



SOLAPUR MUNICIPAL CORPORATION

(Solid Waste Management Department)

Sahyadri Shopping Centre, Old Employment Chowk, Solapur - 413002



Out. No./SWM/ 277

Date:- 13 /05/2025

Request for Quotation

Name of Work: Request of Quotation for Preparing Tender Document for Implementing Various Activities of Information Education and Communication (IEC) & Capacity Building (CB) for Solapur Municipal Corporation Under Swachh Bharat Mission 2.0

Sr. No.	Particulars	Rate per unit
1	IEC activities	As per Specifications & Quantities mentioned on the official website of the Solapur Municipal Corporation
2	IEC items	
3	Capacity building	

Prices (including all taxes) for the above items/activities/events are being sought from various companies/agencies/firms to set up the above project. Specifications in this regard are available on the official website of the Solapur Municipal Corporation <https://www.solapurcorporation.gov.in/> from 14 /05/2025.

However, interested companies/agencies/firms should submit quotations in given below office along with covering letter on letterhead from 14 /05/2025 to 23 /05/2025 from 10.00 AM to 6.00 PM only. No deposit is required in this regard as their rates are required for preparation of tender document only. No work Order will be issued. It is not binding to SMC to give work for the quotations received.

Note: This Rate should be valid for atleast 3 months from end date of quotation. It is mandatory to submit quote for all activities/items/events otherwise quotation will not be considered. SMC reserves the right to reject all or any of the Quotation(s) without assigning any reason at any stage.

Duration: Submission within 8 working days from date of publication.

Place of Submission of Quotation:

Office of the Additional Commissioner-1,
Solapur Municipal Corporation,
Solapur, Maharashtra.

Signed by

Ravi Ramchandra Pawar

Date: 13-05-2025 13:38:06

(Ravi Pawar)

Additional Municipal Commissioner-1 & Controlling Officer
Solid Waste Management Department
Solapur Municipal Corporation, Solapur



Solapur Municipal Corporation

**Request of Quotation for Preparing Tender Document for
Implementing Various Activities of Information Education
and Communication (IEC) & Capacity Building (CB) for
Solapur Municipal Corporation Under Swachh Bharat
Mission 2.0**

Annexure 'A'

IEC activities

SR. NO	Type of IEC	NAME OF EVENT	SCOPE OF WORK	Min. No. of Activities/Events, etc.	Rate (Including all taxes)
1	Inter Personal Communication (IPC)	Public, commercial Street vendors & Market area Awareness Campaign	<p>1. Agency has to educate, guide and demonstrate citizens/ individuals on the following topics but not limited to</p> <p>a) Source Segregation (Wet, Dry, Domestic Hazardous, Domestic Sanitary waste, E- Waste & Plastic Waste) along with its live demonstration.</p> <p>b) Plastic Waste Reduction</p> <p>c) 3R (Reduce, Reuse, and Recycle) Initiative Activity should be covered in all 26 wards (to reach min-1000 citizens monthly per ward).</p> <ul style="list-style-type: none"> • Each Targeted Citizen should be educated about the questions of Citizen Validation as per SS toolkit using appropriate methods. • Agency has to use appropriate promotional measures like banners, leaflets, standee etc. while conducting the event. • Each activity should be accompanied by at least 6 field team members with audible PA system. Banners of 4x6, min. 1 standee and min. 5 placards. • Min. 100 attendees per activity compulsory • Agency has to organize meetings with School, Homemakers, Sr. citizens, NSS, NCC, SHG, NGO, CSO, voluntary organisation and other groups. • Monthly update of the citizens educated on Google drive and link to be submitted to SMC regularly. 	200 Activities	
2	Inter Personal Communication (IPC)	Door to Door Awareness Campaign	<p>Capacity Building for RWA/BWG/ Societies on the following topics not limited to</p> <p>a) Source Segregation (Wet, Dry, Domestic Hazardous, Domestic Sanitary waste, E- Waste & Plastic Waste) along with its live demonstration.</p> <p>b) Plastic Waste Reduction</p>	900 Activities	

SR. NO	Type of IEC	NAME OF EVENT	SCOPE OF WORK	Min. No. of Activities/Events, etc.	Rate (Including all taxes)
			<p>c) 3R (Reduce, Reuse, Recycle) Initiative</p> <p>d) Home Composting Activity should be covered in all 26 wards (min -5 RWA every month in each ward with 50 residents).</p> <p>e) Agency has to meet the respective Secretary/Chairman of the societies/ RWA/ BWG and plan the session, request them about above initiatives to be done in their society on daily basis.</p> <p>f) Agency has to use appropriate promotional measures like banners, leaflets, standee etc. while conducting the event.</p> <p>g) Monthly update of the RWA training on Google drive and link to be submitted to SMC regularly.</p> <p>h) Targeted Citizen should be educated about the questions of Citizen Validation as per SS toolkit using appropriate methods.</p>		
3	Inter Personal Communication (IPC)	Swachh Ranking	<ul style="list-style-type: none"> Agency has to do cleanliness survey of Hotels, Schools, Hospitals, RWAs/ Mohallas, Government Offices, and Market Associations for Swachhata Ranking for each ward. Agency has to conduct ranking of all six above categories and decide the best performing ward for each ward. Agency has to ensure minimum 25 entries of each category in the city. The agency has to discuss the marking system, participating facilities and ranking with SMC. The agency has to arrange consolidated grand award ceremony for the awardees before Jan 2026. Trophies & Certificates to be given to awardees. 	05 Per Survey, Ranking and Felicitation	
4	Inter Personal Communication (IPC)	Ward Level Short Cleanliness Drive/ Shramadan/ March/	<ul style="list-style-type: none"> Agency has to do on field awareness activities Ward Level Short Cleanliness Drive/ Shramdan/ Ward Level Short March/ Prabhat pheri/ Ward Level Pledge Campaign as and when 	26 Activities	

SR. NO	Type of IEC	NAME OF EVENT	SCOPE OF WORK	Min. No. of Activities/Events, etc.	Rate (Including all taxes)
		Pledge Campaign	<p>Required. Atleast 10 field team members should participate in campaign.</p> <ul style="list-style-type: none"> • To bring Impact on Citizen, eliminate GVP spots (Black spots) permanently through awareness and cleanliness drive. (Before and After photographs indicating changes brought through Drive.) • Minimum 100 participants mandatory in each drive. • To Capture Bytes of Volunteers/Citizen residing in that area. • Provide Certificates to Participants. • Refreshment to be provided by Agency during Activity to participants. 		
5	Inter Personal Communication (IPC)	Capacity Building	<ul style="list-style-type: none"> • Agency has to recognize best performing worker in each ward monthly. • Agency has to arrange felicitation program at its own cost presence of SMC officials every month. 	20 Events	
6	Inter Personal Communication (IPC)	Swachhata Champion	<ul style="list-style-type: none"> • Agency has to identify and recognize champions - Man, Women and transgender who are driving "Swachh Change" in the SMC • Champion could be Citizen, Citizen Group, Ward Councillor, CSR, NGOs, SHGs, etc. engaged with the SMC and working towards Swachh Change in SMC. • Entry Details: List of people and contact details with photos and a brief note (max 50 words) describing the work done. All such recognized entries have to be uploaded on Google Drive and link submitted to SMC. • Recognition will only be given for the performance during Swachh Survekshan period. • Minimum 25 entries for man and women are mandatory. • Trophies & Certificates to be given to awardees. 	01 Event	
7	Inter Personal Communi	Zero Waste Function	<ul style="list-style-type: none"> • Agency has to manage at least one zero waste function monthly 	6 Events	

