



OFFICE OF THE NOTIFIED AREA COUNCIL

PURUSHOTTAMPUR, (GANJAM) PIN- 761018

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No. 353 /NAC

Dated: 21-02-2026

EXPRESSION OF INTEREST (EOI) FOR ENGAGEMENT OF SWACHHA SATHI AND PLANT MANAGER

The Purushottampur NAC invites Expression of Interest in sealed envelope from interested SHGs/ TGs/ WPGs with recommendation of one member, selected by them to be engaged as Swachha Sathi and Plant Manager during the year 2026-28. The sealed Expression of Interest should be submitted to the Purushottampur NAC on or before date 10-03-2026, Time 05:00 PM by registered/ speed post only.

The EOIs will be opened on 12-03-2026 at 11.00 AM/PM in the Conference Hall of the Purushottampur NAC. The sealed envelope should be superscripted with "**EOI for engagement of Swachha Sathi and Plant Manager 2026-28**". The detailed terms and reference of the Expression of Interest is available in office website.


Executive Officer,
NAC, Purushottampur

Dated: 21-02-2026

Memo No: 354 /NAC


Copy submitted to the Deputy Director, Information and Public Relation Department, Govt. of Odisha for favour of kind information, with a request to publish the same one-time publication in Two Daily Odia Newspaper in Berhampur Edition within a minimum space on or before 24-02-2026 for information of the general public.


Executive Officer
NAC, Purushottampur

Dated: 21-02-2026

Memo No: 355 /NAC


Copy submitted to the Collector & District Magistrate, Ganjam/ Project Director, DUDA, Ganjam, Chatrapur for favour of kind information.


Executive Officer
NAC, Purushottampur

Dated: 21-02-2026

Memo No: 356 /NAC

Copy submitted to the Chairperson/ All Councillors of this ULB for information.


Executive Officer
NAC, Purushottampur

Dated: 21-02-2026

Memo No: 357 /NAC

Copy submitted to the Tahasildar, Purushottampur/ Block Development Officer, Purushottampur, with a request to publish on their office notice board for wide publication.

Copy to Office Notice Board for wide publication.


Executive Officer
NAC, Purushottampur

TERMS AND REFERENCE
for engagement of Swachha Sathi and Plant Manager 2026-27

Swachha Sathi would be the Community Link and act as a change agent to bring about collective behavioural changes in the household level in the ward areas towards door-to-door collection of segregated waste and to ensure decentralised composting of wet waste and collection of dry waste.

1. The last date for submission of the Expression of Interest (EOI) is on 10-03-26 at 05.00 PM and the technical bid will be opened on 12-03-26 at 11.00 Am in the conference hall of Purushottampur NAC.
2. The interested SHGs/TGs/WPGs may download the EOI documents including formats of Technical Bid from the official website of Purushottampur NAC.
3. The EOI will be valid up to the end of the date 10.03.2026.
4. The applicant (SHGs/TGs/WPGs) will be present at the time of opening of the EOI. In case of absence of the applicant or her representative, the Committee has the right to open the EOI.
5. The bids will be evaluated on the basis of criteria such as year of Group Formation, Group Management, PAN Number of SHGs/TGs/WPGs, involvement in IGA, Financial Behaviour, Group integrity and Qualification of member by a committee constituted for the purpose and the findings of committee will be final and binding. The same cannot be challenged at any form thereafter. Intending bidder will have to submit under taking in this regard.
6. The Purushottampur NAC with its representative the Executive Officer reserves the right to reject the bid quoted by SHGs/TGs/WPGs, if not satisfied with concerned SHGs/TGs/WPGs's credibility and past performance record.
7. No communication shall be entertained over telephone, Fax, email or in person questioning the decision of the committee.
8. Any dispute arises over the quality of the service will be verified by the designated officials of Purushottampur NAC.
9. There should not be any precondition of advance payment or time limit, what so ever. The bid submitted will be taken as absolute without any precondition.
10. The member of the SHGs/TGs/WPGs will be engaged for two years as Swachha Sathi or Plant Manager as the case may be. The contract extension may be happening on the basis of satisfactory services with an evaluation report by the Purushottampur NAC or a committee assigned for it.
11. An undertaking in a Rs.10/- non-judicial stamp paper stating the following must be attached with the bid.
 - I (name designation and group name) will be responsible for discharge my duty as Swachha Sathi/ Plant Manager and other duty as and when assigned by the NAC, Purushottampur.



- Our SHGs/TGs/WPGs (name of the SHGs/TGs/WPGs) belongs to the ward No. ____.
- All the members of our SHGs/TGs/WPGs are following the Panchasutra.
- (the name of the SHGs/TGs/WPGs) is not in default on a loan obtained from a bank or a nonbank financial institution (NBFI).
- If we (name of the SHGs/TGs/WPGs) fail to deliver our responsibility or deliverables through our selected member during the contract period after selection, we will not be considered for government programmes for the next two years.
- We (the name and address of the SHGs/TGs/WPGs) have not been blacklisted in any previous assignment.
- We will abide by the terms of the Memorandum of Understanding (MOU) between the ULB and the group.
- We will obey the decision of the selection committee with honour and without any objection.

