

**Japan International Cooperation Agency (JICA)
Assisted
Orissa Integrated Sanitation Improvement Project (OISIP)
in Cuttack**

Loan Agreement No. ID-P252

REQUEST FOR PROPOSAL

For

**Appointment of Agency
For**

**“FACILITATION OF HOUSE SEWER CONNECTIONS AND SOLID WASTE
MANAGEMENT IN CUTTACK CITY”**

**under Social Development & Public Awareness (SD & PA) Component of
JICA assisted Orissa Integrated Sanitation Improvement Project**

Tender Call Notice No- 3530/HO, Dt- 03.11.2021



Cuttack Municipal Corporation
Choudhury bazar
Cuttack 753001, Odisha
Phone- (0671-2308424), Official Email- mccmc@nic.in

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CHECK LIST FOR PROPOSAL SUBMISSION

S. NO.	DOCUMENT		SUBMITTED	
			YES	NO
1	TECHNICAL PROPOSAL			
	Information duly filled as per the technical proposal submission forms			
	4A	Power of Attorney for authorized signatory		
	4B	Technical proposal forwarding letter.		
	4C	Firm's references		
	4D	Firm's comments and suggestions on the Terms of Reference and on data services, and facilities to be provided by the Employer.		
	4E	Approach paper on methodology and work plan for performing the assignment.		
	4F	Composition of the team (personnel) and task(s) of each team member.		
	4G	Format of Curriculum vitae for proposed professional staff.		
	4H	Time schedule for professional personnel.		
	4I	Activity (work) and reporting schedule.		
	4J	Declaration of availability of proposed staffs		
	4K	Declaration For not subjected to subsistence of debarment/ blacklisting and no pending investigation		
	4L	Additional Information		
		Enclosures		
	•	Earnest Money Deposit (EMD)		
	•	Registration certificate of the Company / Consulting Firm		
	•	Copy of audited accounts of the Company / Firm for the last 3 financial year		
	•	Annual Report of the Company / Firm for last 3 years		
	•	PAN/ TAN of the Company / Firm		
	•	Proof of execution of similar type/size / complexity project in past 5 years (with documentary evidence such as completion certificate/ work order etc)		
2	FINANCIAL PROPOSAL			
	Information duly filled as per the financial proposal submission forms			
	5A	Financial proposal submission form.		
	5B	Summary of costs.		
	5C	Breakdown of price per activity.		
	5D	Breakdown of remuneration (Personnel cost).		
	5E	Breakdown of remuneration per activity (Office Administrative cost)		

SECTION 1: LETTER OF INVITATION (on Letter Head)

Place, date.....

Ref. No.:

To:

Sub: Request for proposal from Consulting Firm to implement the Facilitation of House Sewer Connections & Solid Waste Management in Cuttack City under **Social Development & Public awareness Component of JICA Assisted OISIP**

Gentlemen:

1. The Cuttack Municipal Corporation along with the Orissa Water Supply and Sewerage Board (hereinafter referred to as "the Employer") have been planning to implement the work the Solid Waste Management & Facilitation For House Sewer Connections by providing requisite manpower and services in Cuttack City under the Social Development and Public Awareness Component of the JICA Assisted Orissa Integrated Sanitation Improvement Project (OISIP) in Cuttack and Bhubaneswar (Sewerage District-VI), Odisha, India. In order to carry out the assignment, the Employer intends to employ qualified Consulting Firms (hereinafter referred to as "the Firm").
2. The cost of the programs will be financed out of the proceeds of an ODA Loan extended by JICA, and the Agencies to be employed will be selected in accordance with the evaluation criteria mentioned in Section 2: Information to Bidders (ITB).
3. This invitation is to implement the work the Solid Waste Management & Facilitation For House Sewer Connections by providing requisite manpower and services in Cuttack City.
4. You are invited to submit a proposal to deliver the said afore mentioned services only. For detailed information concerning the services, please refer to the Section- 3: Terms of Reference of this document.

This Request for Proposal documents contains the following:

Section 1: Letter of Invitation

Section 2: Information to Bidders

Section 3: Terms of Reference

Section 4: Technical Proposal - Sample Forms

Section 5: Financial Proposal - Sample Forms

5. The Firm that intends to submit proposal must fulfill the eligibility criteria mentioned under Section-2.2 in this RFP document.
6. A Firm shall submit the bid as a sole bidder and shall solely undertake the work. Joint

Venture, Association, Consortium, sub-contracting in any form is not allowed.

7. RFP Document Fee Details:

Name of the Work	EMD	Cost of RFP Documents including VAT 5% (Non Refundable)
Solid Waste Management & Facilitation For House Sewer Connections by providing requisite manpower and services in Cuttack City	Rs. 4,00,000/- (Rupees Four Lakhs only)	Rs. 10,500/- (Rupees twenty five hundreds hkonly)

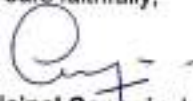
8. Your proposal shall cover the following in detail:

- i. The background and experience of the agency including a list of past and present similar nature of works (as defined in Form 4C) under taken during the last five years.
 - ii. The general approach and methodology which you propose for carrying out the required services with regard to the Terms of Reference, including such relevant information as you deem appropriate together with:
 - a. Firms relevant experience (Experience in projects of similar type, size and complexity as per clause no 2.2)
 - b. A clear description of the activities, understanding of TOR and general approach and methodology.
 - c. A detailed overall work plan and a bar chart indicating the duration and the timing of the assignment of each staff member assigned to the job;
 - iii. The detailed Curriculum Vitae (as per Form-4G) of Experts to be assigned to the job, with particular reference to his / her experience in similar projects / assignments as the proposed assignment.
 - iv. Any support you specifically need from the Employer in order to effectively implement this assignment.
 - v. Head Office Support (Infrastructure/ manpower/ equipment etc.)
9. Interested and eligible Firm, possessing the required experience and expertise with available qualified staff may submit the Technical and Financial Proposal. The proposal should be in line with the RFP requirements and must contain desired information and supporting documents. 2 sets of the proposal (one Original and one copy) must be submitted on or before the scheduled date and time for proposal submission. In case of any mismatch, the information available in the original document will be considered. The soft copy of the technical proposal and financial proposal must accompany separately with the technical and financial proposal envelopes respectively.
10. The proposal (s) must be submitted by **17.00 hr on 25.11.2021**. Proposals received after the stipulated date and time will not be accepted.
11. Selection of the Agency shall be made on Quality cum Cost Based Selection Criteria with **75% weightage on Technical Proposal & 25% weightage on Financial Proposal**. Technical proposals would be evaluated with respect to the qualifications

of the Agency and the expert staff to be assigned to the work including the quality of the technical proposals regarding proposed approach & methodology. Only those technical proposals, which will score 75% or more, will be eligible for opening of their financial proposal. The Details of the selection procedure including the technical evaluation process is included in Section 2: Information to bidders (ITB) – 2.6.

12. The contract will be awarded following negotiations with the successful Bidder if required. After negotiations are successfully completed and upon execution of the contract agreement between the successful Bidder and the Employer, the employer will promptly notify other bidders that they were unsuccessful and will return their EMD.
13. The Successful Bidder / Firm is expected to commence the Assignment within 15 (fifteen) days after signing the agreement.
14. In case, you desire additional information/ clarification, employer will try its best to provide the same. However, requests for additional information/ clarification, or any delay in complying with such requests shall not affect any way the obligation of the Agency to submit the complete proposals by the deadline as indicated above.

