



BERHAMPUR MUNICIPAL CORPORATION

EXPRESSION OF INTEREST

No. 3792

Date : 18.03.23

The Commissioner, Berhampur Municipal Corporation invites Expression of Interest from Mission Shakti Groups (MSG) i.e Women Self Help Groups (WSHG) to identify and select implement partners for the project on “**Rejuvenation and management of Water Bodies through community Participation**” for Berhampur Municipal Corporation.

EoI should reach the undersigned on or before 03.04.2023 by 5.00 PM and will be opened on 04.04.2023 at 11.30 AM in the office chamber Addl. Commissioner in presence of the Women Self Help Groups (WSHG) Representatives who intend to attend. Each WSHG should submit the details as desired by the undersigned in the EoI. The details can be found in the official website i.e. www.berhampur.gov.in. Further clarifications can be obtained from this office. The undersigned reserves the right to accept or reject any EoI without assigning any reason thereof.

Sd/
Commissioner
Berhampur Municipal Corporation

Memo No. 3739

Date: 18.03.23

Copy submitted to the Director, Municipal Administration for favour of kind information with a request to please display a copy of this Notice in his Office Notice Board/Website for wide circulation.

Sd/
Commissioner
Berhampur Municipal Corporation

Memo No.3794

Date: 18.03.23

Copy submitted to the Collector, Ganjam for favour of kind information with a request to please display a copy of this Notice in his Office Notice Board/Website for wide circulation.

Sd/
Commissioner
Berhampur Municipal Corporation

Memo No.3795

Date: 18.03.23

Copy to MIS to hoist in the Office website for wide publication.

Sd/
Commissioner
Berhampur Municipal Corporation



EOI No. 3792

Date: 18.03.23

EXPRESSION OF INTEREST

FOR

**EMPANELMENT OF WOMEN SELF HELP GROUPS (WSHG)
“REJUVENATION AND MANAGEMENT OF WATER BODIES
THROUGH COMMUNITY PARTICIPATION” IN BERHAMPUR
MUNICIPAL CORPORATION**

BERHAMPUR MUNICIPAL CORPORATION BERHAMPUR

Contents

1.DISCLAIMER	03
2.DEFINITIONS AND INTERPRETATION.....	04
3.INTRODUCTION:	05
4.BRIEF DESCRIPTION OF THE BIDDING PROCESS:.....	05
5.SCHEDULE OF EoI PROCESS:	06
6.ELIGIBILITY OF APPLICANTS	06
7.SUBMISSION OF EoI	07
8.AMENDMENTS TO EoI:	08
9.FRAUDULENT AND CORRUPT PRACTICES	08
10.RIGHT TO ACCEPT OR REJECT	08
11.STEP WISE IMPLEMENTATION FOR WATER BODY REJUVENATION	08&09
12.TERMS OF ENGAGEMENT:	09
13.ROLE & RESPONSIBILITY OF BEMC	09
14.ROLE & RESPONSIBILITY OF WSHG, ASSIGN TO MANAGE WATER BODIES	09&10
15.TERMINATION OF CONTRACT.....	10
16.SELECTION COMMITTEE.....	10
17.FORM & ANNEXURES.....	10
i)COVER LETTER – FORM -1	
ii)APPLICATION FOR SELECTION OF SHG AS IMPLIMENTING POINTER –FORM-2	13
iii)APPLICATIONS PROFILE & STATUS- FORM -3	14
iv)DOCUMENT REQUIRED FOR EVALUATION OF SHG-1	15
v)ASSESMET INDEX FOR SELECTION OF WSHG-ANNEXURE-2.....	15&16
vi)FORMAT FOR SCRUTINY OF SHG	17&18
vii) SUMMARY SHEET FOR ENGAGEMENT OF MSG AS IMPLEMENTING PARTNER	19

DISCLAIMER

1. Though adequate care has been taken in the preparation of this document, henceforth referred to as the Expression of Interest document or the EoI document, the Applicants should satisfy themselves that the document is complete in all respects. Intimation of discrepancy, if any, should be given to the address mentioned below latest by **11.00 AM on Dt. 29.03.2023** in case, no such intimation is received by the said deadline, it shall be deemed that the applicant is satisfied that the document is complete in all respects.

