



MADHYAMGRAM MUNICIPALITY

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Memo No.: MM/EO/NULM/1165/1/26-27

Date: 03/08/2026



Notice inviting Expression of Interest (EOI) for Selection of Non-Governmental Organization (NGO) for Implementation of "Sabuj Swadhinata – Ekti Gaach Mayer Naame" Programme

Madhyamgram Municipality invites Expression of Interest (EOI) from eligible and experienced Non-Governmental Organizations (NGOs) for implementation of the "Sabuj Swadhinata – Ekti Gaach Mayer Naame" Programme, in accordance with SUDA Memo No. 14012(99)/5/2026-NULM SEC-SUDA dated 03.08.2026.

The selected NGO shall assist the Municipality in scientific plantation, maintenance of saplings, community mobilization, awareness generation, monitoring, reporting and other related activities under the programme.

1. Name of the Assignment

Selection of NGO for Implementation of "Sabuj Swadhinata – Ekti Gaach Mayer Naame" Programme under Madhyamgram Municipality.

2. Eligibility Criteria

Interested NGOs should fulfill the following criteria:

- Registered Society/Trust/Section-8 Company.
- Minimum one (01) year of experience.
- At least one completed project in plantation/environment/community development.
- Experience of working with Government Departments/ULBs/PSUs.
- Valid PAN.
- GST Registration Certificate (where applicable).
- Audited Financial Statements for the last three financial years.
- Annual turnover of at least Rs.5.00 lakh in any one of the last three financial years.
- Adequate professional manpower.
- Self-declaration regarding non-blacklisting.

3. Documents to be Submitted

Applicants shall submit:

1. Covering Letter.
2. NGO Profile.
3. Registration Certificate.
4. PAN Card.



5. GST Registration Certificate.
6. Audited Financial Statements (Last 3 Years).
7. Annual Reports.
8. Experience Certificates.
9. Work Orders & Completion Certificates.
10. List of Technical Staff.
11. Proposed Methodology & Work Plan.
12. Financial Capability Statement.
13. Self-declaration regarding Non-Blacklisting.

4. Scope of Work

The selected NGO shall undertake all activities mentioned in the EOI document including:

- Site survey and plantation planning.
- Plantation of native tree species.
- Community mobilization.
- Scientific maintenance.
- Watering and replacement of dead saplings.
- Survival monitoring.
- Geo-tagging and digital reporting.
- Awareness programmes involving SHGs, schools and citizens.
- Submission of monthly and quarterly progress reports.

5. Evaluation Method

The applications shall be evaluated on the following 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.



6. Important Dates

Particulars	Date & Time
Date of Publication of EOI	03.08.2026
Download of EOI Documents	From 03.08.2026
Last Date & Time for Submission of EOI	11.08.2026 up to 3:00 PM
Opening of Technical Proposals	11.08.2026 at 4:00 PM
Presentation by Shortlisted NGOs (if required)	13.08.2026 at 11:00 AM

7. Place of Submission

The completed proposal in a sealed envelope super scribed:

"EOI for Selection of NGO for Implementation of 'Sabuj Swadhinata - Ekti Gaach Mayer Naame' Programme"

shall be submitted to:

The Executive Officer
Madhyamgram Municipality
NULM Department
Madhyamgram, North 24 Parganas

During office hours on or before the stipulated date and time.

8. General Instructions

- Incomplete applications shall be summarily rejected.
- No financial proposal is required at the EOI stage.
- Madhyamgram Municipality reserves the right to accept or reject any or all EOIs without assigning any reason.
- The Municipality also reserves the right to modify the scope of work or cancel the EOI process at any stage without prior notice.

For any clarification, applicants may contact:

NULM Department
Madhyamgram Municipality
North 24 Parganas


Executive Officer
Madhyamgram Municipality
North 24 Parganas

ANNEXURE – I

APPLICATION FORM

Expression of Interest (EOI)

Selection of Non-Governmental Organization (NGO) for Implementation of

"Sabuj Swadhinata – Ekti Gaach Mayer Naame"

Madhyamgram Municipality

1. General Information

Sl. No.	Particulars	Details to be Furnished
1	Name of the NGO/Organization	
2	Registered Address	
3	Correspondence Address	
4	Name of the Chief Functionary/Authorized Signatory	
5	Designation	
6	Mobile No.	
7	Telephone No.	
8	E-mail ID	
9	Website (if any)	
10	Year of Establishment	
11	Legal Status (Society/Trust/Section-8 Company)	
12	Registration No.	
13	Date of Registration	
14	PAN No.	
15	GST Registration No.	

