

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচসি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, HC Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

No. SUDA-313/2015/৪৩৭(১২৫)

Date. 24.07.2020

To

1. The Chairman/Chairperson, Municipality/NAA
2. The Chairman, Board of Administrator, Municipality/NAA
3. The Municipal Commissioner, Municipal Corporation
4. The Administrator, Municipality

Sub: Implementation of extensive Public Awareness and IEC activities for effective implementation of Solid Waste Management in the ULBs and submission of Action Plan on Public Awareness and IEC activities

Madam/Sir,

You are aware that SUDA had issued an advisory for taking immediate action for ensuring 100% segregation of waste at source and 100% door to door collection of waste (to comply the order of Hon'ble NGT) to your ULB vide memo no. SUDA-332/2019/616 dated 17.07.2020.

Now, it is imperative to state that, extensive awareness generation among the citizens and subsequent implementation of SWM Rules, 2016 through extensive IEC campaign is very much essential at this juncture. The IEC materials (Poster, Banner and Leaflet), already provided from SUDA should be used for your public awareness programme. It is to be remembered that use of any IEC materials need to be approved by UD& MA Department. You are suggested to involve the health functionaries, Self Help Groups and Community Based Organizations like, local clubs, Resident Welfare Associations & NGOs with this activity. In view of the outbreak of COVID-19, utmost care should be taken about the fact that all health related protocols like social distancing, wearing of masks must be adhered while disseminating awareness about SWM activities.


Hence, you are requested to prepare an Action Plan on Public Awareness and IEC activities for your ULB and start implementation of several awareness generation activities immediately. In this regard, you may consult the Micro Planning Organisation, associated with your ULB and they have been apprised already. We would like to hold a Video Conference shortly on these issues, but action of ULB may not wait for that and resume immediately. It may be remembered that, Hon'ble NGT has imposed a very tight time limit for enforcing 100% segregation in all ULBs.

I would like to add in this regard that SUDA, being the nodal agency, under the instruction of the Department, has started floating RfPs for proper Solid Waste Management in ULBs in a phased manner. Already more than 50 ULBs have been covered and rest would be floated soon where land is available for Sanitary Landfill, free from any encumbrance. Therefore, if COVID-19 situation improves, by the end of this year, our State may be in a better position in implementation of Solid Waste Management.

You are now requested to submit the Action Plan as per **format enclosed** to SUDA within 30.07.2020 to the e-mail ID: sbm.wbsuda@gmail.com positively.

This is issued as per approval of UD&MA Department, Government of West Bengal.

Yours faithfully,

 24.07.2020
Director

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচসি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, HC Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

No. SUDA-313/2015/৪৩৭/১(৬)

Date: 24.07.2020

Copy forwarded for kind information to:

1. Commissioner, Environment Department, Government of West Bengal
2. District Magistrate, ----- District
3. Chief Engineer (TKG), WBPCB
4. P.S. to Hon'ble MIC, UD&MA Department, Government of West Bengal
5. Sr. P.S. to the Principal Secretary, UD&MA Department, Government of West Bengal
6. P.S. to Hon'ble Mayor, ----- Municipal Corporation

Director

24.07.2020

Action Plan on Public Awareness and IEC activities for Solid Waste Management

Name of ULB:

No. of Wards:

Sl. No.	Activities	No. of Activities	Timeline for completion	Remarks
1	Town level Orientation Programme for sensitizing people			
2	Ward level public awareness campaign			
3	Identification of number of location for display of banners/hoardings and posters			
	5.a. Number of banners to be displayed			
	5.b. Number of hoardings to be displayed			
	5.c. Number of posters to be displayed			
4	Number of leaflets to be distributed			
5	Plan for Tableau			
6	Plan for awareness through local cable TV channel			
7	Any innovative ideas developed from your end (please elaborate)			

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA-313/2015/11029

তারিখ 24.06.2020.

From: Finance Officer, SUDA

To: Commissioner, Kolkata Municipal Corporation

MEMORANDUM

Sub: Release of fund to Kolkata Municipal Corporation for implementing public awareness and IEC activities on solid waste management under Swachh Bharat Mission (U) / Mission Nirmal Bangla (U)

Sir,

Fund released to Kolkata Municipal Corporation for implementing public awareness and IEC activities on solid waste management under Swachh Bharat Mission (U) / Mission Nirmal Bangla (U).

The detail of fund released is placed below:

Sl No.	Name of Payee	Amount in Rs.	Bank Details
1	Kolkata Municipal Corporation	2500000	Union Bank Of India Dharmatalla Branch, A/C No. 301301010036964 IFS Code: UBIN0530131

Utilisation Certificate of the funds received from SUDA may please be sent to this office and uploaded at sudawb.org → e-services positively within 60 days.


Finance Officer, SUDA.

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

SUDA-313/2015/

10.06.2020

ক্রমিক নং



From : Finance Officer, SUDA

To : The Branch Manager,
Axis Bank Ltd.,
Salt Lake, Sector-II Branch,
BJ-110, Sector-II,
Salt Lake City, Kolkata - 700 091.

**Sub : Electronic Transfer of Fund debiting this office
Current Account No.916010072244925.**

IEC - Swachh Bharat Mission (SBM)

Sir,

You are requested to kindly arrange for electronic transfer of funds as per details given below debiting the amount from this office Savings Account No.916010072244925 lying with your branch in respect of Swachh Bharat Mission (SBM).

Sl.	Name of Payee	Amount in Rs.	Bank Details
01.	Kolkata Municipal Corporation	25,00,000.00	Union Bank of India, Dharmatalla Branch, A/C No.301301010036964 IFS Code.UBIN0530131
(Rupees Twenty Five Lakh only)			

(Petrus Anuranjan Soreng)
Finance Officer
SUDA

(Goutam Hore)
Finance Officer
SUDA

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

Note No. #1

Sub: Approval of fund for IEC & Public Awareness to Kolkata MC under Mission Nirmal Bangla (U)

The Director General (SWM), Kolkata Municipal Corporation with the approval of Hon'ble Mayor requested Director, SUDA to release Rs.81 lakh for executing the IEC & Public Awareness activities for 27 wards of Kolkata MC for 1 year (Placed at CP-1 & 2).

In this connection, it is to be mentioned that only Rs.2 Crore for the component of IEC & Public Awareness under Mission Nirmal Bangla (U) is lying with SUDA.

Hence, due to shortage of availability of fund, it is being proposed that in 1st phase Rs.25 lakh may be released to Kolkata MC for executing these activities.

Placed for kind approval.

If approved, the fund may be released from IEC & Public Awareness component under Mission Nirmal Bangla (U).

04/06/2020 4:21 PM

SUJAY MITRA
(CHIEF MNGR(PM)(SUDA))

Note No. #2

Note above.

Initially, Rs 25 lakh may be released in favour of KMC for awareness activity regarding SWM against a requisition of Rs 81 lakh.

After getting next chunk of fund from GOI, we may subsequently allot on receipt of UC.

Placed for kind approval.

04/06/2020 6:23 PM

SANTANU MUKHERJEE
(DIR(SUDA))

Note No. #3

04/06/2020 7:01 PM

KHALIL AHMED
(PRSECY(UDMA))

Note No. #4

Approved

08/06/2020 4:43 PM

FIRHAD HAKIM
(MIC(UDMA))

Note No. #5

08/06/2020 6:06 PM

KHALIL AHMED
(PRSECY(UDMA))

Note No. #6

Please process early.

08/06/2020 7:18 PM

SANTANU MUKHERJEE
(DIR(SUDA))

Note No. #7

Please process for release of fund.

09/06/2020 12:29 PM

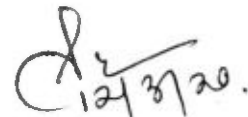
GOUTAM HORE
(FO(ACCT)(SUDA))

Re: Release of fund for intensive of awareness programme for Source Segregation and collection of Municipal Solid Waste in 27 wards under KMC area.

Director SUDA

Hon'ble Mayor has sanctioned the proposal for sanctioning the fund for intensive of awareness programme for Source Segregation and collection of Municipal Solid Waste in 27 wards under KMC area dt. 03.03.2020.

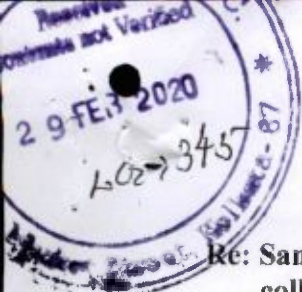
You are requested to arrange the necessary fund amounting to Rs. 81,00,000/- for the aforesaid work.



DG(SWM)
Director General (SWM)
Kolkata Municipal Corporation

Dr. S. Mitra.
Pl. put up urgently.

6-7
13.03.2020.

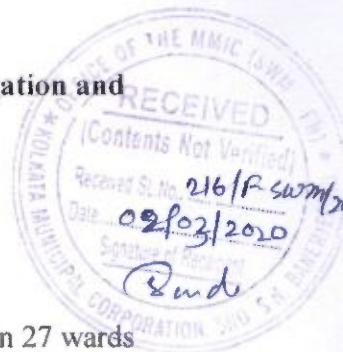


MAYOR'S OFFICE
SL. No. P.114/M..
Date 21/3/20.

MUNICIPAL COMMISSIONER'S OFFICE
File SL No. 8584
Date of Receipt 29/3/2020.

Re: Sanction of fund for intensive of awareness programme for Source Segregation and collection of Municipal solid waste in 27 wards under KMC area.

Hon'ble Mayor
MMIC (SWM)
Mpl. Commissioner



KMC has undertaken Source Segregation and collection of Municipal solid waste in 27 wards under KMC area.

Currently, the following activities are being carried out as a part of the awareness program:

1. Door-to-door visit for distribution of bins and awareness
2. Printing of IEC materials like banners and leaflets
3. Training of the collection team
4. Auto-miking and public meetings

However, in order to increase the intensity of awareness, KMC intends to introduce a few more activities into the program which bring in more strength to the project by spreading the word across the city and beyond. The proposed additional activities are as follows:

1. Dedicated awareness candidate for each ward
2. Awareness camps in prominent areas
3. Celebrity visits
4. Digital campaigns
5. Creation of audio-visuals for Facebook campaigns
6. Creation of Facebook and Whatsapp campaigns

To execute the above additional activities, there would be an additional cost involvement. The estimated cost involvement per ward per month is Rs. 25,000, i.e. total cost involvement will be Rs.. 81 Lakh for 27 ward for 1 (one) year ($25000 \times 27 \times 12 = 81,00,000/-$).

Hence UD & MA department may be requested to provide the necessary fund amounting to Rs. 81,00,000/- (eighty one Lakh only) to increase the intensity of awareness programme.

28/3/2020
E.E (C)/SWM
Ex. Engineer (C)/SWM-I
Kol. Mpl. Corporation

29/3/2020
Dy. C.E (SWM) (W.M.)
Kol. Mpl. Corpn.

29/3/2020
D.G (SWM)
Director General (SWM)
Kolkata Municipal Corporation

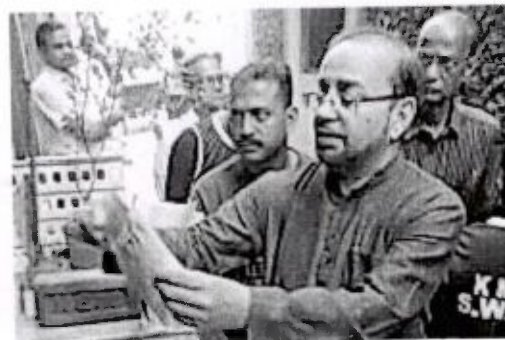
21/03/2020
MEMBER MAYOR IN COUNCIL
(SWM & T.N. Project)
KOLKATA MUNICIPAL CORPORATION
5, 5 N BANERJEE ROAD

21/3/2020
Tiz (Gv)

29/3/2020
Municipal Commissioner
Kolkata Municipal Corporation

33.
FIRHAD HAKIM
MAYOR
THE KOLKATA MUNICIPAL CORPORATION

WARD ACTIVATIONS & OPENING CEREMONY



BUCKET DISTRIBUTION



TRAINING PROGRAMS





DOOR-TO-DOOR AWARENESS



MASS AWARENESS PROGRAMS





Draft

No. SUDA-313/2015/

Date. 13.03.2020

To

1. The Chairman/Chairperson, -----(100)----- Municipality/NAA
2. The Municipal Commissioner, -----(7)----- Municipal Corporation
3. The Administrator, -----(18)----- Municipality

Sub: Fund allotment for the weeklong awareness campaign on solid waste management scheduled from 14.03.2020 to 21.03.2020

Ref: Letter of Principal Secretary, UD&MA Department vide No. 07-Pr.Secy./ UD&MA/ 2020/ SUDA-608/ 2019 dated 05.03.2020

Madam/ Sir,

With reference to above, this is to inform you that total Rs.2,99,40,000/- (Rupees two crore ninety nine lakh forty thousand only) has been allotted to 125 ULBs of West Bengal for organizing the weeklong awareness campaign on solid waste management scheduled from 14.03.2020 to 21.03.2020. Details of ULB wise allocation is enclosed.

The fund will be released subject to submission of Utilization Certificate for earlier release in IEC/ Public Awareness.

Yours faithfully

Enclo: As stated.

(Director)

Sl No	Name of the ULB	District	No. of ward	Per ward (In Rs. 10000)	Total Amount may be Allocated (In Rs.)
1	Alipurduar	ALIPURDUAR	20	10000	200000
2	Bishnupur	BANKURA	19	10000	190000
3	Bankura	BANKURA	24	10000	240000
4	Sonamukhi	BANKURA	15	10000	150000
5	Dubrajpur	BIRBHUM	16	10000	160000
6	Nalhati	BIRBHUM	16	10000	160000
7	Rampurhat	BIRBHUM	18	10000	180000
8	Sainthia	BIRBHUM	16	10000	160000
9	Bolpur	BIRBHUM	20	10000	200000
10	Suri	BIRBHUM	19	10000	190000
11	Dinhata	COOCH BEHAR	16	10000	160000
12	Haldibari	COOCH BEHAR	11	10000	110000
13	Mathabhanga	COOCH BEHAR	12	10000	120000
14	Mekliganj	COOCH BEHAR	9	10000	90000
15	Tufanganj	COOCH BEHAR	12	10000	120000
16	Cooch Behar	COOCH BEHAR	20	10000	200000
17	Balurghat	DAKSHIN DINAJPUR	25	10000	250000
18	Buniadpur	DAKSHIN DINAJPUR	14	10000	140000
19	Gangarampore	DAKSHIN DINAJPUR	18	10000	180000
20	Darjeeling	DARJEELING	32	10000	320000
21	Kurseong	DARJEELING	20	10000	200000
22	Mirik	DARJEELING	9	10000	90000
23	Siliguri MC	DARJEELING	47	10000	470000
24	Uluberia	HOWRAH	32	10000	320000
25	Howrah MC	HOWRAH	66	10000	660000
26	Bansberia	HUGHLI	22	10000	220000
27	Bhadreswar	HUGHLI	22	10000	220000
28	Arambagh	HUGHLI	19	10000	190000
29	Baidyabati	HUGHLI	23	10000	230000
30	Champdany	HUGHLI	22	10000	220000
31	Chandannagore MC	HUGHLI	33	10000	330000
32	Dankuni	HUGHLI	21	10000	210000
33	Hooghly Chinsurah	HUGHLI	30	10000	300000
34	Konnagar	HUGHLI	20	10000	200000
35	Rishra	HUGHLI	23	10000	230000
36	Serampore	HUGHLI	29	10000	290000
37	Tarakeswar	HUGHLI	15	10000	150000
38	Uttarpara Kotrung	HUGHLI	24	10000	240000
39	Dhupguri	JALPAIGURI	16	10000	160000
40	Jalpaiguri	JALPAIGURI	25	10000	250000
41	Mai	JALPAIGURI	15	10000	150000
42	Jhargram	JHARGRAM	18	10000	180000
43	Kalimpong	Kalimpong	23	10000	230000
44	English Bazar	MALDA	29	10000	290000
45	Old Malda	MALDA	20	10000	200000
46	Beldanga	MURSHIDABAD	14	10000	140000
47	Berhampore	MURSHIDABAD	28	10000	280000
48	Dhulian	MURSHIDABAD	21	10000	210000
49	Dumkal	MURSHIDABAD	21	10000	210000
50	Jangipur	MURSHIDABAD	21	10000	210000
51	Kandi	MURSHIDABAD	18	10000	180000
52	Jiaganj-Azimganj	MURSHIDABAD	17	10000	170000
53	Murshidabad	MURSHIDABAD	16	10000	160000
54	Birnagar	NADIA	14	10000	140000
55	Chakdah	NADIA	21	10000	210000
56	Cooper's Camp	NADIA	12	10000	120000
57	Gayeshpur	NADIA	18	10000	180000
58	Kalyani	NADIA	21	10000	210000
59	Haringhata	NADIA	17	10000	170000
60	Krishnanagar	NADIA	24	10000	240000
61	Nabadwip	NADIA	24	10000	240000
62	Ranaghat	NADIA	20	10000	200000
63	Santipur	NADIA	24	10000	240000
64	Taherpur	NADIA	13	10000	130000
65	Ashokenagar-Kalyangarh	NORTH 24-PARGANAS	23	10000	230000
66	Baduria	NORTH 24-PARGANAS	17	10000	170000
67	Baranagar	NORTH 24-PARGANAS	34	10000	340000
68	Barasat	NORTH 24-PARGANAS	35	10000	350000
69	Barrackpore	NORTH 24-PARGANAS	24	10000	240000
70	Basirhat	NORTH 24-PARGANAS	23	10000	230000
71	Bhatpara	NORTH 24-PARGANAS	35	10000	350000
72	Bongaon	NORTH 24-PARGANAS	22	10000	220000
73	Dum Dum	NORTH 24-PARGANAS	22	10000	220000
74	Garulia	NORTH 24-PARGANAS	21	10000	210000
75	Gobardanga	NORTH 24-PARGANAS	17	10000	170000
76	Habra	NORTH 24-PARGANAS	24	10000	240000
77	Halisahar	NORTH 24-PARGANAS	23	10000	230000
78	Kamarhati	NORTH 24-PARGANAS	35	10000	350000

Sl No	Name of the ULB	District	No. of ward	Per ward (In Rs. 10000)	Total Amount may be Allocated (In Rs.)
79	Kanchrapara	NORTH 24-PARGANAS	24	10000	240000
80	Khardah	NORTH 24-PARGANAS	22	10000	220000
81	Madhyamgram	NORTH 24-PARGANAS	28	10000	280000
82	Naihati	NORTH 24-PARGANAS	31	10000	310000
83	New Barrackpore	NORTH 24-PARGANAS	20	10000	200000
84	North Barrackpore	NORTH 24-PARGANAS	23	10000	230000
85	North Dum Dum	NORTH 24-PARGANAS	34	10000	340000
86	Panihati	NORTH 24-PARGANAS	35	10000	350000
87	South Dum Dum	NORTH 24-PARGANAS	35	10000	350000
88	Taki	NORTH 24-PARGANAS	16	10000	160000
89	Titagarh	NORTH 24-PARGANAS	23	10000	230000
90	Bidhan Nagar MC	NORTH 24-PARGANAS	41	10000	410000
91	Durgapur MC	Paschim Bardhaman	43	10000	430000
92	Asansol MC	Paschim Bardhaman	106	10000	1060000
93	Chandrakona	PASCHIM MEDINIPUR	12	10000	120000
94	Ghatal	PASCHIM MEDINIPUR	17	10000	170000
95	Midnapore	PASCHIM MEDINIPUR	25	10000	250000
96	Ramjibanpur	PASCHIM MEDINIPUR	11	10000	110000
97	Kharagpur	PASCHIM MEDINIPUR	35	10000	350000
98	Kharar	PASCHIM MEDINIPUR	10	10000	100000
99	Khirpai	PASCHIM MEDINIPUR	10	10000	100000
100	Bardhaman	Purba Bardhaman	35	10000	350000
101	Dainhat	Purba Bardhaman	14	10000	140000
102	Kalna	Purba Bardhaman	18	10000	180000
103	Gushkara	Purba Bardhaman	16	10000	160000
104	Katwa	Purba Bardhaman	20	10000	200000
105	Memari	Purba Bardhaman	16	10000	160000
106	Contai	PURBA MEDINIPUR	21	10000	210000
107	Egra	PURBA MEDINIPUR	14	10000	140000
108	Haldia	PURBA MEDINIPUR	29	10000	290000
109	Panskura	PURBA MEDINIPUR	18	10000	180000
110	Tamluk	PURBA MEDINIPUR	20	10000	200000
111	Jhalda	PURULIA	12	10000	120000
112	Purulia	PURULIA	23	10000	230000
113	Raghunathpur	PURULIA	13	10000	130000
114	Baruipur	SOUTH 24-PARGANAS	17	10000	170000
115	Budge Budge	SOUTH 24-PARGANAS	20	10000	200000
116	Diamond Harbour	SOUTH 24-PARGANAS	16	10000	160000
117	Jainagar-Mazilpur	SOUTH 24-PARGANAS	14	10000	140000
118	Maheshtala	SOUTH 24-PARGANAS	35	10000	350000
119	Pujali	SOUTH 24-PARGANAS	16	10000	160000
120	Rajpur-Sonarpur	SOUTH 24-PARGANAS	35	10000	350000
121	Dalkhola	UTTAR DINAJPUR	16	10000	160000
122	Islampur	UTTAR DINAJPUR	17	10000	170000
123	Kaliaganj	UTTAR DINAJPUR	17	10000	170000
124	Raiganj	UTTAR DINAJPUR	27	10000	270000
125	Kolkata MC	Kolkata	144	Lump sum	2000000
Total			2938		29940000

Government of West Bengal
Department of Urban Development & Municipal Affairs
Nagarayan, DF-8, Sector-I
Salt Lake, Kolkata – 700 064

No. 07-Pr.Secy./UD&MA/2020
SUDA-608/2019

Date: 05/03/2020

From: Principal Secretary to the Govt. of West Bengal
UD&MA Department

To:

1. Hon'ble Mayor,Municipal Corporation
2. Chairperson/ Chairman,Municipality/ NAA
3. Administrator, Municipality

Madam/Sir,

First of all I would like to convey my sincere thanks for attending and actively participating in the workshop cum review programme on MNB on 20th February 2020 at Biswa Bangla Convention Centre. This kind of lively interaction always benefits overall implementation of such a mission mode programme which hinges on participation of all stakeholders.

In this context I would now like to reiterate few points, most of which have already been discussed in the workshop.

- (1) ULB-wise review of the status of SWM implementation shows that so far our progress in House to House collection and segregation of waste is not satisfactory, keeping in mind that Hon'ble NGT has stipulated a strict timeline in this regard based on the SWM Rules, 2016. In its latest order dated 17th January 2020 in OA No. 606 of 2018, Hon'ble NGT has fixed 31st March 2020 for complete implementation of SWM Rules, 2016 by all ULBs and ULB-wise penalty is proposed to be imposed from 1st April 2020. It is hoped that a comprehensive plan for each ULB is ready for implementation so that we may reach this target within prescribed time limit.
- (2) It has been resolved in the meeting that all ULBs will implement their plan and start segregation at each household. All the conservancy personnel would be given orientation training for this.
- (3) To implement this work plan, all ULBs may need blue and green bins in sufficient quantity and SUDA has taken a major initiative to supply bins to all ULBs in a phased manner (limited by capacity of manufacturers to manufacture and supply). But implementation of the collection and segregation from individual household is of utmost importance and we can hardly wait further for supply of bins. Therefore, it is advisable that citizens are requested to keep their household wastes in segregated manner. In the meantime, SUDA will procure bins and complete the supply as per requirement. There is a need to plan out the distribution and storage of bins, so that after supply of bins at ULBs, there may not be difficulties. Some ULBs, instead of blue bins for recyclable waste, is providing polypropylene bags for storage of recyclable waste. This is a cost effective model and I urge ULBs to adopt this.


Contd..P/2

- (4) As mere planning will not yield the desired output, a weeklong awareness and implementation plan from 14th March 2020 to 21st March 2020 has been conceived where all ULBs would mobilize citizens on a large scale and make them aware and conscious about waste segregation and its overall management. Large number of SHG members need to be involved in all these orientation programme. IEC materials, developed centrally by UD & MA Department, need to be circulated among citizens. (A detailed guideline regarding observance of this week with brief outline is enclosed).
- (5) All the Micro Planning Organizations have already prepared or will shortly submit DPRs of waste management ULB-wise. It is very important that waste processing facilities begin functioning everywhere. Initially at all ULBs, few composting plants and MRF facilities may be installed/operationalized immediately using part of the land earmarked for existing dumpsites or other available land identified by ULBs. At present a total 88 dumpsites have been primarily identified as existing dumpsites. Work towards removal of legacy wastes and bio mining of the sites have been initiated by KMDA. Now with the help from ULBs and Micro Planning Organizations, SUDA will prepare RfPs for fresh waste processing facilities within a month.
- (6) Land issues need to be resolved soon. Where there is existing identified land of ULBs, work may be started at those sites after observing possession related formalities. But in cases where vested land needs to be procured or private lands need to be purchased or there is any issue of inter departmental transfer, matter may be taken up through the district level committee under the Chairman-ship of the District Magistrate on war footing and resolved thereafter.
- (7) Route plan for collection and disposal of wastes should be chalked out immediately and Micro Planning Organizations may be consulted (this component should be in DPR also). Vehicles, either procured at the end of SUDA or locally by ULBs themselves should accordingly be used for scientific and effective disposal of wastes.
- (8) It may be emphasized here that regular sweeping of streets, markets and other places frequented by the public, such as shopping malls, bus-stands etc. and disposal of daily garbage are important components of SWM. Although achievement in this sphere is quite satisfactory, as reported by ULBs in statutory formats, more attention needs to be given there to secure better result.
- (9) The state government has given very high importance to cleanliness and general appearance of urban areas. It is necessary to keep the streets well lighted and street furniture such as signages, railings etc. are painted and clean at all times. With little investment, one can give a better look to our towns. It is sometimes seen, that condemned vehicles, building materials and disused hoardings spoil the look of the streets. Effort should be made to remove these items. There is a lot of visual pollution due to presence of posters and flexes hung in a disorderly manner. Moreover, often organizers of programmes install these before a programme and do not remove them after the programme is over. A system should be in place to remove all these items which are an eyesore. All these measures provide a 'feel good' ambience of cleanliness in ULBs.

- (10) As emphasized again and again, bulk waste generators may be immediately listed, if not done so far and an interactive session may be organized with them to spell out their responsibilities clearly. All ULBs should start imposing fines if bulk waste generators are found non compliant as per provisions of SWM Rules, 2016.
- (11) Last but not the least, emphasis is to be given on massive IEC/Publicity activities. Every possible measure may be taken to make the citizens aware about SWM so that segregated collection from households may start in no time everywhere. But at the same time it is to be ensured that only standardized IEC materials, developed at the end of SUDA may be used by ULBs, as these materials are approved by the State Government.

With our collective effort, we have already traversed a significant distance towards implementation of SWM in ULBs. I seek a decisive effort from your end so that we reach our desired goal within the target date.

Yours faithfully,


5/03/2020
Principal Secretary to the Govt. of West Bengal


Encl. As stated

No. 07-Pr.Secy./UD&MA/2020
SUDA-608/2019

Date: 05/03/2020

Copy forwarded for information to :

- (1) District Magistrate, District
(2) Municipal Commissioner,Municipal Corporation
(3) Executive Officer, Municipality/ NAA


5.3.2020.
Joint Secretary to the Govt. of West Bengal

Guideline for the campaign

Sl. No.	Date	Activity	Stakeholders/Participants
1.	14 th March 2020	A mass campaign meeting at the Municipal Corporation/ Municipality with demonstration on segregation of waste to be the focal point.	All public representatives, Ward Committee members, head of teaching institutions, heads of bulk waste generator including local head of the State and Central Government Organisations having offices within the ULB, Office bearers of Area Level Federations (ALFs).
2.	15 th & 16 th March, 2020	Mass meetings at the Ward level and training of SHG members on the house-to-house campaign to sensitise households on the segregation of waste. Briefing of conservancy workers and supervisors on segregated waste collection and transportation	All Ward Councillors, Ward Committee members, all SHG members in the Ward, all teachers within the institutions located in the Ward. Conservancy workers and supervisors, members of HtH teams and VCT, Sanitary Inspector, members of Solid Waste Task Force
3.	17 th to 21 st March, 2020	House-to-house visit by the team of 2 (two) members of SHGs with the leaflet on segregation of waste and other IEC materials to sensitise the households specially the women members. Members of the ALFs to supervise the activity. This would be in accordance for micro-plan drawn up at the Ward level facilitated by the City Mission Management Unit of SULM. Template for the micro-plan is annexed.	SHG members and households, conservancy supervisors.
4.	17 th to 21 st March, 2020	All heads of educational institutions will organise an event (sit & draw competition, quiz, magic show, debate and any other appropriate event) as the medium to sensitise the students on importance of effective management of solid waste. Prizes to be distributed to the students judged 1 st , 2 nd & 3 rd from every school.	Head of institutions, school teachers & school students.
5.	16 th to 21 st March, 2020	On any day between the 16 th to 21 st March 2020, ULBs will convene a formal meeting after service of a notice on all bulk waste generators explaining to them the roles & responsibilities and the penalty to be imposed in default thereof.	Bulk waste generators including local heads of State and Central Government Institutions.



Sujay Mitra <sujay.mitra@gmail.com>

Re: Two day orientation training-cum-workshop on solid waste management for Engineers scheduled on 28-29 February, 2020 from 10.30 A.M. on wards

1 message

Reema Banerjee <reema.banerjee@ceeindia.org>

Tue, Feb 18, 2020 at 6:25 PM

To: Director SUDA <sbm.wbsuda@gmail.com>

Cc: Debarati Datta Gupta <debaratidattagupta@gmail.com>, sujay.mitra@gmail.com

Madam,

This is regarding the upcoming training programme on 28-29th for engineers.

To effectively plan the content and concerns, can we please have some background of the present situation on ground in the ULBs as per the DPR submitted by them? Is it possible to share some DPRs submitted by microplanners in order to check if anything is to be specially put in the training.

The SLF for the hilly areas is already included as suggested by you

Specially for door to door collection and transportation, some ground info is required on approx quantity and quality of waste on an average. This exercise must have been already done by the microplanners in their dpr

regards

Reema Banerjee

Programme Director -East (WB,Odisha, Jharkhand) & Biomedical Waste Management

Centre for Environment Education

CEE East (Formerly CEE Kolkata)

C-2, IIFloor, Tilottama, P-21, Senhati Colony, Behala, Kolkata-700034, WB

Telefax: +913324033842, Mobile: +919748032777

www.ceeindia.org

On 18-Feb-2020, at 3:21 PM, Director SUDA <sbm.wbsuda@gmail.com> wrote:

Sir,
Please find the enclosed letter.

Yours faithfully

Director, SUDA



ATI_0001.pdf
307K

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচসি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, HC Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

No. SUDA-206/2019(Pt.III)/9457

Date. 18.02.2020

To.
The Director General
Administrative Training Institute
Government of West Bengal
FC Block, Sector-III
Salt Lake City, Kolkata-700106

Sub: Two day orientation training-cum-workshop on solid waste management for Engineers
scheduled on 28-29 February, 2020 from 10.30 A.M. on wards

Sir,

The State Urban Development Agency under Urban Development & Municipal Affairs Department, Government of West Bengal intends to organize a two day orientation training-cum-workshop on solid waste management for Engineers of SUDA, KMDA, MED and 7 Municipal Corporations likely on 28-29 February, 2020 from 10.30 A.M. on wards. Centre for Environment and Education the expert agency engaged by SUDA for extending IEC support will organize the training.

