



HOWRAH MUNICIPAL CORPORATION

Central Office: 4, Mahatma Gandhi Road, Howrah-711101
Tele: (91-033) 2638-3211-13, Fax : (91-033) 2641-2214/5846/5218

Memo No 30 /NULM/CPO/2022-23

Date: 15/05/2023

Sub : Invitation of Expression of Interest for Operation & Maintenance of the Second Shelter for Urban Homeless(SUH) of the HMC at 1/1 Kissanlal Burman Road, Bandhaghat, Howrah – Reg.

Apropos of the above, E.O.I. is hereby invited by the DAY-NULM Department, HMC for and on behalf of the Commissioner, Howrah Municipal Corporation in the prescribed pro-forma enclosed herewith from the enlisted NGOs of the SUDA, West Bengal empanelled as the "Shelter Management Agency (SMA)" and / or the registered ALF / CLF of the DAY-NULM Dept. of HMC having previous experiences for similar type of job for yearly Operation & Maintenance of its second Shelter for Urban Homeless (SUH), constructed only for male inmates with 25 bed capacity, located at 1/1, Kissanlal Lal Burman Road, Bandhaghat, in Ward No 1, HMC.

A. Eligibility criteria of Organizations that can apply :

The following organizations can apply under the scheme:

1. Empanelled NGOs with SUDA, West Bengal as "Shelter Management Agency";
2. Registered CLF / ALF under DAY-NULM, HMC.
3. The organisation should be registered under the West Bengal Society Registration Act, 1961 or any other relevant act.
4. The intending organisation must not have been black listed or placed under funding restriction by any Ministry or Department of the Govt of India or CAPART or by the State Government (or by any of its agency).
5. The intending organisation should not be directly / indirectly related to any employee of the HMC.
6. The organisation should have previous experience of working in the field of welfare, uplift of the urban poor, especially homeless people for at least in the last three financial years.
7. The organisation should be financially stable. Basic financial records such as cash books, ledgers, and audited financial statements should be available for the last three financial years.
8. The organisation should have the manpower with requisite skills necessary to run the shelter. The staff should be proficient in Bengali and Hindi.
9. The organisation should not have any pending legal cases against it. It should not have indulged in any misconduct, fraud and/or misappropriation of fund in the past.

B. List of Documents to be submitted by the intending organization :

1. Registration Certification (Updated); (Mandatory)
2. Annual Report – last three financial years;
3. Audit report – last three financial years;
4. List of members of Governing Body/ Executive Committee; (Mandatory)
5. PAN CARD of organisation; (Mandatory)
6. Copy of the empanelment of SUDA; (Mandatory for NGO)
7. Documents related to experience on same nature of job as mentioned in the eligibility criteria.
8. An affidavit executed before the 1st Class Executive Magistrate on recent date towards declaration of non-pendency of legal disputes & relationship status as mentioned vide Sl. Nos. A 5 & 9 above. (Mandatory)

Note : (i) For Sl. 1-7, self attested copies are to be submitted subject to verification with Original documents at a later stage.

(ii) For Sl. No. 8 – Original document is to be attached with the E.O.I.



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C. O & M Cost :

For Operation & Maintenance of the SUH, cost per year for a 25 bedded shelter unit is maximum of Rs. 3.00 lakh expenditure-wise bifurcation of which is shown as under which, however, is under consideration for up-ward revision :-

Sl.	Expenditure	Quantity	Unit	Monthly Amount	Yearly Amount
				Rs.	Rs.
1	Annual Maintenance cost of the Shelter				
i)	Electricity charges	12	Months	2750.00	33,000.00
ii)	Maintenance of Plumbing & Electrical work	12	Months	300.00	3600.00
2	Annual Servicing Cost				
i)	Sweeping charges	12	Months	1500.00	18,000.00
ii)	Replenishment of bedding	10%	of capital cost		6250.00
iii)	Replenishment of Kitchen Equipment	10%	of capital cost		2500.00
3	Cost of providing Free Food for 6.5%or inmates who are old/infirm and cannot pay (25 X365x6.5% X 100)	593.13	Days	4943.00	59,313.00
4	Staff Salary				
i)	Manager	12	Months	10000.00	120000.00
	Caregiver	12	Months	5000.00	60,000.00
				Total	3,02,663.00 Say 3,00,000.00

D. Scope of Work :

The shortlisted agency shall have to carry out proper Operation & Maintenance of the Shelter created for the Urban male homeless people by the HMC at the above-mentioned address on round-the clock basis as per criteria mentioned here-under :

