



OFFICE OF THE MUNICIPAL COUNCIL, BALASORE.

Tel & Fax No. 06782-251222

e-mail:- balasoremunicipality@rediffmail.com

Expression of Interest (EOI)


For Management of Ward Offices by Mission Shakti SHG during the Year 2023-24

No 8336

Date 5/12/22

Balasore Municipality, invites Expression of Interest in sealed cover from interested Mission Shakti SHGs to be engaged for managing Ward Offices of Urban Local Bodies (ULBs) during the Year 2023-24. The sealed Expression of Interest should be submitted to the address of respective ULBs on or before date **20/12/2022, Time 12.00 PM by registered/speed post only.**

The Technical Bid will be opened on date **20/12/2022 at 03.00 PM** in the conference hall of ULB. The sealed envelope should be superscripted with **"EOI for Management of Ward Offices by Mission Shakti SHGs, 2023-24"**. The detailed terms and conditions of the Expression of Interest are available in website <https://www.baleswar.nic.in/> & <https://www.balasoremunicipality.in>.


Executive Officer
Balasore Municipality

Memo No. 8337 Dt 5/12/22

Copy submitted to Collector and District Magistrate, Balasore for favour of kind information.


Executive Officer
Balasore Municipality


Memo No. 8338 Dt 5/12/22

Copy submitted to PD DRDA- cum PD DUDA, Balasore/Sub-Collector, Balasore/ PH Division, Balasore/ Electric Division, Balasore/ Tahasildar, Balasore/ D.I.P.R.O, Balasore for information with a request to display the quotation call Notice in their respective Notice Board for wide publication.


Executive Officer
Balasore Municipality

Memo No. 8339 Dt 5/12/22

Copy submitted to Chairperson/ Vice-Chairperson/ All councillors, Balasore Municipality for favour of kind information.


Executive Officer
Balasore Municipality

mo No. 8340 Dt 5/12/22

Copy submitted to The Director, I&PR Department, Bhubaneswar, Odisha to publish the above content in two respective local dailies once in once edition for wide publication as per I&PR rate with a minimum size (font size 8" & gap between sentences to be 2mm). Complimentary copy of the newspapers containing the Eol Notice may be sent to this office for reference and record and necessary payment.

Executive Officer
Balasore Municipality

Memo No. 8341 Dt 5/12/22

Copy to the District Informatics Officer, Balasore and he is requested to upload the Quotation Call Notice in the official website of Balasore District <https://www.baleswar.nic.in/> from 05/12/2022 to 20/12/2022 for wide publication.

Executive Officer
Balasore Municipality

Memo No. 8342 Dt 5/12/22

Copy to CDPO, Balasore Municipality, Balasore for favour of kind information with a request to display the quotation call Notice in the respective Notice Board for wide publication.

Executive Officer
Balasore Municipality

Memo No. 8343(4) Dt 5/12/22

Copy to CMM, DAY-NULM/PC, MUKTA/Community Organisers/ BPC, Mission Shakti, Balasore Municipality for information and they are directed to make it wide publicity among the MSGs.

Executive Officer
Balasore Municipality

Memo No. 8344 Dt 5/12/22

Copy to MIS, Balasore for information and she is directed to upload the Quotation Call Notice in the office website of Balasore Municipality and follow up with District Informatics Officer, Balasore for upload the Quotation Call Notice in the official website of Balasore District <https://www.baleswar.nic.in.>

Executive Officer
Balasore Municipality

Memo No. 8345 Dt 5/12/22

Copy to the Office Notice Board, Balasore Municipality for wide publication.

Executive Officer
Balasore Municipality

No. 8336 Dt. 5/12/22

REQUEST FOR PROPOSAL

SELECTION OF MISSION SHAKTI SHG

FOR

MANAGEMENT OF WARD OFFICES BY MISSION SHAKTI SHG DURING
THE YEAR 2023-24 UNDER BALASORE MUNICIPALITY



BALASORE MUNICIPALITY

Golapkhari Chhak

Balasore PIN:- 756003

Tel – 06782-251222/251267

E-mail – balasoremunicipality@rediffmail.com

TERMS AND REFERENCE

for Management of Ward Offices by Mission Shakti SHG during the Year 2023-24

As a part of the ST governance framework of Government of Odisha, the ward offices are operationalised since August 2019. Taking forward this transformative agenda to a next level and making it more people centric, the Government in Housing and Urban Development Department has decided to transform all Ward Offices across Urban Local Bodies (ULBs) and the same will be managed by the Mission Shakti SHGs. In this connection, "Expression of Interest" is invited from interested Mission Shakti Groups as per the following terms.