In this connection, I am directed to request you kindly accommodate us with a training hall facility for 30 participants for the abovementioned 2 days in your Institute alongwith accommodation of 12 participants in hostel, if required.

The cost for availing training hall facility with food and lodging for these two days may kindly be indicated if confirmation to the programme in accorded

Yours faithfully

[Signature]
(Director)

No. SUDA-206/2019(Pt.III)/9457/1(3)

Date. 18.02.2020

Copy forwarded for kind information to:

1. P.S. to the Principal Secretary, UD& MA Department, GoWB
2. Sri Kausik Ghosh, Assistant Professor, Urban Management Centre, AT
3. Ms. Reema Banerjee, Programme Director (East), Centre for Environment and Education

[Signature]
(Director)

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408



Sujay Mitra <sujay.mitra@gmail.com>

regarding materials as requested by PWC

1 message

Reema Banerjee <reema.banerjee@ceeindia.org>

Sun, Feb 16, 2020 at 10:30 PM

To: Debarati Datta Gupta <debaratidattagupta@gmail.com>, santanu.mkj@gmail.com, sujay.mitra@gmail.com

Cc: dibyashree sengupta <dibyashree.sengupta@ceeindia.org>, arunima hazra <arunima.hazra@ceeindia.org>

Dear Madam,

This is regarding the request placed by PwC for the documentary or materials for their training. As mentioned, CEE has developed lot of campaign materials booklets etc on waste management as shown during proposal technical presentation and submitted copies of the same, but none of them are specially focussed on urban WB specific or specially for housekeeping. As the materials are developed under projects implemented and more stress was for plastics etc for youth and marine litter. The basic SWM posters etc as was developed under some of our SWM projects else where were as per old rules and not after 2016 specific rules, hence became obsolete. the campaign related materials like swacchgrah etc , also as told you are some other state based also, which could create political issue, if they show it in their training programmes or distribute the same as they were developed under central govt SBM with their logos and PM pictures.

Below are some of the open source films and documentaries that we have shortlisted during our present communication plan development work, which could be guided towards development of contents for our materials to be developed as well for the state.

I am not sending these directly to PwC, thinking that if someone from your dept can take this initiative and check, which are appropriate for usage by them in the state, looking at the component of SBM in the same. The animated version definitely could be used as the first one, but rest should be taken some concern as per the documentary and places.

-meanwhile, we are making also a lit of some basic materials which may be used before the entire communication plan is developed, which I will share with you tommorow and we can after your consent can start developing the content of the same , so the microplanners can start using the same for their training etc

<https://www.youtube.com/watch?v=07ym6iZNMQU> - ANIMATED DESCRIPTION (SEGERAGATION)

<https://www.youtube.com/watch?v=Q9To63R4eCE>

https://www.youtube.com/watch?v=IS0_FCBzl_w - SATYAMEV JAYATE EPISODE

<https://www.youtube.com/watch?v=uLeFOTacJj0>-SURAT

<https://www.youtube.com/watch?v=ixlOUO8OiHM> - PLASTIC , SARTHAK

<https://www.youtube.com/watch?v=6x35cjHMceo>

<https://www.youtube.com/watch?v=fWOgA5QOIME>- COMPOSTING

<https://www.youtube.com/watch?v=VhVBA35dLds>- TOURIST PLACES

<https://www.youtube.com/watch?v=yhy4V6WUT3k> - BIOMETHANATION

https://www.youtube.com/watch?v=1wk8_IDVu38 - SOLAPUR

<https://www.youtube.com/watch?v=MYrxgt2Own8> - INDIAN MODEL CITIES FOR WASTE MANAGEMENT

<https://www.youtube.com/watch?v=u5qqfDXXJvM>- GOA

<https://www.youtube.com/watch?v=TEs-dtaCvfg> - UMC, WINDROW COMPOSTING NAGPUR

<https://www.youtube.com/watch?v=V98Pbum1wQA> - INDORE

<https://www.youtube.com/watch?v=-CBfpCng9B4> - APARTMENT

https://www.youtube.com/watch?v=uyqtnk60U_8 BERKLEY COMPOST

<https://www.youtube.com/watch?v=YSy2IUhPd7c> VERMIBED COMPOSTING

https://www.youtube.com/watch?v=sk_Xtl9psOk - COMPOSTING AT HOME

<https://www.youtube.com/watch?v=126MkKjbf5Q> - ANIMATED

Reema Banerjee

Programme Director -East (WB,Odisha, Jharkhand) & Biomedical Waste Management

Centre for Environment Education

CEE East (Formerly CEE Kolkata)

C-2. IIFloor, Tilottama, P-21, Senhati Colony, Behala, Kolkata-700034, WB

Telefax: +913324033842, Mobile: +919748032777

www.ceeindia.org

Proposal

**Master Trainers Training Programme
on
Solid Waste Management**

Submitted by:

**Centre for Environment Education
Eastern regional Cell
Kolkata, West Bengal**

A. Background

Waste management has become a major area of concern which most cities in the world are grappling with. The changing nature of waste, people's lifestyles and rapid growth of urban centres create challenges for putting in place systems to collect and dispose of all the waste that accumulates. Experience and perception about waste and its management has also been changing as cities learn about options that can reduce, recycle and repurpose waste material. Cities have been trying out ways in which to put in systems for collection and disposal, both decentralized and centralized. In India too, there are a number of cities which have tried out models for one or more of these and experiences from these are well documented.

Waste management requires a contextual approach owing to the differing nature of waste generation. Certain principles should be common such as, the need to segregate waste at source, need for a collection system set up to collect the different streams, where possible disposal and treatment of waste closest to the source of generation to avoid long transportation for example, composting, and where possible recycling. The Municipal Solid Waste Management Rules 2016 provide the framework and guidelines for solid waste management by the city corporations. Waste management can be successfully done when the education and communication strategy is developed together with the waste management implementation plan. It is as much a people management issue as it is about waste generation and its physical collection and disposal. The education and communication approaches are critical to get a robust implementation in place.

B. Brief profile of CEE and capability to take up the assignment

Centre for Environment Education (CEE) is a national institute engaged in developing programmes and materials to enhance public awareness about the environment and sustainable development. CEE was established in 1984 as a 'Centre of Excellence in Environmental Education', supported by the Ministry of Environment, Forest and Climate Change (MoEFCC), Government of India. It was created in recognition of the importance of environmental education in India's overall environment and development strategy. CEE is a Registered Society under Act XXI (1860) for Registration of literary, scientific and charitable societies.

CEE has an extensive experience of implementation of Solid waste management projects in different cities in India. CEE also has developed SWM DPRs for cities, and conducted several technical, social and communication studies and worked on strategic engagement with municipal bodies and other partners. CEE believes in an integrated approach to solid waste management and places emphasis on the need for a strong education and communication strategy together with an implementation strategy. The team has highly experienced engineers and scientists who have worked in enforcing agencies, NGT, Research Institutes and such others and prepared several reports in the field of environment. The team will include technical specialists, specialists who would provide input for systems and governance, social science specialists and communication specialists.

Geographical Spread

CEE's head office is in Ahmedabad, Gujarat. Regional Cells, located at Ahmedabad, Bangalore, New Delhi, Guwahati, Lucknow, Bhubaneswar and Pune, and State Offices or project offices in 34 other cities/ towns of the country and 2 international offices facilitate

effective coordination, monitoring and follow up of country-wide and locale-specific programmes in EE.

Objective and Mandate

CEE's primary objective is to improve public awareness and understanding of the environment with a view to promoting the conservation and sustainable use of nature and natural resources, leading to a better environment and a better quality of life.

To this end, CEE develops innovative programmes and educational material, and builds capacity in the field of education for sustainable development (ESD). To test the validity and effectiveness of its programmes and material, CEE undertakes demonstration projects in education, communication and development that endorse attitudes, strategies and technologies which are environmentally sustainable. CEE is committed to ensuring that due recognition is given to the role of education in the promotion of sustainable development.

Thrust Areas of Work

CEE works in a wide range of sectors and geographical areas. A number of education, communication, consultation and outreach methods have been developed and used by CEE in its work with different segments of society and in different socio-cultural setting. Thrust areas of work include:

- Education for Children
- EE in Higher Education
- Education for Youth
- Communicating Environment through the Media
- Experiencing Nature
- EE through Interpretation
- Eco-Tourism
- Knowledge Management for Sustainable Development
- Environment Management
- Sustainable Rural Development
- Sustainable Urban Development
- Water and Sanitation
- Waste Management
- EE for Fragile Areas
- Education in Biodiversity Conservation
- Disaster Preparedness and Rehabilitation
- Training, Networking and Capacity Building
- Facilitating NGO and Community Initiatives
- Initiatives for the UN Decade of Education for Sustainable Development
- Research in EE and ESD

C.Summary of Assignment on Capacity Building

Sr.	Project	CEE's involvement and scope
1.	Achieving Action in Waste Management (AAWaM) in 4 eco-cities (Puri, Varanasi, Ujjain and lower Tirupati) GTZ-ASEM (German Agency for Technical	The project aimed at capacity building and facilitation of demonstration projects to <ul style="list-style-type: none"> • Create awareness and encourage community participation in municipal solid waste management • Guide NGOs, CBOs and other citizen groups towards establishing environmentally &

	Cooperation-Advisory Services in Environment Management) along with the Ministry of Environment and Forests (MoEF), Government of India.	<p>economically sustainable waste management systems in two demonstration areas in each of the four cities (Puri, Vrindavan, Ujjain, Tirupati)</p> <ul style="list-style-type: none"> • Establish linkages with NGOs/SHGs/CBOs and municipal systems • Establish appropriate technologies to maximize recycling/reuse of mainstream municipal waste. • Establish appropriate project management systems
2.	Solid Waste Awareness and Management Programme – Coimbatore (SWAMP-Coimbatore) Coimbatore City Municipal Corporation.	The public education and awareness programmes were carried out in 72 wards of the city. Awareness strategy included constituting solid waste management committees in wards through a participatory process, training programmes for municipal staff, students from schools and colleges, awareness through newspaper advertisements, banners throughout the city, Video clippings in local TV channels, door to door education, group meetings, street plays and puppet shows in wards including slums, rallies, organizing signature campaigns, developing and producing pamphlets, stickers and posters. Surveys and tools for monitoring the waste segregation and collection practices were also developed and implemented by CEE.
3.	On Site trainings for implementation of Health Care Waste Management (HCWM) in Primary Healthcare Centres of Rajasthan Rajasthan Health Systems Development Project, Government of Rajasthan.	CEE conducted on Site trainings for implementation of Health Care Waste Management (HCWM) for 1500 Primary Healthcare Centres (PHCs) in Rajasthan. The objective of the consultancy was to provide quality training on infection control measures and healthcare waste management practices to all staff and workers at facility level, to sensitize the trainees and make them aware about Bio Medical Waste Management & Handling rules by hands on experience and training to trainees by demonstrating cradle to grave steps of waste management i.e. segregation, handling, collection, transportation treatment followed by disposal of infectious and non-infectious waste generated from healthcare facilities. CEE developed the bio-medical waste management training manual in Hindi.
4.	On site trainings for implementation of health care waste management (HCWM) for package - 2 (759 primary health centres) in Rajasthan Rajasthan health systems development Project.	CEE conducted on Site trainings for implementation of Health Care Waste Management (HCWM) for 759 Primary Healthcare Centres (PHCs) in 16 districts of Rajasthan

5.	Multi-stakeholder Consultation on industrial waste management in Jodhpur, Pali and Balotra	The project was based on multi-stakeholder consultation on remediation and development of action plan for industrially contaminated community sites in the three districts. Detailed community meeting and training were held for identification of such lands and natural bodies by the community and further reporting the same to concerned official. Industrial training on raw material substitution and process modification was also done in the project to the industries. Hot spot of dumping was also identified in the project and various remediation proposals were compiled from the stakeholders to form a plan of action.
6.	Regional resource persons' training workshop cum agenda preparation meeting on "Public Awareness Campaign for Municipal Solid Wastes and Plastic Wastes" Coimbatore, Pune, Lucknow, Kolkata Ministry of Environment and Forests, Government of India.	A one-day regional resource persons' training workshop cum agenda preparation meeting was organized on "Public Awareness Campaign for Municipal Solid Wastes and Plastic Wastes" at 4 locations: Coimbatore, Pune, Lucknow and Kolkata from 28th May-30th June, 2010. The workshop was attended by state representatives comprising of officials from state environment departments, pollution control boards, state departments of municipal administration, urban local body officials of selected cities, NGO representatives and private companies dealing with waste management.
7.	Knowledge and compliance of biomedical waste management in healthcare establishments of Delhi Hazardous Substances Management Division, Ministry of Environment & Forests, Govt of India. 1999-2001	Cross-sectional study on the compliance of biomedical waste Management and Handling Rules, 1998 and the prevalent waste management scenario among the healthcare establishments of Delhi. Components included: <ul style="list-style-type: none"> • Collection of baseline data on quantity and quality of waste produced in different types of health-care establishments and suggesting methods as described in the Integrated Health-care Waste Management Plan for disinfection, treatment, storage & final disposal of the waste. • Document, prepare reports and do data analysis of the biomedical waste regulations implemented in Delhi. • Present the reports and the recommendations worked out on the basis of the above experience to the concerned authorities and seek their co-operation in implementing it in many more health-care establishments in different parts of the city. • Prepare an action plan/strategy for the safe Handling & Management of Biomedical waste. • Surveyed 366 healthcare establishments of various categories and compiled an exploratory document on the Scenario of biomedical waste management. Presented the findings of the study and

		recommended action plan through various workshops to stakeholders and submitted the document to Ministry of Environment & Forests and Delhi Government for necessary action to manage biomedical waste in Delhi.
8.	Preparation of Educational Material & Training Manual on Biomedical Waste Management. World Health Organisation, India.	<p>Preparation of Educational Material & Training Manual on Biomedical Waste Management in English and translation of the same in 10 Indian languages</p> <p>Further, after collection, coalition and peer reviewed workshops, IEC material has been developed in English and then transadapted in 10 indian languages. IEC material developed by CEE based on various researches and experience, which included a biomedical waste management kit was published and distributed to all the participants during the regional and national workshops.</p>
10.	Regional and National Consultation on Biomedical Waste Management National MoEFCC, Government of India, November 2003 – October 2004	<p>To address concerns of BMW and bring about effective compliance to these rules in future, the Ministry of Environment and Forests (MoEF) and the Centre for Environment Education (CEE) organised a series of five regional workshops across the country titled "Biomedical Waste Management – Status Analysis and Planning for the future". These workshops culminated in a national level workshop in Delhi. The aim of these workshops was to understand the status of compliance in various states to date and to find ways that can bridge the gap in the system currently in use and the necessary infrastructure, awareness and training required for its better implementation.</p> <p>Further, IEC material developed by CEE based on various research and experience, which included a biomedical waste management kit was published and distributed to all the participants during the regional and national workshops.</p>
11.	Consultancy for Regional level Training of Trainers (TOT) in Health Care Waste Management Tamil Nadu	The project involved implementation of Healthcare Establishment Waste Management & Education Programme (HEWMEP) through an Integrated Healthcare Waste Management Plan (IHWMP) in the healthcare establishments of Coimbatore Region consisting of 9 districts in Tamil Nadu and establishing practices for waste minimization, segregation, collection, transport, storage, treatment before transport to Common Treatment Facility or final disposal of healthcare waste. The project also involved conducting sensitization and training classes along with on-spot demonstration for effective waste management in the five demonstration units and

		through them in all HCEs in Tamil Nadu. The project team further conducted awareness and training programmes for a team of Master trainers comprising nodal officers, NGOs, Municipal Health officials from each district and equipped them with suitable educational material.
12.	Source Book on Solid & Liquid Waste Management in Rural Areas in India Ministry of Drinking Water and Sanitation, Government of India	<p>The sourcebook serves as a handbook for the communities in rural areas to create mass awareness about the health and environmental impacts caused by improper handling and management of waste and educate all the stakeholders about the need and importance of proper waste management system emphasizing its relation with health and environment. It also aims to bring about a change in the thinking and perceptions of people in rural areas regarding value of hygiene and sanitation through solid and liquid waste management by discouraging open defecation and encourage construction and usage of individual/ group toilets in all villages and to facilitate adequate systems for treatment of human and animal excreta using anaerobic and aerobic systems.</p> <p>The book was released on 21st April, 2015 by the Ministry in a national workshop on solid and liquid waste management in rural areas. The source book has been utilized in trainings of NGOs and state level Panchayati Raj Institutions.</p>
13.	Compendium of Best Practices in Solid Waste Management – UMC and CEE NIUA	In an effort to fill the critical knowledge gaps for efficient service delivery in Indian cities, a number of exemplary good practices from cities across country were compiled into 5 thematic volumes. CEE worked in the thematic area of solid waste management from the perspective of increasing operational efficiency, enhancing systemic capacity, creation of effective PPP and building long term sustainability.
15.	Appointed as NGT court commissioner	<p>Hon'ble National Green Tribunal (NGT), Western Bench Pune appointed Mr. J K Vyas, Head, IPP, CEE Ahmedabad as the court commissioner in the APPLICATION No.50/2015 (WZ) (M.A. No. 192/2015) B E T W E E N:</p> <p>The Human & Animal Welfare Association vs others to examine the facts about the issues related to wastewater disposal from the industries in GIDC industrial estate Sachin, Surat in the Application no 50/2015(M A no 192/2015) and the review application no. 25/2015 in the matter of the Human Animal Welfare Association v/s GPCB and others.</p>

		<p>Accordingly, this report was prepared by Mr.J.K. Vyas with the assistance of Mr. Nandan Kumar and Mr. Parth Patel of CEE after consultation with all concerned stakeholders and site visits where in the samples of waste water were collected from different places in the estate including the samples from the discharge of final outlets from the estate. The Report further contained observations during field visits and more importantly the recommendations/ suggestions for issuance of appropriate directions to all the concerned by Hon'ble NGT to solve this matter. The Hon'ble court issued the final order on September 6, 2017 directing all to implement all 36 recommendations of the report.</p>
16.	Waste Utilization Centre	<p>Study on the utilization of different types of sludge generated at different common effluent treatment plant after physicochemical treatment as mineral additive and blending component in the manufacture of building material (Bricks, Paver blocks etc.). CEE is entrusted with the task of preparation of bricks from the primary sludge of "The green environment services co-op. society ltd", a CETP at Vatva, Ahmedabad and "Pandésara infrastructure limited" a CETP at Pandésara, Surat. We have achieved the good result w.r.t. physical property of the bricks at low concentration (Up to 8% of sludge). Now our focus is on achieving physical/chemical parameters even at higher concentration of the sludge for the brick manufacturing.</p>
19	Awareness and capacity building programmes	<p>The IPP-CEE has signed MoU with Gujarat Pollution Control Board (GPCB) and National Environmental Engineering and Research Institute (NEERI). Under this CEE has organized five training awareness and capacity building programmes in the state of Gujarat on different themes related to environmental pollution prevention and control including SWM rules 2016.</p>
20	Expert committee member	<p>Mr. J K Vyas was appointed by GPCB as the expert member to amend the rules pertaining to the Water Act 1974 and the Air Act 1981.</p> <p>Mr. J K Vyas served as the expert member for technical working group (TWG) for preparation of document on Best Available Techniques Reference documents (BREFs)-textile sector by GPCB GIZ - Germany</p>
21	Earth Care Awards (ECA)	<p>The Times of India group and Jindal Foundation organize Earth Care Awards every year for four categories and GHG emission reduction from large-</p>

		scale industries is one of them. In the year 2017-2018 CEE acted as the technical partner, the process involved scrutiny of applications, shortlisting them, technical evaluation through site visits and presentation before the Jury committee consisting of twelve members to determine the final awardees.
22.	Beat Plastic Pollution, WED 2018, Publication 'Towards Responsible Use of Plastic – Reduce, Reuse, Recycle' – UN Environment (UNEP)	CEE with support from UN Environment (UNEP) developed a Tool Kit comprising of a teacher's manual, a set of three bi-lingual posters based on 3 Rs (Reduce, Reuse and Recycle) of Waste Management and a student's booklet. The Tool Kit was launched in 20 states of India on the occasion of World Environment Day.
23	Plastic Waste and Brand Audit	CEE Kolkata conducted the Plastic Waste and Brand Audit at two locations in Kolkata. The audit was part of a pan-India activity coordinated by GAIA India aiming to identify and set an alarm for polluting corporations accountable for plastic pollution, to drive innovations in alternative product packaging and phase out single use plastics from the environment.
24	Course on Waste Management: Towards Circular Economy	CEE has been conducting the elective course for third semester students of Development management Institute, Patna. The course on waste management carried .25 credit and consisted of field visits along with classroom sessions spread over 5 days (18 lecture time)
25	Waste Management in schools	CEE has been undertaking programme across the schools in country on behaviour change education for waste management and sanitation. Two major programmes focusing on the topics are Swachhagraha and Urja Chetana .
26	Common Healthcare Waste Management Appropriate Plant	CEE has planned, designed and developed the common biomedical Waste management plant named CHAMP in Kalaburagi district of North Karnataka. CEE conducts regular training programmes on medical waste management in the districts along with operation & Maintenance of the plant. The plant is catering to around 800 HCEs of the city and 6 talukas of the districts.
27	Toxic sites identification Programme	CEE has been involved in the toxic site identification programme of Pure Earth and USAID, for site assessment of lead pollution from battery recycling industries. The training of trainers have been conducted and site assessment will take place.
28	School Water and Sanitation towards Health and Hygiene (SWATHH Plus)	Project management, Development of resource material for teachers, conducting teachers training, development of monitoring tools, follow up with schools, designing communication strategy and content developed for Water-Sanitation Education materials, overall documentation of the activities.

29	Children Hygiene Education camps in Schools	Development camping module, communication material development, team building and execution of camps in schools. Understanding the effectiveness of the camping activities and its evaluation. Overall reporting and documentation of the entire camping activities
30	Total Sanitation Campaign and Evaluation	Conceptualization and development of project activities. Team building activities and networking with various stakeholders. Conducted various awareness campaign in the villages to motivate villagers for construction of household toilets and maintenance of cleanliness in the villages.
31	Environment Improvement Project	Implementation of a community based project "Environment Improvement Project in HSR layout" (EIP-HSR) at Bangalore funded by Bangalore Development Authority. This involved door to door collection programme and treatment of waste accordingly.
32	Integrated Urban Environment Improvement Project (IUEIP)	Implementation of a Community based Solid Waste Management project titled "Integrated Urban Environment Improvement Project" (IUEIP) at Bangalore funded by RNE (The Royal Norwegian Embassy). This project is one the most successful decentralized solid waste management project in the country involving 3500 households and is currently into 20th year of operation by the Kalyan Nagar Resident Association.
33	Jal Jeevan Hai Water Campaign	<p>The campaign reached out to 100000 villages through 8000 Krishi Jaldoots who conducted 'A Day in a Village' programme in each village. The Krishi Jaldoots were trained by over 200 Master Trainers who were in turn trained by 14 CEE Primary Trainers. The cascading approach was designed keeping in mind the village activity such that the village action plan with community engagement could get developed and shared. CEE developed communication material through joint workshop with NABARD focusing on the campaign theme of water for agriculture.</p> <p>The material included posters, flip charts, banners, flyers, and Handbooks for the Master Trainer trainings and the Jaldoot trainings. Debriefing meetings in 250 districts with participation of Jaldoots, Master Trainers, District and regional representatives from NABARD, District Collectors and other government officials were conducted to get a feedback on the campaign and the village action plans.</p>
34	Ganga Swachhata Pakhwada Campaign	Planning, Coordination, Design and development of communication material, implementation and management of the campaign.

		<p>CEE developed the communication material including hoardings, posters, banners, flyers, T-shirts, caps, an exhibition on the life and importance of keeping the river clean. CEE conducted training and awareness workshops, conducted rallies, used folk and other media to get larger citizen population in the cities involved.</p> <p>Over 1 crore people participated in this campaign.</p>
35	Swacch Sundar Shala WASH Programme	<p>CEE developed a new approach of a rigorous base line study of the water and sanitation facilities in the schools, using which the improvements would be carried out in a participatory manner involving the school community, the volunteers, municipal ward offices responsible for maintenance etc.</p> <p>Activities included orientation of volunteers, discussions and liaison with the local office of the <i>Sarva Shiksha Abhiyan</i> and municipal administration, setting up of WASH clubs were set up in 17 schools. A detailed GIS and GPS base line survey of all 132 locations of 246 PMC schools was conducted by Kirloskar Consultants as part of the project. The survey tool and software for representation of results and reports was guided by CEE.</p> <p>The project was selected for the final round of the Innovation in Basic Services for Urban Poor Award organized by India Urban Space Foundation and Ministry of Urban Development, Government of India.</p>

D. The Proposal

Under this two days training programme for master trainers, the participants will be exposed to context related to solid waste management and will be imparted knowledge on various technologies for effective waste management at municipality level.

Objective of the training programme

- To recognize the issues, challenges and constraints of SWM
- To understand the SWM Rules 2016
- To be aware of the various approaches, technologies and their financial implications
- To plan to implement solutions in their city
- To achieve capacity building of ULB staff for implementing the plans

Associated expert organisations

To make the training programme effective and holistic, CEE will associate with two partner organisation/company involved in waste management related work

Environment Management Centre LLP: Mumbai : Environmental Management Centre (EMC) LLP was established in 1996. EMC's consulting services are essentially strategic, knowledge driven and supported through research and training. In all the consulting assignments, EMC's expertise lies in harmonizing economic, environmental and social considerations (often called triple bottom line) in the business logic, development plans and policy frameworks. Over the past 20+ years, EMC has conceived, developed and executed a number of national, regional and international assignments that have set several "firsts". Many of these assignments have stimulated action leading to policy reforms, sustainable investments and led to long term capacity building. EMC has since its inception completed more than 500 assignments for clients in India as well as overseas. Clients represent Governments, UN Agencies, Corporates, Industries, Financing Institutions as well as Community Based Organizations. EMC is the only Indian environmental consultancy with significant international business. EMC is more of a policy, planning and strategizing group that brings in multi-disciplinary knowledge and skills. EMC blends its international experience with national context and governance to provide solutions that are contemporary, rounded and robust.

Greenpreneur Enviro Solutions Pvt Ltd: West Bengal: Greenpreneur is a social enterprise developed with aim to form a pool/ consortium of environmental and sustainable development expert in the eastern region. It is a budding company recently registered in West Bengal. Their consulting services are essentially strategic, knowledge driven and supported through research and training. In all the consulting assignments, their expertise lies in harmonizing environmental, educational, economic and social considerations to provide a holistic overview. They have pools of experts from academics, professional bodies and freelancers and are focussed to be involved in projects connected with the dealing in legal compliances related to environmental laws, climate change, greening & biodiversity conservation, alternative sources of energy, energy efficiency, Certification and Performance Evaluation, pollution control, resource recovery, waste management, waste minimization, waste avoidance, energy recovery from waste, carbon footprints, emissions abatement, Sustainable consumption, sustainable

production, sustainable packaging and procurement, water conservation, environment/ public health, green governance, sustainable city planning, and other related areas.

Focus of the Module

The focus of the module would be updating participants on real time prevalent situation, challenges and solution required as well as preferred for tackling the issue of waste management. The module will be focussing primarily on Municipal solid Waste Management

Who would benefit/Who should attend

30 selected mid-level/ budding Urban development and Municipal officials at planning level from related departments

Major Course Content/Learning Points

Latest Technical and Operational Updates
legal Updates
Operational Issues/ Constraints,
Discussion on Solutions/ Case studies

Experts for the Training

1. Reema Banerjee : With a background of microbiology and management, she is a waste management expert with more than 18 years of experience in working in waste management sector in India and internationally. She is a member of international solid waste Association and a certified waste manager of ISWA. She is also an active member of IPLA and has conducted many trainings and consultancy on waste management for municipal bodies and government institutions. She has been involved in more than 100 published IEC materials on waste management developed by CEE. She would be involved in overall planning of the sessions based on the local requirements and need of the state officials. The entire workshop will also be designed by her with activities to make the programme more effective and interactive.
2. Dr Prasad Modak: Dr. Prasad Modak has worked with almost all key UN, multi-lateral and bi-lateral developmental institutions in the world. Prominent amongst these are United Nations Environment Programme (UNEP), Geneva, Osaka and Paris; United Nations Development Programme (UNDP), New York, etc. Apart from Government of India and various State Governments, Dr. Modak's advice is sought by Governments of Bangladesh, Egypt, Indonesia, Mauritius, Thailand and Vietnam. Dr. Modak has been invited by several international agencies, public bodies, professional journals and Governments to serve as a Jury and a Reviewer. He has authored and executed more than 300 consulting reports and trained more than 5000 professionals across the World. Dr Prasad Modak is currently member of the **India Resources Panel** appointed by MoEF&CC and member of the 3R Forum of the UN Centre for Regional Development, Nagoya, Japan . He is the president of the partner organization of CEE and will be one of the main experts involved with Ms. Banerjee for the designing and overall delivery of the training.

3. Santanu Roy: A Chemical Engineering with specialization in Pollution Prevention and Control, Shantanu Roy has professional experience of over 22 years in Environmental Management and Sustainability domain. He is a seasoned waste management expert working as consultant to various national and international agencies. He will be one of the principal trainers for technology sessions
4. Prof Brajesh Dubey: With PhD in Environmental Engineering, Prof Dubey is a renowned trainer and educationist of IIT and will be representing as one of the consultants and trainer of partner organization Greenbrier Enviro Solutions. He has more than 15 years national and international experience on waste management training
5. Sivaranjani Subramanian :Sivaranjani has over 11 years of extensive work experience on energy efficiency, energy conservation conceptualization, Green Building certification, Biomass Gasification power generation, waste management and urban environment. She holds a Bachelor of Technology Degree in Civil Engineering from NIT Trichy and a master's degree in Environmental Planning from CEPT University Ahmedabad. A few of the notable projects she has worked in the space of waste management to include Waste to energy technology market assessments, Mapping of Policies and Programs which have an impact on Resource Efficiency and Circular Economy for NIT Aayog and recently organized UN-Habitat's Urban Thinkers Campus in Chennai with the theme- Roadmap to Zero Waste In Chennai.

