



Quotation Call

For

**Selection of firm for implementation of Zero Waste Projects
in selected schools.**

Bhubaneswar Municipal Corporation (BMC)

**ICOMC Tower at Satya Nagar, Infront of Satya Nagar Kali Temple
on Janpath, Unit-IX, Bhubaneswar- 751022, Odisha, India.**



Bhubaneswar Municipal Corporation

ICOMC Tower, Unit-IX, Satya Nagar, Bhubaneswar-751022

No: 67020 /BMC DT: 30-12-25

QUOTATION CALL NOTICE

On behalf of the Commissioner, Bhubaneswar Municipal Corporation (BMC), Dy. Commissioner (Education), BMC invites expression of interest from Non-Government Organisations (NGOs)/Non-Profit Organizations/Registered Society/Registered trusts/ Agencies for "**Selection of Firm for Implementation of Mission Zero Waste School Programme in Selected Schools under Bhubaneswar Municipal Corporation.**". The detailed QCN document can be seen and downloaded from the BMC website <http://bmc.gov.in>.

For queries, interested parties may contact the office of Deputy Commissioner (Education), Bhubaneswar Municipal Corporation at ICOMC Tower at Satya Nagar, Infront of Satya Nagar Kali Temple on Janpath, Unit-IX, Bhubaneswar- 751022, Odisha, India.

1. Schedule of Events:

Availability of document	From Dt. 31.12.2025 (11:00 AM) to till Dt. 21.01.2026 (by 5:00 pm) (Downloadable from website:(http://bmc.gov.in))
Tender Document Fee	Rs 1000/- (Non-Refundable) in the form of Demand Draft
EMD	Rs 10,000/- (Refundable) in the form of Demand Draft
Pre-bid Meeting	On Dt. 05.01.2026 at 11:30 AM (4 th Floor Conference Hall of ICOMC Tower)
Submission of Pre-bid queries, If any through mail to bmcppp2025@gmail.com dc-sanitation@bmc.gov.in swmpmubmc@gmail.com	Dt. 03.01.2026 by 05:00 PM
Last date & time for receipt of Proposal from intending bidders	Dt. 21.01.2026 by 05.00 PM (Through Speed/Registered post/Courier/Hand delivery)
Method of Selection	QCBS (Quality and Cost Based Selection) 70:30
Address/Place of submission of EoI in hard Copy	Office of Dy. Commissioner (Education) Bhubaneswar Municipal Corporation ICOMC Tower (4 th Floor) at Satya Nagar, in front of Satya Nagar Kali Temple on Janpath, Unit-IX, Bhubaneswar-751022, Odisha, India.
Date and time of opening of Technical Proposal by BMC tender committee	Dt. 22.01.2026 at 11:30 AM

2. All amendments, Clarifications, time extensions, etc. will be uploaded on the website only interested parties should regularly visit the above website to keep themselves updated.

By Order of the Commissioner, BMC

Pushi Keshu
30.12.2025
Dy. Commissioner (Education)
Bhubaneswar Municipal Corporation

Memo No.

67021

Dt. 30-12-25

Copy forwarded to School and Mass Education Department, Govt. of Odisha/ Director, Information and Public Relations Department, Odisha/Asst. Commissioner (PR & Communication), BMC, with a request for publication of the notice for Expression of Interest (EOI) in two English newspapers i.e., Times of India and The New Indian Express, in their all-India edition and one Odia daily in their all-Odisha edition copy on or before dt.31.12.2025

Rubi Behra
30.12.2025

Dy. Commissioner (Education)
Bhubaneswar Municipal Corporation

Memo No. 67022

Dt. 30-12-25

Copy forwarded to D.C (IT) for uploading of the Expression of Interest (EOI) document in BMC website before 11:00 AM of dt. 30.12.2025.

Rubi Behra
30.12.2025

Dy. Commissioner (Education)
Bhubaneswar Municipal Corporation

Memo No. 67023

Dt. 30-12-25

Copy forwarded to the CFO, BMC /City Engineer, BMC/ Dy. Commissioner (Sanitation), BMC/ Executive Engineer (Sanitation)/ Assistant Engineer (Sanitation), BMC for kind information.

Rubi Behra
30.12.2025

Dy. Commissioner (Education)
Bhubaneswar Municipal Corporation

Memo No. 67024

Dt. 30-12-25

Copy to PA to the Commissioner, BMC/ CA to the Additional Commissioner-III, BMC for kind information of Commissioner and Additional Commissioner-III respectively.

Rubi Behra
30.12.2025

Dy. Commissioner (Education)
Bhubaneswar Municipal Corporation

Memo No. 67025

Dt. 30-12-25

Copy to Office Notice Board, BMC for display.

