

EXPRESSION OF INTEREST (EOI)

FOR

EMPANELMENT AS A RESOURCE ORGANISATION (ROs)

FOR IMPLEMENTING

SOCIAL MOBILISATION AND INSTITUTION DEVELOPMENT

UNDER NATIONAL URBAN LIVELIHOOD MISSION (NULM)

(Submission of Bid through e-tender)

EOI NO: WBMAD/SUDA/DIR/EOI-03(e)/2014

BY

WEST BENGAL STATE URBAN LIVELIHOOD MISSION

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Expression of Interest

Mission Director, West Bengal State Urban Livelihood Mission (WBSULM) under the Department of Municipal Affairs, Government of West Bengal invites '**Expression of Interest (EOI)**' from well established, interested registered Institutions/ Organizations / Companies/ Trusts/ Societies/ Gov Institutions/Industry Associations/MSME Institutions/Sole Proprietorship for empanelment as Resource Organisation (ROs) for social mobilization and institutional development, which involves formation and stabilization of self-help groups, and facilitating their linkage to revolving funds and bank credit for income- generating activities to the urban poor families in different ULBs of West Bengal under 'Social Mobilization and Institutional Development (SM&ID)' – a component of National Urban Livelihood Mission (NULM). SM&ID has a target to form SHGs approximately 15000 over the period of next three years.

Proposals are thus invited from eligible agencies (as per eligibility criteria listed in the EOI) for the said purpose. The last date for receipt of proposals is2014 till 3 PM. Online proposal in this regard is required to be submitted in the web portal <https://wbtenders.gov.in> only.

Mission Director

West Bengal State Urban Livelihood Mission (WBSULM)

ILGUS Bhawan, HC Block, Sector - III, Bidhannagar, KOLKATA - 700106

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List of Abbreviations used in the EOI

Terms	Description
ALF	Area Level Federation
A&OE	Administrative & Other Expenses
CLF	City Level Federation
CPO	City Project Officer
CO	Community Organiser
CMMU	City Mission Management Unit
DSC	Digital Signature Certificate
EMD	Earnest Money Deposit
EOI	Expression of Interest
SM&ID	Social Mobilisation and Institution Development
FY	Financial Year
GoWB	Government of West Bengal
GoI	Government of India
LOA	Letter of Authority
Lol	Letter of Intent
MIS	Management Information System
MoA	Memorandum of Agreement
MoU	Memorandum of Understanding
MMUs	Mission management Units
MoHUPA	Ministry of Housing & Urban Poverty Alleviation
NGOs	Non-Governmental Organisations
NMMU	National Mission Management Unit
NRLM	National Rural Livelihood Mission
NULM	National Urban Livelihood Mission
PG	Performance Guarantee
P&L	Profit and Loss
RO	Resource Organisation
RTI	Right to Information
SHGs	Self-Help Groups
SMMU	State Mission Management Unit
SM&ID	Social Mobilisation and Institution Development
ULB	Urban Local Body
WBSULM	West Bengal State Urban Livelihood Mission

Definitions & Glossary used in the EOI	
Term (s)	Description
Agreement	Contract between West Bengal State Urban Livelihood Mission (WBSULM) and the selected ROs for empanelment.
Authority	West Bengal State Urban Livelihood Mission (WBSULM)
Disqualification	Breach of undertaking given in Annexure-1
Faculty	Persons employed by the Bidders for formation of SHG etc.
Mobilization	Conveying the correct message to the target audience motivating them to participate in the process of institution development.
Period of Agreement	The Period as specified in the Agreement shall be valid.
Performance Evaluation & Review	Performance evaluation on a predefined set of criteria against the deliverables, timelines and targets every six month.
Termination of Agreement	As specified in the termination clause of agreement.

1. INTRODUCTION

The Mission Director, West Bengal State Urban Livelihood Mission (WBSULM) under the Department of Municipal Affairs, Government of West Bengal invites **Expression of Interest** from well established, interested registered Institutions/ Organizations / Companies/ Trusts/ Societies/ GoI Institutions/Industry Associations/MSME Institutions/Sole Proprietorship having sufficient experience in providing support to form Self-Help-Group in urban and rural areas and facilitated their linkage to revolving funds and bank credit for income- generating activities, empanelment as Resource Organisation (ROs) for social mobilization and institutional development, which involves formation and stabilization of self-help groups, and facilitating their linkage to revolving funds and bank credit for income- generating activities to the urban poor families in different ULBs of West Bengal under 'Social Mobilization and Institutional Development (SM&ID)' - a component of National Urban Livelihood Mission (NULM). SM&ID has a target to form SHGs approximately 15000 over the period of next three years.

National Urban Livelihood Mission (NULM) under the Ministry of Housing and Urban Poverty Alleviation (MoHUPA), Government of India envisages mobilisation of urban poor into three tiered structure with Self-Help Group (SHG) at the grass-root level, Area Level Federations (ALF) at the slum /ward level and City Level Federations (CLF) at the city level for reducing poverty and vulnerability of the urban poor. ROs will be engaged to facilitate the formation of SHGs, their development and bank linkages, their federation at the area and city levels, training and capacity building, establishing links to ULBs and to mitigate social, occupational and residential vulnerabilities.

2. TERMS OF REFERENCE

SCOPE OF WORK :

The aim of this Eol is to empanel resource organizations for social mobilization and institutional development, which involves formation and stabilization of self-help groups, and facilitating their linkage to revolving funds and bank credit for income- generating activities. This has two parts: (a) building administrative structures, and (b) building community structures. Building community structures revolves around social mobilization, formation of self-help groups, providing livelihood skills, and enabling access to capital grants and bank credit. Social mobilization under SM&ID requires universal coverage of every target household in the target towns/cities. Based on a set of institutional capacities and resources, agencies and institutions including

industry associations engaged in social mobilization and institutional development are invited to express their interest to Social Mobilization and Institutional Development under National Urban Livelihood Mission (NULM). Sub- contracting/outsourcing of the assignment is not allowed. All target households (urban poor households and occupationally vulnerable segments like rag pickers and street vendors) will be included to achieve universal coverage. **West Bengal State Urban Livelihood Mission (WBSULM)** or the ULB shall enter into with Resource Organizations. The mission period (Phase-I) is from 2014-2017 an agreement.

Objective

SHG model requires continuous and regular hammering at community door step to make beneficiaries understand the concept. Some non-government organizations/civil society organizations have the vital experience in the field of community mobilization, community institution development in a scientific manner. Therefore, the overall objective of this task is to take support of such organizations in the selected cities/towns, so that their experiences and learning can be disseminated to other project areas also. This will also lead to cross learning among different implementing agencies with healthy competition.

