

REQUEST FOR PROPOSAL (RFP)

FROM THE EMPANELED SWACHHATA KNOWLEDGE PARTNERS (SKP) OF MOHUA FOR TECHNICAL SUPPORT UNIT FOR ASSISTING SELECTED ULBS IN THE STATE OF KERALA FOR SWACHH SURVEKSHAN 2025-2026

invited by :
Suchitwa Mission



SUCHITWA MISSION

GOVERNMENT OF KERALA

INVITES

**Proposals from Empaneled Swachhata Knowledge Partners (SKPs)
of MOHUA for establishing technical support unit for assisting
selected ULBs in the State of Kerala for Swachh Survekshan
2025-2026**

SUCHITWA MISSION

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NOTICE INVITING PROPOSAL

e- Government Procurement (e-GP)

TENDER No SM/1935/2025-D1

The Suchitwa Mission Government of Kerala, invites *proposal from Empaneled Swachhata Knowledge Partners of MOHUA for establishing technical support unit for assisting selected ULBs in the State of Kerala for Swachh Survekshan 2025-2026*. The last date for receiving online bids is 10.11.2025, 5:00 PM Prospective bidders can download the RFP from e-tender portal of GoK, viz, <https://etenders.kerala.gov.in/> or the website- <https://suchitwamission.org/>.

Scope of this Notice	Request for Proposal (RFP) from Empanelled Swachhata Knowledge Partners of MOHUA for technical support unit for assisting selected ULBs in the State of Kerala for Swachh Survekshan 2025-2026
Brief Description of Work	To assist shortlisted ULBs of Kerala in achieving top ranks in their respective population categories.
Bid Security (EMD)	Rs. 1,00,000/-
Bid Submission Fee	Rs. 13010/-
Who can Apply	Empaneled Swachhata Knowledge Partners of MOHUA
Bid Documents	Can be downloaded from the site www.etenders.kerala.gov.in
Date of Prebid Meeting	04.11.2025, 2:00 PM Online video link - https://meet.google.com/jbv-oedr-nku
Last Date and Time of submission of Bid	10.11.2025, 5:00 PM

Date and time of opening of Technical Bid	12.11.2025, 11:00 AM.
Concept Presentation by the bidder	Venue and Date will be intimated to eligible bidders after opening of Technical bid. (Location: Thiruvananthapuram)
Financial Opening	To be announced by the tender committee after evaluation of Technical bid & Technical Presentation.
Name of the Tender Inviting Authority	Executive Director, Suchitwa Mission 4th Floor, Revenue Tower Public Office Compound, LMS- Vellayambalam Rd, Palayam, Thiruvananthapuram, Kerala 695033 0471-2312730 (Office) 0471-2316334 (CA to ED) sanitationkerala@gmail.com

Tender documents and tender schedule can be downloaded free of cost from the e- Government Procurement (e-GP) Website www.etenders.kerala.gov.in. All bid documents are to be submitted online only and in the designated cover(s)/ envelope(s) on the e-GP website. Tenders/ bids shall be accepted only through online mode on the e-GP website and no manual submission of the same shall be entertained. Late tenders will not be accepted. A bid submission fee shall be remitted online during the time of bid submission.

The scanned copies of various certificates duly attested, EMD exemption certificate (if any) and duly signed copy of bid documents shall be submitted online. Price Bid (Financial Proposal) shall only be submitted online. Details regarding remittance of Bid Submission Fee, Bid Security (EMD), Bid preparation and submission are mentioned in this bid document.

The technical bids shall be opened online at the time mentioned in the table above by the tender inviting authority online. The bidders can fetch details online through the e-tender portal. If the tender opening date happens to be on a holiday or non-working day due to any other valid reason, the tender opening process will

be done on the next working day at the same time. The technical bids submitted by the Bidders will be evaluated as per the terms and conditions set out in the bid document for pre-qualification and the financial bid of only the pre-qualified bidders shall be opened. ***The mode of evaluation of this tender will be QCBS (Quality and Cost Based Evaluation with 70:30 weightage).*** The date and time of opening of the financial bid will be intimated by e- mail to the Bidders who are pre-qualified after evaluation of Technical Bids.

Bidders may contact e-Procurement support desk of Kerala State IT Mission over telephone at 0471-2577088, 2577188, 2577388 or 0484-2336006, 2332262 – through email: etendershelp@kerala.gov.in for assistance related to e-tendering. More details can be had from the Office of Executive Director, Suchitwa Mission, 4th Floor, Revenue Tower, Public Office Compound, Trivandrum, Kerala, India, during working hours. Ph.No: 0471-2312730 (Office)

All other existing conditions related to bidding in force in the Kerala State Government Departments will be applicable in this tender also unless expressly defined in the bidding document. The Tender Inviting Authority/Employer shall not be responsible for any failure, malfunction or breakdown of the electronic system while downloading or uploading the documents by the Bidder during the e-procurement process.

Details of bank account having core banking facility and e-mail address of the bidder shall be furnished along with the tender. Tenders not accompanied by these details will be rejected. Bidders are advised to be acquainted with features of the portal well in advance and to avoid last minute rush so as to avoid failure of submission due to network failure or similar technical issues. Suchitwa Mission reserves the right to accept or reject any or all tenders without assigning any reason thereof.

Sd/-

Executive Director,
Suchitwa Mission

(For and on behalf of Governor of Kerala)

1. INTRODUCTION

Suchitwa Mission serves under the Local Self Government Department, Government of Kerala, provides technical and managerial support to Local Self Governments (LSGs) in planning, implementing, and monitoring waste management systems. Key functions include:

- Strategic planning and action plan preparation
- Capacity building and training
- Research and policy formulation
- Monitoring and evaluation

Suchitwa Mission also acts as the State Nodal Agency for implementing Swachh Bharat Mission - Urban (SBM-U) and Swachh Bharat Mission - Gramin (SBM-G).

