



ବିଜାପୁର ଅଞ୍ଚଳ ପରିଷଦ ବିଜେପୁର

OFFICE OF THE NOTIFIED AREA COUNCIL, BIJEPUR

AT/PO/PS:- Bijepur, Dist:- Bargarh (Odisha), PIN:- 768032

Phone No. 06685-274153, Email ID:- bijepurnac2018@gmail.com, Web Site- bijepurnac.in

Letter No. 927

Date. 4 / 7 / 26

Expression of Interest (EOI)
for Management of MCC & MRF by Mission Shakti SHG During the Year 2026-27

Bijepur NAC, invites Expression of Interest in sealed cover from interested Mission Shakti SHGs to be engaged for Operation & Management of MCC & MRF of Bijepur NAC during the Year 2026-27. The sealed Expression of Interest should be submitted to the address of respective ULBs on or before date 12.07.2026, Time 05.00 PM by registered/speed post only.

The Technical Bid will be opened on date 13.07.2026 at 03.00 PM in the conference hall of ULB. The sealed envelope should be superscripted with “**EOI for Operation & Management of MCC & MRF by Mission Shakti SHGs**”. The detailed terms and conditions of the Expression of Interest are available in website.

<http://www.bijepurnac.in>


Executive Officer

Bijepur NAC

TERMS AND REFERENCE

for Operation & Management of MCC & MRF by Mission Shakti SHG during the Year 2026-27

The Government in Housing and Urban Development Department has decided for the Operation & Management of MCC & MRF across Urban Local Bodies (ULBs) 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 05.07.2026 at 05.00 PM and the technical bid will be opened on 13.07.2026 at 03.00 PM in the conference hall of Bijepur NAC.
2. The interested Mission Shakti SHGs/ALFs/CLFs may download the EOI documents including formats of Technical Bid from the Bijepur NAC website <http://www.bijepurnac.in>
3. The EOI will be valid up to the 12.07.2026 till 05.00 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 SHGs' 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 Operation & management of the MCC & MRF. The contract extension may be happening on the basis of satisfactory services and an evaluation report by the ULB.

11. An undertaking in an 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 MCC & MRF.
- 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. 2023
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 Operation & Management of MCC & MRF.
- 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 MCC & MRF.
- e) The selected Mission Shakti SHG s will be thoroughly trained on the functioning of MCC & MRF and their duties and responsibilities.

15. Role and responsibility of Mission Shakti SHG assigned to manage MCC & MRF.

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

- a) Door-to-Door Collection & Segregation: SHG members operate battery-operated vehicles (BOVs) for primary waste collection. They ensure waste is collected in distinct categories (wet, dry, and domestic hazardous waste) at the source.
- b) Micro Composting Centre (MCC) Management: Members manage the composting process. They process segregated wet waste into high-quality organic compost, which can be packaged and sold to generate revenue.
- c) Material Recovery Facility (MRF) Operations: SHGs handle the dry waste arriving at the MRF. They sort, clean, and bale recyclable materials (like plastics, glass, metals, and paper) to sell to authorized recyclers or vendors.
- d) Bookkeeping & Financial Management: SHGs manage the facility's financial records, track revenue from the sale of compost and recyclables, and manage service fees.

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.

Bijepur NAC

Expression of Interest (EOI)

For Operation & Management of MCC & MRF by Mission Shakti Group During the
Year 2026-27

Last Date: 12.07.2027, 05.00 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 (<u>Annex as Form-B</u>)	
	ii. MISSION SHAKTI SHG Registration Sheet (downloaded from portal)	
	iii. Bank Passbook front page photocopy	
	iv. Bank account statement for last 2 years	
	v. PAN Card photocopy (attested)	
	vi. Resolution copies of group meeting for last 1 Year.	
3.	An undertaking in a Rs.10/- Non-Judicial stamp paper stating the following has to be attached with the technical bid: ➤ 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).	

- | | | |
|--|--|--|
| | <ul style="list-style-type: none">➤ 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. | |
|--|--|--|

President

Stamp with Signature

Date:-

Secretary

Stamp with Signature

Date:-

Annexure- I

(Details document required for Evaluation of Mission Shakti Group)

Sl.no	Subject	Page. no
1	Mission Shakti Group (MSG) Name, Address and Phone No.	
2	First resolution Copy of MSG	
3	Name of the President, Address and Phone No.	
4	Name of the Secretary, Address and Phone No.	
5	MSG PAN No. (if available)	
6	Bank statement of MSG for last 2 year	
7	Resolution of MSG for last 1 Year	
8	Annexure-III	

N:B - MSG having no PAN need to ensure the submission of PAN within 30 days from issue of order.

President

Stamp with Signature

Date:-

Secretary

Stamp with Signature

Date:-

Annexure-III

We, _____ Mission Shakti Group from _____
Area/Ward declare that our group has not been involved in any anti-social
activity. We also declare that we are agreeing to abide by all the criteria defined for
O&M of MCC & MRF. We understand that if any deviation found in this regard,
then strong action will be initiated against us.

President

Stamp with Signature

Date:-

Secretary

Stamp with Signature

Date:-