all technical proposals in original.
5.	<b>EMD Cost:</b> Organizations are requested to pay EMD cost 2% of the quoted rate or Rs.5,000/- (Rupees. Five Thousand only) whichever is higher. The EMD cost shall be in Indian Rupees and in the form of Demand Draft from any of the Nationalized Bank in favour of “ <b>STATE URBAN DEVELOPMENT AGENCY,</b> ” payable at Kolkata. Bids that are not accompanied by the above EMD cost shall be rejected by as non-responsive. <b>Security Deposit:</b> For successful bidder the Rs.5,000/- or 2% earnest money will be adjusted to the security deposit and balance 1% of the bill amount will be deducted from each bill and the same will be released after 3 months of completion of the work on demand by the successful bidder.
6.	<b>The eligible entities/Organisation must fulfill the following pre-requisites:</b> A. The Organization should have PAN no and GST no., the organization should submit photocopy of PAN no and GST. B. The Organization should not have FIR lodged against them, default Inquiry against them, blacklisted by any State, Centre Government or any other public sector undertaking or a corporation/autonomous body as on the date of bid. An undertaking to this effect should be submitted by the authorized signatory.

#### 14. Proposals Evaluation Methodology:

Evaluation of the proposals will be done by the selection committee as the following parameters mentioned below:

<b>Sl No</b>	<b>Parameter</b>	<b>Maximum Marks allotted</b>
<b>1</b>	<b>General Experience and Experience in similar Assignments</b>	<b>40</b>
1a	Number of Years of Experience i. More than 01 years to 3 years: 05 marks ii. More than 3 years to 5 years: 08 marks iii. More than 5 years: 10 marks	10
1b	Sub Criteria – “Experience in similar nature of works” 5 marks per project with maximum marks allotted is 30	30
<b>2</b>	<b>Financial Capacity</b>	<b>5</b>
2a	Average Annual Turn Over of the Firm of at least <b>15 Lakh</b> for the last 3 Financial Years.	5
<b>3</b>	<b>Understanding the proposed assignment (through PPT)</b>	<b>50</b>
3a	Sub Criteria i. Understanding of TOR – 10 marks ii. Approach & Methodology – 15 marks iii. Work plan & Manpower planning – 25 marks	50
<b>4</b>	<b>Local Presence</b>	<b>5</b>
	i. Presence of registered office/Branch Office in Kolkata / West Bengal – 5 marks	5
	<b>TOTAL</b>	<b>100</b>

**Similar Works means:** Awareness generation, Capacity building and providing handholding support in the field of Implementation of SWM plan

**Organization whose score is 60 or more will be eligible for empanelment**

## **Annexure B: Technical Proposal and Organization Profile**

### **Technical Form – 1**

Qualification Application

(To be written on the letterhead of the Applicant)

From :

.....  
.....

To

The Director,

State Urban Development Agency (SUDA), ILGUS Bhawan, HC Block,

Sector III, Salt Lake City, Kolkata - 700106,

West Bengal, India.

Subject: Submission of proposal for empanelment of experienced facilitation organization for providing hand holding support to the ULBs for implementing solid waste management plan as per SWM rules ,2016 at different ULBs in West Bengal for zone:.....

Sir / Madam,

This is with reference to the RfP issued vide Memo No. .... dated ..... inviting proposal for empanelment of empanelment of experienced facilitation organization for providing hand holding support to the ULBs for implementing solid waste management plan as per SWM rules ,2016 at different ULBs in West Bengal for different ULBs in West Bengal As specified in the RfP notice, having examined the Statutory, Non statutory documents, I

/we hereby submit all the necessary information and relevant documents for evaluation. The application is made by me / us on behalf of -----  
----- in the capacity -----

duly authorized to submit the proposal. We believe that we satisfy the eligibility criteria set out in relevant sections of the proposal document.

We propose to submit our proposal as (insert full name of Applying Organization), for the zone/s.....