Swachh Survekshan is the nationwide cleanliness survey conducted by MoHUA, evaluating ULBs based on sanitation, waste management, citizen participation, and other indicators. Suchitwa Mission, the nodal agency for SBM-U in Kerala, has been working to improve the state's performance in the survey through strategic guidance, technical support, and capacity building. After years of efforts, Kerala achieved significant and unprecedented results in Swachh Survekshan 2024-2025, marking a major breakthrough. This success reflects the state's coordinated efforts, innovative approaches, and effective monitoring and citizen engagement mechanisms.

Based on the learnings from Swachh Survekshan 2024-2025, it is felt necessary to engage a competent consulting SKP to support the best-performing Urban Local Bodies (ULBs) in Kerala in preparing quality documentation, conducting gap analysis, and implementing measures to improve city rankings. The consulting firm will also focus on better presentation in all aspects of Swachh Survekshan 2025-2026, including Garbage-Free City (GFC) and Swachh certifications (ODF+, ODF++, Water+). Consulting support is required for 27 ULBs, shortlisted ULB details are attached in APPENDIX 1.

Accordingly, Suchitwa Mission proposes to appoint a Swachhata Knowledge Partner for handholding, as per the Swachh Survekshan Proposed Indicators in Tool Kit/Frame work 2025-2026.

2. TERMS OF REFERENCE

2.1. DOCUMENTATION PARAMETERS: The parameters covered for documentation are as listed below (All parameters shall be as per SS 2025-2026):

Part - 1: Service Level Progress;

- ❖ Collection and Transportation
- ❖ Processing and Disposal
- ❖ Sustainable Sanitation
- ❖ IEC & Behavior Change
- ❖ Capacity Building

Part – 2: Certification

Part – 3: Direct Observation

Part – 4: Citizen Feedback

2.2 SPECIFIC DELIVERABLES & RESPONSIBILITIES OF KNOWLEDGE PARTNER

- a. Specific Deliverables:** To assist shortlisted ULBs of Kerala in achieving top ranks in their respective population categories.
- b. Detailed responsibilities of Consultancy SKP**

Task No.	Task - Details	Expected Outcome	Deliverables	Timeline
Task 1	Detailed Assessment and Gap Analysis a. Conduct a detailed assessment of the selected city's current status with respect to Swachh Survekshan indicators. b. Identify key gaps and areas of under performance in previous Swachh Survekshan rounds.	A comprehensive report highlighting strengths, weaknesses, and areas for improvement.	1. Evaluation of report, gap analysis, and recommendations for improvement. 2. Based on the Gap Analysis, the SKP shall: - Take corrective actions in coordination with the respective ULBs. - Submit a fortnightly report (every 15 days) to the State Mission/District Mission and concerned ULBs on the corrective measures undertaken. - Ensure that all actionable gaps in each ULB(except those requiring major infrastructure/network or CBG plant interventions) are addressed and closed within the project period by tracking the progress of corrective measures, following up regularly with ULB officials, and escalating any delays or obstacles to the State Mission. - Keep records of all corrective actions, including photographic evidence, ULB confirmations and status updates.	1. Within 2 weeks of agreement 2. Every 15 days
Task 2*	Capacity Building a. Provide Capacity Building support to ULB Teams, Elected representatives, District Mission Team, and State Suchitwa Mission team.	Enhanced capacity of Elected Representatives & ULB officials and teams to implement Swachh Survekshan initiatives.	Competent training & Training modules, workshop , and feedback forms.	At least one workshop per month

Task No.	Task - Details	Expected Outcome	Deliverables	Timeline
Task 3	Document/Record Keeping and Swachhatham Portal Management a. Assist in document/record keeping at ULBs on the Swachhatham portal for Swachh Survekshan, Swachh certifications, and GFC certifications. b. Compile, validate, and upload required documents on the Swachhatham portal.	Accurate and up-to-date documentation on the Swachhatham portal.	Monthly reports on documentation status, and portal updates.	Monthly Basis
Task 4	Technical Support for Certifications a. Provide technical support in achieving and renewing relevant certifications (ODF++, Water+, 3-star/5-star GFC ratings).	Successful achievement and renewal of certifications.	Certification reports, and documentation.	Throughout the project period
Task 5	Direct Observation and Field Inspection Preparation a. Assist in preparing for direct observation and field inspection by survey agencies.	ULBs are well-prepared for inspections.	Inspection readiness report, and feedback.	2-3 weeks prior to inspection
Task 6	Mock Inspections a. Conduct mock inspections prior to third-party inspections.	ULBs are better prepared for third-party inspections.	Mock inspection report, and feedback.	At least 1 month prior to third-party inspections
Task 7	Dedicated Personnel and Monitoring Reviews a. Engage one dedicated personnel at the State Swachh Survekshan Cell and four ULB-level coordinators to support implementation and monitoring. b. Conduct regular monitoring reviews in the presence of State and District-level officials to assess progress, modify strategies, and re-align actions as required.	Effective implementation of Swachh Survekshan initiatives.	Monthly progress reports, and review meeting minutes.	Once in 2 weeks
Task 8*	Coaching for other than shortlisted	Guidance for	Recommend corrective actions to	Monthly basis

Task No.	Task - Details	Expected Outcome	Deliverables	Timeline
	ULBs (67 ULBs) Provide training to the selected coordinators of the 67 ULBs, as directed by the State Suchitwa Mission.	achievement in Swachh Survekshan and Certifications	be taken for improvement	
<i>*All expenditures related to logistics for the training, including venue, materials, and related arrangements, will be borne by the State Suchitwa Mission. However, the cost of engaging the services of experts for the training shall be borne by the SKPs. (Condition is applicable for task 2 & 8).</i>				

Table 1: Tasks and Responsibilities of the Knowledge Partner

2.3 RESPONSIBILITY OF SHORTLISTED MUNICIPALITIES

1. Shall provide the required input data as requested by the SKP in a timely manner.

2.4 DETAILS OF KEY PERSONNEL

The SKP shall be responsible for engaging necessary resource persons as needed to carry out the assignment in a professional and efficient manner. The following is the key personnel that shall be made available at all times as first points of contacts for the entire contract period. .