Yours faithfully,



**Municipal Commissioner
Cuttack Municipal Corporation**

SECTION 2: INFORMATION TO BIDDERS

2.1	Introduction
2.1.1	The President of India / Government of India has received an ODA Loan ID-P252 from Japan International Cooperation Agency (here in after may be referred as "JICA") for the amount of 25796 Million Yen toward the cost of Orissa Integrated Sanitation Project. The loan agreement has been signed on 31.3.2016, and intends to apply a portion of the proceeds of this loan to eligible payments under the contract for which this Request for Proposal is issued. Disbursement of an ODA Loan by JICA will be subject in all respects to the terms and conditions of the said Loan Agreement, including the disbursement procedures and Guidelines for the Employment of Consultants under JICA ODA Loans (hereinafter called "Consultant Guidelines of JICA ODA Loans"). The cost of this component will be covered through Orissa Water Supply Sewerage Board (OWSSB) from JICA.
2.1.2	OWSSB has appointed the Engineering and Project Management Consultants (TEC Consortium) to provide project management consulting services for the engineering, institutional improvement, social development and environmental improvement components.
2.1.3	Cuttack Municipal Corporation (CMC) (hereinafter referred to as "the Employer") will select the Firm in accordance with the method of selection detailed in Section 2: Information to Bidder (ITB) – 2.6
2.1.4	The Firm must have familiarized themselves with local conditions and take them into account in preparing their proposals. To obtain first hand information on the assignment and on the local conditions, the Agency is encouraged to visit the site(s) before submitting the proposal and to attend the pre bid meeting at 12.00hrs on 16.11.2021 . Attendance to the pre bid meeting is optional. Authorised Representative (s) of the Firm should contact the Municipal Commissioner, Cuttack Municipal Corporation, Choudhury bazar, Cuttack 753001, Odisha, Phone- (0671-2308424), Official Email - mccmc@nic.in to obtain additional relevant information if required on the project.
2.1.5	The interested Firms / Bidders shall download the RFP from State Government Website www.cmccuttack.gov.in in all tender section w.e.f. 04.11.2021 to 25.11.2021 up to 17.00 hrs . The Firms / prospective bidders who download the RFP document from the website will be required to pay the non- refundable fee of Rs.10,500/- at the time of the submission of the Bid proposal. The cost of the RFP is to be furnished with the Proposal in shape of Demand Draft / Pay Orders in favour of the Municipal Commissioner, Cuttack Municipal Corporation, payable at Cuttack.
2.1.6	Please note that (i) the costs for preparing the proposal and of negotiating the contract, including visit(s) to the Employer, are not reimbursable as a cost of the

	assignment; and (ii) the Employer is not bound to accept any of the proposals submitted.
2.1.7	The Agency shall be liable to pay the taxes, duties, fees, levies and other imposition as may be levied under the existing, amended or enacted laws during the life of the contract for this assignment and the employer shall perform such duties in regard to the deduction of such tax as may be lawfully imposed.
2.1.8	The cost and fees shall be quoted only in Indian Rupees (INR) excluding applicable GST. GST as applicable shall be paid extra.
2.2	Eligibility Criteria
	The Firm who submits a proposal in response to this RFP, must fulfill following eligibility Criteria; • The bidder should be registered for a minimum period of 5 years under the Indian Companies Act, 1956/ Societies Registration Act/ Trust Act in India. • The Bidder should have average financial turnover of at least Rs. 5.00 Cr from consulting business during the last 3 (Three) Financial Years. The bidder should have positive net worth during the last 3 Financial Years. • The agency must have successfully undertaken at least either of the following Similar assignment/project of value specified herein during the last five financial years as on last date of submission for similar programmes in similar conditions. One project of similar nature not less than the amount Rs. 1 crores; OR Two projects of similar nature not less than the total amount of Rs. 50 lakhs each; Similar Project / Assignment Means- Projects covering Door to Door (D2D) survey, Public Awareness Programs, Stakeholder consultation, Feasibility studies, IEC activities, workshops and training programmes etc in an urban scenario for Solid Waste Management and / or House Sewer Connections or Housing / Slum Development projects in the urban / environment / health sector. Past record of working experience in the State of Odisha will be an added advantage. • The firm or any staff member of the firm should not be black listed by any Government or any other organization in respect of any assignment or behavior. • Firm should have never been indicted by any court of law or any regulatory body or any State/Central Government agencies.
2.3	Clarification and Amendment of RFP Documents

2.3.1	Agency may request a clarification on any of the sections of the RFP document in writing to the Municipal Commissioner, Cuttack Municipal Corporation. All such requests for clarification must be sent in writing to The Municipal Commissioner, Cuttack Municipal Corporation, Choudhury bazar, Cuttack, PIN: 753001, Odisha, Phone - (0671-2308424), Email - mccmc@nic.in. The Employer will respond in writing to such requests and will send copies of the queries/ responses made by all Agency who have submitted proposals. Any queries to be taken up during the pre-bid meeting scheduled on 16.11.2021 at 12.00 hours should be sent in writing to the Municipal Commissioner, Cuttack Municipal Corporation, before 17.00hrs of 15.11.2021.
2.3.2	At any time before the submission of the proposals, the Employer may, for any reason, whether at its own initiative or in response to a clarification requested by any invited Firm, modify the RFP documents by Addendum & or Corrigendum. Such addendum & or corrigendum will be sent in writing/ facsimile to all invited Agency and will be binding on them. The Employer may at its discretion extend the deadline for the submission of proposals.
2.4	Preparation of Proposal
2.4.1.	Interested Firms are requested to submit the Technical and Financial proposal at a time simultaneously. English is the language of the contract. Hence all submission/ correspondence by the Firm shall have to be in English Language only.
	TECHNICAL PROPOSAL
2.4.2.	In preparing the Technical Proposal, the Firm is expected to examine the content of this RFP in detail before submission of the same. Deficiencies in providing the information requested may result in rejection of a proposal
2.4.3.	While preparing the Technical Proposal, the Firm must give particular attention to the following: i. The Firm shall be "solely" responsible for performance under the services contract and will be acting in all its relations and communications with the Employer. Joint Venture (JV), Consortium, Association of organizations and sub-contracting in any form is not allowed. ii. It is desirable that the proposed key professional staffs must have stable working relationship with the firm. Team Leader must be available throughout the project implementation period. Replacement shall not be allowed unless extremely inevitable. In case of any replacement proposal, an equivalent or better qualified candidate can be approved for replacement proposal. iii. Each proposed staff member must have a minimum experience as given at 3.8 under Section 3: Terms of Reference and must have adequate

	experience in working in similar nature of projects, preferably under conditions similar to those prevailing in the present assignment. iv. All reports to be submitted by the Agency as part of this assignment must be in English language.
2.4.4.	The Technical Proposal should contain the following information using the attached Sample Forms (Section 4):
	Form 4A – Power of attorney for Authorized Person: A power of attorney for the person authorized by the Firm shall be submitted along with the proposal. The Authorized representative shall sign all pages of the proposal.
	Form 4B – Technical Proposal- Forwarding Letter: The Firm needs to submit the proposal along with the forwarding letter duly filled and signed by the authorized representative of the bidder.
	Form 4C– Firm's Reference: Outline of recent / relevant experience on assignments carried out in the last five years to describe similar type, size, and complexity in nature (Section ITB 2.2). The bidders shall submit three best similar projects in form 4C which shall be considered for evaluation. For each assignment, the outline should indicate, inter alia, the profiles and names of the staff provided, duration of the assignment, contract amount, scope of services, activities performed and agency involvement. The bidder must submit documentary evidence from the Employers such as Completion Certificates, Agreement Copies, Work Order copies, etc. from Govt. / Municipal bodies / private or corporate entities. For works undertaken for private or corporate entities or as a sub-consultant, the end user shall be a public authority. Without documentary evidence, the project shall not be considered for evaluation.
	Form 4D- Comments or Suggestions on the Terms of Reference: Any comments or suggestions on the Terms of reference, and on the particular support (data, services and facilities), if any required to be provided by the Employer.
	Form 4E - Approach and Methodology: The Bidder's write-up shall comprise but not limited to the following: A detailed write-up to demonstrate their understanding of ToR and General Approach and Methodology for efficient implementation of the project, the challenges and how these would be addressed within the time frame indicated in Section 4I- Activity (Work) and Reporting Schedule. The write up must not be the copy and paste of the scope of work mentioned in the RFP. The objective of the write-up is to enable the Employer to evaluate the understanding of ToR, general approach and methodology of the Agency about services to be performed and shall not be deemed to reflect the final scope of services.

