



JHARKHAND STATE POLLUTION CONTROL BOARD

TOWNSHIP ADMINISTRATION BUILDING, HEC, Complex, Dhurwa, Ranchi 834004

Telephone: 0651- 2400850 (FAX)/2400851, 2400852, 2401847, 2400979, 2400139

Project: Organising Awareness Programme World Environment Day 2026

Jharkhand State Pollution Control Board, Jharkhand, invites sealed proposals from eligible agencies, NGO's, institutions, and Organizations for conceptualization, planning, and execution of an awareness programme on the occasion of World Environment Day (5th June). The objective of the programme is to promote environmental awareness among communities, institutions, students, and stakeholders in alignment with national and global environmental priorities.

Introduction

JSPCB is soliciting sealed proposals from eligible organization for awareness campaign on the Environment Day.

1. Key Communication Objective: key objectives that need to be addressed have been identified as

- i) Sensitize the Raise awareness about the importance of proper SWM maintaining environmental sustainability and public health.
- ii) Educate individuals about the various types of solid waste and their impact on the environment.
- iii) Promote the adoption of the 3R principle: Reduce, Reuse, Recycle.
- iv) Promote a participatory approach towards environmental protection by fostering a sense of responsibility and collective ownership among citizens, institutions, and industries.
- v) Create awareness on sustainable resource management practices, including conservation of water, energy efficiency, and reduction of carbon footprint.
- vi) Encourage adoption of environmentally sound practices such as waste minimization, source segregation, recycling, and scientific disposal in both urban and rural settings.
- vii) Promote behavioural change towards reduction of single-use plastics and encourage use of eco-friendly alternatives in daily life.
- viii) Disseminate knowledge on biodiversity conservation, afforestation, and protection of local ecosystems, including rivers and forest areas.
- ix) Encourage youth participation, educational institutions, and community groups in environmental stewardship through campaigns, workshops, and field activities.
- x) Highlight the importance of climate change mitigation and adaptation strategies at the local level, including resilience building in vulnerable communities.



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1. **Background:**

The Jharkhand State Pollution Control Board invites detailed technical and financial proposals from organizations experienced in designing and implementing environmental awareness programmes for observance of Environment Day. Jharkhand is witnessing increasing environmental pressures arising from rapid urbanization, industrial expansion, mining activities, and changing consumption patterns, leading to emerging challenges related to air and water pollution, solid and hazardous waste management, biodiversity loss, and climate variability. Despite regulatory measures and continuous efforts by government agencies, the desired level of public participation and compliance has not been fully achieved. A key constraint remains the limited awareness and inadequate understanding among citizens, institutions, and stakeholders regarding environmentally sustainable practices and pollution mitigation measures.

In this context, JSPCB proposes to undertake a comprehensive and impactful awareness campaign aimed at educating the public and promoting environmentally responsible behaviour. The campaign will focus on critical thematic areas such as pollution control, waste minimization (biodegradable, non-biodegradable, plastic, and hazardous waste), water conservation, air quality management, and protection of natural ecosystems. The programme intends to deploy innovative, engaging, and locally relevant communication strategies-including creative IEC materials, mass outreach activities, and community-based interventions-to effectively convey key environmental messages. Emphasis will be placed on fostering behavioural and attitudinal change, encouraging citizen participation, and strengthening the adoption of sustainable practices at individual, community, and institutional levels.

The campaign strategy should ensure inclusive outreach, targeting urban and rural populations alike and aim to integrate all sections of society into a collective framework for environmental stewardship, thereby contributing to long-term ecological sustainability and improved quality of life.



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2. Scope:

All creatives should be highly engaging, attention-inviting, and capable of evoking emotional as well as ethical responsibility towards environmental protection and sustainable practices among citizens.

