

# REQUEST FOR PROPOSAL DOCUMENT

FOR HIRING SERVICES  
to Undertake  
IEC CAMPAIGN  
on  
SOLID WASTE MANAGEMENT

*City Municipal Council*

*Bijapur*

## **Disclaimer**

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*City Municipal Council, Bijapur* may, in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.



## ನಗರಸಭಾ ಕಾರ್ಯಾಲಯ, ವಿಜಾಪುರ

ದೂರವಾಣಿ: 08352-251004, ಸಹಾಯವಾಣಿ: 08352- 222474,

Website:www.bijapurcity.gov.in

ಟೆಂಡರ್ ಪ್ರಕಟಣೆ ಸಂಖ್ಯೆ:ನಸವಿ/ಫಾವನಿ/ಎಇಸಿ/ಸಿ.ಆರ್-38/2009-10

ದಿನಾಂಕ:03/06/2010

### ಟೆಂಡರ್ ಪ್ರಕಟಣೆ

#### ಘನತ್ಯಾಜ್ಯ ನಿರ್ವಹಣೆ ಕುರಿತಂತೆ ಮಾಹಿತಿ-ಶಿಕ್ಷಣ-ಸಂವಹನ (ಎಇಸಿ)ಚಟುವಟಿಕೆ ನಿರ್ವಹಿಸುವುದು

ವಿಜಾಪುರ ನಗರಸಭೆಯು 2010-11 ನೇ ಸಾಲಿನಲ್ಲಿ ನಗರದಲ್ಲಿ ಘನತ್ಯಾಜ್ಯ ನಿರ್ವಹಣೆ ಯೋಜನೆಗೆ ಸಂಬಂಧಿಸಿದಂತೆ ಸಾರ್ವಜನಿಕರಲ್ಲಿ ಅರಿವು ನೀಡುವ ಸಲುವಾಗಿ ಮಾಹಿತಿ-ಶಿಕ್ಷಣ-ಸಂವಹನ (ಎಇಸಿ)ಚಟುವಟಿಕೆ ನಿರ್ವಹಿಸಲು ಆಸಕ್ತ , ಅರ್ಹ, ಅನುಭವಿ ಎನ್‌ಜಿಒ (ಸರ್ಕಾರೇತರ ಸಂಸ್ಥೆ)ಗಳಿಂದ ವಿವರವಾದ ಪ್ರಸ್ತಾವನೆಗಳನ್ನು ಆಹ್ವಾನಿಸುತ್ತದೆ. ಪ್ರಸ್ತಾವನೆಗಾಗಿ ಬೇಡಿಕೆಯ ದಸ್ತಾವೇಜಿ (ಆರ್.ಎಫ್.ಪಿ)ನಲ್ಲಿ ನಿಗದಿಪಡಿಸಿರುವ ಮಾನದಂಡಗಳ ಆಧಾರದ ಮೇಲೆ ಪ್ರಸ್ತಾವನೆಗಳನ್ನು ಮೌಲ್ಯಮಾಪನ ಮಾಡಲಾಗುವುದು ಮತ್ತು ಯಶಸ್ವಿ ಬಿಡ್ಡರ್‌ನನ್ನು ಆಯ್ಕೆ ಮಾಡಲಾಗುವುದು.

ಆಸಕ್ತ ಆಸಕ್ತ ಸರ್ಕಾರೇತರ ಸಂಸ್ಥೆಗಳು ಪ್ರಸ್ತಾವನೆಗಾಗಿ ಬೇಡಿಕೆ ದಸ್ತಾವೇಜನ್ನು ಪೌರಾಯುಕ್ತರು, ನಗರಸಭೆ, ವಿಜಾಪುರ ಇವರಿಂದ ಕಛೇರಿ ವೇಳೆಯಲ್ಲಿ ಪಡೆಯಬಹುದಾಗಿದೆ.