	A proposed implementation program of the Project must be submitted in the format as per Section 4I indicating proposed sequence of activities, whether independent, or in parallel to each other.
	Form 4F – Key Personnel and Team Members: The Firm shall provide details of the Key Staffs proposed to complete all the project work satisfactorily along with details like their position in the project team & details of the task allocated. In addition, the Firm shall include an organization chart to indicate the reporting system as well as narrative accounts of the roles and responsibilities and degree of involvement of each person or position mentioned. The Firm shall clearly describe their management or “Head Office Support” at different stages of the job in terms of key advice/input that the project team may require and for quality assurance. The Firm shall ensure that the staff proposed in the Form 4F are sufficient for effective and complete delivery of services and shall be available for the assignment as per proposed deployment schedule.
	Form 4G – Curriculum Vitae The Bidder shall submit recently signed CVs of all of the proposed Key Experts. Both the candidate and the authorized representative submitting the proposal should sign such CVs.
	Form 4H – Time Schedule for Professional Personnel The Bidder shall submit the proposed time schedule for the Key Personnel as per Form 4 H
	Form 4I – Activity (Work) and Reporting Schedule The Bidder shall submit their proposed Activity Schedule matching their Approach and Methodology in the prescribed form 4I. The Bidder may submit any additional information they may consider most relevant to justify their capability but not being covered in elsewhere in this RFP.
	Form 4J – Declaration for availability of the proposed key staff Team Leader and Social Development Expert must be available throughout the project implementation period. Replacements shall not be allowed unless extremely inevitable. In case of any replacement proposal, an equivalent or better qualified candidate can be approved for replacement.
	Form 4K- Declaration for not subjected to subsistence of debarment/ blacklisting and no pending investigation The Bidder will submit the declaration as it is given in form 4K. The declaration must be on the letterhead of the Firm and signed by the authorized person along with the seal.
	Form 4L– Additional information

	Any other information which is important to justify the suitability of the firm/ organization to be awarded with this assignment may also be furnished.
2.4.5.	The Technical Proposal shall not include any financial information. In case it is found to have provided any sort of financial information, the proposal shall be summarily rejected.
	FINANCIAL PROPOSAL
2.4.6.	While preparing the financial proposal, the Firms are expected to take into account the requirements and conditions of the RFP documents. The Financial Proposal should follow information asked as per Sample Forms (Section 5). It lists all costs associated with the Assignment, including Remuneration for key experts.
2.4.7.	The cost and fees shall be quoted only in Indian Rupees (INR) excluding applicable GST. GST as applicable shall be paid extra.
2.4.8.	Technical Proposals and Financial Proposals shall remain valid for 120 days from the date of submission of proposals. During this period, Agency is expected to keep available the professional staff proposed for this assignment. The Employer will make its best effort to complete the evaluation and negotiations within this period. However, if the Employer / CMC requests the Agency to extend the validity period of their proposal, the Agency will have to extend it without any financial conditions.
2.5	Submission, Receipt, and Opening of Technical Proposal
2.5.1.	The original Technical and Financial Proposal shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the Agency itself. Any such corrections must be initialed by the person, who signed the proposals.
2.5.2.	An authorized representative of the Bidder / Firm will initial all pages of the Technical Proposal. The representative's authorization is confirmed by a written Power of Attorney (on stamp paper) accompanying the Proposal (Form 4A).
2.5.3.	Earnst Money Deposit (EMD) of Rs.4,00,000/- (Rupees Four Lakhs only) in shape of Demand Draft / Pay Orders in favour of the Municipal Commissioner, Cuttack Municipal Corporation, payable at Cuttack, to be furnished along with the Proposal.
2.5.4.	The Agency shall submit their proposals including the filled-up formats as mentioned in this document, and seal it in an outer envelope and mark the envelope as “Solid Waste Management & Facilitation For House Sewer Connections by providing requisite manpower and services in Cuttack City” under Social Development & Public Awareness (SD& PA) Component of JICA assisted Orissa Integrated Sanitation Improvement Project. The

	envelopes shall clearly indicate the name and contact address/ details of the Agency.
2.5.5.	The proposal shall be submitted in two (2) separate sealed envelopes which are as follows: Envelope I: Technical Proposal (original copy, duplicate copy and soft copy written in to a compact disk (CD)) Envelope II: Financial Proposal (original copy, duplicate copy and soft copy written in to a compact disk (CD)) Both Envelope I and envelope II must be placed inside an outer envelope. The outer envelope should clearly mention the details as specified in 2.5.4 in this RFP document
2.5.6.	Envelope I: Shall be marked as the “Technical Proposal” and shall clearly indicate the name and address of the Agency /bidder. It shall contain the following: • Covering Letter on Agency letterhead. • Completed Technical Proposal Forms under section 4 (Form 4A and 4L) • Statements supporting the work experience like copies of work orders, work completion certificates, agreements etc.
2.5.7.	Envelope II: Shall be marked as the “Financial Proposal” and shall clearly indicate the name and address of the Bidder. It shall contain the following: • Form 5A - Financial Proposal Submission Form on letter head. • Form 5B - Financial Proposal Summary. • Form 5C - Breakdown of the prices. • Form 5 D- Breakdown of Remuneration (Personnel cost) • Form 5 E- Breakdown of Remuneration (Office administrative cost)
2.5.8.	The sealed outer envelope containing the “Technical Proposal” and the “Financial Proposal” in two separately sealed envelopes shall be addressed to: The Municipal Commissioner, Cuttack Municipal Corporation, Choudhury bazar, Cuttack, PIN: 753001, Odisha Phone - (0671-2308424), Email - mccmc@nic.in - If the envelopes are not properly sealed and marked as instructed above, CMC assumes no responsibility for the misplacement or premature opening of the contents of the Application submitted and such proposals are subject to rejection. - Completed proposals in sealed envelopes should be submitted through Registered Post / Speed Post / Courier only. The Propsals through Registered Post / Speed Post / Courier must reach this office by not later than 17.00 hrs on 25.11.2021.

	- Applications submitted by any other means shall not be entertained and shall be summarily rejected.
2.5.9.	If there are any discrepancies between the original and the copies of the Proposal, the original will govern.
2.5.10.	Bid Due Date a) Bids must be received by the CMC at the address specified above, not later than the date: 25.11.2021 Time: 17:00 Hrs. Applications received by the CMC after the specified time on the Application Due Date shall not be eligible for consideration and shall be summarily rejected. In the case that the CMC receives only one proposal (Single Proposal) for the job, it is at the discretion of the CMC to accept it or reject it after evaluation of the same as per the evaluation process specified in this document and negotiation with the single Agency or Bidder if required.
2.5.11.	The Envelope containing the technical proposals shall be opened, on the scheduled date and time, by the Office of the Municipal Commissioner, Cuttack Municipal Corporation, in presence of the Bidder's representatives who wish to remain present during opening of technical proposal. The envelope containing Financial Proposal shall be kept unopened in custody of the employer.
2.6	Proposal Evaluation
2.6.1.	General
	From the time the proposals are opened to the time the contract is awarded, any effort by the Firm to influence the Employer in the proposal evaluation, proposal comparison or contract award decisions may result in the rejection of their proposal. To assist in the evaluation, comparison or contract award decision, the Employer may, at its discretion, ask the Firm for clarification of its proposal. The request for clarification and the Firm's response shall be in writing. It is mandatory for the Firm to respond / reply in writing within 3 working days from the date of receipt of request for clarification from the employer.
	After completion of the financial evaluation and subsequent negotiation with the selected Firm, the Employer shall notify the other Firms that they have been unsuccessful.
	Selection of the Firm shall be made on Quality cum Cost Based Selection Criteria with 75% weightage on Technical Proposal & 25% weightage on Financial Proposal. Technical Proposals would be evaluated with respect to the Firm relevant experience (Experience in Projects of similar type, size and complexity) , Approach and Methodology , including head office support, understanding of ToR and General Approach, work plan and staff plan, presentation and the key personnel to be assigned to the work. Only proposals of those bidders that will score 75% or more in technical evaluation would be eligible for opening their financial proposal.