Proposed Schedule of the workshop

Solid Waste Management Training workshop for ULB Engineers

Date: 28 February 2020

Day 1: Solid Waste Segregation, Collection & Transportation

- | | |
|--------------------|---|
| 09:30-10:00 | Registration |
| 10:00-10:30 | Welcome Remarks & Introduction to the Training Workshops |
| 10:30-11:15 | Introducing SWM and the regulatory framework
<i>Introducing the concept of SWM and the legislative framework addressing segregation, collection & transportation of solid waste (including C&D and Plastic wastes) generated in the urban areas</i> |
| 11:15-11:45 | Bio break |
| 11:45-12:30 | Segregation and primary collection
<i>Problems and strategies to upgrade the solid waste collection services</i> |
| 12:30-13:15 | Intermediate Storage and transportation
<i>Solid waste handling from point of handling to disposal with intermediate storage</i> |
| 13:15-14:15 | Lunch |
| 14:15-15:15 | Group Activity - Primary Collection & transportation route plan
<i>Case work on decision making</i> |

15:15-15:30	Bio break
15:30-16:15	MRFs- Establishing Market Linkages & Integrating Informal Sector for MRFs <i>Segregation, sorting and recovery of recyclables and the involvement of the informal sector</i>
16:15-17:00	Case Studies on Use of ICT <i>Application of ICT in the SWM</i>
17:00-17:15	Closing Remarks

Solid Waste Management Training workshop for ULB Engineers

Date: 29 February 2020

Day 2: Treatment and Disposal of Solid Waste

10:00-10:30	Opening Remarks and Recap
10:30-11:30	Technology applications in SWM in the Indian context - Composting and Bio-methanation <i>Overview of application of Composting and Bio-methanation with possible decentralization opportunities</i>
11:30-11:45	Bio break
11:45-12:30	Technology applications in SWM in the Indian context - Waste to Energy- Thermal Processes <i>Overview of application of Waste to Energy processes</i>
12:30-13:15	Decentralized Solid Waste Management <i>Case study based session</i>
13:15-14:15	Lunch
14:15-15:15	Municipal Sanitary Landfill – planning and operation <i>Overview of landfill planning</i>
15:00-15:30	Bio break
15:30-16:15	Legacy Dumpsites -Biomining & Closures <i>Feasibility analysis of bio-mining or bio-remediation of old open dumpsites</i>
16:15-17:00	Open House and closing Remarks

E. Budgetary Estimate

The budgetary estimate based on the scope above is estimated as follows

#	Activities	Estimate (INR)
1.	Development of module and Training cost of master trainers for Collection, Transportation and treatment/disposal technologies 2 days – 11 sessions (5 experts of different domain)	700000
2.	Training Kits: Folders with note pads, reference materials and pen drive with all presentations in pdf format	35000
3.	Travel and Stay of experts, Out of pocket expenses	200000
	Total	935000

Note:

- Goods and Services Tax will be applicable additionally on the fees as per prevailing government rates (currently 18%).
- The payment milestone will be on the completion of the training programme on the .
- The budgetary estimates are based on assumptions workshop conducting arrangements (logistics of venue and stay of participants etc.), establishing contact with ULBs and other government officials will be carried out by entirely by SUDA
- Additional scope, along with other activities not included in the scope above need to be budgeted additionally.

সুডা

রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA-313/2015/7694

তারিখ ১১.১১.২০১৭

From: Finance Officer, SUDA

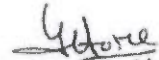
To: District Magistrate Alipurduar / Bankura / Birbhum / Purba Burdwan / Purba Medinipur / Paschim Medinipur / Jhargram / Hooghly / Howrah / North 24 Parganas / South 24 Parganas / Nadia / Murshidabad / Jalpaiguri / Malda / Coochbehar / Uttar Dinajpur / Dakshin Dinajpur / Purulia / Darjeeling / Kalimpong

MEMORANDUM

Sub: Release of fund to 21 Districts for implementing Public awareness and IEC activities on Solid Waste management under Swachh Bharat Mission (U) / Mission Nirmal Bangla (U)

Madam/Sir,

Fund released to 21 Districts (as detailed in Annx-1) for implementing 'public awareness and IEC' activities viz. for procuring, printing and distribution of IEC materials like banners, posters and leaflets on solid waste management and organizing meeting / workshop and other related events under Swachh Bharat Mission (U) / Mission Nirmal Bangla (U).


Finance Officer, SUDA.

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

Page No. 5

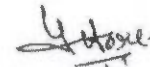
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Sl. No.	Name of the District	Name of the Payee	Amount	Bank	Branch	Account No.	IFSC Code
1	Alipurdwar	The District Magistrate, Alipurdwar	2,50,000.00	HDFC Bank Ltd.	Alipurdwar	50100140810236	HDFC0002463
2	Bankura	Bankura Zilla Parishad (TSC)	2,50,000.00	State Bank of India	Bankura	11110258046	SBIN0000022
3	Birbhum	BZP Total Sanitation Campaign	2,50,000.00	State Bank of India	Suri	11126063207	SBIN0000191
4	Purba Burdwan	Additional Executive Officer, Bardhaman Zilla Parishad	2,50,000.00	Indian Overseas Bank	Burdwan	147901000001800	IOBA0001479
5	Purba Medinipur	Total Sanitation Campaign, Purba Midnapore	2,50,000.00	State Bank of India	Tamiluk Railway Station	10390316865	SBIN0008745
6	Paschim Medinipur	MS District Urban Development Agency	2,50,000.00	Union Bank of India	Medinipur	618602010000298	UBIN0561860
7	Jhargram	District Magistrate, Jhargram	2,50,000.00	Axis Bank Ltd	Jhargram JRG WB	917010051731465	UTIB0002119
8	Hooghly	Fund Transfer A/C, Zilla Parishad Hooghly District	2,50,000.00	State Bank of India	Chinsurah	11055230814	SBIN0000056
9	Howrah	Mission Nirmal Bangla	2,50,000.00	Bank of India	Howrah	400910100010635	BKID0004009
10	North 24 Parganas	North 24 Parganas Zilla Parishad	2,50,000.00	UCO Branch	Barasat	65501000008681	UCBA0000655
11	South 24 Parganas	Additional Executive Officer, South 24 Parganas Zilla Parishad	2,50,000.00	United Bank of India	Alipore	70010189928	UTBI0ALP150
12	Nadia	Total Sanitation Campaign, Nadia	2,50,000.00	Bank of India	Krishnagar	422310200010055	BKID0004223
13	Murshidabad	TSC - MZP	2,50,000.00	IDBI Bank Ltd.	Berhampore	257104000118507	IBKL0000257
14	Jalpaiguri	Jalpaiguri Zilla Parishad	2,50,000.00	Union Bank of India	Jalpaiguri	528602010000225	UBIN0552861
15	Malda	MZP-TSC (ST)	2,50,000.00	IDBI Bank Ltd.	Malda	448104000028769	IBKL0000448
16	Coochbehar	Additional District Magistrate (G)	2,50,000.00	State Bank of India	Cooch Behar	32145268401	SBIN0000058
17	Uttar Dinajpur	District Magistrate, Uttar Dinajpur District	2,50,000.00	State Bank of India	Karnajora	11193903792	SBIN0001654
18	Dakshin Dinajpur	Cntrl Rural Sanitn Prog.	2,50,000.00	State Bank of India	Balughat	11273426956	SBIN0000020
19	Purulia	Purulia Zilla Parishad	2,50,000.00	State Bank of India	Purulia	11377306960	SBIN0000160
20	Darjeeling	District Magistrate, Darjeeling	2,50,000.00	Central Bank of India	Darjeeling	3578057083	CBIN0281040
21	Kalimpong	District Magistrate Kalimpong	2,50,000.00	Axis Bank Ltd	Kalimpong	917010035466008	UTIB0000594

[Signature]
 Finance Officer
 State Urban Development Agency
 Govt. of West Bengal

The release is subject to the following conditions:

- 1) The fund should be utilized only for the purpose for which it is released and for no other purpose.
- 2) Works for the released amount should be executed strictly as per scheme Guidelines.
- 3) **Utilization Certificate of the funds received from SUDA may please be sent to this office within 90 days positively.**
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- 7) Monthly progress report on IEC activities taken up utilizing this fund is to be furnished.



Finance Officer, SUDA.

সুডা

রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

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ক্রমিক নং SUDA-313/2015-7694

তারিখ ১৭.১১.২০১৭

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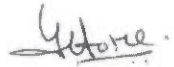
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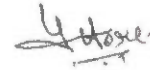
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Finance Officer, SUDA.



Sujay Mitra <sujay.mitra@gmail.com>

Regarding Performance Guarantee Deduction request

2 messages

Reema Banerjee <reema.banerjee@ceeindia.org>

Mon, Jan 13, 2020 at 2:52 PM

To: Debarati Datta Gupta <debaratidattagupta@gmail.com>, Director SUDA <sbm.wbsuda@gmail.com>

Cc: sujay.mitra@gmail.com, CEE East <ceekolkata@ceeindia.org>

CEE East

Centre for Environment Education, Flat no; C-2, II Floor, TILOTTAMA", Senhati cooperative colony, Premises-21, Behala, Kolkata -700 034, West Bengal, India E-mail ceekolkata@ceeindia.org Website : www.ceeindia.org

CEE/SUDA-SWM/2019-20/02

To

The Director

05-01-2020

State Urban Development Agency

Ministry of Urban Dev & Municipal Affairs

Govt of West Bengal

Madam,

Sub: Performance guarantee for the work order number SUDA-313/2015/7550 dated 21 Nov 2019

This is in reference to the performance guarantee to be submitted by Centre for Environment Education for the work order for "Development of IEC materials and capacity building plan for awareness generation on SWM and water conservation in the urban areas of West Bengal".

We would request you to kindly please consider the below requests

1. Please adjust the amount of Rs 50000 paid as EMD in the payable performance guarantee.
2. Please debit the remaining amount for performance guarantee i.e Rs 1352500 in the following schedule from the invoices being submitted for payment :

S.No	Deliverables	Total Payment (excluding GST)	Performance Guarantee to be
------	--------------	----------------------------------	--------------------------------

			deducted (excluding GST)
1.	Submission of Perception Survey Report	701250	67625
2	Submission & acceptance of draft IEC/Communication Plan	1402500	135250
3	Submission & acceptance of draft IEC/Communication Plan	1402500	135250
4	Development and acceptance of IEC content	701250	67625
5	Departmental Engineers Training-01 no (3 days), Micro Planners Training-01 no (DPR), Draft monitoring framework submission	1963500	189350
6	TOT (for communication team, NULM- basic SWM rules, technical aspects and communication) training for communication plan implementation and monitoring-01 no, Briefing meetings with the extended team-05 nos (Waste segregation, occupational health, communication), exposure visit-01 no, updated monitoring framework data submission- monthly	1963500	189350
7	Briefing meetings-05 nos (Waste segregation, occupational health, communication) , micro planners workshop-01 no (for review of monitoring and communication plan implementation), updated monitoring framework data submission- monthly	1963500	189350
8	TOTs (communication team, NULM) training for communication plan implementation and monitoring-01 no, exposure visit-01 no, updated monitoring framework data submission-monthly	1963500	189350
9	Outreach team review workshop (constraints faced, communication team, NULM,) training for communication plan implementation and monitoring-01no , micro planners workshop-01 (for review of monitoring and communication plan implementation and way forward), updated monitoring framework data submission-monthly	1963500	189350
	Total	14025000	1352500

With regards

Reema Banerjee
Programme Director -East (WB,Odisha, Jharkhand) & Biomedical Waste Management
Centre for Environment Education
CEE East (Formerly CEE Kolkata)
C-2. IIFloor, Tilottama, P-21, [Senhati Colony, Behala, Kolkata-700034, WB](#)
Telefax: +913324033842, Mobile: +919748032777
www.cceindia.org

Dated: 13-01-2020

Place: Kolkata

Supported by the Ministry of Environment, Forests & Climate Change, Government of India. A Registered Society.

Reema Banerjee
Programme Director -East (WB,Odisha, Jharkhand) & Biomedical Waste Management
Centre for Environment Education
CEE East (Formerly CEE Kolkata)
C-2. IIFloor, Tilottama, P-21, [Senhati Colony, Behala, Kolkata-700034, WB](#)
Telefax: +913324033842, Mobile: +919748032777
www.cceindia.org

4 attachments

 clip_image004.png
1K

 clip_image002.jpg
3K



clip_image003.png
3926K

 **Reg Performance-Guarantee.pdf**
204K

Debarati Datta Gupta <debaratidattagupta@gmail.com>
To: Sujay Mitra <sujay.mitra@gmail.com>

Mon, Jan 13, 2020 at 5:43 PM

PI put up before FO for acceptance.

----- Forwarded message -----

From: **Reema Banerjee** <reema.banerjee@ceeindia.org>
Date: Mon, Jan 13, 2020 at 2:55 PM
Subject: Regarding Performance Guarantee Deduction request
To: Debarati Datta Gupta <debaratidattagupta@gmail.com>, Director SUDA
<sbm.wbsuda@gmail.com>
Cc: <sujay.mitra@gmail.com>, CEE East <ceekolkata@ceeindia.org>

CEE East

Centre for Environment Education, Flat no; C-2, II Floor, TILOTTAMA", Senhati cooperative colony, Premises-21, Behala, Kolkata -700 034, West Bengal, India E-mail ceekolkata@ceeindia.org Website : www.ceeindia.org

CEE/SUDA-SWM/2019-20/02

To

The Director

05-01-2020

State Urban Development Agency

Ministry of Urban Dev & Municipal Affairs

Govt of West Bengal

Madam,

Sub: Performance guarantee for the work order number SUDA-313/2015/7550 dated 21 Nov 2019

This is in reference to the performance guarantee to be submitted by Centre for Environment Education for the work order for "Development of IEC materials and capacity building plan for awareness generation on SWM and water conservation in the urban areas of West Bengal".

We would request you to kindly please consider the below requests

1. Please adjust the amount of Rs 50000 paid as EMD in the payable performance guarantee.
2. Please debit the remaining amount for performance guarantee i.e Rs 1352500 in the following schedule from the invoices being submitted for payment :

S.No	Deliverables	Total Payment (excluding GST)	Performance Guarantee to be
------	--------------	----------------------------------	--------------------------------

			deducted (excluding GST)
1.	Submission of Perception Survey Report	701250	67625
2	Submission & acceptance of draft IEC/Communication Plan	1402500	135250
3	Submission & acceptance of draft IEC/Communication Plan	1402500	135250
4	Development and acceptance of IEC content	701250	67625
5	Departmental Engineers Training-01 no (3 days), Micro Planners Training-01 no (DPR), Draft monitoring framework submission	1963500	189350
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	Total	14025000	1352500

With regards

Reema Banerjee
Programme Director -East (WB,Odisha, Jharkhand) & Biomedical Waste Management
Centre for Environment Education
CEE East (Formerly CEE Kolkata)
C-2. IIFloor, Tilottama, P-21, [Senhati Colony, Behala, Kolkata-700034, WB](#)
Telefax: +913324033842, Mobile: +919748032777
www.ceeindia.org

Dated: 13-01-2020

Place: Kolkata

Supported by the Ministry of Environment, Forests & Climate Change, Government of India. A Registered Society.

Reema Banerjee
Programme Director -East (WB,Odisha, Jharkhand) & Biomedical Waste Management
Centre for Environment Education
CEE East (Formerly CEE Kolkata)
C-2. IIFloor, Tilottama, P-21, [Senhati Colony, Behala, Kolkata-700034, WB](#)
Telefax: +913324033842, Mobile: +919748032777
www.ceeindia.org

4 attachments

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1K

Reema Banerjee clip_image002.jpg
3K



clip_image003.png
3926K

 Reg Performance-Guaranteee.pdf
204K

CEE East

Centre for Environment Education, Flat no; C-2, II Floor, TILOTTAMA", Senhati cooperative colony, Premises-21, Behala, Kolkata -700 034, West Bengal, India E-mail ceekolkata@ceeindia.org Website : www.ceeindia.org

CEE/SUDA-SWM/2019-20/02

To
The Director
State Urban Development Agency
Ministry of Urban Dev & Municipal Affairs
Govt of West Bengal

05-01-2020

Madam,

Sub: Performance guarantee for the work order number SUDA-313/2015/7550 dated 21 Nov 2019

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2. Please debit the remaining amount for performance guarantee i.e Rs 1352500 in the following schedule from the invoices being submitted for payment :

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	Total	14025000	1352500

With regards

Reema Banerjee

Reema Banerjee

Programme Director -East (WB,Odisha, Jharkhand) & Biomedical Waste Management

Centre for Environment Education

CEE East (Formerly CEE Kolkata)

C-2. II Floor, Tilottama, P-21, Senhati Colony, Behala, Kolkata-700034, WB



Dated: 05-01-2020

Place: Kolkata

ICICI Bank

A/C PAYEE ONLY

Drawee Branch
(6949) PORTUGUESE CHURCH STREET
502868

DD No.

STATE URBAN DEVELOPMENT AGENCY*****

ON DEMAND PAY

FIFTY THOUSAND Only

RUPEES

₹ *****50,000.00

FOR VALUE RECEIVED

Purchaser Name: REEMA BANERJEE
OL/5/5 Not Above 50,000.00

0317DDCENTAY
NEW ALIPUR, KOLKATA
Issuing Branch



Authorised Signatory

Authorised Signatory
Please sign above

8303723

VALID FOR THREE MONTHS ONLY

DATE 4 0 1 2 0 2 0
D D M M Y Y Y

OR ORDER

⑈ 502868⑈ 000229000⑈ 000317⑈ 16

Reema Banerjee
OL/5/5
20.10.20

ICICI Bank

Drawee Branch
(6949) PORTUGUESE CHURCH STREET
DD No. 502845

VALID FOR THREE MONTHS ONLY
DATE 16/02/2019
D D M M Y Y Y

ON DEMAND PAY STATE URBAN DEVELOPMENT AGENCY*****

OR ORDER

RUPEES

FIFTY THOUSAND Only

₹

*****50,000.00

Purchaser Name: REEMA BANERJEE
OL/5/5 Not Above 50,000.

FOR VALUE RECEIVED

0317DDCENPAY
NEW ALIPUR, KOLKATA
Issuing Branch



⑈502845⑈ 000229000⑈ 000317⑈ 16

916010072244925

17122010010567 00800016 7002110790UTIB0001707

AXIS BANK LTD.
Please credit in Account No. 916010072244925

Signature of the Depositor
Date: 12/12

8-Dec-2019 1707 PHYSICAL CN

502845 AMT 50,000.00

REASON INSTRUMENT
OUT DATED /
STALE

**RETURN
MEMO**

CHQ NOT
PRESENTED IN
CLG. AXIS
BANK LTD
KOLKATA
SERVICE
BRANCH (WB)



Signature & Stamp 3 150

RECEIVED CHEQUE
AS RETURNED FROM BANK
Biswanath Paul. ERB
19/12/19

A/C PAYEE ONLY

ICICI Bank

Drawee Branch

(6949) PORTUGUESE CHURCH STREET
DD No. 502845

VALID FOR THREE MONTHS ONLY

DATE 16/02/2019
D D M M Y Y Y Y

ON DEMAND PAY

STATE URBAN DEVELOPMENT AGENCY*****

OR ORDER

RUPEES

FIFTY THOUSAND Only

₹

*****50,000.00

Purchaser Name: REEMA BANERJEE
OL/5/5 Not Above 50,000.

0317DDCENTPAY

NEW ALIPUR, KOLKATA
Issuing Branch

Authorised Signatory

FOR VALUE RECEIVED

Authorised Signatory
Please sign above

⑈ 502845⑈ 000229000⑈ 000317⑈ 16

916010072244925

17122019010567 008000167002110790UT180001707

AXIS BANK LTD.
Please credit in account No. 916010072244925

Signature of the Depositor

Date: 12/12

8-Dec-2019

1707 PHYSICAL CN

502845 AMT 50,000.00

REASON INSTRUMENT
OUT DATED /
STALE**RETURN
MEMO**CHQ NOT
PRESENTED IN
CLG. AXIS
BANK LTD
KOLKATA
SERVICE
BRANCH (WB)

Signature & Stamp 3

150

A/C PAYEE ONLY

ICICI Bank

Drawee Branch

(6949) PORTUGUESE CHURCH STREET

DD No.

502845

VALID FOR THREE MONTHS ONLY

DATE

1 6 0 2 2 0 1 9
D D M M Y Y Y Y

ON DEMAND PAY

STATE URBAN DEVELOPMENT AGENCY*****

OR ORDER

RUPEES

FIFTY THOUSAND Only

₹

*****50,000.00

Purchaser Name: REEMA BANERJEE
OL/5/5 Not Above 50,000.00

FOR VALUE RECEIVED

0317DDCENPAY

NEW ALIPUR, KOLKATA
Issuing Branch

Authorised Signatory

Authorised Signatory

Please sign above

⑈ 50 2845 ⑈ 000 2290000 ⑈ 000317 ⑈ 16

916010072244925

17122010010557 00800016 7002110390UTIB00001707

AXIS BANK LTD.
Please credit in account No. 916010072244925

Signature of the Depositor

Date: 12/12

8-Dec-2019

1707 PHYSICAL CN

502845 AMT 50,000.00

REASON INSTRUMENT
OUT DATED /
STALE**RETURN
MEMO**CHQ NOT
PRESENTED IN
CLG. AXIS
BANK LTD
KOLKATA
SERVICE
BRANCH (WB)

Signature & Stamp 3 150



সুডা

রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

SUDA-313/2015/৭৪৭

10.12.2019

ক্রমিক নং

তারিখ

From : Director, SUDA

To : The Branch Manager,
Axis Bank Ltd.,
Salt Lake, Sector-II Branch,
BJ-110, Sector-II
Salt Lake City, Kolkata – 700 091.

Sub : Electronic Transfer of Fund debiting this office
Current Account No. 916010072244925.

IEC - Swachh Bharat Mission (SBM)

Sir,

You are requested to kindly arrange for electronic transfer of fund as per details given below debiting the amount from this office Current Account No.916010072244925 lying with your branch in respect of Swachh Bharat Mission (SBM).

Sl. No.	Name of Payee	Amount in Rs.	Bank Details
01.	Centre for Environment Education Society	97,314.00	ICICI Bank Ltd., AHMEDABAD - DRIVE-IN- CINEMA Branch, A/C No. 006401026950 IFS Code. ICIC0000064
(Rupees Ninety Seven Thousand Three Hundred Fourteen only)			

Petrus Anuranjan Soreng
Finance Officer, SUDA
Finance Officer

Debarati Datta Gupta,
Director, SUDA

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

CEE

Centre for Environment Education, Thaltej Tekra, Ahmedabad 380 054 India

Phone: +91-79-26858002 to 05 • Fax: +91-79-26858010 • E-mail: cee@ceeindia.org • Website: www.ceeindia.org

To

The Director
State Urban Development Agency
Bidhannagar, Kolkata
West Bengal- 700106



20-10-2019

AD (an)/CNP/PM
Saf

Madam,

Sub: Invoice towards work order for content development and Designing of Manual on Solid Waste Management

Thank you for the work order no : SUDA-313/2015/5298 dated 05-8-2019 issued to us on 05-08-2019 towards content development and designing of manual on Solid Waste Management.

Please find attached the invoice with bank details for the work done by us.

Please do the needful.

With regards

Reema Banerjee

Reema Banerjee
(Programme Director)

DM. S.M. Hk.
P.I. put up.

1.9.19.

Established in 1984 as a Centre of Excellence of the Ministry of Environment, Forest and Climate Change, Govt. of India. A registered society.



For Centre for Environment Education

Reema Banerjee
(Programme Director)

Centre for Environment Education, Eastern Regional Cell

Passed for Payment Rs. 99,300/-
(Rupees Ninety nine thousand and 300 only)
Only to be debited towards IEC-EBM.

Work done (att'd)
Smt 3-12-19

Gross Amt. 99,300/-
(-) TDS (2%) 1,986/-

Net Amt. 97,314/-

Y. H. Patel

Finance Officer
State Urban Development Agency
Govt. of West Bengal

সুডা

রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
 “ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং
 SUDA-313/2015/5298

তারিখ
 05.08.2019

From: Director

To: Ms. Reema Banerjee
 Programme Director,
 Centre for Environment Education,
 Flat no; C-2, II Floor, TILOTTAMA"- P-21,
 Senhati Cooperative Colony,
 Behala, Kolkata -700 034,
 West Bengal

Sub: Work order for content development and designing of Manual on Solid Waste Management
 Ref: Your letter dated 30th May, 2019

Sir,

In response to your letter under reference, I am to inform you that your organization has been selected as L1 agency from the offers received on content development and designing for development of a comprehensive manual on SWM.

In the assignment a manual may be prepared with the following contents reflecting key aspects of SWM Rules 2016

- Background and need of proper solid waste management at city level
- Status of solid waste management in West Bengal – an overview
- Key aspects for effective implementation of SWM at city level – (according to SWM Rules 2016)
- Convergence with ongoing scheme
- Some selected case studies

Details of the assignment with rate is as follows:

Name of Agency	Cost for Content Development (English) (In thousand Rs.)	Cost for Designing (Print Ready) (English) (In thousand Rs.)	Total Cost (In thousand Rs.)
Centre for Environment Education	50	49.30	99.30

You are now requested to deliver the stated materials in soft and hard copy within seven days from the date of issue of this order.

Payment will be made on submission of invoice from your end after successful completion of the work.

Yours faithfully

Encl: As stated above.

[Signature]
 (Director) 5/8/19

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

সুডা

SUDA

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA-379/2008 (P-I)/4931

তারিখ 30.07.2019

Notification

As per requirement agencies/suppliers/ service providers having experience to work for development and designing of concise guidance manual are hereby requested to submit detailed estimates, technical proposal for the job (annexed in separate sheet) which is related to Solid Waste Management.

DD/30/7/19
Director, SUDA

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

Proposal

Development of a Concise Guidance Manual on Solid Waste Management

Project Understanding

An effective campaign to raise awareness about solid waste management involves communicating with a wide range of stakeholders and specially community. The most effective messages will be specific to the stakeholder group and the challenges should be addressed. Limited public awareness about solid waste management guidelines and operations can results in low utilization of services, e.g. open dumping and burning of waste, and unsafe practices (e.g., handling toxic wastes etc.). To tackle with these issues, it is important to create awareness on the waste management concepts and guidelines to elected representatives and other stakeholders.

Raising awareness among local elected public representatives and other officials can lead to the adoption of waste management laws (e.g., bans on open dumping) in an effective way and increased financial support for waste management activities.

The awareness on guidelines can support city waste management efforts by enforcing policies (e.g. bans on open burning) and providing assistance when city activities contribute to national-level goals. The city's elected representatives efforts to improve solid waste management practices can contribute into the country's nationally appropriate mitigation action for solid waste management.

Development of the Guidance Manual

It is proposed to Develop and Design a concise guidance manual reflecting key aspects as provided in the Solid waste management Rule, 2016.

Content

The concise guidance manual will contain the following content:

1. Background and need of proper solid waste management at city level
2. Status of Solid waste Management in West Bengal – An overview
3. Key aspects for effective implementation of SWM at city level – (according to SWM handling rules, 2016)
4. Convergence with ongoing schemes
5. Some selected case studies

Specification

1. Size: 8.3 x 11.7 inch (A4)
2. Inner pages- 52 (front to back)
3. Cover pages- 02

Language

English

Competitive Statement related to Notification No. SUDA-379/2008(Pt-I)/4931 dated 30.07.2019 for
Development and Designing of Concise Guidance Manual

Sl No	Name of Agency	Cost for Content Development (English) (In thousand Rs.)	Cost for Designing (Print Ready) (English) (In thousand Rs.)	Total Cost (In thousand Rs.)	Position
1	H.K. Trading Co.	56.85	53.14	109.99	
2	Centre for Environment Education	50.00	49.30	99.30	L1
3	Bidhannagar Co-Operative	55.00	50.00	105.00	
4.	R.P.G Associates	50.00	51.80	101.80	

[Signature]
02.08.19

[Signature]
02.08.2019.

[Signature]
02.08.2019

Proposal

Development of a Concise Guidance Manual on Solid Waste Management

Project Understanding

An effective campaign to raise awareness about solid waste management involves communicating with a wide range of stakeholders and specially community. The most effective messages will be specific to the stakeholder group and the challenges should be addressed. Limited public awareness about solid waste management guidelines and operations can results in low utilization of services, e.g. open dumping and burning of waste, and unsafe practices (e.g., handling toxic wastes etc.). To tackle with these issues, it is important to create awareness on the waste management concepts and guidelines to elected representatives and other stakeholders.

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4. Convergence with ongoing schemes
5. Some selected case studies

Specification

1. Size: 8.3 x 11.7 inch (A4)
2. Inner pages- 52 (front to back)
3. Cover pages- 02

Language

English

QUOTATION FORM

Date

No: HKTC/

H.K. TRADING CO.

Approved Govt. Contractor & General Order Supplier
Registered Office : Dashadrone, Rajarhat Road, Kolkata-700136,
Mobile : 9830078634, 9339509730

To
The Director, SUDA
4 LGU Bhawan, KC-Block
Sector-111, Kolkata-700106

VAT Regd. No. :
CST No. :
PAN No. :

Sub : SUBMISSION OF RATES / ESTIMATES OF ARTICLES.

Agt. Your Ref. No. SUDA-379/2008(M)/4931 Date 30.07.2019

With reference to your memo no. mentioned as above, we are submitting the rates of each items mentioned as follows. The validity of our rates for days / month from the date of issue of your order. The payment should be made withindays after completion of work.

Sl. No.	ARTICLES	QNTY.	BRAND	RATE	VAT	TOTAL AMOUNT	
						Rs.	P.
1	Content Development (English)					56,850	00
2	Designing (Print ready) English.					53,145	00
3							
4							
5							
6	Total (Excluding GST & Service tax)						
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25						1,09,995	00

We are awaiting for your valued order to serve you as early as possible.
Thanking you,

Yours faithfully
H.K. Mondal
For H. K. Trading Co

Proposal

Development of a Concise Guidance Manual on Solid Waste Management

Project Understanding

An effective campaign to raise awareness about solid waste management involves communicating with a wide range of stakeholders and specially community. The most effective messages will be specific to the stakeholder group and the challenges should be addressed. Limited public awareness about solid waste management guidelines and operations can results in low utilization of services, e.g. open dumping and burning of waste, and unsafe practices (e.g., handling toxic wastes etc.). To tackle with these issues, it is important to create awareness on the waste management concepts and guidelines to elected representatives and other stakeholders.

Raising awareness among local elected public representatives and other officials can lead to the adoption of waste management laws (e.g., bans on open dumping) in an effective way and increased financial support for waste management activities.

The awareness on guidelines can support city waste management efforts by enforcing policies (e.g. bans on open burning) and providing assistance when city activities contribute to national-level goals. The city's elected representatives efforts to improve solid waste management practices can contribute into the country's nationally appropriate mitigation action for solid waste management.

Development of the Guidance Manual

It is proposed to Develop and Design a concise guidance manual reflecting key aspects as provided in the Solid waste management Rule, 2016.

Content

The concise guidance manual will contain the following content:

1. Background and need of proper solid waste management at city level
2. Status of Solid waste Management in West Bengal – An overview
3. Key aspects for effective implementation of SWM at city level – (according to SWM handling rules, 2016)
4. Convergence with ongoing schemes
5. Some selected case studies

Specification

1. Size: 8.3 x 11.7 inch (A4)
2. Inner pages- 52 (front to back)
3. Cover pages- 02

Language

English



Ph. No. : 2359-0698
TEL FAX : 2359-0717

QUOTATION FORM

BIDHAN NAGAR (SALT LAKE) WHOLESALE CONSUMERS CO-OPERATIVE SOCIETY LIMITED
SEC: II C. K. LOCAL CENTRE, (1st FLOOR) SALT LAKE, KOLKATA - 700 091
UNDER CO-OPERATION DEPTT. GOVT. OF W.B.

To
The Director
State Urban Development
Agency, Sec-III, Salt Lake

Memo No.
Date :
VAT Regd. No. : 19670327070
CST No. : 19670327264
PAN No. : AAAAB 2273K

Sub : SUBMISSION OF RATES / ESTIMATES OF ARTICLES.

Your Ref. No. : _____ Date _____

With ref. to above, we are submitting herewith the rate of each items mentioned abrest below. Please note that the offer rate and stock is / are valid for 15 days, 1/3/6/12 month from the date of issue/ receipts of our Rates/Estimates. Payment should be cleared within 30 days.

