

# **Khandala Nagarpanchayat**

## **Invites Request**

## **For Proposal**

## **For**

Appointment of an Agency to Conduct Various Activities of Information Education and Communication (IEC) AND Capacity Building Under Swachh Bharat Mission 2.0 In **KHANDALA Nagarpanchayat**

## **Khandala Nagarpanchayat**

KHANDALA Nagarpanchayat Head Office, At post KHANDALA

Tal Khandala , Maharashtra 412802

Email: - [cokhandala12@gmail.com](mailto:cokhandala12@gmail.com)

**Phone No: 02169-252212**

**E-Tender Notice**

Online bids are invited for following Work. Tender forms may be purchased online by the Bidder, having relevant experience.

S.No.	Particulars	Details												
1.	Name of the Employer	KHANDALA NAGARPANCHAYAT												
2.	Name of Work	Appointment of an Agency to Conduct Various Activities of Information Education & Communication (IEC) Under Swachh Bharat Mission 2.0 in KHANDALA NAGARPANCHAYAT for a Period of One Year												
3.	Earnest Money Deposit (EMD)	<b>Rs.25000/- (Rupees twenty five Thousand only)</b> in the form of FDR/ BG issued from Nationalized/Scheduled Bank of India or can transfer in the form of ONLINE in Favor of <b>Chief Office</b> KHANDALA COUNCIL <b>Mode of Payment – ONLINE ONLY</b>												
4.	Proposal validity	180 days from the last date of submission of bid												
5.	Mode of submission of the bid	Online												
6.	Downloading bid documents from	<a href="http://mahaetender.gov.in">http://mahaetender.gov.in</a>												
7.	Schedule of bidding process	<table border="1"> <thead> <tr> <th>Sr.No.</th><th>Event Description</th><th>Date and Time</th></tr> </thead> <tbody> <tr> <td>a)</td><td>Sell of bid/RFP document</td><td>08/07/2025 Time :11:00 Am</td></tr> <tr> <td>b)</td><td>Bid Submission due date</td><td>14/07/2025 Time:5:30 PM</td></tr> <tr> <td>c)</td><td>Opening of the Bid Document</td><td>17/07/2025 Time:3:00 pm</td></tr> </tbody> </table>	Sr.No.	Event Description	Date and Time	a)	Sell of bid/RFP document	08/07/2025 Time :11:00 Am	b)	Bid Submission due date	14/07/2025 Time:5:30 PM	c)	Opening of the Bid Document	17/07/2025 Time:3:00 pm
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8.	The Employer's representative is:	KHANDALA NAGARPANCHAYAT												
	E-mail:	<a href="mailto:cokhandala12@gmail.com">cokhandala12@gmail.com</a>												
9.	Project Duration	One year which can be extended on satisfactory performance												
10.	Method of Selection	<b>L1: Lowest cost-based selection</b>												
11.	Undertaking the work	Within 7 days from the date of Agreement												
12.	Currency	Bidders must express the price of work in India Rupees (₹).												
13.	Taxes	The bidder has to quote the financial excluding all taxes and GST												

**Note:**

The bidder shall have to submit their bids online and upload the relevant documents from as per key schedule (Key details)

1. Tender Document and other details shall be available on: - Website- <http://mahaetender.gov.in> Earnest money to be submit by DD only
2. Amendment to Notice Inviting Tender, if any would be published on website <http://mahaetender.gov.in>

**Chief Officer**  
**Khanda Nagarpanchayat**

**KHANDALA NAGARPANCHAYAT(KNP)**

Invites E-Tender from interested bidders. The interested bidders can download the Tender document from KNP website <http://mahaetender.gov.in> free of cost. Hon. Chief Officer of KNP reserves the rights to accept/reject any Tender without assigning any reason thereof.