- i) **Name of Work:** "Empanelment of Resource Organizations for social mobilization and institution building under National Urban Livelihood Mission (NULM) Programme across different ULBs of West Bengal".
- ii) **Location of Work:** Urban areas of West Bengal falling under the jurisdiction of Urban Local Bodies (Municipal Corporations/ Municipalities).
- iii) **Broad areas of work for bidder are stated under:**
 - a. **Identifying Affinity Groups:** ROs should identify prior relationships of trust and mutual support and encourage those individuals to form SHGs. The membership should be preferably through participatory approach and self-selection.
 - b. **Capacity Building:** Once the SHG is formed, ROs will be expected to train ALL members of the SHG (not just the leaders/representatives) in: (a) The basic concepts of functioning of a SHG like how to conduct meeting; basics of savings, lending money, repayment habits; responsibilities of group members, (b) book-keeping and accounting, fund management, building bank and credit linkages; (c) communication, decision making, conflict resolution, self-assessment, etc.; and (d) accessing government benefits under NULM and other programs.

- c. **Handholding support for at least 15 months:** Once the groups are formed, ROs will be required to attend their meetings on a regular basis. The ROs will also bring in bankers, government officials from various departments, and members from established SHGs (for cross-learning) to interact with the SHGs. The ROs will assist the Community Organizer in the evaluation of the performance of SHGs being supported by it. Within a month of formation of the SHG, all groups which do not have bank-accounts should be helped to open SHG bank accounts and the ROs will also facilitate credit to SHG from banks. Groups should be encouraged to access credit from other formal sources as well.
 - d. **Tapering off of support between 15-24 months:** In this period, ROs will be expected to gradually withdraw active support from those SHGs that are formed and performing satisfactorily. At this stage the level of monitoring will increase and at the end of the 24 months of support, a critical evaluation of the supported SHGs in collaboration with the Community Organizer must be undertaken to determine whether the SHG is stable.
 - e. **Federating SHG into ALFs/CLFs:** ROs will also ensure that SHGs are federated into ALFs as described in the MoHUPA Mission Documents and work closely with ALFs and CLFs to build their capacity to take the handholding function after ROs fully withdrawn support.
 - f. **Training of ALF/CLF Members:** Members of the ALF/CLF will have to be trained as per guideline of NULM.
 - g. **At least 70% members must be Poor:** The RO should ensure that at least 70% of members in every SHG are urban poor.
 - h. **General:** ROs will also facilitate other entitlements, UID enrolment, opening of basic savings accounts and credit counseling of SHG members.
- iv) **Additional Tasks/Responsibilities of RO**
- a. To share and learn from the experiences of the other teams.
 - b. To facilitate the visits of other officials and non officials for learning, monitoring and evaluation.
 - c. To keep proper records of transactions, so that it is possible to trace them.
 - d. To carry out the tasks assigned by the Mission Director of WBSULM from time to time.
 - e. To attend (with complete information and progress report) periodic meetings called by the WBSULM/District Coordination Committee from time to time.

- f. To ensure transparency the agencies should clearly spell out to the community that NULM is a Government funded mission being implemented by the State Urban Livelihood Mission (WBSULM) and RO are merely working as a facilitation agency and shall be subject to Right to Information Act (RTI).
- g. To report to respective ULBs for their day-to-day functioning.

v. Expected outcomes of the engagement with ROs

- a. Every target household (urban poor and occupationally vulnerable groups like rag pickers, street vendors) must be covered to achieve universal coverage.
- b. One member from each identified urban poor household, preferably a woman has to be a member of an SHG.
- c. At least 70% of the members of SHGs should be urban poor.
- d. ROs to train all SHGs to build their capacity on issues such as: (a) the SHG concept (including savings), how to conduct meetings, responsibilities of group members, etc; (b) book-keeping and accounting, fund management, building bank and credit linkages; (c) communication, decision making, conflict resolution, self- assessment; and (d) accessing government benefits under NULM, and other social programs of the central, state and local governments.
- e. All SHGs to have a bank account for deposit of savings;
- f. All new SHGs to access revolving fund under NULM.
- g. All SHGs to access bank credit;
- h. SHGs will be federated at the area-level and at least one City-level Federation will be formed per City.
- i. ROs to ensure that all members of ALFs/CLFs undergo training to build their capacity on issues such as: (a) the federation concept (including savings), how to conduct meetings, responsibilities of group members, federations etc; (b) book keeping and accounting, fund management, building bank and credit linkages; (c) communication, decision making, conflict resolution, self- assessment; and (d) accessing government benefits under NULM, and other social programs of the central, state and local governments;
 - All ALFs/CLFs to be registered as a Society;
 - All new ALFs formed must access revolving fund support under NULM.

- vi) **Mobilisation** : The ROs will facilitate mobilisation of the urban poor for social mobilization and institution building through proper counseling and duly motivating them. RO will explain the importance of social mobilization and institution building along with necessary information regarding advantages of group formation; such as handholding support for bank linkage and bank credit etc.
- vii) **Selection of area for social mobilisation and institution building**: The ULB shall select area in consultation with COs and ROs
- viii) **Cost norms**: A maximum of Rs.10,000/- (Rupees Ten Thousand only) is allotted for per Self-Help-Group (SHG) for formation, handholding support, training of all the members, bank linkage, and formation of federation. The WBSULM/ULB will enter an agreement with ROs and payment will be made in the basis of milestones like SHG formation, training of members, bank linkage, and formation of federation at the area and city levels and access to benefits under NULM including revolving fund.
- ix) **Handholding support**: The Resource Organisation will handhold the SHG (each) for a period up to 2 (Two) years.
- x) **MIS and Reporting**:
- a. The ROs shall provide regular progress reports on an agreed format and periodicity with WBSULM.
 - b. The ROs shall maintain online management information system (MIS) for a systematic recording and management of the information regarding formation of SHG, training, bank linkage etc.
- xi) The ROs shall not charge urban poor/beneficiaries for mobilisation, group formation, bank linkages, capacity building training etc under this scheme under any pretext.
- xii) **Terms of Payment** : The Fee including SHG formation, training of members, bank linkage, formation of federation at the area and city levels and access to benefits under NULM including revolving fund, in the following manner (Per SHG on quarterly basis) :

Sl. No.	Particulars	Percentage
I	Community Mobilisation	10% of amount payable
II	Formation of SHG	15% of amount payable
III	Capacity building training to members	15% of amount payable
IV	Inclusion of SHG into federations and registration of federations	15% of amount payable
V	Bank linkage	20% of amount payable
VI	Access to revolving fund	10% of amount payable
VII	Handholding of SHG members (to be released after 15 months from the date of formation)	15% of amount payable
TOTAL		100%

xii) Performance Review:

Performance of ROs shall be reviewed every six months on a set of quantitative and qualitative parameters, as listed below:

- a. Achievement of social mobilisation
- b. Achievement of formation of SHG, ALF and CLF
- c. Achievement of Capacity Building Training
- d. Achievement of Bank Linkage and Bank Credit
- e. Achievement of Revolving Fund

3. FRAME WORK FOR PROGRAMME IMPLEMENTATION

- i) WBSULM targets to form SHGs approximately 15000 over the period of next three years with an aim to reduce poverty and vulnerability of the urban poor households through social mobilisation and institution development.
- ii) WBSULM/ CMMU shall continuously monitor program performance as per the envisaged monitoring & evaluation framework.