	If the Employer and the highest ranked Firm are unable to reach to an agreement on the contract within a reasonable time, the Employer shall terminate the negotiations with the first ranked Firm and invite the Firm who ranked second to enter into negotiations. This procedure shall be followed, in accordance with the ranking of Firm, until the Employer reaches agreement with any Firm.																	
2.6.2.	Evaluation of Technical Proposals																	
	Employer will carry out the technical proposal evaluation on the basis of their responsiveness to the Terms of Reference. Each responsive proposal will be given a technical score. A proposal to be considered unsuitable shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference. The Employer shall notify the Firm regarding the rejection of their technical proposal.																	
	The outer envelope and the "Technical Proposal"-Envelope I of the bid shall be opened and evaluated first. Technical Evaluation shall be done as per the following marking system.																	
	<table><tr><th>S.N.</th><th>Description</th><th>Maximum Marks</th></tr><tr><td>1</td><td>Firm's Relevant Experience (Section 2 ITB 2.2)</td><td>40</td></tr><tr><td>2</td><td>Approach and Methodology, Presentation</td><td>40</td></tr><tr><td>3</td><td>Key Personnel and Team Strength</td><td>30</td></tr><tr><td></td><td>Total</td><td>100</td></tr></table>	S.N.	Description	Maximum Marks	1	Firm's Relevant Experience (Section 2 ITB 2.2)	40	2	Approach and Methodology, Presentation	40	3	Key Personnel and Team Strength	30		Total	100		
S.N.	Description	Maximum Marks																
1	Firm's Relevant Experience (Section 2 ITB 2.2)	40																
2	Approach and Methodology, Presentation	40																
3	Key Personnel and Team Strength	30																
	Total	100																
	Minimum Technical Score for the qualification = 75. The detailed breakup of the evaluation criteria is as below;																	
	<table><tr><th>S. No.</th><th>Criteria</th><th>Maximum Marks</th></tr><tr><td>1.</td><td>Firm's Relevant Experience</td><td>40</td></tr><tr><td>1A</td><td>Turnover: Experience of Consultant relevant to the assignment: i) Minimum average Annual Turnover from Consulting services over last 3 years. a. At least Rs. 5 (Five) Crores – 5 marks For every additional 1 Crore – 1 mark (up to maximum of 5 marks)</td><td>10</td></tr><tr><td>1B</td><td>Experience in Projects of similar type, size and complexity as described in 2.2) – Three Best Project Experiences shall be Evaluated) a. At least Contract value of Rs. 1.00 cr. – 15 Marks for each such project (up to maximum of 2 projects) b. At least Contract value of 50.00 Lakhs and up to 1.00 cr. – 10 Marks each (up to maximum of 3 projects) c. At least Contract value of 25.00 Lakhs and up to 50 Lakhs. – 5 Marks each (up to maximum of 2 projects) d. A maximum of 4 Best projects to be considered for evaluation, hence the bidder to propose accordingly.</td><td>30</td></tr></table>	S. No.	Criteria	Maximum Marks	1.	Firm's Relevant Experience	40	1A	Turnover: Experience of Consultant relevant to the assignment: i) Minimum average Annual Turnover from Consulting services over last 3 years. a. At least Rs. 5 (Five) Crores – 5 marks For every additional 1 Crore – 1 mark (up to maximum of 5 marks)	10	1B	Experience in Projects of similar type, size and complexity as described in 2.2) – Three Best Project Experiences shall be Evaluated) a. At least Contract value of Rs. 1.00 cr. – 15 Marks for each such project (up to maximum of 2 projects) b. At least Contract value of 50.00 Lakhs and up to 1.00 cr. – 10 Marks each (up to maximum of 3 projects) c. At least Contract value of 25.00 Lakhs and up to 50 Lakhs. – 5 Marks each (up to maximum of 2 projects) d. A maximum of 4 Best projects to be considered for evaluation, hence the bidder to propose accordingly.	30					
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	2.	Approach and Methodology	30																				
	2A	<i>Understanding of ToR and Approach & Methodology, Work Plan & Staffing</i>	10																				
	2C	<i>Presentation</i>	20																				
	3.	Key Personnel and Team Strength	30																				
	3A	<i>Team leader (1)</i>	15																				
	3B	<i>Circle Coordinators (3marks x 5no.s)</i>	15																				
		Total	100																				
	a) For Firm's Relevant Experience, Three best project experiences in last 05 years shall be evaluated, each project will carry 10 marks. The Firm shall submit only three best project experience forms as required in Form 4C. The bidder must submit documentary evidence from the Employers such as Completion Certificates, Agreement Copies, Work Order copies, etc. from Govt. / Municipal bodies / private or corporate entities. For works undertaken for private or corporate entities or as a sub-consultant, the end user shall be a public authority. Without documentary evidence, the project shall not be considered for evaluation. The marking of each project shall be made as per the following criteria; b) <i>For the Firm's Minimum Average Annual Turnover, The bidder shall submit audited balance sheets and certificate from the Chartered Accountant showing positive net-worth.</i> <i>*Note:</i> – <i>For ongoing project of less than six month duration, the marking shall be considered 0 (Zero) of all the above criteria.</i> – <i>For Projects in which the Firm is not a sole member, experience shall be considered proportionate to the share of the firm in that project.</i> – <i>10% per annum escalation can be considered for past project</i> c) To rate the suitability of each proposed key experts under Sl. 3 above, the following weightage criteria shall be applied in the technical evaluation: • Relevant Educational Qualification: 10% • Years of work experience in relevant field: 10% • Suitability for specific Job responsibility: 70% • Familiarity with the locality/city and language proficiency: 10% The following gradation criteria shall be applied for evaluation of “Suitability for specific Job responsibility” criteria: <table border="1"> <tr> <td>Excellent</td><td>:</td><td>100 %</td><td>4 or more similar Project experiences</td></tr> <tr> <td>Very Good</td><td>:</td><td>75 %</td><td>3 Similar Project experiences</td></tr> <tr> <td>Good</td><td>:</td><td>50 %</td><td>2 Similar Project Experiences</td></tr> <tr> <td>Average</td><td>:</td><td>25 %</td><td>1 Similar Project Experiences</td></tr> <tr> <td>Poor</td><td>:</td><td>0%</td><td>No similar Project Experience</td></tr> </table>			Excellent	:	100 %	4 or more similar Project experiences	Very Good	:	75 %	3 Similar Project experiences	Good	:	50 %	2 Similar Project Experiences	Average	:	25 %	1 Similar Project Experiences	Poor	:	0%	No similar Project Experience
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Average	:	25 %	1 Similar Project Experiences																				
Poor	:	0%	No similar Project Experience																				
2.6.3.	Evaluation of Financial Proposal:																						
	Financial Scoring calculation of proposal (FS):– The lowest financial quote (L) divided by each bidder's quote (F) and multiplied by 100 will be the financial score: FS = L/F*100																						

	Final Scoring of Proposals: a) The "Financial Proposals" -Envelope II of only those Bidders who obtain a minimum total Technical Score (TS) of 75 marks out of 100 after the evaluation of Technical Proposals shall be opened. b) Bidders who fulfill the technical eligibility as specified in this RFP document, shall be eligible for calculation of Total Score which shall be the weighted average of Technical Score (T) and Financial Score (F) to be calculated as follows: Total Score = 0.75 * (T) +0.25 * (F) Calculation for F - The lowest financial quote (L) to be noted F = (LF Financial quote) * 100 c) The Bidder who obtains the highest Total Score shall generally be identified as the Preferred Bidder. d) The decision of CMC / Employer as regards to acceptance/ rejection of eligibility for parties who apply shall be final and binding. Notwithstanding the above, CMC reserves the right to accept or reject any or all bids or to annul the bidding process.
2.7	Negotiations
2.7.1	If required, negotiations may be held at the office of The Municipal Commissioner, Cuttack Municipal Corporation, Choudhury bazar, Cuttack, PIN: 753001, Odisha, Phone - (0671-2308424), Email - mccmc@nic.in . The aim is to reach an agreement on all points under the RFP.
2.7.2	Negotiations will include a discussion of the technical proposal, presentation on the proposed methodology (work plan) by the proposed Team Leader, staffing and any suggestions made by the Firm to improve the Terms of Reference. The Employer and the Firm will then work out agreed final Terms of Reference, staffing, and bar charts indicating activities, staff, periods in the field and in the office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the contract. Special attention will be paid to optimizing the required outputs from the Firm within the available budget and to clearly defining the inputs required from the Employer to ensure satisfactory implementation of the Assignment.
2.7.3	Having selected the Firm on the basis of, among other things, an evaluation of proposed key professional staff, the Employer expects to negotiate a contract on the basis of the experts named in the Proposal. The Employer will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment.
2.7.4	The negotiations will conclude with the signing of the contract agreement. If negotiations fail between the Employer and the highest ranked firm, the Employer will invite the firm that received the second highest score to contract negotiations.
2.8	Award of Contract

