

Murshidabad Zilla Parishad

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NOTICE INVITING eTENDER NO. 05/2018-19

NOTICE INVITING EXPRESSION OF INTEREST [EOI] FOR ENGAGING SUPPORT ORGANIZATION (SO) TO PERFORM VARIOUS IEC ACTIVITIES ON SUCCESSFUL IMPLEMENTATION OF SLRM, MHM, ODF SUSTAINABILITY(ODF-S) AND ODF PLUS (ODF-P) UNDER THE PROGRAMME OF MNB IN MURSHIDABAD DISTRICT

The Additional Executive Officer, Murshidabad Zilla Parishad, invites sealed tender of rates engagement of support organization (SO) for performing various IEC activities on successful implementation of SLRM, MHM, ODF sustainability(ODF-S) and ODF plus (ODF-P) under the programme of MNB in Murshidabad District.

Terms and reference for the work as SO conducting the various activities for implementation of SLRM, MHM, ODF(S) and ODF(+) under the programme of MNB, invites sealed tender of rates for conducting aforesaid activities in Murshidabad District.

First focus on sustainable behavior change to maintain ODF status throughout the District and second focus on awareness generation about SLRM, MHM and retrofitting of constructed toilets throughout the District for improving the overall cleanliness of the Gram Panchyats/Villages. Third capacity building of PRI functionaries, Govt. Officials, Masons, CF, other line department staff etc. for conducting the aforesaid activities.

Basic tenets of ODF at the present stage have been identified as the following:-

- All the households have access to safe and sanitary toilet facilities and no one is defecating in the open.
- All the School and Anganawadi Centers have toilet facilities and the students and teachers/staff Members in schools and children and worker in the Anganawadi centres are using toilet's facilities when they are in the institutions.
- There is no visible sign (Sight or smell) of open defecation in the villages. Overall cleanliness is maintained in the villages.

Now the District Administration of Murshidabad District has decided to enter the second phase of work for sustaining the ODF status by engaging a support organization having proven track record and wide experience in this field.

SI No.	Name of work	Amount of Earnest Money [Rs.]	Amount of Cost of Tender documents [Rs.]	Proposed timeline
1	A) Focus on sustainable behavior change to maintain ODF status throughout the District. B) Focus on awareness generation about SLRM, MHM and retrofitting of constructed toilets throughout the District for improving the overall cleanliness of the Gram Panchyats/Villages. C) Third capacity building of PRI functionaries, Govt. Officials, Masons, CF, other line department staff etc. for conducting the aforesaid activities.	100000/-	5000/-	The proposed support will follow the implementation timeline of the District administration which is expected to be about 6 months, beginning from 1st February-2019 onwards.

The documents are to be submitted in single envelop. The envelop shall contain Technical documents along with earnest money & cost of tender documents, Trade license, NGO Registration certificate of with last year renewal, PAN Card, Income tax return, evidence of experience of ODF Facilitation, Verification and Certification in at least one district of West Bengal under the programme of MNB and Financial documents along with letter head pad of the firm to be submitted. Details of tender notice and other relevant documents may be collected from the office of the Murshidabad Zilla Parishad.

Necessary Earnest Money and Cost of Tender Paper will be deposited by the bidder electronically: online – through his net banking enabled bank account, maintained at any bank or: offline – through any bank by generating NEFT/ RTGS challan from the e-tendering portal [https://etender.wb.nic.]. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name (ICICI Bank) & IFSC Code and e-Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD. Bidders eligible for exemption of EMD as per Govt. rule may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder.

1. Timeline for submission of EOI:

PARTICULAR	DATE & TIME
Date of Publication of E-NIT	24/05/19 at 6.00 pm
Document download start Date & Time	24/05/19 at 6.00 pm
Document download end Date & Time	30/05/19 at 4.00 pm
Pre-bid Meeting (Date & Time)	___/___/19 at __. __ am/pm
Bid submission start Date & Time	24/05/19 at 6.00 pm
Last date & time of on-line submission of Technical Bid and Financial Bid.	30/05/19 at 4.00 pm
Date & Time of opening of Technical Bid in the Office of the Executive Officer, Murshidabad Zilla Parishad	31/05/19 at 4.00 pm