Scope of Work

The programme shall be conducted using focused and participatory grassroots approaches, limited strictly to the following activities:

1.1 Nukkad Natak (Street Plays) (Minimum 10 Places)

- **Design and perform theme-based street plays on:**
 - ❖ Air and water pollution
 - ❖ Waste management
 - ❖ Climate change
 - ❖ Biodiversity conservation
- **Performances to be conducted at:**
 - ❖ Public places
 - ❖ Markets
 - ❖ Schools/colleges
 - ❖ Residential areas
- **Use of local language (Hindi/regional dialects) to ensure better outreach**

1.2 Quiz Competition (Minimum 10 Places)

- **Organize environment-themed quiz competitions at:**
 - ❖ Schools
 - ❖ Colleges
- **Preparation of:**
 - ❖ Question sets
 - ❖ Evaluation criteria
 - ❖ Prize distribution
- **Ensure participation of a diverse group of students**

1.3 One-to-One Society Interaction (Minimum 10 Places)

- **Direct engagement with:**
 - ❖ Local communities
 - ❖ Self-help groups
 - ❖ Resident welfare groups
- **Activities include:**



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- ❖ Door-to-door awareness
- ❖ Small group discussions
- ❖ Distribution of IEC materials

Schedule of Dates :

Sl. No.	Activity	Date & Time
1	Document download start date	: 23.04.2026 at 6.00 P.M.
2	Document download end date & time	: 04.05.2026 upto 3.00 P.M.
3	Bid submission start date	: 27.04.2026 at 11.00 A.M.
4	Last date of online submission of Technical Bid and Financial Bid.	: 04.05.2026 upto 6.00 P.M.
5	Opening of Bid at the office of the Member Secretary, JSPCB, Ranchi	: 05.05.2026 upto 3.00 P.M.
6	Opening of Tender Financial Bid at the office of the Member Secretary, JSPCB, Ranchi	: Will be informed later.

2. Earnest Money

₹ 20,000 [Excess Amount if any as may be required to reach 2% of the quoted amount is to be deposited in the form of Bank Draft from any scheduled bank, (drawn in favour of JSPCB, Ranchi) while executing agreement by the selected bidder].

3. Request for Tender

Details of Tender Document is to be available in the official Website

www.jspcb.org.in

4. Submission of Tender

The tender will be submitted in two bid system i.e. **Technical bid & Financial bid** in Hard Copy by 04.05.2026 at 6.00 PM

Sd/-
Rajeev Lochan Bakshi,
Member Secretary



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1. PREPARATION OF THE PROPOSAL

1.1 Organization's Proposal shall consist of following envelopes:

- (i) Envelope I: Letter containing Application for Bid Proposal and the Technical Proposal
- (ii) Envelope II: the Financial Proposal

1.2 The Proposal should include a cover letter signed by person(s) with full authorization to make legally binding contractual (including financial) commitments on behalf of the Organization.

2. TECHNICAL BID

Technical Proposal:

The Technical proposal should contain scanned copies of the following in two covers (folders).

a. Technical Cover Containing the following documents

- i. RFP (download properly and upload the same Digitally Signed)
 - ii. Bidders file (All Forms and Annexure)
 - iii. Power Point Presentation.

b. Document Containing:

All mandatory documents.

It is also here mentioned that the bidder should present in the pre-bid meeting to show their power point presentation (PPT) and after amendment/changes if any, the same will be submitted in the technical documents. If it is seen that the PPT is not fulfill the requirement of TIA, the technical bid of the said bidder will cancel.

4.1.1 Receiving documents:

Relevant tender documents must be submitted for participating in this tender. If the mandatory documents are not submitted within the stipulated date & time, then bid of the applicant shall summarily be rejected and the bid offer

shall not be opened. The Details of Mandatory Documents are given below :

Mandatory Documents :

- i) Name and address, registration in detail of Firm / Company / Agency with name of proprietor or partner etc.
- ii) Application Form with **Annexure -I**
- iii) Completion Certificate in **Form – I** and details of similar type of project/job under any Government / Semi Government / Undertakings / Autonomous / Statutory bodies and Local bodies, with requisite single tender value.
- iv) PAN Card.
- v) Latest Professional Tax return.



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- vi) GST registration certificate.
- vii) Latest GST return.
- viii) Completion Certificate alongwith Work Order & BOQ.
- ix) List of similar nature of projects undertaken during last 05 years (Annexure - III).
- x) Details of Technical Personnel with supporting papers available with the tenderer.
- xi) The intending bidder must have registered office in ranchi and address of such office are to be mentioned as Non-Statutory Document.
- xii) Information regarding any litigation or arbitration during the last five years in which the Bidder is involved, the parties concerned, the disputed amount, and the matter.