2.8.1	The contract will be awarded following successful negotiations with the highest ranked Firm. After negotiations are successfully completed, the Employer will promptly notify other shortlisted bidders that they were unsuccessful. The EMD of all unsuccessful bidders shall be returned.							
2.8.2	The Firm is expected to commence the assignment within 15 days from the date of award of contract. The employer shall provide the sample contracts document to the Firm at the time of award of contract.							
2.9	Confidentiality							
	Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the Bidders / Firms who had submitted the proposals or to other persons not officially concerned with the process, until the award of contract is notified to the successful Firm.							
2.10	Assignment Period							
	Total duration of the assignment is estimated as follows;							
	<table> <tr> <th>S. No</th><th>Job name</th><th>Estimated Duration</th></tr> <tr> <td>i.</td><td>Facilitation of House Sewer Connections & Solid Waste Management in Cuttack City under JICA assisted Orissa Integrated Sanitation Improvement Project</td><td>24 Months</td></tr> </table>	S. No	Job name	Estimated Duration	i.	Facilitation of House Sewer Connections & Solid Waste Management in Cuttack City under JICA assisted Orissa Integrated Sanitation Improvement Project	24 Months	
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DATA SHEET

S.NO	ITEM		INFORMATION
1.	Name of the Work:	:	Facilitation of House Sewer Connections & Solid Waste Management in Cuttack City under JICA assisted Orissa Integrated Sanitation Improvement Project
2.	Method of Selection:	:	Quality and Cost Based Selection 75:25 (Technical: Financial)
3.	Minimum Qualifying Technical score:	:	75
4.	Applicant:	:	Sole Firm
5.	Joint Venture/ Association/Consortium:	:	Not Allowed
6.	Pre-bid meeting:	:	16.11.2021 – 12.00hrs
7.	Address:	:	Office of the Municipal Commissioner, Cuttack Municipal Corporation, Choudhury bazar, Cuttack, PIN: 753001, Odisha, Phone - (0671-2308424), Email - mccmc@nic.in
8.	Schedule of Bidding Process:	:	The client will endeavour to adhere the following schedule:

IMPORTANT DATES

Sl. No.	Event Description	Date - Time
1	Issue of Advertisement	03.11.2021
2	Issue of RFP	04.11.2021
3	Last Date of receiving queries	15.11.2021 (Up to 1700hrs)
4	Pre-Bid Meeting	16.11.2021 at 1200hrs
5	Reply to Pre-Bid queries	20.11.2021
6	Last date of sale of RFP	25.11.2021 (Up to 1700hrs)
7	Last Date of Submission of Bid Proposal	25.11.2021 (Up to 1700hrs)
8	Opening of Technical Proposals	26.11.2021 At 1200hrs
9	Opening of Financial Proposal	The date of opening of Financial Proposal shall be intimated separately by writing or by mail after the technical evaluation is over.
10	Validity of Proposal	120 days from the last date of submission of proposal

SECTION 3: TERMS OF REFERENCE

3.1 BACKGROUND

Cuttack is one of the oldest cities in India and the Business Capital of Orissa. It is situated in the Cuttack district, and is surrounded by the Mahanadi River and the Kathajodi River. In parallel with the population increase, water consumption and wastewater generation along with solid waste generation are also increasing. However, the provisions of sewerage treatment and disposal facilities and that of solid waste disposal and management have not kept pace with the needs.

3.2 ORISSA INTEGRATED SANITATION IMPROVEMENT PROJECT (OISIP)

The Orissa Water Supply & Sewerage Board (OWSSB) under the Housing & Urban Development Department, Government of Odisha is implementing the Orissa Integrated Sanitation Improvement Project (OISIP) in Cuttack and Bhubaneswar Municipal areas. The project aims at improving wastewater collection and treatment in both Cuttack and Bhubaneswar. The Project also supports the Cuttack Municipality in Solid Waste Management so that the generated Solid waste doesn't gets dumped in to open sewers and drains.

PROJECT LOAN

Government of India has received an official development assistance (ODA) loan from JICA in the amount of 25796 million YEN towards implementation of Orissa Integrated Sanitation Improvement Project.

3.3 SOCIAL DEVELOPMENT & PUBLIC AWARENESS COMPONENT

The Odisha Integrated Sanitation Improvement Project (OISIP) envisages large scale construction works for creating centralized sewerage system and improved drainage in both the two project cities. The centralized sewerage system and drainage facilities will definitely give a facelift to the twin cities. Once the infrastructure is created it is also important that how the people use these facilities as the centralized sewerage system and the new improved drainage facilities are unknown to the average user populace.

The Odisha Integrated Sanitation Improvement Project (OISIP) has also taken up the responsibility to create widespread knowledge and awareness to the ordinary people who are the real beneficiaries of the project ensuring their participation for its effective utilization.

To achieve this objective of social development, bringing people's participation, by generating health, hygiene awareness in order to influence changes in the lifestyle of city residents by providing improved sanitary conditions in the area, the project included the Social Development and Public Awareness (SD & PA) component. This component will

reflect in effective utilization of the created infrastructures under the project and that will lead to long term project sustainability.

Under the JICA assisted OISIP, construction works are planned to be completed by December 2021 with focus on zone wise commissioning of the developed sewer infrastructure. Sewer works of Zone 1 of the city stands commissioned and about 1000 houses are connected to the sewerage system. Commissioning works remaining zones are in full swing and likely to be completed within next couple of months and further zones shall be commissioned in a phased manner.

In the past, various steps under the Project, including mobilization of NGO partners, creating a special cell for facilitating House sewer connections and others, have been taken to encourage households to come forward to apply and connect to the sewer system. Such activities have helped in garnering support for the objective and getting more people / houses connected to the sewerage system. In addition to the works of the House Sewer Connection Cell, more initiatives needs to be taken up to cover maximum households.

Under the Project, about 55,000 households are to be connected to the developed sewer network. Keeping the commissioning plan in view and to further increase the social mobilization to spread awareness related to House Sewer Connection and benefits of connecting to sewer system, along with deployment of Swachha Saathis deployment of circle co-ordinators and cluster inspectors are being explored.

This RFP is exclusively for the work “Solid Waste Management & Facilitation For House Sewer Connections by providing requisite manpower and services in Cuttack City under JICA assisted Orissa Integrated Sanitation Improvement Project”

3.3.1 ROLES & RESPONSIBILITIES OF KEY EXPERTS & STAFF MEMBERS

Sl. No	Position	No of Position	Minimum Required Qualifications	Roles and Responsibilities
1	Team Leader	1	Post graduate degree in Sociology / Social Work/ Environmental Science or any other equivalent discipline and Minimum 10 years of relevant experience in social development and slum development project works; (Must be below 65 years of age)	– Overall responsibility for successful implementation of the project. – Responsible for planning, designing and implementation of social development and public awareness activities. – Responsible for timely submission of all reports, documents concerned with to the employer (CMC). Provide technical support to Social Expert, Circle coordinators and Swachha Saathis / Jal Saathis .

Sl. No	Position	No of Position	Minimum Required Qualifications	Roles and Responsibilities
				– Monitoring and Supervision of activities of the Cluster Inspectors as well as that of the Circle coordinators
2	Circle Coordinators (1 for 10-11 wards)	5	Graduate degree in Sociology / Social Work/ Environmental Science or any other equivalent discipline and Minimum 5 years of relevant experience in social development and slum development project works;	– Monitoring and Supervision of activities of the Circle coordinators – Incharge of a Cluster as well as incharge of 1 circle. – Assist the Team Leader in carrying out day to day works for the Project. – Support the circle coordinators for achieving their target. – Execution of activities as per the scope in a targeted manner.
3	Circle Inspector (1 for each ward)	53	Graduate degree with minimum 2 years of experience in social development project works; Preference shall be given to candidates from Social Works or similar discipline.	– In charge of the circle – Execution of Activities as per the scope in a targeted manner.