ಪ್ರಸ್ತಾವನೆಗಾಗಿ ಕೋರಿಕೆ ದಸ್ತಾವೇಜಿನ ಬೆಲೆ( ಎಲ್ಲಾ ತೆರಿಗೆಗಳು ಸೇರಿ) : ರೂ. 500.00 ( ರೂ. ಐದು ನೂರು ಮಾತ್ರ)	
ಪ್ರಸ್ತಾವನೆ ದಸ್ತಾವೇಜಿಗಾಗಿ ಕೋರಿಕೆಯೊಂದಿಗೆ ದಸ್ತಾವೇಜು ಬೆಲೆಯನ್ನು ಪೌರಾಯುಕ್ತರು, ನಗರಸಭೆ, ವಿಜಾಪುರ ಇವರ ಹೆಸರಿನಲ್ಲಿ ವಿಜಾಪುರದಲ್ಲಿ ಪಾವತಿಯಾಗುವಂತೆ ಯಾವುದೇ ಷೆಡ್ಯೂಲ್ಡ್ ಬ್ಯಾಂಕಿನಿಂದ ಪಡೆದ ಕ್ರಾಸ್ ಮಾಡಿದ ಡಿಮ್ಯಾಂಡ ಡ್ರಾಫ್ಟ್ (ಹಿಂದಿರುಗಿಸಲಾಗದ) ಅಥವಾ ಬ್ಯಾಂಕರ್ಸ್ ಚೆಕ್ ರೂಪದಲ್ಲಿ ಸಲ್ಲಿಸುವುದು.	
ಇಎಂಡಿ ಮೊತ್ತ. ರೂ.5000.00( ರೂ. ಐದು ಸಾವಿರ ಮಾತ್ರ)	
ಆರ್.ಎಫ್.ಪಿ ಗಾಗಿ ಕೋರಿಕೆ ಸಲ್ಲಿಸಲು ಕೊನೆಯ ದಿನಾಂಕ	02/07/2010 ರಂದು ಸಾಯಂಕಾಲ 4:00 ಗಂಟೆಗಳ ವರೆಗೆ
ಭರ್ತಿ ಮಾಡಿದ ಪ್ರಸ್ತಾವನೆಯನ್ನು ಸಲ್ಲಿಸುವ ಕೊನೆಯ ದಿನಾಂಕ	05/07/2010 ರಂದು ಸಾಯಂಕಾಲ 4:00 ಗಂಟೆಗಳ ವರೆಗೆ

ಅಧ್ಯಕ್ಷರು  
ನಗರಸಭೆ, ವಿಜಾಪುರ

ಪೌರಾಯುಕ್ತರು  
ನಗರಸಭೆ, ವಿಜಾಪುರ

### Instructions to Bidders

1. *City Municipal Council, Bijapur* intend to procure services of Local NGO to undertake a detailed Information, Education, Communication (IEC) campaign, on Solid Waste Management to bring in awareness among citizens, bulk waste generators and agencies involved in handling of municipal solid waste for a modernized and scientific system in the city as per Terms of Reference (TOR) in Appendix 1. Interested and qualified NGO'S are requested to submit quotation in a manner prescribed in the RFP document.
2. At any time prior to the last date of submission of quotations, *City Municipal Council, Bijapur* may for any reason, whether at its own initiative or in response to clarifications requested by any bidder, modify the tender document by the issuance of addenda.
3. The quotation shall remain valid for a period not less than 180 days from the quotation due date (quotation validity period). *City Municipal Council, Bijapur* reserves the right to reject any or all quotations without assigning any reasons thereof:
4. Format and signing of quotation:
  - 4.1 The NGO would provide all the information as per this tender document. *City Municipal Council, Bijapur* would evaluate only those bids that are received in the required format and are complete in all respects. Each bid shall comprise the following:
    - a) Technical Bid as set out in Appendix – 3.
    - b) Details of the NGO as set out in Appendix - 2.
    - c) Price Bid for services as set out in Appendix – 4.
    - d) Relevant support document as evidence for the technical requirement as mentioned in Appendix – 3.
  - 5.2 The bids shall be typed or written in indelible ink and each page shall be initialed by an authorized signatory of the NGO. All the alterations, omissions, editions or any other amendments made to the bid shall also be initialed by the person signing the bid.
5. Sealing and marking of bids :
  - 6.1 The NGO shall submit technical bid and price bid in duplicate in two separate sealed covers duly marked as "Technical Bid", "Price Bid". Both these sealed covers shall be enclosed in another sealed cover duly marked as below.
  - 6.2 The cover must be superscribed with the following information:
    - a) Name & Address of the NGO
    - b) Contact Number & Phone Nos.
    - c) Bid for IEC campaign on Solid Waste Management in *City Municipal council, Bijapur*