2. Experience Details

Particulars	Details
Total Years of Experience	
Number of Plantation/Environmental Projects Completed	
Number of Government/ULB/PSU Projects Executed	
Experience in Community Mobilization	Yes / No
Experience with SHGs/Livelihood Programmes	Yes / No

3. Financial Information

Particulars	Details
Annual Turnover (FY 2023-24)	Rs.
Annual Turnover (FY 2024-25)	Rs.
Annual Turnover (FY 2025-26)	Rs.

4. Technical Manpower

Sl. No.	Category of Staff	Number Available
1	Project Manager	
2	Plantation/Environmental Expert	
3	Field Supervisors	
4	Community Mobilizers	
5	MIS/Data Entry Personnel	
6	Other Technical Staff	

5. Checklist of Documents Enclosed

Please tick (✓) the documents enclosed with the application.

Sl. No.	Document	Enclosed (✓)
1	Covering Letter	
2	NGO Profile	
3	Registration Certificate	
4	PAN Card	
5	GST Registration Certificate (if applicable)	
6	Audited Financial Statements (Last 3 Years)	
7	Annual Reports	
8	Experience Certificates	
9	Work Orders & Completion Certificates	
10	List of Technical Staff	
11	Proposed Methodology & Implementation Plan	
12	Financial Capability Statement	
13	Declaration of Non-Blacklisting	

6. Declaration

I/We hereby declare that:

1. The information furnished in this application is true and correct to the best of my/our knowledge and belief.
2. I/We have carefully read and understood the terms and conditions of the EOI and agree to abide by them.
3. I/We certify that our organization has not been blacklisted by any Central Government, State Government, Urban Local Body, PSU or any other Government Agency.
4. I/We understand that furnishing any false information may lead to rejection of this application at any stage.
5. I/We agree that the decision of Madhyamgram Municipality regarding selection of the NGO shall be final and binding.

Place: _____

Date: _____

Signature of the Authorized Signatory

Name: _____

Designation: _____

Name of the Organization: _____

Official Seal of the Organization

ANNEXURE – II

NGO PROFILE

Expression of Interest (EOI)

Selection of Non-Governmental Organization (NGO) for Implementation of

"Sabuj Swadhinata – Ekti Gaach Mayer Naame"

Madhyamgram Municipality

A. Organization Details

Sl. No.	Particulars	Information to be Furnished
1	Name of the Organization	
2	Registered Office Address	
3	Correspondence Address	
4	Telephone No.	
5	Mobile No.	
6	E-mail ID	
7	Website (if any)	
8	Legal Status (Society/Trust/Section-8 Company)	
9	Registration Number	
10	Date of Registration	
11	Registration Valid Up to (if applicable)	
12	PAN Number	
13	GST Registration Number	
14	12A Registration No. (if applicable)	
15	80G Registration No. (if applicable)	
16	FCRA Registration No. (if applicable)	

B. Key Functionaries

Name Designation Qualification Experience (Years) Contact Number

C. Organizational Experience

1. Year of Establishment: _____
2. Total Years of Experience: _____
3. Brief Profile of the Organization (Maximum 500 words)

D. Area of Expertise

Please tick (✓) the relevant fields.

Area	Yes/No
Tree Plantation	
Environmental Conservation	
Urban Forestry	
Climate Change & Sustainability	
Community Mobilization	
SHG Promotion & Capacity Building	
Livelihood Promotion	
Awareness & IEC Activities	
Digital Monitoring & MIS	
Other (Specify)	

E. Experience with Government Departments/ULBs/PSUs

Name of Department/Organization	Nature of Assignment	Year	Contract Value (Rs.)	Status (Completed/Ongoing)
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F. Technical & Professional Manpower

Category	Number Available
Project Manager	
Environmental/Forestry Expert	
Civil/Agriculture/Horticulture Expert	
Field Supervisors	
Community Mobilizers	
MIS/IT Personnel	
Finance & Accounts Personnel	
Administrative Staff	
Other (Specify)	

G. Infrastructure Available

Please provide details of the infrastructure available with the organization.

