

OFFICE OF THE COUNCILLORS, BARUIPUR MUNICIPALITY

BARUIPUR, SOUTH 24 PARGANAS, KOLKATA – 700144,

✉: barui_07@yahoo.com

☎ : (033)2433-8201/2433-0980 Fax: (033) 2433-0980

Memo No: 645 /BM/NULM /2026-27

Date: 05/08/2026

Expression of Interest (EOI)

For

Engagement of Agency/Organization

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

Baruipur Municipality

Last date for submission of EOI – 11.08.2026 within 2 p.m.

NOTIFICATION- Expression of Interest

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Subject :- Selection of Non-Governmental Organizations (NGOs) for Implementation of Tree Plantation Programme under "Sobuj Swadhinata Programme"

1. Back Ground:

The Government of West Bengal has launched the **Sobuj Swadhinata 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, SUDA 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
- Procurement support
-

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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
- Independence Day Programme
- Van Mahotsav
- Awareness campaigns

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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.

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.

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. 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. Duration of Assignment:

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

8. Deliverables”

The NGO shall submit:

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

9. Payment Terms:

Payments shall be milestone-based, linked with:

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



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10. Performance Indicator:

The selected NGO shall ensure:

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

11. 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.

12. 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.

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13. Contact Details:

CHAIRMAN, BARUIPUR MUNICIPALITY

KULPI ROAD , BARUIPUR, SOUTH 24 PARGANAS, KOLKATA-700144

Contact Person - Haripada Purkait (Executive Officer)

Contact No: - 9432312241

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



Chairman

Baruipur Municipality

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