SR. NO	Type of IEC	NAME OF EVENT	SCOPE OF WORK	Min. No. of Activities/Events, etc.	Rate (Including all taxes)
	cation (IPC)		<p>between October 2025 - December 2025 with zero waste coming out of the venue</p> <ul style="list-style-type: none"> • Functions could be Weddings, Events, Social gathering or Religious ceremonies organized at Banquet Halls / Tent House / Catering Services. • The agency has to promote 3R(Reduce , Reuse , Recycle) initiative at such identified events by promoting Reusable Cutlery used, stopping use of water bottles below 500 ml capacity etc. • Zero waste function claimed is to be documented (Details of organizer, location, 50 words write-up about the event) and shared on Google Drive with pictures and other details to justify zero waste event with SMC. 		
8	Inter Personal Communication (IPC)	Mascot Campaign in the city.	<ul style="list-style-type: none"> • Event planned through use of Mascots for promotion of various campaign and branding by using placards (E.g. Swachhoba mascot (designed by SMC), Plastic man and others) 	50 Campaigns	
9	Inter Personal Communication (IPC)	Slum Area Awareness	<p>Formation of Social Support Group/ Committees in Slum.</p> <ol style="list-style-type: none"> 1) Awareness and 3R initiatives by social Support Group 2) No. of RWA/ NGOs/ SHGs/ waste collectors/ frontline workers of NUHM, NULM to be reached out through group meetings, face-to-face interactions, virtual interactions etc. 3) No. of Door-to-door triggering campaigns and home visits planned. <p>One event to have 250 minutes in slum.</p>	250 Events	
10	Inter Personal Communication (IPC)	3R, Swachh Bharat exhibition	<p>Waste to Wealth competitions Organization and Exhibition at various important places for awareness generation of Swachh Bharat Abhiyan in the city and No. of citizen (especially schools) reached out through waste to wealth competitions.</p> <p>Min 2000 sqft of pendal with banner, standee and racks to display items.</p>	5 Events	

SR. NO	Type of IEC	NAME OF EVENT	SCOPE OF WORK	Min. No. of Activities/Events, etc.	Rate (Including all taxes)
11	Mid - Media	Citizens Feedback	Citizen Feedback as per target given by SBM	20,000 feedbacks	
12	Mid – Media	Organizing Competition	<ol style="list-style-type: none"> 1. Agency will be responsible organizing innovative competitions for jingle, movie, poster/ drawing, mural painting, Waste to Wealth competitions, street plays competition and short film competition. 2. Agency has to collect all the category of creative through completion before 30th November 2025. 3. Agency has to arrange and planning of School level Competitions Exhibition. 4. Agency has to give certificates and awards to all winning entries in each category with help of SMC. 5. Agency has to promote these competitions in advance using promotional banners, leaflets, social media platform, etc. 6. Each category must have minimum 15 entries. 7. The award-winning entries and moments of the competition has to be shared on social media platform before Dec 2025. 8. Prize amounts to each category will be Rs. 15,000 for 1st Rank, Rs. 10,000 for 2nd Rank & Rs. 7000 for 3rd Rank respectively except for poster/ drawing competition, prize amounts to each category will be Rs. 5000 for 1st Rank, Rs. 3000 for 2nd Rank & Rs. 2000 for 3rd Rank respectively. 9. Trophies & Certificates to be given to awardees and runner ups. 	1 Competition of each type	
13	Mid – Media	Smart Lady competitions in slum Area. (Swachhata Queen)	<ol style="list-style-type: none"> 1. Agency will be responsible for organizing innovative competitions like quiz competitions, Swachhata related competitions and group discussion in Slum Area Ladies, SHG, NGO, Homemakers & other groups. 2. Agency has to collect all the category of creative's through completion before 30th November 2025 3. Agency has to arrange and planning of slum area Competitions. 	01 Event	

SR. NO	Type of IEC	NAME OF EVENT	SCOPE OF WORK	Min. No. of Activities/Events, etc.	Rate (Including all taxes)
			<p>4. Agency has to give certificates and instant awards like gifts hampers (eg. Paithani saree and dinner set) to all winning entries in each slum area with help of SMC.</p> <p>5. Agency has to promote these competitions in advance using promotional banners, leaflets, social media platform etc.</p> <p>6. The award winning entries and moments of the competition has to be shared on social media platform before 15th Dec, 2025.</p>		
14	Mid – Media	On field Awareness Activities	<ol style="list-style-type: none"> Agency has to do on field awareness activities as and when required. On field awareness activities such as City level: Plogrun/Run & Burn marathon/Cyclotron/rally Ward Level : street play/ flash mob Agency will be responsible to do pre-event preparations & awareness in the city Agency will be responsible to arrange citizens/ participants/ crowd for above defined activities Agency has to use all promotional banners, leaflets, etc. in each activity. Minimum 200 Participants for city level event and 50 participants for Ward Level events are Mandatory. The agency has to document all the activities and submit a report to SMC after every event. 	05 Events	
15	Mid – Media	Swachh Technology Challenge	<ul style="list-style-type: none"> Agency has organize Swachh technology challenge by inviting entries from citizens, NGO's and other citizen groups to come up with solutions in the areas of social inclusion, Zero Dump (SWM), Plastic waste Management, Transparency (Digital enablement) for helping the city in efficient SBM operations through an open challenge. The last date of receiving such entries is 30th Nov, 2025 and the results has to be declared by 15th Dec, 2025. 	01 Event	

SR. NO	Type of IEC	NAME OF EVENT	SCOPE OF WORK	Min. No. of Activities/Events, etc.	Rate (Including all taxes)
			<ul style="list-style-type: none"> The details of the entries have to be uploaded on Google Drive and link shared with SMC regularly. The agency has to award the best three entries with cash vouchers of 15,000 as 1st prize, 10,000 for 2nd prize and 7000 for 3rd prize with certificates. The agency has to justify the winning entries with appropriate reasons/Justification on the winning challenge. 		
16	Mid – Media	Citizen reached out through drama	<ul style="list-style-type: none"> To deliver message through Social Media Influencer / Content Creator – Drama Sound System to be arrange by Agency if and when required. Event to be managed by Agency. 	06 Dramas	
17	Mid – Media	Brand Ambassador Videos and Messages all possible platforms	<ul style="list-style-type: none"> Brand Ambassador Videos Brand Ambassador Photos Brand Ambassador Content 	03 Videos	
18	Mid – Media	Citizen reached out through Street play	<ul style="list-style-type: none"> To deliver message through Street Play Act with at least 6 artists and min. 15 mins each Sound System and Standees to be arranged by Agency if and when required. Event to be organized and managed by Agency. 	50 Street Plays	
19	Mid – Media	Digital Creative Art Work	<ul style="list-style-type: none"> Create Digital Art Work/Graphic designs in CDR, PNG, JPEG (HD) file as per Mission/Event for Swachh Bharat Mission, Festival Wishes creative and other promotional creatives for SWM Department related campaigning. 	500 Creative Art Works	
20	Mid – Media	Back lane Beautification	Back lane Beautification with Competitions and Citizen Engagement Activities like Singing, Dance , Drama and Other Activities	26 Events	

SR. NO	Type of IEC	NAME OF EVENT	SCOPE OF WORK	Min. No. of Activities/Events, etc.	Rate (Including all taxes)
21	Mid – Media	Plastic Premier League	<ul style="list-style-type: none"> Agency will be responsible organizing innovative competitions like Plastic premier League. Organize the Plastic Premiere League (PPL) in which 4/6 teams were made that went around the city for collecting the littered plastic waste in all wards of the city. The team that collected the most scored the most runs. Agency has to collect all the creative's through completion before 30th November 2025. Agency has to arrange and planning of all wards level Competitions. Agency has to give certificates and awards to all winning entries in each category with help of SMC. Agency has to promote these competitions in advance using promotional banners, leaflets, social media platform etc. The award-winning entries and moments of the competition has to be shared on social media platform before 15th Dec, 2025. 	01 Event	
22	Mid – Media	Collar T-shirt Printing	T-Shirt Printing (for SMC Officer) for Awareness Uniforms (Printed tee-shirts & caps) for various events.	5000 T-shirts	
23	Mid-Media	Air Balloon	One Air Balloon in center of city for a month with SMC, SBM and SMC branding	01 Activity	
24	Social - Media	Swachhata App	<ul style="list-style-type: none"> Agency has to aware citizens about Swachhata App in citizen and educate them how to post the complaints category wise. Agency has to increase Swachhta app downloading and usage count (to be checked from Swachh city portal) in SMC jurisdiction. Agency has to ensure a total of such downloads to be above 50,000 downloads in the city. 	50,000 App Downloads	
25	Social - Media	Social Media	<ul style="list-style-type: none"> Agency will be completely responsible for creating posts/reels/videos for the Social Media platforms such as Facebook, Instagram, X, etc. 	365 days	