2. Eligibility Criteria:

Sl No.	Eligibility Criteria	Supportive Documents to be produced	Weightage Point (Total Score-100)
a.	An organization carries a sound understanding of both the macro policy and institutional issues and micro operational and environmental issues in the water supply and sanitation sector from a pro-poor, gender sensitive, equitable, inclusive, sustainable, and resilient development perspective	Supportive document to be produced on working experience covering in the mentioned activities in the eligible criteria –a.	10
b.	Pioneering institutional agency in India and the Asian	Engagement letter as supportive	5

	region to undertake large scale training and capacity building initiatives in the application and use of Community Led Total Sanitation (CLTS)/Community Approaches to Sanitation (CAS) approach to create open defecation free (ODF) communities on scale.	documents for the eligible criteria mentioned –b.	
c.	Worked for a wide range of clients that include UNICEF and other reputed organization in West Bengal at least in 2 Districts and other states also.	Letter of Engagement of UNICEF as well as other state and any 2 Districts of West Bengal	10
d.	Experience in ODF sustainability and ODF+ activities including Solid and Liquid Waste Management (SLWM) / Solid and Liquid Resource Management (SLRM), menstrual hygiene management (MHM) and water supply issues. Also experience of work in more than two districts in West Bengal.	Supportive Documents for establishing experience of work as mentioned in the eligible criteria mentioned –d.	15
e.	The agency has carried out CLTS initiatives including training and capacity building programmes across different states in India directly and has trained more than 1000 people from across several districts in India from all the states in the CLTS approach as National key Resource Centre.	Supportive Documents for establishing experience of work as mentioned in the eligible criteria mentioned –e.	10
f.	The agency professionals engaged in ODF-S/ODF+ training and work on the ground has substantial linguistic diversity. CLTS professionals at the organization have proficiency in the following languages: Hindi, English and Bengali.	List of professionals with their specialty in respective field.	5
g.	The agency provide handholding support through various stages of implementation by way of supportive supervision, training need assessment, capacity building on monitoring, evaluation and learning (MEAL), to the final evaluation and project extension.	Write up on supporting fact mentioned in the eligible criteria mentioned –g.	5
h.	The agency has produced several documentary films both in development and the field of literature with the help of in-house team of filmmaker, editor and camera person.	Two such developed documentary film on their experience of field	10
i.	The agency should have an in-house team of domain experts and the consultants on its panel contribute to script writing and developing the storyline and specializes in training and educative videos also	List of professionals with their specialty in respective field mentioned in the eligible criteria mentioned –i.	5
j.	Power Point Presentation on Various IEC activities on successful implementation of SLRM, MHM, ODF SUSTAINABILITY(ODF-S) AND ODF PLUS (ODF-P) UNDER THE PROGRAMME OF MNB	Key resource person of the proposed support organization will make a Power Point presentation before the District Administration of Murshidabad about their organization and their conducted activities in mentioned field.	25

3. **Important Instructions:**

Bid Document	Bid Document is available in the e-Tendering portal of Govt. of West Bengal, http://wbtenders.gov.in . Bidders who have registered with National Informatics Centre (NIC) can participate in the tender. Interested bidders shall register with NIC in advance.
Technical Bid Evaluation	The technical bid will be evaluated by the tender evaluation committee chaired by Addl. Executive Officer, Zilla Parishad. Bidders shall produce hard copies of the requisite documents during evaluation for the technical bid. Originals shall be shown for verification by the bidders within stipulated time to be notified in the tender. Only the technically qualified bidders can advance for Financial bid.
E-Tender registration and bidding	ONLINE BIDS: The bidders interested to submit the bid Online shall get registered and get a digital signature as per the procedure described below:

	<ul style="list-style-type: none"> • Agencies/Bidders who are interested in participating e-tenders are requested to contact the representatives of NIC for registration, computer setting and clarification on e-tendering. • Online Tenders can be submitted by logging in the e-Tendering portal of Govt. of West Bengal i.e. http://wbtenders.gov.in. • ONLINE BID SUBMISSION: The Bidders are required to submit the Technical and Financial Bid documents ONLINE i.e. uploading of the documents complete in all respect by following the Online Bid submission procedure.
<p>Important Instructions</p>	<ul style="list-style-type: none"> • Names of the technically qualified bidders as per the bid criteria after verification with original & evaluation will be displayed in the e-portal, this office notice board and official website by the tender evaluation committee. • The financial bid documents of the technically qualified bidders will only be opened. • List of Financial comparison chart of bidders will be published on the next day after opening. Executive Officer, Zilla Parishad Murshidabad reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reasons whatsoever. • All duties, taxes, royalties, cess, including 1% cess under W.B. Building and other Construction Workers (Regulation of Employments & Condition of Service) Act, 1996], toll, taxes and other levies payable by the Contractor under the Contract to the State / Central Government for any other cause, shall be included in the rates, prices and total Bid price submitted by the bidder.