1. **Project Leader – One (1) position**, Responsible for overall coordination, supervision, and reporting. Working in the State Office and Visiting DSMs/ULBs as per requirements. The minimum educational qualification for the Project Leader shall be a graduate degree in Data Analytics, Mathematics, Statistics, Social Work, Public Policy, Urban Planning, Sanitation, Public Health Engineering, Solid Waste Management, or Environmental Engineering, with a master's degree in any of the above disciplines preferred. The position requires a minimum of five years of relevant experience in Swachh Survekshan and MIS Related works.

2. **ULB Coordinators – Four (4) positions**, each assigned to a group of ULBs based on geographical proximity, responsible for on-ground implementation, monitoring, and support to the respective ULBs. The working place will be in District Mission and should visit ULBs as per requirements. Each ULB Coordinator shall possess at least a graduate degree in Data Analytics, Mathematics, Statistics, Social Work, Public Policy, Urban Planning, Sanitation, Public Health Engineering, Solid Waste Management, or Environmental Engineering. A master's degree in any of the above disciplines will be considered an added advantage. The minimum experience required for this position is three years in Swachh Survekshan or SBM-related projects. Candidates who can understand Malayalam should be given preference.

2.5 CONTRACT TERMS AND CONDITIONS:

1. On issue of Letter of Award, SKPs shall have to submit the performance guarantee as necessitated in this document and enter into formal Contract and commence assignment within one week's time. The contract period is up to the completion of Swachh Survekshan 2025-2026 assessment including Citizen Feedback.
2. Provide gap assessment and rectification measures to the remaining 67 ULBs through selected coordinators from the ULBs for improving their performance in Swachh Survekshan 2025-26. Also provide Assessment report, Gap analysis (Task 1 as per Table 1) and recommendations for improvement of these ULBs.
3. This contract will be a Lump Sum contract wherein the bidder will be remunerated with a lump sum amount as quoted and agreed in INR only by the Consulting SKP. This fee shall be paid by Suchitwa Mission on behalf of the ULBs in installments and based on achievement of the following milestones

and subject to the terms and conditions specified in Clause 4.10 – Terms of Payment:

- a. Preparation and submission of Gap Analysis Report. (15%)
 - b. Performance of the consultancy services up to December 2025. (15%)
 - c. Performance of the consultancy services up to February 2026. (15%)
 - d. After successful completion of Field Inspection of Phase 3 & 4 by MoHUA. (25%)
 - e. After Preparation and submission of SLP documents of Swachh Survekshan 2025-2026 and Documents of GFC and ODF certifications. (30%)
4. The official language of Kerala State is Malayalam. However, the SKPs will be allowed to make all communications, reports and any other documents in English, but not in any other languages. All communications are entertained in English.
5. Upon engagement the SKPs shall within a period of 14 days by studying the prevailing situation of the ULBs & submit a detailed schedule and work plan and get it approved by the District Suchitwa Mission. The SKP shall be responsible for adherence to this work plan and submit a fortnightly progress report. The contract may be terminated by State Suchitwa Mission upon non/under performance of the SKPs in achieving milestones, failure to attend meetings, non-adherence to the approved work plan, non performance of as detailed in Table-1 of this RFP with notice of one week time. State Suchitwa Mission also deserves the right to terminate the contract with such notice for continued absence of key personnel for a period more than 5 days without intimation and permission.
6. Letter of award/offer: The Letter of offer will be issued to the Selected Applicant(s) and the Applicant(s) shall submit performance guarantee as

necessitated by this RFP, enter into Contract in stamp paper of requisite value with State Suchitwa Mission and commence the assignment within one week's time. In the event of failure in submission of Performance Guarantee, failure in submitting stamp paper of requisite value and entering the contract within the allowed time, the Letter of Offer will be revoked and the EMD submitted will be forfeited & the SKP will be banned from participating similar tender invited by State Suchitwa Mission. In such an event the State Suchitwa Mission might at its discretion issue the Letter of Award to the bidder quoting the next lowest amount, if that bidder is ready to match its quote to the lowest negotiated price quote.

7. The Empanelled Swachhata Knowledge Partners (SKPs) of MoHUA are invited to submit a Proposal, as specified in this RFP for services required for the Assignment through the e-procurement portal of GoK. The SKP shall procure a Digital Signature Certificate and should have internet banking facilities in order to participate in the tender. The mode of evaluation of bids will be QCBS.

3. INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF BID

All Bids are required to be prepared and submitted in accordance with the terms of this RFP on or before the Bid Due Date.