(ESTIMATES)

Sl. No.	ARTICLES	QNTY.	BRAND	RATE	VAT	TOTAL AMOUNT	
						Rs.	P.
	<u>Budget Item</u>	<u>Timeline</u>	<u>Budget</u>				
	<u>(in thousands)</u>						
1	<u>Content Development (English)</u>	<u>T+7 Days</u>	<u>55</u>				
2	<u>Designing (Print ready) English</u>	<u>T+12</u>	<u>50</u>				
3							
4							
5	<u>Total (Excluding GST/</u>		<u>105</u>				
6	<u>Service Tax)</u>						
7							
8							
9							
10							
11							
12							
13							
14	<u>Payment terms:-</u>						
15	<u>1. Above costs are excluding GST. The payments to include</u>						
16	<u>abbllicable GST.</u>						
17	<u>2. All payments to be done against invoice issued by CEF</u>						
18	<u>including the advance payments.</u>						
19	<u>3. 80% advance With Work order and Remaining on sub-</u>						
20	<u>-mission of print ready version of the material in English.</u>						
21	<u>4. The Payments to be done through cheques/bank transfer</u>						
22	<u>only.</u>						
23							
24							
25							

Your faithfully

Awaiting for your valued order to serve you,
Thanking you,

Chief Executive Officer / Manager

Proposal

Development of a Concise Guidance Manual on Solid Waste Management

Project Understanding

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3. Cover pages- 02

Language

English

CEE East

Centre for Environment Education, Flat no: C-2, II Floor, TILOTTAMA"- P-21, Senhati Cooperative Colony, Behala, Kolkata -700 034, West Bengal, India E-mail ceekolkata@ceeindia.org Website : www.ceeindia.org, Telefax: 033-24033842

Kolkata, 31 July 2019

To

Smt Debarati Gupta
Director
State Urban Development Agency
Urban Development & Municipal Affairs Department
Govt of West Bengal
Kolkata

Madam,

This is in reference to our discussion in your office we had on 26 July, 2019.

As per discussion, we, the undersigned, offer to provide the services to State Urban Development Agency, Govt of West Bengal for development of a concise guidance manual on Solid Waste Management for stakeholders involved in the efforts at State level.

We are hereby submitting our proposal, including the technical proposal with a budget estimate.

We look forward for a fruitful collaboration.

Yours sincerely,

Reema Banerjee

Reema Banerjee
Programme Director -East (WB, Odisha, Jharkhand) & Biomedical Waste Management
Centre for Environment Education
CEE East (Formerly CEE Kolkata)
C-2, II Floor, Tilottama, P-21, Senhati Colony, Behala, Kolkata-700034, WB
Telefax: +913324033842, Mobile: +919748032777
www.ceeindia.org



**Proposal for
Development of a Guidance Manual
on Solid Waste Management**

**Submitted to
Urban Development & Municipal Affairs, Govt of WB**

By:

**Centre for Environment Education, Eastern Regional Cell
CEE East
C-2, II Floor, Tilottama, P-21, Senhati colony
Behala, Kolkata 700034**

CENTRE FOR ENVIRONMENT EDUCATION

Organizational Background:

Organization Name	Centre for Environment Education		
Registered Address	Thaltej Tekra		
City	Ahmedabad		
Correspondence Address	Thaltej Tekra		
City	Ahmedabad	State	Gujarat
Contact Number	079-26858011		
Fax	097-26858010		
Contact Person	Kartikeya V. Sarabhai	Contact Number	26858002-5
Designation	Director	Email	ceedo@ceeindia.org
Web link	www.ceeindia.org		
State in charge	Ms Reema Banerjee		
Designation	Programme Director, Eastern region		
Contact No (telefax)	+919748032777		
Email	reema.banerjee@ceeindia.org		

Legal Status:

Type of registration	Society
Year of registration	1984
Registration Number	Guj/1043/Ahmedabad
PAN Number	AAATN0549B
TAN Number	AHMN00528D

The Organization:

About CEE: Centre for Environment Education (CEE) was established in 1984 as a Centre of Excellence in Environmental Education, supported by the Ministry of Environment Forest and Climate Change (MoEF&CC), Government of India. It was created in recognition of the importance of environmental education in India's overall environment and development strategy. CEE has been engaged in pioneering education and communication towards raising awareness and concern, leading to action. CEE works at the interface of the social, political, economic and biophysical dimensions of life and society. CEE works with different communities, stakeholder groups and decision makers on issues of immediate concerns.

Vision and Mission: To be an institution of excellence that, in partnership with others plays a significant role in local, national and global efforts towards sustainable development through innovations, and being at the cutting edge of Environment Education and Education for Sustainable Development (ESD) CEE's mission is to enhance understanding of sustainable development in formal, non-formal and informal education through its work with schools, higher educational institutions, policy makers and reaching out to youth and the general community.

To achieve the vision, It is to integrate education as a key driver for change in demonstrating and advancing sustainable practices in rural and urban communities: and in business and public sector; and in meeting challenges of global issues such as climate change and biodiversity conservation. CEE also promotes individual and collective positive handprint actions that are environmentally sound, economically viable and socially beneficial.

Objective: CEE's primary objective is to improve public awareness and understanding of the environment with a view to promoting the conservation and sustainable use of nature and natural resources, leading to a better environment and a better quality of life.

To this end, CEE develops innovative programmes and educational material, and builds capacity in the field of education for sustainable development (ESD). To test the validity and effectiveness of its programmes and material, CEE undertakes demonstration projects in education, communication and development that endorse attitudes, strategies and technologies which are environmentally sustainable.

Strategy: From its inception, CEE's activities and programmes have been rooted in and guided by, certain strategies for maximization of quality, effectiveness and impact:

- Informing EE with state of the art thinking, developments, innovations and perspectives in the areas of environment and sustainable development.
- Adaptability to different geographic, cultural, social and economic contexts.
- Identifying key entry points for different thrust areas, and key targets for initiating and consolidating gains to achieve multiplier effect.
- Facilitating networks at local, national and regional levels, through a number of tools such as rural dialogues, directories, newsletters etc.
- Bringing international experiences within the ambit of ESD in India, so as to enhance quality, depth and range of programmes
- Ensuring quality control and excellence in the production of all material through in house infrastructural support

Geographical reach

Offices include regional State and Project offices:

Centre for Environment Education (CEE) Ahmedabad - Head Office

CEE- South (Bengaluru), North (Lucknow), North East (Guwahati), Central (Pune), East (Kolkata), West (Ahmedabad) –Regional Offices

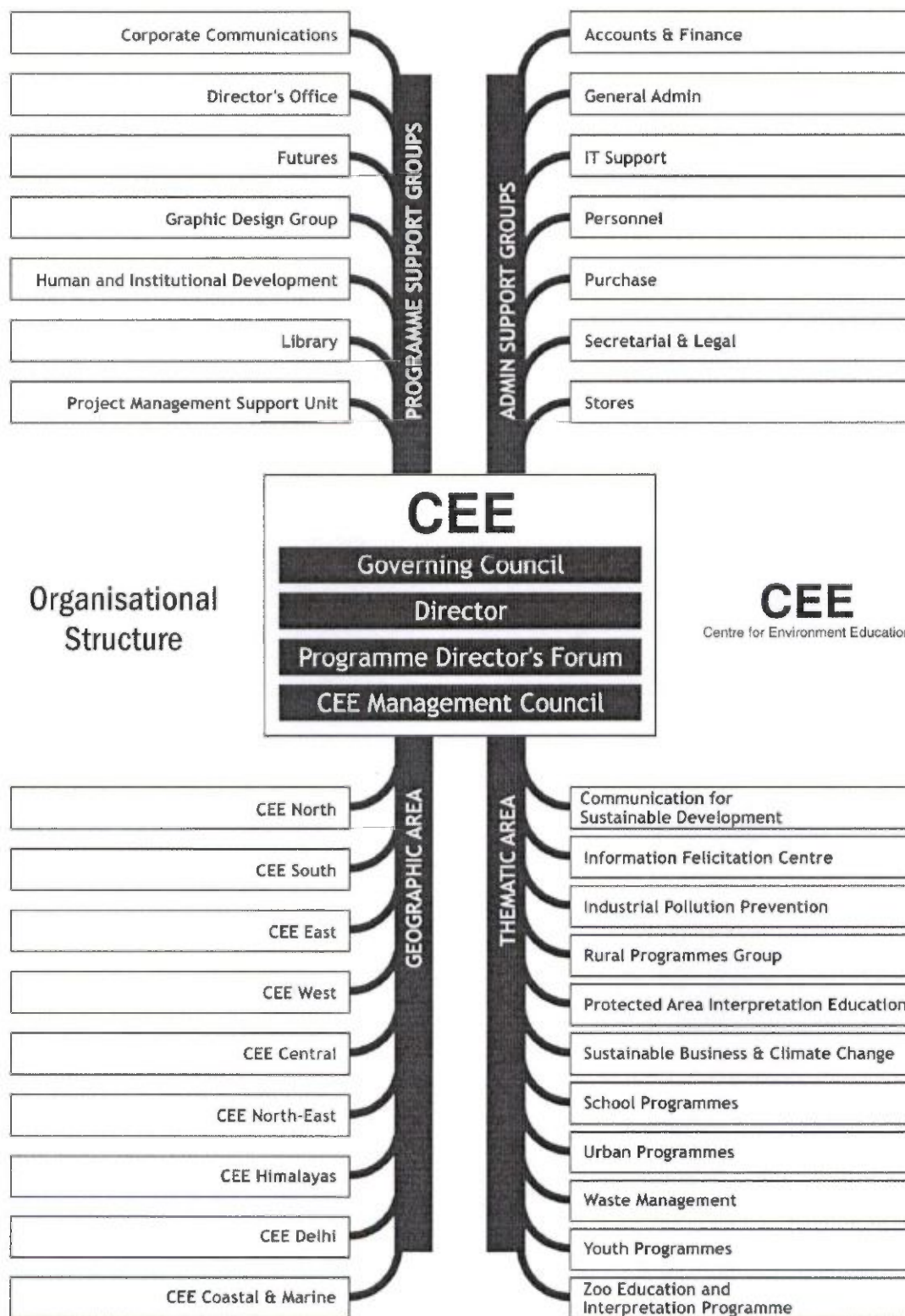
CEE- Andhra Pradesh/Telangana, Chhattisgarh, Delhi, Goa, Karnataka, Odisha, Tamil Nadu, Madhya Pradesh, Maharashtra- State offices

CEE- Himalaya, Kalburgi, Thiruvananthapuram, Jasdan, Halvad, Bilpudi, Jaipur, Mundra, Bhiwadi, Hazira, Bareilly, Bahraich, Bettiah, Tejgadh, Telangana- Project and Field offices

CEE- Australia, CEE Germany- International Offices

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Organizational Structure, Expertise and Areas of Work:



The Centre has a Governing Council (GC), comprising, amongst others, eminent persons in the field of environment, education, communication and management. Being a Centre of Excellence in environmental education of the Ministry of Environment and Forests (MoEF), Government of India, the GC has appropriate representation from the MoEFCC, including the Secretary, Environment and the Financial Advisor, MoEFCC.

The GC guides programmes approves budgets and designs policy. The Council is assisted by the Standing Committee on matters relating to administrative procedures and norms. It also receives advisory support from the Finance Committee.

The head of the Centre is the Director, who is the chief executive of a team (of over 300 staff members) comprising Programme, Technical and Administrative staff. The Director also has a counsel in the form of the CEE's Programme Directors' Forum (PDF). The PDF acts as the forum through which the team of Senior Staff members could act as a 'Counsel to the Director'. The functions of PDF are primarily in the 'reflective and retrospective' domain.

The Centre has a CEE Management Committee (CMC). Chaired by the Director, CEE, CMC is the apex (internal) body for deliberating on policy, programme, accounts, administration, and HR matters. The CMC represents the collective wisdom of CEE. The CMC focuses on legislative functions rather than programme functions. Most programme and project related decisions at CEE are made by the respective Programme Directors (PDs) and/or Programme Coordinators (PCs).

The PDs, the Administrative Officers as well as the Accounts Officer have the day-to-day (administrative as well as financial) execution powers, with the ceilings and slabs defined and revised by the Centre's Management periodically.

CEE is an organization built around committed people. The staff represents a variety of disciplines and backgrounds and works in multi-disciplinary teams to achieve the task of developing environmental awareness about a range of issues and for a variety of target groups.

With nearly 500 staff members, 30 offices across India and 16 programmatic thrust areas, CEE is a unique example of an institution that is dedicated to building capacity in order to address sustainable development concerns of India and other developing countries.

Multidisciplinary Teams: Functional Units at CEE

CEE operates through a multidisciplinary team of experts. The team of programme staff combined with the skills of technical staff brings in-genuine combinations of expertise.

Programme Staff:

As implied in the nomenclature, Programme teams are led by a senior programme staff member. In terms of essential abilities and knowledge, a Programme Staff member at the Centre, depending on the level of seniority and/or experience in a field of ESD, should understand environment and development issues, excellent skills in communication and project management skills. An essential task of the Programme Staff leading a team at CEE is to ensure the quality standards. He or she is also required to have an in-depth knowledge of at least two of the thrust areas and demonstrated ability in management—project, people, finance, proposal writing—and networking. At senior levels, the Programme staff members are encouraged to undertake academic writing and research work in areas relevant for the Centre. The member should keep herself abreast of any recent developments in her area of work, State of the Art work in that field and use internationally established benchmark to enable CEE's performance in that area. Programme staff members are also expected to represent CEE in relevant government forums and other similar groups/committees, etc.

Technical Staff:

The 'skilled' part of the Programme Team—be in fine arts, graphic design, exhibit design, print media or even the new media—is fulfilled by staff members under the Technical Category. As the name suggests, staff members recruited under this category need to have the essential qualifications (as prescribed in relevant Recruitment Rules) and certified skills within a particular field of technical work area of the Centre. Besides the essential skills, the staff member, over a period of time, must acquire the ability to apply the technical knowledge and skills within the specialized regime of ESD or within the necessary infrastructure/technical requirements of the Centre.

Administrative Staff:

While the members of the Administrative (and Accounts) teams of the Centre, like that in any other institutional set-up, are required to have essential qualifications and necessary knowledge of different aspects of administration, in the case of CEE, there is the administrative staff members, especially in the initial years of work, are also expected to have basic knowledge of the kind of projects and activities that the Centre undertakes. It is so, because a very high percentage of administrative staff members in CEE operate as integral part of one or the other Programme team. Eventually, as the staff member moves up the ladder, he/she develops and demonstrates, through his/her work, specialized area of operation, within the larger field of administration.

While staff members at CEE are recruited under any one of the above stated categories, given a rather flat and non-hierarchical way of operation in CEE, and the fact that teams at CEE are multidisciplinary and multi-skilled, very often, do have some area of overlap in their work profiles.

Financial Turnover of CEE:

Centre for Environment Education had a Minimum Average Annual Turnover (MAAT) of INR 42, 63, 08,000 based on audited annual accounts of the last three years ending 31.03.2018.

(Amount in INR)				
No.	Particulars	2015-16	2016-17	2017-18
1	Income from Own Projects & Programmes	1,61,32,983	1,47,10,456	1,41,64,588
2	Grants	37,33,41,143	33,56,42,019	26,75,76,173
3	Interest	24,55,917	15,44,804	20,30,192
4	Other Income	10,71,57,554	7,06,89,005	7,34,79,167
	Total	49,90,87,597	42,25,86,284	35,72,50,120

Proposal

Development of a Concise Guidance Manual on Solid Waste Management

Project Understanding

An effective campaign to raise awareness about solid waste management involves communicating with a wide range of stakeholders and specially community. The most effective messages will be specific to the stakeholder group and the challenges should be addressed. Limited public awareness about solid waste management guidelines and operations can results in low utilization of services, e.g. open dumping and burning of waste, and unsafe practices (e.g., handling toxic wastes etc.). To tackle with these issues, it is important to create awareness on the waste management concepts and guidelines to elected representatives and other stakeholders.

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The awareness on guidelines can support city waste management efforts by enforcing policies (e.g. bans on open burning) and providing assistance when city activities contribute to national-level goals. The city's elected representatives efforts to improve solid waste management practices can contribute into the country's nationally appropriate mitigation action for solid waste management.

Development of the Guidance Manual

It is proposed to Develop and Design a concise guidance manual reflecting key aspects as provided in the Solid waste management Rule, 2016.

Content

The concise guidance manual will contain the following content:

1. Background and need of proper solid waste management at city level
2. Status of Solid waste Management in West Bengal – An overview
3. Key aspects for effective implementation of SWM at city level – (according to SWM handling rules, 2016)
4. Convergence with ongoing schemes
5. Some selected case studies

Specification

1. Size: 8.3 x 11.7 inch (A4)
2. Inner pages- 52 (front to back)
3. Cover pages- 02

Language

English

Proposed Team

The key experts who would be involved from CEE Core team for development of content and adapting the existing material contents of CEE for the proposal guidance manual are:

1. Reema Banerjee

Ms. Banerjee has over 15 years of experience in handling environment and sustainability projects in Centre for Environment Education*. Adept in researching and analyzing the community needs in order to determine programme directions and goals. She is professionally trained facilitator and policy advocate on Education for Sustainable Development in South-Southeast Asia Pacific region. She has experience in building capacity and facilitating skill up-gradation of personnel through trainings and seminars. She is accredited for carrying out project and research on Sustainability education, waste management, public health, sanitation, and climate change. She has been involved in the content finalisation and review of the Asia Waste Management Outlook report developed by UN Environment.

She is an active member of IPLA (International Partnership for Expanding Waste Management Services of Local Authorities (IPLA)), International Solid Waste Association and Healthcare without Harm. She has been selected and trained for Global Leadership in Circular Economy by Green Industries South Australia.

She has been involved in major programmes of the Centre that involves primary research, demonstration & education in management with special reference to Municipal Solid Waste, Biomedical Waste, E-waste, Contaminated sites, health with sanitation and Waste Water Treatment in urban as well as rural context. She has been involved in stakeholders consultation on E- waste and awareness on E waste management in schools. She is also involved in providing education and training on various concept of waste management to academic institutions, industrial bodies and government

officials. Over the years, she has gained comprehensive exposure of leading waste related programmes across various states of India, United States of America, UK, Russia, and many countries of South East Asia. Presently she is the Programme Director of the Eastern Regional Office of the Centre. She is leading the solid waste management initiatives at Eastern region and Biomedical waste management work of Centre at national level.

2. Madhavi Joshi

Involved extensively Programme Development, including through research and client discussions, programme and project coordination, finance and budgets, currently mentoring and managing staff of over 200 persons, contributing to organizational management as part of the senior management team at CEE. Have a territorial responsibility for implementation of CEE's activities in eastern India, as well as responsibility for verticals, that is Waste Management Programmes, Rural Programmes Group, and the Youth Programme at the country level. Communication Research, evaluation studies, need assessment and supporting satellite applications implementation programmes in development communication. She is leading the waste management initiatives at Gujarat and western states.

3. CEE studio team: (Graphic and designing team)

(Shailesh, Hardik Rawal, Hemal Solanki):

Diploma in Fine Arts, B.A.

Post-Graduation in Illustration, M.S. University

Some latest work in graphics and designs being done by studio

- Gandhi Ashram 100 years Celebration: Concept Design, Panel Design, Book Design
- Swatchhagrah Campaign: Book Design
- Ganga Pakhwada: Illustration, Publication, Poster Designing
- West Bengal Tourism Interpretation Project, Tilabari: 3D concept design, Murals, Graphic Panels, Interactive and virtual tour design
- Bison Lodge Interpretation Project, Pachmarhi: Gate design in 3D with various options and Mural design
- Ralegan Siddhi Interpretation Project: Animals diorama 3D concept design
- Science Express Climate Action Special Train: Mascot design, Booklet design, Graphic Panels Design, Brochure design and Exhibit Panel Design
- Ghughua Dinosaur Park: 3D concept design

BUDGET

S.No	Budget Item	Timeline	Budget (in thousands)
A	Content Development (English)	T+7 days	50
B	Designing (Print ready) (English)	T+12	49.3
	Total (excluding GST/service tax)		99.3

Payment Terms:

1. Above costs are excluding GST. The payments to include applicable GST.
2. All payments to be done against invoice issued by CEE including the advance payments.
3. 80% advance with work order and remaining on submission of print ready version of the material in English
4. The payments to be done through cheque/bank transfer only.

Bank Details for Payments:

Title of the Account in the Bank	NFD CEE A/C WARM
Type of Account (Savings/ Current)	Savings Bank Account
Bank Account Number	006401026950
Name of Bank	ICICI Bank
Address of Bank Branch	Shop no. 1 Nr. Barbeque Nation, Drive In Road Branch, Thaltej Ahmedabad-380054 Contact No : +91 79 40059848
Bank Swift Code	ICIC IN BB 024
Bank Branch MICR Code	380229003
Bank Branch IFSC Code	ICIC0000064
Preferred mode of Payment	RTGS/NEFT
Our address as mentioned in bank account	Centre for Environment Education Thaltej Tekra, Ahmedabad – 380054 Gujarat, India
Our PAN No.	AAATN0549B

Reema Banerjee

Reema Banerjee

Programme Director -East (WB,Odisha, Jharkhand) & Biomedical Waste Management

Centre for Environment Education

CEE East (Formerly CEE Kolkata)

C-2. IIFloor, Tilottama, P-21, Senhati Colony, Behala, Kolkata-700034, WB

Telefax: +913324033842, Mobile: +919748032777

www.ceeindia.org

CEE: Key Achievements in last 5 years

Annexures

1. Centre for Environment Education (CEE) was awarded with the “NGO Leadership Award” in 2017 under the Goa State Leadership Awards 2017
2. The Director CEE was awarded with the Brandwein medal for his contribution in environmental leadership during the World Conservation Congress held in Hawaii in September 2016
3. Daily Handwashing for an Ailment free Life (DHaAL) project was awarded by the Ministry of External Affairs, Government of India during the Pravashi Bhartiya Diwas in 2017 under the social innovation category
4. CEE has the accreditation from Economic and Social Council of UN (UN-ECOSOC) as an accredited NGO
5. CEE is a member in the International Union for Conservation of Nature and Natural Resources (IUCN)
6. CEE has the accreditation as an observer organization with the United Nations Framework Convention on Climate Change (UNFCCC) since 2015
7. CEE host the secretariat of South Asia Youth Environment Network (SAYEN) of the United Nation Environment Programme (UNEP)
8. CEE is the member in the Partnership Network 1 on Policy of the UNESCO’s Global Action Programme (GAP)
9. CEE is an affiliated organization of the Earth Charter Council

CEE’s experience in Waste Management projects across the country:

Sr No	Project Name	Funding Agency	Project Objectives	Location
Publications				
43	Preparation of Educational Material & Training Manual on BMW	WHO	Preparation of Educational Material & Training Manual on Biomedical Waste Management in English and translation of the	India
44	Sourcebook of solid and liquid waste management	Ministry of Drinking Water and Sanitation	To create mass awareness about the health and environment impacts caused by to make all the stakeholders in rural areas understand the concept of solid and liquid waste management	India
45	SWM Documentation of Good Practices	Urban Management Consulting Pvt.Ltd	Compendium of best practices for SWM by ULBs and NGOs	India

46	Litter less: Lesson plans for teachers	Foundation for Environmental Education (FEE), Wrigley foundation	Lesson plan for teachers in line with SDGs for plastic waste management	Global
47	Towards Responsible use of Plastics – Reduce, Reuse, Recycle, A manual for Schools	UNEP	A handbook for teachers on the global UN theme of 'Beat Plastic Pollution'	India
Training, Capacity Building, Education				
1	Solid Waste Management-Palacode Town	Palacode Town Panchayat	Carry out Information, Education & Communication (IEC) activities on the implementation of Solid Waste Management at Palacode Town Panchayat.	Tamil Nadu
2	Healthcare Establishment Waste Management and Education Programme - Kannur	IMAGE	Hospital waste management in Kannur and developing local projects on waste management in and around Kannur, Sensitization on various issues of Hospital waste management in 4 districts of Kerala.	Kerala
3	National Environment Awareness Campaign 04-05 VIKSAT (Talaja)	MoEF	Awareness and Demonstration of composing organic waste to curtail water pollution.	Gujarat
4	Healthcare Establishment Waste Management and Education Programme- KSTED-II Phase	KSTED	To conduct awareness and training programme for All healthcare Personnel and implementation of Integrated Healthcare Waste Management Plan.	Kerala
5	IEC for Solid Waste Management Gulbarga	KUIDFC- Government of Karnataka	Training and Implementation of best practices of Hospital waste management in rural government healthcare settings of Kannur.	Karnataka

6	Solid Waste Management Learning	World Bank	Solid Waste Management Learning Programme in India.	National
7	Panki Katra Project	Blacksmith Institute	Organising health assessment training workshop about real health hazards caused by open dumps of fly-ash.	Uttar Pradesh
8	Hazardous & Biomedical Waste Management & Municipal Solid Waste Management	ASSOCHAM	To undertake Training programmes on Hazardous & Biomedical Waste Management & Municipal Solid Waste Management jointly with ASSOCHAM	Lucknow
9	HEWMEP- Nursinghomes-Delhi	MoEF	Organizing Training Workshops on Bio-Medical Waste Management in Delhi hospitals, Nursinghomes and Clinics, 1) Conduct Training on BMW in 200 Nursing Homes of Delhi 2) do pre-training and post-training profile and KAP surveys and analysis 3) publication	Delhi
10	Solid Waste Management KIHIM	HCC	Implementation of awareness campaign & public participatory system, setting up infrastructure, inviting resident's participation, identifying modality of sustainability & setting up of PWU & training the personnel to run the unit for SWM.	Maharashtra
11	Polyloom Training Programme	Dept. Of Environment, N.C.T	To conduct training on plastic weaving by polyloom to NGOs who have been provided the loom by Delhi Govt.	Delhi
12	BMW Workshop in UP	MoEF	To organize two days training cum orientation workshop on BMW	Uttar Pradesh
13	Public Awareness Campaign	MoEF	To organize 4 training programmes/ workshops on Public Awareness Campaign for Municipal waste & Plastic Wastes.	India

14	Say No to Plastics Campaign	Tidal Data Solutions Pvt Ltd	Create awareness about environmental impact of plastic, create awareness about alternate available & to make the school a plastic free zone.	Hyderabad, Sanga Reddy
Research/Implementation				
15	Hospital Waste Management Gulbarga Project	INEP	Hospital Waste Management in Gulbarga city by establishing and maintaining a common treatment facility for biomedical waste management and by development of educational material and their dissemination	Karnataka
16	"Environment Improvement Programme for HSR Layout- Implementation of SWM Activities"	BDA	"Environment Improvement Programme for HSR Layout, Bangalore - Implementation of SWM Activities"	Karnataka
17	Public Works Department Project	P.W.D	Conducting small scale research study for implementation on cleaner technologies through waste minimisation circle.	Tamil Nadu
18	Household Waste (JICA) Project	IPE	Pilot project on segregation of household waste	Delhi
19	Healthcare Establishment Waste Management and Education Programme -KSTED	KSTED	Hospital waste management in Kannur and developing local projects on waste management in and around Kannur.	Kerala

20	Solid Waste Management Daman & DNH	Pollution Control Board- Daman & DNH	Analysis of Solid Waste Management status/ practices in UT of Daman, Diu, Dadra and Nagar Haveli, estimate the solid waste generated, study the awareness level and prepare the plan of action for integrated solid waste management for next five years.	Gujarat
21	Nursing Home Survey in Delhi	Air Marshal L.K. Verma	To develop a monograph on Healthcare waste management in nursing homes in Delhi	Delhi
22	Achieving Action in Waste Management - Puri -Solid Waste Management Project	MoEF, ASEM,GTZ,SGP	Awareness and implementation of Solid Waste Management in Eco City of Puri; Projects to be established in two demonstration areas of Puri, one very close to the Lord Jagannathan temple, another some wards nearby 3) NGOs to be trained and made capable of	Puri
23	Achieving Action in Waste Management - Tirupati -Solid Waste Management Project	MoEF, ASEM,GTZ,SGP	Awareness and implementation of Solid Waste Management in Eco City of Tirupati; Projects to be established in two demonstration areas of Tirupati, one very close to the main temple, another some wards nearby 3) NGOs to be trained and made	Tirupati

24	Achieving Action in Waste Management - Ujjain -Solid Waste Management Project	MoEF, ASEM,GTZ,SGP	Awareness and implementation of Solid Waste Management in Eco City of Ujjain; Projects to be established in two demonstration areas of Ujjain, one very close to the main temple, another some wards nearby 3) NGOs to be trained and made	Ujjain
25	Achieving Action in Waste Management - Vrindavan -Solid Waste Management Project	MoEF, ASEM,GTZ,SGP	Awareness and implementation of Solid Waste Management in Eco City of Vrindavan; Projects to be established in two demonstration areas of Vrindavan, one very close to the main temple, another some wards nearby 3) NGOs to be trained and made	Vrindavan
26	Healthcare Establishment Waste Management and Education Programme - Palakkad	IMAGE	Hospital waste management in Kannur and developing local projects on waste management in Palakkad, Evaluation of Common Treatment Facility of IMAGE at Palakkad	Kerala
27	Common Healthcare waste Appropriate Management Plant		Installing CHAMP for biomedical waste management of all the health care establishments of Gulbarga city at Sharanasirasagi village.	Karnataka
28	Solid Waste Management in IFFCO	IFFCO	To operate the SWM system and to handle household and horticulture waste generated in	Uttar Pradesh

			the residential colony and plant.	
29	Waste Matters	SKF India Ltd. Pune	To ensure that at the end of six months there is substantial reduction in household garbage entering the PMC waste collection system.	Maharashtra
30	Solid Waste Management Khirki Project	Kirloskar Oil Engines Ltd.	Establishment of environmentally and economically sustainable strategies for municipal solid waste management in Khirki.	Maharashtra
31	Solid Waste Management Gulmohar Park Project	EARTHWATCH	Solid Waste Management at Gulmohar Park.	Maharashtra
32	Pilot Study-Mapping Waste Life Cycle	Moser Baer Trust	A Pilot Study-Mapping the Waste Life Cycle of Compact Disc, DVDs and VCDs in Delhi & NCR.	Delhi
33	Lindane Pollution MGC	Blacksmith Institute	To assess the environmental risk caused due to industrial activities & develop cost effective remedial methodology for the clean-up of affected area.	Chinhat, UP
34	TRIVENI CEE's Eco-friendly Recycling Unit	JSW Foundation	To start Eco-friendly Recycling Unit for Plastic Waste Management	Maharashtra
35	HEWMEP Coimbatore Zone	TNHSP	Tamil Nadu Health Systems Project has decided to select professional NGOs/ Consultants who have specialized in the field of Bio Medical Waste	Tamil Nadu

			Management to train all the staff in Government. Consultants will be selected by following the procurement procedure	
36	SWAMP	Coimbatore City Municipal Corporation	To create awareness leading to action regarding solid waste management at Coimbatore with help of Coimbatore city Municipal Corporation under JNNURM Scheme providing IEC activities & awareness generation among the general public for Coimbatore corporation	Coimbatore
37	Integrated SWM in Tarapur & Boisar	NPCIL	provide technical assistance for effective solid waste management in the villages surrounding tarapore industrial area	Tarapur, Boisar
38	Clean Ganga Clean Kashi	Varanasi Nagar Nigam	To build an educational and awareness movement for save Ganga by adopting a ghat of Varanasi on pilot basis for making ghat	Varanasi
39	Ganga Swachhata Pakhwada	National Mission on Clean Ganga (NMCG)	Mass awareness campaign on objectives of Swachh Bharat	Across Ganga basin (11 cities)
40	Climate Literacy Marine Litter Management (CLMLM)	GIZ	To enhance awareness on amongst coastal communities on climate literacy and marine litter management and set up 25 pilot plants.	East coast of India

Consultation/Workshop				
41	National Meet on Waste picker	WIEGO	To build a cocensus among Waste picker groups about Devoloping Solid waste management law giving recognition to the role of was picker	
42	Multistakeholder Consultation at Jodhpur	Blacksmith Institute	Involving major key players in the region to form a stakeholder group, which can have periodic consultation to come out with identifying the issues and then agree on certain strategies to overcome the contamination and conducting Health Impact Studies.	Jodhpur, Rajasthan
BCC				
48	Create to Inspire	Microsoft India	To create awareness amongst 100 schools on sustainable consumption specially on topic of e-waste, water, energy, biodiversity and transport	Ahmedabad
49	Swachhagraha	Adani Foundation	To bring about culture of cleanliness through behaviour change education and communication in schools of Gujarat	Gujarat
50	Swachhagraha - National	Adani Foundation	To bring about culture of cleanliness through behaviour change education and communication in schools across 17 states of India	17 states of India
DPR				
51	Detailed Project Report for Solid Waste Management of Puri Municipality	OREDA	Preparation of Detailed Project Report for Solid Waste Management of Puri Municipality as per JNNURM Norms, To conduct detailed survey of SWM status in Puri, identify issues, devise the appropriate plan, give detailed project report as per JnNURM norms on	Puri

List of recognitions and awards received by CEE in the field of Environment Education

YEAR	RECOGNITION	MATTER
1988	Tree of Learning Award	Presented to Kartikeya V Sarabhai (Director, CEE) by the Commission on Education and Training of the World Conservation Union (IUCN)
1993	Shield from ONGC	On World Environment Day 1993
1995	Designated the Subject Matter Focal Point	For the South Asia Cooperative Environment Programme (SACEP)
1995	Environmental Information System (ENVIS) node for EE in India	CEE identified as ENVIS node for Hospital Waste Management
1995	Designated as the National Host Institution	For the Small Grants Programme of the Global Environment Facility (GEF)
1997	Indira Gandhi Paryavaran Puraskar (IGPP)	An award initiated by Ministry of Environment & Forest, GOI. Awarded to CEE for a UNEP initiative for facilitating environmental awareness and youth networking activities in 8 South Asian countries
1997	Jal Nirmalta Puraskar	Indian Water Works Association for significant contribution towards quality achievement
2000	Appointed as consultant to help MoEF in 'Environmental Education in the school system' and 'National Environment Awareness Campaign'	These are the 2 sub-components of the World Bank assisted India Environmental Capacity Building Project
2001	Nodal Agency for Global Learning and Observations to benefit the Environment (GLOBE) programme	An international, hands-on, internet-based, science and environmental education programme

2001	Resource Agency for National Green Corps Project of the Government of India	Aims to provide opportunities for children to understand the environment and environmental problems through school Eco-clubs
2003	National Award from Department of Science and Technology	Best Effort in Science Popularization among Children
2003	Honoured with a trophy by villagers of Vavania, Gujarat	CEE along with Tata relief committee and UNDP helped earthquake victims of January 26 th , 2001 by rebuilding schools, houses and other infrastructure
2004	Awarded Country Level Winner trophy by World Bank	For development of marketplace
2005	Awarded a Global level award by the North American Association for Environmental Education (NAAEE)	Outstanding Service for Environmental Education
2005	Plasticon Award 2005	Awarded by PlastIndia Foundation in category 'Innovation in Recycling Technology' for its innovation of a 'Polyloom' (a plastic weaving handloom that helps in recycling of discarded polybags)
2005	Host Agency for LEAD (Livestock Environment and Development) Indian Platform	Anchored in FAO, Rome. LEAD has 3 major functions: creation of knowledge base, advocacy and communication for development
2007	Srishti Good Green Governance Award 2006	Adjudged a member in good standing in the fellowship of Good Green Governance
2007	Ryutaro Hashimoto APFED Award for Good Practices	Received Silver Prize, by Asia-Pacific Forum for Environment and Development
2008	India NGO Award 2007	Received award for the western region in the large scale NGO category, with an aim to advance the country's non-profit sector by promoting financial and organizational sustainability.