Commissioner

BERHAMPUR MUNICIPAL CORPORATION

In front of Town Police Station,

Rama Lingeswara Tank Road, Berhampur

Ganjam, Odisha-760002

Email-mcbemc08@gmail.com

website-www.berhampur.gov.in

2. Neither Berhampur Municipal Corporation nor their employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this EoI document. Each prospective Applicant should conduct their own investigations and analysis and check the accuracy, reliability and completeness of the information in this EoI document and obtain independent advice from appropriate source(s) before submission of their EoI.
3. Neither Berhampur Municipal Corporation nor their employees will have any liability to any prospective Applicant or any other person under any law for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this EoI document.
4. Berhampur Municipal Corporation reserves the right, without any obligation or liability, to accept or reject any or all of the EoIs, and at any stage of the process, to cancel or modify this solicitation process, or any part thereof, or to vary any of the terms and conditions, or to cancel this solicitation process to initiate a new process without assigning any reason whatsoever.
5. Neither Berhampur Municipal Corporation nor their employees will have any liability in case of non-receipt of any correspondence from them to the applicants due to the postal delays.
6. The applicable laws for the purpose are the laws of India. Courts of Berhampur will have jurisdiction concerning or arising out of this EoI document.
7. The applicants are expected to know the relevant rules and regulations of the respective authorities concerning to this project.

DEFINITIONS AND INTERPRETATION

In this Volume of the EoI, unless the context otherwise requires, capitalized terms shall have the meaning given below:-

Addendum or Addenda	Means an addendum or addenda to the EoI
Annexure	Means an annexure to this Volume of the EoI
Authority	Means the Berhampur Municipal Corporation (BeMC) or its authorized representatives who has invited Applications from competent and interested Women Self Help Groups (WSHG) for empanelment under Berhampur Municipal Corporation for identification & selection of implementation partner for the project on Renovation and management of Water Bodies through community Participation .
Applicable Law	Means all the laws, acts, ordinances, rules, regulations, notifications, guidelines or bye-laws, in force and effect, as of the date hereof and which may be promulgated or brought into force and effect hereinafter in India, including judgments, decrees, injunctions, writs or orders of any court of record, as may be in force and effect during the subsistence of this Contract and applicable to the Project.
Application	Means a Women Self Help Groups (WSHG), who submits an Application for empanelment/eligibility and qualification submission under this EoI within the stipulated Due Date and Time of submission.
Authorized Signatory	Means the Person Authorized by the Women Self Help Groups (WSHG) to sign the Application, correspond with the Authority, make representation to the Authority as part of EoI / bidding process and sign the contract on behalf of the Applicant / bidding firm through valid Authorization document in his/her favour.
EoI Process/Empanelment Process	Means the process adopted by Berhampur Municipal Corporation for empanelment of the Selected Applicants on the terms and conditions set out in the EoI, which has commenced with the issuance of the EoI and which will end on the date of final empanelment of selected applicants is over.
Earnest Money Deposit (EMD)	Means Security to be furnished by the Applicant at EoI stage in accordance with provisions of this EoI.

1. INTRODUCTION:-

The main objectives of Berhampur Municipal Corporation under this EoI is to achieve full and complete coverage of all assesses in respect of identification and selection of implementing partners for the Renovation of water bodies through community participation by the way of involving women self help groups (WSHG) in Berhampur Municipal Corporation:

2. BRIEF DESCRIPTION OF THE BIDDING PROCESS:-

- (a) Berhampur Municipal Corporation (hereinafter also referred to as „Authority)intends to empanel Women Self Help Groups (WSHG)/ Area Level Federation (ALFs) to Support Rejuvenation of water bodies as mentioned below.

i._HARIDAKHANDI BANDHA IN WARD NO:01

ii._AINA BANDHA IN WARD NO:10

iii._BEDA BANDHA IN WARD NO:26

iv._AGULA BANDHA IN WARD NO:28

Under Jurisdiction of Bemc the implement shall be remain valid initial for a period all the Rejuvenation of water bodies complete in all respect. BeMC reserves the right to extend the empanelment on mutually agreed terms & conditions subject to satisfactory performance for the empanelled Women Self Help Groups (WSHG).