3.1 e-Procurement [Portal - <https://etenders.kerala.gov.in/>]

- a. The Bid Process will be conducted by way of e-tendering. In order to participate in the Bid Process, a Bidder must procure a digital signature certificate and register on the e- Procurement Portal using its digital signature. A digital signature certificate may be procured from a registered certifying authority as stipulated by the Controller of Certifying Authorities, GoI.
- b. The Bidders must: (i) upload a soft copy/scanned copy of their credential and other required documents and (ii) populate, upload and confirm (submit/freeze) the Financial Proposal format provided on the e-Procurement Portal, before the specified time on the Bid Due Date. Bidders shall not submit any hard copy and all submissions need to be done through the e-Procurement Portal alone.
- c. The Bidders are encouraged to visit the e-Procurement Portal well in advance to acquaint themselves with the process of submitting their Bids online.
- d. For the purposes of determining the cut-off time for submission of queries and Bids, the central server time displayed on the clock on the e-Procurement Portal will be followed by the Bidders and the Authority.
- e. Any queries or requests for additional information relating to this RFP should be submitted on the e-Procurement Portal on or before the time and date specified in the Bid Schedule.

4. ELIGIBILITY CRITERIA & EVALUATION PROCEDURE

4.1 Pre-Qualification Criteria:

1. The Applicant SKP should be an Empaneled Swachhata Knowledge Partner of MOHUA. Upload a valid certificate provided by the Ministry of Housing and Urban Affairs (MoHUA) confirming that the SKP is a valid Swachhata Knowledge Partner (SKP).
2. Entity is not blacklisted and No FIR registered. (A Self Declaration should be submitted as per Annexure 4.)
3. The Bidder shall furnish a Bid Security for an amount of one lakhs as detailed in this RFP. The Bid Security of the successful Bidder will be discharged when the Bidder has furnished the required Performance Guarantee and signed the agreement. The proposals without EMD shall be summarily rejected as non responsive. The EMD of the unsuccessful bidders shall be returned without interest after award of work to the successful bidder. The Applicant shall enclose following mandatory Registrations & Certificates:
 - a. Bidder registration certificate under relevant Act applicable
 - b. Income Tax Pan Number.
 - c. GST registration Number. If applicable.

4.2 Bid Evaluation

The evaluation will be done by a dedicated committee appointed by the Tender Inviting Authority. Bids shall be evaluated both in terms of 'Quality' as well as 'Quoted Price' i.e. Quality & Cost Based Selection (QCBS) methodology. The weightage for the 'Quality' is 70 (seventy) and the weightage for the 'Quoted' price is 30 (thirty). Bidders who secure the highest combined score which is calculated as detailed in the below clauses shall be the successful bidder.

4.3 Technical Evaluation

Only those bidders who meet the pre-qualification criteria will be considered for technical evaluation. Technical capacity will be evaluated in two sub stages. In the 1st stage, Experience in similar Fields (**30 Marks**), and Key Personal capacity will be assessed for **30 Marks**. And in 2nd stage a technical concept presentation shall be conducted for **40 Marks**, before the technical panel engaged at the venue specified and intimated by the authority. The total technical score will be the sum of scores obtained in each sub stage (Out of 100 Marks). Bidders, whose bids are responsive, and obtained Technical score (S_t) at least 60 Marks (out of 100) from the technical evaluation criteria, would be considered technically qualified. Financial covers of unqualified bidders will not be opened. Bidders will be evaluated on Technical score (S_t) and Financial Score (S_F) (Maximum Marks: 100).

4.3.a Stage 1 of Technical Evaluation: Experience and HR Capacity

The matrix of evaluation of technical capacity is as detailed in the below table. The marks allocated against various sub-sections shall be as hereunder:

Section	Criteria	Marks
Experience in similar assignments	A. Number of States/ULBs supported during the whole phase of Swachh Survekshan (Max. Marks = 10) a. At least 1 State / 5 ULBs - 2 marks b. 2 States /10 ULBs- 5 Marks c. > 2 States /20 ULBs - 10 Marks	10
	B. The Applicant successfully completed handhold support in the last year (i.e., 2024-2025) for; (Max. Marks 10) a. Minimum 5 ULBs - 2 Marks b. > 5 ULBs - 5 Marks c. > 10 ULBs - 10 Marks	10

Section	Criteria	Marks
	*The experience claimed in section A can also be claimed in section B, if meets the criteria.	
	C. Based on highest rankings achieved by any of the ULBs supported in the last year (i.e., 2024-2025) - (Max. Marks 20) i. Below 10th Rank : 20 Marks ii. Below 50th Rank : 15 Marks iii. Below 100th Rank : 10 Marks	20
Profiles of key team Members: (HR Capacity)	<u>1) Project Lead (5 Marks)</u> a. Minimum Education qualification – Graduate in data analytics/ mathematics/ statistics/ social work/ public policy/ urban planning/ sanitation/ public health engineering/ solid waste management/ environment engineering. Minimum 3 year experience in similar consulting as swachh Survekshan related projects. i. Additional preferred qualifications – masters in above disciplines – 2 Marks b. Experience in similar consulting as swachh Survekshan related projects i. 3 to 5 years experience: 2 Marks ii. >5 years experience: 3 Marks <u>2. Solid Waste Management Expert (5 Marks)</u> a. Minimum Education qualification – Graduate in public health/solid waste management. Minimum 3 year Experience in Solid and Liquid Waste Management (in urban areas, of DPRs, technology assessments, project management etc i. Additional preferred qualifications – masters in above disciplines – 2 Marks b. Experience in Solid and Liquid Waste Management	20