Particulars	Details
Office Space	
Computers/Laptops	
Internet Connectivity	
Vehicles	
Field Equipment	
GPS/Geo-tagging Facility	
Other Infrastructure	

H. Financial Details

Financial Year	Annual Turnover (Rs.)
2023-24	
2024-25	
2025-26	

I. Bank Details

Particulars	Details
Name of Bank	
Branch	
Account Name	
Account Number	
IFSC Code	

J. References

Provide details of two references from Government Departments/ULBs/PSUs.

Name Designation Organization Mobile No. Email

Declaration

I/We certify that the information furnished above is true and correct to the best of my/our knowledge and belief. The supporting documents enclosed with this profile are authentic. I/We understand that any false or misleading information may result in rejection of our application at any stage.

Place: _____

Date: _____

Signature of the Authorized Signatory

Name: _____

Designation: _____

Name of the Organization: _____

Official Seal of the Organization

ANNEXURE – III

FORMAT FOR RELEVANT EXPERIENCE

Expression of Interest (EOI)
Selection of Non-Governmental Organization (NGO) for Implementation of
"Sabuj Swadhinata – Ekti Gaach Mayer Naame"
Madhyamgram Municipality

A. Summary of Relevant Experience

Sl. No.	Particulars	Details
1	Total Number of Plantation/Environmental Projects Completed	
2	Total Number of Government/ULB/PSU Projects Completed	
3	Total Years of Relevant Experience	
4	Total Value of Relevant Assignments (Rs.)	

B. Details of Relevant Assignments

(Use additional sheets, if required)

Sl. No.	Name of the Project	Client (Govt./ULB/PSU/Other)	Nature of Work	Project Period (From-To)	Project Cost (Rs.)	Status (Completed/Ongoing)	Supporting Documents Enclosed (Yes/No)
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1

2

3

4

5

C. Details of Similar Plantation/Environmental Projects

Sl. No.	Name of Project	Location	Number of Saplings/Beneficiaries Covered	Brief Description of Work	Completion Year	Client
1						
2						
3						

D. Experience in Community Mobilization & SHG Promotion

Sl. No.	Name of Assignment	Client	Activities Undertaken	Number of SHGs/Community Members Covered	Duration
1					
2					
3					

E. Documents Attached

Please tick (✓) the documents enclosed in support of the above experience.

Sl. No.	Document	Enclosed (✓)
1	Work Orders	
2	Completion Certificates	
3	Experience Certificates	
4	Performance Certificates (if any)	
5	Photographs/Geo-tagged Evidence (if available)	
6	Any Other Supporting Documents	

Declaration

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge and belief. The projects mentioned above have been successfully executed by our organization, and documentary evidence in support of the same has been enclosed.

I/We understand that furnishing false or misleading information shall render this application liable for rejection.

Place: _____

Date: _____

Signature of the Authorized Signatory

Name: _____

Designation: _____

Name of the Organization: _____

Official Seal of the Organization

ANNEXURE – IV

FINANCIAL CAPACITY STATEMENT

Expression of Interest (EOI)

Selection of Non-Governmental Organization (NGO) for Implementation of

"Sabuj Swadhinata – Ekti Gaach Mayer Naame"

Madhyamgram Municipality

A. Financial Information of the Organization

1. Annual Turnover

Financial Year	Annual Turnover (Rs.)	Audited (Yes/No)	Name of Auditor
2023–2024			
2024–2025			
2025–2026			

2. Financial Position

Particulars	Amount (Rs.)
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Net Worth	
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Total Assets	
--------------	--

Total Liabilities	
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Current Assets	
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Current Liabilities	
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3. Banking Details

Particulars	Details
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Name of Bank	
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Branch	
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Account Name	
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Account Number	
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IFSC Code	
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4. Financial Capability

Please indicate the financial resources available with the organization.