We declare that we have not been convicted by a Court of law or indicted or adverse orders passed by a regulatory authority against us which would adversely impact our ability to manage the project if awarded or which relates to a grave offence that outrages the moral sense of the community.

We also declare that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any Organisation of the Government or convicted by a Court of Law for any offence committed by us or by any of our sister concerns.

We further declare that no investigation by a regulatory authority is pending either against us or against our sister concerns or against our Chief Executive Officer (CEO) or any of our Directors/Managers/ employees.

We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct and complete. I/We have furnished all information and details necessary for the proposal and have no further pertinent information to supply.

We understand that:

(a) Authority can amend / modify the scope of this project.

(b) Authority can reject any or all bids without assigning any reason. And also withdraw or cancel the bid process at any stage without any liability of whatsoever nature therefore.

I / We shall be glad to receive further communication on the subject.

Yours faithfully,

**Enclosure: As required in RfP**

Authorized Signatory

Date of Submission

Signature of applying Organization including title and capacity in which application is made.

**Technical Form – 2**

**Details of the Organization (separate sheet should be provided for consortium/ JV)**

1. Name of applying Organisation:
2. Registration No.
3. PAN/ TAN/ GST/ EPF/ ESI etc
4. Registered Office Address:  
Telephone No.: Fax No. :  
E mail#:  
Website:
5. Kolkata Office Address (if any):  
Telephone No.: Fax No. :  
E mail#:  
Website:
6. Name of the Contact Person for this assignment:  
Designation:  
Address:  
Telephone No. : Cell phone No.:  
E mail:  
Fax No. :

Signature of applicant including title and capacity in which application is made.



### Technical Form – 3

#### Project Experience during the period of last 3-5 Years

Please categories all the projects into four broad heads given in the table below.

Sl. No.	Name of Project/Assignment and year of completion (write 'ongoing' in case of ongoing project)	Justification for the project being similar in nature	Project Location

(Applicants must maintain the same name and sequence in “detailed project experience” in Technical Form 3A)

### Technical Form – 3A

#### Detailed Project Experience during the period of Last 3-5 Years

(applicants must maintain the same name and sequence of projects as it has been given in technical form 3)

Assignment name:	
Approx. value of the contract (in Rs):	
Country:	
Location within Country:	
Name of Client:	
Total No of person-months of the assignment:	
Address of Client:	
Start date (month/year): Completion date (month/year):	
No of person-months provided by your firm:	
Approx. value of the services provided by your organization under the contract (in Rs.):	
Name of Senior Staff involved from your organization and positions held in this project:	
Narrative description of project in brief:	
Description of actual services provided by your organization in the assignment:	
Whether the assignment is completed or continuing:	
Explanation on how it meets the eligibility criteria:	

#### Technical Form – 4

##### Details of Qualified Man powers:

Sl No	Name of the Professional	Designation	No of years of experience	Qualification	Expertise

#### Technical Form – 5

CA Certificate

1. Name of Organization:

2. Summary of Turnover generated on the basis of the audited financial statement of the last 03 (three) financial years.

	2018-19 (Rs. In Lakh)	2019-20 (Rs. In Lakh)	2020-21 (Rs. In Lakh)
Annual Turnover			

Average Annual Turnover is XXXX (Rs in Lakh)

Signed by a Practicing Chartered Accountant

Name:

Registration No.:

Name of the Organization with Seal

Date :

Note: This form is required to be certified by a practicing Chartered Accountant

## Technical Form -6

### Statement of Legal Capacity

(To be forwarded on the letterhead of the entity submitting the Proposal)

Reference No. -----

Date: -----

To,

The Director,

State Urban Development Agency (SUDA)

ILGUS Bhawan, HC Block, Sector III, Salt Lake City,

Kolkata - 700106,

West Bengal, India.

