



OFFICE OF THE PURI MUNICIPALITY, PURI



Letter No. 7970 Dated. 02.9.25

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EXPRESSION OF INTEREST FOR "SELECTION OF SHGs/TGs/WPGs FOR ENGAGEMENT OF SWACHA SATHI IN WARDS FOR PURI MUNICIPALITY, PURI"

Puri Municipality invites Expression of Interest (EOI) for "Selection of SHGs/TGs/WPGs (existing under Puri Municipality area) for engagement of swacha sathi in wards for Puri Municipality, Puri". The details terms & conditions can be downloaded from the website www.purimunicipality.nic.in & www.puri.nic.in. The detail Technical & Financial proposal in conformity with the terms and conditions of the EOI documents shall be submitted to the office of the Executive Officer, Puri Municipality, Puri on or before Dt. 12.09.2025 at 05.PM through speed post/Regd. Post/Drop Box of Municipality only. The Technical bids will be opened on Dt. 15.09.2025 at 12 PM in the office chamber of the Executive Officer, Puri Municipality, Puri.

The authority reserves the right to reject any or all the tenders without assigning any reason thereof.


Executive Officer,
Puri Municipality, Puri.

Memo No 7971/ Date 02.9.25

Copy submitted to Collector, Puri/Superintendent of Police, Puri for favour of kind information and necessary action.


Executive officer,
Puri Municipality, Puri

Memo No 7972/ Date 02.9.25

Copy to office Notice Board/Head Asst./Gen & Misc. section, Puri Municipality, Puri for information and necessary action. General Section should take steps to publish in two Local Oriya newspaper and One English newspaper for one day on or before Dt. 03.09.2025.


Executive officer,
Puri Municipality, Puri

(45)

Memo No 7973 / Date 02.9.25

Copy along with copy of DTCN to the District Information Officer, National Informatics Centre Puri for information and necessary action. He is requested to upload the advertisement in the website www.purimunicipality.nic.in & www.puri.nic.in.

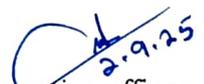

Executive officer,
Puri Municipality, Puri

Memo No 7974 / Date 02.9.25

Copy along with copy of DTCN to the District E- Governance Manager Collectorate, Puri for information and necessary action. He is requested to upload the advertisement in the District website <https://puri.odisha.gov.in>.

Memo No 7975 / Date 02.9.25

Copy along with copy of DTCN to the Addl. Executive Officer (Finance), Zilla Parisada, Puri/Municipal Engineer/Addl. Executive Officer/Health officer, Puri Municipality, Puri, Puri information and necessary action. They are requested to attend during the tender opening on Dt. 15.09.2025 at 12 PM, being the purchase committee member.


Executive officer,
Puri Municipality, Puri



GOVERNMENT OF ODISHA
EXECUTIVE OFFICER,
PURI MUNICIPALITY, PURI

Expression of Interest (EOI) For
“Selection Of Manpower for engagement of Swachha
Sathi for Puri Municipality, Puri”

Dated: 02.09.2025
Last Date for Submission: 12.09.2025 till 5.00PM


Executive Officer
Puri Municipality, Puri

1. Background

The Puri Municipality has mandated the collection and transportation of segregated waste (wet and dry) from the households, commercial units, bulk waste generators including institutions and offices to the processing units. The wet waste (biodegradable) is processed at the Micro Composting Centre (MCC) into organic compost called "Mo Khata," and the dry waste (non-biodegradable) is sorted at the Material Recovery Facility (MRF) for onward sale of recyclables. The non-recyclables are disposed of scientifically. The revenue generated out of this endeavor flows back to the community in the form of incentives for the members of SHGs/Transgender Groups (TG) and Waste Picker Groups (WPGs) involved as Swachha Sathis, Swachha Supervisors **(henceforth to be referred & known as Plant Manager, MCC/ Plant Manager, MRF)** and Swachha Karmis in the municipal solid waste management.