- (b) The Authority has adopted a single-stage bidding process for selection of Women Self Help Groups (WSHG) for award of work pertaining to Rejuvenation & management of water bodies through community participation The WSHG meeting the Eligibility Criteria stipulated under Clause no. 4 shall be shortlisted under the respective wards where the Rejuvenation of water bodies are proposed Ward in which it is registered. Bemc shall select suitable WSHG for carrying out the work or more WSHGs are shortlisted in one ward then in such case the award of work shall be done based on lottery system.
- (c) The work will be ordinarily be awarded to the emplaned WSHG of the same ward where rejunuvanation of water bodies is proposed. If sufficient No of SHG are not available in the concerned ward in that case the WSHG of the nearby wards will be also be considered for their empanelment however during the execution process preference will be given the WSHG belongs to the same ward.
- (d) Any further information on the project could be availed from the official website of BeMC www.berhampur.gov.in or by communications to the address mentioned below:-

Commissioner

BERHAMPUR MUNICIPAL CORPORATION
Infront of Town Police Station,
Rama Lingeswara Tank Road, Berhampur
Ganjam, Odisha-760002
Email-mcbemc08@gmail.com
website-www.berhampur.gov.in

- (e) The Authority shall be entitled to disqualify any Applicant at any stage of the Bidding Process in accordance with the guidelines of Government of Odisha or such other laws as applicable from time to time. Applicants must satisfy

themselves that they are qualified to participation bid. Also, suggestions for modification are invited from potential applicants for any suitable amendment to the suggested procedure, eligibility, project structure or any other aspect that the applicant perceives should be changed for the benefit of the Authority/work.

- (f) In this stage, applicants are required to furnish all the information as per this EoI to participate in the qualification process. Only those Applicants that are pre-qualified and short-listed by the Authority shall be awarded the work of in the jurisdiction of BeMC. The Applicants are advised to visit the site and familiarize themselves before submitting application for the work.

3. SCHEDULE OF EoI PROCESS:-

The Authority shall endeavor to adhere to the following schedule:

S. No.	Event Description	Date
1	Issue of Advertisement & Uploading of EoI	11:00 Hrs. on 18.03.2023
2	Last date of receiving Queries	Upto 11.00 Hours on Dt. 29.03.23
3	Pre proposal meeting	Upto 12.00 Hours on Dt. 29.03.23
4	Last Date of submission of Proposals	Upto 17.00 Hours on Dt. 03.04.23
5	Opening of Proposal	At 11.30 Hours on Dt. 04.04.23

The pre-proposal meeting will be held in the conference hall of Berhampur Municipal Corporation as per scheduled date and time provided herein above.

4. ELIGIBILITY OF APPLICANTS:-

Only the applicants satisfying the below mentioned criteria shall be considered applicable for applying for this EoI.

A. GENERAL ELIGIBILITY:-

- (i) The Women Self Help Groups (WSHG) should have been formed on or before 01.04.2019 & registered under BeMC (A copy of the same to be furnished).
- (ii) The WSHG should strictly adhering to PUNCHASUTRA to i,e regular meeting, regular repayment, regular internal lending, regular saving, regular record keeping.
- (iii) The Women Self Help Groups (WSHG) must have an active bank account with regular monthly savings by WSHG members. (Details of Bank account to be furnished)
- (iv) The Women Self Help Groups (WSHG) should have an active status as on date & must have involved in income generation activities in last three years.
- (v) The WSHG should have minimum turnover of 2 lakhs at least once in last once in last 03(three) years & not have committed financial irregularity such as loan declared as NPA, write off & onetime loan

settlement etc.

- (vi) The Women Self Help Groups (WSHG) must have availed bank credit and should be regular with the repayment schedule. (A Copy of the Loan Statement to be furnished).
- (vii) WSHG should have no record of involvement in any antisocial or criminal activities.
- (viii) Women Self Help Groups (WSHG) should have regular and systematic book keeping relating to Meeting Register (Copy of the meeting register to be furnished)
- (ix) The minimum qualification of any member the group should be matriculation or above.
- (x) The WSHG must belong to same ward.
- (xi) Must not have any court/criminal case.

B. FINANCIAL ELIGIBILITY

The Agency must fulfill the following criteria:

- (i) The WSHG should have an financial turnover of 2lakhs in the Financial Year from 1st April, 2020 to 31st March, 2023 at least once in 3 financial years. A Copy of updated Pass Book shall be considered as a proof of Income.