SR. NO	Type of IEC	NAME OF EVENT	SCOPE OF WORK	Min. No. of Activities/Events, etc.	Rate (Including all taxes)
			<ul style="list-style-type: none"> • Minimum 5 Post Per Day on each platform. • Growth of social media platform followers to a minimum of 3000 subscribers/ followers on each platform every month (Facebook, Instagram and X) • Agency will be responsible for maximum outreach of each social media post. 		
26	Social - Media	Social Media Subscribers (YouTube)	<ul style="list-style-type: none"> • Agency will be completely responsible for creating videos for the Social Media platform viz. YouTube Channel. • Growth of social media platform subscribers to a minimum of 5000 Subscribers. • Agency will be responsible for maximum outreach of each social Media post. 	365 days	
27	Social - Media	Social Media followers (Instagram)	<ul style="list-style-type: none"> • Agency will be completely responsible for maintaining the Social Media platform viz. Instagram. • Growth of social media platform followers to a minimum of 3000 Followers monthly on Instagram by organic method. • Agency will be responsible for maximum outreach of each Social Media post. • Agency will pay for verified account monthly in Contract period. 	365 days	
28	Social - Media	Social Media followers (X)	<ul style="list-style-type: none"> • Agency will be completely responsible for maintaining the Social Media platform viz. X. • Growth of social media platform followers to a minimum of 3000 Followers monthly on X by organic method. • Agency will be responsible for maximum outreach of each Social Media post. • Agency will pay for verified account monthly in Contract period. 	365 days	

SR. NO	Type of IEC	NAME OF EVENT	SCOPE OF WORK	Min. No. of Activities/Events, etc.	Rate (Including all taxes)
29	Social - Media	Social Media followers (Facebook)	<ul style="list-style-type: none"> • Agency will be completely responsible for maintaining the Social Media platform viz. Facebook. • Growth of social media platform followers to a minimum of 3000 Followers monthly on Facebook by organic method. • Agency will be responsible for maximum outreach of each social media post. • Agency will pay for verified account monthly in Contract period. 	365 days	
30	Social - Media	Professional Documentary Film	Documentary Film on topic given by SWM dept. Quality: HD Time limit: Minimum 15 - Maximum- 30 minutes	01 Film	
31	Social - Media	Reels and Shorts	Reels and Shorts of All Possible Activities and Events	500 Reels and Shorts	
32	Social - Media	Professional Audio Jingle	Audio Jingle Quality: HD Time limit: Minimum 02 minute - Maximum 05 minutes	02 Audio Jingles	
33	Social - Media	Promotional Messages dissemination through Bulk SMC	To disseminate promotional and awareness messages to the citizen of SMC, Agency will be responsible for strategy content and timeline	1,00,000 bulk messages	
35	Mass Media	Mobile Van awareness campaign	a) Source Segregation (Wet, Dry, Domestic Hazardous, Domestic Sanitary waste, E- Waste & Plastic Waste) b) Plastic Waste Reduction c) 3R (Reduce, Reuse, Recycle) Initiative d) Home Composting e) Video awareness campaign. Mobile Van for public awareness: Gen. set, projector & flex screen, carpeting, Light & Sound system, hoardings, Diesel, maintenance of mobile van will be arranged by the agency, Requisite manpower to man the vehicle including promoters and/or driver (1 mobile van for year)	One Per Vehicle Per Month for 12 months	
36	Mass Media	Hoarding	<ul style="list-style-type: none"> • 10 Hoarding for atleast 15 Days & once in year 	5000 Sq. ft.	

SR. NO	Type of IEC	NAME OF EVENT	SCOPE OF WORK	Min. No. of Activities/Events, etc.	Rate (Including all taxes)
			<ul style="list-style-type: none"> Hoarding Size 20 X 20, 20 x30 , 20 x 40 with Printing and Mounting 		
37	Mass Media	Radio FM	Radio FM audio ad	10,000 Seconds	

IEC items

Sr. No.	Item	Specifications	Minimum requirement	Rate per unit
1	Banner (Cloth)	<ul style="list-style-type: none"> Supply of high-quality polyester cloth banners (min. 200 GSM) with full-color digital printing using eco-solvent or UV-resistant ink. Banner size: As required by SMC, hemmed edges with brass/aluminum eyelets every 2 feet. Fade-resistant, waterproof, and durable for minimum 6 months outdoor use. Sample banner design required for approval prior to bulk production; defective items to be replaced by supplier. 	2000 sq. ft.	
2	Informative Leaflet/Brochure (Color)	<ul style="list-style-type: none"> Design, Printing, Supply & Distribution of A4-size informative leaflets/brochures in full color on 130 GSM glossy art paper. One side printing with high-resolution graphics and Swachh Bharat Mission branding. Designs to be provided by the purchaser in print-ready format (PDF/AI) prior approved by SMC. Leaflets to be neatly trimmed, bundled (100s), and shrink-wrapped for delivery. Defective or misprinted items must be replaced by Agency within 7 days. 	10,000 Leaflet/Brochure	
3	Informative Leaflet/Brochure (Black & White)	<ul style="list-style-type: none"> Design, Printing, Supply & Distribution of A4-size informative leaflets/brochures in black & white on 70 GSM maplitho paper. Single or double-sided printing as per requirement, with Swachh Bharat Mission content and branding. Print-ready design to be provided by purchaser in PDF format prior approved by SMC. Leaflets to be trimmed, bundled (100s), and securely packed for delivery. Defective or misprinted items must be replaced by Agency within 7 days. 	10,000 Leaflet/Brochure	

4	Standee	<ul style="list-style-type: none"> • Design, Printing, Supply & Distribution of roll-up standees (standard size 6 ft x 3 ft) with high-quality digital color printing on flex or synthetic media. • Sturdy aluminium frame with collapsible stand and top clamp for easy setup. • Design to be provided by purchaser in print-ready format (PDF/AI) prior approved by SMC. • Defective or misprinted items must be replaced by Agency within 7 days. 	50 Standees	
5	Caps with Logos with SMC, SS and SBM branding	<ul style="list-style-type: none"> • Supply of cotton/fabric caps with adjustable strap, available in white or any other approved color. • Front panel to feature printed/embroidered logos of SMC, Swachh Survekshan (SS), and Swachh Bharat Mission (SBM). • Logos and design to be provided by Agency in high-resolution format as suggested by SMC. • Caps to be durable, washable, and comfortable for all-day wear. • Defective or misprinted items must be replaced by Agency within 7 days. 	5000 Caps	
6	Key chains with SMC, SS and SBM branding	<ul style="list-style-type: none"> • Supply of durable acrylic or metal key chains with printed logos of SMC, Swachh Survekshan (SS), and Swachh Bharat Mission (SBM). • Design to be provided by Agency; size approx. 2 x 1.5 inches or as approved by SMC. • Key rings to be rust-free, sturdy, and securely attached. • Delivery within 7 days of requirement; defective or faded items to be replaced by Agency. 	1000 Key chains	
7	Pens with SMC, SS and SBM branding	<ul style="list-style-type: none"> • Supply of smooth-writing ballpoint pens with printed logos of SMC, Swachh Survekshan (SS), and Swachh Bharat Mission (SBM). • Pens to be plastic body, blue ink, and comfortable grip; minimum 500m writing length. • Logos to be printed clearly and durably on pen barrel as per design provided by Agency and prior approved by SMC. • Each pen to be individually packed or bundled in sets of 10. • Delivery within 7 days of requirement; defective or misprinted pens to be replaced by Agency. 	1000 Pens	
8	Diary (Year 2026) with SMC, SS and SBM branding	<ul style="list-style-type: none"> • Supply of premium quality A5-size diaries for the year 2026 with hard bound cover and ruled pages. • Minimum 180 pages on 70 GSM paper with monthly planner and ribbon bookmark. 	500 Diaries	