2008	Certificate of Excellence at Smart Workplace awards presented by Economics Times	CEE's presence was acknowledged for CEE's endeavors to make the organization a smart work place.
2009	Ozone Layer Protection Award	Received the U.S. Environmental Protection Agency Award for providing leadership in ozone layer protection globally
2013	The Olive Green Crusader Award	It is India's first awards for creative excellence in communicating sustainability
2015	RCE (Regional Centres of Expertise) for innovative projects in the field of Education for Sustainable Development (ESD)	Flagship project for its role in contributing to community engagement in the field of health and nutrition
2016	International Bandwein Medal	Kartikeya V. Sarabhai's lifetime work, especially through the Centre for Environment Education
2016	Global CSR Excellence and Leadership Award 2016	In line with CESC's business initiatives and commitment towards environmental protection
2016	Winner of the Ministry of External Affairs Niti Aayog National Contest on Social Innovation 2016	For providing innovative water solutions under the DHaAL Project, Assam

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA-313/2015/৭৬৭৭

তারিখ 27.11.2019

From : Director, SUDA

To : The Branch Manager,
Axis Bank Ltd.,
Salt Lake, Sector-II Branch,
BJ-110, Sector-II,
Salt Lake City, Kolkata - 700 091.

**Sub : Electronic Transfer of Fund debiting this office
Current Account No.916010072244925.**

Information, Education & Communication (IEC) – SBM

Sir,

You are requested to kindly arrange for electronic transfer of funds as per details given in Page-2 debiting the amounts from this office Current Account No.916010072244925 lying with your branch in respect of Swachh Bharat Mission (SBM).


(Petrus Anuranjan Soreng)
Finance Officer
SUDA


(Debarati Datta Gupta)
Director
SUDA

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408


Self copy
mail not
27/11/19

Sl. No.	Name of the Payee	Amount	Bank	Branch	Account No.	IFSC Code
1	The District Magistrate, Alipurdwar	2,50,000.00	HDFC Bank Ltd.	Alipurdwar	50100140810236	HDFC0002463
2	Bankura Zilla Parishad (TSC)	2,50,000.00	State Bank of India	Bankura	11110258046	SBIN0000022
3	BZP Total Sanitation Campaign	2,50,000.00	State Bank of India	Suri	11126063207	SBIN0000191
4	Additional Executive Officer, Bardhaman Zilla Parishad	2,50,000.00	Indian Overseas Bank	Burdwan	147901000001800	IOBA0001479
5	Total Sanitation Campaign, Purba Midnapore	2,50,000.00	State Bank of India	Tamluk Railway Station	10390316865	SBIN0008745
6	MS District Urban Development Agency	2,50,000.00	Union Bank of India	Medinipur	618602010000298	UBIN0561860
7	District Magistrate, Jhargram	2,50,000.00	Axis Bank Ltd	Jhargram JRG WB	917010051731465	UTIB0002119
8	Fund Transfer A/C, Zilla Parishad Hooghly District	2,50,000.00	State Bank of India	Chinsurah	11055230814	SBIN0000056
9	Mission Nirmal Bangla	2,50,000.00	Bank of India	Howrah	400910100010635	BKID0004009
10	North 24 Parganas Zilla Parishad	2,50,000.00	UCO Branch	Barasat Barasat	6550100008681	UCBA0000655
11	Additional Executive Officer, South 24 Parganas Zilla Parishad	2,50,000.00	United Bank of India	Alipore	70010189928	UTBI0ALP150
12	Total Sanitation Campaign, Nadia	2,50,000.00	Bank of India	Krishnagar	422310200010055	BKID0004223
13	TSC - MZP	2,50,000.00	IDBI Bank Ltd.	Berhampore	257104000118507	IBKL0000257
14	Jalpaiguri Zilla Parishad	2,50,000.00	Union Bank of India	Jalpaiguri	528602010000225	UBIN0552861
15	MZP-TSC (ST)	2,50,000.00	IDBI Bank Ltd.	Malda	448104000028769	IBKL0000448
16	Additional District Magistrate (G)	2,50,000.00	State Bank of India	Cooch Behar	32145268401	SBIN0000058
17	District Magistrate, Uttar Dinajpur District	2,50,000.00	State Bank of India	Karnajora	11193903792	SBIN0001654
18	Cntrl Rural Sanittn Prog.	2,50,000.00	State Bank of India	Balurghat	11273426956	SBIN0000020
19	Purulia Zilla Parishad	2,50,000.00	State Bank of India	Purulia	11377306960	SBIN0000160
20	District Magistrate, Darjeeling	2,50,000.00	Central Bank of India	Darjeeling	3578057083	CBIN0281040
21	District Magistrate Kalimpong	2,50,000.00	Axis Bank Ltd	Kalimpong	917010035466008	UTIB0000594
Total		52,50,000.00				
Rupees (Fifty Two Lakh Fifty Thousand only)						



(Petrus Anuranjan Soreng)
Finance Officer
SUDA



(Debarati Datta Gupta)
Director
SUDA



CEE East

Centre for Environment Education, Flat no; C-2, II Floor, TILOTTAMA", Senhati cooperative colony, Premises-21, Behala, Kolkata -700 034, West Bengal, India E-mail ceekolkata@ceeindia.org Website : www.ceeindia.org

CEE/SUDA-SWM/2019-20/01

To
The Director
State Urban Development Agency
Kolkata, West Bengal

Madam,
Sub: Acceptance of terms and conditions as mentioned in work order number SUDA-313/2015/7550 dated 21 Nov 2019

We at Centre for Environment Education has receive the above work order for "Development of IEC materials and capacity building plan for awareness generation on SWM and water conservation in the urban areas of West Bengal". Thank you for considering us to undertake the task as per bid/proposal submitted by us in response to RFP issued by SUDA on 06-9-19.

We hereby confirm and accept the terms and conditions as specified in the work order and agree to implement the project as per proposal submitted and work order issued. Kindly please arrange to finalise the agreement to be signed and assign a nodal officer from SUDA pertaining to all communication/clarification to be sought while implementing the tasks.

With regards

Reema Banerjee

Reema Banerjee
Programme Director -East (WB,Odisha, Jharkhand) & Biomedical Waste Management
Centre for Environment Education
CEE East (Formerly CEE Kolkata)
C-2, II Floor, Tilottama, P-21, Senhati Colony, Behala, Kolkata-700034, WB



Dated: 25-11-2019
Place: Kolkata

Status Report of IEC to be disbursed according to District wise

Sl. No.	District	Name of the Payee	Amount	Bank	Branch	Account No.	IFSC Code
1	Alipurdwar	The District Magistrate, Alipurdwar	250,000.00	HDFC Bank Ltd.	Alipurdwar Branch	50100140810236	HDFC0002463
2	Bankura	Bankura Zilla Parishad (TSC)	250,000.00	State Bank of India	Bankura Branch	11110258046	SBIN00000022
3	Birbhum	BZP Total Sanitation Campaign	250,000.00	State Bank of India	Suri Branch	11126063207	SBIN0000191
4	Purba Burdwan	Additional Executive Officer, Bardhaman Zilla Parishad	250,000.00	Indian Overseas Bank	Burdwan Branch	147901000001800	IOBA0001479
5	Paschim Burdwan		250,000.00				
6	Purba Medinipur	Total Sanitation Campaign, Purba Midnapore	250,000.00	State Bank of India	Tamluk Railway Station Branch	10390316865	SBIN0008745
7	Paschim Medinipur	MS District Urban Development Agency	250,000.00	Union Bank of India	Medinipur Branch	618602010000298	UBIN0561860
8	Jhargram	District Magistrate, Jhargram	250,000.00	Axis Bank Ltd	Jhargram JRG WB	91701005131465	UTIB0002119
9	Hooghly	Fund Transfer A/C, Zilla Parishad, Hooghly District	250,000.00	State Bank of India	Chinsurah Branch	11055230814	SBIN0000056
10	Howrah	Mission Nirmal Bangla	250,000.00	Bank of India	Howrah Branch	400910100010635	BKID0004009
11	North 24 Parganas	North 24 Parganas Zilla Parishad	250,000.00	UCO Branch	Barasat Barasat	6550100008681	UCBA0000655
12	South 24 Parganas	Additional Executive Officer, South 24 Parganas Zilla Parishad	250,000.00	United Bank of India	Alipore Branch	70010189928	UTBI0ALP150
13	Nadia	Total Sanitation Campaign, Nadia	250,000.00	Bank of India	Krishnagar Branch	422310200010055	BKID0004223
14	Murshidabad	TSC - MZP	250,000.00	IDBI Bank Ltd.	Berhampore Branch	257104000118507	IBKL0000257
15	Jalpaiguri	Jalpaiguri Zilla Parishad	250,000.00	Union Bank of India	Jalpaiguri Branch	528602010000225	UBIN0552861
16	Malda	MZP-TSC (ST)	250,000.00	IDBI Bank Ltd.	Malda Branch	448104000028769	IBKL0000448
17	Coochbehar	Additional District Magistrate (G)	250,000.00	State Bank of India	Cooch Behar Branch	32145268401	SBIN0000058
18	Uttar Dinajpur	District Magistrate, Uttar Dinajpur District	250,000.00	State Bank of India	Karnajora Branch	11193903792	SBIN0001654
19	Dakshin Dinajpur	Cntrl Rural Sanitn Prog.	250,000.00	State Bank of India	Balurghat Branch	11273426956	SBIN0000020
20	Purulia	Purulia Zilla Parishad	250,000.00	State Bank of India	Purulia Branch	11377306960	SBIN0000160
21	Darjeeling	District Magistrate, Darjeeling	250,000.00	Central Bank of India	Darjeeling Branch	3578057083	CBIN0281040
22	Kalimpong	District Magistrate Kalimpong	250,000.00	Axis Bank Ltd	Kalimpong Branch	917010035466008	UTIB0000594
	Total		5,500,000.00				

Rupees (Fifty five lakhs only)

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
 “ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA-313/2015/7550

তারিখ 21/11/2019

From : Director, SUDA

To : Centre for Environment Education,
 Thaltej Tekra, Ahmedabad- 380054
 &
 C-2, II Floor, Tilottama, P-21,
 Senhati Colony, Behala
 Kolkata- 700034

Sub: Work Order for development of Information, Education & Communication (IEC) materials and capacity building plan for awareness generation on Solid Waste Management and Water Conservation in the urban areas of West Bengal

Ref: 1. RfP vide Memo No. SUDA-313/2015/6317 Date: 06.09.2019
 2. Subsequent corrigendum No. SUDA-313/2015/6399 Date: 13.09.2019

Madam/ Sir,

In connection with the RfP under reference, this is to inform you that your organization has become L-1 after evaluation of the proposal of the bidders participated in the tender. Your offered rate of Rs.1,65,49,500/- including 18% GST has been accepted. You are requested to express your willingness to undertake the assignment with the scope of work as follows:

A. Development of the communication/ media plan**• Situation Studies and Analysis:**

You have to undertake a sample survey of individuals, with a view to understand current awareness and perceptions about SWM, questions in their minds, preferred channels of information and media consumption patterns, etc. The survey will seek to cover the residential areas including slums, commercial areas, etc. The survey team will also interact with the concerned officials, technical consultants, and others to understand the physical status of the system, compliance, etc. These aspects would be the basis of the content of the communications and messaging. The situation analysis report will present the findings about the current mindsets of various identified stakeholders, including civil society, media, and corporate.

• Development of Comprehensive Information, Education and Communication (IEC) Plan:

The Communication Plan will be developed based on the situation analysis, and will present the IEC needs for various stakeholders, the core messaging and appropriate methods for communication with them, potential opportunities and risks, and how to address them. You have to develop the communication plan through participatory approach.

The plan will suggest the key message to be delivered to various stakeholders. The content of these messages for various stakeholders will also be delivered. The plan will also propose the media strategy and outreach activities to be undertaken over the next few weeks and months, linked to the key milestones of implementation.

Plan will also suggest the preferred materials for communicating the messages. The communication mechanism has to be different for different stakeholders and in situ situation. The direct, print media, social media and other audio visual aids will be suggested for various stakeholders as involved.

The draft plan will be shared with concerned officials of SUDA for their comments and necessary suggestion for finalisation.

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

- **Develop the creative assets and ongoing creation and addition of new content on a regular basis, including the following (indicative) materials in Bengali, English, Hindi, Urdu, Nepali as required:**

- Email and text messages
- Radio jingles
- Cinema slide ads
- Audio-Visuals/ short film.
- Leaflets
- Brochures
- Booklets
- Posters
- Hoardings and digital advertisement
- Banners
- Standees
- Bus panels
- Bus shelter panels
- Digital display content
- Social Media platform and management
- Website and management

- **Capacity Building**

You have to provide capacity building plan for state and ULB level authority in delivering service related to IEC and

- Organize ToT at state level/district level for capacity building on delivering services related to IEC.
- Organise workshop with Micro Planners for development and execution of Communication Plan.
- Organise workshop with departmental engineers/urban planners

- **Exposure visit**

You have to make arrangement for state level and national level exposure visit for the state/ city level elected representatives and officials.

B. Rolling out of the communication/ IEC plan

Coordinate with Micro Planning Organizations & ULBs in rolling out the communication/ IEC plan in all municipal towns.

The various activities to be performed by the agency during this handholding and roll out phase are:

- **Briefing meetings**

One-to-one briefing meetings, formal meetings etc will be arranged with communication team, key decision-makers and opinion leaders in the city, including elected representatives and leaders to gauge the prevalent status.

- **Training of outreach team**

You will have to provide training on various aspects of SWM and ways to conduct an extensive outreach campaign for face to face promotion of SWM messaging will conduct orientation on the content, approach, and logistics of the outreach campaign, and delivery of feedback to the appointed field staff. Agency will also prepare training modules for all such activities.

- **Coordination of outreach campaign including:**

Agency will coordinate and guide the entire outreach campaign done by the communication team as per the communication plan developed, overseeing their interventions as:

- a. Targeted outreach in residential areas and door to door
- b. Outreach to schools and colleges
- c. Events in each zone and city level
- d. Regular social media updates, including Twitter and Facebook
- e. Website updates

- f. Placement of hoardings, banners, standees
- g. Close engagement with relevant civil society groups to keep them proactively informed and to gain from their inputs and feedback.
- **Monitoring of the effectiveness of the system**
A monitoring mechanism will also be developed to check the efficacy of the communication strategy,

The work will have to be executed as per Terms of Reference in the RfP adhering to the following stipulated conditions:

1) Deliverables

Based on the scope of work, the deliverables of the agency during the one year contract period are placed below.

Sl. No.	Item	Timeline – T (issue of work order)
A	Development of IEC/ communication Plan	
	Perception Survey	T+20 days
	Development of Communication Plan & submission of draft plan	T+45 days
	Submission of final plan	T+ 55 days
B	IEC content development (1 st Phase)	T+65 days
C	Capacity Building, content development , training, exposure visit, hand holding support and for outreach etc.	300 days

The progress of the work will be reviewed monthly at SUDA.

2) Payment Schedule/arrangement:

Sl. no	Budget Item	Payment terms
A.	Submission of perception survey report	5%
B.	Submission & acceptance of draft IEC/communication Plan	10%
C.	Submission & acceptance of Final IEC/communication Plan	10%
D.	Development and acceptance of IEC content (1 st Phase)	5%
E.	Upon the performance of the activities- Capacity Building, Exposure visit, Hand holding support for outreach etc as per plan.	Bi-monthly 14% for 10 months.

3) The Manpower support that you have committed to put in place for timely execution of the assignment has to be maintained appropriately.

Subject to acceptance of abovementioned conditions, you are hereby requested to execute a formal agreement with the undersigned within 1 (one) month from the date of issue of this work order, failing which it will be presumed that you are not interested to execute the offer and in that case the work order will be treated as cancelled. Acceptance of the above conditions is requested to be communicated within seven days from the date of issue of this letter.

Yours faithfully

[Signature]
Director, SUDA

SUDA-313/2015/7550/1(1)

Date. 21/11/2019

Copy forwarded for information to PS to Principal Secretary, UD & MA Department, GoWB

[Signature]
Director, SUDA

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA-313/2015/

তারিখ 19/11/2019

From : Director, SUDA

To : Centre for Environment Education,
Thaltej Tekra, Ahmedabad- 380054

&

C-2, II Floor, Tilottama, P-21,
Senhati Colony, Behala
Kolkata- 700034

Sub: Work Order for development of Information, Education & Communication (IEC) materials and capacity building plan for awareness generation on Solid Waste Management and Water Conservation in the urban areas of West Bengal

Ref: 1. RfP vide Memo No. SUDA-313/2015/6317 Date: 06.09.2019

2. Subsequent corrigendum No. SUDA-313/2015/6399 Date: 13.09.2019

Madam/ Sir,

In connection with the RfP under reference, this is to inform you that your organization has become L-1 after evaluation of the proposal of the bidders participated in the tender. Your offered rate of Rs.1,65,49,500/- including 18% GST has been accepted. You are requested to express your willingness to undertake the assignment with the scope of work as follows ~~the work as per scope of work in this assignment as follows~~

A. Development of the communication/ media plan**• Situation Studies and Analysis:**

You have to undertake a sample survey of individuals, with a view to understand current awareness and perceptions about SWM, questions in their minds, preferred channels of information and media consumption patterns, etc. The survey will seek to cover the residential areas including slums, commercial areas, etc. The team will also interact with the concerned officials, technical consultants, and others to understand the physical status of the system, compliance, etc. These aspects would be the basis of the content of the communications and messaging. The situation analysis report will present the findings about the current mindsets of various identified stakeholders, including civil society, media, and corporate. *Survey*

• Development of Comprehensive Information, Education and Communication (IEC) Plan:

The Communication Plan will be developed based on the situation analysis, and will present the IEC needs for various stakeholders, the core messaging and appropriate methods for communication with them, potential opportunities and risks, and how to address them. *You have to* The agency will develop the communication plan through participatory approach.

The plan will suggest the key message to be delivered to various stakeholders. The content of these messages for various stakeholders will also be delivered. The plan will also propose the media strategy and outreach activities to be undertaken over the next few weeks and months, linked to the key milestones of implementation.

Plan will also suggest the preferred materials for communicating the messages. The communication mechanism has to be different for different stakeholders and in situ situation. The direct, print media, social media and other audio visual aids will be suggested for various stakeholders as involved.

The draft plan will be shared with concerned officials of SUDA for their comments and necessary suggestion for finalisation.

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

- **Develop the creative assets and ongoing creation and addition of new content on a regular basis, including the following (indicative) materials in Bengali, English, Hindi, Urdu, Nepali as required:**

- Email and text messages
- Radio jingles
- Cinema slide ads
- Audio-Visuals/ short film.
- Leaflets
- Brochures
- Booklets
- Posters
- Hoardings and digital advertisement
- Banners
- Standees
- Bus panels
- Bus shelter panels
- Digital display content
- Social Media platform and management
- Website and management

- **Capacity Building**

You have to provide capacity building plan for state and ULB level authority in delivering service related to IEC and

- Organize ToT at state level/district level for capacity building on delivering services related to IEC.
- Organise workshop with Micro Planners for development and execution of Communication Plan.
- Organise workshop with departmental engineers/urban planners

- **Exposure visit**

You have to make arrangement for state level and national level exposure visit for the state/ city level elected representatives and officials.

B. Rolling out of the communication/ IEC plan

Coordinate with Micro Planning Organizations & ULBs in rolling out the communication/ IEC plan in all municipal towns.

The various activities to be performed by the agency during this handholding and roll out phase are:

- **Briefing meetings**

One-to-one briefing meetings, formal meetings etc will be arranged with communication team, key decision-makers and opinion leaders in the city, including elected representatives and leaders to gauge the prevalent status.

- **Training of outreach team**

^{You have to} ~~Agency~~ will provide training on various aspects of SWM and ways to conduct an extensive outreach campaign for face to face promotion of SWM messaging. ~~Agency~~ will conduct orientation on the content, approach, and logistics of the outreach campaign, and delivery of feedback to the appointed field staffs. ~~Agency~~ will also prepare training modules for all such activities.

- **Coordination of outreach campaign including:**

Agency will coordinate and guide the entire outreach campaign done by the communication team as per the communication plan developed, overseeing their interventions as:

- a. Targeted outreach in residential areas and door to door
- b. Outreach to schools and colleges
- c. Events in each zone and city level
- d. Regular social media updates, including Twitter and Facebook
- e. Website updates

- f. Placement of hoardings, banners, standees
- g. Close engagement with relevant civil society groups to keep them proactively informed and to gain from their inputs and feedback.
- **Monitoring of the effectiveness of the system**
A monitoring mechanism will also be developed to check the efficacy of the communication strategy,

The work will have to be executed as per Terms of Reference in the RfP adhering to the following stipulated conditions:

1) Deliverables

Based on the scope of work, the deliverables of the agency during the one year contract period are placed below.

Sl. No.	Item	Timeline – T (issue of work order)
A	Development of IEC/ communication Plan	
	Perception Survey	T+20 days
	Development of Communication Plan & submission of draft plan	T+45 days
	Submission of final plan	T+ 55 days
B	IEC content development (1 st Phase)	T+65 days
C	Capacity Building, content development , training, exposure visit, hand holding support and for outreach etc.	300 days

The progress of the work will be reviewed monthly at SUDA.

2) Payment Schedule/arrangement:

Sl. no	Budget Item	Payment terms
A.	Submission of perception survey report	5%
B.	Submission & acceptance of draft IEC/communication Plan	10%
C.	Submission & acceptance of Final IEC/communication Plan	10%
D.	Development and acceptance of IEC content (1 st Phase)	5%
E.	Upon the performance of the activities- Capacity Building, Exposure visit, Hand holding support for outreach etc as per plan.	Bi-monthly 14% for 10 months.

3) The Manpower support that you have committed to put in place for timely execution of the assignment has to be maintained appropriately.

Subject to acceptance of abovementioned conditions, you are hereby requested to execute a formal agreement with the undersigned within 1 (one) month from the date of issue of this work order, failing which it will be presumed that you are not interested to execute the offer and in that case the work order will be treated as cancelled. Acceptance of the above conditions is requested to be communicated within seven days from the date of issue of this letter.

Yours faithfully


Director, SUDA

SUDA-313/2015/

Date. 19/11/2019

Copy forwarded for information to PS to Principal Secretary, UD & MA Department, GoWB

Director, SUDA

Draft

LOA

SUDA-313/2015/

19/11/2019

From : Director, SUDA

To : Centre for Environment Education,
Thaltej Tekra, Ahmedabad- 380054
&
C-2, II Floor, Tilottama, P-21,
Senhati Colony, Behala
Kolkata- 700034

Sub: Work Order for development of Information, Education & Communication (IEC) materials and capacity building plan for awareness generation on Solid Waste Management and Water Conservation in the urban areas of West Bengal

Ref: 1. RfP vide Memo No. SUDA-313/2015/6317 Date: 06.09.2019
2. Subsequent corrigendum No. SUDA-313/2015/6399 Date: 13.09.2019

Madam/Sir,

In connection with the RfP under reference

With reference to above, this is to inform you that your organization has become **L-1** after evaluation of the proposal of the bidders. Your offer of Rs.1,65,49,500/- including 18% GST has been accepted. You are assigned to start the work as per scope of work in this assignment as follows:

A. Development of the communication/ media plan

• Situation Studies and Analysis:

You have to Agency will undertake a sample survey of individuals, with a view to understand current awareness and perceptions about SWM, questions in their minds, preferred channels of information and media consumption patterns, etc. The survey will seek to cover the residential areas including slums, commercial areas, etc. The team will also interact with the concerned officials, technical consultants, and others to understand the physical status of the system, compliance, etc. These aspects would be the basis of the content of the communications and messaging. The situation analysis report will present the findings about the current mindsets of various identified stakeholders, including civil society, media, and corporate.

• Development of Comprehensive Information, Education and Communication (IEC) Plan:

The Communication Plan will be developed based on the situation analysis, and will present the IEC needs for various stakeholders, the core messaging and appropriate methods for communication with them, potential opportunities and risks, and how to address them. The agency will develop the communication plan through participatory approach.

The plan will suggest the key message to be delivered to various stakeholders. The content of these messages for various stakeholders will also be delivered. The plan will also propose the media strategy and outreach activities to be undertaken over the next few weeks and months, linked to the key milestones of implementation.

Plan will also suggest the preferred materials for communicating the messages. The communication mechanism has to be different for different stakeholders and in situ situation. The direct, print media, social media and other audio visual aids will be suggested for various stakeholders as involved.

The draft plan will be shared with concerned officials of SUDA for their comments and necessary suggestion for finalisation.

~~The plan will be in English.~~

*requested to express
your willingness to undertake
the assignment with the scope of
work as follows*

- Develop the creative assets and ongoing creation and addition of new content on a regular basis, including the following (indicative) materials in Bengali, English, Hindi, Urdu, Nepali as required:

- Email and text messages
- Radio jingles
- Cinema slide ads
- Audio-Visuals/ short film.
- Leaflets
- Brochures
- Booklets
- Posters
- Hoardings and digital advertisement
- Banners
- Standees
- Bus panels
- Bus shelter panels
- Digital display content
- Social Media platform and management
- Website and management

- **Capacity Building**

You have to ~~Selected agency will~~ provide capacity building plan for state and ULB level authority in delivering service related to IEC and

- Organize ToT at state level/district level for capacity building on delivering services related to IEC.
- Organise workshop with Micro Planners for development and execution of Communication Plan.
- Organise workshop with departmental engineers/urban planners

- **Exposure visit**

You have to ~~Selected agency will~~ make arrangement for state level and national level exposure visit for the state/ city level elected representatives and officials.

B. Rolling out of the communication/ IEC plan

~~The agency will~~ coordinate with Micro Planning Organizations & ULBs in rolling out the communication/ IEC plan in all municipal towns.

The various activities to be performed by the agency during this handholding and roll out phase are:

- **Briefing meetings**

One-to-one briefing meetings, formal meetings etc will be arranged with communication team, key decision-makers and opinion leaders in the city, including elected representatives and leaders to gauge the prevalent status.

- **Training of outreach team**

Agency will provide training on various aspects of SWM and ways to conduct an extensive outreach campaign for face to face promotion of SWM messaging. Agency will conduct orientation on the content, approach, and logistics of the outreach campaign, and delivery of feedback to the appointed field staffs. Agency will also prepare training modules for all such activities.

- **Coordination of outreach campaign including:**

Agency will coordinate and guide the entire outreach campaign done by the communication team as per the communication plan developed, overseeing their interventions as:

- a. Targeted outreach in residential areas and door to door
- b. Outreach to schools and colleges
- c. Events in each zone and city level
- d. Regular social media updates, including Twitter and Facebook
- e. Website updates

- f. Placement of hoardings, banners, standees
- g. Close engagement with relevant civil society groups to keep them proactively informed and to gain from their inputs and feedback.
- **Monitoring of the effectiveness of the system**
A monitoring mechanism will also be developed to check the efficacy of the communication strategy,

The work will have to be executed as per Terms of Reference in the RfP adhering to the following stipulated conditions:

1) Deliverables

Based on the scope of work, the deliverables of the agency during the one year contract period are placed below.

Sl. No.	Item	Timeline – T (issue of work order)
A	Development of IEC/ communication Plan	
	Perception Survey	T+20 days
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C	Capacity Building, content development , training, exposure visit, hand holding support and for outreach etc.	300 days

The progress of the work will be reviewed monthly at SUDA.

2) Payment Schedule/arrangement:

Sl. no	Budget Item	Payment terms
A.	Submission of perception survey report	5%
B.	Submission & acceptance of draft IEC/communication Plan	10%
C.	Submission & acceptance of Final IEC/communication Plan	10%
D.	Development and acceptance of IEC content (1 st Phase)	5%
E.	Upon the performance of the activities- Capacity Building, Exposure visit, Hand holding support for outreach etc as per plan.	Bi-monthly 14% for 10 months.

3) The Manpower support that you have committed to put in place for timely execution of the assignment has to be maintained appropriately.

Subject to acceptance of abovementioned conditions, you are hereby requested to execute a formal agreement with the undersigned within 1 (one) month from the date of issue of this work order, failing which it will be presumed that you are not interested to execute the offer and in that case the work order will be treated as cancelled.

Acceptance of the above conditions is requested to be communicated within seven days from the dt of issue of this letter.

