

OFFICE OF THE MUNICIPALITY, PATTAMUNDAI

Expression of Interest (EOI)

for Management of Wealth Centre at Kasananta by Mission Shakti Group

EOI No- 2349 Date: 18-07-2023

Pattamundai Municipality, invites Expression of Interest in sealed cover from interested Mission Shakti SHGs to be engaged for managing Wealth Centre located at Kasananta, for the Year 2023-24, 2024-25 and 2025-26. The sealed Expression of Interest should be submitted to the address of respective ULBs on or before 5pm of 31/07/2023 by registered/speed post or may be dropped in the Tender Box

The Technical Bid will be opened on date 01/08/2023 at 12.00 noon in the conference hall of ULB. The sealed envelope should be superscripted with "EOI for Management of Wealth centre by Mission Shakti Groups". The detailed terms and conditions of the Expression of Interest is available in website "www.kendrapara.nic.in".

Executive Officer

Pattamundai Municipality

Memo No. 2350 Date 18-07-2023

Copy submitted to the Collector-cum-DM, Kendrapara for favour of kind information.

Executive Officer

Pattamundai Municipality

Memo No. 2351 Date 18-07-2023

Copy submitted to the P.D., DUDA, Kendrapara for favour of kind information.

Executive Officer

Pattamundai Municipality

Memo No. 2352 Date 18-07-2023

Copy submitted to the Chairperson/ Vice-Chairperson/ All Councillors, Municipality Kendrapara for kind information.

Executive Officer

Pattamundai Municipality

Memo No. 2353 Date 18-07-2023

Copy submitted to the D.I.O., NIC, Kendrapara for favour of kind information with a request to upload the advertisement in district website at the earliest.

[Signature]
Executive Officer
Pattamundai Municipality
17/7/23
17-7-23

Memo No. 2354 Date 16-07-23

Copy submitted to the CDPO, ICDS, Kendrapara for information and necessary action.

[Signature]
Executive Officer
Pattamundai Municipality
17/7/23
17-7-23

Memo No. 2355 Date 16-07-23

Copy submitted to the I & PR Department, Bhubaneswar, Odisha for kind information and request to publish the notice in one Odia daily newspaper for one day for publication and submit the bill for payment.

[Signature]
Executive Officer
Pattamundai Municipality
17/7/23
17-7-23

Memo No. 2356 Date 16-07-23

Copy to C.O./CMM, Municipality Kendrapara for information and they are directed to make it wide publicity among the MSGs.

[Signature]
Executive Officer
Pattamundai Municipality
17/7/23
17-7-23

Memo No. 2357 Date 16-07-23

Copy to all ward officer, Municipality Kendrapara for information and they are directed to make it wide publicity among the MSGs.

[Signature]
Executive Officer
Pattamundai Municipality
17/7/23
17-7-23

Memo No. 2358 Date 16-07-23

Copy to the office notice board for wide circulation and information of all concerned.

[Signature]
Executive Officer
Pattamundai Municipality
17/7/23
17-7-23

TERMS AND REFERENCE

for Management of Wealth centre at Kasananta by Mission Shakti

Wealth centres are performing the key role in waste management and operationalised of Solid Waste Management rules 2016. The Government in Housing and Urban Development Department has decided to transform all Wealth centre across Urban Local Bodies (ULBs) and the same will be managed by the Mission Shakti SHGs. In this connection, "Expression of Interest" is invited from interested Mission Shakti Groups as per the following terms.