		<ul style="list-style-type: none"> • Front cover to feature printed/embossed logos of SMC, Swachh Survekshan (SS), and Swachh Bharat Mission (SBM). • Design and branding details to be provided by the Agency and prior approved by SMC. • Delivery within 7 days of requirement; defective or misprinted diaries to be replaced by Agency. 		
9	Badges with Pin with SMC, SS and SBM branding	<ul style="list-style-type: none"> • Supply of round metal/plastic badges (approx. 58 mm diameter) with safety pin backing. • High-quality color printing of SMC, Swachh Survekshan (SS), and Swachh Bharat Mission (SBM) logos as suggested by SMC. • Design to be provided by Agency in print-ready format and prior approved by SMC. • Badges to be scratch-resistant. • Delivery within 7 days of requirement; defective or faded badges to be replaced by Agency. 	5000 Badges	
10	Customized Printed Credit Card Pen drives	<ul style="list-style-type: none"> • Supply of credit card-shaped pen drives (8GB) with custom printing of SMC, SS, and SBM logos. • Pen drives to be made of durable plastic with a sleek, slim design for portability. • Logos and design to be provided by Agency in high-resolution format and prior approved by SMC. • Each pen drive to be individually sealed packed in a protective sleeve or box. • Delivery within 7 days of requirement; defective or non-functional drives to be replaced by Agency. 	500 Pen drives	
11	Calendar (Year 2026) with SMC, SS and SBM branding	<ul style="list-style-type: none"> • Supply of wall calendars for the year 2026, with high-quality printing on 200 GSM art paper. • Each calendar to feature SMC, Swachh Survekshan (SS), and Swachh Bharat Mission (SBM) branding. • Size: 12x18 inches (or as specified by SMC), with clear date markings and monthly planner. • Design to be provided by Agency in print-ready format and prior approved by SMC. • Delivery within 7 days of requirement; defective or misprinted calendars to be replaced by Agency. 	500 Calenders	
12	Table Calendar (Year 2026) with SMC, SS and SBM branding	<ul style="list-style-type: none"> • Supply of desk/table calendars for the year 2026 with a sturdy stand and high-quality printing on 200 GSM paper. • Each calendar to feature SMC, Swachh Survekshan (SS), and Swachh Bharat Mission (SBM) logos. • Size: 6x8 inches (or as specified by SMC), with clear date markings and a monthly layout. 	1000 Table Calendar	

		<ul style="list-style-type: none"> • Design to be provided by Agency in print-ready format and prior approved by SMC. • Delivery within 7 days of requirement; defective or misprinted calendars to be replaced by Agency. 		
13	Cloth Bags with SMC, SS and SBM branding	<ul style="list-style-type: none"> • Supply of durable cotton or jute cloth bags with reinforced handles, eco-friendly material. • Bags to feature printed logos of SMC, Swachh Survekshan (SS), and Swachh Bharat Mission (SBM). • Size: 1 ft. x 1 ft., with weight capacity of upto 10 kg. • Logos and design to be provided by Agency in print-ready format and prior approved by SMC. • Delivery within 7 days of requirement; defective or misprinted bags to be replaced by Agency. 	5000 Cloth Bags	
14	A4 size Certificates	<ul style="list-style-type: none"> • Design, Printing, Supply & Distribution of A4 size certificates printed on 200 GSM art paper with a smooth finish. • Certificates to feature printed logos of SMC, Swachh Survekshan (SS), and Swachh Bharat Mission (SBM). • Design to be provided by the Agency in high-resolution format and prior approved by SMC. • Each certificate to include space for recipient details and signatures. • Delivery within 7 days of requirement; defective or misprinted certificates to be replaced by Agency. 	5000 Certificates	
15	Bluetooth portable PA speaker with 2 wireless microphones	<ul style="list-style-type: none"> • Supply of Bluetooth trolley portable PA speaker with min. 160W or higher output power, rechargeable battery, and built-in Bluetooth functionality with upto 6 hours playtime. • Includes 2 wireless microphones with clear sound quality and a range of at least 30 meters. • Speaker to feature USB, AUX, and TF card compatibility for media playback. • Compact, lightweight design for easy portability with handle and adjustable volume controls. • Delivery within 15 days of requirement; defective or damaged units to be replaced by Agency. 	10 speakers	
16	Coffee Table Book	<ul style="list-style-type: none"> • Design, Printing, Supply & Distribution of high-quality coffee table book with hardcover, minimum 200 pages on glossy art paper. • Book to feature high-resolution images and content related to Swachh Bharat Mission, including SMC and SS branding and prior approved by SMC. 	200 Coffee Table Books	

		<ul style="list-style-type: none"> • Size: 12x9 inches (or as specified by SMC), with a durable binding and full-color printing. • Design and content to be provided by the Agency in print-ready format and prior approved by SMC. • Delivery within 30 days of requirement; defective or misprinted copies to be replaced by Agency. 		
--	--	---	--	--

Capacity Building

Sr. No.	Activity	Tender Specifications	Min. Requirements	Rate per activity
1	Exposure visits of SMC officers & SMC staff to SS ranking cities or award winning cities like Indore, Surat, Navi Mumbai, Pimpri Chinchwad, Chandigarh, Varanasi, Prayagraj, etc	<p>1. Objective To organize structured exposure visits for officers and staff of the Solapur Municipal Corporation (SMC) to top-ranking or award-winning cities (e.g., Indore, Surat, Navi Mumbai, Pimpri Chinchwad, Chandigarh, Varanasi, Prayagraj, etc.) in order to study and learn best practices in urban governance, cleanliness, solid waste management, sanitation, smart city initiatives, and other municipal innovations.</p> <p>2. Scope of Work The selected agency/consultant shall be responsible for end-to-end planning, coordination, and execution of the exposure visits, including but not limited to:</p> <p>2.1. Itinerary Planning</p> <ul style="list-style-type: none"> • Coordinate visits with officials in target cities for interaction and field/site visits • Prepare detailed itineraries with purpose-specific meetings, presentations, and site visits to model projects • Include visits to Smart City projects, Swachh Bharat initiatives, solid waste plants, STPs, digital command centers, etc. <p>2.2. Travel & Logistics</p> <ul style="list-style-type: none"> • Travel: Economy class air/train tickets for all participants (with necessary local transfers) • Accommodation: Hotel accommodation (3-star or above) on twin-sharing basis with breakfast and dinner • Local Transport: AC transport for all local travel within cities • Meals: Breakfast, lunch, and dinner (hygienic and of good quality) during the visit 	01 Exposure visits	

		<ul style="list-style-type: none"> • Travel Insurance: Comprehensive travel insurance for all participants for the duration of the trip <p>2.3. Coordination</p> <ul style="list-style-type: none"> • Liaise with municipal corporations/Smart City authorities of host cities to facilitate learning interactions • Assign a trip coordinator from the agency for end-to-end assistance <p>3. Deliverables</p> <ul style="list-style-type: none"> • Pre-departure briefing and customized visit kits for participants (including itinerary, contact list, background material) • Coordination letters/emails with host cities (proof required) • Post-visit documentation/reporting: a comprehensive report summarizing key learnings, photographs, and participant feedback • Feedback collection from participants for each city visited <p>4. Duration and Group Size</p> <ul style="list-style-type: none"> • Visit Duration: Typically 5 to 7 days per visit (depending on the destination and travel time) • Group Size: Approx. upto 10 participants per batch (to be finalized by SMC) • Multiple batches may be organized under the scope of this tender <p>5. Eligible Cities for Exposure</p> <p>Target cities should be among those ranked highly in national level assessments or award-winning under programs like:</p> <ul style="list-style-type: none"> • Swachh Survekshan (e.g., Indore, Navi Mumbai) • Smart Cities Mission (e.g., Surat, Varanasi) • AMRUT and related urban reforms <p>6. Vendor Qualifications</p> <ul style="list-style-type: none"> • Proven experience in organizing exposure visits or study tours for government institutions • Minimum 3 similar assignments with state/central agencies in the last 5 years • Capacity to manage logistics, official coordination, and documentation <p>7. Quality and Compliance</p> <ul style="list-style-type: none"> • All services must comply with safety and hygiene protocols 		
--	--	--	--	--