***Note: The WSHG who ever participated in the EOI process invited bid to EOI No. _32010_Date_06.03.2023_ the WSHG(s), belonging to the nearest ward whose bid documents are kept in sealed cover not considered for evaluation purpose need not apply in the EOI however their bid will be considered in this rfp, for their evaluation for empanelment.**

5. SUBMISSION OF EOI

- (a) The EoI application (As per format given in Annexure 1) shall be submitted in hard copy having the title as "EoI for empanelment WSHG for the Rejuvenation of water bodies through community participation under the jurisdiction of Bemc". The applicant shall send the documents by post/by hand to the address mentioned herein below before the submission due date as mentioned in this EoI document:

Commissioner

BERHAMPUR MUNICIPAL CORPORATION

Infront of Town Police Station,

Rama Lingeswara Tank Road, Berhampur

Ganjam, Odisha-760002

Email-mcbmc08@gmail.com

website-www.berhampur.gov.in

The applications should be submitted before the submissions due date in hardcopy bound properly to the address mentioned in section 5 (G) above.

- (b) The application shall include following document (including but not limited to):-
 - i. Format for cover letter (Form-1)
 - ii. Application for selection of SGH as implementing partner (Form-2)

- iii. Applicants profile & status : (Form-3)
- iv. List of document to be submitted by MSG for scrutiny & Evaluation(Annexure-1)
- v. Assessment index for selection of WSHG. (Annexure-2)
- vi. Format for scrutiny of application of SHG.
- vii. Summary sheet for engagement of SHG as implementing partners.

- (c) Applicants shall submit the EoI in the prescribed format (Form no1&Form2) in English language only and in case of documents and certificate in other languages, the same shall be supported with translation in English language.
- (d) The EoI shall be submitted along with a covering letter together with the desired supporting documents and proof on the letter head of the Applicant and each page of the Document duly signed by the head or Authorized signatory of the Applicant under a common seal.

6. AMENDMENTS TO EOI :-

- (a) At any time prior to the Application Due Date, the authority may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify terms and conditions of EoI through issuance of corrigendum and addendum.
- (b) Any Addendum or Corrigendum of reply to queries thus issued will be available only on the website of the authority.
- (c) In order to afford the applicants a reasonable time for taking an Addendum in to account or for any other reason the Authority may, in its sole discretion may extend the Application Due Date.

7. FRAUDULENT AND CORRUPT PRACTICES:-

If an Applicant is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the EoI Process, such Applicant shall not be eligible to participate in any tender or EoI issued by the Authority.

8. RIGHT TO ACCEPT OR REJECT:-

The Authority reserves right to accept or reject any / all application without assigning any reason or incurring any liability to the applicants.

9. STEP WISE IMPLEMENTATION – WATERBODY REJUVENATION INITIATIVE

Part – I : Preparatory Activities:

- Formation of a team • & Exposure Visit to nearby ongoing site to see the Water body Rejuvenation Initiative.
- Meeting of key officials to discuss about the learning's from the exposure and how to take the Water body Rejuvenation Initiative forward.
- Finalization of Criteria for selection of MSG and Publication of Expression of Interest (EoI) by respective ULBs.
- Putting up notice in all Ward Offices for intimation to MSGs to apply for participation in Drain Rejuvenation Initiative.

Part – II : Follow up with MSGs for Application:

- Visit to Field by CMM to sensitize the MSGs on how to apply and prepare documents for selection by CMM: City Mission Manager.
- Follow up to ensure timely receipt of adequate no of applications from MSGs.

Part – III: Formation of Selection Committee and Scrutiny of Applications:

- Formation of a selection cum scrutiny team consisting of Commissioner, Additional Commissioner, Executive Engineer, Junior Engineer of concerned ward, Zonal CO, CMMs, SMM, Designated Ward Officer, Representatives of Mission Shakti Department (CDPO/ICDS Supervisor), etc.
- Scrutiny of applications and preparation of final list of MSGs by Selection Committee across all wards.
- Preparation of minutes on the selection process of MSGs for approval by Additional Commissioner of ULB.

Part – IV : Capacity Building – Orientation to MSG members & Issue of Work Order :

- Orientation to members of selected MSGs by technical people of ULB on how to go about implementing the Water Body Rejuvenation initiative.
- Issue of Work Order and Commencement of Work at the field level.
- Preparation of split-up/ action plan for work to be taken-up

Part – V : Field Orientation to the team and MSG members :

- Respective Additional Commissioner/ ULB Engineers to sensitize the field team on how to implement a Water Body Rejuvenation Initiative.
- Commencement of execution at the field level.

