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GOVERNMENT OF ASSAM

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**OFFICE OF THE MISSION DIRECTOR: SWACHH BHARAT MISSION-GRAMIN, ASSAM
HENGRABARI, GUWAHATI-781036**

Notice Inviting Expression of Interest No. 34 of 2017-18

Sealed Expression of Interest are invited affixing non refundable court fee stamp worth Rs 8.25(Rupees eight and paise twenty-five) only from eligible agencies(developmental organization, NGO, Charitable Trust, Theatre Groups, Advertisement Agency, Companies) for **“Empanelment of Agency To Generate Awareness on Sanitation and Environmental Cleanliness Through Street Play, Song and Dance”** for Swachh Bharat Mission- Gramin, as per format given in **Annexure -I** in the official letter pad accompanied by documents listed in **Annexure -II**. The Terms of Reference are mentioned in **Annexure-III**. The Expression of Interest will be received from **10:00 pm 10/01/2018** upto **02:00 pm of 24/01/2018** and will be opened at **03.00 pm** on the same day of receiving the Expression of Interest , in presence of the bidder or his authorized representative. If for any unforeseen reasons the date of receiving and opening happens to be a holiday the Expression of Interest will be received and opened on the next working day.

The tender committee reserves the right to accept or reject any/all tenders without assigning any reason thereof.

The intending agency's EOI should be accompanied with a demand draft of **Rs 500.00(five hundred)** drawn in favour of the **“Swachh Bharat Mission Gramin, Assam”**, payable at Guwahati, as Processing Fee, which is Non-Refundable. The EOI, which does not include the processing fees, would be rejected.

The detail documents will be available at the official website www.aphe.gov.in and www.phesanitation.assam.gov.in.

**Chief Engineer (PHE), Sanitation, Assam
Hengrabari, Guwahati-36**

Memo No.RGRWSM-350/2017-18/ 13450-62

Date: 09.01.17

Copy To Forwarded for favour of kind information and necessary action

1. The Additional Chief Secretary, PHE Deptt, Govt. of Assam, Dispur, Guwahati-6.
2. The Secretary to Govt. of Assam, PHE Deptt, Assam Sachivalaya, Block -B , Guwahati-6
3. The Chief Engineer (PHE), Sanitation, Hengrabari, Guwahati-36
4. The Director, Information & Public Relation, Assam
5. All Deputy Commissioners
6. The Principal Secretary, BTAD/DHAC/KAAC
7. The Staff Officer to Chief Secretary, Assam, Dispur, Guwahati-6
8. The Additional Chief Engineer(PHE),All Zone
9. The Superintending Engineer(PHE), All Circle
10. The PS to Hon'ble Minister, PHE Dept , Dispur, Guwahati-6
11. The Member Secretary/Associate Member Secretary cum EE(PHE) All Division
12. Finance & Accounts Officer, Mission Directorate, SBM-G, Assam
13. Procurement Officer, Mission Directorate, SBM-G, Assam

**Chief Engineer (PHE), Sanitation, Assam
Hengrabari, Guwahati-36**

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Annexure-I
Covering Letter
(On the letterhead of the intending agency)

To,
The Mission Director,
Swachh Bharat mission -Gramin
C/O Chief Engineer (PHE), Sanitation, Assam,
Hengrabari, Guwahati- 36
e-mail Id: sbmg.assam@gmail.com

Sub : Empanelment of Agency To Generate Awareness on Sanitation and Environmental Cleanliness Through Street Play, Song and Dance” for Swachh Bharat Mission- Gramin

Ref: Notice inviting expression of interest (EOI) no.

Dear Sir,

With reference to the above, I/We would like to inform you that having examined the Short Notice Inviting Expression of Interest relating to the **“Empanelment of Agency To Generate Awareness on Sanitation and Environmental Cleanliness Through Street Play, Song and Dance.” for Swachh Bharat Mission- Gramin”** . Our proposal is as per **Annexure-A**. Our proposal includes all forms of domestic taxes. We hereby confirm our proposal is unconditional and any condition attached to it shall result in rejection of our Expression of Interest.

We understand that MISSION DIRECTORATE, SBM-G, ASSAM reserves the right to reject any application without assigning any reason thereof.

Yours faithfully,

(Signature of Authorized Person)

Name:

Address:

Date:

Seal:

Annexure -A

Proposal for Empanelment of Agency To Generate Awareness on Sanitation and Environmental Cleanliness Through Street Play, Song and Dance.” for Swachh Bharat Mission- Gramin

Sl no.	Task	Amount per show(Rs.)
1	Performing street play on WASH messages in rural areas (15 minutes)	
2	Performing street play on WASH messages in rural areas (25-30 minutes)	
3	Performing one act play to promote WASH messages for rural area people (10-15 minutes)	
4	Performing dance, music to promote WASH messages for rural area people (5-7 minutes)	
Total=		

Amount (In Rupees.....)