Yours faithfully
Director, SUDA

SUDA-313/2015/

Date. 19/11/2019

Copy forwarded for information to PS to Principal Secretary, UD & MA Department, GoWB


Director, SUDA


BID EVALUATION SUMMARY

RfP Selection of an expert agency for development of Information, Education & Communication (IEC) materials and capacity building plan for awareness generation on Solid Waste Management and Water Conservation in the urban areas of West Bengal

Techno-Financial Evaluation Score of RfP Bidders

Sl. No	Name of the Bidder	Technical Evaluation Score out of 100 Marks	70% of Technical Evaluation Score secured	Financial Evaluation Score out of 100 Marks	30% of Financial Evaluation Score secured	Total Score Obtained by the bidder on 100 Marks	Rank
	1	2	3	4	5	6 = (3+5)	7
1	CEE	96.33	67.431	49.91	14.97	82.40	1
2	AILSG	76.33	53.431	55.59	16.68	70.11	2
3	SYCOM	71.67	50.169	100	30.00	80.17	3


Joly Chaudhuri
JS, UD & MA Deptt.


Santanu Mukherjee
JS, UD & MA Deptt


Debarati Datta Gupta
Director, SUDA

BID EVALUATION SUMMARY

RfP Selection of an expert agency for development of Information, Education & Communication (IEC) materials and capacity building plan for awareness generation on Solid Waste Management and Water Conservation in the urban areas of West Bengal

Financial Evaluation Score of RfP Bidders

Sl. No	Rank of Bidder	Name of the Bidder	Amount of Financial Bid (in Rs.)	Total Score Obtained by the bidder on 100 marks
1	L-1	SYCOM	8260000	100
2	L-2	AIILSG	14859150	55.59
3	L-3	CEE	16549500	49.91



Joly Chaudhuri
JS, UD & MA Deptt.



Santanu Mukherjee
JS, UD & MA Deptt




Debarati Datta Gupta
Director, SUDA


BID EVALUATION SUMMARY


RfP Selection of an expert agency for development of Information, Education & Communication (IEC) materials and capacity building plan for awareness generation on Solid Waste Management and Water Conservation in the urban areas of West Bengal

Combined Average Score of Technical Evaluation of RfP Bidders

Sl. No	Name of the Bidder	Total Score Obtained by the bidder on 100 Marks	Cut Off Qualified Marks out of total 100 Marks	Qualified in Technical Bid	Rank	80% of the Total Score Obtained by the Bidder
1	CEE	96.33	70	Yes	1	67.431
2	AILSG	76.33	70	Yes	2	53.431
3	SYCOM	71.67	70	Yes	3	50.169


Joly Chaudhuri
JS, UD & MA Deptt.


Santanu Mukherjee
JS, UD & MA Deptt


Debarati Datta Gupta
Director, SUDA

Annexure –C: Financial Proposal Submission Form

To

[Kolkata, 19-9-19]

The Director,
State Urban
(SUDA),
ILGUS Bhawan
HC Block, Sector III,
Salt Lake City,
Kolkata - 700106, West Bengal, India.

Subject: Submission of Financial Proposal for “Selection of an expert agency for development of IEC materials and capacity building plan for awareness generation on Solid Waste Management and Water Conservation in the urban areas of West Bengal”

Madam,

We, the undersigned, offer to provide the consulting services for [Development of IEC materials and capacity building plan for awareness generation on solid waste management and water conservation in the urban areas of West Bengal] in accordance with your Request for Proposal dated [19-9-2019] and our Technical Proposal. Our Financial quote as detailed out in the Price Bid Form is the sum of [One Crore Forty Lakhs and Twenty Five Thousand Only (INR 1,40,25,000)].

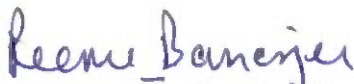
Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in “Sub-section 4: Timeframe” of “Section B: Description of The Project” of the Request for Proposal.

No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Contract execution.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,



Authorized Signature [In full and initials]:

Name and Title of Signatory: Ms.Reema Banerjee

Name of Consultant: Centre For Environment Education

Address: Nehru Foundation for Development, Thaltej Tekra, Ahmedabad (Reg Office)
C-2, II Floor, Tilottama, P-21, Senhati Colony, Behala, Kolkata-34 (Regional Office)

Price Bid Form

S.no	Particulars	Total in INR (for 1 year) In Lakhs (excluding GST of 18%)
1	Development of IEC/ communication Plan	11.2
2	IEC content development	18.75
3	Capacity Building and Exposure visit	56.4
4	Hand holding support for outreach	53.9
	Total in words (One Crore Thirty Eight Lakhs and Twenty Five Thousand only)	140.25

Note:

- Goods and Services Tax will be applicable additionally on the fees and reimbursement as per prevailing government rates (currently 18%).
- The IEC materials printing, media publication, banners printing, media costs for broadcasting in print/Visual/audio is not included in the budget as stated in Sr No 2. The scope of work and the budget is only limited till the content development in one language apart from English.
- Expenses such as workshop/meetings/training programme organizing expenses, travel, boarding/ lodging and of the participants and ULB officials for S.no 3 and 4 (capacity building and handholding support heads) will be arranged by SUDA and is not included in the budget .
- Additional scope including the review of the action plan, along with other activities not included in the scope above need to be budgeted additionally.

Annexure –C: Financial Proposal Submission Form

To,

Delhi, 19/09/2019

The Director,
State Urban Development Agency (SUDA),
ILGUS Bhawan, HC Block,
Sector III, Salt Lake City,
Kolkata - 700106,
West Bengal, India.

Subject: Submission of Financial Proposal for "Selection of an expert agency for development of IEC materials and capacity building plan for awareness generation on Solid Waste Management and Water Conservation in the urban areas of West Bengal"

Sir/ Madam,

We, the undersigned, offer to provide the consulting services for **development of IEC materials and capacity building plan for awareness generation on Solid Waste Management and Water Conservation in the urban areas of West Bengal** in accordance with your Request for Proposal dated 6.09.2119 and our Technical Proposal. Our Financial quote as detailed out in the Price Bid Form is the sum of Rs.14859150, One Crore Forty-Eight Lakhs Fifty-Nine Thousand One Hundred Fifty.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in **"Subsection 4: Timeframe" of "Section B: Description of The Project"** of the Request for Proposal.

No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Contract execution.

We understand you are not bound to accept any Proposal you receive

We remain,

Yours sincerely,



Ravi Ranjan Guru
Deputy Director General
All India Institute of local self-government
22-23, Institutional Area, Janakpuri, D Block,
Pankha Road, New Delhi – 110058

SL No	Particulars	Total in INR (For 1 Year)
1	Development of IEC/ communication Plan	889425
2	IEC content development	2053200
3	Capacity Building and Exposure visit	6608000
4	Hand holding support for outreach	2832000
5	Administrative Cost	2476525

Note:

*Including taxes

*Sample survey taken for the calculation is 5% of the Total number of households in urban area

*For calculation of ToT and workshops we have taken 35 person per batch.

Ravi



Ravi Ranjan Guru
Deputy Director General
All India Institute of local self-government
 22-23, Institutional Area, Janakpuri, D Block,
 Pankha Road, New Delhi – 110058



SYCOM PROJECTS CONSULTANTS PRIVATE LTD.

H-22, Jangpura Extn. New Delhi-110014, Ph.: +91-11-43580268, 24317723, Mob.: 09810529609
Email : sycomprojects@gmail.com, pradeepdadlani@rediffmail.com Website : www.sycomprojects.com

To,
The Director,
State Urban Development Agency (SUDA),
ILGUS Bhawan, HC Block,
Sector III, Salt Lake City,
Kolkata - 700106,
West Bengal, India

New Delhi, 14.09.2019

Subject: Submission of Financial Proposal for "Selection of an expert agency for development of IEC materials and capacity building plan for awareness generation on Solid Waste Management and Water Conservation in the urban areas of West Bengal"

Sir/ Madam,

We, the undersigned, offer to provide the consulting services for "Selection of an expert agency for development of IEC materials and capacity building plan for awareness generation on Solid Waste Management and Water Conservation in the urban areas of West Bengal" in accordance with your Request for Proposal dated 06.09.2019 and our Technical Proposal. Our Financial quote as detailed out in the Price Bid Form is the sum of **INR 82,60,000/- (Indian Rupees Eighty Two Lakhs Sixty Thousand Only), inclusive of GST.**

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in "**Subsection 4: Timeframe**" of "**Section B: Description of The Project**" of the Request for Proposal.

No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Contract execution.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]

Name and Title of Signatory: Pradeep Dadlani, Director
Name of Consultant: Sycom Projects Consultants Private Limited
Address: H-22, Jungpura Extension, New Delhi-110014, India

Price Bid Form

S. No.	Particulars	Total in INR (for 1 year)
1.	Development of IEC/ communication Plan	10,50,000
2.	IEC content development	9,00,000
3.	Capacity Building and Exposure visit	25,30,000
4.	Hand holding support for outreach	20,20,000
5.	Any other	5,00,000
	Total	70,00,000/-
	GST (18% of Total)	12,60,000/-
	Grand Total (Inclusive of GST)	82,60,000/-
(Total in words)- Indian Rupees Eighty Two Lakhs Sixty Thousand Only		



Financial Proposal for "Selection of an expert agency for development of IEC materials and capacity building plan for awareness generation on Solid Waste Management and Water Conservation in the urban areas of West Bengal"

Venue: at Director's Chamber			Date: 25.10.2019	Time: 4.00 A.M
Sl NO	Organisation	Rate Quoted excluding GST (in lakh)		
	SYCOM PROJECTS CONSULTANTS PVT.	8260000 (inclusive of GST-18%)		
	AISLG	14859150 (inclusive of GST)		
	CENTRE FOR ENVIRONMENT	14025000 (excluding GST-18%)		
				Shankar Singh for SHANKAR SINGH. 25/10/19
				Sudakha Goswami, CEE, Goswami.
				SUBHALINA DASGUPTA:

Sudakha Goswami,	Project Officer,
CEE, Gossami.	25/10/19, 5:21 pm

SUBHALINA DASGUPTA : PROJECT OFFICER (A11LS4)

Subscribed and sworn to, 25.10.19
(INCLUSIVE OF 18% GST)

Opening of Financial Bid for development of IEC materials and Capacity Building plan for awareness generation on SWM and water conservation in urban areas of West Bengal

[illegible]

Score Sheet regarding 'Selection of an expert agency for development of IEC materials and Caspacity Building plan for awareness generation on SWM and Water Conservation in the urban areas of West Bengal

Sl. No.	Name of the Organization	Organization profile (10 Marks)	Publication on government programme/ social or environmental issues (20 Marks)	CV of Specialists and credentials (30 Marks)	Presentation consisting of Organization profile, General approach, methodology, qualifications and work plan to ToR, etc. (40 Marks)	Total
1	Centre for Environment Education	10	19	29	39	97
2	All India Institute of Local Governmental (AII LSG)	9	15	25	31	80
3	SYCOM Projects Consultants Pvt. Ltd.	8	13	26	27	74

Handwritten signature

Sri Joly Choudhury
Joint Secretary, UD&MA
Department and Additional State
Mission Director, DAY-NULM &
PMAY


Sri Santanu Mukherjee,
Joint Secretary, UD&MA
Department and Additional State
Mission Director, MNB(U)

Smt. Debarati Dutta Gupta
Director, SUDA

Score Sheet regarding 'Selection of an expert agency for development of IEC materials and Caspacity Building plan for awareness generation on SWM and Water Conservation in the urban areas of West Bengal

Sl. No.	Name of the Organization	Organization profile (10 Marks)	Publication on government programme/ social or environmental issues (20 Marks)	CV of Specialists and credentials (30 Marks)	Presentation consisting of Organization profile, General approach, methodology, qualifications and work plan to ToR, etc. (40 Marks)	Total
1	Centre for Environment Education	10	19	30	39	98
2	All India Institute of Local Governmental (AILSG)	9	14	26	28	77
3	SYCOM Projects Consultants Pvt. Ltd.	8	12	24	24	68

 Sri Joly Chowdhury,
 Joint Secretary, UD&MA
 Department and Additional State
 Mission Director, DAY-NULM &
 PMAY



 Sri Santanu Mukherjee,
 Joint Secretary, UD&MA
 Department and Additional State
 Mission Director, MNB(U)

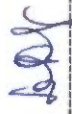
 Smt. Debarati Dutta Gupta
 Director, SUDA

Score Sheet regarding 'Selection of an expert agency for development of IEC materials and Caspacity Building plan for awareness generation on SWM and Water Conservation in the urban areas of West Bengal




Sl. No.	Name of the Organization	Organization profile (10 Marks)	Publication on government programme/ social or environmental issues (20 Marks)	CV of Specialists and credentials (30 Marks)	Presentation consisting of Organization profile, General approach, methodology, qualifications and work plan to ToR, etc. (40 Marks)	Total
1	Centre for Environment Education	10	19	28	37	94
2	All India Institute of Local Governmental (AIIILSG)	8	14	25	25	72
3	SYCOM Projects Consultants Pvt. Ltd.	8	15	26	24	73

Sri Joly Chowdhury,
Joint Secretary, UD&MA
Department and Additional State
Mission Director, DAY-NULM &
PMAY

Sri Santanu Mukherjee,
Joint Secretary, UD&MA
Department and Additional State
Mission Director, MNB(U)


Smt. Debarati Dutta Gupta
Director, SUDA

Attendance Sheet for Interview cum Presentation regarding 'Selection of an expert agency for development of IEC materials and Capacity Building plan for awareness generation on SWM and Water Conservation in the urban areas of West Bengal held on 17.10.2019 at 12.00 Noon In the Chamber of Additional Director, SUDA, 'ILGUS' Bhawan, HC-Block, Sector-III Kolkata- 700106

Sl. No.	Name of the Organization	Name of authorised representative	Contact No	Signature
1	Centre for Environment Education	Keema Banerjee	9748032777	
2	Sycom Projects Consultants Limited	Shabanni Roy Choudhury	9811094246	
3	Pavithra Govt			
4	All India Institute of local self Govt	Pavithra Govt	8956822278	
5				
6				
7				
8				
9				
10				
11				

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA- 313/2015/ 6910

তারিখ 03.10.2019

From: Director, SUDA

&

Mission Director, SBM(U)

To

The Head of the Organisation

Sub: Interview cum Presentation regarding ‘Selection of an expert agency for development of IEC materials and capacity building plan for awareness generation on Solid Waste Management and Water Conservation in the urban areas of West Bengal’

Madam/Sir,

In reference to the RfP memo no. SUDA-313/2015/6317 dt. 06/09/2019 your Organisation/Agency has been shortlisted by this office. In this connection you are requested to attend this office at 12.00 noon on 17/10/2019 with a presentation related to the aforesaid matter before the authority as per RfP. Financial Bid analysis and selection of expert agency will be made after this presentation as per decision.

You are requested to bring necessary papers and documents in the interview/presentation session. The time allotted for the presentation is 10 minutes.

The PPT presentation to have 5 slides(strictly 5 slides) as follows:

1. Slide 1 : Organisation Profile with office setup and address
2. Slide 2 : General Approach
3. Slide 3 : Understanding of TOR
4. Slide 4 : Approach & Methodology
5. Slide 5 : Work Plan & man power planning with expertise

Yours faithfully

[Signature]
(Director)

SUDA-313/2015/ 6910/1 (4)

Date.03.10.2019

Copy forwarded for kind information with the request to remain present during presentation :

1. The Joint Secretary (SM), UD& MA Department, GoWB.
2. The Joint Secretary (JC), UD& MA Department, GoWB.
3. Deputy Director, SUDA
4. Dr. Sujay Mitra, CMPM, SUDA

[Signature]
(Director)

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

①

● Selection of an expert agency for development of IEC materials and capacity building plan for awareness generation on Solid Waste Management and Water Conservation in the urban areas of West Bengal
Technical Bid Analysis

Name of the Organisation: Centre for Environment Education

Address: Registered Office :Nehru Foundation for Development, Thaltej Tekra, Ahemedabad 380054,
 Eastern Regional Office : C-2,II Floor, Tilottma, P-21, Senhati Colony, Behala, Kolkata-34

Contact Person & Number: Ms. Reema Banerjee, Programme Director, Ph.: 24033842, 7926858010, 9748032777

E.mail Address: reema.banerjee@ceeindia.org , ceedo@ceeindia.org

Sl. No.	Documents to be Submitted	Yes	No	Remarks
1.	Covering Letter	✓		
2.	Organisational profile alongwith credential (with key achievement in last 5 years)	✓		
3.	Annual turnover of last 3 years(audited statements)	✓		
4.	All applicable, requisite and mandatory documents (PAN,GST,ESI,EPF,TAN)	✓		GST, PAN,
5.	Audited Annual Reports of last 3 Financial years (2016-17, 2017-18 & 2018-19)	✓		
6.	Average Annual Turnover(minimum Rs. 25 Lakh)	✓		>Rs.4263080/-
7.	Scanned copy of original Banker cheque/Demand Draft towards Earnest money (EMD)	✓		Rs. 50,000/- (No.502845 of ICICI Bank)
8.	Name of the Specialist for the assignment with CV summaries (Annexure-A Form-II)	✓		Senior Research Associate-BE- Chemical Engineering.
9.	Statement of legal Capacity (Annexure-A Form-IV)	✓		
10.	Statement of any indictment (Annexure-A Form-V)	✓		
11.	Power of Attorney (Annexure-A Form-VI)	✓		
12.	Self declaration of the organisation regarding no FIR, Default inquiry, black listed against them (Annexure-A Form-VII)	✓		
13.	Curriculum Vitae(CV) of the specialist(Annexure-B Form-I)	✓		
14.	Approach & Methodology including work plan etc.	✓		

Selection of an expert agency for development of IEC materials and capacity building plan for awareness generation on Solid Waste Management and Water Conservation in the urban areas of West Bengal

Technical Bid Analysis

Name of the Organisation: All India Institute of Local Government(AIILSG)

Address: Regional Office: Bharat Ratna Sardar Vallabhbhai Patel Bhavan, 22-23, Institutional Area, D-Block, Pankha Road, Janakpuri, New Delhi-110058,

Contact Person & Number: Mr. Ravi Ranjan Guru, Deputy Director General,
M:9818098411, 011-28525465, 011-28521783, Ms. Subholina Dasgupta, M:8826283755,

E.mail Address: delhi@aailsg.org , subhalina.dasgupta@aailsg.org

Sl. No.	Documents to be Submitted	Yes	No	Remarks
1.	Covering Letter	✓		
2.	Organisational profile alongwith credential (with key achievement in last 5 years)	✓		
3.	Annual turnover of last 3 years(audited statements)	✓		
4.	All applicable, requisite and mandatory documents (PAN,GST,ESI,EPF,TAN)	✓		PAN, GST, EPF
5.	Audited Annual Reports of last 3 Financial years (2016-17, 2017-18 & 2018-19)	✓		CA Certificate for the financial years 2016-17 & 2017-18 submitted.Unaudited & provisional Income & Expenditure Account for 2018-19 submitted.
6.	Average Annual Turnover(minimum Rs. 25 Lakh)	✓		>Rs. 81 crore
7.	Scanned copy of original Banker cheque/Demand Draft towards Earnest money (EMD)	✓		Rs. 50,000/-(No. 066278 of SBI)
8.	Name of the Specialist for the assignment with CV summaries (Annexure-A Form-II)	✓		
9.	Statement of legal Capacity (Annexure-A Form-IV)	✓		
10.	Statement of any indictment (Annexure-A Form-V)	✓		
11.	Power of Attorney (Annexure-A Form-VI)	✓		
12.	Self declaration of the organisation regarding no FIR, Default inquiry, black listed against them (Annexure-A Form-VII)	✓		
13.	Curriculum Vitae(CV) of the specialist(Annexure-B Form-I)	✓		
14.	Approach & Methodology including work plan etc.	✓		

Selection of an expert agency for development of IEC materials and capacity building plan for awareness generation on Solid Waste Management and Water Conservation in the urban areas of West Bengal

Technical Bid Analysis

Name of the Organisation: SYCOM Projects Consultants Pvt. Ltd.

Address: H-22, Jangpura Extension, New Delhi-110014

Contact Person & Number: Pradeep Dadlani, Director, Ph.: 011 43658567, 24329452, M: 9810529609

E.mail Address: sycomprojects@gmail.com ; director@sycomprojects.com

Sl. No.	Documents to be Submitted	Yes	No	Remarks
1.	Covering Letter	✓		
2.	Organisational profile alongwith credential (with key achievement in last 5 years)	✓		
3.	Annual turnover of last 3 years(audited statements)	✓		
4.	All applicable, requisite and mandatory documents (PAN,GST,ESI,EPF,TAN)	✓		PAN,GST,
5.	Audited Annual Reports of last 3 Financial years (2016-17, 2017-18 & 2018-19)	✓		
6.	Average Annual Turnover(minimum Rs. 25 Lakh)	✓		>Rs.68 Lakh
7.	Scanned copy of original Banker cheque/Demand Draft towards Earnest money (EMD)	✓		Rs. 50,000/-(No.264555 PNB)
8.	Name of the Specialist for the assignment with CV summaries (Annexure-A Form-II)	✓		
9.	Statement of legal Capacity (Annexure-A Form-IV)	✓		
10.	Statement of any indictment (Annexure-A Form-V)	✓		
11.	Power of Attorney (Annexure-A Form-VI)	✓		
12.	Self declaration of the organisation regarding no FIR, Default inquiry, black listed against them (Annexure-A Form-VII)	✓		
13.	Curriculum Vitae(CV) of the specialist(Annexure-B Form-I)	✓		
14.	Approach & Methodology including work plan etc.	✓		

File No. A-46020/3/2013-EA
Ministry of Urban Development
Government of India

**LIST OF AGENCIES EMPANELLED FOR PROVIDING SUPPORT TO THE
CITIES/TOWNS FOR SOLID WASTE MANAGEMENT**

Sr No	Name of Firm	Contact Details
1	AECOM India Pvt. Ltd., Gurgaon	9th Floor, infinity Tower C. DLF Cyber City, DLF Phase II, Gurgaon 122002 0124-4830138, Somnath.mukherjee@aecom.com
2	Agricultural Finance Corporation Ltd in association with M/s N H Consulting Pvt Ltd	B-1/9, III Floor, Community Centre, Janakpuri, New Delhi - 110058 T: 011-45791190-96, 25596976 F: 011-45791189 Email: afcdelhi@afcindia.org.in / nro.afc@gmail.com Web: www.afcindia.org.in <i>afe india.delhi@gmail.com</i>
3	All India Institute of Local Self Government, New Delhi	Pinnac Memories, Phase II, L Building, Near Bhujbal Bag, Kothrud, Pune -411038 020-25461624/ 25460793, ailsg@bom3vsnl.net.in <i>Pune@AILsg.org</i>
4	Anuj Construction Pvt Ltd	23 MIG, Indira Nagar, Kanpur - 208026 Telefax: 0512-2570476, Email: acpl.knp@gmail.com
5	Asian Engineers Pvt Ltd. In association with Innovative and Comprehensive solutions for Urban Climate	66, Hemkunt Colony, IInd Floor, New Delhi - 110048 T: 011-41635644, F: 011-41634926, Email: info@asianconsulting.org , Web: www.asianconsulting.org
6	CDM Smith Inc., Bangalore	#8, 2nd Floor, 80 Feet Road, RT Nagar Bangalore - 560032, Karnataka, India tel : 080-3918-7500 /7529 fax : 080 2363 4097 <i>info service</i>
7	Central Agricultural and Allied Farmers Co-operative Limited (Central Agro Limited)	Door No 4/ 299, Selas Katry, PO, The Nilgiris, Tamil Nadu, 643213 0423-2284255, info@centralagro.in <i>No. Response</i>
8	Consulting Engineering Services (I) Pvt Ltd., New Delhi (A Jacobs Group Company)	57 (5th Floor) , Manjusha Building Nehru Place, New Delhi - 110019 Tel : 011-4139 2300, 4139 2316 email milan.debb@cesinter.com <i>D.N.E</i>

9	DeloitteTouche Tohmatsu India Pvt Ltd in association with M/s Foundation for Greentech Environmental Systems (FGES) and SAI Consulting Engineers Pvt Ltd	7th Floor, Building 10, Tower B, DLF Cyber City Complex, DLF City phase-II, Gurgaon - 122 002, Haryana, India. T: 0124-6792000, F: 0124-6792012, Web: deloitte.com <i>n. response</i>
10	Eco Pro Environmental Services., Indore	302, Swastic Chamber 9, Manoramaganj, A B road, Indore -452001 0731-4065172, ecopro@rediffmail.com <i>Asay Jain</i>
11	Emergent Ventures India in association with M/s Ricardo-AEA	5th Floor, Universal Trade Tower, Sohna, Gurgaon Road, Sec 49, Gurgaon 0124-6653100, <u>contact@emergent-</u> <u>ventures.com</u> <i>wrong No</i>
12	Ernst & Young Pvt Ltd., in association with M/s Paradigm Environmental Strategies Pvt Ltd.	Golf View Corporate Tower 'B' Sector 42, Gurgaon -122002 0124-4644000
13	Facile Maven Pvt Ltd. Ahmedabad	A-2, Sarita darshan, opp Jay Hind press, Nr Mithakali Underpass, Ashram Road, Ahmedabad 079-26580102, info@facilemaven.com <i>ONE</i>
14	Feedback Infrastructure Services Pvt Ltd.	15th floor , Tower 9B, DLF Cyber City, Phase III, Gurgaon - 122002 Haryana tel : 0124- 4169100 Fax : 0124-4169175, 0124- 4629255 email : inquiries@feedbackinfra.com <u>www.Feedbackinfra.com</u>
15	GHK Development Consultants Pvt. Ltd. In association with Athena Infonomics & Excel Industries	304-305, Lotus Chambers, 207/38, Nalwa Street, Karol Bagh, New Delhi -110005 011-64721312, delhi@ghkint.com <i>wrong No.</i>
16	Grant Thornton India, LLP (Formely Grant Thornton India), Gurgaon	21st Floor floor, DLF Square Jacaranda Marg, DLF Phase II Gurgaon 122002 India Phone : 0124-4628000 Fax 0124 - 4628001 <u>www.grantthornton.in</u> <i>wrong No.</i>
17	HUDCO , New Delhi	Core 7 A, HUDCO Bhawan, India Habitat Centre, Lodhi Road, New Delhi -110003 011-24616209, prs@hudco.org

18	ICRA Management Consulting Services Ltd. 083-71501100	1105, Kailash Building, 11th Floor, 26, Kasturba Gandhi Marg, New Delhi - 110001 011-23357940-50, raghuttama.rao@imacs.in
19	IL&FS Environment, Mumbai 0124 4297200 Rohit.Chauhan@ilfsindia.com	B 303, Citypoint, Andheri Kurla Road, Andheri (East), Mumbai - 400059, T: 022-40298568 / 21 / 13, F: 022-40298512, Web: www.ilfsenv.com, Email: chetan.zaveri@ilfsenv.com
20	IPE Global, New Delhi	IPE Towers, B 84, Defence Colony, Bhisham Pitamah Marg, New Delhi 011-40755904, ipe@ipeglobal.com
21	IRG Systems South Asia Pvt. Ltd, New Delhi	LGF, AADI Building, 2 Balbir Saxena Marg, Hauz Khas, New Delhi - 110016 011-45974597, irgssa@irgssa.com
22	J. M. EnviroNet Pvt Ltd., Gurgaon	SCO 16, Sector 10A, Gurgaon, 122001 0124-3206559, jmenviron@hotmail.com/jmpkdeepa@hotmail.com
23	JPS Associates Pvt Ltd., New Delhi	R-16, Hauz Khas Enclave, New Delhi - 110016 011-26862487, 26862193, jpsdelhi@del3.vsnl.net.in, info@jpsconsultantsindia.com
24	M/s Kadam Environment Consultants in association with M/s COWI A/S, Denmark.	02656131000 871/B/3, GIDC Makarpura, Vadodara - 3900100265-3001000, kadamenviro@kadamenviro.com
25	MaRS Planning & Engineering Services Pvt Ltd., Ahmedabad	601, Sur Mount Building, Opp. Iscon Maga mall, On S.G.Highway, Ahmedabad PIN 380015 Phone 0179- 26860890 Fax : 26860130 email : info@marsconsultancy.com
26	Mott Mc Donald India Pvt Ltd	501, Sakar _II, Ellis Bridge, Ahmedabad 079-26575550, pankaj.trivedi@mottmac.com
27	MSV International Inc.(USA) in association with MSV International, (India) Ltd. Gurgaon.	D-7, South City - I Gurgaon- 122002 Haryana, India email - 1info@msvgroup.com Tel : 0124 - 4002603, 4671200 Fax 0124 - 4002605

28	Mukesh & Associates, Tamil Nadu	Division - 2' , 2/6 Ranganathar Avenue Perumal Malai Main Road Narasothipatty SALEM - 636004 Tamil Nadu, India Phone : 0427-2333563/2330568 Fax : 0427- 2333564 email : info@mukeshassociates.com, mukeshassociates@vsnl.com www.mukeshassociates.com
29	National Institute of Urban Affairs (NIUA) in association with The Energy and Resources Institute (TERI) and Centre for Environment Education (CEE).	I & II Floor, Core 4 B, India Habitat Center, Lodhi Road, New Delhi - 110003 011-24643576, niua@niua.org <i>Director@niua.org,</i>
30	NCPE Infrastructure India Pvt. Ltd. , Hyderabad	12-2-826/A/12, LIC Colony, Mehdiapatnam Hyderabad - 500028 tel : 040 - 2351 7558 Fax : 040 - 23514379 email : info@ncpe.org.in www.ncpe.org
31	NK Buildcon Pvt Ltd., Jaipur <i>NK Buildcon Pvt. Ltd. Jaipur @gmail.com</i>	B-62, 'UGANTA' University Marg, Bapu Nagar, Jaipur (Raj) 01412710841 -44, bussiness@nkbuildcon.com
32	Operations Research Group Pvt Ltd. ,New Delhi	Beetal House, Ground Floor, 99 Madangir, B/H LSC, New Delhi - 110062, India Tel No : 011- 29964445/29964446/29964448 Facsimile : 011- 29964450 email : orgpl@orgplindia.com Web : www.orgplindia.com
33	PBS Consultancy Services Pvt Ltd. , Hyderabad	H No 6-2-966/5/1/2, Hill Colony, Opp lane of Hindi Prachara Sabha, Khaitrabad, Hyderabad -500004 040-23316336, pbsconsultancy@rediffmail.com, pbsconsultancy9@gmail.com
34	Ramky Enviro Engineers Ltd., Hyderabad	Door No 6-3-1090, 4th Floor, TSR Towers, above standard chartered bank, Rajbhavan Road, Somajiguda, Hyderabad 040-44422147/148, consultancy@ramky.com
35	Socio Economic and Educational Development	No .1, Iind Floor, 54th Street, 9th Avenue, Ashok Nagar, Chennai - 600083, Tamilnadu.

