

# Murshidabad Zilla Parishad

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## NOTICE INVITING TENDER NO. MSD/84/2017-18

### NOTICE INVITING EXPRESSION OF INTEREST [EOI] FOR ODF FACILITATION, VERIFICATION AND CERTIFICATION OF 107 NOS. OF GRAM PANCHAYATATS OF 11 PANCHAYAT SAMITY MURSHIDABAD DISTRICT

For and on behalf of the Executive Officer, Murshidabad Zilla Parishad, the Addl. Executive Officer, Murshidabad Zilla Parishad, invites sealed tender of rates for the following for conducting Facilitation, Verification and Certification of 107 Nos. of Gram Panchayat of 11 Nos. of Panchayat Samities namely Beldanga-I, Hariharpara, Raghunathganj-I, Samserganj, Suti-II, Domkal, Bharatpur-I, Bharatpur-II, Burwan, Kandi and Khargram of Murshidabad District for declaration of Open Defecation Free District(ODF) by 31<sup>st</sup> January-2018.

**Terms and reference for the work conducting third party Executive Officer, Murshidabad Zilla Parishad, invites sealed tender of rates for the following for conducting Facilitation, Verification and Certification of ODF status in Murshidabad District.**

As per the time line fixed for declaration of Open Defecation Free (ODF) Murshidabad District, Central Government as well as State Government is 31<sup>st</sup> January-2018. In order to ensure quality outcomes, two things have been emphasized. One, focus on sustainable behavior change and two focus of making villages completely Open Defecation Free (ODF) thereby improving the overall cleanliness of the Gram Panchyats/Villages.

Basic tenets of ODF at the present stage have been identified as the following

- All the households have access to safe and sanitary toilet facilities and no one is defecating in the open.
- All the School and Anganawadi Centers have toilet facilities and the students and teachers/staff Members in schools and children and worker in the Anganawadi centres are using toiler's facilities when they are in the institutions.
- There is no visible sign (Sight or smell) of open defecation in the villages. Overall cleanliness is maintained in the villages.

Now the District Administration of Murshidabad District has decided to ascertain the actual status of already declared ODF villages, GPs and Blocks by engaging a third party verification by the District.

Sl No.	Name of work	Amount of Earnest Money [Rs.]	Amount of Cost of Tender documents [Rs.]	Proposed timeline
1	A) Engaged third Party for Facilitation, Verification and Certification of already declared Gram Panchayats and villages as ODF of 11 Blocks. B) Overall cleanliness of the Gram Panchayats/Villages already been declared as ODF. C) In 2 <sup>nd</sup> Phase 11 Nos. of Block, 107 Nos. GPs and 826 Nos. of jurisdiction villages Facilitation, Verification and Certification D) Overall cleanliness of the Gram Panchayats/Villages mentioned in point C.	10000/-	500/-	The proposed support will follow the implementation timeline of the District administration which is expected to be about 4 months, beginning from 20 <sup>th</sup> January-2018

The documents are to be submitted in single envelop. The envelop shall contain Technical documents along with earnest money & cost of tender documents, Trade license, NGO Registration certificate of with last year renewal, PAN Card, Income tax return, evidence of experience of ODF Facilitation, Verification and Certification in at least one district of West Bengal under the programme of MNB and Financial documents along with letter head pad of the firm to be submitted. Details of tender notice and other relevant documents may be collected from the office of the Murshidabad Zilla Parishad.

Required Earnest Money and cost of tender paper as shown in the column above should be deposited in IDBI Bank Account No. 0257104000108225, IFS CODE – IBKL0000257 in favour of MZP Tender A/C, through RTGS/NEFT/CBS System only. The NIT No., Serial No. and/or UTR number should be clearly mentioned on the deposit challan. Payment made otherwise will be rejected.

**1. Timeline for submission of EOI:**

Date for submission of Tender : On 18/1/2018 upto 13:00 Hours  
: Tender documents shall be issued from the office of the Murshidabad Zilla Parishad and the same to be submitted at the office of the Murshidabad Zilla Parishad

Date for opening of Tender : On 18/1/2018 at 14:00 Hours

**2. Eligibility Criteria:**

- A) The proposing / bidding NGO must have demonstrated experience evidence base survey, developing of structural as need based in the community level, preparation of analysis report and sample report at the community level on sanitation.
- B) The proposing / bidding NGO must have demonstrated experience of ODF Facilitation, Verification and Certification in at least one district of West Bengal under the programme of MNB
- C) The proposing / bidding NGO must have a competent and experienced team of ODF verification. The team for the proposed scope of work will be led by a Professional expert of social sector for a minimum of 6 years experience.
- D) The proposing / bidding NGO shall have demonstrated experience of working with senior Government officials and carrying out instructions.
- E) The proposing / bidding NGO must have demonstrated experience of “process documentation” of the implementation of the Mission Nirmal Bangla in West Bengal.
- F) The proposing / bidding NGO must have good knowledge about the District of Murshidabad and its people.
- G) The proposing / bidding NGO must have good knowledge about the snowball Method for those people who are practicing OD.