**Chief Officer ,**

**KHANDALA NAGARPANCHAYAT**

**KHANDALA , Maharashtra -**

**Email ID: [cokhandala12@gmail.com](mailto:cokhandala12@gmail.com)**

INDEX	
KHANDALA Nagarpanchayat.....	1
KHANDALA Nagarpanchayat Head Office, At post KHANDALA Tal .....	1
KHANDALA , Maharashtra - ----- ---- Email: - NPKHANDALA @GMAIL.COM .....	1
KHANDALA , Maharashtra -.....	3
<b>STANDARD DEFINITIONS</b> .....	6
<i>A. Instructions to Bidder</i> .....	7
<b>1. Notice Inviting Bids</b> .....	7
<b>2. Objective</b> .....	7
<b>3. Scope of Work</b> .....	8
<b>4. Eligible Bidder</b> .....	9
<b>5. Issue of Bid Document</b> .....	10
<b>6. Conflict of Interest</b> .....	10
<b>7. Content of Bidding Documents</b> .....	11
<b>8. Amendment of Bidding Document</b> .....	11
<b>9. Cost of Bidding</b> .....	11
<i>B. Preparation of Bids</i> .....	11
<b>1. Language of Bid</b> .....	11
<b>2. Document Comprising the Bid (Two Bid System)</b> .....	12
<b>3. Bid Form and Prices Schedule</b> .....	13
<b>4. Bid Prices</b> .....	13
<b>5. Currencies of Bid</b> .....	14
<b>6. Documents Establishing the Eligibility of the Bidder</b> .....	14
<b>7. Period of Validity of Bids</b> .....	14
<b>8. Earnest Money Deposit (EMD)</b> .....	14
<b>9. Bid Security against the Work:</b> .....	14
<b>10. Forfeiture of EMD</b> .....	14
<b>11. Forfeiture of Security Deposit against Work</b> .....	15
<b>12. Alternative Proposals of Agency</b> .....	15
<b>13. Format and Signing of Bid</b> .....	15
<b>14. Format and Signing of Bid-Mandatory Submission of Presentation.</b> As a part of the pre-bid process, all prospective bidders are mandatorily required to submit a detailed presentation on their proposed approach for the execution of the project. ....	15
<i>C. Submission and Opening of Bids</i> .....	16
<b>1. Sealing and Marking of Bids</b> .....	16
<b>2. Deadline for Submission of Bids</b> .....	16
<b>3. Late Bids</b> .....	16
<b>4. Withdrawal, Substitution, and Modification of Bids</b> .....	16
<b>5. Bid Opening</b> .....	16
<b>6. Award of contract and signing of contract agreement</b> .....	17

<b>7. Terms of Payment</b> .....	17
<b>8. Miscellaneous Conditions</b> .....	17
<i>D. Envelop 1: Technical Bid</i> .....	19
<b>Annexure A</b> .....	19

## STANDARD DEFINITIONS

1. **“Addendum”** means the clarification issued against the bidder’s query placed before the employer in writing before or during the pre-bid meeting. It may be release in form of addendum or corrigendum.
2. **“Agency”** means a Firm registered under Company’s Act 2013, LLP act 2008, Partnership firm, Not for Profit Organization (NGO), Self Help Group (SHG) or a Proprietorship firm, providing services under Waste Management, Capacity Building, Health Hygiene, Awareness, Sanitation etc.
3. **“Authority”** here refers with KHANDALA NAGARPANCHAYAT or KHANDALA ((KNP)).
4. **“Bidder”** means any entity or person or associations of person or organization who have been requested to submit their proposals that may provide or provides the Services to the Employer under the Contract.
5. **“Employer”** means the KHANDALA NAGARPANCHAYAT who have invited the bids for the services and/ or with which the selected Bidder signs the Contract for the Services and to which the selected bidder shall provide services as per the terms and conditions and TOR of the contract.
6. **“Government”** means the Government of India/State/Local Government here it refers to KHANDALA MUNICIPAL COUNCIL.
7. **“Instructions to Bidders”** means the document which provides Bidders with all information needed to prepare their proposals.
8. **“INR”** means Indian Currency (Rupee).
9. **“LOI”** means the Letter of Intent being sent by the Employer to the bidders.
10. **“Project information”** means information to Bidders for project planning and financial analysis.
11. **“RFP”** means the Request for Proposal prepared by the Employer for the selection of Bidders.
12. **“Job”** means the work to be performed by the Bidder pursuant to the Contract.
13. **“Terms of Reference”** (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Employer and the Bidder, and expected results and deliverables of the Assignment/ job.
14. **“(KNP)”** means KHANDALA MUNICIPAL COUNCIL.
15. **“ULB”** means Urban Local Body.

## A. *Instructions to Bidder*

### 1. Notice Inviting Bids

The Chief Officer, KHANDALA NAGARPANCHAYAT invites sealed bids from competent Bidder for Appointment of an Agency to conduct various activities of Information Education and Communication (IEC) under Swachh Bharat Mission 2.0 in KHANDALA NAGARPANCHAYAT jurisdiction.

KNP intends to invite offers from interested Qualified Professionals, Firms for Appointment of an Agency to conduct various activities of Information Education Communication (IEC) under Swachh Bharat Mission 2.0 in KHANDALA Municipal COUNCIL.

The approximate cost of the project is Rs. 25 Lakh.

### 2. Objective

- 2.1 To comply with the Solid Waste Management Rules 2016, Plastic Waste Management Rules 2016, Swachh Survekshan, and National Behaviour Change and Communication Framework for Garbage Free Cities of Swachh Bharat Mission-2.0.
- 2.2 To spread awareness among citizen of KNP in order to accomplish goals under SWM Rules 2016, PMW Rules, Swachh Survekshan, National Behaviour Change and Communication Framework for Garbage Free Cities of Swachh Bharat Mission-2.0 and other work related to Solid Waste Management Department.
- 2.3 The main objective of this project is to achieve 100% door to door collection in a segregated form (Wet, Dry, Sanitary & Domestic Hazardous).
  - i. 100% Elimination of Garbage vulnerable points, Dumper placer bins, R.C. bins, open urination point, open defecation point, red spot and other open dumping points.
  - ii. Organize training and capacity building of Sanitary workers/Staff members
  - iii. Organize community awareness programs.
  - iv. Regular Monitoring of No Manual Scavenging.
  - v. Prevention of Pollution in water sources.
  - vi. Ensuring cleanliness and hygiene in public places.
  - vii. Development of Information, Education and Communication Strategies for maintaining cleanliness and hygiene in the city.

