

**BERHAMPUR MUNICIPAL CORPORATION (BeMC)**

**Expression of Interest (EoI)**

**for Engagement of Swachha Sathi and Supervisor**

No 10596  
E8XXIV 25/2023

Date 02-08-2023

Berhampur Municipal Corporation (BeMC), invites Expression of Interest in sealed envelope from interested Mission Shakti SHGs with recommendation of their one eligible member to be engaged as Swachha Sathi and Supervisor during the year 2023-24. The sealed expression of interest should be submitted to the Berhampur Municipal Corporation on or before date 08-08-2023, Time 17.30 Pm by registered/speed spost only.

The technical Bid will be opened on date 09-08-2023 at 11 AM/PM in the conference hall of Berhampur Municipal Corporation, Berhampur. The sealed envelope should be supercsripped with "EOI for engagement of Swachha Sathi and Supervisor 2023-24". The detailed Terms and Reference of the Expression of Interest is available in office website.

<http://www.berhampur.gov.in>

  
Commissioner

  
Berhampur Municipal Corporation.

**TERMS AND REFERENCE**  
**for engagement of Swachha Sathi and Supervisor 2023-24".**

Swachha Sathi would be the Community Link & act as a change agent to bring about collective behavioural changes in the household level in the ward areas towards door-to-door collection of segregated waste and to ensure decentralised composting of wet waste & collection of dry waste.

1. The last date for submission of the Expression of Interest (EOI) is on 08-08-2023 at 5.30 Pm and the technical bid will be opened on 09-08-23 at 11 Am in the conference hall of Berhampur Municipal Corporation, Berhampur.
2. The interested Mission Shakti SHGs/members may download the EOI documents including formats of ~~Technical~~ Bid from the official website of Berhampur Municipal Corporation.  
<http://www.berhampur.gov.in>
3. The EOI will be valid up to the end of the date 08-09-2023.
4. The applicant (member of the MS SHG) will be present at the time of opening of the EOI. In case of absence of the applicant or her representative, the Committee has the right to open the EOI.
5. The bids will be evaluated on the basis of criteria such as year of Group Formation, Group Management, PAN Number of MS SHG & applicant, Involvement in IGA, Financial Behaviour, Group Integrity and Qualification of member by a committee constituted for the purpose and 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.
6. The Berhampur Municipal Corporation with its representative the Commissioner 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.
7. No communication shall be entertained over telephone, Fax, email or in person questioning the decision of the committee.
8. Any dispute arises over the quality of the service will be verified by the designated officials of Berhampur Municipal Corporation.
9. 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

**10.** The member of the Mission Shakti SHG will be engaged for one subsequent year as Swachha Sathi or Supervisor as the case may be. The contract extension may be happening on the basis of satisfactory services with an evaluation report by the Berhampur Municipal Corporation or a committee assigned for it.

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

- I (name designation and group name) will be responsible for discharge my duty as Swachha Sathi/ Supervisor and other duty as and when assigned by the BeMC, Berhampur.
- Our Mission Shakti SHG (name of the Mission Shakti SHG) belongs to the 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 through our selected member during the contract period after selection, we will not be considered for government programmes for the next two years.
- 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 obey the decision of the selection committee with honour and without any objection.

**12.** Only the qualifying members of the Mission Shakti SHG will be considered for the said assignment.

**13. Eligibility criteria for Mission Shakti SHGs**

SL No	Parameter	Criteria
1.	Group Formation	Completion of one year from the date of application.
2.	Group Management	Strictly adhering to Panchasutra (Regular Meetings, Regular Savings, Regular Internal Lending, Regular Repayment, Regular Record Keeping)
3.	PAN Number	Must have Permanent Account Number (PAN)
4.	Involvement in IGA	Most Have been previously engaged in Income Generating Activities.
5.	Financial Behaviour	No financial irregularities (such as Loan declared as NPA, write off, one time Settlement of loan etc.
6.	Group Integrity	No record of involvement in any anti-social or criminal activities.
7.	Qualification	The minimum qualification of recommended member of the MS SHG should be Intermediate (+2) for Swachha Sahti and Graduation for Swachha Sathi Supervisor.