**3. Contents to be covered during their activities**

1. Visit each and every villages/Sansad in the identified Block.
2. Interact with the Villagers/Households.
3. School/ICDS/SSK/MSK/HS/Madrasha/ etc. to be visited.
4. Community Sanitary Complex to be visited at the public congregation place/dhaba/brick field etc.
5. Household without latrine or person practicing OD to be visited (Snowball method)
6. Identify the villagers in relation to their status of access to and usage of toilets.
7. Mark the villages as red, yellow and green.
8. Provide feedback to the local administration including district administration on the status and measure required to transform red and yellow villages into green.
9. Provide facilitative support to the local functionaries in spearheading intensive behavior change communication to ensure access to and usage of toilets by the household and members.

10. After first level verification the agency should district level consultation meet among Red and Yellow GPs & PS.
11. Finally, after taking repeated rounds of field visit and follow up certify individual villages and Gram Panchayats as ODF.
12. Developed all the data collection instruments, checklist format and tabulation plan and finalize it in consultation with Department.
13. Undertake the activities taking into consideration the process followed/adopted in the district and state.
14. Verification of ODF process and documentation at each level.
15. Case studies and photograph.

**Special Terms & Condition:**

- a. Bid Validity- 90 days.
- b. Year of contract- 1 year.
- c. In case of any day meant for the tender appears to be an unscheduled holyday, next working day will be treated as scheduled/prescribed day for the same purpose.
- d. No pre-conditional tender will be accepted.
- e. The successful tenderer will have to execute an agreement with non-judicial stamp paper worth Rs.10/- as per norms.
- f. The authority of Murshidabad Zilla Parishad reserve the right to accept or reject in part or full offer without assigning any reason.
- g. All the relevant document are to be produced in original to this office as and when asked for.
- h. Any concealment of fact will be seriously viewed and all tender paper submitted by the agency will be treated as informal and his/her earnest money will be forfeited.
- i. All participating tenderer are requested to remain present at the time of opening of technical bid.
- j. The unsuccessful tenderer will be refunded their earnest money on application after fifteen days from opening of financial bid & successful tenderer shall refund his / her earnest money after completion of the whole work.

**4. Schedule of Payment**

Installment	Percentage of total cost	Output Parameter
I	20%	On signing of an agreement between the Zilla Parishad and selected organization an amount of 20 % of the total costs, As mobilization advance.
II	30%	On completion of all activities under scope of work A, an amount of 30 % of the total costs, amounting to INR. to be paid.
III	30%	On completion of all activities under scope of work B
IV	20%	On completion of all activities under scope of work C

  
Additional Executive Officer,  
Murshidabad Zilla Parishad  
A. C. Das

**Memo No. 360/1(25)/SAN/MZP/ENS**

**Dated: 9.1.2018**

Copy of Tender notice forwarded for favour of information with request to kindly display in his Notice Board for giving wide publicity to the :

1. Sabhadhipati, Murshidabad Zilla Parishad
2. District Magistrate, Murshidabad & Executive Officer, Murshidabad Zilla Parishad
3. Sahakari Sabhadhipati, Murshidabad Zilla Parishad.
4. Secretary, Murshidabad Zilla Parishad.
- 5-6. District Engineer/ Executive Engineer, WBSRDA, Msd. Divn. / Jangipur Divn., MZP.
7. Finance Controller & Chief Accounts Officer, Murshidabad Zilla Parishad
8. Karmadhakshya, Purta-Karya-O-Paribahan Sthayee Samity, Msd Zilla Parishad.
- 9-14. Member, Tender Selection & Purchase Committee, Murshidabad Zilla Parishad.
- 15-23. All Karmadhakshya, Murshidabad Zilla Parishad.
24. Adhyaksha, District Council, Murshidabad Zilla Parishad.
25. District Co-Ordinator,MNB, Murshidabad Zilla Parishad

  
Additional Executive Officer,  
Murshidabad Zilla Parishad  
Azar

**Memo No. 360/1(32)/SAN/MZP/ENS**

**Dated: 9.1.2018**

Copy of Tender forwarded for favour of information with request to kindly display in his Notice Board for giving wide publicity to the:

- 1-5. Sub-Divisional Officer, Sadar / Domkal / Lalbagh / Kandi / Jangipur, Murshidabad
- 6-31. Executive Officer, All Panchayat Samities of Murshidabad District.
32. DIO/DIA, NIC, Collectorate Building, Murshidabad with a request to publish the notice in the District Website.

  
Additional Executive Officer,  
Murshidabad Zilla Parishad  
Azar