Sub: Submission of proposal for empanelment of experienced facilitation organization for providing hand holding support to the ULBs for implementing solid waste management plan as per SWM rules, 2016 at different ULBs in West Bengal for different ULBs in West Bengal

Sir / Madam,

This is with reference to the advertisement issued vide Memo no. SUDA - /2021/ dated .09.2021 inviting proposal for empanelment of experienced facilitation organization for providing hand holding support to the ULBs for implementing solid waste management plan as per SWM rules ,2016 at different ULBs in West Bengal

We have read and understood the contents of the Invitation for proposal and the advertisement and pursuant to this hereby confirm that:

We satisfy the eligibility criteria laid down in the Tender notice.

We have agreed that (insert individual's name) will act as our representative and has been duly authorized\* to submit the proposal.

Yours faithfully,

Authorized Signatory

For and on behalf of (Name of the Organization)

*\*Please attach a true copy of the Letter of Authorization / Board resolution certified by the authorized Signatory for the individual bidding company.*

## **Technical Form -7**

### **Statement of any Indictment**

*(By any Income Tax, Sales Tax, Customs and Excise Authorities and other Regulatory Authorities) (To be forwarded on the letterhead of the interested entity submitting the Proposal)*

Date:

To,  
The Director,  
State Urban Development Agency (SUDA),  
ILGUS Bhawan, HC Block, Sector III,  
Salt Lake City, Kolkata - 700106,  
West Bengal, India

Sir / Madam,

We solemnly declare that there has been no conviction by a court of law or indictment or adverse order or investigation or charge sheet by an Organization of the Government, any income tax, sales tax, customs, excise authorities and other regulatory authorities including but not limited to Reserve Bank of India (RBI) and Securities Exchange Board of India (SEBI) against us or our Promoter Group.

We have not been declared ineligible by the Government of India or any State / UT / Local Government for corrupt and fraudulent practices or blacklisted by them.

Yours faithfully,

Signature(s) of Applicant(s)

Seal of applicant Name:

Designation:

Date :

## Technical Form -8

### Power of Attorney

Know all men by these presents, We, \_\_\_\_\_(name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr. / Ms. \_\_\_\_\_ Son / daughter / wife and presently residing at \_\_\_\_\_ who is presently employed with / retained by us and holding the position of \_\_\_\_\_ as our true and lawful attorney (hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for Empanelment Of Experienced Facilitation Organization For Providing Hand Holding Support To The ULBs For Implementing Solid Waste Management Plan as Per SWM Rules ,2016 at Different ULBs In West Bengal including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conference and providing information / responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Proposal for the said consultancy job and/or upon award thereof to us till the entering into of the Agreement with the Authority.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, \_\_\_\_\_ THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021.

For (Signature, Name, Designation and Address)

Witnesses:           1) \_\_\_\_\_  
                              2) \_\_\_\_\_

Notarised

Accepted (Signature, name designation and address of the Attorney)

Notes : 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 RfP.

**Technical Form-9 :**

**Self-declaration of the organization regarding no fir, default inquiry, blacklisted against them**

To

The Director,  
State Urban Development Agency (SUDA),  
ILGUS Bhawan, HC Block, Sector III,  
Salt Lake City, Kolkata - 700106,  
West Bengal, India

Sir / Madam,

In response to this RfP document for applied cities, I/We hereby declare that presently our organization ..... (name of organization) is

having unblemished record and is not have FIR lodged against them, default Inquiry, blacklisted by any State, Centre Government or any other public sector undertaking or a Corporation/ autonomous body on the date of RfP submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the award of work contract if any to the extent accepted may be cancelled and other necessary action will be taken accordingly.

Thanking you,

Name of the Organization:

Authorized Signatory:

Seal of the Organization:

Date:

Place:

## **Annexure C: Terms of Reference (ToR)**

Terms of Reference (ToR) empanelment of experienced Facilitation Organization For Providing Hand Holding Support To The ULBs For Implementing Solid Waste Management Plan As Per SWM Rules ,2016 For Different ULBs In West Bengal

### **1. Introduction**

As per obligatory function of removing solid waste in municipal towns under Sections 63, 95B, 260, 273 of the West Bengal Municipal Act 1993 and corresponding Sections in the Municipal Corporations' Acts, a number of initiatives have been taken by the State government in Urban Development & Municipal Affairs Department, to ensure that solid waste are collected by the municipal bodies and disposed of scientifically by them.