		<ul style="list-style-type: none"> • Itineraries must be approved by SMC before finalization • Any change in schedule or logistics must be communicated and approved in advance <p>8. Payment Terms</p> <ul style="list-style-type: none"> • Payments will be made upon successful completion of each batch and submission of: <ul style="list-style-type: none"> ○ Attendance records ○ Completion report ○ All original travel invoices and related bills 		
2	Exposure visits of SMC officers & SMC staff to SS ranking cities like Lonavala, Baramati, Saswad, Patan, Tirupati, Panaji, etc	<p>1. Objective</p> <p>To facilitate exposure visits for officers and staff of Surat Municipal Corporation (SMC) to cities that have excelled in the Swachh Survekshan rankings (e.g., Lonavala, Baramati, Saswad, Patan, Tirupati, Panaji, etc.) for the purpose of studying best practices in sanitation, solid waste management, public participation, innovation in cleanliness, and urban infrastructure development.</p> <p>2. Scope of Work</p> <p>The selected agency will be responsible for planning, coordinating, and managing complete logistics and learning components of the exposure visits.</p> <p>2.1. Visit Planning</p> <ul style="list-style-type: none"> • Coordinate official meetings, presentations, and site visits in the host cities • Curate city-specific itineraries focused on urban sanitation, waste segregation, waste-to-energy projects, community toilets, decentralized waste processing, IEC (Information, Education & Communication) initiatives, and behavioral change campaigns <p>2.2. Logistics and Travel</p> <ul style="list-style-type: none"> • Transportation: <ul style="list-style-type: none"> ○ Air or rail transport (economy class) from Surat to the destination city and back ○ Comfortable local transport (AC buses or vans) for intra-city travel • Accommodation: <ul style="list-style-type: none"> ○ Hotels with a minimum 3-star rating or equivalent, on a twin-sharing basis • Meals: <ul style="list-style-type: none"> ○ All meals (breakfast, lunch, dinner), with bottled drinking water and hygienic food arrangements • Travel Insurance: 	01 Exposure visits	

		<ul style="list-style-type: none"> ○ Coverage for all participants for the full duration of the tour <p>2.3. Coordination Support</p> <ul style="list-style-type: none"> • Liaise with municipal authorities of the host cities for pre-approved, purpose-driven exposure sessions • Designate a dedicated trip coordinator to accompany each group • Ensure safety, punctuality, and administrative support throughout the trip <p>3. Deliverables</p> <ul style="list-style-type: none"> • Detailed itinerary with contact details of coordinating officers from each host city • Pre-departure kits for participants (including background briefs, travel schedules, local contact points) • Post-visit report summarizing: <ul style="list-style-type: none"> ○ Learnings and best practices observed ○ Participant feedback ○ Photographic documentation • Attendance records of participants and proof of meetings held <p>4. Duration and Group Composition</p> <ul style="list-style-type: none"> • Duration: 3 to 5 days per visit (including travel time) • Batch Size: 15–30 participants per group (finalized by SMC) • Multiple batches may be executed during the contract period, depending on requirement <p>5. Target Cities</p> <p>Cities must be recognized under Swachh Survekshan (SS) or other cleanliness and innovation-focused national missions. Preferred cities include but are not limited to:</p> <ul style="list-style-type: none"> • Lonavala • Baramati • Saswad • Patan • Tirupati • Panaji <p>Each visit must be structured around specific themes relevant to SMC's objectives in urban governance and cleanliness.</p>		
--	--	--	--	--

		<p>6. Eligibility Criteria for Bidders</p> <ul style="list-style-type: none"> • Minimum 3 years' experience in organizing government exposure visits or training programs • Executed at least 3 similar assignments for ULBs, Smart City SPVs, or government agencies • Should have in-house or contracted staff for coordination and logistics handling • Capability to coordinate with civic bodies and municipal administrations in target cities <p>7. Standards and Compliance</p> <ul style="list-style-type: none"> • Any deviation in travel plans or logistic issues must be communicated and resolved promptly in consultation with SMC • Quality of services (transport, food, stay) must meet standards appropriate for government officers <p>8. Payment Terms</p> <ul style="list-style-type: none"> • Payment will be released on a per-batch basis upon: <ul style="list-style-type: none"> ○ Completion of visit ○ Submission of report and bills ○ Verification of attendance and deliverables by the concerned SMC department 		
3	Capacity Building workshops for 590+ SMC Sweepers	<p>1. Objective To organize structured, practical, and participatory capacity-building workshops for over 590 sweepers of the Solapur Municipal Corporation (SMC) with the aim of enhancing their knowledge, skills, hygiene practices, safety awareness, and motivation in line with Swachh Bharat Mission and municipal best practices.</p> <p>2. Scope of Work The selected agency shall be responsible for the planning, content development, delivery, and management of capacity-building workshops in coordination with SMC.</p> <p>2.1. Training Coverage Workshops must address the following broad areas:</p> <ul style="list-style-type: none"> • Occupational Health and Safety: Use of PPE, handling of waste, first-aid awareness, and ergonomic practices • Personal Hygiene and Sanitation • Solid Waste Management: Segregation, waste collection methods, and handling of dry/wet/bio-medical waste 	15 Workshops	

- **Behavioral Change Communication (BCC)** and team-based approaches
- **Role in Swachh Survekshan and Cleanliness Rankings**
- **Use and Maintenance of Tools/Equipment**
- **Motivational and Soft Skills Sessions**

3. Training Specifications

3.1. Number of Participants

- Approx. **590+ participants** divided into smaller batches of **30-40 participants** per workshop
- Number of workshops to be adjusted based on batch size and total participant count

3.2. Workshop Duration

- **Half-day to full-day format** (minimum 4 to 6 hours per session)

3.3. Language

- Training must be delivered in **Marathi**, using simple and relatable communication

3.4. Training Methodology

- Interactive sessions using:
 - Audio-visual aids
 - Demonstrations and hands-on activities
 - Group discussions and feedback
 - Case studies or practical examples
 - Use of role plays and real-life simulations

3.5. Venue

- Venue to be arranged in coordination with SMC (onsite at SMC facilities or rented premises as per availability)

4. Deliverables

- Customized training module/manuals in local language
- Pre- and post-training assessment reports
- Printed handouts or visual materials for participants
- Distribution of participation certificates
- Final report summarizing:
 - Number of workshops
 - Attendance records
 - Key learnings
 - Photo documentation
 - Impact evaluation

5. Logistics and Refreshments

- Provide tea/snacks and lunch (for full-day sessions) for all participants

		<ul style="list-style-type: none"> • Adequate seating, training aids, water, and hygiene facilities to be ensured at the venue • Arrangement of audio-visual equipment (projector, mic, speaker, etc.) <p>6. Agency Eligibility</p> <ul style="list-style-type: none"> • Proven experience in conducting similar training programs for ULBs or sanitation workers in the last 3 years • Minimum 2 similar assignments completed for government departments or municipal corporations • Trainers must have relevant domain expertise in sanitation, public health, or community training • Ability to deliver content in local language and handle worker engagement professionally <p>7. Quality Assurance</p> <ul style="list-style-type: none"> • All sessions must be monitored and evaluated based on feedback • Trainers must be approved by SMC before deployment • No compromise on content quality, punctuality, or safety during the training sessions <p>8. Payment Terms</p> <ul style="list-style-type: none"> • Payment will be made on a per-batch basis upon: <ul style="list-style-type: none"> ○ Completion of workshop ○ Submission of attendance records, training photos, and report ○ Evaluation by the concerned SMC authority 		
4	Capacity Building workshops for 463 + SMC Bigari	<p>1. Objective</p> <p>The objective of this tender is to organize comprehensive capacity-building workshops for 463+ Bigari (sanitation workers) of Solapur Municipal Corporation (SMC). These workshops aim to enhance their skills in waste management, health & safety, personal hygiene, motivational techniques, and effective service delivery in line with the Swachh Bharat Mission and other municipal initiatives.</p> <p>2. Scope of Work</p> <p>The selected agency will be responsible for end-to-end planning, coordination, and implementation of the capacity-building workshops, including the development of training materials and conducting the sessions as per the needs of SMC.</p>	15 workshops	

2.1. Workshop Content

The training workshops must cover the following key areas:

- **Sanitation and Hygiene Practices:**
 - Personal hygiene and cleanliness
 - Proper waste segregation (wet/dry waste, recyclable, non-recyclable, biomedical waste, etc.)
 - Use of Personal Protective Equipment (PPE) like gloves, masks, and safety gear
 - Preventing and handling infections related to sanitation work
- **Health & Safety:**
 - Occupational health issues (ergonomics, repetitive stress injuries)
 - First aid and emergency medical procedures
 - Waste-related health risks (e.g., vector control, zoonotic diseases)
 - Proper waste disposal practices (handling hazardous and non-hazardous waste)
- **Solid Waste Management (SWM):**
 - Advanced waste collection and disposal methods
 - Segregation at source and community-based collection initiatives
 - Waste-to-energy and composting practices
- **Motivational and Soft Skills Development:**
 - Building self-esteem and dignity of labor
 - Communication skills and interaction with the community
 - Conflict resolution and teamwork
 - Encouraging ownership of the cleanliness mission
- **Use and Maintenance of Tools and Equipment:**
 - Proper handling of cleaning tools and machinery (brooms, garbage collection vehicles, etc.)
 - Maintenance and cleaning of equipment
 - Waste collection vehicle handling and operation (if applicable)
- **Swachh Bharat Mission and Public Participation:**
 - Understanding and contributing to Swachh Survekshan
 - Creating awareness and engaging citizens in cleanliness efforts
 - Promoting behavioral change in the community towards cleanliness