4. DATE AND TIME SCHEDULE :

Sl .No	Particulars	Date and Time
1.	Date of uploading of EOI documents (Online) at 14:00 Hrs
2.	Documents download start date (Online) at 15:00 Hrs
3.	Date of Pre-Bid Meeting with the intending Bidders at 15:00 Hrs
4.	Closing date for Bid Submission (On line) at 15:00 Hrs
5.	Last Date of submission Hard Copy of Up-loaded documents without EMD and Financial Bid (Off line) at 17:00 Hrs
6.	Uploading of list of qualified bidder/s at 15:00 Hrs
7.	Bid opening date for Technical & Financial Proposals (Online) (Bid A & Bid B) at 15:00 Hrs
8.	Uploading list of successful bidder/s	To be Notified Later on

5. EARNEST MONEY : The EMD of Rs. 5,000/- (Rupees Five Thousand only) shall be submitted in the form of a demand draft of a schedule commercial bank drawn in favour of "West Bengal State Urban Livelihood Mission" payable at "Kolkata". The bidder shall have to upload EMD as soft copy (scanned copies of the original) in the Statutory Cover. The preferred bidder shall submit the original EMD document to WBSULM with his acceptance letter of the LOI. Failure to submit the original EMD documents with the acceptance letter within the time period prescribed for the purpose may be construed as an attempt to disturb the tender process and dealt with accordingly legally including blacklisting of the bidder.

The Government owned organization /Institute will be exempted from the requirement of submission of EMD.

6. DURATION OF EMPANELMENT: The ROs would be empanelled for a period of three years subject to satisfactory performance to be reviewed halfyearly.

7. CONTENTS:

Section 1: Prequalification Criteria

Section 2: Terms and Conditions

Section 3: Guideline of E-Tender

Section 4: Selection Criteria

Section 5: Empanelment of the ROs

Section 6: Annexure 1 to 11

Section 1: Prequalification Criteria

Agencies fulfilling the following criteria shall be eligible to submit their proposal:

General Criteria :

Bidder must meet the following criteria:

- Bidder must be a single entity.
- Bidder can be firm / company / society / trust / research institution / educational institution / university/ industry association etc and should be registered under a proper legal framework.
- Bidder should be non-political and secular in nature
- Interested Bidder should satisfy the following prequalification criteria for submitting Eol.

a) Technical Criteria:

- i) Bidder should be registered on or before 31.03.2011 (a minimum of three years of existence) as mentioned in Annexure – 7.
- ii) Bidder should have at least 3 years experience in the social service sector.
- iii) Bidder or any of its / their staff should not have been blacklisted by Govt. / Govt. bodies in the past.
- iv) Preference shall be given to bidder having at least 3 years of significant experience in managing community driven programs and developing successful implementation strategies in social mobilization, SHG formation, SHG Federation, Capacity building, livelihood promotion and institution building in urban or rural areas.
- v) Bidder should have successfully promoted the formation and bank linkage at least 100 SHGs.

b) Financial Criteria:

- i.) It should have average annual turnover of Rs 5.0 (Rupees Five lacs) during the last three years (FY2011-12, FY2012-13 and FY 2013-14) as mentioned in Annexure – 6.
- ii) It should have a positive net worth as on 31.03.2014.

Section 2: Terms and Conditions (For Bidding)

1. The Proposal with forwarding letter (Annexure -1) shall be submitted online in accordance with the guideline given in this EOI.
2. In case any Bidder fails to submit the scanned copy of Demand Draft as Earnest Money along with the bid, the Technical Proposal of the Bidder shall not be opened. The Demand Draft should be of a Scheduled Commercial Bank drawn in favour of **West Bengal State Urban Livelihood Mission**, payable at Kolkata.
3. **Refund of EMD:** The EMD of successful Bidders shall be returned after receipt of Performance Guarantee (PG).
5. **Forfeiture of EMD:** The EMD taken from the Bidder will be liable for forfeiture in the following cases.
 - i. When the successful Bidder does not sign the agreement within a period from 10 working days of issue of Letter of Intent (LoI)
 - ii. When the Bidder withdraws or modifies his proposal after opening of proposals.
 - iii. When the Bidder fails to provide services as per Terms of Reference mentioned in this EOI within the time prescribed.
 - iv. When the successful Bidder does not deposit the Performance Guarantee in the form of Bank Guarantee before the Agreement is signed.
 - v. Rejection of proposal on account of Corrupt and Fraudulent Practices as outlined in this EOI.
6. Resource Organisations (ROs) cannot subcontract/appoint franchisee for training under any circumstances.
7. In preparing the Proposal, the Bidder is expected to examine the EOI in detail. Material deficiencies in providing the information required in the EOI shall result in rejection of the Proposal.
8. The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Bidder and WBSULM, shall be written in the English language.

9. The Bidders shall bear all costs associated with the preparation and submission of its proposal, and WBSULM shall not be responsible or liable for those costs, regardless of the conduct or outcome of the empanelment process. WBSULM is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to the Empanelment, without thereby incurring any liability to the Bidder.
10. WBSULM reserves the right to amend any or all conditions of this EOI Document before the last date of submission of proposals, or to change the above schedule at any time, without assigning any reason.
11. Failure to submit any of the above documents will make the Tender liable to be summarily rejected. All Corrigenda & Addend Notices, if any, have to be digitally signed & uploaded by the bidder in the Declaration Folder of My Documents.
12. All documents in original are to be produced in due course of time as and when asked by the Tender Inviting Authority.
13. An authorized representative of the Bidder shall sign the original proposal. Authority letters in the regard shall be submitted in the format as mentioned in Annexure-2.
14. All pages of the proposal and where corrections or amendments have been made shall be signed by the authorised signatory except where signature of the Chartered Accountant is required. In case of detection of any forgery, the proposal from successful bidder shall summarily be rejected and WBSULM may also resort to legal action against the successful bidder.
15. Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal before the date of submission replacing the entire bid.
16. The Bidder shall include a **statement of Indictment** in Annexure - 10 of an undertaking of the Bidder to observe, in competing for and executing an Agreement, Indian laws against fraud and corruption (including bribery).
17. The Bidder's Proposal must remain valid for 90 days after the Proposal submission deadline. A proposal valid for a shorter period shall be rejected by WBSULM as non-responsive proposal. During this period, the Bidder shall maintain its original Proposal without any change. In exceptional circumstances, prior to the expiry of the proposal validity period, the Authority may request Bidders to extend the period of validity of their Proposals. A Bidder acceding to the request shall not be required or permitted to modify its Proposal. The request and the responses shall be made in writing.