In the light of importance given to scientific collection and disposal of solid waste, a large number of legislations, advisory notes and guidelines have been issued by different authorities under the State government from time to time keeping conformity with the Solid Waste Management Rule 2016 and Plastics Waste Management Rules 2016.

Some of these are:

- 1) Policy and Strategy on Solid Waste Management for Urban Areas of West Bengal, 2017
- 2) Policy and Strategy on Plastics Waste Management for Urban Areas of West Bengal , 2017
- 3) Amendment in the West Bengal Municipal Act for banning using of plastic bags below 50 microns.
- 4) Amendments in the West Bengal Municipal Act, the West Bengal Municipal Corporation Act, the HMC Act and the KMC Act by way of imposing fine on occurrence of littering have been made.

The present state of solid waste disposal in urban areas may be attributed to the model the state has been following so far. This model of solid waste collection and disposal involves awareness generation among the population, expectation of segregation of waste at source, door to door collection by the municipal bodies, intermediate storage of such collected waste, segregation at

intermediate storage points, ultimate transportation to the disposal ground and segregation, recycling, processing (Bio-gas, RDF, compost) and finally landfill with the inert residue. The municipal bodies have been directed to collect waste from individual holdings systematically and transport them regularly to the solid waste disposal facility and get them recycled. Considering the manpower and expertise, the ULBs are commonly undertaking the solid waste management activities through collection of waste from generation points, transportation of segregated waste from the intermediate transfer stations to the landfill site to make it technically viable and commercially feasible with the advent of latest technology.

## **2. Objective**

The objectives of preparation of concept plan cum action plan will require in depth understanding of the following —

- Generation of solid waste in the city with categorization of waste
- Status of solid waste collection, transportation as stipulated to the designed supply.
- Present status and quality of the assets handed over to the Municipality for solid waste management purpose.
- Availability of required human resources at Municipal end for this purpose.
- Existing gap analysis and how to bridge the same.
- Citizens' view on the coverage and quality of services they receive, willingness to bear the expenses incurred and suggestions for improvement of functioning of the system and addressing the issues, if any, which require community support.



### **3. Scope of the work :**

- To conduct area survey to assess local demography, number of household, quantum of waste generation, bulk waste generators in city at daily markets, commercial establishment , educational institutions, hostels, bus terminus , railway station, burning ghat, slums etc
- To assess existing system runs by the ULB for collection, segregation and transportation with all details of vehicles, utilities and human resources i.e existing manpower of conservancy staff( permanent & daily wages labours)
- To propose efficient collection and transportation system as per SWM rule 2016, considering future expansion with all details of vehicles, utilities, human resources i.e existing manpower of conservancy staff (permanent & daily wages labours) and frequency of garbage collection.
- To locate existing disposal ground (area in acres), whether as per RoR ULB is in possession of disposal ground, whether NOC has been obtained from WBPCB. In the event the ULB does not have any disposal site whether they have approach to the district collector for allocation of required quantum of land.
- To hold detailed citizen consultation on the issue in order to conceive an overall strategy that will define the concept, objective and implementation mechanism of waste management in city.
- To suggest on IEC activities to be undertaken for generating mass awareness.
- To impart handholding training to the motivators including councilors, officials, students, municipal health workers, SHG members
- To suggest for convergence with other government programme for effective planning of waste management.
- Preparation of Bye-law in tandem with the policy framed by the State Government, Urban Local Body, Waste Management Rules 2016 and directives issued time to time from National Green Tribunal considering the local aspects of the city.