(i) Up-keep & Maintenance :

1. Maintenance of hygiene, cleanliness and safety throughout the SUH including rooms, toilets, kitchen, dining place common areas and precinct on 24x7 basis;
2. Maintenance of all plumbing, sanitary, electrical, electronic & fire-safety measures fittings / fixtures / equipments provided at the SUH;

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3. Maintenance of First Aid kit;
4. Pest Control maintenance;
5. Maintenance of linens and other bed items provided in the SUH including its regular cleaning and periodic replacement of damaged items up-to 10% of total quantity, if warranted;
6. Procurement of LPG connection and maintenance of kitchen utilities including utensils and other fixtures provided in the SUH and periodic replacement of damaged items up-to 10% of total quantity, if warranted;
7. Any other service / responsibility as may be fixed by the HMC authority at any later stage which is found to be relevant and essential for proper up-keep and maintenance of the SUH.

(ii) **Linkage with other Entitlement :**

The SUH will be a space for convergence and provisions of various entitlements of social security, food, education and health care system and for ensuring the same, the shortlisted agency shall strive to bring all the inmates who are urban homeless into the fold of all such government schemes and programmes on priority basis. An indicative list of such facilitation services is as under :

1. Enrolment for AADHAR , EPIC;
2. Enrolment for Social Security Pension Schemes;
3. Enrolment for BPL Card, Ration Card;
4. Accounts opening at Scheduled Bank and / or Post Office;
5. ICDS services (for minor inmates);
6. Admission to Govt. Schools (for minor inmates)
7. Enrolment for Swastha Bima;
8. Admission to Govt. Hospital for providing healthcare to the ailing inmates;
9. Free Legal Aid.

(iii) **Man Power Deployment :**

It shall be the responsibility of the shortlisted agency to look after the daily management, up-keep & maintenance, safety & security, internal discipline and over-all hygiene and cleanliness of the SUH on round-the-clock basis for which a minimum workforce consisting of the following personnel are to be engaged :

1. Manager (1 no) ;
2. Care-giver (1 No.);

It may please be noted that while engaging manpower, the agency has to comply with the relevant norms of all labour laws that are in vogue and shall directly deal with the competent authorities in this regard indemnifying the interest of the HMC.

(iv) **Maintenance of Book of Records :**

Following records / registers shall have to be regularly maintained by the shortlisted organisation for the designated shelter :

- a) Register of inmates showing the details such as health status, skills, benefits provided to the Homeless.



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- b) Permanent Register showing assets created including furniture, infrastructure.
- c) Stock register for consumables and other items.
- d) Attendance Register.
- e) Accounts / Cash Book showing the expenditure i.e., daily expenditure incurred with the details of vouchers and receipts for the amounts received including drinking water electricity bills and any other related expenditure.
- f) Staff Attendance Register along with honorarium payment details.
- g) Shelter Executive Committee/Management Committee meetings register
- h) Complaints and suggestions register.
- i) The implementing organization should furnish any operational, financial and administrative information solicited by Govt. of West Bengal.

(v) **Submission of Work Plan :**

The shortlisted organisation shall prepare and submit a detailed Work Plan to the DAY-NULM Department, HMC and get it approved before actual commencement of work.

E. Period of Contract :

The initial period of contract is for 2 (two) years which, however, may be extended further on satisfactory performance.

F. SIGNING OF AGREEMENT :

The selected firms will have to sign a contract agreement on non-judicial stamp paper of adequate denomination with Howrah Municipal Corporation as guidelines of shelter for Urban Homeless before operationalisation of SUH.

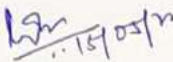
G. Procedure of Submission of Application:

- a) Howrah Municipal Corporation would bring out this notification in the official Website of HMC www.myhmc.in, as well as through Notice Board ventilation and endorsement to local offices and SUDA, West Bengal for wider publication. It would be updated if any corrigendum will be done. The EOI document can be downloaded from the official website and will also be available at the DAY-NULM Dept, HMC Central Office at 4, M.G. Road Howrah on all working days during this period.
- b) Only offline proposals will be received along with the requisite documents related to eligibility criteria.
- c) The all completed proposal as per attached Pro-forma typed in the letterhead of the Organisation addressed to The Commissioner, Howrah Municipal Corporation should be submitted in sealed envelope super scribe as "EOI for O & M of shelter for Urban Homeless under DAY-NULM, Howrah Municipal Corporation, at 1/1 Kissanlal Burman Road, Bandhaghat, Howrah" which can be dropped in the earmarked Box kept at the DAY-NULM Dept of Howrah Municipal Corporation, up-to **3.00 pm** on **23.05.2023**. Received applications will be opened on the same day at **4.00 pm** or any time there-after.
- d) Any incomplete application will be summarily rejected.
- e) Any sort of canvassing is strictly prohibited and will debar the organisation from the selection process.