Rubi Behra
30.12.2025

Dy. Commissioner (Education)
Bhubaneswar Municipal Corporation

1. Background:

Schools provide excellent platforms for promotion and sustenance of good behavioural practices among young Children, who can be trained to become strong advocates for growing environmental concerns. The Zero Waste Schools is a Decentralised Waste Management programme specially developed for schools for inculcating among the school children the habit of managing their waste. This has been designed to educate school students to the growing cause of waste management and promote sustainable consumption and lifestyles among them. The program is a school level initiative which promotes sustainable waste management by spreading awareness about the problem of waste, demonstrating pilot projects on decentralized waste management (paper recycling and vermi-composting) and forming youth advocates for scaling up these decentralized models.

Bhubaneswar Municipal Corporation (BMC), under its city-wide Swachh initiatives, successfully implemented Phase I & II of the “Mission Zero Waste School” in 30 government schools. The initiative built strong foundations in waste segregation, reduction of single-use plastics, and behavioural change. Key outcomes included student-led Zero Waste Class Monitors, establishment of Seven Committees, adoption of reusable steel bottles and tiffins, and successful demonstration of waste-to-value activities such as eco-bricks and composting.

Phase III aims to transition from demonstration to fully operational systems, embed financially self-sustaining waste-to-value models in schools, empower students as community ambassadors, and integrate solid waste management and circular economy principles into co-curricular activities.

2. Project Objectives:

School recycling project focuses on three key areas: -

1. Operationalise and sustain the waste management practices established in the Phase I schools.
2. Design and implement low-cost, financially self-sustaining waste-to-value systems within each school.
3. Empower students as ambassadors to influence their families and communities through structured home-based activities.
4. Develop a mentorship model where pilot schools support scale-up to new schools.
5. Integrate SWM and Circular Economy principles into co-curricular student activities.
6. Promote a city-wide “Zero Waste Culture” beginning with school-led behavioural change.

3. Project Description:

The Mission Zero Waste School initiative focuses on moving schools from basic awareness and pilot demonstrations to well-established, operational waste management systems. The project prioritises simple, replicable, and low-cost interventions that can be maintained by schools with minimal external support.

The approach is holistic and behaviour-centred, prioritising waste prevention, resource efficiency, and daily practice over one-time activities. The project strengthens in-school systems such as classroom segregation, composting, waste-to-value activities, and monitoring routines while also

extending behaviour change into students' homes through structured, student-led interventions. This includes activities like home waste audits, family recognition programmes, zero-waste PTM workshops, litter-free lunch campaigns, and inter-class dry waste collection drives.

The emphasis is on empowering students and teachers as leaders of the Zero Waste movement, ensuring long-term sustainability beyond the project period. Through ongoing mentoring, capacity-building, and integration into school routines, the programme aims to make Zero Waste practices an integral part of daily school culture.

4. Scope of Work:

The broad categories of waste which are generated in a school and can be managed by adopting different suitable technology or by changing the behaviour are as follows:

4.1 Categories of Waste to be Managed

A. Dry Waste Categories to Be Managed

Schools generate a wide range of dry waste materials that can be reused or recycled. Among these, paper is typically the largest contributor—accounting for nearly 50–60% of school waste. Paper reuse and recycling offer significant cost-saving opportunities when students are encouraged to use both sides of sheets, reuse notebooks, and repurpose scrap for learning materials.

The commonly recyclable materials in schools include:

- i. **Scrap Paper:** Used bond paper, computer sheets, old notebooks, textbooks, newspapers, periodicals, cartons, cardboard, coloured/assorted paper, etc.
- ii. **Glass:** Bottles, jars, and glass cullets.
- iii. **Plastics:** PET bottles, plastic cups, rigid plastic containers, hard plastics, basins, CD cases, etc.
- iv. **Metals:** Tin cans, aluminium cans, metal frames, stainless steel scraps, etc.
- v. **Others:** Tetra packs and other multilayered packaging materials.

These materials will form the basis for segregation systems, Dry Waste Drives, and recycling linkages established under the programme.

B. Biodegradable (Wet) Waste to Be Managed

Schools generate various types of biodegradable waste that must be processed through suitable in-situ treatment systems. This category primarily includes organic waste from daily food consumption and natural materials generated on the school campus. Proper management of wet waste is essential to prevent odour, pests, and open dumping, and to support sustainable compost production within the school.

Common biodegradable waste generated in schools includes:

- i. **Food Waste:** Leftovers from mid-day meals, tiffins, canteen food scraps, cooked and uncooked food, fruit and vegetable residues.
- ii. **Garden and Leaf Waste:** Dry leaves, grass clippings, small branches, and other horticulture waste generated from school gardens and green areas.