- 6.3 If the envelope is not sealed and marked as instructed above, *City Municipal Council, Bijapur* assumes no responsibility for the misplacement or premature opening of the contents of the bids submitted and such bids, may at the sole discretion of *City Municipal Council, Bijapur* be rejected.
6. Bid Due date:
- 6.1 The closing hours for submission of bids is 4.00 PM on *25/01/2010* in the manner and form as detailed in this bid document. Bids submitted by facsimile transmission, e-mail or telex will not be accepted.
- 6.2 *City Municipal Council, Bijapur* may, in exceptional circumstances and at its sole discretion, extend the above bid due date by issuing an addendum.
7. Opening of bids and clarifications.
- 7.1 *City Municipal Council, Bijapur* would open the technical bid on *25/01/2010* at 4.30 pm. Price bid of successful tenders will be opened on *25/01/2010* at for the purpose of evaluation.
- 7.2 *City Municipal Council, Bijapur* reserves the right to reject any bid not submitted on time and which does not contain the information / documents as set out in RFP document.
- 7.3 To facilitate evaluation of bids, *City Municipal Council, Bijapur* may at its sole discretion, seek clarifications in writing from any NGO regarding its bid.
8. Evaluation.
- 9.1 As part of the evaluation, the bids shall be checked for responsiveness with the requirements of the tender documents and only those bids which are found to be responsive would be further evaluated in accordance with the criteria set out by *City Municipal Council, bijapur*.
- 9.2 *City Municipal Council, Bijapur* reserves the right to reject any bid if:
- a) at any time, misrepresentation is made or discovered, or
  - b) the NGO does not respond promptly and diligently to requests for supplemental information required for the evaluation of the Bid.
- 9.3 The NGO offering the lowest bid would be declared as the preferred NGO for the same.
- 9.4 *City Municipal Council, Bijapur* may either choose to accept the bid of the preferred NGO or invite for negotiations.
- 9.5 In case there are 2 or more NGOs quoting the same price ULB may in such case call all such NGOs for negotiations and select the preferred NGO on the outcome of the negotiations. The selection in such cases shall be at the sole discretion of ULB.

9. In the event of acceptance of the preferred NGO with or without negotiations, *City Municipal Council, Bijapur* shall declare the preferred NGO as the successful NGO. *City Municipal Council, Bijapur* will notify the successful NGO through a work order that its Bid has been accepted.
10. NGO should enclose emd of Rs. . EMD of successful NGO will be converted as performance security deposit, which will be released after the successful completion of the IEC period. EMD of unsuccessful NGO will be released within 4 weeks of declaration of successful NGO.
11. Notwithstanding anything contained in this Bid document *City Municipal Council, Bijapur* reserves the right to accept or reject any Bid, at any time without any liability or any obligation for such rejection or annulment, without assigning any reasons thereof.
12. In the event of non satisfactory performance by successful NGO / failure of the successful NGO to comply with the requirements of the TOR, *City Municipal Council, Bijapur* reserves the right to terminate the work order without any liability or any obligation for such termination, without assigning any reasons thereof.

