

MEMO : SUDA-340/2019/3637

Date: 24.05.2019

## **Notice Inviting Expression of Interest (Eoi)**

**EMPANELMENT OF EXPERIENCED ORGANISATIONS FOR  
SCIENTIFIC MICRO-PLANNING AND ASSESEMENT ON SOLID WASTE  
MANAGEMENT AS PER SWM RULES 2016 FOR ULBs IN WEST BENGAL**

**State Urban Development Agency  
Urban Development & Municipal Affairs Department  
Government of West Bengal  
May, 2019**

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## **Section 1 – Letter of Invitation**

**MEMO : SUDA-340/2019/3637**

**Date: 24.05.2019**

### **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 **Expression of Interest** from reputed, resourceful, experienced and eligible organizations having adequate competence in preparation of a micro-plan for proper management and scientific disposal of solid wastes in urban areas of the State of West Bengal in terms of provisions laid down in MSW Rules – 2016.
2. The empanelled organization will provide assistance to the Urban Local Bodies in the State for developing a city-wide concept plan cum action plan based on a review of previous plan, interventions and documents of respective departments, for proper management and scientific disposal of solid wastes and handholding support as well for successful implementation of the plan in field.
3. The concept plan cum action plan will include vision and mission of the urban local body for waste management, identification of key challenges, situation analysis and strategic action points for effective disposal of waste.
4. The empanelment will be made for 125 ULBs of the State.
5. SUDA, after technical evaluation, will publish a zone/district wise list of empanelled organizations based on the option exercised by the organization.
6. The organizations will be empanelled initially for 1 year which may be further extended for maximum next 2 years on the basis of project requirement.
7. All information contained in this package should be treated as confidential.
8. Empanelment of experienced organizations will be finalized based on technical experience as submitted in response to this Eol and presentation called for by SUDA. This office will notify date of presentation in due course.
9. Instructions to organizations/institutes (including Data Sheet), **see Annexure A**
10. Technical Proposal, organization profile, **see Annexure B**
11. Terms of Reference (ToR), **see Annexure C**
12. List of ULBs **Annexure D**
13. Distribution of Zones **Annexure E**

Director, SUDA & Mission Director MNB(urban) reserves the right to accept or reject any or all Expression of Interest without incurring any obligation to inform the affected applicant/s.

**Director,SUDA &  
Mission Director (Mission Nirmal Bangla)**

**KEY DATES**

<b>EOI Title:</b>	EMPANELMENT OF EXPERIENCED ORGANISATIONS FOR SCIENTIFIC MICRO-PLANNING AND ASSESEMENT OF SOLID WASTE MANAGEMENT AS PER SWM RULES 2016 FOR DIFFERENT ULBS IN WEST BENGAL
<b>Date of Issue:</b>	24.05.2019
<b>Date of pre-bid meeting</b>	04.06.2019 at 3.00 P.M. in the Conference Hall of SUDA
<b>Last Date &amp; Time For Submission of EOI</b>	20.06.2019 by 3:00 PM
<b>Interaction &amp; Presentation</b>	Date to be notified later
<b>Cost of Application (Non-Refundable)</b>	Interested Organisations will have to submit their proposal along with a non-refundable Demand Draft of Rs.5,000/- (Rupees Five thousand only) drawn in favour of STATE URBAN DEVELOPMENT AGENCY, payable at Kolkata, towards the cost of EOI document. No liability will be accepted for incomplete applications. Any proposal submitted without the cost of application will be summarily rejected.
<b>Address For Submission of EOI</b>	Drop Box at State Urban Development Agency, ILGUS Bhawan, HC Block, Sector-III, Salt Lake City , Kolkata-700106
	For any query, send email to <a href="mailto:sbm.wbsuda@gmail.com">sbm.wbsuda@gmail.com</a> or contact Mr Amitava Das, Dy Director, SUDA, (Mobile No. 70010 40645) or Dr Sujay Mitra, Chief Manager(Planning & Monitoring), SUDA (Mobile no 94333 69666)