- The facilitation organisation shall also have in its scope the supervision of the end to end activities starting with ensuring segregation of waste at household, collection of the segregated waste, transportation (primary and secondary), offloading in a segregated manner at the processing site. Collection of waste/ processing of waste by bulk waste generators is also to be supervised including captive generation, collection, transportation of municipal solid waste either onsite or to the processing facility.
- The payment shall be guided by the following performance matrix detailed in the Annexure.
- Handholding training for waste processing for compost and recyclables at MRF proposed
- Assisting ULBs to produce by- products up to that standard (of FPO standard for compost and to channelise dry waste into as many fractions as possible to authorized recyclers to ensure good market value to make the entire project a sustainable one in the event the entire project be run by the ULB itself

The abovementioned broad scope of work should consider the following points in details:

- Present status of conservancy: Manpower of conservancy staff (for collection and transportation) supervisory staff, SI, Engineer in charge (ward specific and ratio of household to conservancy staff and supervisors)
- And proposed action plan to engage more of conservancy staff / supervisors keeping in mind of regular collection of segregated waste, transportation and at disposal site for processing.
- Inventory of equipments and vehicles (whether ward specific)
- And proposed action plan for further requirement, if any so that regular collection, transportation ( protocol of segregated waste from household/ bulk generators to Transfer stations and for that existing vehicles are to be customized or in the event of fresh procurement specifications has to be suggested ), disposal is taking place

- Status of land, quantum (will depend upon the volume and nature of waste generated) nature, whether NOC obtained from WBPCB and other regulatory bodies.
- Training and capacity building of conservancy staff for collection, segregation at source, transportation with segregated protocol , disposal of recyclable dry waste involving informal waste pickers, or by NULM groups, mass awareness through participatory methods ( content, schedule and mode of IEC to be suggested ward specific depending upon socio-economic status and specially in vulnerable areas like slums)
- Present financial burden and budgetary provision with regards to purchase of land or development of existing land, wherever necessary, cost of boundary wall, weigh bridge , office set up, recurring expenditure including wages of conservancy staff, fuel and operation and maintenance cost of existing fleet , water and electricity charge of present disposal site/ transfer stations, procurement cost of equipments and vehicles already in existence including depreciation value and the probable cost if more are to be prosecuted or installed or executed, source of revenue by way of Central/ State budget allocation, other sources of revenue at State or ULB level including imposition of Tipping fee ( depending upon socio-economic status and provision of subsidy , wherever needed )Polluters Pay ( as per proviso of SWM Rule and State Act amended from time to time), A comprehensive status of income and expenditure and Gap analysis vis a vis present status and a successful model for future are to be placed in the report .
- Again a model depending upon the population, nature of industry, household and other bulk generators as producer of waste, quantum and nature of wet biodegradable waste, dry non- biodegradable waste ( how much of which are recyclable and how much will go to the landfill as inert waste) , intervention of informal waste pickers ( keeping in mind of health hygiene and safety measures and dovetailing with other prevailing socio-economic development measures) business module of recyclable waste
- Suggesting some good models based on best practices prevailing in and outside State, in details with specific recommendations as to the Modus operandi so that this can be a successful model from operational and

financial perspective with the gospel of waste to wealth.

- Monitoring Mechanism from collection to transportation to disposal through GPS System.

## **TERMS AND CONDITIONS**

### A. Understanding

The Organization must understand the nature of job including the need of in-depth study and analyses of community participation and sustainability issues. The Organization should visit the Municipality before quotation, if required.

### B. Work to Be Done

The work to be done consist of performing the study as detailed in the scope of work and submit the deliverables as indicated elsewhere in the quotation documents.

### C. Compliance with Laws

The entrusted organization shall keep itself fully informed of all current national, state and municipal laws and ordinances related to this job and it shall conduct the work in compliance with all such laws and ordinances. The entrusted Organisation shall, at their own expense, obtain all necessary permits and licenses and pay all fees and taxes required by law.

### D. Equipment and manpower

All equipment and manpower necessary for the work shall have to be procured by the entrusted Organization unless otherwise specified elsewhere in these Quotation documents.