## APPENDIX -1

### Information Educational Communication Programme (IEC) for Solid Waste Management in the *City Municipal Council, Bijapur*

#### TERMS OF REFERENCE

- 1.0 Introduction: *City Municipal Council, Bijapur* is the implementing agency for IEC for Nirmala Nagara Programme. The driving focus of the Nirmala Nagara Programme is to improve urban living conditions by providing better Solid Waste Management services in the city.

*City Municipal Council, Bijapur* desires to undertake a detailed IEC campaign, in Solid Waste Management to bring in awareness among citizens, bulk waste generators and agencies involved in handling of Municipal Solid Waste for a modernized and scientific system. The modernized SWM will have to be brought into practice in accordance with MSW Rules 2000 as per the time schedule.

- 2.0 The objective of Nirmala Nagara Programme are as follows:
- Clean living environment through proper solid waste management practices
  - Empowering BPL women through self help groups
  - Transparent Municipal Citizen interface
  - Enhance and augment tax base
  - Bring in modern account system in Municipal Governance
  - E-Governance

#### 3.0 Scope of work and strategy:

Scope of Work	Strategy & Tasks to be performed	Target Group
1) To promote MSW Rules and the Supreme Court judgment and put them into practice. It would mean to promote among citizens and bulk waste generators; <ul style="list-style-type: none"> <li>• Reduction in generation of SW</li> <li>• Segregation of recyclable waste</li> <li>• Recycling of waste.</li> <li>• Compliance with integrated waste management practice to be set up by <i>City</i></li> </ul>	<ul style="list-style-type: none"> <li>• Distribution of campaign materials like flip chart brochures, posters, stickers etc. to target group.</li> <li>• Showing audio visual tapes and CDs, short films, street plays.</li> <li>• Pursue with various media including cinema halls in public interest to create awareness</li> <li>• Establishing necessary RWA and other supporting net works.</li> <li>• Identifying resource persons from the target</li> </ul>	<ul style="list-style-type: none"> <li>• General public, commercial / trade bulk generators like various associations related to trade eg. restaurants, market etc., Educational institutions- primary, secondary, college, university and other institutions, Media Youth clubs, Mahila Mandals, Social clubs like Rotary Club, Lion Club, Round table club etc., RWAs and</li> </ul>

<p><i>Municipal Council, Bijapur</i> and its benefits.</p> <ul style="list-style-type: none"> <li>• Community participation in all components of the project through IEC</li> <li>• Awareness on proper use of Solid Waste Management facility.</li> </ul>	<p>group (preferably institutions and media) and train them to propagate awareness to citizens and their institutional members</p>	<p>SHGs</p>
<p>2) To promote:</p> <ul style="list-style-type: none"> <li>• A change in the mind set of the ULB staff with regard to service orientation and focus on customer satisfaction.</li> <li>• Focus on role and responsibilities of the officials in SWM</li> <li>• How to make use of manuals and materials.</li> <li>• Focus on role of Pourakarmikas on SWM starting from generation to disposal</li> </ul>	<ul style="list-style-type: none"> <li>• Conducting workshops to staff of ULBs and training them using manuals and other IEC materials.</li> <li>• Conducting orientation programme for Pourakarmikas</li> <li>• Conducting orientation programme for line department staff.</li> <li>• Identifying resource person from ULB / any other local organizations and training them to propagate awareness amongst staff on continuous basis.</li> </ul>	<ul style="list-style-type: none"> <li>• Municipal staff and officials of <i>City municipal Council, Bijapur</i></li> </ul>
<p>3) To promote participation cooperation, civic sense and payment of user charges and cost recovery.</p>	<ul style="list-style-type: none"> <li>• Establish two way communication mechanisms with stake holders of the project such as citizens, the media, RWAs on one hand and the implementing agencies like ULBs on the other hand.</li> <li>• Community level meetings</li> <li>• Identifying resource persons from RWA or local organizations (College, School, Society) to propagate awareness amongst the citizens.</li> </ul>	<ul style="list-style-type: none"> <li>• General Public, Commercial trade bulk generators.</li> </ul>

#### 4.0 Details of activities to be carried out:

There is an increasing concern among the both waste generators and *City Municipal Council, Bijapur* to provide a systematic approach for safe handling and disposal of municipal solid waste. The state has planned a scientific and modernized Solid Waste

Management for all ULBs. In order to make the system sustainable and efficient, it is necessary to generate proper awareness to all concerned. Awareness among people is very low resulting in dumping of waste haphazardly which can be seen on streets, vacant lands, public places, drains etc.