18. The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Empanelment Process. Notwithstanding anything to the contrary contained in this EOI, the Authority shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder / short listed ROs / successful ROs, has directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (**collectively the "Prohibited Practices"**) in the Empanelment Process. In such an event, the Authority shall, without prejudice to its rights or remedies, forfeit and appropriate the Earnest Money Deposit as damages payable to the Authority for, inter alia, time, cost and effort of the Authority, in regard to the EOI, including consideration and evaluation of such Bidder's Proposal.

For the purposes of this clause the following terms shall have the meaning hereinafter respectively assigned to them:

- a. **"corrupt practice"** means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly with the Empanelment Process or the Letter of Intent (LOI) or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Selection Process; or (ii) engaging in any manner whatsoever, whether during the Empanelment Process or after the issue of the LOI or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Assignment or the LOI or the Agreement, who at any time has been or is a legal, financial or Technical RO/ Adviser of the Authority in relation to any matter concerning the Project;
- b. **"fraudulent practice"** means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Empanelment Process;
- c. **"coercive practice"** means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;
- d. **"undesirable practice"** means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Empanelment Process; or (ii) having a Conflict of Interest; and
- e. **"Restrictive practice"** means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Empanelment Process.

Section 3: Guideline of E-Tender

General Guidance for e-tendering

1. Registration of Bidder

Any Bidder willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-procurement system, through logging on to <https://wbttenders.gov.in>. The bidder is to click on the link for e-tendering site as given on the web portal.

2. Digital Signature Certificate (DSC)

Each Bidder is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tender from the service provider of the National Informatics Centre (NIC) or any other bona fide service provider on payment of requisite amount. Details are available at the Web Site stated in Section 3.1 above. Digital Signature Certificate is given as USB e-Token.

The Bidder can download tender documents electronically from computer by logging on to the website mentioned in Section 3.1 above using the Digital Signature Certificate. This is the only mode of collection of tender documents.

3. Submission of Tender

Tender must be submitted online using the Digital Signature Certificate (DSC) through website stated in Section 3.1 in one folder at a time before the prescribed date and time. The documents to be uploaded should be virus free scanned and digitally signed. The documents will get encrypted (transformed into non readable formats). Proposal will be opened in presence of High Power Tender Evaluation Committee.

Tender should contain scanned copies of the following Statutory and non-statutory documents.

A. Statutory Documents:

The Statutory Documents must be uploaded in the Format given in Table 1 below:

Statutory Cover should contain the following (To be filled, scanned and digitally signed):

Table 1: Statutory Documents

Sl.No.	Category Name	Sub Category Name	Sub Category Description
A.	Forwarding Letter		Details in Annexure – 1.
B.	Letter of Authority		Details in Annexure – 2.
C.	Work Experience		Details in Annexure – 3.
D.	Eligibility Criteria		Details in Annexure - 4
E.	Staff Resource		Details in Annexure - 5
F.	FINANCIAL INFORMATION	AUDITED FINANCIAL STATEMENTS P/L AND B/S 2013-14 P/L AND B/S 2012-13 P/L AND B/S 2011-12	Audited Financial Statements : Certificates by CA in Annexure - 6

- i. Scanned Copy of EMD
- ii. EOI Document must be downloaded and the same must be uploaded in the Statutory Cover.

(Self-Attested photo copies of the Supporting documents to be enclosed)

Note:

- i. The Bidder should not be under prosecution for criminal offence, liquidation, court receivership or similar proceedings. Absence of this declaration in the Tender will lead to rejection of the same.

B. Non-Statutory Documents should contain scanned copies of the following**Documents/Certificates:**

Certificates of Incorporation in case of Company/ Registration in case of Partnership Firm/ registered trust deed /registration certificate from the Registrar of Societies, West Bengal (whichever is applicable).

Trade License from the appropriate authority

Brief write up not exceeding more than 300 words on understanding of the Terms and Reference

Notes : The hard copy of the uploaded documents without EMD shall also be submitted in a sealed envelope as the " PROPOSAL FOR EMPANELMENT OF ROs" and delivered to the office of the Mission Director, West Bengal State Urban Livelihood Mission Scheme, West Bengal, ILGUS Bhawan, HC Block, Sector-III , Kolkata – 700 106.

The Non Statutory Documents must be uploaded in the Format given in Table 2 below:

Table 2 List of Documents/Certificates to be uploaded in My Documents (Non-Statutory) folder.

TABLE 2 : Non-statutory Documents

Sl.No.	Category Name	Sub Category Name	Sub Category Description
A	CERTIFICATES	A1. CERTIFICATES	Certificates of Incorporation in case of Company/ Registration in case of Partnership Firm/ registered trust deed (Annex – 7)
B	COMPANY DETAILS	B1. COMPANY DETAILS 1	Registration details in Annexure - 7
C	TECHNICAL INFORMATION	COMPANY DETAILS 2 Details of Bidder	Detail in Annexure- 8
D		DECLARATION 1 Eligibility related information	Details in Annexure - 9
E		STATEMENT OF INDICTMENT	Details in Annexure - 10
F		PERFORMANCE GUARANTEE	Details in Annexure - 11

Bidder must ensure that they upload documents in black and white & resolution (DPI) of the scanned documents should not exceed 300.

Section 4: Selection Criteria

1. Evaluation of Tender:

- a. **Opening of Tender:-** Tenders will be opened by the High Powered Technical Evaluation Committee from the website using Digital Signature Certificate.
- b. **Statutory Cover** (sub-folder) documents will be opened first and if found in order, Non-Statutory (sub-folder) documents will be opened. If there is any deficiency in the statutory documents the bid will summarily be rejected.
- c. Decrypted (transformed into readable formats) documents of the Non-Statutory (sub-folder) will be downloaded and handed over to the Tender Evaluation Committee. Scrutiny of Tender and recommendation thereafter will be made to the Mission Director, WBSULMI.
- d. **Uploading of summary list of successful bidder/s** - Pursuant to scrutiny and decision of the high powered technical evaluation committee, the summary list of successful bidder/s will be uploaded in the web portals.
- e. While evaluating, the committee may summon the bidders and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
- f. Any document found to be incomplete in content or attachments or authenticity shall not be considered for the purpose of qualification.
- g. The bidders not satisfying the requisite qualification criteria specified in the above sections are not eligible for further consideration.

2. Confidentiality

Any attempt by the shortlisted Bidders or anyone on behalf of the Bidder to influence the Authority improperly in the evaluation of the Proposals or Agreement award decisions may result in the rejection of its Proposal.

3. Proposal Evaluation

The Authority will conduct the technical evaluation of the submitted proposals on the basis of the evaluation guidelines. However, the WBSULM may seek clarification on the information submitted by the Bidder, if required. Wherever necessary the Bidder may be called upon to make the presentation in power point format before the committee at the cost of the Bidder.