- iii. **Other Organic Waste:** Spoiled food, biodegradable packaging (if any), and similar organic materials.

4.2 Activities under Scope of Work

- i. The selected agency shall implement the Zero Waste School Programme as per the Scope of Work defined in this QCN.
- ii. A total of 30 schools shall be assigned by BMC per 3 months each for implementation of Zero Waste Schools.
- iii. Each assigned school must be transformed into a Zero Waste School within ninety (90) days from issuance of the Work Order.
- iv. BMC will provide the list of schools and timelines alongside the Work Order.
- v. The agency shall coordinate with BMC and school authorities for implementation, reporting, monitoring, and documentation.

Based on this, the selected firm shall be responsible for the comprehensive implementation of the Mission Zero Waste School programme in each assigned school, ensuring that systems, behaviours, and monitoring mechanisms are firmly established. The scope shall include the following activities:

A. Systems Strengthening within Schools

- i. Conduct a baseline assessment of existing waste practices, available infrastructure, and behavioural patterns.
- ii. Establish and operationalise classroom-level and campus-level segregation systems in alignment with SWM Rules 2016 and MoHUA guidelines.
- iii. Form or strengthen student-led governance structures such as Zero Waste Class Monitors and Seven Committees with defined roles and responsibilities.
- iv. Facilitate installation and operationalisation of in-situ biodegradable waste treatment systems (e.g. small composting units) in coordination with BMC and school authorities.
- v. Set up safe storage arrangements and processes for monthly dry waste collection and linkage with authorised recyclers.

B. Behaviour Change and Capacity Building

- i. Develop and implement IEC/BCC activities on segregation, waste reduction, reuse, and circular economy principles targeting students, teachers, and school staff.
- ii. Conduct hands-on training for teachers and student committees to build internal school capacity.
- iii. Organise demonstrations and student activities on composting, reuse, eco-bricks, and waste-to-value practices.

C. Student- and Family-Led Behavioural Interventions

- i. Introduce and monitor the Swachh Home Audit, enabling students to assess and influence household waste practices.
- ii. Implement the Zero Waste Family Recognition programme to encourage adoption of sustainable practices at home.
- iii. Conduct Parent–Teacher–Student (PTS) Workshops by integrating short, structured Zero Waste sessions into existing PTMs.
- iv. Promote Litter-Free Lunches with emphasis on reusable tiffins, bottles, and reduction of disposable packaging, supported by classroom-level tracking.

D. Waste-to-Value and School Sustainability Models

- i. Facilitate monthly Dry Waste Drives, coordinate aggregation and sale of recyclables, and help schools establish small-scale revenue models where appropriate.
- ii. Introduce and support low-cost waste-to-value activities that improve school sustainability and reinforce student participation.

E. Monitoring, Documentation and Compliance

- i. Maintain documentation of segregation compliance, composting performance, dry waste recovery, and behavioural change indicators.
- ii. Ensure consistent cleanliness and complete prevention of open dumping in and around school premises.
- iii. Submit periodic progress reports, photos, data, and documentation to BMC as required.
- iv. Ensure the school is ready for formal declaration as a Zero Waste School within 90 days, completing all IEC/BCC, system setup, monitoring, and student engagement requirements.

F. Coordination with BMC and School Authorities

- i. Coordinate with BMC for installation of infrastructure and logistical support for waste treatment and storage.
- ii. Provide continued guidance and technical support to school authorities to sustain the Zero Waste model beyond the project period.

5. Programme Implementation & IEC:

A. Programme Implementation

- i. Baseline assessment of existing waste management practices in schools
- ii. Establishment and strengthening of waste segregation systems
- iii. Conduct of awareness sessions, workshops and demonstrations for students, teachers and staff
- iv. Implementation of waste-to-value activities such as composting, recycling, eco-bricks, etc.

B. IEC, Communication & Outreach

- i. Design, development and printing of bulletins / booklets, posters, leaflets and IEC materials
- ii. Preparation and execution of social media and print media plans, including content creation

C. Financial Responsibility

- i. All materials, logistics, IEC materials, manpower, travel and operational costs shall be borne financially by the empanelled NGO / Agency
- ii. No additional financial liability shall be borne by BMC

D. Coordination & Liaison

After selection, the firm shall liaise with the School & Mass Education Department and concerned schools for programme execution, with facilitation support from BMC.