Particulars	Details
Working Capital Available (Rs.)	
Existing Financial Commitments (Rs.)	
Average Annual Expenditure (Last 3 Years) (Rs.)	
Availability of Funds for Project Implementation	Yes / No

5. Supporting Documents Enclosed

Please tick (✓) the documents enclosed.

Sl. No.	Document	Enclosed (✓)
1	Audited Balance Sheet (FY 2023–24)	
2	Audited Balance Sheet (FY 2024–25)	
3	Audited Balance Sheet (FY 2025–26)	
4	Income & Expenditure Statement (Last 3 Years)	
5	Receipts & Payments Account (Last 3 Years)	
6	Auditor's Report	
7	PAN Card Copy	
8	GST Registration Certificate	
9	Bank Account Details (Cancelled Cheque/Passbook Copy)	
10	Any Other Supporting Financial Documents	

Declaration

I/We hereby certify that the financial information furnished above is true and correct to the best of my/our knowledge and belief. The enclosed financial statements are audited and fairly represent the financial position of the organization.

I/We understand that furnishing any false or misleading information may lead to rejection of our application at any stage of the EOI process.

Place: _____

Date: _____

Signature of the Authorized Signatory

Name: _____

Designation: _____

Name of the Organization: _____

Official Seal of the Organization

Certificate of Chartered Accountant / Statutory Auditor

I/We hereby certify that the financial information furnished above has been verified from the books of accounts and audited financial statements of

_____ (Name of the Organization) and is found to be true and correct.

Name of the Chartered Accountant / Statutory Auditor: _____

Firm Name: _____

Registration No.: _____

Signature: _____

Date: _____

Official Seal

ANNEXURE – V

DECLARATION OF NON- BLACKLISTING

Expression of Interest (EOI)

Selection of Non-Governmental Organization (NGO) for Implementation of

"Sabuj Swadhinata – Ekti Gaach Mayer Naame"

Madhyamgram Municipality

DECLARATION

(On the Letterhead of the Applicant Organization)

To

The Executive Officer

Madhyamgram Municipality

North 24 Parganas, West Bengal

Subject: Declaration regarding Non-Blacklisting.

Sir,

I/We, the undersigned, being the authorized representative(s) of

(Name of the Organization), hereby
solemnly declare and certify that:

1. Our organization has **not been blacklisted, debarred, suspended, or declared ineligible** by any Central Government Department, State Government Department, Urban Local Body (ULB), Municipal Corporation, Municipality, Government Agency, Public Sector Undertaking (PSU), Statutory Body, or any other Government Organization in India as on the date of submission of this EOI.
2. No criminal, vigilance, fraud, corruption, or financial misappropriation proceedings have been initiated or are pending against the organization or its office bearers that would adversely affect the execution of the proposed assignment.
3. The organization has not been involved in any activity that has resulted in termination of any Government contract due to poor performance, breach of contract, or misconduct during the last five (5) years.
4. All information furnished in our EOI application and supporting documents is true, complete, and correct to the best of our knowledge and belief.
5. We understand that if any information provided herein is found to be false, misleading, or incorrect at any stage of the selection process or during execution of the assignment, Madhyamgram Municipality shall have the right to reject our application, terminate the engagement, and take appropriate action as deemed fit, including forfeiture of any benefits arising from the selection.

6. We further undertake to immediately inform Madhyamgram Municipality if, after submission of this declaration, any event occurs that affects the truthfulness of this declaration.

This declaration is made voluntarily for the purpose of participating in the **Expression of Interest (EOI) for Selection of NGO for Implementation of "Sabuj Swadhinata – Ekti Gaach Mayer Naame" Programme** under Madhyamgram Municipality.

Place: _____

Date: _____

For and on behalf of

Name of the Organization: _____

Signature of the Authorized Signatory: _____

Name: _____

Designation: _____

Mobile No.: _____

Email ID: _____

Official Seal of the Organization

Witnesses

Sl. No.	Name	Address	Signature
1			
2			

Note: This declaration must be submitted on the official letterhead of the applicant organization and duly signed and sealed by the Authorized Signatory.