- viii. Assist (KNP) in Swachh Survekshan/other competitions and getting best rank/recognition for its best practices.

### 3. Scope of Work

As part of the bid, the Bidder shall have to provide services for various IEC activities. It will include On field Awareness Activities - Flashmob, Plogrun, Mass Rally, Shramadan, March, Cleanliness Drive, Pledge Campaign, Mascot, Swachh Ranking, Social Media, Zero Waste Function, Swachhata App, Organizing Competition, Citizens Feedback, Swachhata Karmchari Sanman, Atmanirbhar Ward Demonstration, Social & Digital Media Creatives, Promotion of Activities on Mass Media Platform with qualified team support along with all other related requirement equipment.

#### **Scope of work for Agency includes the following:**

- 3.1 The shortlisted bidder will provide IEC activity as per scope of work.
- 3.2 KNP will provide IEC calendar to carry out IEC activity.
- 3.3 KNP will provide Banner, Pamphlet other than included in scope of work. This type of material as per requirement of activities within the promotion of IEC.
- 3.4 Bidder has to provide monthly activity report to concern Municipal Officer.
- 3.5 KNP will not pay any advance to do IEC Activity work.
- 3.6 The shortlisted bidder will provide script, manpower, material for the activities. Based upon the citizen responses KNP will guide for selection of area & services for the same.
- 3.7 Bidder will identify, Garbage Vulnerable points, D.P. bins, R.C bins, Open defecation point, yellow point and red points, also prepare work plan to eliminate these points in co- ordination with (KNP) as well as monitor these points on regular basis.
- 3.8 Bidder will ensure segregated (Wet, Dry, Sanitary, Domestic Hazardous) collection of solid waste at source as per the latest toolkit of Swachh Bharat Mission 2.0 and latest MOHUA guidelines.
- 3.9 Bidder will develop a dashboard / portal on its own expense for real-time monitoring of user fee collection, IEC activities and attendance of the employees. The dashboard report along with monthly reports will be submitted by the Bidder in (KNP) for monthly payments.
- 3.10 Capacity Augmentation of Nagarpanchayat field staff/Members.
- 3.11 Promotion of Decentralized waste treatment facility and 5 R (Refuse, Reduce, Reuse, Recycle and Recover) concept in work area.



- 3.12 Bidder will report the identified gaps to (KNP) regarding segregated collection of Municipal Solid Waste, cleaning and maintenance of transfer station, cleaning and maintenance of all the public and community toilets, urinals and sanitation work of the work area on daily basis.
- 3.13 Bidder will undertake thematic cleanliness drives as per the guideline of Swachh Bharat Mission (Urban) in all slum and residential areas, schools, main markets, bus stations, railway stations, parks, hospitals, restaurants and religious places of KHANDALA NAGARPANCHAYAT Concessionaire will report the identified gaps to (KNP) and assist in monitoring of Primary collection and cleanliness status of work area i.e. door to door collection in assign wards, collection and removal of road side waste dumps, Emptying and cleaning of litter bins, cleaning of drains and back-lanes.
- 3.14 Bidder will Plan and run extensive drives to make a plastic free work area should also be planned.
- 3.15 Bidder will assist (KNP) in identifying informal rag pickers and submit a plan for inclusion of these rag pickers in formal system for their sustainable livelihood.

#### **4. Eligible Bidder**

This invitation to bid is open to all Bidders who satisfy the technical and financial qualification criteria as per the tender document.

- 4.1 Bidder should have experience of conducting Swachh Bharat Mission related public awareness work Municipal Councils.
- 4.2 The Bidder must have Empanelment with any State Government to Provide Software or IT, ITES related Services.
- 4.3 GST Certificate.
- 4.4 ROC/Certificate of Shop & Establishment Registration update.
- 4.5 Professional tax enrollment certificate.
- 4.6 Employees' Provident Fund (EPF) Registration.
- 4.7 Last 3 years (2021-22, 2022-23, 2023-24) CA certified showing minimum average turnover of Rs. 1 Crores. (Turnover certificate can be attached for financial year 2023-2024).
- 4.8 Copy of Certificate of in COUNCIL; Partnership deed/Registration certificate.

- 4.9 The Bidder should not be blacklisted/debarred from any Nagarpanchayat or government organization.
- 4.10 JV/Consortium and subcontracting is allowed.

## 5. Issue of Bid Document

- 5.1 Tender document will be available from the website <http://mahaetender.gov.in>  
Interested Bidder shall quote the tender for the above-mentioned subject at <http://mahaetender.gov.in>
- 5.2 The Bidder shall deposit and keep deposited with the KNP, an Earnest Money Deposit (EMD) equal to Rs. 25000 and shall be payable through Online only.
- 5.3 The Bid Document is not transferable. Only the Bidder, who has purchased the bid document online, shall be entitled to participate in the bidding process.