Supportive: 1) Translation of Reach plan into Odia 2) Visit by ULB heads to study the progress and provide feedback 3) Regular presence of field level team to monitor and appraise of the progress/issues if any 4) Visit to the site by ULB officials to identify constraints and address accordingly

10. Terms of Engagement

- a) BeMC will sign an MOU with the selected SHGS with detailed terms of reference.
- b) The period of engagement of SHGS is particularly for the period mentioned in the MOU.

11. The Selected SHGS will be thoroughly trained on the functioning of rejuvenation of water body and their duties & responsibilities.

12. Roles & responsibilities of BeMC:

- a) BeMC has the discretionary power to take decisions as & when the situation demands pertaining to the overall maintenance of the Water Body / Ponds etc.
- b) The SHGS has to abide the day to day directions issued by BeMC in future,
- c) If there is any discrepancy while performing the duties relating to the up keeping of the water body then BeMC has to take the final call or BeMC is the sole deciding authority.

13. Roles & responsibilities of SHGS assigned to manage Water Body:

- a) The SHGS will be responsible for the day to day functioning of the assigned water body in their vicinity.
- b) SHGS engaged in the maintenance of the water body will responsible to manage surroundings of the Ponds / water body user friendly from all aspects.
- c) Liaison with BeMC & other SHGs to collect day to day information pertaining to the well being & maintenance of the water body or Ponds.
- d) SHGS shall responsible for the hygiene condition and no garbage should be dumped near the water body at any cost.

14. Termination of Contract

- a) If the SHGs fails to comply a failure in the performance of its obligations hereunder, as specified in notice of suspension pursuant to clause within thirty (30) days of receipt of such notice of suspension or within such further period as the “BeMC” may have subsequently approved in writing.

- b) If the SHGs becomes (or, if the SHGS consists of more than one entity, if any of its members becomes and which has substantial bearing on providing services under the contract) insolvent go into liquidation or receivership whether compulsory or voluntary.
- c) If the SHGs fails to comply with any final decision reached as a result of arbitration proceedings pursuant to the decision.
- d) If the SHGs, in the judgement of the “BeMC”, has engaged in corrupt or fraudulent practises in competing for or in executing the contract.
- e) If the SHGs submits to the “BeMC” a false statement which has a material effect on the rights, obligations or interests of the BeMC.
- f) If the SHGs places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to the BeMC.
- g) If the SHGs FAILS to provide the quality time / services as envisaged under this contract. The consultancy monitoring committee (BeMC) formulated to monitor the progress of the assignment may make judgment regarding the poor quality of services, the reasons for which shall be recorded in writing. The BeMC may decide to give one chance to the SHGs to improve the quality of the services.
- h) If, as the result of force majeure, the SHGs is unable to perform a material portion of the services for a period of not less than sixty (30) days.
 - i) If the BeMC, in its sole discretion and for any reason whatsoever, decides to terminate this contract.

15. Selection Committee

- i. The Selection committee shall consist of the following members.

- a) Commissioner BeMC..... Chairperson
- b) Add. Commissioner.....Member of Convener
- c) Executive Engineer..... Member
- d) Junior Engineer of concern ward. Member
- e) Zonal CO..... Member
- f) CMMs..... Member
- g) SMM..... Member
- h) Designated Ward Officer..... Member
- i) Representative of Mission Shakti Department(CDPO/ICDS Supervisor) Member

Sd/
COMMISSIONER
BeMC

FORM - 1
FORMAT FOR COVERING LETTER
(On the Letterhead of the Applicant)

To

The Commissioner
Berhampur Municipal Corporation
Berhampur

Dear Sir,

Ref: Expression of Interest for selection of implementation partner for the project on Renovation and management of Water Bodies through community Participation under the jurisdiction of BeMC.

1. Being duly authorized to represent and act on behalf of (hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the information provided in the Empanelment document provided by the Authority in respect of the captioned Empanelment, the undersigned hereby submits the Applications in response to the EoI for Empanelment.
2. I/We have studied the EoI for Empanelment document carefully and understand that we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Empanelment Process including the Empanelment.
3. This statement is made for the express purpose of qualifying as an Applicant for the aforesaid Empanelment.
4. I/We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the qualification statement.
5. I/We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any projector contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
6. I/We understand that you may cancel the Empanelment Process at any time and that you are neither bound to accept any application that you may receive nor to invite the Applicants, without incurring any liability to the Applicants.
7. My/Our Application is consistent with all requirements of submission as stated in the Empanelment Document or in any of the subsequent communication issued by the Authority. I/We would be solely responsible for any errors or omissions in our Application.
8. I/We understand that any omission, commissioner mis-statement in facts provided by us will make our Application invalid at any time during the Empanelment Process and also after the empanelment; the Authority reserves the right to take appropriate action accordingly.
9. I/We understand that the Authority reserves the right to accept or reject any or all the Applications and reserves the right to withhold and/or cancel the Empanelment Process without assigning any reason or otherwise.
10. I/We hereby irrevocably waive any right which we may have at any stage at law or how so ever otherwise arising to challenge or question any decision taken by the Authority in connection with the empanelment of Agencies or in connection with the Empanelment Process itself, in respect of the above mentioned activities and the terms and implementation thereof.