Note: The RFP will be summarily rejected if any of these documents are not submitted. The Lowest Bidder shall produce hard copies of the requisite documents after opening the Financial Bid. Original documents shall have to be shown if required by the authority.

4.1.2 Additional Documents:

- i) Registration details with any Government or Semi-Government or other organization.
- ii) Relevant documents of important Projects in hand/projects completed in the last 5 years.
- iii) Any other information to indicate technical management competence.

4.1.3 Technical:

- i. Intending tenderers should produce credentials of a similar nature of completed work of the minimum value of Rs. 15 Lakhs/- of the estimated amount put to tender during 5 years prior to the date of issue of the tender notice; or
- i) Intending tenderers should produce credentials of Minimum 05 years similar nature of completed work of the minimum value of Rs. 5 Lakhs of the estimated amount put to tender during 5(five) years prior to the date of issue of the tendernotice; or

4.1.4.1 Form-I : The tenderer should attach the said certificate under their signature along with the tender documents. The similar nature of work has been mentioned in the Form-I, therefore agencies who have completion certificate against any of the works mentioned in Form-I shall be eligible for this tender.

4.1.4.2 The Completion Certificate should be pertaining to the work specified



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in the RFP. The completion certificate should not be misleading the authority. If the completion certificate has mention on multiple nature of works executed by the agency in a single tender including the work specified in this RFP, then the value of the work as specified in this RFP will only be taken into account for evaluating the eligibility of the bidder. The decision of the authority in this respect is final and binding.

- 4.1.4.3 If the applicant is an authorized signatory he should submit document of authorization in his favour along with the application. In case of Partnership firm, copies of the partnership deed are to be submitted along with the tender document.
- 4.1.4.4 Individual Work Rate (Activity) shall be quoted in the Financial bid.
- 4.1.4.5 The rate quoted by tenderer shall be inclusive of all elements of taxes and duties, demands, etc.
- 4.1.4.6 The tenderer shall include income tax, GST etc. as applicable if any.
- 4.1.4.7 Lowest valid rate may be accepted, however, the undersigned does not bind himself to do so and reserves the right to reject any or all the tenders, without assigning any reason and also reserves the right to split the work amongst more than one tenderer.
- 4.1.4.8 The payment will be made according to the availability of fund and no financial claim in case of any delay in payment will be entertained.
- 4.1.4.9 The tender accepting authority may ask, any tenderer to submit analysis to justify the rate quoted by the tenderer.
- 4.1.4.10 The Change of dates and any other amendment in this regard shall be informed on website of JSPCB i.e. www.jspcb.org.in .

5. Complaints and Corrective Action

Team Leader of the selected Organization will be responsible to resolve any allegations of irregularity/illegal action of any person on behalf of the Organization. He will be bound to give his response in writing to JSPCB on any alleged irregular or illegal actions taken by the Organization within 7 days of receipt of such complain.

6. Penalties for non-performance

• Termination of Contract

The contract of engaged Organization will be terminated, as decided by JSPCB

- If the performance of the engaged Organization is found to be delayed and non-satisfactory. The engaged Organization will be given a warning, in writing, and asked to improve performance. If performance is not improved within 7 days, JSPCB can replace such engaged Organization after serving a written notice for termination of contract.



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7. **Responsibility of the JSPCB:** To provide required related data to the selected Organization.
8. **General Terms & Conditions**
- The engaged Organization or their representatives shall be held personally responsible for any risks while pursuing the assignment under this RFP.
 - Any serious complaint against the Organization or their representatives that is substantiated shall result in immediate cancellation of the contract including black listing of the Organization for future business with JSPCB, forfeiture of the security deposit. JSPCB shall be free to take any action (including legal recourse) as deemed fit against the Organization for its failure to follow the terms and conditions of the contract.
 - The engaged Organization or their representatives, Employees shall be jointly and severally responsible and liable to the JSPCB for any loss arising out of any misappropriation / embezzlements / misuse or for any omission or for any act of negligence by Organization or their representatives shall indemnify JSPCB for the same.
 - Neither the Organization nor any of the personnel engaged by them for the purpose of the services whether owner, director, partner, employee, shall have employee and employer relationship with the JSPCB.
 - The Organization shall never assign/ outsource the rights and obligation under the Organization agreement.