	(SEED) Trust, Chennai.	T: 044-42318467, Web: www.hihindia.org
36	Senes Consultants India Pvt Ltd., Noida	1st Floor, Tower B, Logix Techno Park Plot No 5, Sector 127, Noida, U.P. India Tel (EPBX) - 0120 - 4368400 Fax : 0120 - 4368401 email : senes@senesindia.com website : www.senesindia.com
37	Shah Technical Consultant Pvt Ltd. Mumbai	407, Raheja Centre, Nariman Point, Mumbai - 400021 T: 022- 22871061, 22820018, 22820121 Email: stcmumbai@vsnl.com, stc@stc.co.in, Web: www.stc.co.in
38	SMEC India Pvt Ltd. In association with M/s SMEC International Pty Ltd and M/s Brisbane City Enterprises	5th Floor, Tower C, DLF Building No 8, DLF Cyber city Ph II, Gurgaon 122002 0124-4552800, 4501100, india@smec.com
39	SREI Infrastructure Finance Ltd., New Delhi	D 2, 5th Floor, Southern park, Saket Place, Saket, New Delhi -110017 033-22850112, nro@seri.com
40	Sriram Institute for Industrial Resources	19, University Road, Delhi -110007 Phone : 011 - 27667267, 27667860, 27667436 Fax 011- 27667676, 27667207 email : sridhi@vsnl.com www.shriraminstitute.org
41	Stantec Consulting Pvt Ltd., Ahmedabad <i>manish.god@inidesignstudio.com</i>	71/72, Titanium Corporate Road, Nr Prahladnagar Auda garden, Satellite, Ahmedabad 079-66128870/71/72, manish.shah@stantec.com
42	Sycom Projects Consultant Pvt Ltd.	H 22, Jungpura extension, New Delhi - 110014 011-24329452, sycomprojects@gmail.com, pdadlani01@gmail.com
43	TATA Consulting Engineers Ltd., New Delhi.	17-18, Zamurdpur Commercial Complex, Kailash Colony Extension, New Delhi-110048. T: 011-66169180, F: 011-66169100 Email: mail@tce.co.in Web: www.tce.co.in
44	Tide Technocrats Pvt Ltd., Bangalore	768, 14th cross, 33rd main, J P Nagar, Phase I, Bangalore 91-8026656191, sampath@tidetechnocrats.in
45	Urban Management Centre(UMC), Ahmedabad	III Floor, AUDA Building, Usmanpura, Ashram Road, Ahmedabad 079-27546403/5303, manvita@umcasia.org

46	Urban Management Consultant (UMC Global), Ahmedabad	403, 4th Floor, Gala Argos, Gujarat College Road, Ellis Bridge, Ahmedabad, Gujarat 380006 Phone : 079 - 26423487 Fax : 079 - 26466652 info@urbanmanagementconsultants.com www.urbanmanagementconsultants.com
47	Wapcos Ltd, Gurgaon	76-C, Sector 18, Gurgaon -122015 0124-2397396, environment@wapcos.gov.in

amar 68 @ rediffmail.com

Sl No	Company Name	Tel No	E-mail Address
X 1	AECOM	0124 487 1400	
4 2	Anuj Construction Pvt Ltd	9839011920	
✓ 3	CENTRAL AGRICULTURAL AND ALLIED FARMERS CO-OPERATIVE LTD.	96262 65461	
4	Consulting Engineering Services (India) Pvt. Ltd. in New Delhi		
✓ 5	Deloitte	0124 679 2000	
✓ 6	EVI - Emergent Ventures India	91-124-6653100	Not Interest.
7	Facile Maven:	0261 657 5998	Engaged.
8	Ghk Consultants India Private Limited	098712 41284	S. off.
✓ 9	Grant Thornton India	0124 462 8000	Not interested
✓ 10	MaRS Planning & Engineering Services Private Limited	079923 73121	wb @ Mrs continuity. Can
✓ 11	Mott Macdonald Private Limited	079 2657 5550	response to No. 10 office but Ph. No. Not Available.
12	Ramky Enviro Engineers Limited	095151 04390	D.N.F.
✓ 13	Socio-Economic and Educational Development Society	044-67201000	0824841314 Gyan 8056017803 Prasanna No. response
14	Tide Technocrats Private Limited	080 2666 6191	

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ
“ILGUS BHAVAN”, H-C Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

ক্রমিক নং SUDA- 313/2015/6399

তারিখ 13.09.2019

Corrigendum

Notice Inviting Request for Proposal (RfP)

for

Selection of an expert agency for development of Information, Education & Communication (IEC) materials and capacity building plan for awareness generation on Solid Waste Management and Water Conservation in the urban areas of West Bengal

In continuation of the abovementioned Notice vide no. SUDA-313/2015/6317 Dated: 06.09.2019, following modifications have been made;

Clause No	Mentioned at RfP	To be read as
Section-B, Point -5 Team Composition Page-14	<p>Waste Management Expert:</p> <p>Education: Post Graduate degree in Civil/engineering from recognized university</p> <p>Experience: 3-5 yrs. experience to advise and train staff in municipal solid and liquid waste management, and resource mobilization, public private partnerships etc.</p> <p>Fluency in English and Bengali</p> <p>IEC/ Communication Expert:</p> <p>Education: Post Graduate in Mass Communication from recognized university.</p> <p>Experience: Have at least 3-5 yrs. experience in designing and managing IEC activities preferably in Urban sector and in solid waste management.</p> <p>Have a broad range of experience in public awareness for relevant</p>	<p>Waste Management experts:</p> <p>Education: Post graduate degree in Civil/engineering, Science, Environmental Science, Social science/Social work from recognized university</p> <p>Experience: 5-10 yrs. experience to advise and train staff in municipal solid and liquid waste management, and resource mobilization, public private partnerships etc.</p> <p>Fluency in English and Bengali</p> <p>IEC/Communication experts:</p> <p>Education: Post Graduate in Mass Communication, Social work, Environment Science, fine arts from recognized university.</p> <p>Experience: Have at least 3-5 yrs. experience in designing and managing IEC activities preferably in Urban sector and in solid waste management.</p> <p>Have a broad range of experience in public awareness for relevant stakeholders.</p>

দূরভাষ : ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel : 2358 6403/5767, Fax : 2358 5800, E-mail : wbsudadir@gmail.com

Account Section : 2358 6408

Clause No	Mentioned at RfP	To be read as
	<p>stakeholders. Fluency in English and Bengali.</p> <p>2 (two) Senior Research Associates</p> <p>Education: Graduate in Social Science/ Mass Communication Subjects</p> <p>Experience: At least 3-5 years of working on urban sector projects at State level.</p> <p>Other Qualifications: Fluency in English and Bengali</p>	<p>Fluency in English and Bengali.</p> <p>2 (two) Senior Research Associates:</p> <p>Education: Graduate in Environment Sciences, Social Science, Mass Communication from recognized university.</p> <p>Experience: At least 3-5 years of working on urban sector projects at State level.</p> <p>Other Qualifications: Fluency in English and Bengali</p> <p>Note: If required the bidder can provide additional experts.</p>
Point-4 Page-1	Following documents shall have to be furnished in two separate covers:	Following documents shall have to be furnished in two separate cover inside a master cover.
Point-5 Page-2	<p>NOTE:</p> <p>If any bidder is exempted from payment of EMD, copy of original EMD exemption document needs to be provided, at the time of on-line submission and also submitted when called for.</p>	<p>NOTE:</p> <p>If any bidder is exempted from payment of EMD, copy of original EMD exemption document needs to be provided when called for.</p>

sd/ 13/9/19
Director, SUDA

Corrigendum**Notice Inviting Request for Proposal (RfP)****for**

Selection of an expert agency for development of Information, Education & Communication (IEC) materials and capacity building plan for awareness generation on Solid Waste Management and Water Conservation in the urban areas of West Bengal

In continuation of the abovementioned Notice vide no. SUDA-313/2015/6317 Dated: 06.09.2019, following modifications have been made;

Clause No	Mentioned at RfP	To be read as
Section-B, Point -5 Team Composition Page-14	<p>Waste Management Expert:</p> <p>Education: Post Graduate degree in Civil/engineering from recognized university</p> <p>Experience: 3-5 yrs. experience to advise and train staff in municipal solid and liquid waste management, and resource mobilization, public private partnerships etc.</p> <p>Fluency in English and Bengali</p> <p>IEC/ Communication Expert:</p> <p>Education: Post Graduate in Mass Communication from recognized university.</p> <p>Experience: Have at least 3-5 yrs. experience in designing and managing IEC activities preferably in Urban sector and in solid waste management.</p> <p>Have a broad range of experience in public awareness for relevant stakeholders.</p>	<p>Waste Management experts:</p> <p>Education: Post graduate degree in Civil/engineering, Science, Environmental Science, Social science/Social work from recognized university</p> <p>Experience: 3-5 ⁵⁻⁷ yrs. experience to advise and train staff in municipal solid and liquid waste management, and resource mobilization, public private partnerships etc.</p> <p>Fluency in English and Bengali</p> <p>IEC/Communication experts:</p> <p>Education: Post Graduate in Mass Communication, Social work, Environment Science, fine arts from recognized university.</p> <p>Experience: Have at least 3-5 yrs. experience in designing and managing IEC activities preferably in Urban sector and in solid waste management.</p> <p>Have a broad range of experience in public awareness for relevant stakeholders.</p> <p>Fluency in English and Bengali.</p>

Clause No	Mentioned at RfP	To be read as
	<p>Fluency in English and Bengali.</p> <p>2 (two) Senior Research Associates</p> <p>Education: Graduate in Social Science/ Mass Communication Subjects</p> <p>Experience: At least 3-5 years of working on urban sector projects at State level.</p> <p>Other Qualifications: Fluency in English and Bengali</p>	<p>2 (two) Senior Research Associates:</p> <p>Education: Graduate in Environment Sciences, Social Science, Mass Communication from recognized university.</p> <p>Experience: At least 3-5 years of working on urban sector projects at State level.</p> <p>Other Qualifications: Fluency in English and Bengali</p> <p>Note: If required the bidder can provide additional experts.</p>
Point-4 Page-1	Following documents shall have to be furnished in two separate covers:	Following documents shall have to be furnished in two separate cover inside a master cover.
Point-5 Page-2	<p>NOTE:</p> <p>If any bidder is exempted from payment of EMD, copy of original EMD exemption document needs to be provided, at the time of on-line submission and also submitted when called for.</p>	<p>NOTE:</p> <p>If any bidder is exempted from payment of EMD, copy of original EMD exemption document needs to be provided when called for.</p>


 Director, SUDA

Attendance Sheet

Pre-Bid Meeting of RfP on Development of IEC materials and capacity building plan for awareness generation on SWM and water conservation in the ULBs of West Bengal

Venue: SUDA Office

[illegible]



Director SUDA <sbm.wbsuda@gmail.com>

Query: regarding LIMITED TENDER: Selection of an expert agency for development of IEC materials and capacity building plan for awareness generation on Solid Waste Management and Water Conservation in the urban areas of West Bengal

1 message

Reema Banerjee <reema.banerjee@ceeindia.org>

Tue, Sep 10, 2019 at 5:17 PM

To: Director Suda <sbm.wbsuda@gmail.com>, CEE Director's Office <ceedo@ceeindia.org>, Madhavi Joshi <madhavi.joshi@ceeindia.org>

Cc: Debarati Datta Gupta <debaratidattagupta@gmail.com>, santanu.mkj@gmail.com

To
The Director 10-9-19
SUDA
Govt of West Bengal

Madam,

This is in reference to the tender document/RFP no SUDA-313/2015/6317 forwarded to CEE for "Development of IEC materials and capacity building plan for awareness generation on SWM and water conservation in the ULBs of West Bengal". Thank you for forwarding the same. We are interested to bid for the same and attend the pre proposal meet on 12 sep, 2019.

We have following query on the above document:

1. This is in reference to Section B- point 5 - Team Composition . The qualification of the team as specified is
a) waste management expert: PG/Degree in civil engineering/engineering branch.

The waste management initiative group at CEE, has been involved in the waste management training, capacity building and communication from 1998 onwards, The team comprises of more of basic science, social science and environment science proficiency as we have found that pure technical staff with engineering backgrounds are not suitable for the community related initiatives which includes various capacity building programme, material development, social outreach along with training on the subject. Similarly , with pure mass communication students , we have found that they are not interested/have restricted interest to serve in community related communication and are mostly with social media/ media coverage proficiency.

For the same, CEE's core team along with associated expert in the waste management programmes are mostly comprised of

1. Waste Management experts: Post graduate degree in Science, Environmental Science, Social science/Social work with more than 15 years of experience. The associated experts/consultants from other organisation involved with us have degree in engineering.
2. IEC/Communication experts: Masters in Social work, Environment Science, mass communication, fine arts (conceptualising the contents for IEC material development and designing)
3. Senior Research Associates: Masters in Environment Sciences, Social Work, Mass Communication, Science

Please allow to include the above qualifications also as eligible for team composition as the team along with me has adequate experience on this issue. Also please allow us to add, associated consultant's CV also, if required for technical handholding of ULBs for micro planning . This will help us to include CVs of our associated experts from IITs and other organisations at Mumbai, who would in turn can also facilitate for the exposure visit.

Hence , with the above modification/revision/addition of the subjects of experts with the qualification already mentioned, please allow to add 1-2 extra CVs also.

I am attaching, an RFP of NIUA for SBM training called last year and the page 5 also has suggested qualifications, which actually matches with the industry for the task related to capacity building. CEE East under my leadership applied to the same and we were selected for the eastern region agency for muzaffarpur, gangtok and Kolkata. The Kolkata one was not initiated due to some coordination issue at urban development side.

Reema Banerjee
 Programme Director -East (WB,Odisha, Jharkhand) & Biomedical Waste Management
 Centre for Environment Education
 CEE East (Formerly CEE Kolkata)
 C-2, IIFloor, Tilottama, P-21, Senhati Colony, Behala, Kolkata-700034, WB
 Telefax: +913324033842, Mobile: +919748032777
 www.ceeindia.org

Begin forwarded message:

From: Madhavi Joshi <madhavi.joshi@ceeindia.org>
Subject: Fwd: LIMITED TENDER: Selection of an expert agency for development of IEC materials and capacity building plan for awareness generation on Solid Waste Management and Water Conservation in the urban areas of West Bengal
Date: 6 September 2019 at 2:19:24 PM IST
To: Reema Banerjee <reema.banerjee@ceeindia.org>

----- Forwarded message -----

From: Director SUDA <sbm.wbsuda@gmail.com>
Date: Fri, Sep 6, 2019, 1:56 PM
Subject: LIMITED TENDER: Selection of an expert agency for development of IEC materials and capacity building plan for awareness generation on Solid Waste Management and Water Conservation in the urban areas of West Bengal
To: <Somnath.mukherjee@aecom.com>, <afcdelhi@afcindia.org.in>, <nro.afc@gmail.com>, <ailsg@bom3vsnl.net.in>, <delhi@ailsg.org>, <ailsg@bom3vsnl.net.in>, <acpl.knp@gmail.com>, <info@asianconsulting.org>, <anithan@cdmsmith.com>, <info@centralagro.in>, <milan.debb@cesinter.com>, <jsmith@deloitte.com>, <jdoe@deloitte.com>, <ecopro@rediffmail.com>, <contact@emergent-ventures.com>, <abhaya.agarwal@in.ey.com>, <himanshy.chaturvedi@in.ey.com>, <chaitali.mondal@in.ey.com>, <info@facilemaven.com>, <inquiries@feedbackinfra.com>, <delhi@ghkint.com>, <deepak.kumar@in.gt.com>, <raghuttama.rao@imacs.in>, <chetan.zaveri@ilfsenv.com>, <ipe@ipeglobal.com>, <irgssa@irgssa.com>, <jmenviron@hotmail.com>, <jmpkdeepa@hotmail.com>, <jpsdelhi@del3.vsnl.net.in>, <info@jpsconsultantsindia.com>, <info@marsconsultancy.com>, <pankaj.trivedi@mottmac.com>, <Info@msvgroup.com>, <info@mukeshassociates.com>, <mukeshassociates@vsnl.com>, <madhavi.joshi@ceeindia.org>, <ceedo@ceeindia.org>, <info@ncpe.org.in>, <bussiness@nkbuildcon.com>, <orgpl@orgplindia.com>, <pbsconsultancy@rediffmail.com>, <pbsconsultancy9@gmail.com>, <consultancy@ramky.com>, <info@hhids.org>, <senes@senesindia.com>, <stcmumbai@vsnl.com>, <stc@stc.co.in>, <india@smec.com>, <nro@seri.com>, <nro@srei.com>, <sridhi@vsnl.com>, <manish.shah@stantec.com>, <sycomprojects@gmail.com>, <pdadlani01@gmail.com>, <mail@tce.co.in>, <sampath@tidetechnocrats.in>.

<manvita@umcasia.org>, <info@uranmanagementconsultants.com>, <environment@wapcos.gov.in>, <kadamenviro@kadamenviro.com>, <mailbox@teri.res.in>, <terine@teri.res.in>, <meghna@umcasia.org>, <Ahmedabad@mottmac.com>, <ieisl.contact@ilfsindia.com>
Cc: Debarati Datta Gupta <debaratidattagupta@gmail.com>, <santanu.mkj@gmail.com>, <secy.ma-wb@gov.in>

Madam/Sir

State Urban Development Agency (SUDA) under Urban Development & Municipal Affairs Department, Government of West Bengal invites Request for Proposal (RFP) for **"Selection of an expert agency for development of IEC materials and capacity building plan for awareness generation on Solid Waste Management and Water Conservation in the urban areas of West Bengal"**.

Reputed resourceful, experienced and eligible organizations empanelled with Ministry of Housing & Urban Affairs, Government of India vide file no. A-46020/3/2013-EA of Ministry of Urban Development, Government of India (**enclosed**), either directly or as Associate of other empanelled organization, having adequate competence in preparation of IEC plan and IEC material on development oriented programmes especially on solid waste management are eligible to apply in this **Limited Tender**.

As an empanelled organization (according to above mentioned order), you are requested to participate in this bid as per RfP document vide no. SUDA-313/2015/6317 dated 06.09.2019 enclosed.

Pre bid meeting will be held on 12.09.2019 at 3:00 PM in the Office of State Urban Development Agency, HC Block, Sector-III, Salt Lake City, Kolkata-700106.

Yours faithfully

Director

State Urban Development Agency

West Bengal

3 attachments

 Request_for_Proposal_120718_final.pdf
351K

 agencies_empanelad2.pdf
2043K

 RfP_IEC-SWM.pdf
1299K



Director SUDA <sbm.wbsuda@gmail.com>

Queries for "Selection of an expert agency for development of IEC materials and capacity building plan for awareness generation on Solid Waste Management and Water Conservation in the urban areas of West Bengal"

3 messages

Sycomprojects consultants <sycomprojects@gmail.com>

Mon, Sep 9, 2019 at 4:04 PM

To: sbm.wbsuda@gmail.com

Dear Sir/ Madam,

Below are some queries regarding the above mentioned tender:

1. In Page 2 of RFP Point 5 please clarify online submission in - "If any bidder is exempted from payment of EMD, copy of original EMD exemption document needs to be provided, at the time of on-line submission and also submitted when called for"
2. In Page 1 of RFP Point 4 mentioned that Technical and Financial Proposal have to be submitted in two separate covers. Please clarify these two separate covers have to be submitted separately or inside a master cover.
3. In Section -B (Terms of Reference of the Project) Point Number 5 (Team Composition)
 - It is mentioned that "Team leader will be single point of contact for coordination with SUDA" Please clarify whether The Team Leader will be the separate entity or Waste Management Expert will be working as a Team Leader.
 - Is it compulsory that all experts have to be fluent in Bengali
 - The qualification of IEC/Communication expert has been mentioned Post Graduate in Mass Communication. Can an expert with Post Graduate in Social/Environment with proficiency in Bengali and more than 10 years of experience apply for the post?
 - Similarly for the post of senior research associates, can person having 3+ years of required experience, post graduate in Environment and fluent in Bengali can apply.
4. In Annexure - C: Price Bid Form, The particulars do not include Mandays of Experts, separately. Do we need to include it under "any other".

Thanks and Regards

Shabarni Roy Chowdhury
Manager- Environment and Social

SYCOM PROJECTS CONSULTANTS PVT. LTD

H-22, Jungpura Extension, New Delhi-110014, India

Ph: 011-43658567, 24329452,+91-9811094246

Fax: 011-24329452

Email: sycomprojects@gmail.com, shabarni@sycomprojects.com

Website: www.sycomprojects.com

**Please consider the Environment before
Printing**

Director SUDA <sbm.wbsuda@gmail.com>

Mon, Sep 9, 2019 at 4:54 PM



All India Institute of Local Self-Government (AIILSG)

Head Office

M.N. Roy Human Development Campus,
Plot No-6, "F" Block, TPS Road No-12,
Bandra (East), Mumbai - 400 051
Tel.: 91-22-26571713, 26571714, 26571715
Fax: 91-22-26572115 Website: www.aiilsg.org
E-mail: dg@aiilsg.org / dgalilsg@gmail.com

Regional Centre

Bharat Ratna Sardar Vallabhbhai Patel Bhavan,
22-23, Institutional Area, D Block,
Pankha Road, Janakpuri, New Delhi - 110 058
Tel.: 91-11-28521783, 28525465
Fax: 91-11-28522117
Email: delhi@aiilsg.org

RANJIT CHAVAN
PRESIDENT

RAJIV AGARWAL, I.A.S (Retd.)
DIRECTOR GENERAL

RAVI RANJAN GURU
DEPUTY DIRECTOR GENERAL

Ref. No. AIILSG/DRC/AMRUT-WB-2019-20/26

Date: 12.09.2019

To,
Ms. Debarati Dutta Gupta, WBCS (Exe.)
SUDA Director
HC Block, Sector III, Kolkata 700106

Subject: Pre Bid Queries "Selection of an expert agency for development of Information, Education & Communication (IEC) materials and capacity building plan for awareness generation on Solid Waste Management and Water Conservation in the urban areas of West Bengal" (Memo No. SUDA-313/2015/6317)

Dear Ma'am,

We "ALL India Institute of local self-Government" are bidding Selection of an expert agency for development of Information, Education & Communication (IEC) materials and capacity building plan for awareness generation on Solid Waste Management and Water Conservation in the urban areas of West Bengal" in reference to that we are submitting pre-bid queries.

Following are the pre bid query

S.No	RFP Clause	Suggestion/Clarification
1.	Bidders are NOT required to submit the original Banker Cheque/Demand Draft during the time of bid submission. Instead, bidders are only required to provide a scanned copy of that original Banker Cheque/Demand Draft. Bidders must ensure that the original Banker Cheque/Demand Draft towards Earnest Money Deposit (EMD) should be sent ONLY by hand delivery to Director, State Urban Development Agency, ILGUS Bhawan, HC Block, Sector III, Salt Lake City, Kolkata- 700106.	Kindly clarify weather we have to provide the Original DD during submission of the proposal

Thanking You

Yours Sincerely,

Ravi Rajan Guru

Deputy Director General, AIILSG

• CENTRES •

• Mumbai - Fort, Bandra & Andheri • Ahmedabad • Aklia • Aurangabad • Bangalore • Belgaum • Bhopal • Bhubaneshwar • Cochin
• Delhi - Janakpuri & Narela • Jodhpur • Jammu • Lucknow • Solapur • Kolhapur • Navi-Mumbai • Nashik • Nagpur • Pune • Rajkot
• Surat • Thiruvananthapuram • Vadodara • Visakhapatnam

OFFICE of THE
STATE URBAN DEVELOPMENT AGENCY

ILGUS Bhavan, HC Block, Sector III, Salt Lake City, Kolkata -700106

E- mail: sbm.wbsuda@gmail.com

Memo No. SUDA-313/2015/6317

Date: 06.09.2019

Request for Proposal (RFP)

The Director, State Urban Development Agency (SUDA), Urban Development & Municipal Affairs Department, Government of West Bengal invites Request for Proposal (RFP) for "Selection of an expert agency for development of Information, Education & Communication (IEC) materials and capacity building plan for awareness generation on Solid Waste Management and Water Conservation in the urban areas of West Bengal".

1	Name of Assignment	:	Selection of an expert agency for development of IEC materials and capacity building plan for awareness generation on Solid Waste Management and Water Conservation in the urban areas of West Bengal".
2	Location of Work	:	Kolkata
3	Eligibility to Participate in the Bid	:	Reputed resourceful, experienced and eligible organization empanelled with MoHUA, GoI vide file no. A-46020/3/2013-EA of Ministry of Urban Development, Government of India, either directly or as Associate of other empanelled organization, having adequate competence in preparation of IEC plan and IEC material on development oriented programmes especially on solid waste management. The average Annual Turnover should be a Minimum of Rs.25 lakh.
4	Documents to be produced in proposal as per RFP	:	Following documents shall have to be furnished in two separate covers: 1. Technical Proposal <ul style="list-style-type: none">• Covering letter (Annexure A No. I)• Organizational profile alongwith credential – about organization, vision, mission, objective, strategy, operational area, organization structure, expertise, area of work, key achievement in last 5 years etc.• All applicable, requisite and mandatory documents like PAN, GST, ESI, EPF, TAN, Audited Annual Reports of last 3 Financial Years (2016-17, 2017-18 & 2018-19)• Annual turnover of last 3 years (refer Annexure A No. III)• Name of specialists deployed in the team (refer Annexure A No. II)• Detailed CV of specialists (Annexure B No. I.)• Approach & Methodology including work plan etc. (Annexure B No. II.) 2. Financial Proposal <ul style="list-style-type: none">• Financial Proposal Submission Form (See Annexure C) Note: All documents in original shall have to be produced later as and when called for by the SUDA.
5	Earnest Money Deposit	:	Bidders shall have to deposit an Earnest Money of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of a Banker Cheque / Demand Draft obtained in favour of 'State Urban Development Agency', from any scheduled commercial bank at Kolkata. Bidders are NOT required to submit the original Banker Cheque/Demand Draft during

1 Selection of an expert agency for development of IEC materials and capacity building plan for awareness generation on Solid Waste Management and Water Conservation in the urban areas of West Bengal.

		<p>the time of bid submission. Instead, bidders are only required to provide a scanned copy of that original Banker Cheque/Demand Draft.</p> <p>The successful bidder shall be asked to submit the Original Banker Cheque / Demand Draft within 7 days from the date of acceptance of the financial bid.</p> <p>Bidders must ensure that the original Banker Cheque/Demand Draft towards Earnest Money Deposit (EMD) should be sent ONLY by hand delivery to Director, State Urban Development Agency, ILGUS Bhawan, HC Block, Sector III, Salt Lake City, Kolkata-700106. Upon receipt of EMD, receipt of acknowledgement shall be issued from the office of SUDA and bidders may be required to furnish the acknowledgement receipt before SUDA returns the EMD to the bidder. The bidder must ensure that original Banker Cheque/Demand Draft is received by SUDA office before the date stipulated.</p> <p>NOTE:</p> <p>If any bidder is exempted from payment of EMD, copy of original EMD exemption document needs to be provided, at the time of on-line submission and also submitted when called for.</p>
6	Refund of Earnest Money	: The EMD is interest free and will be refundable to the bidders. The EMD of successful bidder will be adjusted with the 10% Performance Guarantee on the total project cost.
7	Cost Price of Bid Document	: Nil

8. Tender Schedule:

Sl. No.	Particulars	Date and Time
A.	Date of floating RfP and Tender Documents (Limited Tender)	06.09.2019
B.	Last date for submission of queries for pre-proposal meeting	10.09.2019 at 6.00 PM
C.	Date and time of Pre-proposal Meeting with the shortlisted bidders in the office of the State Urban Development Agency at ILGUS Bhawan, HC Block, Sector III, Salt Lake City, Kolkata-700106	12.09.2019 at 3.00 PM
D.	Bid submission starting	13.09.2019
E.	Bid Submission closing	20.09.2019 at 5.00 PM
F.	Bid opening date for Technical Proposals	23.09.2019 at 11.30 AM
G.	Date of Presentation	To be notified
H.	Date of finalizing list for Technically Qualified bidders	To be notified
I.	Date of opening of Financial Proposal	To be notified

9. Time of Contract:	The tenure of contract will initially be for a period of one year from the date of award of contract and the tenure may be extended for subject to performance of the organizations as well as specialists and availability of funding.
10. General Information:	<p>SUDA intends to "Selection expert agency for development of IEC materials and capacity building plan for awareness generation on Solid Waste Management and Water Conservation in the urban areas of West Bengal".</p> <p><i>Bidders are expected to mobilize a competent team comprising of following four (4) Specialist positions,</i></p> <ul style="list-style-type: none"> • Waste Management Expert (1) • IEC/ Communication Expert (1) • Senior Research Associate (2)

2

Selection of an expert agency for development of IEC materials and capacity building plan for awareness generation on Solid Waste Management and Water Conservation in the urban areas of West Bengal.

	<p>These specialists will keep coordination with SUDA for this assignment. These specialists should have prior experience of IEC planning and content development and designing. Content of these IEC materials needs to be developed in Bengali/Hindi/English. Subsequently even Urdu and Nepali may be required. All specialists shall be appropriately qualified, experienced and in a suitable physical condition so as to ensure that the agency complies with all the obligations under this Contract.</p>
11. Scope of Proposal:	<p>Bidders shall submit their proposals in the form and manner specified in the Section A (Instruction to Bidders) of the RfP document.</p> <p>Documents required to be submitted under Technical proposal and the financial proposal covers shall be submitted as per instructions given in "Section A: Instruction to bidders".</p> <p>SUDA may also call for a presentation from any or all of the Bidders who have submitted their RfPs.</p>
12. RfP Document:	<p>A complete RfP document consists of 2 parts viz:</p> <p>Part-I containing following sections</p> <p style="padding-left: 40px;">Section A: Instructions to the Bidders</p> <p style="padding-left: 40px;">Section B: Terms of Reference of the Project</p> <p style="text-align: center;">AND</p> <p>Part-II containing the documents to be submitted:</p> <p>Annexure A:</p> <ol style="list-style-type: none"> i. Covering letter ii. Organizational profile alongwith credential– about organization, vision, mission, objective, strategy, operational area, organization structure, expertise, area of work, key achievement in last 5 years etc. in 4 pages iii. Annual turnover of last 3 years – audited statements iv. All applicable, requisite and mandatory documents like PAN, GST, ESI, EPF, TAN, Audited Annual Reports of last 3 Financial Years (2016-17, 2017-18 & 2018-19) v. Scanned copy of original banker cheque/Demand Draft towards Earnest money (EMD) <ol style="list-style-type: none"> i. Name of the specialists for the assignment with CV summaries(Annexure-A Form-II) ii. Statement of Legal Capacity (Annexure-A Form-IV) iii. Statement of any indictment (Annexure-A Form-V) iv. Power of Attorney (Annexure-A Form-VI) v. Self declaration of the organization regarding no FIR, Default inquiry, black listed against them (Annexure-A Form-VII) <p>Annexure B:</p> <ol style="list-style-type: none"> vi. Curriculum Vitae (CV) of the specialists(Annexure-B Form-I) vii. Approach & Methodology including work plan etc. <p>Annexure C: Financial Proposal Submission Form</p> <p>NOTE: Bidders are required to fill up all the documents as per the formats provided in Annexure A, Annexure B, Annexure C during time of submission of Proposal.</p>

13. Number of Proposals:	A bidder is eligible to submit only one proposal. If a bidder submits more than one proposal, the bid will be summarily rejected.
14. Modification or Withdrawal of Proposal:	A proposal shall not be withdrawn or modified once the prescribed bid submission deadline is over.
15. Right to reject any or all proposals:	<p>Notwithstanding anything contained in this RfP, SUDA reserves the right to accept or reject any or all proposals and to terminate/annul the bid process at any time without disclosing any reasons and liability of whatever nature.</p> <p>The SUDA also reserves the right to accept or reject any or all of the bids received or to relax any clause without assigning any reason thereof.</p> <p>NOTE: Any conditional Bid will be liable for rejection</p>
16. Cost of Proposal:	<p>The bidders shall bear all costs associated with the preparation and submission of the proposal.</p> <p>SUDA shall not, under any circumstances, be responsible or liable for any such costs, whether direct, incidental or consequential.</p>
17. Financial Quote	<p>The bidder is required to quote the rate in figures as well as in words in the format enclosed.</p> <p>NOTE: In case of any discrepancy between figures and words in the financial quote, the one described in words shall be adopted for evaluation.</p>
18. Issue of Corrigendum:	<p>At any time up to 24 hours prior to the deadline for submission of proposals, SUDA reserves the right to add / modify / delete any portion of this document by issuance of Corrigendum etc. or extend the tender submission timeline which would be communicated to bidders through e-Mail.</p> <p>The Corrigendum shall be binding on all bidders and will form part of the bid documents (Technical as well as financial Bid).</p>
19. Late Submission:	Bids received after the due date and the specified time (including the extended period, if any) for whatever reasons, shall not be entertained and treated as not received.
20. Intimation:	The qualified Bidders will be notified through email of the acceptance of their Bid. At any time during the evaluation process, SUDA reserves the right to call for any clarification regarding any of the documents submitted by bidders, and the bidders will be obliged to provide the same within stipulated time frame as may be provided by SUDA. In case of non-submission of such clarifications, the evaluation will be carried on with the information given in the bids.
21. Influence:	Any attempt to exercise undue influence in the matter of acceptance of Bid is strictly prohibited and any Bidder who resorts to this will render their Bid liable for rejection.
22. Escalation of Cost	There will be no escalation in the cost of services and the contract value mentioned in the contracts and valid till completion of the contract including extension period, if any.
23. Language	<p>The Proposal with all accompanying documents (the "Documents") and all communication in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this RfP.</p> <p>No supporting document or printed literature shall be submitted with the proposal unless specifically asked for and in case any of these documents are in</p>

	another language, it must be accompanied with an accurate translation of the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.
24. Name and Address of the RfP/ Tender inviting authority and submission of proposal in hard copy at the office:	<p>Director,</p> <p>State Urban Development Agency (SUDA),</p> <p>ILGUS Bhawan, HC Block, Sector III, Bidhannagar,</p> <p>Kolkata-700106</p> <p>Technical and Financial proposals should be submitted in separate envelope mentioning subject clearly on the cover.</p>
25. Pre-Proposal Meeting:	<p>Bidder would be at liberty to point out any ambiguities, contradictions, omissions etc. seeking clarifications thereof or interpretation of any of the conditions of the tender documents before the SUDA in writing 48 hours prior to pre-proposal Meeting. Any clarifications or queries received beyond such period will not be entertained for reply by the SUDA.</p> <p>Every query or clarification sought should indicate the reference to the relevant provision of RfP. SUDA shall endeavor to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive selection process. SUDA reserves the right to have pre-proposal meeting with the shortlisted Bidders if deemed necessary</p>
26. Other Conditions	<ul style="list-style-type: none"> • This RfP constitutes no form of commitment on the part of the SUDA other than to provide further information on the specific tasks to be undertaken for IEC activities. Furthermore, this notice confers neither the right nor an expectation on any party to participate in the proposed process. Mere submission of the bid does not vest any right for being selected for award of the assignment. • Only the courts at Kolkata (with exclusion of all other courts) shall have the jurisdiction to decide or adjudicate on any matter, which may arise out of or in connection with the bidding procedure. • Technical Bid & Financial Bid both will have to be submitted in hard copy at SUDA office.