3.3.2 PROJECT AREA FOR SOLID WASTE MANAGEMENT

The planned Solid Waste Management programme, for the purpose of smooth solid waste management and collection of segregated waste from the source, would be taken up in all 59 wards of Cuttack City. Cuttack Municipal Corporation has been divided into 197 sectors on the basis of 2011 census, each sector comprising roughly 600 households. Approximately 4 (four) contiguous sectors comprising roughly 2400 households make a Circle. There are 59 circles in CMC which are co-terminus with the present election wards.

3.3.3 Scope of Work for Circle coordinators (Solid Waste Management)

i. Deployment:

- * Circle Level Coordinator shall be deployed in each circle with a composite assignment for solid waste management that shall be measured on the basis of productivity criteria and yardsticks fixed by the Housing & Urban Development Department vide their SOP circulated through letter no.. dt...

ii. Reporting structure:

- * The sanitation section functions under the overall supervision of Commissioner CMC. Section is headed by Deputy Commissioner. A team of sanitation experts support the sanitation activities among whom the wards have been distributed.
- * There are sanitary inspectors belonging to the Health Department who are in charge of different wards in the field. At the field level Sanitary Inspectors are the reporting authorities in each ward.
- * As per the SOP communicated by the Govt in H&UD Deptt, Swachha Sathis have been deployed for awareness of segregation of waste at the household level.
- * Each Circle Level Coordinator (CLC) shall have Swachha Sathis under them deployed at the level of sector comprising roughly 600 households.
- * The activity of each CLC shall be directly monitored by the Sanitation Experts and the Sanitary Inspectors.
- * At the field level, the CLC shall report before the SI / Jamadar / Mate of the concerned ward at the Hazira point of the allotted circle without fail.
- * The absentee of the CLCs shall be given by the concerned ward SI for calculation of incentive.

iii. Familiarisation with the allotted Circle:

- * Each CLC upon joining shall acquaint herself/himself about the Circle and the sectors under it as to the households, the market areas, the bulk waste generators etc which are the sources from which waste shall be collected from the door step.
- * Each circle is attached to one Wealth Centre comprising a MCC and MRF. The CLC must meet all the Swachha Sathis and visit all the sectors and the WC to understand the working of the system.
- * Solid waste from the source is collected either through Battery Operated Vehicles (BOV) or Light Commercial Vehicles (LCV) through a specific time bound route chart.
- * The CLC must thoroughly acquaint with all the route charts in the allotted circle and timings of the vehicles.
- * With the help of Swachha Sathis, the CLC must know all the households in the circle, shops, hotels, street vendors and other sources from which door to door collection of segregated waste is to be done.
- * In case there is a slum in the circle, the CLC must visit the slum area and check if it is accessible by vehicle or by push carts for waste collection.

iv. Monitoring & Management of D2D Collection from HHs/Shops

- * For movement of collection vehicles, route charts have been prepared by the sanitation section, wherein the households/shops/markets/ (Bulk waste generators) bwgs etc have been mapped along with designated time for door to door collection of waste from source and transportation to the MCC.
- * The Circle Coordinator shall have to ensure that each and every waste generator in the circle like house hold, shop, institution, bulk waste generator etc in his/her allotted circle is being covered under door to door to collection.
- * The Circle Coordinator shall ensure that the D2D collection vehicles must stick to the approved route plan and timing. Any deviation in the movement of vehicle shall be reported to the concerned ward SI / SE immediately.
- * The Circle Coordinator shall have to maintain a register of vehicles allotted to his/her circle. Vehicles can be of different types; for collection of waste from source, sweeping waste, drain cleaning waste etc. The register format shall be supplied by CMC.
- * The Circle Coordinator shall coordinate with the allotted SHG/agency for vehicle deployment, for complete elimination of absenteeism of swachha sathis, swachha karmis of D2D collection vehicle and any delay in movement of vehicle. This must be escalated to the Sanitation Experts and the section.
- * In the beats where D2D cannot be done through vehicles, the circle coordinator shall have to ensure that waste is being collected in segregated manner from the households residing inside such beats on regular basis by wheelbarrows/push carts with the help of sanitation workers.
- * In case of breakdown of LCV/BOV in the allotted circle, the circle coordinator shall report the same to the concerned JE, Mechanical and ward SI/SE immediately.
- * The Circle Coordinator shall keep the attendance of LCV/BOV drivers and loaders.
- * The Circle Coordinator shall ensure that after D2D collection no waste is being dumped in other place than tagged Wealth Center or any other designated site identified by CMC.

v. Door to door collection and source Segregation of MSW

- * The prime responsibility of a circle coordinator is to achieve 100% door to door collection and source segregation from the households and nonresidential units in the allotted circle.

- * In order to achieve 100% door to door collection and source segregation, the circle coordinator shall have to be in touch with the individual households and ensure that they give the waste both dry and wet to the collection vehicles deployed by CMC whether LCVs or BOVs only and don't throw it irresponsibly anywhere.
- * The Circle Coordinator shall conduct community meetings and perform IEC and BCC and monitor collection activity every day in coordination with swachha sathis for achieving 100% source segregation.
- * The Circle Coordinator shall have to keep a daily record of no. of HHs/ Shops with details, which are giving segregated waste and not giving segregated waste. A sample format for keeping such record shall be provided by CMC.
- * The Circle Coordinator shall have to identify the regular defaulters (HHs/ Shops), who are not giving segregated waste and report the same to CMC at the end of each month.
- * The CLC shall adopt practices like segregation of the domestic waste in front of the defaulting households, counselling etc to motivate them to segregate.
- * Similarly the Circle Coordinators shall have to identify the HHs/ Shops, who are regularly giving segregated waste and report the same to CMC at the end of each month for their appreciation.
- * The Circle Coordinator shall ensure that no waste is being disposed to the drains/roads by the HHs/ Shops so that garbage dumps are completely eliminated from the circle.
- * The Circle Coordinator shall ensure elimination of garbage vulnerable points in allotted circle and the residential areas by identifying who are the responsible persons throwing garbage there so that the circle can be bin and garbage on ground free.
- * Perform IEC activities for achieving 100% source segregation and for no littering in open places / drains / roads.

vi. Supervision of Wealth Centers:

- * The Circle Coordinator shall have to do daily visit to the allotted Wealth center and monitor each & every activity of the linked WC.
- * The CLC shall keep records of the wet waste and dry waste collected by each vehicle and if they are properly segregated and processed or not.

- * The Circle Coordinator shall have to check the daily register of the allotted WC whether all vehicles of the circle are coming to the WC and depositing the waste on time.
- * The Circle Coordinator shall keep the record of quantity waste collected and compost generated with the help of SHGs deployed in MCCs

vii. Compost production and processing of dry waste:

- * The performance of the CLC shall be evaluated on the basis of compost generated from the allotted circle and the revenue generated from the processing of dry waste.
- * It is important that all the households in the allotted circle give wet waste to the collection vehicle and all the wet waste is processed. There should not be any waste of the wet waste at the MCC level.
- * Similarly, the dry waste collected from the households and shops is the property of ULB and the CLC along with the Swachha Sathis have to be watchful that there is no pilferage or theft of dry waste, electronic waste etc after collection.
- * The CLC have to ensure that all the recyclable and non-recyclable dry waste are properly segregated and handed over to the recycler or the aggregator or baled or processed as per the requirement so that revenue can be generated for the ULB.
- * The H&UD Department has laid down the quantum of compost that shall be generated for a 5TPD MCC and the approximate quantity of dry waste that shall be generated as well. The incentive of the CLC shall depend on the generation of compost and revenue from the allotted circle.

viii. Monitoring and Handhold support to Swachha Sathis

- * The Circle Coordinator shall have to monitor and supervise the activity of the deployed swachha sathis in his/her circle.
- * The Circle Coordinator shall ensure that swachha sathis are reaching each and every HHs/ Shops in their allotted sectors for doing awareness among the HHs on waste segregation.
- * The CLC shall report about the performance of Swachha sathis to the concerned SEs and SIs.

ix. Monitoring of conservancy activities:

- * Apart from door to door collection, other conservancy activities like sweeping, cleaning of drains, bush uprooting etc are being done by different agencies.