The committee may undertake the verification & inspection of the ROs premises or centres to verify the availability of the physical and technical infrastructure as stated by the Bidder.

4. Evaluation Guidelines

- a) Methodology to be adopted for the evaluation of the proposal will be only Quality Based (Technical) Selection.
- b) The selection for the empanelment would be done by a high powered committee formed by WBSULM based on a preset evaluation criteria outlined below. Technical Evaluation Methodology:

A. Criteria of Evaluation(Institutional)	Maximum Marks
Experience & Expertise: Organisational details, Documentary proof specifying their work experiences with Govt./semi-govt./other reputed organisation with good track record.	25
Infrastructure: No. of centres with adequate Infrastructure and support system available in the state and capacity to arrange make-shift centre at ULB level with all facility.	10
Strategy & Approach: Formation of SHGs and hand holding.	15
Staff Resources: Faculty & personnel available to handle the present assignment	15
Financial Criteria: Average Annual Turnover	10
Sub Total: A	75
B. Criteria of Evaluation (Formation of SHGs and Bank Linkages)	Maximum Marks
Methodology Followed	15
Provisions of Materials (Books/CD/others.) & Power Point Presentation	10
Sub Total: B	25
Grand Total(A +B) :	100

Note:

- a. WBSULM will call for a Power Point presentation from qualified Bidders on the submitted EOI for which a prior intimation will be given.
- b. The authority reserves all rights to reject the shortlisted bidders at any stage without assigning any reason thereof.
- c. The Bidder **scoring 50** or more marks would be empanelled as eligible Resource Organisations (ROs).

Section 5: Empanelment of the ROs

1. Empanelment:

- a. The short listed Bidder will be issued Letter of Intent (LOI). On receipt of the Letter of Intent (LOI) from WBSULM, the ROs shall be required to submit performance guarantee (PG), to WBSULM within 7 working days from the date of letter before being finally empanelled. On receipt of such PG a Memorandum of Agreement (MoA) shall be executed with the ROs and an another agreement 'Memorandum of Understanding' shall be executed between ULB and ROs for work order and payment (on a non-judicial stamp paper).
- b. The successfully evaluated Bidder will be enlisted in a panel by WBSULM as ROs in the approved sector and ULBs upload the said list on its website.
- c. The Empanelment list will be valid for a period of three years from the date of notification.
- d. WBSULM shall also issue an empanelment letter to the respective ROs mentioning, inter alia, the ULB for which the agency is empanelled for the award of assignment under this scheme.
- e. West Bengal State Urban Livelihood Mission (WBSULM) reserves the right to delist any Empanelled Resource Organisations (ROs) at any time if performance is found unsatisfactory and detrimental to the interest of the urban poor.
- f. Government agency may have to work anywhere in West Bengal as per requirement and direction of WBSULM.

2. Award of assignment order

- a. The empanelled agency will be awarded the assignment order by the respective ULB.
- b. The ROs shall immediately (maximum 7 days) start the mobilizing, formation of SHGs and federations, capacity building training, bank linkages, handholding support etc. as per the said Agreement / this EOI.

3. Performance Guarantee

- a) The Performance Guarantee shall be in the form of an irrevocable Bank Guarantee from a Schedule commercial bank in favour of the '**West Bengal State Urban Livelihood Mission**' Payable at **Kolkata**.
- b) The Government owned organization /Institute will be exempted from the requirement of submission of PG.

- c) The amount of Performance Guarantee that is required to be submitted by the ROs shall be Rs 30,000/- (Rupees thirty Thousand only). Format for Performance Guarantee (Performance Bank Guarantee) is in Annexure - 11.
- d) Return of Performance Guarantee: The Performance Guarantee shall be returned after six months from the date of cessation of agreement.
- e) **Forfeiture of Performance Guarantee:** PG shall be forfeited in the following cases :
 - i. When any clause of the terms and conditions of the Agreement is breached.
 - ii. When the RO fails to commence the services or fails to meet the targets as specified in the agreement.
 - iii. On violating any term of undertaking given in Annexure-1

Forfeiture of PG shall be without prejudice to any other right of WBSULM to claim any damages as admissible under the law as well as to take such action against the Selected Bidder such as severing future business relation or black listing, etc.

- f) No interest will be paid by WBSULM on the amount of EMD or PG.

DISCLAIMER

The purpose of this EOI is to provide interested Bidders with information that may be useful to them in the formulation of their Proposals pursuant to this EOI. This EOI includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the programme implementation. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This EOI may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this EOI. The assumptions, assessments, statements and information contained in this EOI, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this EOI and obtain independent advice from appropriate sources. Information provided in this EOI to the Bidders is on a wide range of matters, some of which depend upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein. The Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EOI or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the EOI and any assessment, assumption, statement or information contained therein or deemed to form part of this EOI or arising in anyway in this Selection Process. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this EOI. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this EOI.

The issue of this EOI does not imply that the Authority is bound to empanel one or more Bidder(s) or to appoint the Selected Bidders, as the case may be, for the implementation of the programme and the Authority reserves the right to reject all or any of the Proposals without assigning any reason whatsoever.

Section 6: Annexure 1 - 11

DRAFT

Annexure - 1

(On the letterhead)

{Location, Date}

To

The Mission Director

West Bengal State Urban Livelihood Mission,

ILGUS Bhawan, HC Block,

Sector – III, Bidhan Nagar

Kolkata – 700106

Dear Sir,

We, the undersigned, wish to be empanelled as Resource Organisations (ROs) to West Bengal State Urban Livelihood Mission (WBSULM) in accordance with your Expression of Interest dated..... We are hereby submitting our Proposal, as per the specified format.

We hereby declare that:

- a. All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in this Proposal may lead to our disqualification by WBSULM.
- b. Our Proposal shall be valid and remain binding upon us for the period up to (90 days from the date of submission)
- c. We have no conflict of interest as defined in the EOI.
- d. We meet the eligibility requirements as defined in EOI.
- e. In competing for (and, if we are empanelled) the Empanelment, we undertake to observe the laws against fraud and corruption, including bribery as per EOI.
- f. Our Proposal is binding upon us and subject to any modifications resulting from the Agreement negotiations.
- g. We give an undertaking and agree to abide by all the provisions of best practices i.e., adhering to guidelines for preventing prohibited activities. In case of breach, you will be free to forfeit our EMD amount.
- h. We undertake to submit the requisite irrevocable Performance Bank Guarantee of requisite amount from a Schedule Commercial Bank before the award of work.

We undertake, if our Proposal is accepted and the Agreement is signed, to initiate the assigned work as per time schedule specified by particular ULB.

We understand that WBSULM can reject our proposal without giving any reason, whatsoever.