3. Training Specifications

3.1. Number of Participants

- Approx. **463+ Bigari (Sanitation Workers)** divided into smaller groups of **30-35 participants** per workshop
- Multiple workshops will be organized to cover all participants

3.2. Duration of Workshops

- **Half-day or full-day workshops** depending on the topic, with a minimum of **4-6 hours per session**
- A series of workshops may be required to ensure all Bigari workers receive proper training

3.3. Language

- Training should be delivered in **Marathi**, with simple and easy-to-understand language suited for the participants' comprehension

3.4. Training Methodology

- **Interactive sessions** that combine theory and practical demonstrations
- **Audio-visual aids**, posters, and flipcharts
- **Role plays**, hands-on activities, and demonstrations
- Group discussions, feedback sessions, and Q&A for engaging participants

3.5. Training Materials

- **Training manuals** in local languages (Marathi)
- Handouts, posters, and visual aids for on-site reference
- Printed certificates of participation

4. Logistics and Support

The following logistical arrangements are the responsibility of the agency:

- **Venue:** Suitable venues for the workshops to be arranged by the agency, ensuring adequate seating, lighting, and comfort for participants (e.g., community halls, municipal offices, or other SMC facilities)
- **Refreshments:** Tea, snacks, and lunch (if a full-day session) to be provided for participants during the workshop
- **Transport:** If required, transport arrangements for the participants to and from the training venue
- **Training Equipment:** The agency will provide necessary audio-visual equipment

(projectors, microphones, etc.), handouts, and other materials needed for the workshops

5. Deliverables

The following deliverables are expected from the selected agency:

- **Customized training curriculum** based on the specific needs of Solapur Municipal Corporation's Bigari workers
- **Pre- and post-training assessments** to measure the effectiveness of the workshops
- **Training kits** (handouts, manuals, posters)
- **Photographic documentation** and video clips (if required) of training sessions
- **Certificates of participation** for each worker
- **Final report** detailing the training sessions, feedback, participant attendance, and recommendations for future training

6. Agency Qualifications and Experience

To be eligible, the agency must meet the following criteria:

- At least **3 years of experience** in conducting similar capacity-building workshops for municipal workers or sanitation staff
- Proven experience in **designing and delivering training** on health, safety, sanitation, and waste management
- Expertise in working with **low-literacy workers** and delivering content in simple, easily understandable formats
- Trainers should have experience in sanitation work and community-based training
- Capacity to handle logistics, coordination, and venue arrangements in Solapur

7. Quality and Compliance Standards

- Trainers must be **professionally qualified** in relevant fields (e.g., public health, sanitation, waste management, etc.)
- The workshops should meet **government safety and hygiene protocols** to ensure participant health and safety
- Content must be aligned with **Swachh Bharat Mission** guidelines and **state/local municipal regulations** on waste management
- Training must be delivered in an **interactive and participatory manner** with high engagement levels from all participants

		<p>8. Payment Terms</p> <ul style="list-style-type: none"> • Payments will be made on a per-batch basis, based on the successful completion of each workshop. • Payments will be processed upon: <ul style="list-style-type: none"> ○ Submission of attendance records, photographs, and training reports ○ Delivery of certificates to participants ○ Feedback and evaluation by Solapur Municipal Corporation 		
5	Capacity Building workshops for 436+ SMC Safai Kamgaar	<p>1. Objective To conduct structured and interactive capacity-building workshops for 436+ Safai Kamgaar (sanitation workers) of Solapur Municipal Corporation (SMC) with the objective of enhancing their knowledge, skills, health and safety practices, and motivation—contributing to improved sanitation services and better Swachh Survekshan performance.</p> <p>2. Scope of Work The selected agency shall be responsible for end-to-end planning, organizing, and delivering training workshops, including content development, facilitation, logistics, and reporting.</p> <p>2.1 Key Training Areas Workshops must cover the following thematic areas:</p> <ul style="list-style-type: none"> • Occupational Health & Safety <ul style="list-style-type: none"> ○ Proper use of Personal Protective Equipment (PPE) ○ Ergonomic practices and injury prevention ○ First-aid basics and handling workplace accidents ○ Vaccination awareness and prevention of sanitation-related diseases • Waste Management & Segregation <ul style="list-style-type: none"> ○ Safe handling and segregation of dry, wet, biomedical, and hazardous waste ○ Door-to-door collection protocols ○ Procedures for street sweeping, drain cleaning, and transfer station management • Behavior Change Communication (BCC) <ul style="list-style-type: none"> ○ Motivation and dignity of labor ○ Role in Swachh Bharat Mission and Swachh Survekshan ○ Soft skills and public interaction ○ Discipline, team cooperation, and civic responsibility • Use and Maintenance of Tools <ul style="list-style-type: none"> ○ Safe and efficient handling of cleaning equipment 	15 workshops	

		<ul style="list-style-type: none"> ○ Maintenance of sweeping tools, carts, and mechanical devices <p>3. Training Methodology</p> <ul style="list-style-type: none"> • Use of local language (Marathi) for all training content and delivery • Participatory learning through: <ul style="list-style-type: none"> ○ Audio-visual presentations ○ Group discussions and Q&A ○ Practical demonstrations ○ Role-plays and field-based examples <p>4. Workshop Logistics</p> <p>4.1 Number of Participants</p> <ul style="list-style-type: none"> • Total participants: Approx. 436+ Safai Kamgaar • To be divided into multiple batches of 30-40 participants per session <p>4.2 Duration</p> <ul style="list-style-type: none"> • Each session to be conducted for 4-6 hours (half-day/full-day format) <p>4.3 Venue and Facilities</p> <ul style="list-style-type: none"> • Venue to be arranged by the agency in consultation with SMC (can be at SMC training centers, community halls, or nearby institutions) • Ensure clean and safe environment with seating, lighting, AV setup, and sanitation <p>4.4 Meals & Amenities</p> <ul style="list-style-type: none"> • Tea/snacks for half-day sessions; lunch to be provided for full-day sessions • Drinking water, restrooms, and basic first-aid to be available on-site <p>5. Deliverables</p> <p>The selected agency will provide:</p> <ul style="list-style-type: none"> • Customized training module/manual in Marathi • Pre- and post-assessment of participant knowledge • Participant kits (handouts, PPE usage guide, etc.) • Participation certificates • Photographic documentation of each batch/session • Final report summarizing: <ul style="list-style-type: none"> ○ Training batches ○ Attendance records ○ Key learning outcomes 		
--	--	---	--	--

		<ul style="list-style-type: none"> ○ Feedback from participants and trainers <p>6. Eligibility Criteria for Bidders</p> <ul style="list-style-type: none"> • Minimum 3 years of experience in training or capacity building for municipal or sanitation staff • Conducted at least 3 similar projects with ULBs, Smart City SPVs, or State/National government programs • Trainers must have relevant background in public health, sanitation, or community mobilization • Ability to deliver engaging sessions for low-literacy and frontline sanitation workers <p>7. Quality and Compliance</p> <ul style="list-style-type: none"> • All sessions must comply with current health and safety norms • Materials should align with Swachh Bharat Mission and Maharashtra Government guidelines • Trainers must be vetted and approved by SMC • Feedback from participants to be collected and analyzed as part of evaluation <p>8. Payment Terms</p> <ul style="list-style-type: none"> • Payment will be released per successfully completed batch, subject to: <ul style="list-style-type: none"> ○ Submission of attendance sheets, photos, and session reports ○ Verification by SMC of deliverables and training quality ○ Submission of final compiled report 		
6	Capacity Building workshops for 500+ Ghantagadi Drivers & Helpers	<p>1. Objective</p> <p>To conduct structured and impactful capacity building workshops aimed at improving the professional skills, safety awareness, behavior, and service quality of over 500 Ghantagadi drivers and helpers employed under the Contractor’s waste collection services.</p> <p>2. Scope of Work</p> <p>The selected agency shall be responsible for the design, planning, implementation, and reporting of training workshops. The workshops should cover the following key areas:</p> <p>a. Workshop Themes</p> <ol style="list-style-type: none"> 1. Road Safety & Defensive Driving <ul style="list-style-type: none"> ○ Traffic rules and regulations ○ Safe driving practices in urban settings 	8 Workshops	