Section	Criteria	Marks
	(in urban areas, of DPRs, technology assessments, project management etc.) i. 3-5 years experience: 2 Mark ii. >5 years experience : 3 Marks <u>3. IT Expert (5 Marks)</u> a. Minimum Education qualification – Graduate in computer science/software/hardware engineering. Minimum 2 years experience in portal/app development (real- time dashboards, large scale online data collection, data handling and analysis etc.) i. Additional preferred qualifications – masters in above disciplines – 2 Mark. b. Additional Experience of more than 2 years in Swachatam portal and digital platforms of SBM– 3 Mark. <u>4. IEC/BCC Expert (5 Marks)</u> a. Minimum Education qualification - Graduate in Mass-communication, Journalism, Media, Public Relations with Minimum 3 year experience in media/social-media planning, public relations. i. Additional preferred qualifications – masters in above disciplines – 2 Marks b. Additional Experience of more than 3 years in media/social-media planning, public relations- 3 Marks	
For the purposes of evaluation of responses to this RFP, similar assignments shall mean assignments (should have been completed last year) *The bidder shall submit work completion certificates, ongoing engagements with valid work orders which have the following work as a major part of scope of work: *Also The bidder shall submit the relevant ranks obtained by the ULBs in Swachh Survekshan for which the bidder has provided handholding support.		

Section	Criteria	Marks
Total Marks (TM₁)		60

4.3.b Stage 2 of Technical Evaluation

The bidders will be invited for a detailed presentation on each of the above criteria, at a date and time provided by Suchitwa Mission, in order to facilitate a comprehensive evaluation of their respective proposals. The presentation should be based on a detailed work plan as part of the Technical Bid document. The presentation shall be delivered by the key experts proposed in the bid, whose qualifications and experience have been submitted as part of the proposal. No substitute experts will be permitted unless approved by the Authority prior to the presentation. In case of non-attendance of bidders in the presentation, the bid shall be given '0' (zero) marks on technical evaluation. The presentation shall cover, at a minimum:

- 1. Understanding of Objectives and TOR:** – Demonstration of the bidder's comprehension in similar assignments, sector challenges and steps taken (0 - 10 Marks)
- 2. Methodology and Work Plan** – Robustness and feasibility of the proposed methodology, including innovative approaches. (0 - 10 Marks)
- 3. Key Personnel Experience** - Experience and qualifications of the team leader, including relevant project and Qualifications and experience of other key personnel, such as MIS experts and SWM experts. (0 - 10 Marks)
- 4. Presentation and Communication Skills** - Clarity, logical flow, visual quality of presentation, ability to respond to queries, and demonstration of subject expertise by the proposed experts. (0 - 10 Marks)

Total Marks in Stage 2 (TM₂) = 40

Computation of Technical Score

The technical score of a bidder shall be calculated as follows.

Item	Maximum marks	Scored Marks
Stage 1	60	TM ₁
Stage 2	40	TM ₂
Total Marks	100	TM₁+TM₂

4.4. Financial Proposal

The bidder has to quote a single Lump Sum value as the total consultancy fee to act as knowledge partner as per the scope of this RFP. **IMPORTANT: The quoted value should be including GST.** The bidder has to populate this value in the issued excel sheet which can be downloaded from the etender portal and submitted along with the bid. The financial proposal has to be submitted only in the prescribed excel sheet and uploaded in the prescribed cover. If a bidder mentions in any manner, anywhere in the submitted documents other than in the prescribed financial cover will be disqualified.

4.5 Financial Evaluation:

1. The Financial Bids of technically qualified bidders will be opened online on the scheduled date. Bidders can see the status of the bid opening process through their respective login.

4.5.a. Financial Score

The Financial Bids of the agencies that have scored 60 Marks or more Technical Score (S_t) will be admitted in financial evaluation. The lowest quote (F_m) will be given a Financial Score (S_f) of 100 points. The financial scores of the other Financial Proposals will be determined using the following formula;

$$\text{Financial Score } (S_f) = 100 \times F_m / F$$

Where, S_f is the Financial Score,

F_m is the lowest Financial Proposal (Quoted amount) ,

F is the Financial Proposal under consideration.

4.6 Calculation of Combined Score

Combined Technical and Financial Score For final evaluation, will be based on the formula;

$$S = S_t \times T_w + S_f \times F_w$$

Where S is the Combined Score

T_w – Weightage of technical score (70%)

F_w – Weightage of Financial Score (30%)

Bidders will be ranked in the order of their combined score. Bidders having the highest combined score will be considered successful bidder/ the preferred bidder.

4.7 Bid Security (EMD)

The Bidder shall furnish, as part of his Bid, a Bid Security for an amount as detailed in this RFP. For e-tenders, Bidders shall remit the Bid Security using the online payment options of e-Procurement system only. Bidders are advised to visit the “Downloads” section of e-Procurement website www.etenders.kerala.gov.in for State Bank of India or by using NEFT facility. Bidders opting for NEFT facility of online payment are advised to exercise this option at least 48 hours before the last date of bid submission to ensure that payment towards Bid Security is credited and a confirmation is reflected in the e-Procurement system. The online NEFT remittance

form provided by e-Procurement system for making a NEFT transaction is not a payment confirmation. Authority shall not be responsible for any kind of delay in payment status confirmation.

1. Any Bid not accompanied by an acceptable Bid Security (EMD) shall be rejected by the Employer as non-responsive.
2. The Bid Security of the unsuccessful Bidder shall become refundable as promptly as possible after finalization of the tender.
3. The Bid Security of the successful Bidder will be discharged when the Bidder has furnished the required Performance Guarantee and signed the agreement.
4. Waiving of Bid Security is allowed in respect of organizations, which are exempted by Government to that effect. In this case, the Bidder shall produce a copy of Government order showing exception in remittance of bid security while participating in the tender process.