11. I/We agree and undertake to abide by all the terms and conditions of the Empanelment Document.
12. Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in my/our Application, I /we hereby represent and confirm that my/our Application is unqualified and unconditional in all respects.

.....

Signature of the Authorized Person

.....

Name of the Authorized Person

Date

ANNEXURE-2

FORM-2

APPLICANT PROFILE AND STATUS

Sr. No.	Description	Particulars
1.	Name of the Women Self Help Groups (WSHG)	
2.	Registered under	BeMC / Women Self Help Groups (WSHG)
3.	Location (Berhampur Municipal Corporation Ward no.)	
4.	Address with pin code	
5.	Contact person (Management)	
7.	Contact number	
8.	Mobile No.	
10.	Email Id. (If any)	
11.	Year of incorporation (Certificate of Registration to be furnished)	
12.	Details of PAN if any (Copy of PAN Card to be furnished)	
13.	Details of GST Registration No. if any (Copy of GST Registration number to be furnished)	
14.	Contact person email ID if any	
15.	Details of members of the applicant	
16.	Income earnings in the Financial Year 2019-20 to 2021-22 i.e. from 1 st April, 2019 to 31 st to March, 2022	
17.	Documents to be attached	<ul style="list-style-type: none">• First resolution on formation of the group & saving amount per member per month.• Latest resolution to know the resolution of meeting.• Up-to-date bank pass book of WSHG.• (Xerox copy of cover page & last page updated bank pass book for ready reference.)• Cash book to know the details of financial transaction.• List of income generation activities.• Involvement in govt. programmes i.e MUKTA, SeTP, Aahaar etc.• PAN card of WSHB if available.

.....

Signature of the Authorized Person

.....

Name of the Authorized Person

Date

FORM-3

APPLICANT PROFILE AND STATUS

Sr. No.	Description	Particulars
1.	Name of the Women Self Help Groups (WSHG)	
2.	Registered under	BeMC / Women Self Help Groups (WSHG)
3.	Location (Berhampur Municipal Corporation Ward no.)	
4.	Address with pin code	
5.	Contact person (Management)	
7.	Contact number	
8.	Mobile No.	
10.	Email Id. (If any)	
11.	Year of incorporation (Certificate of Registration to be furnished)	
12.	Details of PAN if any (Copy of PAN Card to be furnished)	
13.	Details of GST Registration No. if any (Copy of GST Registration number to be furnished)	
14.	Contact person email ID if any	
15.	Details of members of the applicant	
16.	Income earnings in the Financial Year 2020-21 to 2022-23 i.e. from 1 st April, 2020 to 31 st to March, 2023	
17.	Documents to be attached	<ul style="list-style-type: none">• First resolution on formation of the group & saving amount per member per month.• Latest resolution to know the resolution of meeting.• Up-to-date bank pass book of WSHG.• (Xerox copy of cover page & last page updated bank pass book for ready reference.)• Cash book to know the details of financial transaction.• List of income generation activities.• Involvement in govt. programmes i.e MUKTA, SeTP, Aahaar etc.• PAN card of WSHB if available.

.....

Signature of the Authorized Person

.....

Name of the Authorized

Person Date

FORM-2

Application for selection of SHG as "Implementing Partner"

Berhampur Municipal Corporation invites application from Mission shakti group to identify & select IPs for the project on " Renovation & Management of Water Bodies through Community Participation". The interested mission Shakti Group is hereby requested to furnish following information as per the details given below:

1. Name of the MSG:_____
2. Year of Formation:_____
3. No. of Members in the Group:_____
4. Name of the President/ Secretary:_____
5. Location & Address(with ward no):_____
6. Financial Transaction in the Last 03 Years(In lakhs):_____
 - a) 2020-2021:
 - b) 2021-2022:
 - c) 2022-2023:
7. Balance as on (Last date of previous Month):_____
8. Activities undertaken in the last three years:_____

BANK DETAILS

Account No.

