

PUJALI MUNICIPALITY

Office of the Board of Administrator

P.O.: Purba Nischintapur, P.S.: Pujali, South 24 Parganas, Kolkata 700138. Ohone : 2482 2267, 2482 0252

Email: pujalimunicipality@yahoo.co.in, web: www.pujalimunicipality.in



Memo No: **1136A/P.M/Engg-52/1/26**

Date: **04.08.26**

Selection of Non-Governmental Organizations (NGOs) for Implementation of Tree Plantation Programme under "SobujSwadhinata Programme"

1. Back Ground:

The Government of West Bengal has launched the SobujSwadhinata Programme to enhance urban green cover, improve environmental sustainability, strengthen climate resilience, and encourage community participation in urban forestry.

To ensure scientific plantation, community ownership, survival of saplings and sustainable maintenance, Pujali Municipality invites Expression of Interest (EOI) from eligible NGOs having experience in plantation, environmental conservation, community mobilization and livelihood promotion.

2. Objectives:

The selected NGO shall support Urban Local Bodies (ULBs) in:

- Plantation of native tree species.
- Community mobilization and awareness.
- Scientific plantation and maintenance.
- Survival monitoring.
- Capacity building of SHGs members.
- Digital documentation and reporting.
- Environmental education and citizen participation.

3. Scope of Work

The selected NGO shall undertake the following activities:

A. Pre-Plantation Activities

- Site survey and mapping
- Soil assessment
- Preparation of plantation plan
- Species selection in consultation with Forest Department/ULB
- Community consultation

B. Plantation Activities

- Pit digging
- Plantation of saplings
- Installation of tree guards (where required)
- Geo-tagging of plantation sites
- QR coding (if applicable)

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C. Maintenance

- Regular watering
- Weeding
- Mulching
- Soil improvement
- Replacement of dead saplings
- Protection from grazing and vandalism
- Disease and pest management

D. Monitoring

- Monthly survival assessment
- Digital MIS reporting
- Geo-tagged photographs
- Progress reports

E. Awareness Activities

- School plantation drives
- SHG participation
- Independence Day Programme
- Van Mahotsav
- Awareness campaigns

4. Eligibility Criteria

Interested NGOs should satisfy the following:

- Registered Society/Trust/Section-8 Company.
- Minimum **1 years** of experience.
- At least **1 completed projects** in plantation/environment/community development.
- Experience of working with Government Departments/ULBs/PSUs.
- Valid PAN.
- Registration under applicable Acts.
- Latest Audited Financial Statements for last 1 years.
- Annual turnover of at least **Rs. 5 lakh** in any one of the last three financial years.
- Adequate professional manpower.
- No blacklisting declaration.

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5. Documents to be Submitted

Applicants shall submit:

1. Covering Letter.
2. NGO Profile.
3. Registration Certificate.
4. PAN.
5. GST Registration (if applicable).
6. Audited Accounts (last 3 years).
7. Annual Reports.
8. Experience Certificates.
9. Work Orders and Completion Certificates.
10. List of Technical Staff.
11. Proposed Methodology.
12. Financial Capability Statement.
13. Self-declaration regarding non-blacklisting.

6. Evaluation Criteria:

Criteria	Marks
Organizational Experience	20
Relevant Plantation Experience	30
Financial Capacity	20
Methodology & Implementation Plan	20
Presentation	10
Total	100

Minimum qualifying marks: 70

7. Important Dates

Particulars	Date & Time
Date of Publication of EOI	04.08.2026
Download of EOI Documents	From 04.08.2026
Last Date & Time for Submission of EOI	11.08.2026 up to 3:00 PM
Opening of Technical Proposals	12.08.2026 at 4:00 PM
Presentation by Shortlisted NGOs (if required)	13.08.2026 at 11:00 AM



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8. Duration of Assignment:

The engagement shall initially be for **two (2) years**, extendable based on satisfactory performance.

9. Deliverables"

The NGO shall submit:

- Plantation Plan
- Monthly Progress Reports
- Geo-tagged Photographs
- Survival Reports
- Quarterly Monitoring Reports
- Final Completion Report

10. Payment Terms:

Payments shall be milestone-based, linked with:

- Plantation completion
- Survival percentage
- Submission of reports
- Verification by District/ULB

11. Performance Indicator:

The selected NGO shall ensure:

- Minimum **85% survival rate** after one year. Replacement if required
- Timely maintenance.
- Community participation.
- Digital reporting.
- Compliance with environmental standards.

12. General Conditions:

ULB reserves the right to:

- Accept or reject any or all EOIs without assigning any reason.
- Modify the scope of work.
- Increase or decrease the number of project locations.
- Terminate the assignment for unsatisfactory performance.

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Date: 04/02/26.



13. Submission of EOI:

Interested NGOs shall submit their proposals in sealed envelopes super scribed:

"EOI for Selection of NGO for Tree Plantation Programme under SobujSwadhinata Programme"

The proposal shall contain:

- Final Proposal
- Supporting Documents
- Signed Declarations

No financial proposal is required at the EOI stage.

14. Annexure:

- Annexure-I : Application Form
- Annexure-II : NGO Profile
- Annexure-III : Relevant Experience
- Annexure-IV : Financial Capacity
- Annexure-V : Declaration of Non-Blacklisting

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[Signature]
Administrator

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