Yours faithfully,

(Signature of Authorized Person)

Name:

Address:

Date:

Seal:

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Annexure-II

List of documents to be submitted with the Proposal

- a. Last three years experience certificate
- b. Copy of audited financial statements for last three years to be submitted (2014-15, 2015-16 & 2016-17)
- c. Bank account Details (Account Number, Branch & IFSC Code)
- d. In house expertise Details (To be enclosed)
- e. Up to date Registration Certificate (certified copy to be enclosed)
- f. Up to date Societies Registration Certificate (certified copy to be enclosed)
- g. PAN number (certified copy to be enclosed)
- h. Proof of office address with all contact details (to be enclosed)
- i. Statement of performance (to be enclosed)

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Annexure -III
Terms of Reference

FOR EMPANELMENT OF AGENCY TO GENERATE AWARENESS ON SANITATION AND ENVIRONMENTAL CLEANLINESS THROUGH STREET PLAY, SONG AND DANCE

1. Specific Objective of Empanelment:

The agency would promote various messages on WASH with emphasis on the following :

- a) Use & construction of Sanitary Toilet.(This will include: to stop open defecation/ ill effects of using kutchha toilet/ benefits of using sanitary toilets/ incentive given under SBM (G) etc)
- b) Safe disposal of Child's faeces
- c) Handwashing with soap at critical times (before food, after defecation and after handling child's faeces, after handling dirt etc)
- d) Safe handling and storage of drinking water
- e) Solid liquid waste management at household/village/GP level

2. Eligibility Criteria for Empanelment:

Intending agencies having expertise in the field of street play/one act play/music/dance satisfying the following conditions may submit their proposal:

- a. The agency may be a single registered entity or a JV between agencies. In case of JV, the MOU between the JV partners should be submitted along with the Proposal clearly mentioning the Lead Partner.
- b. The agency has to be in business for the last three years.
- c. Having average Annual Financial Turnover of minimum **Rs. 50,000 Thousand** in the last 3 financial years (2014-15, 2015-16& 2016-17) (Copy of audited financial statements for last three years to be submitted)
- d. Have proven experience of successfully performed street plays/song/dance performances (minimum 10 shows) are (2014-15, 2015-16& 2016-17);(Statement of performance **to be enclosed**)
- e. Having an office set up in Assam of their own or its JV partner, (**Proof of office address with all contact details to be enclosed**)
- f. Have bank account in the name of the NGO's and Creative groups. Accounts should be audited regularly by a Chartered Accountant
- g. The drama group / agency/organization/company should not be blacklisted by any Government department
- h. Have in house expertise for performing the plays/acts

The applicant must not have, during the last three years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or an arbitration award against the applicant, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract by such Applicant (Scanned Copy of Litigation history, if any, duly certified by Notary, shall have to be uploaded along with other documents).

3. Scope of Work

Tasks	Duration	No. of Participants
Task 1: performing street play on WASH messages in rural areas <i>The consolidated rate includes charges for script, actors, costumes, props. In addition, all scripts would be required to be submitted in printed and soft format beforehand.</i>	15 minutes	No limitation
Task 2: performing street play on WASH messages in rural areas <i>The consolidated rate includes charges for script, actors, music & musical instruments, costumes, props. In addition, all scripts would be required to be submitted in printed and soft format beforehand.</i>	25-30 minutes	No limitation
TASK 3: performing one act play to promote WASH messages for rural area people <i>The consolidated rate includes charges for the script, accors, costumes, props for the one act play. In addition the script should be submitted in printed and soft format beforehand.</i>	10-15 minute	No limitation
TASK 3: performing dance, music to promote WASH messages for rural area people <i>The consolidated rate includes charges for artists, costume, singers, and musicians. In addition the write up/ text/ concept of the dance, music would be required to be submitted in printed and soft format beforehand.</i>	5-7 minutes	No limitation

The agency can express their interest for one or more task as per their expertise.

3. Roles & Responsibilities of each agency:

The broad roles of the agency are itemized below:

- Submit the scripts for street play/one act play/concept note on theme of dance and song for Promoting WASH messages of SBM(G).
- Obtain approvals/authorizations from the Mission Directorate.
- Share the plan for the shows in writing to the Mission Directorate and the concerned District Officials.
- Incorporates suggestion as and when provided by MD, SBM (G) or his authorized officer.
- Submit a comprehensive report related to the performance of street play/one act play /dance/music at the end of their season.

4. Validity of the proposal:

The validity of the proposal will be 180 days.