		<ul style="list-style-type: none"> ○ Vehicle maintenance basics <ol style="list-style-type: none"> 2. Solid Waste Management Practices <ul style="list-style-type: none"> ○ Types of waste and segregation techniques ○ Handling and disposal protocols ○ Occupational health and hygiene 3. Behavioral & Soft Skills Training <ul style="list-style-type: none"> ○ Public dealing and communication ○ Discipline, punctuality, and teamwork ○ Handling grievances and complaints 4. First Aid & Emergency Response <ul style="list-style-type: none"> ○ Basic first aid techniques ○ Response during vehicle breakdowns or accidents 5. Gender Sensitization & Anti-Harassment Training <p>b. Training Format</p> <ul style="list-style-type: none"> • Interactive classroom sessions with presentations, role play, and group discussions • Audio-visual aids and practical demonstrations • Use of regional/local language (Marathi) <p>c. Training Logistics</p> <ul style="list-style-type: none"> • Batch Size: Participants of one zone per batch • Total Batches: Minimum 08 batches (to cover all 500+ staff) • Duration per Batch: One full-day workshop (6–8 hours) • Location: Contractor/agency to propose suitable venues within the municipal area • Materials: Handouts, safety booklets, writing kits to be provided to each participant <p>3. Deliverables</p> <ul style="list-style-type: none"> • Training schedule and curriculum (to be approved prior to commencement) • Attendance sheets with signatures/photos • Workshop photographs and videos • Feedback forms and analysis • Final report with summary of sessions, trainer details, challenges, and outcomes <p>4. Minimum Eligibility Criteria for Training Agency</p> <ul style="list-style-type: none"> • Minimum 3 years' experience in conducting capacity building/workshops for municipal or transport staff • Proven record of working with urban local bodies, NGOs, or government agencies 		
--	--	---	--	--

		<ul style="list-style-type: none"> • At least 2 references from similar assignments • Availability of qualified trainers fluent in Marathi <p>5. Monitoring & Evaluation</p> <ul style="list-style-type: none"> • Oversight by a designated officer from the Municipal Corporation • Random site visits and participant interviews for quality assurance • Penalties may apply for non-performance or deviation from schedule 		
7	Capacity Building workshops for 8 Chief Sanitary Inspectors	<p>1. Objective To organize and deliver high-impact capacity building workshops aimed at enhancing the technical, managerial, and leadership competencies of 8 Chief Sanitary Inspectors (CSIs) engaged in urban sanitation and solid waste management operations.</p> <p>2. Scope of Work The selected agency will be responsible for end-to-end execution of the workshop(s), including curriculum design, expert facilitation, logistics, documentation, and reporting.</p> <p>a. Core Training Modules</p> <ol style="list-style-type: none"> 1. Advanced Solid Waste Management Techniques <ul style="list-style-type: none"> ○ Integrated waste management systems ○ New-age technologies in waste collection and processing ○ Decentralized waste management models 2. Leadership & Field Operations Management <ul style="list-style-type: none"> ○ Supervisory skills and staff motivation ○ Scheduling, monitoring, and quality assurance ○ Performance-based workforce management 3. Municipal Rules, Compliance & Documentation <ul style="list-style-type: none"> ○ SWM Rules 2016 and related legal frameworks ○ Recordkeeping, reporting formats, and audit readiness ○ Managing grievances and public complaints 4. Digital Tools & Smart Monitoring <ul style="list-style-type: none"> ○ Use of GIS/GPS-based tracking, MIS tools ○ Familiarity with sanitation apps or platforms (e.g. Swachhata App) 5. Communication & Public Engagement 	04 Workshops	

		<ul style="list-style-type: none"> ○ Stakeholder coordination with residents, RWAs, and contractors ○ IEC (Information, Education & Communication) planning ○ Conflict resolution and behavioral training <p>6. Climate Resilience & Sustainability</p> <ul style="list-style-type: none"> ○ Linkages between sanitation and climate action ○ Low-carbon and sustainable urban sanitation practices <p>b. Training Methodology</p> <ul style="list-style-type: none"> • Interactive expert-led sessions, real-life case studies, group discussions • Exposure visit (optional, within region/state) to model sanitation projects • Use of digital presentations, training films, and printed manuals • Conducted in Marathi <p>c. Duration & Format</p> <ul style="list-style-type: none"> • Number of Participants: 8 Chief Sanitary Inspectors • Program Duration: 3 full days (can be residential or non-residential) • Location: Within city limits or a suitable training institute nearby • Training Materials: Participant kits, handbooks, and certificates to be provided <p>3. Deliverables</p> <ul style="list-style-type: none"> • Detailed training agenda and curriculum (to be pre-approved) • Participant attendance, session-wise trainer details • Workshop photographs and short video coverage • Pre- and post-training assessment • Final report with outcomes, recommendations, and feedback summary <p>4. Minimum Eligibility Criteria for Training Agency</p> <ul style="list-style-type: none"> • At least 5 years of experience in conducting trainings for municipal/public health officials • Expertise in urban sanitation, public health, and waste management • Minimum 2 similar assignments with government or municipal bodies • Availability of domain experts and certified trainers 		
--	--	---	--	--

		<p>5. Monitoring & Quality Control</p> <ul style="list-style-type: none"> • Oversight and evaluation by designated Municipal Sanitation Officer • Feedback from participants to be incorporated in final report • Any deviation from scope or schedule without prior approval may attract penalties 		
8	Capacity Building workshops for 62+ Sanitary Inspectors	<p>1. Objective To organize comprehensive capacity building workshops for 62+ Sanitary Inspectors (SIs) with the aim of strengthening their operational, technical, and supervisory skills in solid waste management, sanitation enforcement, and community engagement.</p> <p>2. Scope of Work The selected agency shall be responsible for the design, delivery, and documentation of the workshops, ensuring practical and outcome-oriented training aligned with municipal solid waste and public sanitation goals.</p> <p>a. Key Training Modules</p> <ol style="list-style-type: none"> 1. Solid Waste Management Operations <ul style="list-style-type: none"> ○ Segregation, collection, and disposal systems ○ Waste stream tracking and documentation ○ Handling of biomedical and hazardous waste 2. Field Supervision & Workforce Management <ul style="list-style-type: none"> ○ Daily planning and monitoring of Ghantagadi and cleaning staff ○ Attendance, productivity tracking, and grievance handling ○ Coordination with Chief Sanitary Inspectors and contractors 3. Regulatory Frameworks & Compliance <ul style="list-style-type: none"> ○ SWM Rules 2016 and related municipal regulations ○ Enforcement protocols: fines, notices, and follow-up ○ Health and safety norms, PPE usage 4. Digital Monitoring & MIS Reporting <ul style="list-style-type: none"> ○ Familiarization with sanitation apps (e.g. Swachhata App) ○ Daily reporting formats, GPS tracking systems, and dashboards 5. Behavioral & Communication Skills <ul style="list-style-type: none"> ○ Public interface and complaint resolution ○ Team communication, leadership, and discipline ○ Engaging with RWAs, shopkeepers, and bulk waste generators 	06 workshops	

		<p>6. IEC (Information, Education & Communication) Implementation</p> <ul style="list-style-type: none"> ○ Design and execution of awareness campaigns ○ Participatory cleanliness drives and behavior change activities <p>b. Training Methodology</p> <ul style="list-style-type: none"> • Interactive classroom sessions with domain experts • Role-plays, problem-solving exercises, and case studies • Local language (Marathi) delivery with printed handouts • Use of AV aids, live demonstrations, and sample formats <p>c. Training Format & Duration</p> <ul style="list-style-type: none"> • Batch Size: Maximum 25 participants per batch • Total Batches: Minimum 3 batches to cover 62+ SIs • Duration: Two full-day sessions per batch (2 days x 3 batches) • Venue: Within city limits or nearby training facility • Materials: Participant kits, training manuals, certificates of participation <p>3. Deliverables</p> <ul style="list-style-type: none"> • Approved training plan and schedule • Participant-wise attendance and pre/post assessments • Session photos, videos, and trainer profiles • Feedback analysis and summary of key learnings • Comprehensive final report with batch-wise outcomes <p>4. Minimum Eligibility Criteria for Training Agency</p> <ul style="list-style-type: none"> • Minimum 3 years of experience conducting capacity building for municipal or sanitation staff • At least 2 relevant training programs executed for local bodies or government departments • Qualified trainers in public health, SWM, and behavior change communication • Ability to deliver training in Marathi <p>5. Monitoring & Evaluation</p> <ul style="list-style-type: none"> • Monitored by the Municipal Health Department or designated officials 		
--	--	--	--	--