6. Coverage & Timeline:

- i. **Total schools to be covered:** 118
- ii. **Implementation cycle:** 30 schools every 3 months
- iii. **A Work Completion Report** shall be submitted after completion of each set of 30 schools

7. Manpower Deployment:

- i. The selected firm shall deploy adequate and qualified manpower for effective implementation of the project as per details given below:

Sl. No.	Position	Minimum Qualification	Minimum Experience	Roles & Responsibilities
1	Project Head / Project Manager	Graduate / Postgraduate in Environmental Science / Environmental Engineering / Social Sciences / Urban Planning / Public Health / Sustainability/Mass Communication or related discipline	Minimum 5 years of experience in solid waste management, IEC/BCC programmes, school-based environmental initiatives or similar projects	Overall planning and supervision of project activities; coordination and liaison with Bhubaneswar Municipal Corporation and concerned departments; monitoring of implementation progress; review and submission of monthly progress and completion reports
2	Trainers / Resource Persons	Graduate in Environmental Studies / Education / Social Work / Sustainability or related field	Minimum 2 years of experience in training, awareness or capacity-building programmes related to waste management, environmental education or behaviour change communication	Conduct training sessions and awareness programmes in schools; develop and deliver IEC/BCC content; support implementation of waste segregation and waste-to-value activities
3	Field Staff (Minimum 02 Nos.)	Minimum Higher Secondary (10+2) or equivalent	Preferably 1 year of field experience in community mobilization, sanitation, waste management or school-based programmes	Field-level coordination with schools; support day-to-day implementation; assist in data collection, documentation, photography and reporting of activities

- ii. Manpower details along with qualifications, experience and associated costs shall be **clearly indicated in the Bill of Quantities (BOQ)** as per format.

8. Monitoring, Reporting & Review Mechanism:

A. Reporting Hierarchy

Monitoring and review shall follow the hierarchy below:

Deputy Commissioner (Education) → Additional Commissioner–III → Commissioner, BMC

B. Reporting & Monitoring

- i. Monthly progress reports shall be submitted to BMC
- ii. Monthly review meetings shall be conducted
- iii. Reports shall include physical progress, IEC activities, photographs, and documentation

9. Infrastructure & Construction Clause:

- i. No permanent structure shall be constructed by the Selected firm.
- ii. If any permanent infrastructure is required, the Selected firm shall submit a proposal
- iii. Subject to approval, BMC shall execute such construction works, if required

10. Eligibility Criteria:

The Selection of the Agency/NGO shall be made on QCBS basis wherein the technical score shall have a weightage of 70% and remaining 30% weightage shall be given towards financial bid submitted. The process of the evaluation shall be as follows:

- (i) The Minimum Eligibility of the Applicants shall be evaluated vis-à-vis the stipulations made at Clause no. 10 (a).
- (ii) The Applicants meeting the minimum eligibility criteria shall be further evaluated for determination of technical score as per requirements under Clause no. 10 (b).
- (iii) A minimum technical score of 70 marks shall be considered for opening of financial bids.
- (iv) The Financial bids of the technical qualified bidders securing 70 marks and above shall be opened on a date and time to be intimated by BMC.
- (v) The final award of work shall be done by BMC post opening of financial bids applying the following formulae:

$$\text{Final Score} = (0.70 \times Ts) + (0.30 \times Fs)$$

Ts- Technical Score of the Bidder i.e. final marks secured out of 100

Fs- Financial Score which shall be derived as follows:

- Lowest Financial Bid shall be assigned 100 marks
- The financial score of the other bidders quoting more than the lowest financial bid shall be determined as follows:

$$((\text{Lowest Financial bid}) / (\text{Financial Bid})) \times 100.$$

- (vi) The bidder securing the highest final score shall be awarded the work

10 (a) Minimum Eligibility Criteria:

For demonstration of Minimum Eligibility Criteria, the Applicant must possess the following experience:

SL. No	Criteria	Required documents
1	Technical Criteria	

<p>a.</p>	<p>The Applicant within the last 5 years must have at least one experience in performing Similar nature of work.</p> <p>For the purpose of this RFP, similar nature of work shall mean and include conducting IEC works for Sanitation/Solid Waste Management in Schools/Educational Institutions/Markets/Bulk Waste Generators/Households in wards of any ULB.</p> <p>For avoidance of doubt IEC experience for WASH projects shall not be considered.</p>	<p>a. Work Order/Agreement b. Experience Certificate demonstrating satisfactory completion of work.</p>
<p>b.</p>	<p>Must have at least one experience in conducting IEC activities for Sanitation/Solid Waste Management awarded directly by any ULB in India.</p> <p>For avoidance of doubt IEC experience for WASH projects shall not be considered.</p>	<p>a. Work Order/Agreement b. Experience Certificate demonstrating satisfactory completion of work.</p>
<p>2.</p>	<p>Financial Criteria</p>	
<p>a.</p>	<p>The Applicant must have collected/appropriated a total Average Revenue of at least Rs. 25.00 lakhs in last 3 Financial Years i.e. 2022-23,2023-24 and 2024-25.</p>	<p>a. Audited financial statement i.e P/L account and balance sheet with valid UDIN duly audited by the Chartered Accountant or Statutory Auditor.</p>
<p>3.</p>	<p>General Criteria</p>	
<p>a.</p>	<p>The Applicant can be either</p> <ol style="list-style-type: none"> i) a Company (Private or Public), or ii) a registered partnership firm, or iii) an LLP firms iv) Proprietorship firm v) A registered society or Trust 	<p>Copies of:</p> <ol style="list-style-type: none"> a. Company (Private or Public) <ul style="list-style-type: none"> • Certificate of Incorporation • Memorandum of Association • Articles of Association • Board resolution authorizing it's representative to sign the documents.