We remain

Yours sincerely,

Authorized Signature {In full
and initials}

Name and Title of Signatory: _____

Name of Bidder: _____

In the capacity of: _____

Address: _____

Contact information (phone and e-mail): _____

LETTER OF AUTHORITY

(To be submitted along with Covering Letter)

Know all men by these presents that we
 (name of the firm and address of the registered
 office) do hereby irrevocably constitute, nominate, appoint and authorize Mr/ Ms
 (name).....son / daughter / wife ofand
 presently residing atwho is presently employed with us
 and holding the position of as our true and
 lawful Authority (hereinafter referred to as the "Authority") 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 the "**Empanelment of
 Resource Organisations (ROs)** in different ULBs of West Bengal for '**Social
 Mobilisation and Institution Building under National Urban Livelihood Mission
 (NULM)** being implemented by **West Bengal State Urban Livelihood Mission
 (WBSULM)**. The Authority is fully authorized for providing information/ responses to the
 WBSULM, representing us in all matters before the WBSULM including negotiations
 with the WBSULM, signing and execution of all agreements including the
 Memorandum of Agreement (MoA) and Memorandum of Understanding (MoU)
 undertakings consequent to acceptance of our proposal, and generally dealing with
 the WBSULM in all matters in connection with or relating to or arising out of
 our proposal for the said Empanelment.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts,
 deeds and things done or caused to be done by our said Authority pursuant to and in
 exercise of the powers conferred by this Power of Authority and that all acts, deeds and
 things done by our said Authority 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 AUTHORITY ON THIS
DAYS OF

For; (Signature, name, designation and address)

Accepted

..... (Signature)

(Name, Title and Address of the Authority)

Witnesses:1. _____ 2. _____

Note: To be executed on Rs. 100/- Non-Judicial Stamp paper.

Annexure - 3

Work Experience during last 3 Years

Sl. No.	Name / Title of the similar job /assignment (with geographical area of assignment)	Name of the clients(mention clearly whether it is a Govt./semi-govt./other reputed organisation)	Work Place (Urban / Rural)	Total Value of the Project in INR	Duration of the Project	No. of SHGs formed	No. of SHGs linked with the Bank
1							
2							
3							
4							
5							

Annexure - 4

Eligibility criteria

S. No.	Eligibility Criteria	Bidder Information	Supporting Documents Enclosed (Certified by the Chartered Accountant)
1	<ul style="list-style-type: none"> Bidder should have at least 3 years experience in social service sector. Bidder should have successfully promoted the formation and bank linkages of at least 100 SHGs. Bidder should have at least 3 years of experience in managing community driven programs and developing successful implementation strategies in social mobilization, SHG formation, SHG Federation, Capacity building, livelihood promotion and institution building in urban or rural areas 		
2	<ul style="list-style-type: none"> No. of centres with adequate Infrastructure and support system available in the state and capacity to arrange make shift centre at ULB level with all facility. 		
3.	<ul style="list-style-type: none"> Strategy and approach of formation of SHGs hand holding 		
4.	<ul style="list-style-type: none"> Faculty and personnel available to handle the present assignment 		

STAFF RESOURCES: OFFICE PERSONNEL AND EXPERTS AVAILABLE

- No. of Office Personnel in Pay roll:
- No. of Full-time Expert in Pay-roll:
- No. of Part-time expert:

S.No	Name of the Expert (Full-time)	Educational Qualification	Tenure of Attachment/ Working since	Working experience

Annexure – 6

FINANCIAL STANDING – ANNUAL TURNOVER

(Certificate from the Statutory Auditor regarding
Annual turnover for the preceding 3 Financial Years.)

To
The Mission Director
West Bengal State Urban Livelihood Mission,
ILGUS Bhawan, HC Block,
Sector – III, Bidhan Nagar
Kolkata – 700106

Dear Sir,

Based on books of accounts and other published information authenticated by the Firm, this is to certify that (Name of the Bidder) have annual turnover of Rs. 20 (Twenty) Lacs or more during the last three preceding Financial Years. The year wise details are provided below.

The IT returns of
..... (Name of the firm) for last three financial years has also been attached herewith for your perusal.

Financial Year ending 31 st March	Turnover
2013-14	
2012-13	
2011-12	

Signature of Chartered Accountant

(Seal of the audit firm)

Name of Chartered Accountant:

Name of the Audit Firm/ Chartered Accountant:

Registration No:

Date:

Note: Please provide certified copies of Audited Financial Statements of the firm for the immediately preceding three financial years. In the case of Printed annual reports certification is not required.

LEGAL CONSTITUTION & NUMBER OF YEARS OF EXISTENCE

1. Status / Constitution of the Firm:
2. Name of Registering Authority:
3. Registration No.:
4. Date of Registration/Date of incorporation in case of Company:
5. Place of Registration:
6. Legal Constitution of Partner: (Public
Limited/Private Limited
Company/Partnership/Proprietorship etc.)

(Company Seal)

Signature: Name:

Designation:

(Authorized Representative and Signatory)

Note: Please provide copy of the registration certificate from the appropriate Registering Authority.

Details of Bidder:

Name and Details of the Bidder and Authorized Representative:	
Name of Bidder	
Type	
Registered Address	
Phone	
Fax	
Mobile	
Email	
Website	
Whether blacklisted by any Govt./semi-Govt. organization (If yes, by whom)	
Name of Authorized Representative	
Designation	
Mobile	
Email	
Sector/s Applied for	

(Company Seal) Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Eligibility Related Information

Eligibility Parameter	Value	Supporting Document	Page No.
Registration Date		Certificate of Incorporation/Registration	
Turnover (in Rs. Lakhs)		Audited Financial Statements; CA certificate in Annexure- 6	
Net Worth (in Rs. Lakhs)		Audited Financial Statements; certificate in Annexure - 6	
Operational Capability			
No. of states			
No. of districts			
No. of centre's		List with centre's,	

Annexure -10

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 EOI)
Date:

To,
The Mission Director,
West Bengal State Urban Livelihood Mission (WBSULM),
ILGUS Bhavan, HC Block,
Sector III, Bidhan Nagar,
Kolkata - 700106,
West Bengal, India.

We solemnly declare that there has been no conviction by any court of law or indictment or adverse order or investigation or charge sheet by an agency 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 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:

Annexure - 11

FORMAT OF PERFORMANCE SECURITY (PERFORMAMANCE BANK GUARANTEE)

To
 The Mission Director
 West Bengal State Urban Livelihood Mission (WBSULM)
 ILGUS Bhavan,
 HC Block, Sector III, Bidhannagar,
 Kolkata 700 106

WHEREAS _____ [*Name and address of the RO*] (hereinafter called "the ROs") has undertaken, in pursuance of Letter of Intents (LOI) No. _____ dated _____ to provide the services on terms and conditions set forth in this Contract _____ [*Name of contract and brief description of works*] (hereinafter called the "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Consultants shall furnish you with a Bank Guarantee by a Scheduled Bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Consultants such a Bank Guarantee;

NOW THEREOF we hereby affirm that we are the Guarantor and responsible to you, on behalf of the ROs up to a total of _____ [*amount of Guarantee*]¹ _____ [in words _____], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you such amount in favour of **Mission Director, West Bengal State Urban Livelihood Mission (WBSULM)** through our branch operable at Kolkata at _____ (provide the address of the branch at _____) and if invoked, be encashable at Kolkata, branch of _____ bank at _____, upon your first written demand and without cavil or argument, any sum or sums within the limits of _____ [*amount of Guarantee*] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Consultants before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the services to be performed there under or of any of the Contract documents which may be made

¹ Shall be equal to the amount stipulated in the Letter of Intent

between you and the ROs shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

The liability of the Bank under this Guarantee shall not be affected by any change in the constitution of the Consultants or of the Bank.