1. The last date for submission of the Expression of Interest (EOI) is on 20/12/2022, Time 12.00 PM and the technical bid will be opened on 20/12/2022, Time 03.00 PM in the conference Hall, Balasore Municipality.
2. The interested Mission Shakti SHGs may download the EOI documents including formats of Technical Bid from the website www.baleswar.nic.in & www.balasoremunicipality.in.
3. The EOI will be valid up to the end of the 20/12/2022, Time 12.00 PM.
4. The authorized representative of the bidding Mission Shakti SHG will be present at the time of opening of the EOI. In case of absence of the bidders or their representative, the Committee has the right to open the EOI.
5. The bids will be evaluated on the basis of criteria such as year of Group Formation, Group Management, PAN Number, Involvement in IGA, Financial Behaviour, Group Integrity and Qualification of members by a committee constituted for the purpose and the findings of committee will be final and binding. The same cannot be challenged at any forum thereafter. Intending bidder will have to submit under taking in this regard.
6. The ULB with its representative the Executive Officer reserves the right to reject the bid quoted by Mission Shakti SHG, if not satisfied with concerned Mission Shakti SHG s' credibility and past performance record.
7. No communication shall be entertained over telephone, Fax, email or in person questioning the decision of the committee.
8. Any dispute arises over the quality of the service will be verified by the designated officials of ULB.
9. There should not be any precondition of advance payment or time limit, what so ever. The bid submitted will be taken as absolute without any precondition
10. The Mission Shakti SHG will be empaneled for one subsequent year for management of the ward office. The contract extension may be happening on the basis of satisfactory services and an evaluation report by the ULB
11. An undertaking in a Rs.10/- non-judicial stamp paper stating the following must be attached with the bid.

- I (name designation and group name) will be responsible for managing the ward office No....
- Our Mission Shakti SHG (name of the Mission Shakti SHG) belongs to the ward No.
- All the members of our Mission Shakti SHG are following the Panchasutra.
- (The name of the Mission Shakti SHG or member) is not in default on a loan obtained from a bank or a non-bank financial institution (NBFI).
- If we (name of the Mission Shakti SHG) fail to deliver our responsibility or deliverables during the contract period after selection, we will not be considered for government programmes for the next two years.
- We (the name and address of the Mission Shakti SHG) have not been blacklisted in any previous assignment.
- We will abide by the terms of the Memorandum of Understanding (MOU) between the ULB and the group.

12. Only the qualifying Mission Shakti SHGs will be considered for the said assignment.

13. Eligibility criteria for Mission Shakti SHGs

| SL No | Parameter | Criteria |
|-------|---------------------|---|
| 1. | Group Formation | On or before 01. 04. 2019 |
| 2. | Group Management | Strictly adhering to Panchasutra (Regular Meetings, Regular Savings, Regular Internal Lending, Regular Repayment, Regular Record Keeping) |
| 3. | PAN Number | Must have Permanent Account Number (PAN) |
| 4. | Involvement in IGA | Most Have been previously engaged in Income Generating Activities. |
| 5. | Financial Behaviour | No financial irregularities (such as loan declared as NPA, write off, one time Settlement of loan etc. |
| 6. | Group Integrity | No record of involvement in any anti-social or criminal activities. |
| 7. | Qualification | The minimum qualification of any member of the group should be matriculation or above. |

14. Terms of Engagement

- a) The engagement of Mission Shakti SHG is purely on voluntary basis with incentive to encourage community participation in urban governance for transformation of functioning of ward office.
- b) The ULB will sign a MoU with the selected Mission Shakti SHG with detailed terms of reference.
- c) The period of engagements of Mission Shakti SHG is particularly for the period mentioned in the MOU.
- d) Mission Shakti SHG members cannot claim to be an employee or permanent staff of the Ward Office.
- e) The selected Mission Shakti SHG s will be thoroughly trained on the functioning of ward office and their duties and responsibilities.

15. Role and responsibility of Mission Shakti SHG assigned to manage ward office

The Mission Shakti SHG will be responsible for the day-to-day functioning of ward office.

- a) One of its members will be engaged as the Ward Coordinator, who will manage the ward office mainly for information dissemination about various schemes and programmes, record the queries and grievances of citizens and forward those to the respective officers.
- b) Facilitate collection of various user charges namely Water/Property/Holding Tax and other Municipal dues i.e. stall fees, trade license, etc. from the resident of in the ward area.
- c) Facilitate hosting events on the dates of National and State significance falling on January 01, January 26, March 05, April 01, August 15, August 31, and October 02 every year.
- d) Facilitate organising periodical ward level meetings like monthly and special meetings and when convened.
- e) Mobilise the community for their awareness and active participation in urban governance.
- f) Facilitate activities of ward office as "Emergency Office" in the time of emergency.

16. Eligibility criteria for Ward Coordinator

- The Ward Coordinator (WC) must have an educational qualification of graduation in any subject. Qualification can be relaxed up to matriculation in case of non-availability of graduate or higher secondary passed candidates.
- Proficiency in computer operation.
- Must be an active member of a Mission Shakti SHG.
- Must have active bank account, PAN card and Aadhaar number.
- Must not have defaulted repayment to any loan taken from Group or personally
- Must not have any criminal case against the member.