### E. Termination for Default

The Director, SUDA may, without prejudice to any other remedy or right of claim for breach of contract, by giving not less than 90 days written notice of default send to the entrusted organization, terminate the empanelment in whole or in part —

I. If the entrusted Organization materially fails to render any or all the services within the time period(s) specified in the contract or any extension thereof granted by SUDA in writing and fails to remedy its failure within a period of 15 (Fifteen) days after receipt of the default notice from SUDA.

II. If the organization in the judgment of SUDA has engaged in corrupt or fraudulent practices in competing or in executing the contract.

## Annexure - D: List of ULB's

Sl No	ULB Name	Zone	District	Sl No	ULB Name	Zone	District
1	Bolpur	III	Birbhum	25	Ashokenagar-Kalyangarh	II	N 24 Pgs
2	Balurghat	I	Dakshin Dinajpur	26	Barrackpore	II	N 24 Pgs
3	Buniadpur	I	Dakshin Dinajpur	27	Bhatpara	II	N 24 Pgs
4	Gangarampore	I	Dakshin Dinajpur	28	Bidhan Nagar MC	II	N 24 Pgs
5	Mirik	I	Darjeeling	29	Bongaon	II	N 24 Pgs
6	Kalimpong	I	Kalimpong	30	Garulia	II	N 24 Pgs
7	English Bazar	I	Malda	31	Gobardanga	II	N 24 Pgs
8	Old Malda	I	Malda	32	Habra	II	N 24 Pgs
9	Beldanga	II	Murshidabad	33	Halisahar	II	N 24 Pgs
10	Dhuliyani	II	Murshidabad	34	Kanchrapara	II	N 24 Pgs
11	Domkal	II	Murshidabad	35	Egra	III	Purba Medinipur
12	Jangipur	II	Murshidabad	36	North Barrackpore	II	N 24 Pgs
13	Kandi	II	Murshidabad	37	Chandrakona	III	Paschim Midnapore
14	Birnagar	II	Nadia	38	Ghatal	III	Paschim Midnapore
15	Chakdah	II	Nadia	39	Kharar	III	Paschim Midnapore
16	Cooper's Camp	II	Nadia	40	Khirpai	III	Paschim Midnapore
17	Gayeshpur	II	Nadia	41	Ramjibanpur	III	Paschim Midnapore
18	Haringhata	II	Nadia	42	Kalna	III	Purba Burdwan
19	Darjeeling	II	Darjeeling	43	Katwa	III	Purba Burdwan
20	Kurseong	II	Darjeeling	44	Dainhat	III	Purba Burdwan
21	Nabadwip	II	Nadia	45	Gushkara	III	Purba Burdwan
22	Ranaghat	II	Nadia	46	Memari	III	Purba Burdwan
23	Santipur	II	Nadia	47	Contai	III	Purba Medinipur
24	Taherpur	II	Nadia				

## **Annexure E: Schedule of Price**

Name of the Bidder:

Address:

### **I. Rate to be quoted for the ULB of Zone - I**

(Rate of each ward to be quoted by the bidder)

Sl No	Description of Work	Rate to be quoted for each ward without GST (A)	All taxes including GST (as applicable if reqd) to be quoted (B)	Rate as calculated for each ward including all taxes (C = A + B)
1	Awareness generation, capacity building and providing hand holding and supervisory support to the ULBs for implementing solid waste management plan as per SWM rules 2016			
Rate in Figure in Rupees :				

## II. Rate to be quoted for the ULB of Zone - II

(Rate of each ward to be quoted by the bidder)

Sl No	Description of Work	Rate to be quoted for each ward without GST (A)	All taxes including GST (as applicable if reqd) to be quoted (B)	Rate as calculated for each ward including all taxes (C = A + B)
1	Awareness generation, capacity building and providing hand holding and supervisory support to the ULBs for implementing solid waste management plan as per SWM rules 2016			
Rate in Figure in Rupees :				