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

### **1 Introduction**

- 1.1 The interested Organizations are invited to submit Expression of Interest for preparation of a micro-plan for proper management and scientific disposal of solid wastes in urban areas of the State of West Bengal in terms of provisions laid down in MSW Rules – 2016.
- 1.2 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 organisation.
- 1.3 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 for scientific micro-planning and assessment of solid waste management as per SWM Rules, 2016 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 March 2019. 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 undertaking planning including execution mechanism (assessment/DPR/feasibility report/handholding support) 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 EoI. Credential Certificate in the form of Work Order/Agreement/Completion Certificate is to be submitted.
- c) The audited Balance Sheet of the organization for last three financial years (2015-16, 2016-17 & 2017-18) is required to be submitted.
- d) The average Annual Turnover should be a Minimum of Rs.25 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**

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

**6. Format and signing of proposals**

- 6.1 The **Proposal shall be submitted in specified technical formats available in EoI .**
- 6.2 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 Organisation. The proposal shall contain an authorization favoring the person signing the proposal in the form of a notarised power of attorney alongwith applicable board resolution, if any.
- 6.3 Any interlineations, erasures, or overwriting shall be valid only if signed or initialed by the person signing the Request.
- 6.4 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 for micro-planning and assessment of solid waste management in ULBs in West Bengal."
- 6.5 The sealed envelope should be dropped at the Drop Box positioned at the Ground Floor of SUDA.

**7. Technical Proposal (see Annexure B)**

The Technical Proposal should contain the following documents:

- a. Technical Form 1: Covering Letter
- b. Technical Form 2: Details of the Organization

- c. Technical Form 3: Experience Profile
  - d. Technical Form 4: Details of Qualified Manpower
  - e. Technical Form 5: CA Certificate pertaining to Annual Turnover for last 3 Financial Years
  - f. Technical Form 6: Statement of Legal Capacity
  - g. Technical Form 7: Statement of Legal Indictment
  - h. Technical Form 8: Format of Power of Attorney
  - i. 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 (2015-16, 2016-17 & 2017-18), 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.
  - j. A Declaration regarding Understanding of the TOR within the ambit of Scope of Work.
  - k. A detailed Work Plan alongwith 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:**
- 9.1 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 Evaluation of Proposal**
- 10.1 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 Eol document.
- 10.2 The selection for the empanelment would be done by a selection committee constituted by the 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.
- 10.3 On getting proposals from prospective organizations SUDA will assemble all the proposals for a preliminary scrutiny.
- 10.4 After scrutiny the shortlisted organizations will be invited for having an interactive meeting and presentation before the selection committee.
- 10.5 Final selection will be made on the basis of the marks obtained by the organization. The qualifying marks for selection is 60% of the total marks.
- 11 Finalization of Empanelment:**
- 11.1 SUDA will notify the list of empanelment through its Website [www.wbdma.gov.in](http://www.wbdma.gov.in) and notification through individual e-mail will be sent to the empanelled organization.

The empanelled organizations have to submit an acknowledgement to SUDA within 15 days from the date of receipt of the communication. The Organisations will be empanelled initially for the **1 year**, which may be extended further for a period of 2 years on the basis of the project requirement and as may be determined by SUDA.

- 11.2 ULBs willing to undertake waste management initiatives within its jurisdiction, may draw up this panel and may request financial proposals from these empanelled organizations for engagement at ULB level through limited tender.
- 11.3 The template RFP may be provided by SUDA for the use of ULBs for limited tendering process and engagement at ULB level will be done based on applicable rules and guidelines.
- 11.4 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.