9. Force Majeure: Force majeure means an event beyond the control of the agency and not involving the agency's fault or negligence and which was not foreseeable. Such events may include wars or revolutions, fires, floods, epidemics, quarantine, restrictions and freight embargos. The decision of the JSPCB, regarding force majeure will be final and binding on the agencies.

The selected agency shall be responsible for end-to-end management of the event, including theme-based programme design, awareness campaigns, logistical arrangements, communication materials, and stakeholder engagement. The programme shall focus on key environmental issues such as air and water pollution, waste management, climate change, biodiversity conservation, and sustainable lifestyle practices, with special reference to the ecological context of Jharkhand.

The scope of work includes but is not limited to organizing workshops, public outreach campaigns, rallies, exhibitions, school and college engagement activities, expert talks etc. The agency will also ensure preparation and dissemination of IEC (Information, Education, and Communication) materials in both Hindi and English, including banners, posters, audio-visual content, and social media campaigns.



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The agency shall propose innovative and participatory approaches for maximizing outreach and impact, including involvement of local communities, self-help groups, educational institutions, industries, and government departments. Emphasis shall be given to measurable outcomes such as number of participants, awareness generated, and community engagement.

The bidder must demonstrate prior experience in organizing similar environmental awareness programmes, preferably with government agencies or reputed Organizations. Supporting documents including past work orders, completion certificates, and financial credentials must be submitted along with the proposal.

The proposal shall include a detailed technical plan outlining the methodology, programme schedule, outreach strategy, and team composition, along with a financial bid providing item-wise cost estimates. The financial proposal must be reasonable, transparent, and aligned with prevailing government norms.

The selected agency shall work in close coordination with JSPCB and comply with all guidelines, reporting requirements, and timelines. A detailed report including

photographs, videos, media coverage, and impact assessment shall be submitted upon completion of the programme.

Sd/-
Rajeev Lochan Bakshi,
Member Secretary



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FORM – I CREDENTIAL CERTIFICATE

1	Name of the work	:	
2	Name of the client	:	
3	Amount put to tender	:	
4	Contractual amount against the tender	:	
5	Date of commencement of work	:	
6	Date of completion as per work order	:	
7	Actual date of completion	:	
8	Final gross value of the bill for – Project reg. Awareness Program	:	

I hereby declare that all the statements made above are true to my knowledge. I also understand that any discrepancy found in the above statement will render me liable for cancellation of my tender.

(Signature of the bidder)

Note:

1. While calculating the amount, i.e, money value of the major item 'Earthwork' stated above, amount of all sub- items like leads, lifts, disposal, transportation included in the major item should be arithmetically added.
2. Completion Certificate for fully (100%) completed works will only be considered.



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FORM – II

STATEMENT ON ANNUAL TURNOVER FROM CONTRACTUAL BUSINESS

This is to certify that the following statement is the summary of the audited Balance sheet arrived from contractual business in favour of for the Five consecutive years.

Sl. No.	Financial		Remarks
	Year	Turnover (rounded of)	
1	2021-2022		
2	2022-2023		
3	2023-2024		
4	2024-2025		
5	2025-2026		
Total			
Average Turnover			

Note

- i) Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
- ii) Average turnover for 5 years is to be obtained by dividing the total turnover by 2 (two).

Signature of the Bidder



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ANNEXURE-I

APPLICATION FOR TENDER

To

Rajeev Lochan Bakshi,

Member Secretary

Ref: - Tender for _____

(Name of work).

T.No. : _____(Sl. No. _____)/Estt/ 2026-2027.