		<ul style="list-style-type: none"> b. Registered partnership firm <ul style="list-style-type: none"> • Registration certificate • Deed of Partnership c. LLP firm <ul style="list-style-type: none"> • Certificate of Incorporation • Deed of Partnership d. Proprietorship <ul style="list-style-type: none"> • Copy of GST registration certificate- REG 06 e. Trust or Society <ul style="list-style-type: none"> • Society Registration Certificate (under Societies Registration Act, 1860) for society • OR Trust Registration Certificate (under Indian Trusts Act or State Trust Act) in case of Trust
b.	The Applicant should have a valid PAN Number and GST	a. Copy of PAN and GST
c.	The Applicant should not be blacklisted by any State/Union Government or its agency as on bid effecting dates. Regarding this, Applicant shall submit an affidavit on non-Judicial stamp paper of Rs 100/- along with technical bid.	a. Notarized Affidavit submitted as per prescribed format in the Tender document.
d.	Must have submitted Power of Attorney for signing of bid proposal and agreement, Tender Fee and EMD.	a. As per prescribed format in Tender Document.
e.	The Applicant is not a Joint Venture of two or more firms	a. Declaration in the Letter Head.

10 (b) Technical Score:

Sl. No.	Criteria	Marks
1.	The Applicant within the last 5 years must have at least one experience in performing Similar nature of work. For the purpose of this RFP, similar nature of work shall mean and include conducting IEC works for Sanitation/Solid Waste Management in Schools/Educational	

	Institutions/Markets/Bulk Waste Generators/Households in wards of any ULB. <ul style="list-style-type: none"> • More than One work - 25 Marks • One work - 20 Marks 	25
2.	<ul style="list-style-type: none"> • The Applicant must have collected/appropriated a total Average Revenue of at least Rs. 25.00 lakhs in last 3 Financial Years i.e. 2022-23,2023-24 and 2024-25. • Rs 25 lakhs to Rs 30 Lakhs – 15 marks • More than Rs. 30 Lakhs –20 marks Please attach audited financial statement and CA certificate for average annual turnover.	20
3.	<p>Must have at least one experience in conducting IEC activities for Sanitation/Solid Waste Management awarded directly by any ULB in India. For avoidance of doubt IEC experience for WASH projects shall not be considered.</p> <ul style="list-style-type: none"> • One ULB – 10 Marks • More than one ULB – 15 Marks 	15
4.	Technical Presentation	40
	<p>Approach & Methodology through technical presentation. The Presentation shall be made by the Authorized representative/s of the Applicant on a scheduled date and time to be intimated by Bhubaneswar Municipal Corporation to be held at the 4th Floor Conference Hall of BMC-ICOMC building at Unit-IX, Bhubaneswar-751 022. No request towards presentation on virtual mode shall be entertained.</p> <p>Presentation contents:</p> <ul style="list-style-type: none"> • Maximum 20 slides • Presentation should only focus on planning and implementation methodology towards completion of the assigned task of zero waste schools 	
	Total Mark	100

- **Execution of Agreement:**

The selected firm shall enter into a rate contract with Bhubaneswar Municipal Corporation (BMC) for a period of one year.

- **Submission of Performance Security:**

The selected Bidder shall submit a Performance Security equivalent to **5% of the total work value** upon selection. The Performance Security shall be retained for the entire duration of the assignment and will be refunded **without any interest** upon successful completion of the assignment. The Performance Security shall be submitted in the form of

a Bank Guarantee from a Scheduled Commercial Bank duly addressed to “Commissioner, Bhubaneswar Municipal Corporation”.

- **Legal Jurisdiction:** All disputes arising out of this tender shall be subject to the jurisdiction of Bhubaneswar courts only.