Notwithstanding anything contained herein before, our liability under this guarantee is restricted to Rs. _____ (Rs. _____) and the guarantee shall remain valid till _____. Unless a claim or a demand or a request for extension in writing is made upon us on or before _____ all our liability under this guarantee shall cease.

This guarantee shall be valid until _____ days from the date LOI and shall be extended, before the expiry of _____ days, if required, for a period up to 6 months from the date of completion of assignment by the Consultant.

Signature and Seal of the Guarantor _____

Name and Designation _____

Name of the Bank _____

Address _____

Date _____

In presence of

1. _____
(Name, Signature & Occupation)

2. _____
(Name, Signature & Occupation)

Sl. No.	Name of the ULBs	District	Memo No- SUDA 33/2015/1559 dt-16.11.2015	Memo No-SUDA 33/2015/1531 dt-12.09.2016	Memo No- 33/2015/180 8 dt-27.10.2016	No- SUDA 33/2015 /2872 dt 08.03.	Memo No- SUDA 33/2015/ dt-	TOTAL CDS	TOTAL NGO
1	Alipurduar	Alipurduar	Anwesha Welfare	1 CDS				1	1
2	Bankura	Bankura	4 CDS					4	0
3	Asansol MC	Bardhaman		3 CDS				3	0
4	Burdwan	Bardhaman	4 CDS					4	0
5	Durgapur	Bardhaman	2 CDS	2 CDS			1 CDS	5	0
6	Suri	Birbhum			SPADE			0	1
7	Cooch Behar	Cooch Behar	1 CDS					1	0
8	Balurghat	Dakshin	1 CDS					1	0
9	Darjeeling	Darjeeling						0	0
10	Siliguri	Darjeeling	1 CDS					1	0
11	Baidyabati	Hooghly			SPADE			0	1
12	Bansberia	Hooghly	2 CDS					2	0
13	Bhadreswar	Hooghly		2 CDS				2	0
14	Champany	Hooghly	1 CDS (Declared AS No CDS is there)		SPADE -Memo No- 33/2015/2767 dt-21.02.2017			0	1
15	Chandannagar MC	Hooghly	2 CDS					2	0
16	Hooghly Chinsurah	Hooghly			SPADE			0	1
17	Rishra	Hooghly	1 CDS			1 CDS		1	0
18	Serampore	Hooghly			HTPL			0	1
19	Uttarpara Kotrung	Hooghly		1 CDS		2 CDS		3	0
20	Howrah MC	Howrah	NGO Bangla basti					0	1
21	Uluberia	Howrah	NGO Bangla basti					0	1
22	Jalpaiguri	Jalpaiguri	NGO Bangla basti					0	1

Sl. No.	Name of the ULBs	District	Memo No- SUDA 33/2015/1559 dt-16.11.2015	Memo No-SUDA 33/2015/1531 dt-12.09.2016	Memo No- 33/2015/180 8 dt-27.10.2016	No- SUDA 33/2015 /2872 dt 08.03.	Memo No- SUDA 33/2015/ dt-	TOTAL CDS	TOTAL NGO	
23	Kolkata	Kolkata	NGO Bangla basti					0	1	
24	English Bazar	Malda	1 CDS					1	0	
25	Berhampore	Murshidabad			SPADE			0	1	
26	Kalyani	Nadia	1 CDS					1	0	
27	Krishnanagar	Nadia	4 CDS					4	0	
28	Nabadwip	Nadia						4	0	
29	Santipur	Nadia	1 CDS					1	0	
30	Ashokenagar	North 24						2	0	
31	Baranagar	North 24	4CDS					4	0	
32	Barasat	North 24	3 CDS					3	0	
33	Barrackpore	North 24	2 CDS					2	0	
34	Basirhat	North 24		2 CDS				2	0	
35	Bhatpara	North 24	5 CDS					5	0	
36	Bidhannagar MC	North 24			HTPL			0	1	
37	Bongaon	North 24			HTPL			0	1	
38	Dum Dum	North 24			HTPL			0	1	
39	Habra	North 24	1 CDS					1	0	
40	Halisahar	North 24			HTPL			0	1	
41	Kamarhati	North 24		4 CDS				4	0	
42	Kanchrapara	North 24			HTPL			0	1	
43	Khardah	North 24	2 CDS					2	0	
44	Madhyamgram	North 24						2	0	
45	Naihati	North 24		1 CDS				2	0	
46	North Barrackpore	North 24	1 CDS	1 CDS				2	0	
47	North Dum Dum	North 24	1 CDS					1 CDS	2	0

Sl. No.	Name of the ULBs	District	Memo No- SUDA 33/2015/1559 dt-16.11.2015	Memo No-SUDA 33/2015/1531 dt-12.09.2016	Memo No- 33/2015/180 8 dt-27.10.2016	No- SUDA 33/2015 /2872 dt 08.03.	Memo No- SUDA 33/2015/ dt-	TOTAL CDS	TOTAL NGO
48	Panihati	North 24	1 CDS	2 CDS				3	0
49	South Dum Dum	North 24		2 CDS				2	0
50	Titagarh	North 24			HTPL			0	1
51	Kharagpur	Paschim	3 CDS					3	0
52	Medinipur	Paschim	3 CDS					3	0
53	Haldia	Purba Medinipur			SPADE			0	1
54	Tamluk	Purba Medinipur			SPADE			0	1
55	Purulia	Purulia	1 CDS					1	0
56	Maheshatala	South 24			HTPL			0	1
57	Rajpur Sonarpur	South 24	1 CDS					1	0
58	Raiganj	Uttar Dinajpur	1 CDS					1	0
	TOTAL		55 CDS	20 CDS	2 NGOs	1.1 CDS	2 CDS	88	20