### III. Rate to be quoted for the ULB of Zone - III

(Rate of each ward to be quoted by the bidder)

Sl No	Description of Work	Rate to be quoted for each ward without GST (A)	All taxes including GST (as applicable if reqd) to be quoted (B)	Rate as calculated for each ward including all taxes (C = A + B)
1	Awareness generation, capacity building and providing hand holding and supervisory support to the ULBs for implementing solid waste management plan as per SWM rules 2016			
Rate in Figure in Rupees :				

We have read the terms of reference attached with your request letter asking for financial bid and hereby submit the financial bid as above. We agree to abide by the terms and conditions as prescribed therein.

Signature & Seal

Authorized Signatory

Name:

Date:

Designation :

**Note :**

- Rate to be offered separately for Zone – I, Zone – II, Zone – III.
- The rate offered for individual zone by the agency shall be considered separately for that zone and L1 bidder shall be selected among the rate offered for that zone only.
- Based on the rates offered by L1 Bidder, the allocation of ULBs should be done by SUDA and under no circumstances more than 10 ULBs to be allotted to one agency.
- SUDA reserves the exclusive right to allot ULBs to the L1 bidder.
- SUDA shall reserves the rights to assign the remaining ULBs after negotiation to the L2 bidder at rates to be matched with L1 bidder of that particular zone.



## Annexure F: Payment Terms

Sl. No.	Activities	Payment Schedule
1	Capacity Building / Orientation at Municipal office and sensitization of Nodal Persons, Engineers, SI, Municipal Staffs, Health Workers, Transport Staffs, Nirmal Sathi, Nirmal Bondhu, etc.	5 % of total amount for each ward
2	Capacity Building / Orientation at ward level and sensitization of each household, commercial complex, slum areas, etc.	5 % of total amount for each ward
3	Putting up of Flex, Banners, Hoardings, etc for each ward as per Micro plan.	5 % of total amount for each ward
4	Segregation of Waste by each household and commercial center (Complete Segregation)	15 % of total amount for each ward
5	Transportation of segregated waste in segregated manner for each ward (Primary Transport)	20 % of total amount for each ward
6	Secondary Transportation in segregated manner	20 % of total amount for each ward
7	Submission of processing of waste at waste processing site in compliance with SWM Rule, 2016 at the end of the contract period	20 % of total amount for each ward
8	For overall supervision round the year at the end of the year, documentation of the overall activities and submission to ULB & SUDA.	10 % of total amount for each ward

Sd /-

Director, SUDA

**Disclaimer :**

The information contained in this Request for Proposal (RfP) or subsequently provided to bidder(s), whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RfP and such other terms and conditions subject to which such information is provided. This RfP is not an agreement and is neither an offer nor invitation by the State Urban Development Agency to the prospective Bidders or any other person. The purpose of this RfP is to provide interested parties with information that may be useful to them in making their key submissions, technical bid and financial bid (Bids) pursuant to this RFP. This RfP includes statements, which reflect various assumptions and assessments arrived at by the State Urban Development Agency in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RfP may not be appropriate for all persons, and it is not possible for the State Urban Development Agency, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RfP. The assumptions, assessments, statements and information contained in the Bidding Documents, especially the [Feasibility Report], may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RfP and obtain independent advice from appropriate sources. Information provided in this RfP to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The State Urban Development Agency accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. State Urban Development Agency, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust

enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RfP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RfP and any assessment, assumption, statement or information contained therein or deemed to form part of this RfP or arising in any way for participation in this Bid Stage. State Urban Development Agency also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RfP. State Urban Development Agency may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RfP. The issue of this RfP does not imply that the Authority is bound to select a Bidder or to appoint the Selected Bidder or Concessionaire, as the case may be, for the Project and the Authority reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by State Urban Development Agency or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the State Urban Development Agency shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation for submission of the Bid, regardless of the conduct or outcome of the Bidding Process.