11. Submission of Bids:

- a) "The Tender Document is available for download on the website <https://www.bmc.gov.in>. The cost of the tender paper is **Rs. 1,000/- (Rupees Four thousand only)**, which is non-refundable. Payment should be made in the form of a Demand Draft in favor of the Commissioner, Bhubaneswar Municipal Corporation, payable at Bhubaneswar, issued by any Nationalized / Scheduled Bank.
- b) Earnest Money Deposit (EMD): Bidders are required to submit an Earnest Money Deposit (EMD) of **Rs. 10,000/- (Rupees Ten thousand only)** in the form of Demand Draft (DD) / Bank Guarantee (BG) drawn in favour of “**Commissioner, Bhubaneswar Municipal Corporation**”, payable at Bhubaneswar, issued from any Nationalized / Scheduled Bank and countersigned by its local branch at Bhubaneswar. The EMD of unsuccessful Bidders will be returned without interest after completion and finalization of the tender process. The EMD of the successful Bidder shall be retained until submission of the Performance Security and execution of the agreement.
- c) **The proposal should be submitted in three parts viz. "Tender Document Cost", "Technical Bid" and "Financial Bid" in the enclosed proforma. All the three envelopes containing the Tender Document Cost and EMD (Envelope 1), Technical Bid (Envelope 2) and Financial Bid (Envelope.3) should be sealed and marked separately and be put together in an outer envelope, which shall be sealed. The outer envelope shall bear given identification: Tender Call Notice No., Name of Tender Call Notice, Deadline for submission (Bid due date), Name and address of the Bidder.**

Part-A:

Technical proposal for

“SELECTION OF FIRM FOR IMPLEMENTATION OF ZERO WASTE PROJECTS IN SELECTED SCHOOLS.”.

Part-B:

Financial proposal for

“SELECTION OF FIRM FOR IMPLEMENTATION OF ZERO WASTE PROJECTS IN SELECTED SCHOOLS”.

Both the envelopes i.e. envelope for **Part-A** and Envelope for **Part-B** must be packed in a separate sealed outer cover and clearly super scribed with the following:

Proposal for

**“SELECTION OF FIRM FOR IMPLEMENTATION OF ZERO WASTE
PROJECTS IN SELECTED SCHOOLS”.**

- d) Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page.
- e) The submission of Bid is in hard copy form and the last date and time for submission of Bid **(Bid Due Date) is up to 3:00 PM on 20.01.2026** at the below mentioned address of BMC, Bhubaneswar, through **Registered Post /Speed Post/Hand Delivery or Courier Service only (submissions via FAX or email will not be considered)**. Bids received after the specified time on the Bid Due Date shall not be eligible for consideration and shall be summarily rejected. Bids submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.

Address for submission:

Deputy Commissioner (Education)

Bhubaneswar Municipal Corporation
ICOMC Tower, Unit-IX, Satya Nagar
Bhubaneswar – 751022, Odisha

Note:

- a. If the outer envelope is not sealed and marked as mentioned above, then BMC will assume no responsibility for the tender’s misplacement or premature opening. Telex, cable or facsimile tenders will be rejected.
- b. Bids shall be submitted through registered post or courier service at the address mentioned above. BMC shall not take any cognizance and shall not be responsible for delay/loss in transit or non-submission of the Bid in time.

Any deviation from the prescribed procedures / information / formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal have to be signed by the authorized representative of the Bidder. Bids with any conditional offer shall be out rightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the Bidder. Any conditional Bids will be rejected.

- f) Opening of the proposal:
- Completed proposal must be submitted on or before the time and date stated in the Data Sheet.
 - Opening of Proposals will be done in the presence of Bidders whoever wants to attend for technical proposals received through Courier/ registered post/ speed post.
 - The Financial Proposal will be opened for the shortlisted applicants who qualify for financial opening as per QCN condition. The date of opening of Financial Proposal will be notified later.

12. Period of Contract:

i. Contract Duration:

- The empanelment shall be in effect for a period of 1 year which may be extended to another one year depending upon the performance and mutual consent of both the parties from the date of issuance of empanelment letter.
- The supplier shall adhere to the terms and conditions outlined in the contract during the period of empanelment.

ii. Renewal or Extension:

- The contract may be renewed or extended beyond the initial 1year period upon mutual agreement between Bhubaneswar Municipal Corporation and the Selected firm.
- Any renewal or extension shall be documented through a written agreement specifying the revised terms and conditions, including the duration, pricing, and other relevant provisions.

iii. Termination:

- Either party may terminate the contract before its expiration in case of a material breach of contractual obligations by the other party.
- Termination may also occur if either party becomes insolvent, bankrupt, or undergoes a change in ownership or control.
- The terminating party shall provide a written notice of termination, specifying the reasons for termination and the effective date of termination.

iv. Change of Terms:

- Any changes or modifications to the terms and conditions of the contract shall be made in writing and require mutual agreement between Bhubaneswar Municipal Corporation and the supplier.
- Changes may include alterations in quantity, delivery schedule, pricing, or any other relevant provisions.
- Both parties shall document any changes to the contract through an amendment or a formal agreement.