1. The last date for submission of the Expression of Interest (EOI) is on 31/07/2023 upto 5.00 P.M. and the technical bid will be opened on 01/08/2023 at 12.00 Noon in the conference hall of Pattamundai Municipality.
2. The interested Mission Shakti SHGs may download the EOI documents including formats of Technical Bid from the Kendrapara District website <https://kendrapara.nic.in>
3. The EOI will be valid up to 5pm of 31/07/2023.
4. The authorized representative of the bidding Mission Shakti SHG will be present at the time of opening of the EOI. In case of absence of the bidders or their representative, the Committee has the right to open the EOI.
5. The Mission Shakti Group/SHGs who are interested to apply in the above EOI should visit our wealth centre located at Matiapal and observe collect data on operation of wealth and role of MSGs in operation of wealth centre and submit undertaking in annexure -1 for agree to operate wealth centre (any help in this regard they may contact Kishore Ch. Sahoo, Sanitation Intern(7381586630)
6. The bids will be evaluated on the basis of criteria such as Declaration regarding willingness to operate wealth centre(Annexure-1), year of Group Formation, 6 Six Month resolution copy, copy of Bank passbook, member details(Annexure-2) the findings of committee will be final and binding. The same cannot be challenged at any forum thereafter. Intending bidder will have to submit under taking in this regard.
7. The ULB with its representative the Executive Officer reserves the right to reject the bid quoted by Mission Shakti SHG, if not satisfied with concerned Mission Shakti SHG s' credibility and past performance record.
8. No communication shall be entertained over telephone, Fax, email or in person questioning the decision of the committee.
9. Any dispute arises over the quality of the service will be verified by the designated officials of ULB.

10. There should not be any precondition of advance payment or time limit, what so ever. The bid submitted will be taken as absolute without any precondition

11. The Mission Shakti SHG will be empanelled for Three subsequent year for management of the Wealth centre. The contract extension may be happening on the basis of satisfactory services and an evaluation report by the ULB

12. An undertaking in a Rs.10/- non-judicial stamp paper stating the following must be attached with the bid.

- Our Mission Shakti SHG (name of the Mission Shakti SHG) belongs to the respective Municipality ward No. -----.
- All the members of our Mission Shakti SHG are following the Panchasutra.
- (The name of the Mission Shakti SHG or member) is not in default on a loan obtained from a bank or a non-bank financial institution (NBFI).
- If we (name of the Mission Shakti SHG) fail to deliver our responsibility or deliverables during the contract period after selection, we will be terminate that SHG without assign any reason thereof.
- We (the name and address of the Mission Shakti SHG have not been blacklisted in any previous assignment.
- We will abide by the terms of the Memorandum of Understanding (MOU) between the ULB and the group.

13. Only the qualifying Mission Shakti SHGs will be considered for the said assignment.

14. Eligibility criteria for Mission Shakti SHGs

SL No	Parameter
1.	Group Formation (must be formed on or before 17-07-2022)
2.	Group Management (Strictly adhering to Panchasutra (Regular Meetings, Regular Savings, Regular Internal Lending, Regular Repayment, Regular Record Keeping) 6month resolution copy must enclosed)
3.	Submit declaration regarding agreed work to operate wealth centres (Annexure – 1)
4.	Member contact details Annexure 2
5.	Copy of Bank Passbook of SHG

15. Terms of Engagement

- a) The engagement of Mission Shakti SHG is purely on voluntary basis with incentive as decided by govt.
- b) The ULB will sign an MoU with the selected Mission Shakti SHG with detailed terms of reference.
- c) The period of engagements of Mission Shakti SHG is particularly for the period mentioned in the MOU.
- d) Mission Shakti SHG members cannot claim to be an employee or permanent staff of the Wealth Centre.

- e) The selected Mission Shakti SHG s will be thoroughly trained on the functioning of Wealth centre and their duties and responsibilities.

16. Role and responsibility of Mission Shakti SHG assigned to manage Wealth centre (Kasananta Wealth Centre)

The Mission Shakti SHG will be responsible for the day-to-day functioning of Wealth centre.