4.8. Bid Submission Fee

In addition to the Earnest Money Deposit (Bid security fee), the Bidders are required to pay an amount as mentioned in the Notice Inviting Tender as the Bid Submission Fee through an [RTGS/NEFT transfer] through the same channel.

4.9 Letter of Award (LoA) - After declaration of the Preferred Bidder, the Authority will, within 15 days, issue the Letter of Award to the Preferred Bidder by registered post:

- (a) declaring it as the Selected Bidder;
- (b) accepting its Financial Proposal;
- (c) requesting it to submit the Performance Guarantee.
- (e) requesting it to incorporate the consortium to implement the Project.

The successful bidder shall be required to deposit a **Performance Guarantee** in the form of bank guarantee valid for 8 months, equal to five percent (5 %) of

contract value within 15 days from the date of the award of the work. The EMD of the successful bidder shall be returned only after the signing of the contract along with performance guarantee deposit. The EMD stands forfeited in case the bidder withdraws or amends his bid after submission of tender document.

4.9.1 Execution of the Contract

1. The Authority shall, within 15 (fifteen) days of the acceptance of the LOA by the Selected Bidder provide the final draft of the Agreement. The Selected Bidder, as the case may be, shall submit articles of agreement (Stamp paper of requisite value and performance guarantee) and enter into contract with Suchitwa Mission.
2. If the Selected Bidder seeks to materially negotiate or seeks any material deviations from the execution of the Agreement provided by the Authority, the Authority may elect to disqualify the Selected Bidder and revoke the LOA issued to the Selected Bidder. In such a case the EMD paid by the bidder will be forfeited and the next preferred bidder may be invited to undertake the project at a rate quoted by the preferred bidder.

4.10 Terms of Payment

The full payment will be made only after the successful completion of Swachh Survekshan 2025-2026 survey. The fee shall be paid based on the following 5 milestones and conditions:

Installment	Milestones	Payment %
1 Installment	Preparation and submission of Gap Analysis Report along with substantial corrective measures initiated for identified gaps.	15%*
2 Installment	Performance of SKP services up to December 2025, with at least 30% of identified gaps rectified.	15%*
3 Installment	Performance of SKP services up to February 2026, with at least 80% of identified gaps rectified.	15%*

4 Installment	After successful completion of Field Inspection of Phase 3 & 4 conducted by MoHUA.	25%*
5 Installment	After Preparation and submission of SLP documents of Swachh Survekshan 2025-2026 and Documents of GFC and ODF certifications.	30%*

***Condition:** Payment for each milestone shall be released only upon receipt of satisfactory reports and recommendations from the concerned Municipal Secretaries and the District Coordinator of Suchitwa Mission confirming the quality and completeness of the deliverables.

APPENDIX 1

SHORTLISTED MUNICIPALITIES

Sl No.	ULB Name	District	Population (Census 2011Population)
1	Thiruvananthapuram (C)	Thiruvananthapuram	968990
2	Kollam (C)	Kollam	388313
3	Kochi (C)	Ernakulam	601474
4	Thrissur (C)	Thrissur	315596
5	Kozhikode (C)	Kozhikode	609224
6	Kannur (C)	Kannur	248612
7	Alappuzha (M)	Alappuzha	188995
8	Palakkad (M)	Palakkad	131019
9	Kottayam (M)	Kottayam	145441
10	Mattannur (M)	Kannur	55772
11	Shornur (M)	Palakkad	49662
12	Attingal (M)	Thiruvananthapuram	39451
13	Varkala (M)	Thiruvananthapuram	42360
14	Cherpulassery (M)	Palakkad	39924
15	Ettumanoor (M)	Kottayam	48374
16	Pattambi (M)	Palakkad	34350
17	Guruvayoor (M)	Thrissur	75889
18	Wadakkanchery (M)	Thrissur	68521
19	Kodungallur (M)	Thrissur	73482

20	Kunnamkulam (M)	Thrissur	57089
21	Pandalam (M)	Pathanamthitta	45162
22	Anthoor (M)	Kannur	33553
23	Kalpetta (M)	Wayanad	38497
24	Vadakara (M)	Kozhikode	80000
25	Kattapana (M)	Idukki	46956
26	Valanchery (M)	Malappuram	45835
27	Nileswaram (M)	Kasargode	39752

ANNEXURES

ANNEXURE 1

FORMAT OF BID LETTER

(on the letterhead of Bidder /Lead Member)

Date: [•]

Place: [•]

To,

The Executive Director
Suchitwa Mission

Sub: Technical & Financial Proposal for establishing technical support unit for assisting selected ULBs in the State of Kerala for Swachh Survekshan 2025-2026

Sir,

Please find enclosed our Technical & Financial Proposal in respect of the above-mentioned project.

(Authorised Representative and Signatory)

Name of the Person : Designation :

ANNEXURE 2

BIDDER PROFILE - FORMAT

(To Be Filled By the SKPs)

A. PERSONAL INFORMATION		
1	Full Name of Applicant SKP	
2	Date of Incorporation	
3	Address	
	Present	
	Permanent	
4	Tel. No/Mob. No.	
5	e-mail and contact person details	
B. PROJECTS HANDLED (Attach self-attested copies of declarations related to projects handled in the last year for Swachh Survekshan assessment)		YES / NO

C. STAFF EXPERIENCE DETAILS RELATING TO THE POSITION APPLIED UP TO THE PRESENT DAY IN THE REVERSE ORDER - (CV along with Certificates of experience issued by the Employer or any other creditable documents to be attached)			
1	No.of years of Experience	From	To
2	Experience in general, showing the Employer and address and position held		
3	Experience specific to the position as prescribed in the Instructions with the details of employer with address		
4	Show in a separate sheet brief description of Project.		
D. OTHER INFORMATION IF ANY			

Signature

Place :

Date :

ANNEXURE 3

SELF-DECLARATION FORMAT OF THE ORGANIZATION REGARDING EMPANELED AS SKPs

To,

Executive Director,
Suchitwa Mission

Subject: Declaration for Empanelment as Swachhata Knowledge Partner with Ministry of Housing and Urban Affairs (MoHUA)

I, [Name], authorized representative of [Consultancy Name], hereby declare that our consultancy, [Consultancy Name], is empaneled as a Swachhata Knowledge Partner with the Ministry of Housing and Urban Affairs (MoHUA).