## 6. Conflict of Interest

- 6.1 KNP considers a conflict of interest to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations, and that such conflict of interest may contribute to or constitute a prohibited practice under KNP's Anticorruption Policy.
- 6.2 In pursuance of KNP's Anticorruption Policy's requirement that Bidder observe the highest standard of ethics. KNP will take appropriate actions, if it determines that a conflict of interest has flawed the integrity of any procurement process. Consequently, all Bidders found to have a conflict of interest shall be disqualified.
- 6.3 A Bidder may be considered to be in a conflict of interest with one or more parties in this bidding process if, including but not limited to:
  - i. Have controlling shareholders in common; or
  - ii. Receive or have received any direct or indirect subsidy from any of them; or
  - iii. Have the same legal representative for purposes of this Bid; or
  - iv. Have a relationship with each other, directly or through common third parties, that puts them in position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of KNP regarding this bidding process; or

- v. A Bidder participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which it is involved.
- vi. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one bid; or
- vii. A Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the goods and services that are the subject of the bid".

## **7. Content of Bidding Documents**

- 7.1 Any Addendum/ Corrigendum issued by KNP shall be the part of RFP document. Thus, the Bidder shall duly acknowledge receipt of the addenda and shall place the addenda issued, duly signed by the authorized signatory, in the relevant place in their tender.
- 7.2 The Bidder is expected to examine carefully the contents of the RFP documents. Failure to comply with the requirement of bid submission will be at the Bidder's own risk.

## **8. Amendment of Bidding Document**

- 8.1 At any time prior to the deadline for submission of the Bids, KNP may amend the RFP Document by issuing addenda.
- 8.2 Any addendum issued shall be part of the RFP Document and shall be communicated in writing online at <http://mahaetender.gov.in> to all who have obtained the Bidding Document.
- 8.3 To give prospective Bidder reasonable time in which to take an addendum into account in preparing their Bids, KNP may, at its discretion, extend the deadline for the submission of the Bids.

## **9. Cost of Bidding**

The Bidder shall bear all costs associated with the preparation and submission of his bid and KNP will in no case be responsible or liable for those costs.

### ***B. Preparation of Bids***

#### **1. Language of Bid**

The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the KNP, shall be written in Marathi or English language. Supporting documents and printed literature that are part of the Bid may be in another language provided they are

accompanied by an accurate translation of the relevant passages in the language Marathi or English, in which case, for purposes of interpretation of the Bid, such translation shall govern.

## **2. Document Comprising the Bid (Two Bid System)**

2.1 The Bid shall comprise Two (2) envelopes submitted online simultaneously, one containing the requisite EMD and Technical Proposal and the second Financial Proposal (Online only), the bidder shall pay the EMD through online only along with copy of technical documents online only. The amount for Earnest Money deposit receipt should be uploaded with the tender document along with technical bid. Price Bid/ financial offer should be submitted online, in case of manual submission of Price Bid, it will be rejected.

### **a. ENVELOPE-1 (Technical Proposal):**

Should contain all the technical specification/Brochure quoted along with all the information asked in the E-TENDER (RFP) document which shall be used to consider technical qualification of the Bidder. This Envelope should not contain any price information.

### **b. ENVELOPE-2 (Financial Proposal):**

Price Bid should be uploaded separately with all documents related with financial matter. The bids will be also evaluated on technical scores. In order to qualify for financial bid opening, the Agencies must fulfill envelop-1 documents. Financial bids of all technically qualifying parties will be opened. Tender award will be on the basis of L1 price quote. The L1 party may be called for negotiations, if negotiations result unsatisfactory then, the L2 party will be called and so on.

2.2 Technical Proposals will be opened online at <http://mahaetender.gov.in> the specified address, date and time. The Financial proposals shall remain sealed and will be held in custody on online portal. The Technical Proposals will be evaluated. No amendments or changes to the Technical Proposals will be permitted once bid get validated online. Technical Proposals, which does not conform, to the specified requirements will be rejected as deficient Bids.

2.3 Financial Proposals of technically qualified Bidder will be opened online as per key dates at the specified date and time. The Financial proposals will be evaluated and the Contract will be awarded to the Bidder who's Bid has been determined to be the lowest evaluated substantially responsive Bid.

2.4 The Technical Proposal shall contain the following:

- i. The Bidder should have four 4 Work Order of conducting Swachh Bharat Mission related public awareness work Municipal Councils.
- ii. The Bidder must have Empanelment with any State Government to Provide Software or IT, ITES related Services.
- iii. GST Certificate.
- iv. ROC/Certificate of Shop & Establishment Registration update.
- v. ISO Certificate.
- vi. Professional tax enrollment certificate.
- vii. Employees' Provident Fund (EPF) Registration.
- viii. Last 3 years (2021-22, 2022-23, 2023-24) CA certified showing minimum average turnover of Rs. 1 Crores. (Turnover certificate can be attached for financial year 2023-2024).
- ix. Copy of Certificate of in COUNCIL; Partnership deed/Registration certificate.
- x. The Bidder should not be blacklisted/debarred from any Nagarpanchayat or government organization.

