



Bankura Municipality

Bankura

E-mail: bankuramunicipality@rediffmail.com
Website: www.bankuramunicipality.org

From: Administrator
BANKURA MUNICIPALITY

Memo No. 0861/NULM/BM

Date 05.08.2026

Notice Inviting Expression of Interest (EOI) for plantation of saplings and upkeeping of those saplings.
Bankura Municipality invites Expression of Interest (EOI) from eligible Non Governmental Organisations having experience for 2 years for the below mentioned works.

1. Scope of works:

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
- Procurement support

B. Plantation Activities

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

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
- Third-party verification support

E. Awareness Activities

- School plantation drives
- SHG participation



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- Independence Day Programme
- Van Mahotsav
- Awareness campaigns

2. 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 3 years.
- Annual turnover of at least **Rs. 5 lakh** in any one of the last three financial years.
- Adequate professional manpower.
- No blacklisting declaration.

3. 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.

4. Evaluation Criteria:

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



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Criteria	Marks
Total	100

Minimum qualifying marks: 70

5. Duration of Assignment:

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

6. Deliverables

The NGO shall submit:

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

7. Payment Terms:

Payments shall be milestone-based, linked with:

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

8. Performance Indicator:

The selected NGO shall ensure:

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

9. 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.



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- Terminate the assignment for unsatisfactory performance.

10. Submission of EOI:

Interested NGOs shall submit their proposals in sealed envelopes superscribed:

"EOI for Selection of NGO for Tree Plantation Programme under Sobuj Swadhinata Programme"

The proposal shall contain:

- Final Proposal
- Supporting Documents
- Signed Declarations

No financial proposal is required at the EOI stage.

11. Contact Details:

~~Bankura Municipal Corporation/ Municipality/ N.A.A....~~

Contact No: Basundhara Das – 8391086400
Bosudeb Misra - 8900277418

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

❖ Documents to be submitted through sealed envelope at drop box to be kept at the office of NULM, Bankura Municipality by dated 12.08.2026.

B. Misra 05.08.2026
Accountant
NULM
Bankura Municipality

B. Misra
CMM- SD & I
NULM 05/08/2026
Bankura Municipality

Chandra
Executive Officer
Bankura Municipality
05.08.26