We confirm that our firm has been shortlisted and empaneled by MoHUA and is valid up to(dd/mm/yyyy) for providing consultancy services related to Swachh Survekshan and other urban development initiatives. A copy of the empanelment proof is attached for your reference.

This declaration is submitted for the purpose of establishing a technical support unit for assisting selected ULBs in the State of Kerala for Swachh Survekshan 2025-2026.

We hereby declare that the information provided is true and accurate to the best of our knowledge. We understand that any misrepresentation or falsification of information may lead to our empanelment being revoked or other consequences as deemed fit by MoHUA.

Authorized Signature
Name
Designation
Consultancy Name

Date:
Attachment: Proof of Empanelment

ANNEXURE 4

SELF-DECLARATION OF THE ORGANIZATION REGARDING NO FIR, BLACKLISTING

(To be submitted in White Paper)

To,

The Executive Director

Suchitwa Mission

Sir,

In response to this RFP document dated for establishing and running technical support unit for assisting selected ULBs in the State of Kerala for Swachh Survekshan 2025-2026 in Suchitwa Mission, Thiruvananthapuram Kerala, I/We hereby declare that presently our organization (Name of organization) is having unblemished record and No FIR has been lodged against us. No enquiry is pending against us and has not been black listed by any Local body, State, Centre Government or any other public sector undertaking or a Corporation/autonomous body as on the date of submission of RFP.

I/We do understand that if this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security shall be forfeited in full and the award of work contract if any to the extent accepted may be cancelled and other necessary action will be taken accordingly.

Thanking you,

Name of the Bidder:

Authorized Signatory:

Seal of the Organization:

Date:

Place:

ANNEXURE 5

FORMAT FOR AFFIDAVIT

(To be submitted in White Paper)

AFFIDAVIT

I/We,, solemnly declare that:

1. I/We are submitting Tender for the Work against Tender Notice No..... dated
2. None of the Partners of our SKP is a relative of an employee of (Name of the Employer) who is involved with the arrangement and execution of this work.
3. All information furnished by us in respect of fulfilment of eligibility criteria and qualification information of this Tender is complete, correct and true.
4. All documents/ credentials submitted along with this Tender are genuine, authentic, true and valid.
5. I/we undertake to deploy all plant and machinery, tools and tackles, man and materials etc. as required for execution of the assignment.
6. If any information and document submitted is found to be false/incorrect at any time, department may cancel my/our Tender and action as deemed fit may be taken against us, including termination of contract, forfeiture of all

dues including EMD, revoking of Bank Guarantees and banning/delisting of our SKP and all partners of the SKP etc.

Signature of the Tenderer

Name & Designation

ANNEXURE 6

REQUISITION FORM FOR E-PAYMENT

[To be attached with tender form as per G.O (P) No.06/2012/PWD dated 10/01/2012]

Certified that I am having a Savings / Current Account in
..... <Name of Bank> at
..... <Name of Branch> with IFSC
Code

The Account Number is:

I wish to receive all payments in this account through NEFT/RTGS/SNA SPARSH systems,
as the case may be, for all payments relating to this work.

Name of Bidder

Place:

Date:

ANNEXURE-7

PRELIMINARY AGREEMENT FORMAT

PRELIMINARY AGREEMENT

(To be executed in Stamp Paper worth Rs. 200/- paper)

Preliminary Agreement entered into on this day of 202... and betweenthe Executive Director, Suchitwa Mission for and on behalf of the Governor of Kerala (hereinafter called for the Government) of the one part and Sri..... (here enter full name and address of the Bidder) hereinafter called the Bidder of the other part for the execution of the agreement as well as for the execution of the assignment ***“REQUEST FOR PROPOSAL (RFP) FROM THE EMPANELED SWACHHATA KNOWLEDGE PARTNERS (SKPs) OF MOHUA FOR ESTABLISHING TECHNICAL SUPPORT UNIT FOR ASSISTING SELECTED ULBS IN THE STATE OF KERALA FOR SWACHH SURVEKSHAN 2025-2026.”***

WHEREAS the Government invited combined technical and financial proposals for the assignment “REQUEST FOR PROPOSAL (RFP) FROM THE EMPANELED SWACHHATA KNOWLEDGE PARTNERS (SKPs) OF MOHUA FOR ESTABLISHING TECHNICAL SUPPORT UNIT FOR ASSISTING SELECTED ULBS IN THE STATE OF KERALA FOR SWACHH SURVEKSHAN 2025-2026”, by Notification No.....Datedin the e-tender portal.

I/We undersigned hereby offer to construct the proposed assignment in strict accordance with the contract/ bid document for the consideration to be calculated in terms of the priced schedule of items.

I/We undertake to complete the whole of the assignment as per the attached schedule from the date of issue of intimation by you that our tender has been accepted and upon being permitted.

I/We further undertake that on failure, subject to the conditions of the contract, I/We shall pay agreed 'Liquidated Damages' for the incomplete works.

