



JHARKHAND STATE POLLUTION CONTROL BOARD

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

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

Project: Organizing Awareness Programme in Schools/Colleges

Jharkhand State Pollution Control Board, Jharkhand, invites sealed proposals from eligible agencies, NGOs, institutions, and organizations for the conceptualization, planning, and execution of an awareness programme.

1. Introduction

JSPCB is soliciting sealed proposals from eligible organizations for an awareness campaign in schools/Colleges

2. Objectives

The objective of the programme is to promote awareness among institutions, students, in alignment with national and global environmental priorities. The objectives that need to be addressed have been identified as follows:

- i) Raise awareness about the importance of proper solid waste management (SWM) for 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 of sustainable resource management practices, including water conservation, energy efficiency, and reduction of the carbon footprint.
- vi) Encourage the adoption of environmentally sound practices such as waste minimization, source segregation, recycling, and scientific disposal in both urban and rural settings.
- vii) Promote behavioral change towards the reduction of single-use plastics and encourage the use of eco-friendly alternatives in daily life.
- viii) Disseminate knowledge on biodiversity conservation, forestation, and protection of local ecosystems, including rivers and forest.

areas.

- ix) Encourage youth participation by 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.

3. Background:

The Jharkhand State Pollution Control Board invites detailed technical and financial proposals from organizations experienced of implementing School/College awareness programmes. 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 students 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, to effectively convey key environmental messages. Emphasis will be placed on fostering behavioral and attitudinal change, encouraging citizen participation, and strengthening the adoption of sustainable practices at institutional levels.

The Public Awareness strategy should ensure inclusive outreach, targeting urban and rural students, 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

4. Scope of Work

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

- **Awareness Program (Minimum -10 days)**
 - ❖ Schools/colleges
 - ❖ Interactive Sessions
 - ❖ Art & Creative Competitions
 - ❖ Quiz Competition
 - ❖ Use of local language (Hindi/regional dialects) to ensure better outreach
- **Preparation of:**
 - ❖ Question Sets
 - ❖ Evaluation Criteria
 - ❖ Prize Distribution

The Said Programme shall be carried out for 10 days at different location in different topic with different activity.

5. Budget:

Tentative Maximum Project Cost is less than 6 lakhs (Including GST)

Schedule of Dates:

Sl. No.	Activity	Date & Time
1	Document download start date	: 26 th September at 6:00 P.M.
2	Document download end date & time	: 12 th October up to 3:00 P.M.
3	Bid submission start date	: 28 th September at 11:00 A.M.
4	Last date of online submission of Technical Bid and Financial Bid.	: 12 th October up to 5:00 P.M.
5	Opening of Bid at the office of the Member Secretary, JSPCB, Ranchi	: 13 th October at 3:00 P.M.
6	Opening of Tender Financial Bid at the office of the Member Secretary, JSPCB, Ranchi	: 13 th October at 5 P.M



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6. Request for Tender

Details of the Tender Document shall be available on the official website of JSPCB: www.jspcb.org.in

7. Submission of Tender

The tender shall be submitted through a two-bid system, i.e., Technical Bid and Financial Bid, by 12.10.2026 at 5:00 PM.

Sd/-

Rajeev Lochan Bakshi

Member Secretary

1. PREPARATION OF THE PROPOSAL

1.1 The Organization's Proposal shall consist of the following covers:

- (i) Envelope I: Letter containing the 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 the person(s) fully authorized 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 documents in two covers (folders):

- a. Technical Cover containing the following documents:
 - i. RFP
 - ii. Bidder's file (all Forms and Annexure)
 - b. Document as mentioned in Para 3.1 and 3.2
 - c. Copy of Presentation to be submitted in Hard Copy.
- All mandatory documents.

3. Receiving Documents:

Relevant tender documents must be submitted for participation in this tender. If the mandatory documents are not submitted within the stipulated date and time, the bid of the applicant shall be summarily rejected and the bid offer shall not be opened. The details of mandatory documents are given below:

3.1 General Condition:

- 1. The bidder shall submit a detailed technical proposal, including methodology, activity plan, manpower deployment, outreach strategy and proposed IEC/communication approach.
- 2. The bidder shall have adequate organizational capacity and resources for

planning, coordination, IEC material development, school/college engagement, competitions, outreach activities, documentation and reporting.

3. The bidder shall not have been blacklisted/debarred by any Central Government Department, State Government Department, Government Undertaking, PSU, Statutory Body or Local Authority as on the date of submission of the bid. An undertaking to this effect shall be submitted.
4. The bidder shall have the required technical personnel with the qualifications and experience specified in this RFP and shall deploy the approved personnel for execution of the programme.
5. The bidder shall submit a valid work order/agreement along with the completion certificate or satisfactory performance certificate in support of the experience claimed.
6. The bidder shall have successfully completed at least two similar environmental awareness, IEC, education, outreach, school/college awareness or public communication programme for any Government Department/Government Undertaking/Statutory Body/Autonomous Body/PSU/Local Body or reputed organization during the last three years.
7. The bidder shall have valid PAN and GST Registration, wherever applicable, and shall submit documentary proof.
8. The bidder shall be a legally register organization/firm/company/NGO/institution eligible to undertake awareness and outreach programmes.
9. The bidder/agency/organization shall satisfy the following minimum qualification requirements for participation in the tender:
10. The bidder/agency/organization shall satisfy the following minimum qualification requirements for participation in the tender:

3.2 ELIGIBILITY / QUALIFICATION CRITERIA

- i. Name and address, including registration details, of the Firm/Company/Agency, along with the name of the proprietor/partner, etc.
- ii. Application Form with Annexure-I.
- iii. Completion Certificate in Form-I and details of similar types of projects/jobs executed for any Government/Semi-Government Undertaking/Autonomous/Private Sector/Statutory Body/Local Body, with the requisite single tender value.