2.5 The Financial proposal shall contain the following:

Financial proposal Submission Sheet filled online only. The List of IEC Activities is given

### **3. Bid Form and Prices Schedule**

The Bidder shall quote the rates online only.

### **4. Bid Prices**

- 4.1 The Bidder is expected to work out their own rates, considering different aspects of scope of work. This includes all requirements under the Bidder responsibilities for performing different tasks and, what so required by the bidding documents, the acquisition of all permits, approvals and licenses, etc, training services and such other items and services as required to perform as per scope of work specified in the bidding documents, all in accordance with the conditions of the Contract.
- 4.2 The price of the services quoted should be on the basis of delivery at KNP including all customs duties and taxes, Entry tax, transportation, packaging, transit insurance and other taxes payable by the Bidder under the Contract.

- 4.3 The price to be quoted in the financial proposal Submission format including any discounts offered.

## **5. Currencies of Bid**

Prices shall be quoted in Indian Rupees.

## **6. Documents Establishing the Eligibility of the Bidder**

To establish their eligibility Bidder shall complete the eligibility documents as required.

## **7. Period of Validity of Bids**

- 7.1 Bids shall remain valid for the period of 180 (One eighty) days after the bid submission deadline date prescribed by KNP. A Bid valid for a shorter period shall be rejected by KNP as non-responsive.
- 7.2 In exceptional circumstances, prior to the expiration of the bid validity period, KNP may request Bidder to extend the period of validity of their Bids. The request and the responses shall be made in writing. If validity of their Bids is extended the Earnest Money Deposit (EMD) shall also be extended for a corresponding-period. A-Bidder may refuse the request without forfeiting its Earnest Money Deposit (EMD). A Bidder granting the request shall not be required or permitted to modify its Bid.

## **8. Earnest Money Deposit (EMD)**

- 8.1 The Agency shall deposit and keep deposited with the KNP, an Earnest Money Deposit (EMD) equal to Rs. 25000/-
- 8.2 The Earnest Money Deposit (EMD) of the unsuccessful Bidder shall be returned as promptly as possible once the successful Bidder has signed the contract and furnished the Performance Security.
- 8.3 The Bidder will have to pay EMD by online only. The Bid shall be summarily rejected if it is not accompanied by the EMD.
- 8.4 The failure or omission to deposit the Earnest Money Deposit with the bid shall disqualify the Agency and such disqualified Agencies shall be excluded from its consideration in bidding process.

## **9. Bid Security against the Work:**

NA

## **10. Forfeiture of EMD**

- 10.1 If a Bidder withdraws its Bid during the period of bid validity.

10.2 If the successful Bidder fails to:

- a. Sign the Contract
- b. Furnish a Performance Security

## **11. Forfeiture of Security Deposit against Work**

NA

## **12. Alternative Proposals of Agency**

Agencies shall submit only one offer for one region which comply with the documents, including the KNP Requirements as indicated in the bidding documents. Alternative bid and conditional bid will not be considered and bid shall be rejected in such cases.

## **13. Format and Signing of Bid**

13.1 All pages of the Bid shall be signed or initialed by the person signing the Bid. Bidder has to scan these original documents and upload at appropriate place on the online portal.

13.2 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.

**14. Format and Signing of Bid-Mandatory Submission of Presentation.** As a part of the pre-bid process, all prospective bidders are mandatorily required to submit a detailed presentation on their proposed approach for the execution of the project.

### **14.1 Condition Details:**

The presentation must cover:

1. Understanding of the project scope
2. Execution methodology and work plan
3. Resource deployment strategy
4. Innovations or value-added suggestions
5. past relevant experience

### **Important:**

Failure to submit the signed presentation during the pre-bid meeting shall result in disqualification from further participation in the bidding process.

This presentation will be used for evaluating the preparedness and understanding of bidders, and will be recorded as part of the pre-bid documentation

### *C. Submission and Opening of Bids*

#### **1. Sealing and Marking of Bids**

The Agency shall submit the bid in two envelopes,

Envelope No. 1	Technical Proposal and EMD.	Submission Online Only and EMD through Online only
Envelope No. 2	Financial Proposal	Submission Online Only

#### **2. Deadline for Submission of Bids**

- 2.1 Bids must be uploaded no later than the date and time indicated in online notice at the online portal.
- 2.2 KNP may, at its discretion, extend the deadline for the submission of Bids by amending the Bidding Document as addenda, in which case all rights and obligations of KNP and Bidder previously subject to the deadline shall thereafter be subject to the deadline as extended.

#### **3. Late Bids**

Online portal shall not allow the bidder to bid after the specified time and hence Bidder should take extra care of the timings of the bid submission.