13. General Conditions:

- BMC reserves the right to accept or reject any or all EOIs
- Decision of BMC shall be final and binding

ANNEXURES

ANNEXURE-I

(On the letterhead of the interested party submitting the EOI for empanelment)

Date:

To
[insert Name]
[insert designation & address]

Sub: Expression of Interest for “**SELECTION OF FIRM FOR IMPLEMENTATION OF ZERO WASTE PROJECTS IN SELECTED SCHOOLS**”.

Sir,

With reference to the Invitation for Expression of Interest no.....dated *for implementation of zero waste project in selected schools*, we have understood and hereby acknowledge, agree to and accept all the terms and conditions specified in the Invitation for Quotation Call Notice and wish to participate in the selection process.

We confirm that our Firm registered under relevant law capacity have the requisite experience, expertise, and financial capability to carry out the scope of work set out in the Quotation Call Notice document.

Yours truly,

<Name of authorized signatory>,
<Designation>

ANNEXURE II: DETAILS OF BIDDER + PROJECT EXPERIENCE + HUMAN RESOURCE CAPACITY

[On the letterhead of the Firm]

No:

Dated:

.....

1.
 - (a) Name:
 - (b) Address:
 - (c) Address of the corporate headquarters and its branch office(s), if any, in India:
 - (d) Date of incorporation and/or commencement of business (Please provide a true copy of the incorporation certificate, MOA and AOA if any):
 - (e) GST No:
 - (f) PAN No:
 - (g) CIN:
2. Brief description of the Bidder including details of its main lines of business:
3. Details of individual(s) who will serve as the point of contact/communication from the Bidder Company for BMC:
 - (a) Name:
 - (b) Designation:
 - (c) Company:
 - (d) Address:
 - (e) Telephone:
 - (f) E-mail:
 - (g) Fax:
4. Particulars of the authorized signatory of the Bidder Company:
 - (a) Name:
 - (b) Designation:
 - (c) Address:
 - (d) Telephone:
 - (e) Fax:
5. Format for the relevant project information sheet. *In case of multiple projects the format may be repeated for each project*

Item	Particulars of the Project
Name of the Bidder	
Category	Experience in Zero Waste Schools / SWM projects / IEC-BCC/ / decentralised waste mgmt.
Name of the similar work	
Project location	

Name, address and reference contact (name, designation and contact details) of the clients worked.	
Contact No of Designated Person	
Date of commencement of the project	
Date of completion/ commissioning	
Short description of the project	
Nature of the services provided	

*The firm may attach additional sheet as per the given format depending upon the requirement.

*The firm shall submit Work order/LoA/Work Completion Certificate/Declaration by The School issued by client in support of work experience.

**The firm may also submit Print Media/photographic evidence if any towards execution of the relevant projects.

1. Format for the relevant project information sheet towards IEC activities for Sanitation/Solid Waste Management awarded directly by any ULB in India. *In case of multiple projects the format may be repeated for each project*

Item	Particulars of the Project
Name of the Bidder	
Category	IEC activities for Sanitation/Solid Waste Management awarded directly by any ULB in India
Name of the similar work	
Project location	
Name, address and reference contact (name, designation and contact details) of the clients worked.	
Contact No of Designated Person	
Date of commencement of the project	
Date of completion/ commissioning	
Short description of the project	
Nature of the services provided	

*The firm may attach additional sheet as per the given format depending upon the requirement.

*The firm shall submit Work order/LoA/Work Completion Certificate/Declaration by The School issued by client in support of work experience.

**The firm may also submit Print Media/photographic evidence if any towards execution of the relevant projects.

2. Format for Human Resource Capacity Table

Sl. No.	Name of Staff	Designation / Role	Qualification	Relevant Experience (Years)	Area of Expertise	Proposed Role in the Project
1						
2						
3						
4						
5						

*The firm shall attach CVs of key personnel proposed for the assignment (maximum 2 pages each).

**Staff must have experience in Solid Waste Management, IEC/BCC, school-based programmes, composting, or decentralised waste management, as applicable.

**Agencies may add rows as required.

ANNEXURE III: FINANCIAL CAPACITY OF THE BIDDER

[On the letterhead of the Bidder)

(In INR)

Bidder type	Annual Turnover		
	Financial Year 2022-2023	Financial Year 2023-2024	Financial Year 2024-2025
Name of the Bidder			

Statutory Auditor

Instructions:

1. The Bidder will provide a Statutory Auditor's/CA Certificate with valid UDIN No specifying the respective Annual Turnover of the Bidder.