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Notwithstanding anything contained in this Invitation Document, Howrah Municipal Corporation reserves the right to accept or reject any proposal without assigning any reasons thereof.


Secretary & CPO, DAY-NULM
Howrah Municipal Corporation

Memo No 30/1(6) /NULM/CPO/2022-23

Date: 15/05/2023

Copy forwarded for information to:

1. Hon'ble Chairperson, Board of Administrators, HMC;
2. The Commissioner, HMC;
3. The OSD (IT), HMC – With request for up-loading the same in the Official Website of HMC;
4. All Manager, CMMU, NULM, HMC;
5. Notice Board;
6. Dept. Guard File.

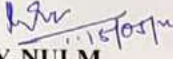

Secretary & CPO, DAY-NULM
Howrah Municipal Corporation

Memo No 30/2(1) /NULM/CPO/2022-23

Date: 15/05/2023

Copy forwarded for information with request for wider circulation amongst the empanelled NGO's to :

1. The Director WBSULM, SUDA

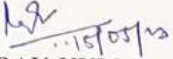

Secretary & CPO, DAY-NULM
Howrah Municipal Corporation

Memo No 30/3(5) /NULM/CPO/2022-23

Date: 15/05/2023

Copy forwarded for information with request for wider circulation to :

1. Hon'ble Sabhadhipati, Howrah Zilla Parishad;
2. The District Magistrate, Howrah;
3. The Commissioner of Police, Howrah;
4. The C.E.O., H.I.T.;
5. The CMOH, Howrah


Secretary & CPO, DAY-NULM
Howrah Municipal Corporation

Application of Expression of Interest for Operation & Maintenance of the Second Shelter for Urban Homeless(SUH) of the HMC at 1/1 Kissanlal Burman Road, Bandhaghat, Howrah – Reg. Ref : E.O.I. No. 30/NULM/CPO/2023-24, Dated 15.05.2023

Name of the NGO / ALF / CLF –

Registered Address –

Communication / Project site Address –

Website -

E-mail Id –

Office Landline number if any –

Name of Contact Person -

Mobile No. –

Year of Establishment –

Registration Number & Name of the Authority with details of relevant Act –

Are you empanelled with SUDA, West Bengal as “Shelter Management Agency” – Yes / No

Do you have Audited & Annual reports of last 3 years – Yes / No

Have you ever been black listed and/or placed under funding restriction by any Competent Authority – Yes / No

Are you directly / indirectly related to any employee of the HMC – Yes /No

Do your Organization have similar work experience (running Orphanage / Old Age Home / Shelter for Homeless / Women’s Home or similar type of activities) in last 3 financial years – Yes / No.

Details of Beneficiary (Number of beneficiaries you have reached in last 3 financial years and nature of such beneficiaries – old age people, women, children, urban poor etc.)

Annual Turnover (source of funding) during last 3 financial years

- CSR funding
- Govt. funding
- Individual donation
- Foreign AID
- Revolving Fund

Documents of to be submitted along with this form –

(Please put a tick against the document/s submitted)

- (1) Registration Certification (Updated); (Mandatory)
- (2) Annual Report – last three financial years;
- (3) Audit report – last three financial years;
- (4) List of members of Governing Body/ Executive Committee; (Mandatory)
- (5) PAN CARD of organization; (Mandatory)
- (6) Copy of the empanelment of SUDA; (Mandatory for NGOs)
- (7) Documents related to experience on similar nature of job as mentioned in the eligibility criteria.
- (8) An affidavit executed before the 1st Class Executive Magistrate on recent date towards declaration of non-pendency of legal disputes & relationship status as mentioned above.

Note : (i) For Sl. 1-7, self attested copies are to be submitted subject to verification with Original documents at a later stage.

(ii) For Sl. No.8 – Original document is to be attached with the E.O.I.

Authorized Signatory (With Seal)

N.B. – (i) E.O.I. has to be submitted in the printed Letterhead of the NGO/ ALF / CLF only.

(ii) If, required, please attach separate sheet.