- a) One of its members will be engaged as the In charge of Wealth centre, she will coordinate managerial activities of the MCC & MRF to ensure performance is at optimum level and she must be 10th Pass or Higher with Computer Knowledge.
- b) Four members (Swachh Karmi) performing activities in processing wet waste under the control & supervision of wealth centre In Charge.
- c) Five Member (Swachh Karmi) performing activities in segregating(sorting) dry waste (Recyclables /Non-recyclables) under the control & supervision of Wealth Centre In Charge.
- d) One of Watchman-cum-Gardner Watch and word of the wealth centre, taking up plantation and its upkeeping.

17. Eligibility criteria for Wealth centre

- The Wealth centre In-charge must have an educational qualification must be 10th pass or higher (member with higher qualification will be given preference)
- Proficiency in computer operation for wealth centre In-Charge only.
- Member must be an active member of a Mission Shakti SHG.
- Member must have active bank account, PAN card and Aadhaar number of all members.
- Must not have defaulted repayment to any loan taken from Group or personally
- Must not have any criminal case against the member.

18. Duties and Responsibilities of Ward Coordinator

- a) All swchh karmi must be work 8 hours per day.
- b) They will do their duty by the instruction of Executive Officer/Nodal Officer SBM/Sanitation Expert/Sanitation intern or Wealth centre In-charge .
- c) Any other duty assigned by the Government from time to time

19. Incentives and payments

- a) A monthly incentive will be paid of every member as per labour department act.
- b) For any additional work, no additional payment is to be made.

Which MSGs are not eligible to submit Expression of Interest (EOI)

- Mission Shakti Groups already engaged in activities such as Ward Cordinator, Aahaar, SeTP, Chhatua Production, management of wealth centre etc. are not eligible to apply.

Expression of Interest (EOI)
for Management of Wealth centre by Mission Shakti Groups

Technical Bid

SL No	Item	Details
1.	Name of the Mission Shakti SHG	
	Name of Group President and Contact Number	
	Name of Group Secretary and Contact Number	
	Communication Address	
2.	Documents to be furnished	
	i. Bank Passbook front page photocopy	
	ii. PAN Card photocopy (attested)	
	iii. Resolution copies of group meeting for last 6 months.	
3.	<p>An undertaking in a Rs.10/- Non-Judicial stamp paper stating the following has to be attached with the technical bid:</p> <ul style="list-style-type: none"> ➤ Our Mission Shakti SHG (name of the Mission Shakti SHG) belongs to the respective Municipality ward No. ----- ➤ All the members of our Mission Shakti SHG are following the Panchasutra. ➤ (The name of the Mission Shakti SHG or member) is not in default on a loan obtained from a bank or a non-bank financial institution (NBFI). ➤ If we (name of the Mission Shakti SHG) fail to deliver our responsibility or deliverables during the contract period after selection, we will be terminate that SHG without assign any reason thereof. ➤ We (the name and address of the Mission Shakti SHG have not been blacklisted in any previous assignment. ➤ We will abide by the terms of the Memorandum of Understanding (MOU) between the ULB and the group. ➤ We will abide by the terms of the Memorandum of Understanding (MOU) between the ULB and the group ➤ Must submit undertaking regarding . 	

Annexure-B : Group Profile

Name of the MSG
registration number

Group detail:



Month – Year of Registration



No of members



Are they enrolled with ALF?

 

Type of Group



Ward



Are they registered at CLC?

 

Bank Account Opened



Name of Bank



RF Received

 

Does SHG member have Business/Enterprise?



What is the enterprise of the SHG member?



Has SHG member taken Loan for business enterprise under SEP?

 

Have they signed any MOU/contract with ULB?



Have they received Skill Training?

Member detail

SL No	Name of Member	Designation In the Group	Educational Qualification	Contact No
1	2	3	4	5
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

UNDERTAKING

We do here by submit undertaking that, we have visited the Wealth Centre located at Matiapal and observed the detailed work done by O&M SHG.

We do here by agreed to execute the O&M of the Wealth Centre and we have no objection to work at Wealth Centre.

Signature of the President, SHG

Signature of Secretary, SHG