#### **4. Withdrawal, Substitution, and Modification of Bids**

On the online portal Bidder is allowed to withdraw, substitute, or modify its Bid before the final submission time. A Bidder will not be allowed to withdraw, substitute, or modify its Bid after the scheduled submission time. No refund of tender form fees in case of withdrawal.

#### **5. Bid Opening**

- 5.1 The technical proposal will be opened online as per schedule time and date and financial proposal of only technically qualified Bidder shall be opened.
- 5.2 Financial proposals will be opened online only.



## **6. Award of contract and signing of contract agreement**

- 6.1 The selected Bidder will be issued the Letter of Intimation (LOI) wherein they will be informed to sign the Contract Agreement (CA) with the KNP.
- 6.2 On receiving the Letter of Intimation, the selected Bidder should send a copy of the LOI to the KNP duly acknowledged.
- 6.3 Thereafter the selected Bidder should sign the CA with the KNP along with the requisite Performance Security Deposit within 7 (Seven) days from the date of receipt of the LOI.
- 6.4 After signing of the Contract Agreement, the selected Bidder will be issued the Letter of Award (LOA) or in other words Supply Order for the work.

## **7. Terms of Payment**

- 7.1 The payment will be release after submission of work done report.
- 7.2 The expenses incurred towards the temporary registration etc., will be borne by the Contractor.
- 7.3 Payments will be made through Account Payee cheques in INR only.
- 7.4 If the Contractor has received any over payments by mistake or if any amounts are due to the KNP due to any other reasons, when it is not possible to recover such amount under the contract resulting out of the purchase order the KNP reserves the right to collect the same from any other amounts and/or Bank Guarantees given by the Contractor due to or with the KNP.
- 7.5 No advance payments will be made.

## **8. Miscellaneous Conditions**

- 8.1 Detailed information regarding the tender document is available at the website <http://mahaetender.gov.in>
- 8.2 The Bidder (IEC) while submitting the quotation regarding the Activity should submit the quotation according to the Event and all other taxes.
- 8.3 Bidder has to complete scope of work as per the timeline/deadline mentioned in the latest toolkit of Swachh Survekshan or as per KNP guidelines.
- 8.4 Bidder has to submit screenshots and computerized/ auto generated report of all offline/ online activities.
- 8.5 Bidder has to submit below MIS on regular basis.
  - (i) Bidder has to prepare detailed documentation/report of all activities.

- (ii) Bidder has to prepare excel sheets, reports and screenshots of all the participants of each activity.
  - (iii) Bidder has to submit geo-tagged photos and video of before and after for all offline/ online activities.
  - (iv) Bidder has to submit all the activities photographs, videos, excel sheets, reports and screenshots in pen drive/hard disc/CD.
- 8.6 If the Government/Nagarpanchayat issues (IEC) Activity from time to time or additional (IEC) Activity will be binding on the Bidder. No additional payment of any kind shall be made for the same.
- 8.7 The Bidder (IEC) will not be given any kind of equipment while doing the activity.
- 8.8 The Bidder shall submit the Geo Tag photo and shooting data of each Event given by the Nagarpanchayat (IEC) Activity. It will also be mandatory to take certification of the concerned sanitation inspectors on the daily event work reports.
- 8.9 If the Bidder (IEC) does not complete the Activity within the prescribed period as requested by the Municipal COUNCIL, the cost incurred by any Bidder other than the Nagarpanchayat (IEC) for the Activity will be recovered from the tender amount of the Bidder.
- 8.10 It is mandatory for the Bidder (IEC) to provide one or two employees of the agency at the Municipal Head Office for social media work.
- 8.11 It is binding on the Bidder to submit that there are no arrears of any employees working during the (IEC) Activity.
- 8.12 Income tax and other taxes shall be deducted from the sanctioned Bidder as per rules.
- 8.13 No advance of any kind shall be made on account of work or material.
- 8.14 Natural calamities viz. The Nagarpanchayat will not be responsible or get any compensation for any kind of damage caused by fire, flood, storm, lightning, earthquake and volcano as well as due to accident and strike, communication ban, lockout.
- 8.15 Co-ordination with respective Authorities for granting permission if and when required for conducting activity/event.

*D. Envelop 1: Technical Bid*

## Annexure A

Sr. No.	Particulars	Supporting Documents to be submitted
1.	Detail of Bidder: Name, address, Contact Details and Email of the Company/Trust /Partnership firm/ Proprietorship firm	On Letter Head (Ref. Annexure-C Format)
2.	Last 3 years (2021-22, 2022-23, 2023-24) CA certified showing minimum average turnover of Rs. 1 Crores. (Turnover certificate can be attached for financial year 2023-2024).	CA Certified turnover certificate
3.	Earnest Money Deposit (Rupees Twenty five Thousand )	EMD must be submitted by online only.
4.	<ul style="list-style-type: none"> <li>• GST Certificate</li> <li>• ROC/Certificate of Shop &amp; Establishment Registration update</li> <li>• ISO certificate (if ISO 9001-2015 ISO 27001-2022)</li> <li>• EPF Registration Document</li> </ul>	Certificates
5.	Should have experience of conducting Swachh Bharat Abhiyan related public awareness four(4) work Order in Municipal Councils.	Work Order
6.	Copy of Certificate of In COUNCIL ; Partnership deed/Registration certificate	Certificate issued from Authority
7.	Professional tax enrolment certificate	Certificate Copy
8.	Bidder must have Empanelment with any State Government to Provide Software or IT, ITES related Services.	Empanelment Certificate Copy to be provided