## 12. 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 EOI and any presentation called for by SUDA. This office will notify date of presentation , if any
3	<b>The proposal should be addressed to:</b> Director ,SUDA , ILGUS Bhawan, HC Block, Sector III Salt lake, Kolkata
4	The Organisation must submit all technical proposals in original.
5	<b>EOI Cost: Organisations</b> are requested to pay a non-refundable EOI cost of Rs.5,000/-(Rupees. Five Thousands only). The RFP 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,” payable at Kolkata</b> . Bids that are not accompanied by the above EOI cost shall be rejected by as non-responsive.
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.

## 13. Proposals Evaluation Methodology:

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

SI No	Parameter	Maximum Marks allotted
<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” i. 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 for the last 3 Financial Years (2015-16, 2016-17 & 2017-18) from Consultancy Services	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** : Planning (assessment/DPR/feasibility report) for development of scientific solid waste management process in any ULB

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

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

**Technical Form - 1**

**I. 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 Consultants for scientific micro-planning and assessment of Solid Waste Management as per SWM rules ,2016 for different ULBs in West Bengal for Zone:.....**

Madam,

This is with reference to the EOI issued vide Memo No. SUDA-340/2019/3637 dated 24.05.2019 inviting proposal **for empanelment of experienced Organizations for scientific micro-planning and assessment of Solid Waste Management as per SWM rules, 2016 for different ULBs in West Bengal** As specified in the EOI 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 Organisation), 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 EOI**

Authorized      Signatory

Date of Submission

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

**Technical Form – 2**

**Details of the Organisation (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
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

(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:	

*EoI for Empanelment of Micro-Planning organization for solid waste management in W.B.*

**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.

	2015-16 (Rs. In Lakh)	2016-17 (Rs. In Lakh)	2017-18 (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 Organizations for scientific micro-planning and assessment of Solid Waste Management as per SWM rules ,2016 for different ULBs in West Bengal**

Madam,

This is with reference to the advertisement issued vide Memo no. SUDA- 340/2019/3637 dated 24.05.2019 inviting proposal **proposal for empanelment of experienced Consultants for scientific micro-planning and assessment of Solid Waste Management as per SWM rules ,2016 for 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,

Authorised Signatory  
For and on behalf of (Name of the Organisation)

*\*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

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 Organisation 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:

**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 ORGANISATIONS FOR SCIENTIFIC MICRO-PLANNING AND ASSESEMENT OF SOLID WASTE MANAGEMENT AS PER SWM RULES 2016 FOR 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 \_\_\_\_\_, 2019.

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*

**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

Madam,

In response to this Eol 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 Eol 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 Organisation:

Authorized Signatory:

Seal of the Organization:

Date:

Place:

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

### **Terms of Reference (ToR) for Empanelment for Scientific micro-planning and assessment of solid waste management as per SWM Rules '2016 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 prepare a Detailed Project Report for effective implementation of SWM 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 abovementioned broad scope of work should consider the following points in details:

1. 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)
2. 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.
3. Inventory of equipments and vehicles ( whether ward specific)
4. 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
5. Status of land, quantum (will depend upon the volume and nature of waste generated) nature, whether NOC obtained from WBPCB and other regulatory bodies.
6. 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)
7. 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 .
8. 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

9. Suggesting some good models based on best practices prevailing in and out side 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.
10. Monitoring Mechanism from collection to transportation to disposal through GPS System.

## TERMS AND CONDITIONS

### 1.0 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 Organisation should visit the Municipality before quotation, if required.

### 2.0 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.

### 3.0 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.

### 5.0 Equipment and manpower

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

### 6.0 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 organisation, terminate the empanelment in whole or in part —

- a. If the entrusted Organisation 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 30(thirty) days after receipt of the default notice from SUDA.
- b. If the organization in the judgment of SUDA has engaged in corrupt or fraudulent practices in competing or in executing the contract.