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- iv. PAN Card.
- v. Latest Professional Tax Return.
- vi. GST Registration Certificate.
- vii. Latest GST Return, i.e., up to 31.06.2026.
- viii. Details of Technical Personnel, along with supporting documents, available with the tenderer.
- ix. CA Certified Annual Return Minimum 20 Lakhs within Three Years.
- x. Experience Certificate.

Note: The bid/proposal 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 of the Financial Bid. Original documents shall have to be shown, if required by the authority.

3.3 Technical:

Form-I: The tenderer should attach the said certificate duly signed along with the tender documents. The similar nature of work has been specified in Form-I; therefore, agencies having completion certificates for any of the works mentioned in Form-I shall be eligible for this tender.

3.4 The Completion Certificate should pertain to the work specified

in the RFP. The Completion Certificate should not be misleading to the authority. If the Completion Certificate mentions multiple types of work executed by the agency under a single tender, including the work specified in this RFP, only the value of the work specified in this RFP shall be taken into account for evaluating the eligibility of the bidder. The decision of the authority in this regard shall be final and binding.

If the applicant is an authorized signatory, he/she shall submit the document of authorization in his/her favour along with the application. In case of a partnership firm, a copy of the partnership deed shall be submitted along with the tender document.

3.5 Individual activity-wise rates shall be quoted in the Financial Bid.

The rates quoted by the tenderer shall be inclusive of all applicable taxes, duties, levies, and other charges.

3.6 The tenderer shall include Income Tax, GST, etc., as applicable.

- I. The 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 tenders without assigning any reason. The undersigned also reserves the right to split the work among more than one tenderer.
- II. Payment shall be made subject to the availability of funds, and no financial claim arising from any delay in payment shall be entertained.
- III. The tender-accepting authority may ask any tenderer to submit an analysis to justify the rate quoted.
- IV. Any change in dates or other amendment in this regard shall be notified on the JSPCB website, i.e., www.jspcb.org.in.

4. Complaints and Corrective Action

The Proprietor/Director of the selected Organization shall be responsible for resolving any allegations of irregularity/illegal action by any person on behalf of the Organization. He/she shall submit a written response to JSPCB regarding any alleged irregular or illegal action taken by the Organization within 7 days of receipt of such complaint.

5. Penalties for Non-Performance

- Termination of Contract

The contract of the engaged Organization may be terminated, as decided by JSPCB, in accordance with the terms and conditions of the contract.

- The JSPCB is reserved to right to terminate the tender/contract or unsatisfactory, the engaged Organization shall be given a written warning and asked to improve its performance. If the performance is not improved within 7 days, JSPCB may replace the engaged Organization after serving a written notice for termination of the contract.

6. General Terms & Conditions

- a) The engaged Organization or its representatives shall be personally responsible for any risks while carrying out the assignment under this RFP.
- b) Any serious complaint against the Organization or its representatives that is substantiated shall result in immediate cancellation of the contract, including blacklisting of the Organization for future business with JSPCB and forfeiture of the security deposit. JSPCB shall be free to take any action, including legal recourse, as deemed fit against the Organization for failure to comply with the terms and conditions of the contract.
- c) The engaged Organization, its representatives, and employees shall be jointly and severally responsible and liable to JSPCB for any loss arising out of any misappropriation, embezzlement, misuse, omission, or negligent act. The Organization or its representatives shall indemnify JSPCB against the same.
- d) Neither the Organization nor any personnel engaged by it for the purpose of the services, whether owner, director, partner, or employee, shall have an employer-employee relationship with JSPCB.
- e) The Organization shall not assign or outsource the rights and obligations under the Organization Agreement.

2. Force Majeure:

Force majeure means an event beyond the control of the agency, 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 embargoes. The decision of JSPCB regarding force majeure shall be final and binding on the agency.

The selected agency shall be responsible for the end-to-end management of the programme, 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



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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, school and college engagement activities, expert talks, etc. The agency shall also ensure the preparation and dissemination of IEC (Information, Education, and Communication) materials in both Hindi and English, Local Language including banners, posters, audio-visual content, and social media campaigns.

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 governThe 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, shall be submitted upon completion of the programme.

Sd/-

Rajeev Lochan Bakshi,

Member Secretary

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 the Awareness Programme	:	

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:

- Note: In case of multiple components/activities in a single work order, only the value of the work relevant to the present tender shall be considered for determining the eligibility of the bidder.
- Completion Certificates for fully (100%) completed works shall 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 a summary of the audited Balance Sheets showing turnover from contractual business in favour of

.....for the Three consecutive financial years.

Sl. No.	Turnover (rounded off)		Remarks
	Financial Year	Turnover (rounded off)	
1	2023-2024		
2	2024-2025		
3	2025-2026		
Total			
Average Turnover			

Note

- Average turnover shall be expressed in lakh rupees, rounded to two digits after the decimal.

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, and all other documents, I/We hereby state that I/We fully accept all your conditions and offer to execute the work as per the e-Tender number and Serial Number stated above. I/We also agree to remedy any defects during/after 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: _____

Tele phone(s)(office): _____

Mobile No: _____

Fax No: _____

E mail ID:

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ANNEXURE-II

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 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.				
2.				

- 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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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:

- 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.
- Completion