Under the IEC programme, the NGO will undertake the following:

- Motivation, social mobilization and environment building for implementation of SWM.
- Enhancing community participation in Solid Waste Management.
- Communication activities including dissemination of communication materials to promote behavior change towards the environment and its cleanliness.
- Establishing necessary RWA and other supporting networks
- Strengthening *City Municipal Council, Bijapur* with appropriate training including:
  - ❖ Focus on role and responsibilities of the officials in SWM
  - ❖ How to use manuals and materials.
  - ❖ Focus on role of Pourakarmikas on SWM starting from SW generation to disposal.

The NGOs should be oriented to reach the target population through CBOs, SHGs, Youth Clubs, Mahila Mandals, Educational Institutions etc., to encourage them for active participation in SWM. Certain social organizations like Rotary Club, Lions Club, Round Table etc., will also be involved in IEC activities.

The NGOs will co-ordinate implementation of the IEC on sustained basis, using local mass media such as newspapers, radio and community level meetings, involving government agencies, ULBs, local communities, NGOs and civil society organizations.

5.0 Duration : The IEC activity is for 12 months duration, which may be extended for a further period of 12 months.

6.0 Feed back : NGO shall give the feedback periodically on the implementation of IEC activities for SWM.

1. Public cooperation in SWM to keep city clean & litter free.
2. Segregation / storage of waste at house hold level and dedicated primary collection system for bio degradable & recycling waste.
3. Disposal of house hold hazardous and inorganic waste.
4. Disposal from commercial area.
5. Public reaction / views for implementing the new system of SWM.
6. Cooperation & understanding of ULB employees in SWM activity.
7. Any other activity needs reporting.

## **7.0 Documentation of the IEC Activity:**

- NGO is expected to document the IEC activities carried out and submit monthly, quarterly and annual detailed report on the activities conducted by them. This shall include:
- a) List of all activities carried out / proposed.
  - b) Expenditure / budget.
  - c) List of institutions / organizations / establishments / individual participation in dissemination of awareness programme along with details.
  - d) List of the activities and actions carried out to train and empower the employees of *City Municipal Council, Bijapur* any other related activity.
- 8.0 The NGO is expected to have experience, reputation and contacts in the project areas. The NGO will report to the Commissioner, *City Municipal Council, Bijapur*.
- 9.0 *City Municipal Council, Bijapur* will provide all required communications materials such as manual, posters, leaflets, films etc., for supporting the IEC activities for SWM.
- 10.0 **The NGO will prepare the following:**
- IEC programme within two weeks of signing of the contract.
  - Monthly and Quarterly reports.
  - Final Report within two months after completion of the project.
- 11.0 *City Municipal Council, Bijapur* will make available copies of all studies, plans, reports, financial statements and progress reports as may be needed by the NGO for conducting the IEC programme.

**Appendix – 2**

**Details of the NGO**

1. (a) Name of the NGO :
- (b) Address of the office :
- (c) Date of incorporation and /  
or commencement of service :
  
2. Brief description of the NGO's main  
line of service.
  
3. Details of individual(s) who will serve  
as the point of contact / communication  
for *City Municipal Council, Bijapur* with the NGO.
  - (a) Name :
  - (b) Designation :
  - (c) NGO/individual :
  - (d) Address :
  - (e) Telephone number :
  - (f) E-mail address :
  - (g) Fax number :
  - (h) Mobile number :

**APPENDIX- 3**

**TECHNICAL BID**

Instructions to bidders: The bidders shall furnish the technical bid in duplicate containing following information with authenticated supporting documents in sealed cover under Technical Bid.