.Sd /-

Director, SUDA

**Annexure - D: List of ULB's**

Sl. No.	Name of ULB	District
1	Alipurduar Municipality	Alipurduar
2	Mal Municipality	Alipurduar
3	Bankura Municipality	Bankura
4	Bishnupur Municipality	Bankura
5	Sonamukhi Municipality	Bankura
6	Bolpur Municipality	Birbhum
7	Dubrajpur Municipality	Birbhum
8	Nalhati Municipality	Birbhum
9	Rampurhat Municipality	Birbhum
10	Sainthia Municipality	Birbhum
11	Suri Municipality	Birbhum
12	Cooch Behar Municipality	Cooch Behar
13	Dinhata Municipality	Cooch Behar
14	Haldibari Municipality	Cooch Behar
15	Mathabhanga Municipality	Cooch Behar
16	Mekliganj Municipality	Cooch Behar
17	Tufanganj Municipality	Cooch Behar
18	Balurghat Municipality	Dakshin Dinajpur
19	Buniyadpur Municipality	Dakshin Dinajpur
20	Gangarampore Municipality	Dakshin Dinajpur
21	Darjeeling Municipality	Darjeeling
22	Kurseong Municipality	Darjeeling
23	Mirik Notified Area Authority	Darjeeling
24	Siliguri Municipal Corporation	Darjeeling
25	Arambagh Municipality	Hooghly
26	Baidyabati Municipality	Hooghly
27	Bansberia Municipality	Hooghly
28	Bhadreswar Municipality	Hooghly
29	Champdany Municipality	Hooghly
30	Chandannagar Municipal Corporation	Hooghly
31	Dankuni Municipality	Hooghly
32	Hooghly Chinsurah Municipality	Hooghly
33	Konnagar Municipality	Hooghly
34	Rishra Municipality	Hooghly
35	Serampore Municipality	Hooghly
36	Tarakeswar Municipality	Hooghly
37	Uttarpara-Kotrung Municipality	Hooghly
38	Howrah Municipal Corporation	Howrah
39	Uluberia Municipality	Howrah
40	Dhupguri Municipality	Jalpaiguri
41	Jalpaiguri Municipality	Jalpaiguri
42	Jhargram Municipality	Jhargram
43	Kalimpong Municipality	Kalimpong

<b>Sl. No.</b>	<b>Name of ULB</b>	<b>District</b>
44	Kolkata Municipal Corporation	Kolkata
45	English Bazar Municipality	Malda
46	Old Malda Municipality	Malda
47	Beldanga Municipality	Murshidabad
48	Berhampore Municipality	Murshidabad
49	Dhulian Municipality	Murshidabad
50	Domkal	Murshidabad
51	Jangipore Municipality	Murshidabad
52	Jiaganj Azimganj Municipality	Murshidabad
53	Kandi Municipality	Murshidabad
54	Murshidabad Municipality	Murshidabad
55	Birnagar Municipality	Nadia
56	Chakdah Municipality	Nadia
57	Coopers' Camp Notified Area	Nadia
58	Gayeshpur Municipality	Nadia
59	Haringhata Municipality	Nadia
60	Kalyani Municipality	Nadia
61	Krishnagar Municipality	Nadia
62	Nabadwip Municipality	Nadia
63	Ranaghat Municipality	Nadia
64	Santipur Municipality	Nadia
65	Taherpur Notified Area	Nadia
66	Ashokenagar-Kalyangarh Municipality	North 24 Parganas
67	Baduria Municipality	North 24 Parganas
68	Baranagar Municipality	North 24 Parganas
69	Barasat Municipality	North 24 Parganas
70	Barrackpore Municipality	North 24 Parganas
71	Basirhat Municipality	North 24 Parganas
72	Bhatpara Municipality	North 24 Parganas
73	Bidhan Nagar Municipal Corporation	North 24 Parganas
74	Bongaon Municipality	North 24 Parganas
75	Dum Dum Municipality	North 24 Parganas
76	Garulia Municipality	North 24 Parganas
77	Gobardanga Municipality	North 24 Parganas
78	Habra Municipality	North 24 Parganas
79	Halisahar Municipality	North 24 Parganas
80	Kamarhati Municipality	North 24 Parganas
81	Kanchrapara Municipality	North 24 Parganas
82	Khardah Municipality	North 24 Parganas
83	Madhyamgram Municipality	North 24 Parganas
84	Naihati Municipality	North 24 Parganas
85	New Barrackpore Municipality	North 24 Parganas
86	North Barrackpore Municipality	North 24 Parganas
87	North Dum Dum Municipality	North 24 Parganas
88	Panihati Municipality	North 24 Parganas
89	South Dum Dum Municipality	North 24 Parganas
90	Taki Municipality	North 24 Parganas