4. Contents to be covered during their activities

1. Sensitization of District / Block / GP officials and PRI functionaries about SLRM, MHM and retrofitting of constructed toilets throughout the District for improving the overall cleanliness of the Gram Panchyats/Villages.
2. GP wise formulation of Plan for assessment of Nos. of constructed toilets needs to be upgraded / retrofitting.
3. Extending support for conversion of un-hygienic toilets into hygienic as a part of retrofitting of toilets.
4. Organizing training of Masons for retrofitting of toilets / emptied of use leach pit in poor flashed toilets.
5. Help in preparation of DPR (GP wise) for implementing SLRM Scheme.
6. Need assessment for setting up of vending machine & incinerator at adulation Girls / Co-ed Schools throughout the District.
7. Promotion of Napkin production through SHG Clusters / Federation at each Block.
8. Orient the Villagers/Households regarding activities to be performed fit for ODF(S) status.
9. Orientation of children of School/ICDS/SSK/MSK/HS/Madrasha/ etc on health hygiene issues.
10. Help in preparation of DPR (GP wise) and drainage plan for effectively management of Liquid waste .
11. Provide feedback to the local administration including district administration on the status of carried out above mentioned activities.
12. Provide facilitative support to the local functionaries in spearheading intensive behavior change communication to ensure access to and usage of toilets, effectively management on Solid & Liquid Waste and Menstrual Hygiene by the household and members.
13. Developed all the data collection instruments, checklist format and tabulation plan and finalize it in consultation with Department.
14. Undertake the activities taking into consideration the process followed/adopted in the district and state.
15. Case studies and photograph in HD resolution.

Special Terms & Condition:

- a. Bid Validity- 90 days.
- b. Year of contract- 6 month.

- c. In case of any day meant for the tender appears to be an unscheduled holyday, next working day will be treated as scheduled/prescribed day for the same purpose.
- d. No pre-conditional tender will be accepted.
- e. The successful tenderer will have to execute an agreement with non-judicial stamp paper worth Rs.10/- (minimum) as per norms.
- f. The authority of Murshidabad Zilla Parishad reserve the right to accept or reject in part or full offer without assigning any reason.
- g. All the relevant document are to be produced in original to this office as and when asked for.
- h. Any concealment of fact will be seriously viewed and all tender paper submitted by the agency will be treated as informal and his/her earnest money will be forfeited.
- i. All participating tenderer are requested to remain present at the time of opening of technical bid.
- j. The unsuccessful tenderer will be refunded their earnest money on application after fifteen days from opening of financial bid & successful tenderer shall refund his / her earnest money after completion of the whole work.

5. Schedule of Payment

Installment	Percentage of total cost	Output Parameter
I	20%	On signing of an agreement between the Zilla Parishad and selected organization an amount of 20 % of the total costs, As mobilization advance.
II	30%	On completion of all activities under scope of work A, an amount of 30 % of the total costs, amounting to INR. to be paid.
III	30%	On completion of all activities under scope of work B
IV	20%	On completion of all activities under scope of work C

Addl. Executive Officer
Zilla Parishad, Murshidabad

Memo No. 1648/1(25)/ZP

Dated: 22/05/2019

Copy of Tender notice forwarded for favour of information with request to kindly display in his Notice Board for giving wide publicity to the :-

1. Sabhadhipati, Murshidabad Zilla Parishad.
2. District Magistrate, Murshidabad & Executive Officer, Murshidabad Zilla Parishad
3. Sahakari Sabhadhipati, Murshidabad Zilla Parishad.
4. Secretary, Murshidabad Zilla Parishad.
- 5-6. District Engineer/ Executive Engineer, WBSRDA, Msd. Divn. / Jangipur Divn., MZP.
7. Finance Controller & Chief Accounts Officer, Murshidabad Zilla Parishad.
8. Karmadhakshya, Purta-Karya-O-Paribahan Sthayee Samity, Msd Zilla Parishad.
- 9-14. Member, Tender Selection & Purchase Committee, Murshidabad Zilla Parishad.
- 15-23. All Karmadhakshya, Murshidabad Zilla Parishad.
24. Adhyaksha, District Council, Murshidabad Zilla Parishad.
25. District Co-Ordinator, MNB, Murshidabad Zilla Parishad.

Sd/-
Addl. Executive Officer
Zilla Parishad, Murshidabad

Memo No. 1648/2(32)/ZP

Dated: 22/05/2019

Copy of Tender forwarded for favour of information with request to kindly display in his Notice Board for giving wide publicity to the:

- 1-5. Sub-Divisional Officer, Sadar / Domkal / Lalbagh / Kandi / Jangipur, Murshidabad.
- 6-31. Executive Officer, All Panchayat Samities of Murshidabad District.
32. DIO/DIA, NIC, Collectorate Building, Murshidabad with a request to publish the notice in the District Website.

Sd/-
Addl. Executive Officer
Zilla Parishad, Murshidabad