12. Only the qualifying members of the SHGs/TGs/WPGs will be considered for the said assignment.

13. Eligibility criteria for SHGs/TGs/WPGs

Sl. No.	Parameter	Criteria
1	Group Formation	Completion of one year from the date of application.
2	Group Management	Strictly adhering to Panchasutra (Regular Meetings, Regular Savings, Regular Internal Lending, Regular Repayment, Regular Record Keeping)
3	PAN Number	Must have Permanent Account Number (PAN)
4	Involvement in IGA	Must have been previously engaged in Income Generating Activities.
5	Financial Behaviour	No financial irregularities (such as Loan declared as NPA, write off, one time Settlement of loan etc.
6	Group Integrity	No record of involvement in any anti-social or criminal activities.
7	Qualification	The minimum qualification of recommended member of the SHGs/TGs/WPGs should be (10th Pass) for Swachha Sathi and (+2 Pass) for Plant Manager.

14. Terms of Engagement

- a) The engagement of members of SHGs/TGs/WPGs is purely on voluntary basis with incentive to encourage community participation in urban sanitation.
- b) The Purushottampur NAC will sign a MoU with the selected member of the SHGs/TGs/WPGs with detailed terms of reference.
- c) The period of engagements of member of the SHGs/TGs/WPGs is particularly for the period mentioned in the MOU.
- d) The SHGs/TGs/WPGs members cannot claim to be an employee or permanent staff of the Mission.
- e) The selected member of the SHGs/TGs/WPGs will be thoroughly trained on their role and responsibilities to accomplish their duty.

Who could be a Swachha Sathi?

- i. One of the Dynamic SHGs/TGs/WPGs of that locality will nominate suitable members as Swachha Sathi for different areas in the assigned wards having educational qualification not below 10th pass.

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- ii. SHGs/TGs/WPGs member having experience in community mobilisation and keen interest to work towards Solid Waste Management may be given preference by the SHGs/TGs/WPGs.
- iii. Persons having criminal track records, political affiliation should not be used as Swachha Sathi.

Role and Responsibilities of Swachha Sathi:

- i. Ensure door-to-door collection of segregated waste -1) wet waste, 2) dry waste, 3) E-waste & Domestic Hazardous waste.
- ii. Visit all the tagged Households/Commercial Units/Bulk Waste Generators including institutions and offices and collect sanitation User Fee.
- iii. Ensure the elimination of GVP in the assigned area.
- iv. Facilitate meetings on sanitation with Federation/SDAs, Ward Level Committees at least once in a month.
- v. Conduct IEC campaign on sanitation as mandated by ULB.
- vi. While collecting the waste, demonstrate segregation of waste to the households not practicing segregation at source.
- vii. Ensure that the route map is affixed on the Swachh Sabari and is followed by the Swachha Sabari Driver. Maintain a visit register for Households, Commercial units and Bulk Waste Generators including institutions and offices.
- viii. Maintain a register for complaints and share with Sanitation Intern/Nodal Officer.
- ix. Support in sanitation related survey and activities.

Role and Responsibilities of Plant Manager:

- i. Ensure waste collection from Commercial Units & Bulk Waste Generators including institutions & offices.
- ii. Monitoring the movement of vehicles and maintain the register.
- iii. Ensure regular maintenance and cleaning of drainage channel, periodic desludging of leachate tank/pit.
- iv. Ensure preparation of EM solution as per the SOP.
- v. Weighing of incoming waste on weigh bridge.
- vi. Ensure unloading of incoming waste and maintenance of records.
- vii. Ensure 100% segregation of wet and dry waste.
- viii. Ensure 100% sorting of dry waste received at MRF within a week's time.
- ix. Ensure safety and hygienic condition of MCC/MRF (Cleanliness of MCC/MRF, functional separate toilets for male & female)
- x. HR management of Swachha Karmis at MCC/MRF ensuring each shift of Wealth Centre.
- xi. Ensure wearing of Personal Protective Equipment (PPE) by Swachha Karmis while working.
- xii. Timely packaging & lifting /sale of "Mo Khata" for MCC /recyclables & nonrecyclables for MRF.
- xiii. Supervise the work of Swachha Karmis in the Wealth Centre (receiving and weighing the incoming waste and weighing of segregated waste, EM solution preparation and application, putting shredded waste mixing with EM solution in tubs, turning waste by following the prescribed procedures, testing, sieving and drying).
- xiv. Facilitate minimization of downtime of machineries and preventive & responsive maintenance of machineries and equipment.
- xv. Facilitate repair and maintenance of BoVs/LCVs/Tricycles and electrical equipment/fixture, functioning of toilet, availability of water supply at wealth centre. Must raise indent to ULB and follow up with Sanitation Expert/Nodal Officer for timely action.
- xvi. Update information through Ama Sahara App, Books of account, Daily Information Board etc.