In the entire decentralised sanitation value chain, the roles of Swachha Sathis and Plant Managers are critical towards ensuring the community link for sanitation services. The Swachha Sathis and Plant Managers belong to the community and are from the SHGs/TGs/WPGs, whose services primarily focus on changing behaviour of the citizens towards uptake and cooperation in sanitation services and enhancing the collection of User Fees.

2. Objective

The objective of this document is to establish a clarity on the roles and responsibilities of key functionaries in the Solid Waste Management (SWM) value chain. The overall goal is to create awareness in the community about segregation of waste at the source, effective collection of waste from each household, commercial units, bulk waste generators including institutions and offices leaving no unit behind, ensure safe transportation of segregated waste directly to the processing units and to ensure processing of Solid wastes at Wealth Centres. Further, Puri Municipality has identified gaps in the wards for which Swachha Sathis are required and detailed wards wise Swachha Sathis are as follows:

Additional Swachha Sathis Requirement

Sl No	Ward No	Total Household	Swachha Sathi Required
1	02	527	01
2	04	450	01
3	10	573	01
4	12	512	01
5	13	604	01
6	25	550	01
7	29	570	01
8	30	999 (498 each)	02

Hence, the expression of interest (EOI) is floated for engagement for above said Swachha Sathis in the mentioned wards.

3. Scope of Work

- a. Ensure door-to-door collection of segregated waste - 1) wet waste, 2) dry waste, 3) E-Waste & Domestic Hazardous waste, 4) Domestic Sanitary Waste.
- b. Visit all the tagged Households/Commercial Units/Bulk Waste Generators including institutions and offices and collect sanitation User Fee.
- c. Ensure the elimination of GVP in the assigned area
- d. Facilitate meetings on sanitation with Federation/SDAs, Ward Level Committees at least once in a month.
- e. Conduct IEC campaign on sanitation as mandated by ULB
- f. While collecting the waste, demonstrate segregation of waste to the households not practicing segregation at source
- g. Ensure that the route map is affixed on the Swachh Sabari and is followed by the Swachha Sabari Driver. Maintain a visit register for Households, Commercial units and Bulk Waste Generators including institutions and offices.
- h. Maintain a register for complaints and share with Sanitation Intern/Nodal Officer.
- i. Support in sanitation related survey and activities.
- j. Each Swachha Sathi is to be tagged to around 600 Households/Commercial units/ Bulk Waste Generators including institutions and offices;
- k. Deviation in the number of HH tagged should not normally exceed +- 25% (i.e. Tagging 450-750 HHs/Commercial units/ Bulk Waste Generators including institutions and offices to one Swachha Sathi). For example, if a ward has 700 Households/Commercial Units/ Bulk Waste Generators including institutions and offices, then a Swachha Sathi can be tagged to 700 Households/Commercial Units/ Bulk Waste Generators including institutions and offices together for easy coordination.
- l. The number of Swachh Sathis to be tagged shall be determined by dividing the number of Households/Commercial Units/ Bulk Waste Generators including institutions and offices by 600. Any decimal value is to be rounded off (For example: If there are 1400 HHs, then the total Swachha Sathi required will be $1400/600 = 2.3$ which is rounded off to 2).
- m. Any other works as directed by the Puri Municipality from time to time.

4. Eligibility Criteria:

The eligibility criteria for SHGs/TGs/WPGs and the Swachha Sathis as follows:

4.1 Eligibility Criteria for SHGs/TGs/WPGs for applying of EOI:

- i. The SHGs/TGs/WPGs applying must be from Puri Municipality area and preference would be given to the SHGs/TGs/WPGs of concerned ward area they are applying for the work.
- ii. An impeccable past record both in terms of activity and financial management.

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- iii. Completed 1 year of existence
 - iv. Must have an active Bank Account
 - v. Must have a Permanent Account Number (PAN)
 - vi. Must be strictly following Panchasutra

vii. No criminal or anti-social track records

4.2 Eligibility Criteria for Swachha Sathi as recommended by the SHGs/TGs/WPGs :

- i. Should have been a member of the SHGs/TGs/WPGs at least for last one (1) year
- ii. Should have passed Class X or above
- iii. Should have a Bank Account in their name
- iv. Should have a Smart Phone in their name
- v. No criminal or anti-social track records.