Name of the Bank:

IFSC Code:

DECLARATION

We do hereby declare that our group has never been involved in any anti-social/ illegal activities & the information furnished above regarding our group_____ (Name of the group) in Ward No_____ under Berhampur Municipal Corporation is true to the best of our knowledge & belief.

Signature of the President

Signature of the Secretary

Mobile No:

Mobile No:

Nb: Kindly attach a xerox copy of cover page & last page updated bank passbook for our ready reference.

ANNEXURE-2

ASSESSMENT INDEX - WOMEN SELF HELP GROUPS (WSHG)
{For engagement for Identification & selection of implementation partner for the project on
Renovation and management of Water Bodies in BeMC}

Name, Address and bank A/c no. of SHG

SI No	Assessment Parameter	Total Marks	Mark obtained	Means of Verification (Document/Records)	Remarks
1	Adherence to standard Practices of Group (Pancha Sutra) Reference period last Three years/36months.	20		<ul style="list-style-type: none">• Resister for keeping record of meeting (Ex meeting / Resolution)• Cash book & bank pass book.• Cash book.• Meeting Resolution Resister & Cash book	<ul style="list-style-type: none">• Regular Monthly Meeting -04• Regular Saving-4• Regular internal lending -4• Regular Repaymen-4• Regular Record Keeping-4
2	No. of Active Member s	10		Meeting Register & Bankpass book of Mission Shakti Group/(WSHG)	<ul style="list-style-type: none">• Active member more than10=10• 7 to 9 activemember =8• 4 to 6 active member =6• Less than 4 active member =0
3	Involvement in Income Generation Activity (IGA)	20		Observation (Intersction with MSG) & Document Verificationlik e case book & Bank passbook	<ul style="list-style-type: none">• 3 Activity =20• 2 Activity =15• 1 Activity =10• No Activity -0
4	Turnover of Group	25		Cash book & Bank pass book of Mission Shakti Group	<ul style="list-style-type: none">• More than 7 lakh =25• 5 lakh to 6.99 lakh=20• 3 lakh to 4.99 lakh=15• Below 3 lakh =0 (Fraction Scoring is Not allowed)

5	Investment Capacity	25		Bankpass book of Mission Shakti Group/	<ul style="list-style-type: none"> • More then 3 lakh=25 • 2 lakh to 2.99 lakh =15 • 1 lakh to 1.99 lakh=10
6					<ul style="list-style-type: none"> • Below 1 Lakh
	Total	100		Note: Fraction scooting is not allowed in any of the parameters.	

Note:

1. The Aim & objective of the EOI is For. Empanelment of implementation partner for Rejuvenation & management of water bodies through community participation.

2. Preference will be given to the WSHG who belongs to same ward where the rejuvenation of water bodies is proposed.

3. The Selection committee shall consists of the following members:

- a) Commissioner/Addl. Commissioner/Executive Officer or any other authorized officer
- b) City Engineer/Municipal Engineer, Deputy Commissioner/Zonal Deputy Commissioner, CO,ZCO,CMMs, etc.
- c) Designated Ward Officer
- d) Representatives of Mission Shakti Department (CDPO/Representative of COPO)

• **Rating Assessment**

- The M S G which secures the maximum Mark will be selected for.
Implementing the water body Rejuvenation Works, If more than one M S G Secures Highest mark the selection will Done through lottery.
- If more than one M S G are Required then Selection would be as per their Ranking based on the marks secured.
- In case of Non. Availability of Eligible M S G within the ward Area.
Application of Nearby wards will be considered, but selection will be Done as per the Approved Assesment & Selection process.
- List of Documents to be Furnished by M S G During Scrutiny
- Resolution of meeting conducted in past financial year along with copy of First Resolution of the group and the latest resolution.
Updated Bank Passbook
Case Book to know the detail of Financial Transactions.
List of income Generation Activities.
Involvement in Govt. Programme i.e MUKTA , SeTP,Aahhar, etc.
PAN Card

