



**OFFICE OF THE  
HAILAKANDI MUNICIPAL BOARD  
Hailakandi, Assam**  
Email: hkdmb10@gmail.com



**TENDER NOTICE**

Executive Officer, Hailakandi Municipal Board, Hailakandi, Assam invites sealed tender from registered reputed NGOs/ ALFs/ SHGs affixing a cash receipt of Rs.10/- from the head of Municipal Board, Hailakandi for execution of Door to Door Garbage Collection Services in segregated manner at source from the below mentioned 4 (four) Zones within the municipal area of Hailakandi under Solid Waste Management component of SBM(U), Hailakandi, Assam.

1. Zone wise coverage of Solid Waste Management Services:

Zone	Location	Ward Number
Zone- 1	Hailakandi Town	1, 2, 4, 12
Zone- 2	Hailakandi Town	3, 11,13, 15
Zone- 3	Hailakandi Town	5, 6, 7, 9
Zone- 4	Hailakandi Town	8, 10, 14, 16

2. Terms & Conditions:

- (i) The bidders should have sufficient knowledge of the said works and understand the importance of door to door collection, segregation of waste at source, generated from house holds including sanitation and hygienic atmosphere of the town.
- (ii) Ward wise awareness programs are to be conducted by NGOs once in every month with prior information to the officials of the Municipal Board of Hailakandi for motivating the people for successful door to door collection with segregation at source and regular collection of user charges, demolition of Roadside Garbage bins and importance of cleanliness etc.
- (iii) Bye- law prepared by Municipal Board of Hailakandi for Solid Waste Management is to be strictly followed and act accordingly by the NGOs.
- (iv) The door to door collection of garbage with segregation at source from each house hold/ establishment/ institution etc. are to be done daily.
- (v) One vehicle with driver will be provided to the NGOs by the Municipal Board, Hailakandi for carrying the collected garbage. No labourer will be provided with the vehicle.
- (vi) Maintenance of vehicles, tri – cycles etc. provided from the Municipal Board are to be done periodically by the NGOs with information to the officials of Municipal Board to keep them functional.

- (vii) POL for vehicle, salary of labourer, supervisor, etc. are to be borne by the NGO from the user charges collected by them.
  - (viii) Waste pickers Id Card, Uniforms with SBM logo, Safety kits etc. are to be provided to the workers and labourers time to time by the NGO from the user charges collected by them. Municipality may extend support in this regard on availability of Govt. fund.
  - (ix) NGOs shall survey the entire town/ Zone area and prepare a detail Plan of Action including required man power for them for 100% door to door collection and submit the same along with the bid.
  - (x) The NGO shall employ sufficient labourer to ensure 7 days collection in every week including Sundays and holidays. They shall have to strictly adhere the Labour Welfare protocol including Child Labour Act.
  - (xi) In case of any violation of the SWM Bye- Law by any citizen, concerned NGO shall inform the concerned officials of the municipality with proper evidence for imposition of fine.
  - (xii) Collection of user charges and all grievances, if any are to be recorded by the NGO on Daily basis.
  - (xiii) NGO should maintain balance sheet & audited accounts of the collection of user charges and the expenditure along with digital ledger.
  - (xiv) NGO shall provide proper money receipt to the beneficiaries against the collection of user charges, etc.
  - (xv) The NGO providing best services will be recognized in every month and the best performing NGO will be awarded and felicitated with Certificate annually.
  - (xvi) 5% of the total monthly user charges collected shall be deposited by the NGO in the A & OE head of account of the Municipal Board, Hailakandi.
  - (xvii) The selected NGO shall have to execute an agreement for the work which shall be valid for a period not exceeding 23 (twenty three) months from the date of order/agreement.
  - (xviii) The service order/ agreement of the NGO will be terminated if the NGO fails to perform the duty up to the mark.
3. Bid submission: The tender document must be submitted in single bid in sealed envelope which is to be superscribed with the words "Solid Waste Management Service" in the office of the undersigned within 11th April' 2022 up to 1:30 pm along with the following documents.
- (i) Copy of Society Registration Certificate.
  - (ii) Evidence/Certificate of Experience of similar works.
  - (iii) Evidence / Certificate of experience of other social activities.
  - (iv) Evidence / Certificate of Financial stability of the NGO.
  - (v) Evidence / Certificate of wining award/ appreciation if any for any performance.
  - (vi) Pan Card of the NGO.
  - (vii) Labour License of the NGO.

No bid will be accepted after the scheduled date and time.



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The Executive Officer, Municipal Board, Hailakandi is the sole authority and reserve the right to alter/ modify or reject any bid at any time without assigning any reason thereof. Canvassing in any form, direct or indirect or any part of bidders will render the tender liable for rejection.

A service level agreement is to be signed by the NGO on non-judicial paper after selection.

4. Selection Procedure: Selection of NGO will be done based on a personal interview by a Board formed for the purpose. 70% weightage for operational methodology of NGO and 30% weightage will be considered for financial stability of the NGO.

The interview will be held within half an hour of closing the tender box based on previous performance and knowledge on SWM. A presentation on Solid Waste Management may be made by the NGO during the interview.

sdt  
Executive Officer

Hailakandi Municipal Board

Memo No. F- 71/ HMB/SWM/Pt.-II/2021 – 22/03-10 Dated, 31/03/2022

Copy to:

1. The Mission Director, SBM(U), Assam, Guwahati, Dispur- 06 for favour of kind information.
2. The Deputy Commissioner, Hailakandi for favour of kind information.
3. The RLO, Silchar, Dept. of Environment & Forest, Govt. of Assam, PWD Road, Silchar, Cachar, for favour of kind information.
4. The Head Assistant, Hailakandi MB, for favour of kind information.
5. Technical Branch, Hailakandi MB for favour of kind information.
6. The DIPRO, Hailakandi for favour of kind information. He is requested to publish the same in print media.
7.  Official website of HMB, Management & Monitoring portal, Housing & Urban Affairs Department for uploading the same.
8. Relevant file.

Executive Officer  
Hailakandi Municipal Board

31/3/22.