17. Duties and Responsibilities of Ward Coordinator

- a) Be the care taker of the Ward Office with responsibility of being the custodian of keys of such offices.
- b) Assist the Ward Officer in discharging his/her official responsibilities.
- c) Assist the Ward Officer in supervising the sanitation activities within their respective wards.
- d) Facilitate collection of Municipal revenues such as holding tax, trade license, SWM user fees, water sewerage charges, and other such revenues.
- e) Facilitate assessment and reassessment drives for property tax.
- f) Ensure proper house-keeping and facility management of the Ward Office, which involves payment of utility bills and similar other activities.
- g) Assist in maintenance of cash book for recording financial transactions with respect to ward office and municipal services extended at such offices
- h) Any other duty assigned by the Government from time to time

18. Incentives and payments

- a) A monthly incentive of Rs. 12,000/- will be paid Mission Shakti SHG which includes the honorarium of WC Rs. 10,000/- and Rs. 2,000/- as service fee to the Mission Shakti SHG.
- b) For any additional work, no additional payment is to be made.

Which MSGs are not eligible to submit Expression of Interest (EOI)

- Mission Shakti Groups already engaged in activities such as Aahaar, SeTP, Chhatua Production, etc. are not eligible to apply.



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Expression of Interest (EOI)

For Management of Ward Offices by Mission Shakti Groups during the Year 2023-24

Last Date: 20/12/2022, Time 12.00 PM

Technical Bid

| SL No | Item | Details |
|---|--|---------|
| 1. | Name of the Mission Shakti SHG | |
| | MISSION SHAKTI SHG Registration Number | |
| | MISSION SHAKTI SHG PAN Number | |
| | Communication Address | |
| | Contact Phone number | |
| 2. | Documents to be furnished | |
| | i. Group Profile (Annex as Form-B) | |
| | ii. MISSION SHAKTI SHG Registration Sheet (downloaded from portal) | |
| | iii. Bank Passbook front page photocopy | |
| | iv. Bank account statement for last 3 years (2019-20, 2020-21, 2021-22) | |
| | v. PAN Card photocopy (attested) | |
| vi. Resolution copies of group meeting for last 6 months. | | |
| 3. | An undertaking in a Rs.10/- Non-Judicial stamp paper stating the following has to be attached with the technical bid: <ul style="list-style-type: none">➤ I (name designation and group name) will be responsible for managing the ward office.➤ Our MISSION SHAKTI SHG (name of the MISSION SHAKTI SHG) belongs to the ward No. -----.➤ All the members of our MISSION SHAKTI SHG are following the Panchasutra.➤ (the name of the MISSION SHAKTI SHG or member) is not in default on a loan obtained from a bank or a non-bank financial institution (NBFI). | |

- If we (name of the MISSION SHAKTI SHG) fail to deliver our responsibility or deliverables during the contract period after selection, we will not be considered for government programmes for the next two years.
- We (the name and address of the MISSION SHAKTI SHG) have not been blacklisted in any previous assignment.
- We will abide by the terms of the Memorandum of Understanding (MOU) between the ULB and the group.















DETAIL OF WARD COORDINATOR PROPOSED

| Name | Education Qualification | Computer Knowledge | Account/PAN Details | Default If Any in Loan | Remark on Black listing Status |
|------|-------------------------|--------------------|---------------------|------------------------|--------------------------------|
| | | | | | |
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Annexure-B: Group Profile

Name of the MSG
Registration number

Group detail:

| | | |
|--|---|--|
|  Month - Year of Registration <input style="width: 100%;" type="text"/> |  No of members <input style="width: 100%;" type="text"/> |  Are they enrolled with ALF? <input type="radio"/> <input type="radio"/> |
|  Type of Group <input style="width: 100%;" type="text"/> |  Ward <input style="width: 100%;" type="text"/> |  Are they registered at CLC? <input type="radio"/> <input type="radio"/> |
|  Bank Account Opened <input style="width: 100%;" type="text"/> |  Name of Bank <input style="width: 100%;" type="text"/> |  RF Received <input type="radio"/> <input type="radio"/> |
|  Does SHG member have Business/Enterprise? <input style="width: 100%;" type="text"/> |  What is the enterprise of the SHG member? <input style="width: 100%;" type="text"/> |  Has SHG member taken Loan for business enterprise under SEP? <input type="radio"/> <input type="radio"/> |
|  Have they signed any MOU/contract with ULB? <input style="width: 100%;" type="text"/> |  Have they received Skill Training? <input style="width: 100%;" type="text"/> | |

Member detail

| SL No | Name of Member | Existing livelihood | No of family member | Area of Residence | Contact No |
|-------|----------------|---------------------|---------------------|-------------------|------------|
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