- i) Details of experience in IEC activity in Urban Poverty Alleviation Programmes in various sectors like:
  - a. Health
  - b. Education
  - c. Women development
  - d. Environment & sanitation (Solid Waste Management in particular)
  - e. Skill Training
  - f. SHGs
  
- ii) Experience in conducting programme:

Location:

  - a) Rural and Urban
  - b) Urban only
  - c) Rural only
  
- iii) Infrastructure facilities available for taking up the IEC activity.
  
- iv) Details on the existing staff pattern:
  - a) Permanent staff
  - b) Permanent and temporary staff
  - c) Only temporary staff
  
- v) Details on collaboration with other agencies:
  - a) Government and Non-Government Organizations
  - b) Only Government Organizations
  - c) Only Non-Government Organizations.
  
- vi) Details of audited balance sheet for preceding 2 years of the organization
  
- vii) Details of networking by the organization:
  - a) State level networks
  - b) District level net works
  - c) Taluk level net works.

- viii) Details on priorities in various sectors:
  - a. Health
  - b. Education
  - c. Women development
  - d. Solid Waste Management
  - e. Skill Training
  - f. Sanitation.
- ix) Details on documentation of programmes implemented (Pre-project and Post-project)
- x) Details on association with Community Organizations in development activities.
- xi) Details of Solid Waste Management related activities taken up in urban areas.

All the above details shall be supported by relevant documents. Details without relevant documents will not be considered for evaluation.

**APPENDIX - 4**

**PRICE BID**

**Instructions to Bidders**

- i) Price bid in duplicate in the format furnished along with the RFP document duly signed by the issuing authority shall be submitted in a sealed cover marked "Price Bid".
- ii) The Bidder shall pay penalty charges at a rate of 1% of the value of contract on monthly chargeable basis not exceeding 10% of Contract value payable in the event of non fulfillment of any of the terms or whole of the contract.
- iii) All the IEC materials such as manuals, posters, leaflets, films etc., for supporting the IEC activities for SWM will be provided by the tendering authority.
- iv) The expenditure in carrying out the IEC activity shall be within the budget provided by the tendering authority.
- v) Under the IEC Programme of Solid Waste Management, the activities shall be designed to facilitate motivation, social mobilization, enhance community, participation and capacity building as per TOR set out as Appendix 1.
- vi) The IEC activity is proposed for 12 months duration which may be extended for a further period of 12 months. The NGOs should take up IEC programme to reach the target population through CBOs, SHGs, Youth Club, Mahila Mandals etc., to encourage them for active participation in SWM.
- vii) Training different target groups will be the responsibility of NGO. The financial estimate to be quoted on monthly rate basis by NGO as set out in schedule.

**ORIGINAL**

**SCHEDULE**  
**Information, Education and Communication activities in Solid Waste Management**  
**(Rates to be quoted on monthly rate basis)**

Sl. No	Item	Unit	Quantity	Rate (in Rs)	Amount in figures (in Rs)	Amount in words (in Rs)
1.	Service Charges of NGO					
2.	Secretariat charges of NGO. i) Field level officers ii) Field level assistants					
3.	Conveyance charges i) Field level officers ii) Field level assistants					
4.	Office expenses- Like stationery, tools etc.,					
5.	Over head expenses					
6.	Total					

Having gone through the terms and conditions and Draft Agreement in this RFP document and having fully understood the Scope of Work for the Project as set out by ULB in the RFP, we are / I am pleased to inform that we/ I offer to take up the work of IEC campaign on Solid Waste Management in conformity with all the conditions stipulated in RFP document. We / I undertake, if our tender is accepted, to commence the work in 15 days of receipt of Letter of Award.