The SHGs/TGs/WPGs applying for EOI shall submit documents justifying the above said clause mentioned in 4.1 & 4.2 No. point with self attested or attested by the competent authority. Besides, one SHG/TGs/WPGs shall eligible applying for one ward for engagement of Swachha Sathi.

5. Termination of Agreement:

The Agreement may be terminated by either party under the following circumstances:

1. The event the SHGs/TGs/WPGs are found to be violating the terms and conditions of the agreement or found to be not adhering to the terms and conditions, the same shall entail for termination of the Agreement with the Group by giving a notice in writing of not less than 30 days. During this period, the SHGs/TGs/WPGs shall be provided due opportunity to take corrective measures within 15 days from the date of notice with further extension on request in writing, not exceeding 7 days' time if required.
2. In case SHGs/TGs/WPGs expresses unwillingness/unable to continue with the Agreement, then the SHGs/TGs/WPGs shall have the right to get withdrawn from the Agreement on giving a 30 days' notice in writing to ULB.
3. In case of dissolution of SHGs/TGs/WPGs, Agreement shall stand terminated on receipt of either a copy of the resolution or intimation stating the dissolution of SHGs/TGs/WPGs.
4. The termination of the SHGs/TGs/WPGs shall be done by the Commissioner/ EO on the recommendation of the ULB level Swachhata Committee.
5. Swachha Sathi may be replaced by the ULB by following due procedure as mentioned in the illustration given below on the ground of non-performance by them in two parameters i.e., User Fee Collection and GVP Free continuously for a period of 3 months.

6. Incentive Framework:

1. The Swachha Sathi shall be deployed on an incentive basis only.

2. The Sanitation Expert/ Sanitation Intern shall prepare a consolidated report on the performance deliverables up to 25th of every month and submit the report to the ULB by the last date of that month. All reports should be certified and submitted to ULB by 27th of every month/by 25th in the month of February.

3. Incentive will be released based on the performance of the Swachha Sathis on or before 7th of every month.

Incentive framework for Swachha Sathi:

Monthly incentive frame work against primary performance indicator;

Table-1

Sl. No.	Parameter	Eligibility	Incentive in Rs.
1	User Fee Collection on monthly demand from HHs/ Commercials	<50%	0
		50-60%	2000
		61-80%	2000+1000
		>80%	2000+2000
2	Garbage Vulnerable Points (GVP)	GVP Free	2000

In addition to the above indicators and incentives, Swachh Sathis along with Swachh Sabari Drivers and helpers can be paid additional incentives collectively based on the overall performance of the collection & transportation mechanism as given in Table-2.

The Swachha Sathis can also procure "Mo Khata" at a discounted rate from the wealth centre and sell either through outlets or doorstep delivery to Households, Commercial Units and Bulk Waste Generators including institutions and offices.

Sl. No.	Parameter	Eligibility	Incentive in Rs.
1	Quantity of Waste Collection (1 KG x No. of assigned HH/Com.x25 Days)	>80%	Rs.3000/- (@Rs.100 0/-each)
2	Segregated Waste received in a month at the Wealth Centre	>80%	Rs.3000/- (@Rs.100 0/-each)
3	Door-step Sale of Mo Khata to Households, Establishments and Bulk Waste Generators including institutions and offices		"Mo Khata" at 20% Discounted rate

i. The ULB shall enter into an Agreement with the SHG/TG/WPG for deployment of the Swachha Sathis.

- ii. The Agreement shall be in force for a period of two years from the date of entering into the Agreement unless otherwise decided by ULB. The Agreement, may be extended for a further period of one year subject to satisfactory performance by the SHG/TG/WPG/Swachha Sathis/ Plant Managers.
- iii. The Agreement shall contain the details of the roles and responsibilities of the Swachha Sathis.
- iv. The Agreement shall also contain the details of the specific area assigned to each of the Swachha Sathis who shall perform their functions within the assigned area only. However, they can also perform the functions in an adjacent area temporarily in case of absence of a Swachha Sathis subject to approval by the ULB. Accordingly, they will be eligible for the incentives for the said period.
- v. The Agreement for Swachha Sathis shall mention the prescribed incentives based on performance indicators mentioned in this document.
- vi. The incentives payable shall be deposited by the ULB directly to the Bank Account of the Swachha Sathi.