9.	The bidder should have a registered/ Corporate Office/ Service Office / Sales Office in Maharashtra.	Valid documentary proof of Office / Service Centre address located in Maharashtra and other State Participate Bidder should be rejected.
10.	The Bidder should have four (4) work order of conducting Swachh Bharat Mission related public awareness work Municipal Councils.  • <b>Note – Experience certificate should not be issued before 01/04/2018.</b>	Four work order
11.	Annexure	A TO E

## Annexure A

FROM:-(Full name and address of the Bidder)

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-----  
-----

To,  
Chief Officer,  
Khandala Nagarpanchayat,  
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**Subject: - Offer in response to Bid specification**

Sir, we hereby submit our offer in full compliance with the terms & conditions of the above Bid without any deviations.

We confirm that we have the capability to develop the content and provide the required services as per the scope of work in the time bound manner.

We are fully agreed with Terms & Conditions, Specifications, and Payments Conditions etc. laid down in this bid document.

(Signature of Bidder)  
With Seal

## Annexure B

### परिशिष्ट 'अ'

#### प्रतिज्ञापत्र

मी / आम्ही याद्वारे असे नमुद करतो की, महाराष्ट्र नगरपरिषद, नगरपंचायती व औदयोगिक नगरी अधिनियम 1965 चे कलम 16 (1) (आय) व कलम 44 (1) (ब) तरतुदीच्या ज्या खाली उद्धृत केलेल्या आहेत माहिती आहे आणि गंभीर पणे नमुद करतो की, नगरपालिकेशी किंवा नगरपालिकेच्या आधिन किंवा नगरपालिकेने किंवा नगरपालिकेच्या वतीने करण्यात येणा-या संविदेमध्ये नगरपरिषदेच्या कोणत्याही नगरसेवकाचा कोणताही हिस्सा किंवा हितसंबंध किंवा आमच्याशी भागेदारी नाही.

कलम 16 (1) (आय): यापुढे तरतुद केली असेल त्याव्यतिरिक्त नगरपालिकेच्या आदेशावरून केलेल्या कोणत्याही कामात किंवा नगरपालिकेच्यावतीने केलेल्या कोणत्याही संविदेत जिचा स्वतः चा किंवा आपल्या भागीदारा मार्फत प्रत्यक्ष किंवा अप्रत्यक्षरित्या कोणताही हिस्सा किंवा हितसंबंध असेल.

कलम 44 (1) (ब): पालिका सदस्य म्हणून किंवा नगरपालिकेच्या कोणत्याही समितीचा सदस्य म्हणून ज्या कोणत्याही बाबतीत कलम 16 चे पोटकलम (3), खंड (अ), (ब), (क), (इ) व (ग) मध्ये वर्णन केल्याप्रमाणे त्याचा भागीदारीचा प्रत्यक्ष किंवा प्रत्यक्षरित्या किंवा हितसंबंध असेल मग अशा हिशाची किंवा हितसंबंधाची किंमत काहीही असो किंवा जीत त्याचा अशिलाच्या प्रकर्त्याच्या किंवा इतर व्यक्तीच्यावतीने व्यवसायिक दृष्ट्या त्याचा हिस्सा किंवा हितसंबंध असेल अशा कोणत्याही बाबतीत मतदान करील.

निविदा धारकाचे नाव:-

साक्षीदाराचे नाव :-

पत्ता :-

निविदाधारकाची सही : पत्ता :-

दिनांक:-

साक्षीदाराची सही :-

दिनांक:-

## ANNEXURE – C

प्रतिज्ञापत्र

मी.....वय .....वर्षे राहणार सत्यप्रतिज्ञेवर लिहून देतो की.

मी .....या कंपनीचा प्रोप्रायटर असून

मी स्वच्छ भारत मिशन (शहरी) अंतर्गत स्वच्छतेबद्दल जनजागृती करण्यासाठी माहिती, शिक्षण आणि संवादाच्या माध्यमातून जनजागृती करणे या कामासाठी ई-निविदा सादर केली आहे. सदर निविदेसोबत कागदपत्रे सादर केली आहेत. सदर कागदपत्रे सत्य, बरोबर व परिपूर्ण आहेत. सदर कागदपत्रामध्ये त्रुटी किंवा चुका नाहीत असे शपथपुर्ण मान्य करत आहे. याकागदपत्रामध्ये काही चुकीची, दिशाभुल करणारी, खोटी व अपूर्ण माहिती आढळल्यास मी कायदेशीर कारवाईस पात्र राहील.