Yours faithfully,

*Duly signed by Individual Bidder / the Authorized Signatory of the Bidder*

*(Name, Title and Address of the Individual Bidder/ Authorized Signatory)*

Municipal commissioner  
City Municipal Council  
Bijapur

**DUPLICATE**

**SCHEDULE**  
**Information, Education and Communication activities in Solid Waste Management**  
**(Rates to be quoted on monthly rate basis)**

Sl. No	Item	Unit	Quantity	Rate (in Rs)	Amount in figures (in Rs)	Amount in words (in Rs)
7.	Service Charges of NGO					
8.	Secretariat charges of NGO. i) Field level officers ii) Field level assistants					
9.	Conveyance charges i) Field level officers ii) Field level assistants					
10.	Office expenses- Like stationery, tools etc.,					
11.	Over head expenses					
12.	Total					

Having gone through the terms and conditions and Draft Agreement in this RFP document and having fully understood the Scope of Work for the Project as set out by ULB in the RFP, we are / I am pleased to inform that we/ I offer to take up the work of IEC campaign on Solid Waste Management in conformity with all the conditions stipulated in RFP document. We / I undertake, if our tender is accepted, to commence the work in 15 days of receipt of Letter of Award.

Yours faithfully,

*Duly signed by Individual Bidder / the Authorized Signatory of the Bidder*

*(Name, Title and Address of the Individual Bidder/ Authorized Signatory)*

Municipal commissioner  
City Municipal Council  
Bijapur

**AGREEMENT BETWEEN City Municipal Council, Bijapur AND .....  
[Insert name of the NGO]**

This memorandum of Agreement is made this .....day of November 2009, between *City municipal Council, Bijapur* represented by the {Insert Name of Officer}, on the one part and ..... [Insert name of the NGO] (hereinafter called the NGO), represented by the.....on the other part.

Whereas Non Government Organization (hereinafter called as NGO)..... [Insert name of the NGO] has been selected by *City Municipal council, bijapur* as the Executing Agency for Information, Education and Communication (IEC) Campaign for Nirmala Nagar Programme and is desirous of undertaking a detailed IEC campaign on Solid Waste Management to bring in awareness among the public in *City Municipal Council, bijapur* of Karnataka.

Whereas NGO after having conversant with the nature and extent of the activities and the terms and conditions set-out by *City Municipal Council, bijapur* under the Terms of Reference (ToR) which is attached with the document, agreed to provide services to undertake a detailed IEC campaign on Solid Waste Management to kindle the awareness among citizens, bulk waste generators, school children, elected representatives, staff of ULB and agencies involved in handling of Municipal Solid Waste as per ToR for a scientific system in *City Municipal Council, bijapur* of Karnataka as per the Terms of Reference.

Whereas *City Municipal Council, bijapur* and the NGO express through this Memorandum of Agreement to spell out the responsibilities and financial liabilities between the parties concerned to be adhered to in implementing this task.

**Now, therefore the parties mutually agree to the following terms and conditions:**

1. That the *City Municipal Council, bijapur* has provided the Terms of Reference, to be read as part of the assignment for engendering healthy practices and the life styles among the project beneficiaries, and for imparting training to make the scientific and modernized solid waste management system sustainable and efficient and to generate proper awareness among all concerned.
2. That the NGO, based on the Terms of Reference, shall prepare a detailed IEC programme, within two weeks of signing of the agreement referred to as part of this Agreement, for developing and implementing IEC activity programme and imparting appropriate awareness to the project beneficiaries in *City Municipal Council, bijapur*
3. That *City Municipal Council, bijapur* shall review the NGO's proposed programme and if it is satisfied that this programme would comply all the requirements for conducting IEC activities within the limits of *City Municipal Council, bijapur* the IEC activity shall commence after getting approval for the detailed IEC programme by *City Municipal Council, bijapur*
4. That the NGO will carry out the duties and responsibilities as reflected in the agreed programme with abundant care, caution, complete with reasonable diligence, prudence, with devotion to duty and in accordance with the agreed activities envisaged in the schedule.

