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**OFFICE OF THE NOTIFIED AREA COUNCIL,  
KHARIAR ROAD**



At/PO- Khariar Road, Dist.- Nuapada, Pin - 766104

Letter No. 503 / Date 17-03-25

**Expression of Interest(EOI)  
For Engagement of Swachha Sathi**

Khariar Road Notified Area Council (NAC) invites Expression of Interest in sealed envelope from interested Mission Shakti Group/WSHG/ALF with recommendation of their one eligible member to be engaged as Swachha Sathi during the year 2025-26. The Sealed expression of interest should be submitted to the Khariar Road NAC on or before date 2<sup>nd</sup> April 2025 Time 5.00 P.M. by registered/Speed Post only.

The EOIs will be opened on date 3<sup>rd</sup> April 2025 at 11 A.M. in the Council Hall of NAC, Khariar Road. The sealed envelope should be superscribed with "EOI for engagement of Swachha Sathi 2025-26". The detailed Terms and Reference of the Expression of Interest is available in office website [www.nackhariarroad.in](http://www.nackhariarroad.in) & [www.nuapada.odisha.gov.in](http://www.nuapada.odisha.gov.in)

  
Executive Officer  
NAC, Khariar Road


Memo No 504 / Dated the 17-3-2025

Copy submitted to the Deputy Director (Advertisement) & Deputy Secretary to Government, I & P.R. Department, Govt. Of Odisha, Bhubaneswar with a request to get publish of the notification (EOI) in 1(one) Nos of leading Odia daily and 1(one) Nos of National English Daily News paper for 1(one) day for an early date for wide circulation limited to Rs.5000/-

  
Executive Officer  
NAC, Khariar road

Memo No 505 / Dated the 17-3-2025

Copy to the DeGM, Collectrate Nuapada with a request to kindly publish the EOI in the Dist. Web-Portal for wide circulation.

  
Executive Officer  
NAC, Khariar road



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**OFFICE OF THE NOTIFIED AREA COUNCIL,  
KHARIAR ROAD**

At/PO- Khariar Road, Dist.- Nuapada, Pin - 766104

Letter No. \_\_\_\_\_ / Date \_\_\_\_\_


Memo No 506 /Dated the 17-3-2025

Copy submitted to the Dist.Social Welfare Officer, Nuapada/District Project Manager, Mission Shakti, Nuapada/ Child Development Project Officer, Nuapada with a request to kindly display the EOI in their notice board for wide circulation.

  
Executive Officer  
NAC, Khariar road

Memo No 507 /Dated the 17-3-2025

Copy submitted to the Collector-cum-District Magistrate, / P.D DUDA, Nuapada /Sub-Collector, Nuapada /BDO, Nuapada/Tahasildar, Nuapada for favour of kind information and necessary action.


  
Executive Officer  
NAC, Khariar road

## TERMS AND REFERENCE

### For engagement of Swachha Sathi 2024-25

Swachha Sathi would be the community link & act as a change agent to bring about collective behavioral changes in the household level in the ward areas towards door to door collection of segregated waste and to ensure decentralized composting of wet waste & Collection of dry waste.

1. The last date for submission of the Expression of Interest (EOI) is on 02.04.2025 at 5 P.M. and the technical bid will be opened on 03.04.2025 at 11.00 am in the Council Hall NAC Khariar Road.
2. The interested Mission Shakti Group/WSHG/ALF members may download the EOI documents including formats of Technical bid from the NAC Khariar Road official website [www.nackhariarroad.in](http://www.nackhariarroad.in) and District website [www.nuapada.odisha.gov.in](http://www.nuapada.odisha.gov.in). The Mission Shakti Group/WSHG/ALF should submit paper cost of Rs.500/- in shape of Cash payable at NAC, Khariar Road (Non-refundable)
3. The EOI will be valid up to the end of date 02.04.2025
4. The applicant (member of the Mission Shakti Group/WSHG/ALF) will be present at the time of opening of EOI. In case of absence of the applicant or her 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, Financial Behaviour, Group integrity and Qualification of member by a committee constituted for the purpose and the findings of the committee will be final and binding. The same cannot be challenged at any forum thereafter. Intending bidder will have to submit undertaking in this regard.
6. The Mission Shakti Group/WSHG/ALF must have Rs.50000/- balance in their Passbook as on the date of submission of application
7. A written test regarding knowledge of Solid Waste Management of the candidates will be conducted before final selection as may be prescribed by the NAC
8. The NAC, Khariar Road with its representative the Executive Officer reserves the right to reject the EOI submitted by Mission Shakti Group/WSHG/ALF, if not satisfied with concerned Mission Shakti SHG's/ALF credibility and past performance record.
9. No communications shall be entertained over telephone, Fax, email or in person questioning the decision of the committee

  
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10. Any dispute arises over the quality of the service will be verified by the designated officials of NAC, Khariar Road
11. 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.
12. The member of the Mission Shakti Group/WSHG/ALF will be engaged for Three year as Swachha Sathi. The contract may be extended for subsequent year if required on the basis of satisfactory services/performance with an evaluation report by the NAC Sanitation Expert
13. 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 discharge of my duty as Swachha Sathi and other duty as and when assigned by the NAC, Khariar Road.

> Our Mission Shakti Group/WSHG/ALF (name of the Mission Shakti SHG) belongs to the ward no. -----.

> All the members of our group are following the Panchasutra.

> (the name of the Mission Shakti Group/WSHG/ALF or member) is not in default on a loan obtained from a bank or a non-bank financial institution (NBFIs).

> If we (name of the Mission Shakti Group/WSHG/ALF) fail to deliver our responsibility or deliverables through our selected member 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 Group/WSHG/ALF) 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.