ANNEXURE IV: DECLARATION OF NOT BEING BLACKLISTED

LETTER OF DECLARATION FOR NOT HAVE BEEN BLACKLISTED

(To be Submitted as Notarised Affidavit)

Date.....

We, [Name of the Firm.....], hereby solemnly declare and affirm that the firm has not been blacklisted, debarred, declared ineligible, nor has any contract been terminated for default, non-performance, breach of contract, or any other punitive reason by any Central Government, State Government, Statutory Authority, Public Sector Undertaking (PSU), Urban Local Body, or any other Government / Semi-Government organization within India during the preceding five (5) years from the date of submission of this bid.

It is further declared that no contract awarded to the firm has been terminated for reasons attributable to the firm, except in cases of termination purely for the convenience of the Employer / Client, without any adverse remarks, penalties, or imposition of damages.

We also confirm that no such proceedings for blacklisting, debarment, or termination are currently pending against the firm with any Government or public authority.

We understand that any false declaration or suppression of facts shall render the firm liable for rejection of the bid and may lead to blacklisting, forfeiture of EMD / Performance Security, and other actions as deemed fit by the Competent Authority.

For [Name of Firm],

Authorized Signatory [In full and initials]

Name and Title of Signatory: Name of Firm: Address

ANNEXURE -V: POWER OF ATTORNEY

POWER OF ATTORNEY FOR SIGNING OF EOI PROPOSAL & AGREEMENT

(To be executed on stamp paper of appropriate value)

[I (name of the company/Agency) incorporated under the laws of India and having its registered office at [.....] “Company”] do hereby irrevocably constitute, nominate, appoint and authorize Mr. /Ms (name), son/daughter/wife of and presently residing at, who is presently employed with us and holding the position of, as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds, matters and things as are necessary or required in connection with or incidental to submission of our Bid for the Project pursuant to the QCN dated [.....] (“QCN”) issued by the Bhubaneswar Municipal Corporation (“BMC”) and for our selection as Successful

Bidder including but not limited to signing and submission of all Bids and other documents and writings, participate in pre-bid conferences and other conferences and providing information/responses to BMC, representing us in all matters before BMC, signing and execution of all contracts including the Contract Agreement and undertakings consequent to acceptance of our Bid, and generally dealing with BMC in all matters in connection with or relating to or arising out of our Bid for the said Project and/or upon award thereof to us and/or till the entering into of the Contract Agreement with Bhubaneswar Municipal Corporation

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

Capitalised terms not defined herein shall have the meaning assigned to them under the EOI.

IN WITNESS WHEREOF,, THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 2.....

For

(Signature)

(Name, Title and Address)

Witnesses:

(Notarised)

Accepted

..... (Signature)

(Name, Title and Address of the Attorney)

Notes:

ANNEXURE -A

FINANCIAL PROPOSAL FORMAT

(To be submitted only by empaneled agencies upon request from BMC)

(On the letterhead of the Agency)

1. Basic Information

Name of Agency	
Address	
Contact Person	
Phone & Email	
EOI Reference No.	

2. Financial Quote

[The bidder shall quote a single, all-inclusive rate on a *per school per month* basis, covering:

- Human resources (coordinators/facilitators/resource persons)
- Travel, food & logistics
- IEC/BCC material (leaflets, posters, handouts, banners, flex)
- Training costs
- Administrative & overhead expenses
- Any other costs required for fulfilling the Scope of Work]

Description	Unit	Rate (INR)	Rate in Words
Implementation of Zero Waste School Project	Per School per Month	₹	_____

We hereby declare that:

1. The quoted rate is **all-inclusive**, with no additional or hidden charges.
2. The rate shall remain valid for the **entire project duration** as specified by BMC.
3. All information provided is true to the best of our knowledge.

4. Signature

Authorised Signatory:

Name:

Designation:

Organisation Seal

Date:

ANNEXURE -B

BILL OF QUANTITIES (BOQ)

(All costs inclusive of manpower, IEC, logistics, media, monitoring & reporting)

1. Manpower Cost

- Project Head
- Resource Persons
- Field Staff (minimum 2)

2. IEC / BCC Materials

- Bulletins / Booklets
- Posters, leaflets, banners

3. Social & Print Media

- Campaign planning & content creation

4. Logistics & Operations

- Travel, training materials, consumables

5. Reporting & Documentation

- Monthly reports
- Work completion report per 30 schools

Grand Total: Per School Per Month (All Inclusive)