		<ul style="list-style-type: none"> • Mid-session reviews and feedback forms from participants • Non-compliance with schedule or quality standards may lead to deductions or termination 		
9	Capacity Building workshops for Engineering Staff regarding SWM	<p>1. Objective To conduct specialized capacity building workshops aimed at enhancing the technical, planning, and execution skills of Engineering Staff engaged in the design, infrastructure development, and operations of Solid Waste Management systems.</p> <p>2. Scope of Work The selected training agency shall be responsible for developing and delivering a comprehensive training program tailored to the engineering and technical roles in SWM. The program should emphasize planning, design, execution, monitoring, and innovation in municipal solid waste infrastructure.</p> <p>a. Key Training Modules</p> <ol style="list-style-type: none"> 1. Overview of SWM Infrastructure <ul style="list-style-type: none"> ○ End-to-end solid waste management lifecycle ○ Role of engineering teams in collection, transportation, processing, and disposal ○ Types of infrastructure: Transfer stations, MRFs, composting units, landfills, etc. 2. Planning & Designing Waste Management Systems <ul style="list-style-type: none"> ○ Route planning, vehicle logistics, and optimization ○ Designing waste processing units (biomethanation, composting, RDF) ○ Site selection and environmental considerations ○ DPR (Detailed Project Report) preparation and approval processes 3. Construction & Implementation Best Practices <ul style="list-style-type: none"> ○ Tendering, contractor supervision, and quality assurance ○ Urban planning norms, safety codes, and SWM Rule compliance ○ Budgeting, procurement, and work progress monitoring 4. Technology & Innovation in SWM <ul style="list-style-type: none"> ○ GIS-based mapping, smart bins, sensor-based collection ○ Automation in material recovery and waste-to-energy plants ○ Digital monitoring tools and data-driven decision-making 	01 workshop	

		<p>5. Sustainability & Environmental Compliance</p> <ul style="list-style-type: none"> ○ Environmental impact assessment and clearance processes ○ Leachate and emission management from dumpsites/landfills ○ Integration with climate resilience and circular economy models <p>6. Project Monitoring, Documentation & MIS Reporting</p> <ul style="list-style-type: none"> ○ Use of project management tools ○ Physical and financial reporting ○ Use of municipal dashboards and sanitation software tools <p>b. Training Methodology</p> <ul style="list-style-type: none"> • Interactive technical sessions led by subject matter experts • Presentations, case studies of successful projects, group exercises • Exposure to relevant standards: CPHEEO Manual, BIS Codes, SWM Rules 2016 • Language: English with support in Marathi where needed <p>c. Training Format & Duration</p> <ul style="list-style-type: none"> • Participants: Engineering staff from municipal SWM, health, or civil engineering departments • Batch Size: 20–25 engineers per batch • Total Batches: As per department’s nominated list (minimum 2 suggested) • Duration: 2-day intensive workshop per batch • Venue: Municipal training hall or approved external training center • Materials: Participant kits, technical handbooks/manuals, and certificates <p>3. Deliverables</p> <ul style="list-style-type: none"> • Detailed training curriculum and schedule (to be approved) • Batch-wise attendance and pre/post evaluations • Photographs, short video clips, and trainer credentials • Feedback summary and final comprehensive report with actionable insights <p>4. Minimum Eligibility Criteria for Training Agency</p> <ul style="list-style-type: none"> • At least 5 years of experience in capacity building for technical/engineering staff 		
--	--	--	--	--

		<ul style="list-style-type: none"> • Minimum 2 similar SWM-related training assignments for ULBs, State Urban Missions, or Smart Cities • Availability of experienced faculty in waste infrastructure planning, civil/environmental engineering • Ability to deliver technically rich content with practical orientation <p>5. Monitoring & Evaluation</p> <ul style="list-style-type: none"> • To be monitored by the Engineering Department and Sanitation Division • Feedback and assessment scores will be used to evaluate training quality • Deductions may apply for substandard delivery or delays without justification 		
10	Capacity Building workshops for Staff other than SWM	<p>1. Objective To conduct structured capacity building workshops for staff from various non-SWM municipal departments to enhance their administrative, technical, digital, and public service delivery capabilities in alignment with good governance and citizen-centric urban management practices.</p> <p>2. Scope of Work The selected agency shall be responsible for designing and conducting holistic training workshops tailored to the roles and responsibilities of municipal staff from departments such as Accounts, Tax, Licensing, Town Planning, Establishment, Water Supply, Engineering (non-SWM), and others.</p> <p>a. Key Training Modules</p> <ol style="list-style-type: none"> 1. Good Governance & Public Service Delivery <ul style="list-style-type: none"> ○ Principles of transparency, accountability, and responsiveness ○ Citizen charter compliance and grievance redressal mechanisms ○ Ethical conduct and office discipline 2. Municipal Administration & Regulatory Framework <ul style="list-style-type: none"> ○ Municipal laws and departmental functions ○ Roles and responsibilities of various departments ○ Service delivery standards under schemes like AMRUT, SBM, PMAY, etc. 3. Digital Governance & E-Governance Tools <ul style="list-style-type: none"> ○ Use of municipal software systems (property tax, water billing, licensing, etc.) ○ MIS and dashboard reporting 	01 workshop	

		<ul style="list-style-type: none"> ○ Basics of cyber security and data handling 4. Financial Management & Budgeting <ul style="list-style-type: none"> ○ Public financial management systems ○ Budget planning, accounting practices, and audit compliance ○ Revenue generation and tracking mechanisms 5. Communication & Behavioral Skills <ul style="list-style-type: none"> ○ Official communication, file noting, and record maintenance ○ Customer service orientation and interpersonal effectiveness ○ Conflict resolution and teamwork 6. Gender Sensitization, Inclusion & Workplace Conduct <ul style="list-style-type: none"> ○ Creating inclusive and respectful workspaces ○ Sexual harassment prevention (POSH) awareness ○ Sensitization to marginalized communities <p>b. Training Methodology</p> <ul style="list-style-type: none"> • Classroom-based workshops with presentations, discussions, and role-plays • Case studies, quizzes, group tasks, and experience sharing • Delivered in Marathi content support • Use of real-world examples from SMC operations <p>c. Training Format & Duration</p> <ul style="list-style-type: none"> • Target Staff: Staff from non-SWM departments (e.g. Accounts, Licensing, Water Supply, Establishment, etc.) • Batch Size: 25–30 participants per batch • Total Batches: As required to cover identified staff (minimum 3 batches recommended) • Duration: One or two full-day workshops per batch • Venue: Municipal office/training hall or suitable venue nearby • Materials: Participant kits, training handouts/manuals, and certificates <p>3. Deliverables</p> <ul style="list-style-type: none"> • Pre-approved training plan and module schedule • Attendance records with participant photos/signatures • Trainer profiles and session documentation • Photographs/videos of sessions • Pre- and post-training assessments 		
--	--	---	--	--

		<ul style="list-style-type: none"> • Final report with key insights, participant feedback, and recommendations <p>4. Minimum Eligibility Criteria for Training Agency</p> <ul style="list-style-type: none"> • Minimum 3 years of experience conducting capacity building/training for municipal/government staff • At least 2 successful assignments with local bodies or government organizations • Trainers with expertise in public administration, urban governance, and municipal operations • Proven ability to deliver training (Marathi) <p>5. Monitoring & Quality Assurance</p> <ul style="list-style-type: none"> • Monitored by the Administrative Officer or designated nodal officer • Feedback analysis and session reviews will be used for quality control • Penalties may apply for deviation from approved schedule or quality standards 		
--	--	--	--	--

IMPORTANT NOTE: It is mandatory to quote rate for all activities/items/events otherwise bid will not be considered. Interested companies/agencies/firms should submit quotations in office mentioned in Newspaper Publication along with covering letter on letterhead.

**Sign & Stamp of
company/agency/firm**