



OFFICE OF THE PURI MUNICIPALITY, PURI



Ph. No. 222069 (CP) 222122 (E.C)
e-mail:-purim.hud@nic.in

Letter No. 7978 Dated. 02.9.25

Mail ID : purim.hud@nic.in
purim.hud@gmail.com

EXPRESSION OF INTEREST FOR "SELECTION OF SHGs/TGs/WPGs FOR ENGAGEMENT OF SWACHA KARMI IN MCC/MRF 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 karmi in MCC/MRF 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.

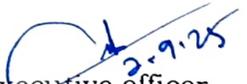
Memo No 7979/ Date 02.9.25

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


Executive officer,
Puri Municipality, Puri

Memo No 7980/ 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

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Memo No 7981 / 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.

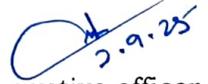

Executive officer,
Puri Municipality, Puri

Memo No 7982 / Date 02.9.25

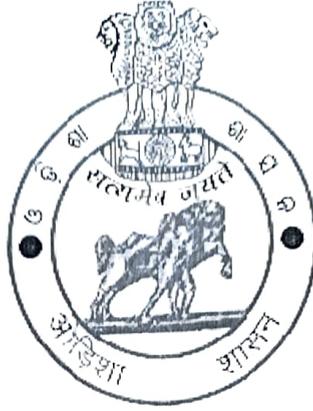
Copy along with copy of DTCN to the District E- Governance Manager Collectorate, Puri for information and necessary action. He is requested to upload the advertisement in the District website <https://puri.odisha.gov.in>.

Memo No 7983 / 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

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GOVERNMENT OF ODISHA

**EXECUTIVE OFFICER,
PURI MUNICIPALITY, PURI**

**Expression of Interest (EOI) For
"Selection Of SHGs/TGs/WPGs for engagement of
Swachha Karmi in MCC/MRF for Puri Municipality, Puri"**

Dated: 02.09.2025

Last Date for Submission: 12.09.2025 till 5.00PM

A handwritten signature in blue ink, consisting of a large 'C' followed by a smaller 'A' and a diagonal line.

**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 MCC and MRF plants for which Swachha Karmis are required and detailed Plant wise Swachha Karmis are as follows:

MCC/MRF wise Swachha Karmi Requirement

| Sl No | Name of Plant (MCC/MRF) | Manpower Requirement |
|-------|-------------------------|----------------------|
| 1 | Baliapanda MCC Part-1 | 01 |
| 2 | Talabania MCC Part-1 | 02 |
| 3 | Masanichandi MCC Part-2 | 01 |
| 4 | Masanichandi MCC Part-3 | 01 |
| 5 | Baliapanda MRF | 01 |
| 6 | Penthakata MRF | 01 |
| 7 | Talabania MRF | 04 |
| 8 | Sarbodaya Nagar MRF | 01 |
| 9 | Masanichandi MRF | 01 |
| 10 | Church Depo MRF | 03 |
| 11 | Talabania MCC Part-3 | 05 |
| | Total | 21 |

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

3. Scope of Work

Roles and Responsibilities of Swachha Karmis at Wealth Centre (MCC & MRF):

Swachha Karmis at MCC:

1. Preparation of Effective Micro organism(EM) solution
2. Secondary segregation of waste
3. Weighment of segregated waste
4. Shredding wet waste through shredder
5. Preparation of compost tub to put in shredded waste.
6. Timely turning of waste in the tub
7. Drying & sieving of compost
8. Packaging of Mo Khata
9. After sieving, the un-processed waste to be further shredded and put in the compost tub for re-processing
10. Inert materials to be kept separately
11. Regular cleaning of waste processing area.

Swachha Karmis at MRF:

12. Secondary segregation and sorting of recyclable waste
13. Weighing of segregated recyclable waste
14. Storage of recyclable waste
15. Baling of non-recyclable wastes
16. Regular cleaning of wastes or ting area

4. Eligibility Criteria:

The eligibility criteria for SHGs/TGs/WPGs and the Swachha Karmis 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.
- ii. An impeccable past record both in terms of activity and financial management
- 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
- viii. The SHGs/TGs/WPGs applying must be from Puri Municipality area.

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

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.

6. Incentive Framework:

Swachha Karmis are entitled to monthly incentive of Rs. 14850.00 (Rupees Fourteen Thousand Eight Hundred Fifty) only as may be notified by Department from time to time.

The ULBs will ensure that in addition to the monthly incentives, the Swachha Karmi engaged from SHGs avail their basic entitlements listed in the Table below.

| Sl. No. | Entitlements | |
|---------|-------------------------------------|---|
| 1 | Weekly one-day paid leave | The Plant Manager must ensure that the daily waste management activities are not affected due to absence of multiple Swachh Karmis on a particular day. Hence, all leaves are to be granted after careful assessment. |
| 2 | Group Personal Accidental Insurance | The H & UD Department has covered all the Swachh Karmis of MCC and MRF under the Group Personal Accident Insurance of Rs. 2 lakh per person w.e.f.2023, which is Subjected to renewal every year. |
| 3 | Health check-up | Quarterly by Urban PHC |

| | | |
|---|---|---|
| 4 | Personal Protective Equipment (discussed with details under the "Safety Measures" in this document) | To be provided by ULB for use by the Swachh Karmis all the time while handling waste |
| 5 | Lounge with individual locker facility and First Aid box | Common Lounge to be provided at each wealth centre for use by Swachh Karmis for Dining and storing belongings |
| 6 | Four sets of uniform ,gloves head Scarf etc. | |

- i. The ULB shall enter into an Agreement with the SHG/TG/WPG for deployment of the Swachha Karmis.
- 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.
- iii. The Agreement shall contain the details of the roles and responsibilities of the Swachha Karmis.
- iv. The incentives payable shall be deposited by the ULB directly to the Adhaar linked saving Bank Account of the Swachha Karmis.
- v. The Agreement shall mention about the applicable incentives to be paid to the Swachha Karmis

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 of 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 Karmis in _____ MCC/MRF 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 Karmis in _____ MCC/MRF 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.

- (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.
 - (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**