Dear Sir,

Having examined the technical cover, OID cover & all other documents, I/we hereby would like to state that I/we will fully accept all your conditions and offer to execute the works as per e-Tender no and Serial no stated above. I/We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this _____ day of _____ 202_____

Full name of Bidder / Contractor : _____

Signature : _____

In the capacity of : _____

Duly authorized to sign bids

for & on behalf of (Name of Firm) : _____

Office address with seal if any : _____

Telephone no(s) (office): _____

Mobile No : _____

Fax No: _____

E mail ID: _____



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ANNEXURE-II

SAMPLE FORMAT FOR AFFIDAVIT

I, Sri, S/o Sri, aged.....
Years, Residing at....., Proprietor/Partner/Director of
....., do hereby solemnly affirm and declare in connection with _
“Organising Awareness Programme World Environment Day 2026” as follows

:

- 1) That I, the undersigned, do certify that all the information furnished & statements made in the bid documents are true and correct to the best of my knowledge and belief.
- 2) If the contract is awarded to us, I/We should have service centre equipped with requisite instruments according to the requirements of works to be executed.
- 3) If the contract is awarded to us, we will deploy at site all necessary Technical Personnel as listed below for efficient contract management and supervision of works with a view to achieving best quality of works at site.

Sl. No.	Personnel	Required Qualification	Minimum Experience	No. of Persons
1.	Project Co-ordinator	M.B.A in Human Resources/MSW	3 years	
2.	Project Assistant	B.B.A and Mass Communication	3 years	

- 4) The undersigned also certifies that neither we have abandoned any work awarded to us, nor any penal action was taken against us by any department. The undersigned also declares that we do not have any running litigation with any department.

Signature of the Contractor

Place:

Date:



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TOWNSHIP ADMINISTRATION BUILDING, HEC, Complex, Dhurwa, Ranchi 834004

1	Name of the work	:	
2	Name of the client	:	
3	Amount put to tender	:	
4	Contractual amount against the tender	:	
5	Date of commencement of work	:	
6	Date of completion as per work order	:	
7	Actual date of completion	:	
8	Final gross value of the bill for – Project reg. Information Education Communication (IEC)	:	
Note: In case of completion of multiple nature of works in a single tender, then the value of work as specified in the NIT shall only be taken for the eligibility of the bidder.			

I hereby declare that all the statements made above are true to my knowledge. I also understand that any discrepancy found in the above statement will render me liable for cancellation of my tender.

(Signature of the bidder)

Note:

3. While calculating the amount, i.e, money value of the major item 'Earthwork' stated above, amount of all sub- items like leads, lifts, disposal, transportation included in the major item should be arithmetically added.
4. Completion



JHARKHAND STATE POLLUTION CONTROL BOARD

TOWNSHIP ADMINISTRATION BUILDING, HEC, Complex, Dhurwa, Ranchi 834004



JHARKHAND STATE POLLUTION CONTROL BOARD

ANNEXURE-III
TOWNSHIP ADMINISTRATION BUILDING, HEC, Complex, Dhurwa, Ranchi 834004

EXPERIENCE PROFILE

ANNEXURE-III EXPERIENCE PROFILE

LIST OF WORKS COMPLETED WHICH ARE SIMILAR IN NATURE AND EXECUTED DURING THE LAST TWO YEARS IN ANY GOVT. DEPARTMENT / GOVT. UNDERTAKING / STATUTORY BODY UP TO A VALUE OF NOT LESS THAN THE DESIRED VALUE OF THE TENDER

Name of Employer	Name, Location & nature of work	Contract price in Indian Rs.	Work Order Date	Date of completion of work as per work order	Actual date of starting the work	Actual date of completion the work	Reasons for delay in completion (if any)

Signature of the Contractor/company/agency

Note : (a) Certificate from the Employers to be attached.

(b) Non-disclosure of any information in the Schedule will result in disqualification of the firm.

(c) No tender will be deemed to be fit for consideration unless the tender documents are fully and completely filled in. All information's that may be asked from a tenderer must be unequivocally furnished. Any tender which is incomplete or does not comply with the prescribed conditions or stipulations laid down herein to rejection at the time of opening or during subsequent scrutiny. Tender received with conditional rate will be liable to rejection at the time of opening.

(d) Canvassing in connection with the tender is strictly prohibited and a tenderer who resorts to this will render his tender liable to rejection.

(e) No alteration shall be permitted to be made by the tenderer in any tender after its submission.



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