> We will obey the decision of the selection committee with honor and without any objection.

14. Only the qualifying members of the Mission Shakti Group/WSHG/ALF will be considered for the said assignment.



### 15. Eligibility criteria for Mission Shakti SHGs

SL No	Parameter	Criteria
1.	Group Formation	Completion of one year from the date of application.
2.	Group Management	Strictly adhering to Panchasutra (Regular Meetings, Regular Savings, Regular Internal Lending, Regular Repayment, Regular Record Keeping)
3.	Account balance	Mission Shakti Group/WSHG/ALF Must have a balance fund of Rs.50000/- as on the date of submission of EOI
4.	Financial Behaviour	No financial irregularities (such as Loan declared as NPA, write off, one time Settlement of loan etc.
5.	Group Integrity	No record of involvement in any antisocial or criminal activities.
6.	Qualification	The minimum qualification of recommended members of the Mission Shakti/ALF/WSHG should be Intermediate (+2) for Swachha Sahti ( However the educational qualification may be relaxed in case of non availability of suitable candidate )The Candidate Must Pass 7 <sup>th</sup> .standard Odia from BSE, Odisha .If not passed she should submit an undertaking that She will submit the certificate within a year

### 16. Terms of Engagement

- The engagement of members of Mission Shakti Group/WSHG/ALF is purely on a voluntary basis with incentive to encourage community participation in urban sanitation.
- The NAC Khariar Road will sign an MoU with the selected member of the Group with detailed terms of reference.
- The period of engagements of members of the Group is particularly for the period mentioned in the MOU.
- The Group members cannot claim to be an employee or permanent staff of the Mission.
- The selected members of the Group will be thoroughly trained on their role and responsibilities to accomplish their duty.

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## Who could be a SwachhaSathi?

- (i) One of the Dynamic WSHGs of that locality will nominate suitable members as Swachha Sathi for different areas in the assigned wards having educational qualification not below +2 level (preferably). However, the educational qualification may be relaxed in case of non-availability of suitable candidates.
- (ii) WSHG members having experience in community mobilization and keen interest to work towards Solid Waste Management may be given preference by the WSHG.
- (iii) Persons having criminal track records, political affiliation should not be used as Swachha Sathi.
- (iv) ULB may also explore the possibility of engaging the services of Area Level Federation (ALF) wherever they are active & dynamic for performing this.

## Role and Responsibilities of SwachhaSathi:

- (i) SwachhaSathi should sensitize all households in the locality to do the source segregation at household level itself.
- (ii) If people are not doing source segregation at home, she must demonstrate the source segregation before the family members in the premises of the house while collecting the garbage.
- (iii) SwachhaSathi must sensitize local markets/Schools/institutions/Parks regarding Source segregation and demonstrate the same for better understanding.
- (iv) She must generate awareness regarding various methods of composting preferably Micro Composting in the locality.
- (v) She must explain and sensitize people about Micro Composting and may provide handholding support and guide the people for undertaking Micro Composting Centre (MCC) facilities by the individual households/bulk waste generators.
- (vi) She has to assist ULB in undertaking IEC activities in the locality.
- (vii) The ULB will be dealing only with the WSHG & not with any individual SwachhaSathi. (viii) The incentive will be given directly to the Bank Account of the WSHG and not to the SwachhaSathi (Member of the WSHG). The Groups are free to use one or more members for performing the assigned responsibilities.

Handwritten signature and initials: "Rak" above a horizontal line, with "B/3" written below the line.

## **Coverage & Incentive to SwachhaSathi**

- i. An incentive of Rupees 4000/- per month may be paid to the WSHG/ALF for every 600 households by the NAC Khariar Road on the basis of the user fees collected as per the target given by Government of Odisha to NAC, Khariar Road.

## **Capacity Building of SwachhaSathi/WSHG/ALF:**

NAC Khariar Road will organize orientation sessions/meetings for Swachha Sathi/WSHG/ALF to make them aware about different components of Solid Waste Management to improve their performance.

## **Assessment of performance:**

The NAC Khariar Road authority must assess the performance of Swachha Sathis and may take needful action for better result either by replacing the existing Swachha Sathi/WSHG/ALF or through proper reorientation of the approach.

**Expression of Interest (EoI)  
for Engagement of Swachha Sathi**

**Technical Bid**

SL No	Item	Details
1.	Name of the Mission Shakti Group/WSHG/ALF	
	Registration Number	
	Ward No.	
	Communication Address	
	Contact Phone number	
2.	Documents To be furnished by Mission Shakti Group/WSHG/ALF	
	i. Group Profile (Group Formation Copy)	
	ii. Registration Certificate (downloaded from portal)	
	iii. Bank Passbook front page and last updated page photocopy	
	iv. Bank account statement for last 3 months	
	v. Resolution copies of group meetings for the last 3 months.	
	vi. Resolution copy of nominated member	
vii. Qualification certificate of the nominated member		

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An undertaking in a Rs.10/- Non-Judicial stamp paper stating the following has to be attached with the technical bid and signed by the President and Secretary of the Mission Shakti Group/WSHG/ALF with seal:

- > I (name designation and group name) will be responsible for discharge the duty by our nominate member.
- > Our Group (name of the Group) belongs to the ward No. --.
- > All the members of our Group are following the Panchasutra.
- > (the name of the Group) is not in default on a loan Obtained from a bank or a non-bank Financial institution (NBFI).

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> If we (name of the Mission Shakti Group/WSHG/ALF) fail to deliver our responsibility or deliverables through our nominate member 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 Group) 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.

> We (name of the Group) will obey the decision of the selection committee with honor and without any objection thereof.

> The nominate member of our (name of the Group) Smt./Kumari (Name of the nominate member) having no Criminal track record and no political affiliation.