ANNEXURE-1

**DETAILS OF DOCUMENT REQUIRED FOR EVALUATION OF
WOMEN SELF HELP GROUPS (WSHG)/ AREA LEVEL FEDERATION (ALFS)**

Sl. No	Subject	Nos. of Page (Mention Sl. No. of Page/s)
1	Women Self Help Groups (WSHG) Name, Address and Ph. No	
2	First resolution Copy of WSHG (On formation & Saving Account) Amount per member per month	
3	Name of the President, Address and Ph. No	
4	Name of the Secretary, Address and Ph. No	
5	WSHG PAN No. (if any)	
6	Resolution of MSHG of last Sixmonth	
7	Case book to know the details of financial transaction.	
8	Bank statement of WSHG for last three years upto dated to date of submission of EOI	
9.	Business Experience certificate (if any) (List of income generation on activities)	
10	Other documents as per Assessment index	
11	Involvement in Govt. programme i.e MUKTA, SeTP, Aahaar,etc.	

President

Stamp with Signature

Date: -

Secretary

Stamp with Signature

Date:-

Annexure-3

Format for scrutiny of she applicants for selection as implementing partner for. rejuvenation & management of water bodies through community participation.

Date.....

Venue.....

In present to Expression of Interest (EOI) NO_____Date_____ to invite Application from the Eligible and Active Self Help Groups with Regards to Selection as implementing Agencies For the project Rejuvenation & management of water Bodies through community Participation. Bemc Received _____Nos of application from the interested WSHG of Ward No _____ and a committee consisting / compromising of officials & Representative as Formed side office order No_____ Dt_____ under Chairmanship of_____ to look after the scrutiny and Evaluation of Application Received from WSHG of ward No._____ For selection as implementing Agencies in connection with the project _____

• The committee after preliminary Scrutiny of Applications on_____ Decided to call the president and secretary of the concerned SHGs. as it will be helpful in setting a Detail Picture / status of the Groups. Accordingly the leaders of the concerned WSHG were intimated and committee evaluated the Application of WSHG on the Basis of Documents submitted by them, as mentioned in the RFP Document in the presence of Representatives from the concerned Groups on _____and detail of scores. Awarded to various & SHGs based on various parameters as Fixed by the committee. The top_____SHGs from Each ward For Each work is given as under in tabular form.

Sl no .	Name off the work	War d No.	Name of SHG	Marks Secured as per eligibility parameters	Total Marks secured

NB: Entire score list of SHGin respect of ward no_____ is attached Annexure-6

Post Scrutiny Discussion with Berhampur municipal Corporation - Chairman of scrutiny committee.

Soon After completion of scrutiny the committee appraised _____about the scrutiny process, the overall selection process in Detail and the challenges while going ahead with the development of Self Help Groups at the field level for smooth & Effective implementation on programme on Name of the project_____ After listening to all members of the WSHG the scrutiny committee suggested the following:

(i) Preparation of merit list of WSHGS

(ii) In case a WSGH fails to Deliver the Desired. Results Another SHG shall be selected from the merit list prepared For the said work and Given the Responsibility of implementing the work.

Lastly Chairman, thanked all members of the scrutiny committee and stressed upon

Annexure-4

Rating Assessment

1. The MSG which secures the maximum mark will be selected as implementing partner for rejuvenation & management of water bodies through community participation. If more than one MSG secure the highest mark, then selection will be done through lottery.
2. The selection committee shall consist of following members:
 - i) Commissioner, BeMC: Chairperson
 - ii) Executive Engineer: Member
 - iii) Zonal CMM, NULM: Member
 - iv) Project Coordinator (Mukta): Member
 - v) Add. Commissioner : Member, Convenor
 - vi) Designated Ward Officer
 - vii) Representative of mission shakti dept. (CDPO/CDS Supervisor)
 - ix) Zonal SMM
 - x) Zonal Community Organiser
3. The recommendations of the selection committee shall be further approved by the approval committee consisting of the following members.
 - a) Authorized officer of Commissioner.
 - b) Commissioner or any other authorized officer of the Commissioner/EO of the ULB.
 - c) Representatives of Mission Shakti Department (DSWO/Any other authorized official)
4. During the selection process preference will be given to WSHG who belongs to same ward. In case non-availability of adequate eligible WSHG with in the same ward in that case the WSHG of nearby ward of the project area will be considered for empanelment however during execution preference will be given to WSHG who belongs to same ward.

Annexure-4

Summary sheet for Engagement of MSG as implementing Partner

Sl No.	Name of MSG	Ward No	Adherence to standard practices of Group Panchasutra (Reference period last)	Qualification of Members	Average Turnover for last 3 Financial Year	Investment Capacity	Total Score
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							