Application Schedule

S. No.	Event Description	Date
1	Issue of Advertisement & Uploading of EOI	03.09.2025
2	Last Date of submission of Proposals (Through Speed Post/Regd. Post/Drop Box available in Municipality)	12.09.2025 till 5.00 PM
3	Opening & Evaluation of proposal at chamber of Executive Officer Puri Municipality, Puri	15.09.2025 at 12.00 PM

Annexure- I

Covering Letter

(On the official Letterhead of the SHGs/TGS/WPGs)

To,

Date: _____

**The Executive Officer,
Puri Municipality, Puri**

Ref: **Engagement of Swachha Sathi in Ward _____ at Puri Municipality, Puri**

1. With reference to your EOI document _____, dated _____, I, having examined the EOI Documents and understood their contents, hereby submit my/our proposal for the aforesaid Project. The Proposal is unconditional and unqualified.
2. I acknowledge that the Authority will be relying on the information provided in the Proposal and the documents accompanying the proposal for selection of the SHGs/TGS/WPGs for the aforesaid Project, and we certify that all information provided in the proposal and along with the supporting documents are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the proposal are true copies of their respective originals.
3. This statement is made for the express purpose of our **“Engagement of Swachha sathi in Ward _____ at Puri Municipality, Puri”** for the design and execution of the aforesaid Project.
4. I shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the proposal.
5. I acknowledge the right of the Authority to reject our proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. I certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
7. I declare that:
 - (a) I have examined and have no reservations to the EOI Documents, including any Addendum issued by the Authority; and
 - (b) I have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the EOI document, in respect of any proposal issued by or any Agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
 - (c) I hereby certify that we have taken steps to ensure that in conformity with the provisions of the EOI, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice; and
 - (d) the undertakings given by us along with the Application in response to the EOI for the Project and information mentioned for the evaluation of the proposal Capacity were true and correct as on the date of making the Application and are

also true and correct as on the proposal Due Date and I shall continue to abide by them.

- 8. I understand that you may cancel the EOI Process at any time and that you are neither bound to accept any proposal that you may receive nor to invite the interested Bidders to BID for the Project, without incurring any liability to the Bidders, in accordance with the EOI document.
- 9. I certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
- 10. I undertake that in case due to any change in facts or circumstances during the EOI Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.
- 11. I further acknowledge and agree that in the event such change in control occurs after signing of the Agreement up to its validity, it would, notwithstanding anything to the contrary contained in the Agreement, be deemed a breach thereof, and the Agreement shall be liable to be terminated without the Authority being liable to us in any manner whatsoever.
- 12. I hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the SHGs/TGS/WPGs, or in connection with the EOI Process itself, in respect of the above mentioned Project and the terms and implementation thereof.
- 13. In the event of my/ our being declared as the Selected Bidder, I/we agree to enter into a Agreement in accordance with the draft that has been provided to me/us prior to the EOI Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
- 14. I have studied all the EOI Documents carefully. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or relating to the Bidding Process including the award of Agreement.
- 15. I agree and understand that the proposal is subject to the provisions of the EOI Documents. In no case, I shall have any claim or right of whatsoever nature if the Project / Contract is not awarded to SHGs/TGS/WPGs is not opened or rejected.
- 16. I agree and undertake to abide by all the terms and conditions of the EOI document.

- 17. I shall keep this offer valid for 90 (Ninety) days from the EOI Due Date specified in the EOI.
- 18. I hereby submit our proposal for undertaking the aforesaid Project in accordance with the Documents and the Agreement.

In witness thereof, I submit this proposal under and in accordance with the terms of the EOI document.

Yours faithfully,

Date:
Place:

**Signature, name and designation
of the Authorized Signatory with
name and seal of
SHGs/TGs/WPGs**