<b>Sl. No.</b>	<b>Name of ULB</b>	<b>District</b>
91	Titagarh Municipality	North 24 Parganas
92	Asansol Municipal Corporation	Paschim Burdwan
93	Durgapur Municipal Corporation	Paschim Burdwan
94	Chandrakona Municipality	Paschim Midnapore
95	Ghatal Municipality	Paschim Midnapore
96	Kharagpur Municipality	Paschim Midnapore
97	Kharar Municipality	Paschim Midnapore
98	Khirpai Municipality	Paschim Midnapore
99	Midnapore Municipality	Paschim Midnapore
100	Ramjibanpur Municipality	Paschim Midnapore
101	Burdwan Municipality	Purba Burdwan
102	Dainhat Municipality	Purba Burdwan
103	Gushkara Municipality	Purba Burdwan
104	Kalna Municipality	Purba Burdwan
105	Katwa Municipality	Purba Burdwan
106	Memari Municipality	Purba Burdwan
107	Contai Municipality	Purba Midnapore
108	Egra Municipality	Purba Midnapore
109	Haldia Municipality	Purba Midnapore
110	Panskura Municipality	Purba Midnapore
111	Tamluk Municipality	Purba Midnapore
112	Jhalda Municipality	Purulia
113	Purulia Municipality	Purulia
114	Raghunathpur Municipality	Purulia
115	Baruipur Municipality	South 24 Parganas
116	Budge Budge Municipality	South 24 Parganas
117	Diamond-Harbour Municipality	South 24 Parganas
118	Joynagar-Mazilpur Municipality	South 24 Parganas
119	Maheshtala Municipality	South 24 Parganas
120	Pujali Municipality	South 24 Parganas
121	Rajpur-Sonarapur Municipality	South 24 Parganas
122	Dalkhola Municipality	Uttar Dinajpur
123	Islampore Municipality	Uttar Dinajpur
124	Kaliaganj Municipality	Uttar Dinajpur
125	Raiganj Municipality	Uttar Dinajpur

### **Annexure - E: Distribution of Zones**

**Zone-1:Northern Zone:** Coochbehar (6 ULBs); Alipurduar (1 ULB); Jalpaiguri (3 ULBs); Darjeeling (4 ULBs); Kalimpong (1 ULB); Dakshin Dinajpur (3 ULBs); Uttardinajpur (4 ULBs); Malda ( 2 ULBs).

**Zone-2:Southern Zone:** North 24 Parganas (26 ULBs); South 24 Parganas (7 ULBs); Howrah (2 ULBs); Hooghly (13 ULBs); Murshidabad (8 ULBs); Nadia (11 ULBs); Kolkata (1 ULB); Newtown Kolkata Development Authority; Nabadiganta Industrial Township Authority.

**Zone-3:Western Zone:** Purulia (3 ULBs); Bankura (3 ULBs); Paschim Bardhaman (2 ULBs); Purba Bardhaman (6ULBs); Birbhum (6 ULBs); Paschim Medinipur (7 ULBs); Purba Medinipur ( 5 ULBs), Jhargram (1 ULB).

**The organization having competency to work in all zones may apply for all zones.**