5. That the NGO agrees to provide the adequate well versed and competent qualified staff, office space and supporting facilities, that is required for the successful and timely performance of their duties and responsibilities, in accordance with the agreed programme contemplated in the action plan.
6. That the services of employed, trained staff of the NGO for the project shall be ensured for the total contract period. Payment shall not be accorded for the services of untrained staff and / or staff of the NGO who are not acceptable to *City Municipal Council, bijapur* due to non fulfillment of qualifications, experience, work performance or failure to deliver the required services of reasonably acceptable standard of performance or to the required degree of professionalism normally expected in this field of activities.
7. That, with a view to achieve the avowed objectives of *City Municipal Council, bijapur*, if it is required to replace any of the personnel, the NGO shall forthwith provide replacement of candidates with suitable qualifications and experience acceptable to *City Municipal Council, bijapur*.

That the NGO agrees to the condition that while conducting IEC activities, that the banners demonstrating the activities undertaken should be displayed that the beneficiaries and the public should get an indelible impression that the programmes are organized under Nirmala Nagara programme and sponsored or financed by Government of Karnataka.

8. That this contract is covered for a period of 12 months effective from the first day of the month following signing of this Agreement. That this contract may be extended by mutual consent by *City Municipal Council, bijapur* and the NGO, as the edifice of dire need.
9. That the total cost for the services, as mutually agreed shall not exceed the total amount of Rs..... *[in figures]* per month (Rupees..... *[in words]*)
10. That *City Municipal Council, bijapur* shall have the right to modify / alter / annul the approved activities and also to incorporate / include additional activities. However, if additional costs are involved to implement such activities the costs shall be based on mutual consent and the total cost mentioned in the Clause No. 9 of this Agreement shall not be limiting factor.
11. That the NGO shall, within their offered rates for the work, prepare and submit to *City Municipal Council, bijapur* fair copies of monthly and quarterly progress reports, as set-out in the Terms of Reference without any extra cost.
12. That the NGO shall not communicate to any person or other entity external, to v any unpublished information made known to the NGO in the course of performing the NGOs obligation under the Terms of Agreement, except with the prior written approval of *City Municipal Council, bijapur*
13. That if the work is abandoned by the NGO, *City Municipal Council, bijapur* reserves the right to get the balance of the services done by another agency at the risk and cost of the NGO. The decision of *City Municipal Council, bijapur* in this respect shall be final and binding on the NGO.

14. That *City Municipal Council, bijapur* shall have the right to terminate this contract without assigning any reason thereof, by issuing one month’s notice in writing, in the event of non satisfactory performance by NGO and the NGO shall not be entitled to any extra compensation or damages up to the date of termination, and *City Municipal Council, bijapur* shall have the right to proceed with the project by itself or by appointment of other NGOs, on merit of each case.

15. That the NGO shall be responsible to maintain any and all materials and equipment purchased for use on the project and paid for out of the project funds in good, neat and workable condition, and shall, upon completion or termination of the contract, hand over to *City Municipal Council, bijapur* in good condition, all such materials or equipment without causing any damage or dent to it.

Municipal Commissioner, *City Municipal Council, bijapur* is the sole authority, to interpret the terms and conditions in this regard and his / her decision shall be final. The Municipal Commissioner, *City Municipal Council, bijapur* is also empowered to terminate the contract upon violations of the terms and conditions stipulated in the Memorandum of Agreement.

In witness whereof, the parties here to set their respective name on the date, month and year first mentioned above, in the presence of the following witnesses.

On behalf of NGO

On behalf of *City Municipal Council, bijapur*

Name and designation of  
Authorized signatory

Municipal Commissioner,  
*City Municipal Council, bijapur*

(Seal)

(Seal)

**WITNESSES**

**WITNESSES**

1.

1.

2.

2.