I/We hereby deposit with you as Earnest Money Deposit Rs/- (Rupees) [carrying no interest] by means of online payment in the e-GP web site of Kerala in favour of Executive Director, Suchitwa Mission and I/We agree that this sum shall be forfeited in the event of the Employer accepting my/our tender and I/We fail to take up the contract when called upon to do so.

I/We will furnish the Performance Guarantee Bond as per the approved format, if our bid is accepted. Bid Security deposited shall be treated as security for the proper fulfilment of the same and shall execute an agreement for the work in the prescribed form. If I/We fail to do this or maintain a specified rate of progress, the performance guarantee (both treasury fixed deposit and irrevocable bank Guarantee) shall be forfeited to Government and fresh tenders shall be called for or the matter otherwise disposed off. If as a result of such measures due to the default of the Bidder to pay

the requisite deposit, sign contract or take possession of the work any loss to Government due to the same will be recovered from me/us as arrears of revenue, but should it be a saving to Government.

I/We shall have no claim whatever to the difference. Recoveries on this or any other account will be made from the sum that may be due to us on this or any or other subsisting contracts or under the Revenue Recovery act or otherwise the Government may decide.

I/We further agrees that, in the case of becoming the lowest Bidder in this tender and in the event of failure on part of me/us to produce any of the original documents, or submit the performance guarantee, or enter into agreement with the first part within the specified time limit, the first part may take appropriate action as provided in the bid document. Recoveries on this or any other account will be made from the sum that may be due to us on this or any or other subsisting contracts or under the Revenue Recovery Act or otherwise the Government may decide.

NOW THEREFOR IN THE PRESENCE OF WITNESS it is mutually agreed as follows.

1. The terms and conditions for the said contract having been stipulated in the said tender document and forms to which the I/We have agreed and a copy of which is here to be appended which forms the part of this agreement, it is agreed that the terms and conditions stipulated therein shall bind the parties to this agreement except to the extent to which they are abrogated or altered by express terms and conditions herein agreed to and in which respect the express provisions herein shall supersede those of said tender form.
2. The I/We hereby agree and undertake to perform and fulfill all the operations and obligations connected with the execution of the said contract assignment "REQUEST FOR PROPOSAL (RFP) FROM THE EMPANELED SWACHHATA KNOWLEDGE PARTNERS (SKPs) OF MOHUA FOR ESTABLISHING TECHNICAL SUPPORT UNIT FOR ASSISTING SELECTED ULBS

IN THE STATE OF KERALA FOR SWACHH SURVEKSHAN 2025-2026.”, if awarded in favour of me/us.)

If the Bidder does not come forward and to execute the original agreement after the said work is awarded and selection notice issued in his favour or commits breach of any of the conditions of the contract as stipulated in clause of the notice inviting tenders as quoted above, within the period stipulated then the Government may rearrange the work otherwise or get it done departmentally at the risk and the cost of the Bidder and the loss so sustained by the Government can be realized from the Bidder under the Revenue recovery Act as if arrears of land revenue as assessed quantified and fixed by an adjudicating authority consisting of officer or officers authorized by Government in this behalf, taking into consideration the prevailing rates and after giving due notice to the Bidder. The decision taken by such authority officer or officers shall be final and conclusive and shall be binding on the Bidder.

The Bidder further agrees that any amount found due to the Government under or by virtue of this agreement shall be recoverable from the Bidder from his Bid Security and his properties movable and immovable as arrears of Land Revenue under the provision of the Revenue Recovery Act for the time being in force or in any other manner as the Government may deem fit in this regard.

IN WITNESS THERE OF **Sri U.V. Jose IAS (Retd.)** (here enter the name of the officers of the Department) for on behalf of the Governor of Kerala State and the Bidder have set their hand on the day and year first above written Signed by Sri U.V. Jose IAS (Retd.), Executive Director, Suchitwa Mission.

In the presence of witnesses:

1.

2.

Signed and delivered by.....(Bidder) in the presence of

1.

2.

ANNEXURE-8

Check List of Documents

Item	Yes/ No
1. Bidder Information	
a. Bid Letter	
b. Bidder Profile	
c. Declaration on Empanelment as Swachata Knowledge Partner (SKP) of MoHUA.	
d. Declaration on non-black listing	
e. Copy of registration/ certificate of incorporation	
f. GST registration Certificate	
g. Requisition for e-Payment	
h. Preliminary Agreement in white paper	

i. Affidavit in white paper	
2. Check List	
3. Technical Cover	
Experience in Similar Field -	
1. Letter of Award from State PMU, Completion Certificates from the Clients and copies of any relevant documents, duly signed by the ULB official not below the rank of Executive Engineer/Health Officer.	
2. Completion Certificates from the ULBs and copies of any relevant documents, duly signed by the ULB official not below the rank of Executive Engineer/Health Officer.	
3. Submit the relevant ranks obtained by the ULBs in Swachh Survekshan for which the bidder has provided handholding support.	
4. Project lead - CV supported by Experience Certificate of the personnel and a letter of commitment from the candidate to the effect that he is willing to engage in the project, if awarded. - A declaration from the expert to the effect that he/she is not associated with any other bidder applying for this tender. - Proof of Educational Qualification and Experience - Any Additional Supporting Documents - Brochures, Awards etc	
5. ULB Coordinators - CV supported by Experience Certificate of the personnel and a letter of commitment from the candidate to the effect that he is willing to engage in the project, if awarded. - A declaration from the expert to the effect that he/she is not associated with any other bidder applying for this tender. - Proof of Educational Qualification and Experience - Any Additional Supporting Documents - Brochures, Awards etc	
5. Financial Quote	

Signature of the bidder