Director
State Urban Development Agency

SECTION – A
INSTRUCTIONS TO BIDDERS

I. Address for submission of RfP

Drop Box at State Urban Development Agency (SUDA), ILGUS Bhawan, HC Block, Sector-III, Salt Lake City , Kolkata-700106.

For any query, send email to sbm.wbsuda@gmail.com or contact Dr Sujay Mitra, Chief Manager(Planning & Monitoring), SUDA (Mobile no 94333 69666)

II. Submission of Tenders

Tenders are to be submitted in the hard form at the drop box of SUDA.

A. Technical Proposal

The Technical proposal should contain copies of the following documents:

- a. Covering Letter (see the format in Annexure A No. I)

NOTE: The letter head should show the full registered name, registered office address of the bidder duly signed by an authorized person with authority to commit the bidders to a binding contract. The original signed versions of the required Letter should be submitted.

- b. Scanned copy of original banker cheque/Demand Draft towards Earnest money (EMD) as prescribed in the RFP.
- c. Organizational profile alongwith credential – about organization, vision, mission, objective, strategy, operational area, organization structure, expertise, area of work, key achievement in last 5 years etc.
- d. All applicable, requisite and mandatory documents like PAN, GST, ESI, EPF, TAN, Audited Annual Reports of last 3 Financial Years (2016-17, 2017-18& 2018-19)
- e. Annual turnover of last 3 years (**refer Annexure A No. III**)
- f. Name of specialists with CV summaries. (see the format in Annexure A No.II)
- g. **Manpower:** Detailed CV of each specialist (See the format in Annexure B No. I).

NOTE:

- Bidders are required to provide CV in the format provided in Annexure B No. I only. **No other format shall be considered.**
 - **Bidders must ensure that page limit is restricted to maximum of two (2) pages per CV of each member.**
- h. Technical Response including general approach, methodology, work plan, personnel schedule, and qualifications to ToR. (refer Annexure B No.II)
- i. Statement of Legal Capacity (Annexure-A Form-IV)
- j. Statement of any indictment (Annexure-A Form-V)
- k. Power of Attorney (Annexure-A Form-VI)
- l. Self declaration of the organization regarding no FIR, Default inquiry, black listed against them (Annexure-A Form-VII)

NOTE: This should be concise and **MUST not exceed more than 20 pages.**

Failure of submission of the documents required to be submitted will render the tender liable to be summarily rejected.

B. Financial Proposal

The financial Proposal should be submitted Financial Proposal Submission Form (see the format in Annexure C)

Bidders must fill up the same in the prescribed format **ONLY. No other formats will be entertained and considered for rejection.**

III. Tender Evaluation

- **Opening of Bids :-**
 - If any bidder is exempted from payment of EMD, copy of relevant Government order need to be furnished
- **Opening and Evaluation of Technical Proposal**
 - Technical proposals will be opened by SUDA. The bidders may remain present at the time of opening.
- **Publication of summary list of technically qualified bidders**
 - Pursuant to scrutiny and decision of SUDA summary list of eligible bidders who have technically qualified will be sent through e-Mail to the successful bidders.
- **Opening and Evaluation of Financial Proposal**
 - The financial quote of the qualified Bidder will be considered only if the Bidder qualifies in the Technical Bid.
 - The decision of the SUDA will be final in awarding work order to the successful bidder and binding on all concerned. No challenge against such decision will be valid.
 - The Name of Qualified Bidder will be communicated.

IV. Method of Selection

A. Quality and Cost-Based selection (QCBS) method

- Bids for this contract will be assessed in accordance with Quality and Cost-Based selection (QCBS) method and will involve both technical and commercial evaluation with the following weightage

Technical Evaluation	70%
Commercial Evaluation	30%

- B. The evaluation of the proposals shall be carried out in two stages: first the quality, and then the cost. Evaluators of technical proposals shall not have access to the financial proposals until the technical evaluation is concluded. Financial proposals shall be opened only thereafter. The evaluation shall be carried out in full conformity with the provisions of the RfP.

V. Criteria for Evaluation

a. Evaluation of Technical Proposals

Technical proposals of all the bidders will be evaluated based on appropriate marking system. The criteria for marking are as under:

Sl. No.	Criteria	Marks
1	Organization profile	10 Marks
2	Publication on government programme/social or environmental issues	20 Marks
3	CV of Specialists and credentials	30 Marks
4	Presentation consisting of Organization profile, General approach, methodology, qualifications and work plan to ToR, etc.	40 Marks
	Grand Total	100 Marks

The minimum technical score standard required to pass/qualify is: 70 Marks.

b. Evaluation of Financial Proposal

- Financial proposal of only those bidders receiving minimum of 70 marks in technical evaluation will be opened. The financial proposals of those firms who don't qualify in technical evaluation will not be opened.

- The lowest evaluated Financial Proposal (F_m) will be given the maximum financial score (S_f) of 100 points. The financial scores (S_f) of the other financial proposals will be computed as indicated in the formula below for determining the financial scores:

$S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration.

c. Evaluation of Technical and Financial Evaluation

- The lowest evaluated Financial Proposal (F_m) will be given the maximum financial score (S_f) of 100 points. The financial scores (S_f) of the other Financial Proposals will be computed as indicated in the above section (B).
- Proposals will be ranked according to their combined technical (S_t) and financial (S_f) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; $T + P = 1$): $S = S_t \times T\% + S_f \times P\%$.

The firm achieving the highest combined technical and financial score will be selected.

d. Receipt of Earnest Money Deposit

Bidders shall have to deposit an Earnest Money of **Rs. 50,000/-** (Rupees Fifty Thousand only) in the form of a Banker Cheque / Demand Draft obtained in favour of 'State Urban Development Agency', from any scheduled commercial bank at Kolkata.

Bidders are **NOT required to submit** the original Banker Cheque/Demand Draft during the time of bid submission. Instead, bidders are only required to provide a scanned copy of that original Banker Cheque/Demand Draft.

The successful bidder shall be asked to submit the Original Banker Cheque / Demand Draft within 7 days from the date of acceptance of the financial bid.

Bidders must ensure that the original Banker Cheque/Demand Draft towards Earnest Money Deposit (EMD) should be sent **ONLY** by hand delivery to Director, State Urban Development Agency, ILGUS Bhawan, HC Block, Sector III, Salt Lake City, Kolkata-700106. Upon receipt of EMD, receipt of acknowledgement shall be issued from the office of SUDA and bidders may be required to furnish the acknowledgement receipt before SUDA returns the EMD to the bidder. The bidder must ensure that original Banker Cheque/Demand Draft is received by SUDA office before the date stipulated.

NOTE:

- a. If any bidder is exempted from payment of EMD, copy of original EMD exemption document needs to be provided, at the time of on-line submission and also submitted when called for.Award of Consultancy**
- Upon receipt of the EMD and if the same is found in order, a Letter of Acceptance (the "LOA") shall be issued in duplicate, by SUDA to the Selected bidder and the Selected bidder shall, within 7 (seven) working days of the receipt of the LOA, sign and return the duplicate copy of the LOA to the office of SUDA against an acknowledgement thereof.
- In the event the duplicate copy of the LOA duly signed by the selected bidder is not received by the stipulated date, SUDA may, unless it consents to extension of time for submission thereof, the LOA shall stand withdrawn and may consider the second eligible bidder to appoint for the same assignment .

b. Performance Security

- Upon receipt of Letter of Acceptance (LOA) from the SUDA, the selected bidder shall place Performance Security of 10% of the contract value for a period of 12 months in favor of State Urban Development Agency within 3 (three) working days from the date of receipt of LOA. This security shall be in the form of a Performance Bank Guarantee of a Scheduled Commercial Bank at Kolkata.
- The EMD received by SUDA from the selected bidder shall be adjusted with the performance security.
- The Selected bidder shall execute the Agreement within the period of 3 (three) working days from the date of submission of performance bank guarantee and acknowledgement of the LOA at SUDA office. **The selected bidder shall not be entitled to seek any deviation in the Agreement.**
- If the selected bidder fails to submit the Performance Security or fails to sign the Agreement within time unless extended by SUDA at its sole discretion, the LOA shall stand withdrawn and the Performance Security shall also stand forfeited and appropriated by SUDA and SUDA may take other actions as deemed necessary.
- In such an event, the SUDA may invite the second eligible bidder for negotiations and may issue LOA to them.

c. Commencement of Assignment

- The selected bidder shall commence the services as per scope of work within 2 (two) working days from the date of signing of the Agreement. If the selected bidder fails to provide service as specified herein and unless SUDA consents to extension of time thereof, forfeit the Performance Security and SUDA may appropriate the same besides terminating the Agreement.

d. Proprietary data

- All documents and other information provided by SUDA or submitted by a bidder to SUDA shall remain or become property of SUDA. Bidders and the specialists, as the case may be, are to treat all information as strictly confidential. SUDA will not return any Proposal or any information related thereto. All information collected, analyzed, processed or in whatever manner provided by the bidder / specialists to SUDA in relation to the bid shall be the property of SUDA.

e. Intellectual Property Rights

- SUDA shall be the owner of all intellectual property generated by the specialists during the tenure of their association with SUDA. This also implies that the specialists shall not use any of the intellectual property of SUDA, exposed to them during their association with SUDA, for purposes not explicitly identified by SUDA for such use.

f. Fraud and corrupt practices

- The bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the selection process. Notwithstanding anything to the contrary contained in this RFP, SUDA shall reject a proposal without being liable in any manner whatsoever to the bidder, if it determines that the bidder 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 selection process. In such an event, SUDA shall, without prejudice to its any other rights or remedies, forfeit and appropriate the EMD or Performance Security, as the case may be, besides genuine pre-estimated compensation and damages payable to SUDA for, inter alia, time, cost and effort of SUDA, in regard to the RFP, including consideration and evaluation of such bidder's proposal as mutually agreed.
- Without prejudice to the rights of SUDA under clause mentioned above, and the rights and remedies which the SUDA may have under the LOA or the Agreement, if a bidder or the selected bidder, as the

case may be, is found by the SUDA 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 selection process, or after the issue of the LOA or the execution of the Agreement, such bidder or Selected bidder shall not be eligible to participate in any tender or RfP issued by the SUDA during a period of at least 2 (two) years from the date such bidder or specialist, as the case may be, is found by SUDA to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

- For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them:
 - **“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 SUDA, or his/her family member who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA 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 SUDA, 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 Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of the SUDA in relation to any matter concerning the Project;
 - **“fraudulent practice”** means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the selection process;
 - **“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;
 - **“undesirable practice”** means (i) establishing contact with any person connected with or employed or engaged by the SUDA with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the selection process; or (ii) having a Conflict of Interest; and
 - **“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 selection process.

Director

State Urban Development Agency

SECTION – B

TERMS OF REFERENCE OF THE PROJECT

1. INTRODUCTION

As per obligatory function of removing solid waste in municipal towns under Sections 63, 95B, 260, 273 of the West Bengal Municipal Act 1993 and corresponding Sections in the Municipal Corporations' Acts, a number of initiatives have been taken by the State government in Urban Development & Municipal Affairs Department, to ensure that solid waste are collected by the municipal bodies and disposed of scientifically by them.

In the light of importance given to scientific collection and disposal of solid waste, a large number of legislations, advisory notes and guidelines have been issued by different authorities under the State government from time to time keeping conformity with the Solid Waste Management Rule 2016 and Plastics Waste Management Rules 2016. Some of these are:

- 1) Policy and Strategy on Solid Waste Management for Urban Areas of West Bengal, 2017
- 2) Policy and Strategy on Plastics Waste Management for Urban Areas of West Bengal, 2017
- 3) Amendment in the West Bengal Municipal Act for banning using of plastic bags below 50 microns.
- 4) Amendments in the West Bengal Municipal Act, the West Bengal Municipal Corporation Act, the HMC Act and the KMC Act by way of imposing fine on occurrence of littering have been made.

The present state of solid waste disposal in urban areas may be attributed to the model the state has been following so far. This model of solid waste collection and disposal involves awareness generation among the population, expectation of segregation of waste at source, door to door collection by the municipal bodies, intermediate storage of such collected waste, segregation at intermediate storage points, ultimate transportation to the disposal ground and segregation, recycling, processing (Bio-gas, RDF, compost) and finally landfill with the inert residue. The municipal bodies have been directed to collect waste from individual holdings systematically and transport them regularly to the solid waste disposal facility and get them recycled. Considering the manpower and expertise, the ULBs are commonly undertaking the solid waste management activities through collection of waste from generation points, transportation of segregated waste from the intermediate transfer stations to the landfill site to make it technically viable and commercially feasible with the advent of latest technology

The State Government has taken up works for development/improvement of infrastructure facilities like Sewerage System, Water Supply, Solid Waste Management, Transport System, Basic Services to the Urban Poor and creation of other amenities under various State Govt. Programs/schemes and Central Govt. funded and Externally Aided projects.

In the light of the above, it is realized that for successful and sustainable implementation of these activities extensive public awareness is very much essential. Hence, State Government decided to select an expert agency for development of IEC materials and capacity building plan for awareness generation on Solid Waste Management and Water Conservation in the urban areas of West Bengal.

2. OBJECTIVES OF THE ASSIGNMENT

The objectives for this project are as follows:

- Development of a communication/ media concept plan for public awareness.
- Designing and content development of IEC materials for different stake holders.

- State Level and City Level Training and Capacity Building for implementation of SWM.
- Conducting exposure visit on best practices of solid waste management and water conservation.

3. SCOPE OF WORK

The Selected agency will develop IEC plan and Implement related training & capacity building programme in the urban areas of West Bengal following the guidelines of Waste Management Rules, 2016.

A. Development of the communication/ media plan

• Situation Studies and Analysis:

Agency will undertake a sample survey of individuals, with a view to understand current awareness and perceptions about SWM, questions in their minds, preferred channels of information and media consumption patterns, etc. The survey will seek to cover the residential areas including slums, commercial areas, etc. The team will also interact with the concerned officials, technical consultants, and others to understand the physical status of the system, compliance, etc. These aspects would be the basis of the content of the communications and messaging. The situation analysis report will present the findings about the current mindsets of various identified stakeholders, including civil society, media, and corporate.

• Development of Comprehensive Information, Education and Communication (IEC) Plan:

The Communication Plan will be developed based on the situation analysis, and will present the IEC needs for various stakeholders, the core messaging and appropriate methods for communication with them, potential opportunities and risks, and how to address them. The agency will develop the communication plan through participatory approach.

The plan will suggest the key message to be delivered to various stakeholders. The content of these messages for various stakeholders will also be delivered. The plan will also propose the media strategy and outreach activities to be undertaken over the next few weeks and months, linked to the key milestones of implementation.

Plan will also suggest the preferred materials for communicating the messages. The communication mechanism has to be different for different stakeholders and in situ situation. The direct, print media, social media and other audio visual aids will be suggested for various stakeholders as involved.

The draft plan will be shared with concerned officials of SUDA for their comments and necessary suggestion for finalisation.

The plan will be in English.

• Develop the creative assets and ongoing creation and addition of new content on a regular basis, including the following (indicative) materials in Bengali, English, Hindi, Urdu, Nepali as required:

- Email and text messages
- Radio jingles
- Cinema slide ads
- Audio-Visuals/ short film.
- Leaflets
- Brochures
- Booklets
- Posters
- Hoardings and digital advertisement
- Banners
- Standees
- Bus panels
- Bus shelter panels
- Digital display content
- Social Media platform and management
- Website and management

- **Capacity Building**

Selected agency will provide capacity building plan for state and ULB level authority in delivering service related to IEC and

- Organize ToT at state level/district level for capacity building on delivering services related to IEC.
- Organise workshop with Micro Planners for development and execution of Communication Plan.
- Organise workshop with departmental engineers/urban planners

- **Exposure visit**

Selected agency will make arrangement for state level and national level exposure visit for the state/ city level elected representatives and officials.

- B. **Rolling out of the communication/ IEC plan**

The agency will coordinate with Micro Planning Organizations & ULBs in rolling out the communication/ IEC plan in all municipal towns.

The various activities to be performed by the agency during this handholding and roll out phase are:

- **Briefing meetings**

One-to-one briefing meetings, formal meetings etc will be arranged with communication team, key decision-makers and opinion leaders in the city, including elected representatives and leaders to gauge the prevalent status.

- **Training of outreach team**

Agency will provide training on various aspects of SWM and ways to conduct an extensive outreach campaign for face to face promotion of SWM messaging. Agency will conduct orientation on the content, approach, and logistics of the outreach campaign, and delivery of feedback to the appointed field staffs. Agency will also prepare training modules for all such activities.

- **Coordination of outreach campaign including:**

Agency will coordinate and guide the entire outreach campaign done by the communication team as per the communication plan developed, overseeing their interventions as:

- a. Targeted outreach in residential areas and door to door
- b. Outreach to schools and colleges
- c. Events in each zone and city level
- d. Regular social media updates, including Twitter and Facebook
- e. Website updates
- f. Placement of hoardings, banners, standees
- g. Close engagement with relevant civil society groups to keep them proactively informed and to gain from their inputs and feedback.

- **Monitoring of the effectiveness of the system**

A monitoring mechanism will also be developed to check the efficacy of the communication strategy,

4. **TIME – FRAME**

It is expected that duration of assignment will be initially for a period of one year. The tenure may be extended for another year after reviewing performance of the specialists and availability of funding.

5. **TEAM COMPOSITION**

Based on the scope of work and deliverables, the agency shall mobilize a competent team with sufficient number of human resources as described in Table below to successfully accomplish the agreed upon deliverables for the assignment. The agency shall be responsible for managing the necessary logistics including space for sitting, furniture, fixtures, desktops/laptops and requisite softwares.

Detailed CVs of each and every specialist should be provided in the format provided in Annexure B No. II. Required Qualifications and experience of specialists are given in the table below.

Desirable qualification of specialists:

Sl. No.	Name of Post	Qualification & Experience
1	Waste Management Expert	Education: Post Graduate degree in <u>Civil/engineering</u> from recognized university Experience: 3-5 yrs. experience to advise and train staff in municipal solid and liquid waste management, and resource mobilization, public private partnerships etc. Fluency in English and Bengali
3	IEC/ Communication	Education: Post Graduate in Mass Communication from recognized university. Experience: Have at least 3-5 yrs. experience in designing and managing IEC activities preferably in Urban sector and in solid waste management. Have a broad range of experience in public awareness for relevant stakeholders. Fluency in English and Bengali.
4	2 (two) Senior Research Associates	Education: Graduate in Social Science/ Mass Communication Subjects Experience: At least 3-5 years of working on urban sector projects at State level. Other Qualifications: Fluency in English and Bengali

Team leader will be single point of contact for coordination with SUDA.

For all the positions, those with prior experience of working in the State of West Bengal and those with basic ability to communicate in Bengali shall be preferred.

6. Deliverables and Timelines:

Based on the scope of work, the deliverables expected of agency during the one year contract period are outlined below.

Sl. No.	Item	Timeline – T (issue of work order)
A	Development of IEC/ communication Plan	
	Perception Survey	T+20 days
	Development of Communication Plan& submission of draft plan	T+45 days
	Submission of final plan	T+ 55 days
B	IEC content development (1 st Phase)	T+65 days
C	Capacity Building, content development , training, exposure visit, hand holding support and for outreach etc.	300 days

Inception report

7. Payment-linked Deliverables

Sl. no	Budget Item	Payment terms
A.	Submission of perception survey report	5%
B.	Submission & acceptance of draft IEC/communication Plan	10%
C.	Submission & acceptance of Final IEC/communication Plan	10%
D.	Development and acceptance of IEC content (1 st Phase)	5%
E.	Upon the performance of the activities- Capacity Building, Exposure visit, Hand holding support for outreach etc as per plan.	Bi-monthly 14% for 10 months.

8. Payment Schedule:

Payment shall accrue on the last working day of each month for which the agency has worked against the deliverables submitted till such time (and for which payments have not been made at the time). Deliverables will be deemed approved after 30 days in case no comments from SUDA are received by then.

Director

State Urban Development Agency

Annexures

Annexure – A:

I. Covering Letter

(To be written on the letterhead of the Bidder)

{Location, Date}

To

The Director, State Urban Development Agency
ILGUS Bhawan, HC Block, Sector – III, Bidhan Nagar
Kolkata – 700 106

Madam/ Sir,

We, the undersigned, wish to participate in the bid process for **“Selection of an expert agency for development of IEC materials and capacity building plan for awareness generation on Solid Waste Management and water conservation in the urban areas of West Bengal”** in accordance with your Request for Proposal dated.....We are hereby submitting our Proposal, as per the specified format.

Where by 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 SUDA.
- 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 RFP.
- d. We meet the eligibility requirements as defined in RFP.
- e. In competing for (and, if we are selected) the bid, we undertake to observe the laws against fraud and corruption, including bribery as per RFP.
- 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 Scheduled Commercial Bank before the award of work.

We undertake, if our Proposal is accepted and the Agreement is signed, we start the work no later than the date as specified by SUDA.

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

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): _____

II. Name of specialists/ experts proposed for the assignment with CV summary

Sl. No.	Specialists/ Experts	Name	Age	Educational Qualifications	Experience (in years)		
					Total	Relevant	IEC Projects under SBM
1.	Waste Management Expert						
2.	IEC/ Communication Expert						
3.	Senior Research Associate						
4.	Senior Research Associate						

III. CA Certificate of Annual Turnover of last 3 Years

1. Name of Organization:

2. Summary of Turnover generated on the basis of the audited financial statement of the last 03 (three) financial years.

	2016-17 (Rs. In Lakh)	2017-18 (Rs. In Lakh)	2018-19 (Rs. In Lakh)
Annual Turnover			

Average Annual Turnover is XXXX (Rs in Lakh)

Signed by a Practicing Chartered Accountant

Name:

Registration No.:

Name of the Organization with Seal

Date _____

Note: This form is required to be certified by a practicing Chartered Accountant

IV. Statement of Legal Capacity

(To be forwarded on the letterhead of the entity submitting the Proposal)

Reference No. -----

Date: -----

To,
The Director,
State Urban Development Agency (SUDA)
ILGUS Bhawan, HC Block, Sector III, Salt Lake City,
Kolkata - 700106,
West Bengal, India.

Sub: Submission of proposal for Selection of an expert agency for development of IEC materials and capacity building plan for awareness generation on Solid Waste Management and Water Conservation in the urban areas of West Bengal

Madam,

This is with reference to the advertisement issued vide Memo no. SUDA-..... dated2019 inviting proposal for Selection of an expert agency for development of IEC materials and capacity building plan for awareness generation on Solid Waste Management and Water Conservation in the urban areas of West Bengal, we have read and understood the contents of the Invitation for proposal and the advertisement and pursuant to this hereby confirm that:

We satisfy the eligibility criteria laid down in the Tender notice.

We have agreed that (insert individual's name) will act as our representative and has been duly authorized* to submit the proposal.

Yours faithfully,

Authorised Signatory

For and on behalf of (Name of the Organisation)

**Please attach a true copy of the Letter of Authorization / Board resolution certified by the authorized Signatory for the individual bidding company.*

V. Statement of any Indictment

(By any Income Tax, Sales Tax, Customs and Excise Authorities and other Regulatory Authorities) (To be forwarded on the letterhead of the interested entity submitting the Proposal)

Date:

To,

The Director,

State Urban Development Agency (SUDA),

ILGUS Bhawan, HC Block, Sector III,

Salt Lake City, Kolkata - 700106,

West Bengal, India

Madam,

We solemnly declare that there has been no conviction by a court of law or indictment or adverse order or investigation or charge sheet by an Organisation of the Government, any income tax, sales tax, customs, excise authorities and other regulatory authorities including but not limited to Reserve Bank of India (RBI) and Securities Exchange Board of India (SEBI) against us or our Promoter Group.

We have not been declared ineligible by the Government of India or any State / UT / Local Government for corrupt and fraudulent practices or blacklisted by them.

Yours faithfully,

Signature(s) of Applicant(s)

Seal of applicant Name:

Designation:

VI. Power of Attorney

Know all men by these presents, We, _____ (name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr. / Ms. _____ Son / daughter / wife and presently residing at _____ who is presently employed with / retained by us and holding the position of _____ as our true and lawful attorney (hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for **Selection of an expert agency for development of IEC materials and capacity building plan for awareness generation on Solid Waste Management and Water Conservation in the urban areas of West Bengal**, including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conference and providing information / responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Proposal for the said consultancy job and/or upon award thereof to us till the entering into of the Agreement with the Authority.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, _____ THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS _____ DAY OF _____, 2019.

For (Signature, Name, Designation and Address)

Witnesses:

1) _____

2) _____

Notarised

Accepted (Signature, name designation and address of the Attorney)

Notes:

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the

**VII. SELF-DECLARATION OF THE ORGANIZATION REGARDING NO FIR, DEFAULT INQUIRY
BLACKLISTED AGAINST THEM**

To
The Director,
State Urban Development Agency (SUDA),
ILGUS Bhawan, HC Block, Sector III,
Salt Lake City, Kolkata - 700106,
West Bengal, India
Madam,

In response to this RfP document I/We hereby declare that presently our
organization.....(name of
organization) is

having unblemished record and is not have FIR lodged against them, default Inquiry,
blacklisted by any State, Centre Government or any other public sector undertaking or a Corporation/
autonomous body on the date of RfP submission.

If this declaration is found to be incorrect then without prejudice to any other action that may
be taken, my/ our security may be forfeited in full and the award of work contract if any to the extent
accepted may be cancelled and other necessary action will be taken accordingly.

Thanking you,

Name of the Organisation:

Authorized Signatory:

Seal of the Organization:

Date:

Place:

Annexure – B:

I. Curriculum Vitae (CV) for Proposed Specialists

NAME OF THE POSITION:				
NAME OF EXPERT:				
DATE OF BIRTH:				
NATIONALITY:				
EMPLOYMENT STATUS:				
EDUCATION:	[year]	[name of institution and degree]		
MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS/SOCIETIES:				
OTHER TRAINING				
COUNTRIES OF WORK EXPERIENCE:				
LANGUAGES		Speak	Read	Write
	English			
	Bengali			
	Hindi			
PROFESSIONAL BACKGROUND				
[description]				
EMPLOYMENT RECORD (Starting With Present Position, List In Reverse Order Every Employment Held)				
[year(s) starting with present]	[employer]			

position]		
PROFESSIONAL EXPERIENCE		
Details assigned:	task	Name of the assignment/ project:
		Year:
		Location:
		Client:
		Position held:
		Activities Performed:
		Name of the assignment/ project:
		Year:
		Location:
		Client:
	Position held:	
	Activities Performed:	

Certification:

I, the undersigned, certify to the best of my knowledge and belief that:

- (i) This CV correctly describes my qualifications and experience;
- (ii) I am/am not in regular full time employment with the Bidder/Sub-Consultant;
- (iii) In the absence of medical incapacity I will undertake this assignment for the duration and in terms of the inputs specified for me in the Technical Bid provided team mobilisation takes place within the validity of this Bid or any agreed extension thereof.

I understand that any willful misstatement herein may lead to my disqualification or dismissal, if engaged.

[Signature of expert or authorised representative]

[Name of Expert/Authorized signatory]

Date:

Place:

II. Approach and Methodology

In this section, the bidder is expected to provide a description of the overall approach and methodology proposed for carrying out the tasks proposed in this assignment. The overall length of this section should not exceed twenty pages, and may cover the following aspects:

- a. Comments on the terms of reference: This would include an appreciation of the terms of reference, and an understanding of what is expected as the overall result of the exercise, and salient considerations to be had.
- b. Management competency: This should highlight how the bidder proposes to maintain quality and timeliness of deliverables, apart from managing performance issues
- c. Approach & methodology: This should highlight the understanding of the issues, problem, functionalities and the approach and solutions proposed by the bidder
- d. A work plan represented as a Gantt chart or a similar form

Annexure –C: Financial Proposal Submission Form

To

[Location, Date]

The Director,
State Urban (SUDA),
ILGUS Bhawan, HC Block,
Sector III, Salt Lake City,
Kolkata - 700106,
West Bengal, India.

Subject: Submission of Financial Proposal for "Selection of an expert agency for development of IEC materials and capacity building plan for awareness generation on Solid Waste Management and Water Conservation in the urban areas of West Bengal" .

Sir/ Madam,

We, the undersigned, offer to provide the consulting services for **[Insert title of assignment]** in accordance with your Request for Proposal dated **[Insert Date]** and our Technical Proposal. Our Financial quote as detailed out in the Price Bid Form is the sum of **[Insert amount(s) in Rupees in words and figures]**.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in **"Sub-section 4: Timeframe"** of **"Section B: Description of The Project"** of the Request for Proposal.

No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Contract execution.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant:

Address:

Price Bid Form

S. No.	Particulars	Total in INR (for 1 year)
1.	Development of IEC/ communication Plan	
2.	IEC content development	
3.	Capacity Building and Exposure visit	
4.	Hand holding support for outreach	
5.	Any other	
6.		
7.		
Total		
(Total in words)		