#### **14. Terms of Engagement**

- a) The engagement of members of Mission Shakti SHG is purely on voluntary basis with incentive to encourage community participation in urban sanitation.
- b) The Berhampur Municipal Corporation will sign an MoU with the selected member of the Mission Shakti SHG with detailed terms of reference.
- c) The period of engagements of member of the 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 Mission.
- e) The selected member of the Mission Shakti SHGs will be thoroughly trained on their role and responsibilities to accomplish their duty.

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

- The members of the Mission Shakti Self Help Group already engaged in activities such as Aahaar, SeTP, Chhatua Production, Pickle Manufacturing, Jalasathi and Collection of Property Tax etc. are not eligible to apply.

#### **Who could be a Swachha Sathi?**

- (i) One of the Dynamic WSHGs of that locality will nominate suitable members as Swachha Sathi for different areas in the assigned wards having educational qualification not below +2 level (preferably). However, the educational qualification may be relaxed in case of non-availability of suitable candidate.
- (ii) WSHG member having experience in community mobilisation and keen interest to work towards Solid Waste Management may be given preference by the WSHG.
- (iii) Persons having criminal track records, political affiliation should not be used as Swachha Sathi.
- (iv) ULB may also explore the possibility of engaging the services of Area Level Federation (ALF) wherever they are active & dynamic for performing this.

#### **Role and Responsibilities of Swachha Sathi:**

- (i) Swachha Sathi should sensitise all households in the locality to do the source segregation at household level itself.
- (ii) If people are not doing source segregation at home, she must demonstrate the source segregation before the family members in the premises of the house while collecting the garbage.
- (iii) Swachha Sathi must sensitise local markets/Schools/institutions/ Parks regarding Source segregation and demonstrate the same for better understanding.
- (iv) She must generate awareness regarding various method of composting preferably Micro Composting in the locality.
- (v) She must explain and sensitise people about Micro Composting and may provide handholding support and guide the people for undertaking Micro Composting Centre (MCC) facilities by the individual households/bulk waste generators.

- (vi) She has to assist ULB in undertaking IEC activities in the locality.
- (vii) The ULB will have dealing only with the WSHG & not with any individual Swachha Sathi.
- (viii) The incentive will be given directly to the Bank Account of the WSHG and not to the Swachha Sathi (Member of the WSHG). The Groups are free to use one or more members for performing the assigned responsibilities.

**Engagement of Supervisors:**

- (i) The ALF/WSHG may identify one Supervisor to monitor, support & supervise the functioning and performance of Swachha Sathis engaged for every 2400 households (roughly four Swachha Sathis).
- (ii) The Supervisors may also be from among the Women Self-help Group members/ALF functioning in those wards/clusters having graduation as minimum qualification (subject to availability).
- (iii) For the aforesaid purpose, wards/cluster of wards as deemed suitable taking in to consideration various factors such as: density of population, geographical extension, etc. may be assigned.

**Coverage & incentive to Swachha Sathi and Supervisor:**

- i. An incentive of Rupees 4000/- per month may be paid to the WSHG/ALF for every 600 households by the Berhampur Municipal Corporation on the basis of the work done by it.
- ii. Incentive for Supervisors will be paid at the rate of up Rs. 8000/- per month for every 2400 households to the ALF/WSHGs.

**Capacity Building of Swachha Sathi/WSHG/ALF:**

Berhampur Municipal Corporation will organise orientation sessions/meetings for Swachha Sathi/WSHG/ALF to make them aware about different components of Solid Waste Management to improve their performance.

**Assessment of performance:**

The Berhampur Municipal Corporation authority must assess the performance of Swachha Sathis and may take needful action for better result either by replacing the existing Swachha Sathi/WSHG/ALF or through proper reorientation of the approach.

## Berhampur Municipal Corporation (BeMC), Berhampur

### Expression of Interest (EoI) for Engagement of Swachha Sathi and Supervisor

Last Date: \_\_\_\_\_ .