- * The CLC shall monitor those activities as per the instruction given by the sanitation section and report in the prescribed format from time to time.

x. Supervision of CT/PT located in allotted Circle

- * The Circle Coordinator shall have to visit the CTs and PTs regularly in his/her circle and report the issues, if any to the concerned SE immediately.
- * A detail reporting format for CT/PT shall be provided by CMC.

xi. Use of AMA SAHARA app and User Fee Collection

- * The circle coordinator shall ensure the use of AMA SAHARA app by citizens.
- * The circle coordinator shall coordinate and provide handhold support to swachha sathis in collection of swm user fee.
- * Motivate HHs / shops for giving swm user fee.

xii. Grievance Redressal

- * The circle coordinator shall have to resolve all the grievance related to D2D collection in his/her allotted ward within 24 hours of receiving.

xiii. Any other work allotted by CMC

- * Any other work allotted by CMC like route chart preparation, waste quantification, different surveys, enumerations, IHHL data collection, etc shall have to be done by the circle coordinators.

3.3.4 Scope of Work for Circle coordinators (Facilitation for House Sewer Connection)

In order to improve the sanitation system of Cuttack city, a comprehensive sewerage system under the JICA assisted Odisha Integrated Sanitation Improvement Project for Cuttack city is being implemented by the Odisha Water Supply & Sewerage Board under the Housing and Urban Development Department.

The project covers the core area of the city i.e. the area between the River Mahanadi and Kathajodi. Out of total 60 wards, 54 wards are covered under the project. Based on the topography, the city is divided into 14 sewerage zones.

Out of the total Sewer Network of 362 Kms, 330 kms of sewer has already been laid and a new STP of 36MLD at CDA has been operationalized since December 2018 and another 16 MLD STP is verge of operationalization at Matgajpur.

For Successful and efficient operationalization of the sewerage system in a sustainable manner, 100% connection of all household wastewater streams to the sewerage system is necessary.

A door-to-door household Survey was conducted to assess current disposal pattern of each house, modification required inside the property boundary and outside the property boundary for House Sewer Connection. The main goal and objectives of the study was to maximize house sewer connections by household survey and formulation of connection strategies with feasibility assessment of House Sewer Connection for each household. Around 60000 houses have been identified which can be connected to sewer system.

1. I.E.C and public awareness

- a. Develop an I.E.C strategy & implementation plan to generate public awareness on promoting House Sewer Connection.
- b. Coordinate implementation of various I.E.C programmes
- c. Organize sensitization meeting with Sahi Committees, Puja Committees, club members, society members, youth clubs, morning walk group and other pressure groups.
- d. Conduct programmes with Swach Sathis, Jalsathis, youth volunteers and school children.

2. Door-to-door distribution, collection and intimation of sanction.

- a. Door to door distribution of House Sewer Connection Application forms.
- b. Provide all necessary information regarding house sewer connection to the house owner and help them to submit the application form along with necessary documents.
- c. Organise connection camps in the Wards. During collection camp concern circle coordinator and Swachha Sathis shall mobilize/counsel the house owners, commercial establishments to submit house sewer application forms.
- d. Collect the House Sewer Connection Application Form and other requisite documents and submit it to OWSSB for sanctioning.
- e. Develop and maintain relevant monitoring formats to assess the status of distribution and collection of House Sewer Application Forms.
- f. Coordinate with OWSSB for smooth submission and sanctioning of House Sewer connection Application Form.
- g. Provide sanction letter to each house in timely manner.

- h. The Circle inspector shall have to interact with the Swachha Saathis / Ward Members / Municipal officials and Public at large regularly in his/her circle and report the issues, if any to the authorities immediately.

3. **Facilitating Physical Connection**

- a. Prepare a plan for physical connection since it comprises onsite solutions.
- b. Door to Door Visit and encourage the household owners to connect to the Sewer System and explain the benefits of connecting to the Public Sewer System.
- c. Regular follow up and visits to the Houseowner to ensure physical house connection within the prescribed time of sanctioning of house connection application form.
- d. Identify the illegal and unauthorized Connection, if any.
- e. Coordinate with house owners to do House Connection on given time line and also informing them that non-connection may lead to charge of user fees in subsequent month.
- f. Coordinate with OWSSB for onsite execution of House connection.
- g. Inform the house owner about the facilities provided by Government to do house sewer connection.
- h. Install sticker in the houses connected with house sewer connection.

4. **Grievance Redressal**

- a. Facilitate the house owner to submit complaints at Help-line no.
- b. Coordinate with OWSSB and ensure timely resolution of complaints and inform the status of complaint with photo graphs.
- c. Intimate the complaints to OWSSB, if the complaint is not addressed in time.
- d. Maintain the complaint register.

- 5. **Reporting:** Prepare and submit daily, weekly, monthly and quarterly progress reports in a format approved by OWSSB/CMC.

xiv. **Responsibilities of Circle Inspectors (Facilitation for House Sewer Connection)**

A. Distribution and collection of House Sewer Connection Application Form.

- * The circle Inspector shall be responsible for 100 % of distribution of House Sewer Connection Forms on their respective areas.
- * Each house / household must be out-reached and provided with House Sewer Application Forms.
- * Circle Inspector shall brief the house owner about the procedure of submission and documentation.
- * The circle Inspector shall update the monitoring register provided by the OWSSB / CMC authorities (as the case may be) during distribution and collection of application forms.
- * The achievement of form distribution and collection shall be reported to the OWSSB / CMC authorities (as the case may be) by circle Inspector on a regular basis.

B. Execution of Physical Connection.

- * Physical connection is the most important parameter which shall measure the performance of the circle Inspector.
- * Circle Inspector is responsible to mobilize the house owner to do physical connection soon after receipt of sanction order from OWSSB.
- * The circle Inspector shall facilitate the training of the plumbers through the House Sewer Connection Cell and extend the Plumbers services to the interested House owner who wishes to avail the connection.
- * The monitoring tool shall be updated with sanction no, date and propose date for connection.
- * The list of interested house owners for connection shall be provided to the House Sewer Connection Cell for onsite supervision of house connection.
- * The houses which are not-connecting, even after the sanction, shall be targeted and the issues and concerns of such house owners shall be documented and reported to the OWSSB / CMC authorities (as the case may be) for further necessary action.
- * The performance of the the Circle Inspector shall be linked to the no.s of physical house connections availed in the respective circle / wards.

- xv.** Responsibilities of Circle Coordinators is to monitor and ensure the performance of Circle Inspectors, and report to team leader. The Team Leader shall remain at the site for the entire project duration, lead, monitor and ensure satisfactory performance of the Circle Coordinators and Circle Inspectors per and will be the Authorised Representative of the Agency to interact with the Employer.

3.5 WORK LOCATION & REPORTING

The Circle coordinators would work under the guidance of CMC in their respective circles and shall report to the Team Leader. The Team Leader would work closely with the Municipality (Cuttack Municipal Corporation) and any other authority, as may be required, as directed by CMC from time to time.

3.6 PAYMENT TO THE FIRM

The payments terms to the Firm shall be made upon submission of the Monthly progress report, followed by submission of invoices. Payment will be made after due verification. The monthly progress report must include the joint verification report.

75% of the payment shall be released upon submission of the Monthly progress report, and monthly invoices, and remaining 25% shall be Performance linked; i.e. deliverable and target based. A detailed work plan with monthly targets such Solid Waste Quantity collected and Number of House Connections etc., shall be prepared and to be made a part of the Contract. The 25% of the monthly invoices shall be only released subject to achieving the monthly milestones.