- xvii. Ensure cleaning of the Wealth Centre and its premise before and after operations every day.
- xviii. Inform the Sanitation Expert/Nodal Officer on operational issues including water & electricity supply and follow up till resolutions.
- xix. Check daily attendance of Swachha Karmis and Security Persons.
- xx. Ensure proper coordination among the Swachha Sabari Drivers, Swachha Sathis, Zamadars, Sanitation Inspectors, Sanitation Experts and Sanitation Intern of the ULB;
- xxi. Maintain a register to record any incidents/accidents at the Wealth Centre.

Incentive to Swachha Sathi and Plant Manager:

- i. An incentive of up to Rupees 8000/- per month may be paid to the SHGs/ TGs/ WPGs for every 600 households by the Purushottampur NAC on the basis of incentive framework in the SOP.
- ii. Incentive for Plant Managers will be paid at up to Rs. 12000/- per month by the Purushottampur NAC on the basis of the incentive framework in the SOP.

Capacity Building of Swachha Sathi/Plant Manager:

Purushottampur NAC will organise orientation sessions/ meetings for Swachha Sathi/ Plant Manager to make them aware about different components of Solid Waste Management to improve their performance.

Assessment of performance:

The Purushottampur NAC authority must assess the performance of Swachha Sathis and may take needful action for better result either by replacing the existing Swachha Sathi/ Plant Manager or through reorientation of the approach.

**Expression of Interest (Eoi)
for Engagement of Swachha Sathi and Plant Manager**

Technical Bid

Sl. No.	Item	Details
1.	Name of the Self-Help Group	
	SHGs/TGs/WPGs Registration Number	
	SHGs/TGs/WPGs PAN Number	
	Communication Address	
	Contact Phone number	
2	Documents to be furnished by SHGs/TGs/WPGs	
	i. Group Profile (Annex as Form-B)	
	ii. SHGs/TGs/WRes Registration Sheet (downloaded from portal)	
	iii. Bank Passbook front page photocopy	
	iv. Bank account statement for last 3months	
	v. PAN Card of SHGs/TGs/WPGs photocopy (attested)	
	vi. Resolution copies of group meeting for last 6 months	
	vii. Resolution copy of nominate member	
3	<p>An undertaking in a Rs.10/- non-judicial stamp paper stating the following has to be attached with the technical bid and signed by the President and Secretary of the SHGs/TGs/WPGs with seal:</p> <ul style="list-style-type: none"> ➤ I (name designation and group name) will be responsible for discharge the duty by our nominate member. ➤ Our SHGs/ TGs/ WPGs (name of the SHGS/ TGS/ WPGs) belongs to the ward No. --. ➤ All the members of our SHGs/TGs/WPGs are following the Panchasutra. ➤ (the name of the SHGs/TGs/WPGs) is not in default on a loan obtained from a bank or a non-bank financial institution (NBFI). ➤ If we (name of the SHGs/TGs/WPGs) fail to deliver our responsibility or deliverables through our nominate member during the contract period after selection, we will not be considered for government programmes for the next two years. ➤ We (the name and address of the SHGs/TGs/WPGs) have not been blacklisted in any previous assignment. ➤ We will abide by the terms of the Memorandum of Understanding (MOU) between the ULB and the group. ➤ We (name of the SHGs/TGs/WpGs) will obey the decision of the selection committee with honour and without any objection thereof. 	



	<p>➤ The nominate member of our (name of the SHGs/TGs/WPGs) Smt./Kumari (Name of the nominate member) having no Criminal track record and no political affiliation.</p>	
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DETAIL OF SWACHHA SATHI AND PLANT MANAGER:

Name	Post applied for	Education Qualification	Account/ PAN Details	Default if any in loan	Remark on Blacklisting status

• **Photocopy of documents to be attached by the nominate member:**

- i. Certificate of HSC
- ii. Certificate of +2
- iii. PAN Card of Self
- iv. Self-Declaration (Format attached in Annexure-A)

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Self-Declaration

I Smt./ Kumari _____ of (Name of the SHGs/ TGs/ WPGs), Ward No. _____ resides in (Name of the locality) _____ of Purushottampur NAC area declare that, I have not been default in any loan obtained from any bank or any non-bank financial institution in the best of my knowledge.

If found any discrepancy in future, the decision taken by Purushottampur NAC against me will final.

Full Signature of the Applicant

[Handwritten signature]

Ward-wise vacancy position of Swachha Sathi and Plant Manager

Sl. No.	Ward No.	Total Swachha Sathi Vacancy	Total Plant Manager Vacancy
1	1 & 2	1	-
2	8, 9 & 12	1	-
3	12, 13 & 14	1	-
4	8	-	1
	Total	3	1

Executive Officer
NAC, Purushottampur

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