निविदा धारकाचे नाव :-

पत्ता :-

निविदाधारकाची सही :

दिनांक:-

साक्षीदाराचे नाव :-

पत्ता :-

साक्षीदाराची सही :-

दिनांक:-

## ANNEXURE – D

मी श्री.....

रा.....

शपथपूर्वक लेखी देतो की, आत्तापर्यंत शासनाच्या विविध विभागाकडून मला / आमचेकडील प्राप्त कार्यदेश अंतर्गतची कामे मी/आम्ही योग्य रितीने व गुणवत्त पूर्वक पुर्ण केलेली असून शासनाच्या कोणत्याही विभागात काळ्या यादीत नाव समावेश झालेले नाही.

स्थळ :

दिनांक :

निविदाधारकाची स्वाक्षरी

नाव –

पत्ता-



**Annexure -E**  
**Notarized Affidavit**

1. I/We hereby confirm that I/we/am/are interested in signing agreement with Municipal Corporation for appointment for Under the Swachh Bharat Mission (Urban) activities include raising awareness about cleanliness through information, education, and communication which has been called by Municipal Corporation and have uploaded our RfP with the relevant essential documents:

2. Further, I/ We confirm that,

- i. All the statements, documents, testimonials, certificates, etc. uploaded are genuine and the contents thereof are true.
- ii. Any of our personnel, representative, sub- consultants, sub-contractors, service providers, suppliers, partner and /or employee will not directly or indirectly, engage in any activity that may intervene, interfere and/or influence the selection process at any stage.

Date:

Authorized Person s Signature

Name and Designation with Seal

## Annexure H: List of IEC Activities

SR.NO.	WORK NAME	Quantity	UNIT
1	door to door awareness campaigns/home visits	1	PER PROPERTY
2	Conducting Awareness Campaigns in the city/street play	1	PER UNIT
3	Wall Painting / Graffiti art /on swachhata themes (providing and applying plastic emulsion paint of approved quality ,colour and shade to bd new surface in three coats including scaffolding preparing the surface.(excluding primer num coat)etc. complete creative and asthetic design of sbm messages.	1	PER SQ FEET
4	Conducting Training Capacity building	1	PER PROGRAM
5	Conducting city level Competition (school Competition,swachh ward Competition,swachh hotel Competition )	1	PER COMPETITION
6	To promote the swachh bharat mission through IEC screen mounted on a vehicle will display engaging awareness content across various city locations	1	PER DAY
7	SBM awareness post promotion on various digital and social media platforms,regular posting schedule across all major platforms (facebook,twitter,instagram,linkdln)	1	PER POST
8	jute bag - ulb branding eco-frindly ,biodegradable and reusable. Size :15*17 inches (200 gsm cotton) with both side single printing.	1	PER UNIT
9	Printed T-shirt Advance dot fabric (200 gsm)	1	PER UNIT
10	Send e-mails, bulk messages to many people at once	1	PER SMS
11	Aesthetic twin bin promotion of IEC enabled twin bin design (80l)	1	PER UNIT
12	OUTDOOR LED SCREEN(size ft :-4.2*3.14) pixel pitch:p4 outdoor module resolution:h(40)*l(80)lamps module size:320*160(mm)br Brightness:4500cd/m2 IP Grade:lp65 front, Refresh Rate:7680, LED Lamp :SMD1921,Driving method:Scan,1/10, Life:100000 Hours viewing angle:130 degree Controller/video processor :colorlite X45 video processor CONNECTIVITY:WIFI,USB,LAN BASED *housing and pole Material:mid steel colour:powder coating black/white pole height :10 ft(foot) *installatoin foundation & electric work :_material - cables,mcb box,foundation rods,concrete &other changes.	1	PER UNIT
13	Creation and promotion of Swachhata Anthem,Swachh Bharat awareness short film and Swachh Bharat Work City documentary through across digital and social media platforms	1	PER NOS

14	identified Garbage Vulnerable Points (Red and Yellow spots) will be transformed through the installation of thematic sculptures. These artistic interventions aim to discourage littering and promote a culture of cleanliness among citizens, aligning with the objectives of the Swachh Bharat Mission. WASTE TO BEST SCULPTURES size 3*5 FT	1	PER Sculpture
15	Audio Jingles for Waste Management	1	PER MINUTES
16	Development of City Based Application IT app	1	PER APP
17	Majhi Vasundhara Theme led banner	1	PER NOS
18	On Ground activation program on important celebratory days of the year	1	Per Program
19	Caps- drill cotton material (gsm 120)	1	PER NOS
20	CB - Procuring vendors/agencies for conducting workshops, lectures,	1	PER TRAINING

**CHIEF OFFICER  
KHANDALA NAGARPANCHAYAT**

*Note:*

1. *The bid price will include all taxes and levies and shall be in Indian Rupees only*
2. *The payment will be release after submission of work done report.*
3. *While quoting price bidders must ensure it has considered all direct and indirect cost. The KNP will not pay any additional cost other than the quoted amount.*
4. *Bidder should quote the rate item wise. Also, Selection of bidder will be based on total lowest price.*