### Technical Bid

SL No	Item	Details
1.	Name of the Mission Shakti SHG	
	MISSION SHAKTI SHG Registration Number	
	MISSION SHAKTI SHG PAN Number	
	Communication Address	
	Contact Phone number	
2.	<b>Documents to be furnished by MS SHG</b>	
	i. Group Profile ( <b>Annex as Form-B</b> )	
	ii. MISSION SHAKTI SHG Registration Sheet (downloaded from portal)	
	iii. Bank Passbook front page photocopy	
	iv. Bank account statement for last 3months	
	v. PAN Card of MS SHG photocopy (attested)	
	vi. Resolution copies of group meeting for last 6 months.	
vii. Resolution copy of nominate member		
3.	<p>An undertaking in a Rs.10/- Non-Judicial stamp paper stating the following has to be attached with the technical bid and signed by the President and Secretary of the MS SHG with seal:</p> <ul style="list-style-type: none"><li>➤ I (name designation and group name) will be responsible for discharge the duty by our nominate member.</li><li>➤ Our MISSION SHAKTI SHG (name of the MISSION SHAKTI SHG) belongs to the ward No. --.</li><li>➤ All the members of our MISSION SHAKTI SHG are following the Panchasutra.</li><li>➤ (the name of the MISSION SHAKTI SHG) is not in default on a loan</li></ul>	

	<p>Obtained from a bank or a non-bank financial institution (NBFI).</p> <ul style="list-style-type: none"> <li>➤ If we (name of the MISSION SHAKTI SHG) fail to deliver our responsibility or deliverables through our nominate member during the contract period after selection, we will not be considered for government programmes for the next two years.</li> <li>➤ We (the name and address of the MISSION SHAKTI SHG) have not been blacklisted in any previous assignment.</li> <li>➤ We will abide by the terms of the Memorandum of Understanding (MOU) between the ULB and the group.</li> <li>➤ We (name of the MISSION SHAKTI SHG) will obey the decision of the selection committee with honour and without any objection thereof.</li> <li>➤ The nominate member of our (name of the MISSION SHAKTI SHG) Smt./Kumari (Name of the nominate member) having no Criminal track record and no political affiliation.</li> </ul>	
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**DETAIL OF SWACHHA SATHI AND SUPERVISOR:**

Name	Post applied for	Education Qualification	Account/PAN Details	Default If Any in Loan	Remark on Black listing Status

- Photocopy of documents to be attached by the nominate member:
  - i. Certificate of HSC.
  - ii. Certificate of +2 .
  - iii. Certificate of Graduation.
  - iv. PAN Card of Self.
  - v. Self Declaration. (Format attached in Annexure –A)

**Self Declaration**

I Smt./Kumari \_\_\_\_\_ of (Name of the MS SHG),  
Ward No. \_\_\_\_\_ resides in (Name of the locality), of Berhampur Municipal  
Corporation area declare that, I have not been default in any loan obtained from any bank or any Non-  
bank Financial institution in the best of my knowledge.

If found any discrepancy in future, the decision taken by Berhampur Municipal  
Corporation against me will final.


Full Signature of the applicant





**Ward Wise Vacancy Position of Swachhasathi & Supervisor**

SL NO	WARD NO	Total Swachhasathi Vacancy	Total Supervisor Vacancy
1	2	1	-
2	3	1	-
3	4	1	-
4	5	5	-
5	6	1	1
6	7	3	1
7	8	1	1
8	10	1	-
9	12	3	-
10	13	3	-
11	14	2	-
12	15	4	-
13	16	1	1
14	17	2	-
15	18	1	-
16	19	2	1
17	21	1	-
18	22	2	-
19	23	1	-
20	24	3	1
21	25	2	-
22	27	1	-
23	28	1	-
24	29	1	1
25	30	3	-
26	31	2	-
27	32	2	1
28	33	2	-
29	34	1	1
30	35	3	-
31	38	6	1
32	39	5	-
33	42	3	-
<b>Total</b>		<b>71</b>	<b>10</b>

  
Commissioner

Berhampur Municipal Corporation