3.7 SCHEDULE & REPORTING

The services shall be carried over a period 24 calendar months from date of commencement of services. The Firm vide its Team Leader, shall report to the CMC or to any designated authority, as the case may be, with Progress Reports, Action Plans, Deliverables etc.

SECTION 4: TECHNICAL PROPOSAL – SAMPLE FORMS

4A.	Power of Attorney for authorized signatory
4B.	Technical proposal forwarding letter.
4C.	Firm’s references
4D.	Firm’s comments and suggestions on the Terms of Reference and on data services, and facilities to be provided by the Employer.
4E.	Approach paper on methodology and work plan for performing the assignment.
4F.	Composition of the team (personnel) and task(s) of each team member.
4G.	Format of Curricula vitae for proposed professional staff.
4H.	Time schedule for professional personnel.
4I.	Activity (work) and reporting schedule.
4J.	Declaration of availability of proposed staffs
4K.	Declaration For not subjected to subsistence of debarment/ blacklisting and no pending investigation
4L.	Additional Information

4. A POWER OF ATTORNEY FOR AUTHORIZED SIGNATORY

Need to be submitted by the Agency/ NGOs/ Firm on Stamp papers

4. B TECHNICAL PROPOSAL- FORWARDING LETTER

[Location, Date]

To:

The Municipal Commissioner,
Cuttack Municipal Corporation,
Choudhury bazar, Cuttack, PIN: 753001, Odisha,
Phone - (0671-2308424), Email - mccmc@nic.in.

Sir,

We, the undersigned, offer to provide the services for implementation of the work “Solid Waste Management & Facilitation For House Sewer Connections by providing requisite manpower and services in Cuttack City under Social Development and Public Awareness (SD & PA) component of Orissa Integrated Sanitation Improvement Project (OISIP)” in accordance with your Request for Proposal dated [Date] and our Proposal (Technical and financial Proposal). We are hereby submitting our Technical Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, i.e., before [Date] we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We hereby undertake that the scope of work as specified in the RFP is clear to us.

We understand, you are not bound to accept any proposal you receive.

We remain,

Yours sincerely,

Signature of the Authorized person:

Name and Title of Signatory:

Name of Firm:

Address:

Seal of the Firm

4. C FIRM’S REFERENCES**Relevant Services Carried Out in the Last Five Years
That Best Illustrate Agency Qualifications**

Using the format below, provide information on each reference assignment for which your Agency, either individually as a legal entity or as the lead partner in an association, was earlier contracted.

Assignment Name:		Country:
Location within Country (State , District , Town/City)		Professional Staff Provided by Your Agency):
Name of Employer/ funding agency:		No. of Staffs engaged in this assignment:
Address:		No. of Staff-Months; duration of assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in INR):
Name of Associated Partners, if any:		No. of Months of Professional Staff Provided by Associated Partners:
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Note: The necessary supporting documents such as certificate, Work order etc may plz be enclosed adjacent to the above format

COMMENTS ON THE TERMS OF REFERENCE AND SUGGESTIONS ON DATA, SERVICES, AND
FACILITIES TO BE PROVIDED BY THE EMPLOYER

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services, and facilities to be provided by the Employer

- 1.
- 2.
- 3.
- 4.
- 5.

**4. D APPROACH PAPER ON METHODOLOGY AND WORK PLAN FOR
PERFORMING THE ASSIGNMENT**

Approach:

Approach for accomplishment of the assignment needs to be specified. (Maximum 3 pages)

Methodology:

Methodology for accomplishment of the assignment needs to be specified. (Maximum 5 pages)

Work plan:

Work plan for accomplishment of the assignment need to be provided in the form of bar chart/ excel sheet.

4. E COMPOSITION OF THE TEAM (PERSONNEL), AND TASK(S) OF EACH TEAM MEMBERS**A. TEAM COMPOSITION:**

1. Technical/ Professional Staff		
Position	Name of the staff	Task assigned
Team leader		
Social Development and public awareness expert		
Circle coordinators		
Others (H O Support)		

1. Support Staff		
Position	Name of the staff	Task assigned

B. ON SITE ORGANIZATION CHART PROPOSED FOR THE ASSIGNMENT:

**4. F FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED
PROFESSIONAL STAFF**

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignments listing in reverse order sequentially with very recent assignments. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized skill education of staff member, giving names of schools/colleges/ universities, dates attended, and degrees obtained with attainment level (UG to PHD). Use about one quarter of a page]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last three years, also give types of activities performed and Employer references, where appropriate. Use about three-quarters of a page.]

Language Proficiency:

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, the afore mentioned data correctly describe me, my qualifications, and my experience.

_____ **Date:** _____
[Signature of proposed staff] *Day/Month/Year*

Full name of staff member: _____

Full name of authorized representative: _____

4. G TIME SCHEDULE FOR PERSONNEL

.

4. H ACTIVITY (WORK) AND REPORTING SCHEDULE

Activity (Work)	<i>[1st, 2nd, etc. are months from the start of assignment]</i>																	
	<i>Q1</i>			<i>Q2</i>			<i>Q3</i>			<i>Q4</i>			<i>Q5</i>			<i>Q6</i>		
	1st	2nd	3rd	4th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th	13 th	14 th	15 th	16 th	17 th	18 th

4. I DECLARATION OF AVAILABILITY OF PROPOSED STAFF

(On letter head of the *Firm*)

Date: _____

DECLARATION

WE, HEREBY DECLARE THAT THE STAFF MEMBERS PROPOSED for the assignment in accordance of the scope and schedule of the RFP **ARE AVAILABLE FOR THIS ASSIGNMENT.**

Signature: _____

Name: _____

(Authorized signatory)

Designation: _____

Seal of the Firm

4. J DECLARATION FOR NOT SUBJECTED TO SUBSISTENCE OF DEBARMENT/ BLACKLISTING AND NO PENDING INVESTIGATION

(On letter head of the *Firm*)

Date: _____

DECLARATION

I Mr./ Mrs/ Dr./ _____ (Name and designation) hereby declare
that, _____ (Organization name and address) _____

- *Is not subjected to subsistence of debarment/ blacklisting by the Government of India or any of the State Governments within India or any of its Departments, authority or agency, on the date of proposal submission or during the selection process.*
- *No investigation by a regulatory authority is pending either against the Firm or against their president/ chairman/ CEO or any of their Directors/ Managers/ Employees*
- *If found otherwise, I / We understand that the Bid shall be summarily rejection.*

Signature: _____

Name: _____
(Authorized signatory)

Designation: _____

Seal of the Firm

4. K ADDITIONAL INFORMATION (IF ANY)

SECTION 5: FINANCIAL PROPOSAL - SAMPLE FORMS

- 5. A *Financial proposal submission form*
- 5. B *Breakdown of remuneration (Personnel cost)*

5.A. FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To:

The Municipal Commissioner,
Cuttack Municipal Corporation,
Choudhury bazar, Cuttack
PIN: 753001, Odisha
Phone - (0671-2308424), Email - mccmc@nic.in

Sir,

We, the undersigned, offer to provide the services for implementation of the work “Solid Waste Management & Facilitation For House Sewer Connections by providing requisite manpower and services in Cuttack City under Social Development and Public Awareness (SD & PA) component of Orissa Integrated Sanitation Improvement Project (OISIP)” in accordance with your Request for Proposal dated [Date and our Proposal (technical and financial proposals). Our attached financial proposal is for the sum of **[Amount in words and figures]**. This amount is exclusive of all applicable taxes/ levis excluding applicable service taxes.

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., **[Date]**.

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

We remain,

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

5. B BREAKDOWN OF REMUNERATION

TECHNICAL/ PROFESSIONAL STAFF				
Position	Number	Man month	Monthly Remuneration	Total Amount
Team Leader	1	24		
Circle Inspector	53	24		
Circle Coordinator	5	24		
Total Remuneration Cost (in Rs.)				
Cost towards Head Office Support, Administration, Monitoring, Mobility, Transportation, Office, Office running expenses, Computers / Gadgets, printing and all other miscellaneous activities – in Lumpsum (LS)				
TOTAL REMUNERATION COST				

Administrative/ accounts and support staff

Note: the Head Office Support includes the cost of Administrative/ accounts and support staff support