List of new NULM Towns engaged as RO

Sl. No.	Name of the ULBs	District	No. of CDS engaged as RO under Memo No.SUDA-33/2015(Pt.-I)/ 2872 dt.08.03.2017	No. of NGOs engaged as RO under Memo No.SUDA-33/2015(Pt.-I)/ 445 dt.31.05.2017
1	Sonamukhi	Bankura	1	
2	Dainhat	Barddhaman	1	
3	Katwa	Barddhaman	2	
4	Memari	Barddhaman	1	
5	Bolpur	Birbhum	2	
6	Dubrajpur	Birbhum		Lokakollian Parisad
7	Nalhati	Birbhum		Lokakollian Parisad
8	Sainthia	Birbhum	1	
9	Dinhata	Cooch Behar	1	
10	Mathabhanga	Cooch Behar	Anwasha	
11	Buniadpur	Dakshin Dinajpur		Lokakollian Parisad
12	Kurseong	Darjeeling	2	
13	Arambagh	Hooghly	2	
14	Konnagar	Hooghly	1	
15	Mal	Jalpaiguri	1	
16	Jangipur	Murshidabad	1	
17	Murshidabad	Murshidabad	2	
18	Birnagar	Nadia	1	
19	Chakdah	Nadia	2	
20	Gayeshpur	Nadia	1	
21	Ranaghat	Nadia	2	
22	Taherpur	Nadia	1	

List of new NULM Towns engaged as RO

Sl. No.	Name of the ULBs	District	No. of CDS engaged as RO under Memo No.SUDA-33/2015(Pt.-I)/ 2872 dt.08.03.2017	No. of NGOs engaged as RO under Memo No.SUDA-33/2015(Pt.-I)/ 445 dt.31.05.2017
23	New Barrackpur	North 24-Parganas	2	
24	Ghatal	Paschim Medinipur	2	
25	Kharar	Paschim Medinipur	1	
26	Khirpai	Paschim Medinipur	1	
27	Ramjibanpur	Paschim Medinipur	1	
28	Contai	Purba Medinipur	2	
29	Egra	Purba Medinipur	1	
30	Panskura	Purba Medinipur	1	
31	Dalkhola	Uttar Dinajpur		Lokakolliyan Parisad
32	Islampur	Uttar Dinajpur	2	
33	Kaliaganj	Uttar Dinajpur	1	
Total :			39 CDS in 33 ULBs	1 NGO in 4 ULBs

SUMMARY SHEET

CDS Empaneled as RO in different Phase

Sl. No.	No. of ULB Covered	No. of CDS as RO Engaged	Date for Engagement	Memo No.
1	1	2	22.07.2015	SUDA 33/2015/812
2	1	1	18.06.2015	SUDA 31/2015/613
3	26	52	16.11. 2015	SUDA 33/2015/1559
4	12	25	12.09. 2016	SUDA 33/2015/1531
5	36	50	08.03. 2017	SUDA 33/2015/2872
6	2	2		
Total	78	132		

NGO Empaneled as RO in Different Phase

Sl. No.	No. of ULB Covered	No. of NGO as RO Engaged	Date for Engagement	Memo No.
1	4 + 2 municipal corporation	2	16.11.2015	
2	15	2	27.10.2016	SUDA 33/2015/1808
3	1	1	21.02. 2017	SUDA 33/2015/2767
4	1	1	21.2.2017	33/2015/2768
5	4	1	31.5.2017	33/2015/445
Total	27	5		

Minutes of the 8th Meeting of the Committee for Selection of Training Institute/

Resource Organisation/ Certification Agencies/ Institute

Date :- 14.07.2016 Time :- 04.00 PM Venue:- SUDA Conference Hall

1. Members Present

Sl No.	Name	Designation & Department	Signature
1	Shri Mitra Chatterjee	Joint Secretary, M.A. Deptt, Govt of West Bengal & Chairman of the Committee	Sd/-
2	Shri B.N. Kar	Additional Director, ILGUS	Sd/-
3	Shri Kishore Sengupta	Additional Director, Financial Advisor, SUDA	Sd/-
4	Shri Mrinal Kanti Rano	Joint Director (SD), SUDA	Sd/-
5	Shri Gautam Pal	Adviser, SUDA	Sd/-
6	Shri Sujay Mitra	Poverty Monitoring Expert, CMU	Sd/-
7	Shri Sandip Gupta	Computer Programmer, SUDA	Sd/-

2. Chairman of the Committee initiated discussion and as per his direction Joint Director (SD), SUDA raised different Agenda-wise issues. After threat bear discussion following decision was taken.

Agenda-I

Re-consideration of the decision taken by Committee on 13.04.2016 regarding cancellation of Technical bidding for STPs selection.

Decision - (a) : Re-consideration proposal rejected as it has already been cancelled by the Deptt. and no further written clarification is obtained from GOI in respect of continuing Skill Training as per norms put to Tender.

Decision - (b) : It is further decided that cancellation letter will be issued and all necessary formality for cancellation will be done at e-tendering portal through NIC.

Decision - (c) : Packets containing hard copies & others will be returned to the bidders submitted to SUDA.

Agenda-II

Empanelment of new STP from approved list of Technical Education & Training Deptt.

Decision - (a) : It is decided that different State Govt. Deptt. having the list of empanelled STP, NSDC and other State & Central Govt. Agency may be requested to provide their list of empanelled STP and such Agency, on availability of list will be empanelled with SUDA till fresh STP list is empanelled by WBSULM. Pending empanelment of STP as a part of 2nd quarter achievement of this financial year, twenty six thousand training may be given to TET & Skill Development Department for organizing training at their end.

Decision - (b) : It is further decided that a fresh RFP may be floated to empanel the STP at WBSULM.

Agenda-III

Engagement of Resource Organisation at old & new NULM ULBs.

Decision - (a) : All CDS (25 in No.) interviewed and found eligible by the Committee may be engaged as RO in their respective ULB.

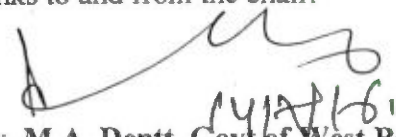
Decision - (b) : SPADE, an empanelled NGO with NRLM for SHG formation who have also consented to work with NULM set up may be considered for RO in selected ULB.

Decision - (c) : As per approval for GOI, MEPMA a reputed organization from Telengana has sent their consent and financial estimate to work as RO in West Bengal. Committee has recommended to engage MEPMA as RO in selected ULB.

Decision - (d) : Hari Telematics Pvt. Ltd. an empanelled Agency with Odissa, SUDA, who have approached WBSULM to work as RO may also be considered for engagement as RO in some selected ULB.

Decision - (e) : Regarding engagement of local NGO as RO, Committee recommended to hold fresh RFP informing all ULBs.

As there was no other discussion meeting ended with thanks to and from the chair.

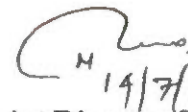

Joint Secretary, M.A. Deptt, Govt of West Bengal
&
Chairman of the Committee

SUDA : 54/2014/

.07.2016

Copy To :-

1. Joint Secretary, M.A.Deptt., Govt. of West
2. Additional Director, ILGUS
3. Additional Director, Financial Advisor, SUDA
4. Adviser, SUDA
5. Poverty Monitoring Expert, CMU
6. Computer Programmer, SUDA



14/7/16
Joint Director(SD), SUDA
Convener of the Committee