

## **TERMS OF REFERENCE**

### **for Selection of Service Provider for the Material Recovery Facility (MRF)**

#### **for GANJAM DRDA**

#### **Implementation of “Rural & Urban Landscape Free of Dry & Plastic Waste”**

##### **1. Project Background**

The consumption of plastic in India is increasing by a compounded annual growth rate (CAGR) of 10% every year. It is estimated that shortly by 2022, India’s production from virgin plastics would reach a figure of 20.0 million metric tons (MMT) while plastics consumption presently in 2020 is nearly 11.0 MMT. This prioritizes the importance of circular economy approaches usefulness. Reuse, Reduce, Refurbish, Repair, Recycling, and Recovery of the plastics waste (resource/product) in the overall economy of plastics.

The per capita consumption of plastic in India is 11 kgs per person, which is much below the world average per capita consumption of 28 kgs per person. (Figures 2015). HDFC Bank and Centre for Environment Education (CEE) partnered to address the circular economy approaches for dry & plastic waste to be seen as a resource or a product than waste.

##### **The proposed project will focus in meeting the following thresholds:**

- 1. Minimize negative impacts and risks** to the environment and to human health in the pilot areas in both rural and urban and promoting a **zero-waste approach** - zero landfills, zero littering, zero plastic burning, zero emissions, and zero wastages in plastic waste management in rural and urban spaces in India,
- 2. Enhancing a more participatory, integrated sustainable plastic waste management practices**, through a socio-technical model - collection, segregation, transportation, processing/manufacturing and recycling/End of life/Co-processing, its institutionalization with respective national and state governance mechanisms.
- 3. Ensuring compliance with regulations to have efficient use of material resources and improved socio-economic conditions of waste pickers and informal sector.** The project focus is to have systems and processes in place to have an inclusive growth for the informal sector. Bring the informal recyclers into the formal organised and structured sector. This will help better in the recycling industry and in line with the plastic waste management Rules, 2016, 2018 and the Swachh Bharat Mission (Rural) I and II in India.
- 4. Multi stakeholders approach as an integrated model to address better dry and plastic management with support from HDFC BANK and co-financing** (both in-cash and in-kind) from the state and central government funds, NGOs/Companies contributions as waste management agencies (WMAs), by establishing an Swachh Sustainable Business Models (SSBMs) for improved plastic waste management, piloted and implemented in 10+ cities and 140 villages in a state by establishing – dry waste material recovery and recycling facilities as Swachh Centres (SCs), in line with the emerging MOEFCC GOI “National Resource Efficiency Policy” and the “National Materials Recycling Policy”.
- 5. Better Institutionalization in the project both for the informal sector and waste pickers** working in the Swachh Centres (SCs), and in the DRDAs in the rural areas for a more sustainable solution.

##### **2. Objective of the Assignment**

The selected Service Provider (SP) is expected to the following activities:

1. Facilitate implementation of project activities in the areas of dry and plastic waste management in the **assigned rural areas** of **Ganjam** District. The SP will be involved in day-to-day activities for **setting up management and operations of the Material Recovery Facility (MRF) in coordination with the Department of Rural Development Areas (DRDA)** of the respective District.
2. The SP would also facilitate all regulatory and compliance mechanisms required for the effective functioning of MRF.
3. The SP partner will be ensuring **collection, segregation, transportation, processing and recycling Dry & Plastic waste and get a transparent verifiable system of waste flow along the waste value chain in the designated villages, panchayats and block as per table provided below.**

<b>A Minimum Collection Target for total Dry including Plastic waste</b>			
<b>Year</b>	<b>A Minimum Collection Target- Per day</b>	<b>A Minimum No. of working days in a Year</b>	<b>Total Tonnage (MTs)</b>
Year 1	1.4 MTs/day (20 gms per HHs per village/panchayat/day for 80 HHs and 100 villages) + market and other areas 100 kgs/day	1.5 x330	490
Year 2	2.0 MTs/day	2.0x330	660
Year 3	2.5 MTs/Day	2.5x330	825
Year 3.5	3 MTs/Day	3x 330	990
<b>Total</b>			<b>2965</b>

4. The SP will maintain good relations with all stakeholders for sustainable implementation of activities using participatory and gender sensitive tools. Also, maintain good relationships with local and state authorities e.g., state pollution boards; urban local bodies, state environment departments etc. and have an exceptional track record with the waste collectors, related CBOs/NGOs, communities of practice in the community development, Behaviour Change Communications (BCC) and Information, Education and Communications (IEC) processes and systems;
5. The SP will ensure proper monitoring for each activity as per the budgets and **meeting the desired deliverables at all levels and reporting back to the DRDAs**, CEE project units as per required systems.
6. The SP will maintain regular partnership with SHGs at the village, panchayat, and block levels and DRDAs; anchors the program in the designated areas mutually agreed with DRDA and seeks support in the form of infrastructure (land, building, equipment's, fixed and movable assets) as well as ward allocation, policy support, etc. through DRDAs.
7. SP with support from CEE procure the map of district and mark the blocks in district where project have to work. Then mark the Panchayats and villages as well accurately. Keep these maps in safe custody.
8. A proper transportation model needs to be worked digitally before the pickup of waste on distances from each other. A simulated plan for pick up needs to be finalised and agreed.
9. Mark the agreed place for setting up the MRF/MRC to on the MAP. Plan the distances of all Villages, of Panchayats from the MRF/MRC point. This needs to be done for all villages / panchayats in the project. It needs to be a table form as well.
10. Now you plan the route map for pick-up of the Material on every 6/7 days. The vehicles will also be able to cover only 40 no villages in a day. Therefore, we need two vechiles allocated from DRDA/Project. (Please ensure that (one Village to 10 min, then 40 villages 400min, which is equivalent to nearly 7 hours) and with 3 hours travel time. APPROX. One vehicle to start at 8 AM which will reach only at 6PM to empty the trash at the MRF Centre). Initially we need to negotiate 2 Vehicles. Such virtual models to the best accuracy need to be developed and agreed.

11. Secondly list of all institutions in the districts/Block/village /Panchayat. if. Hospital; Anganwadis; School-primary/ middle/ secondary; Shops (in Nos); Markets; Kabadi wallahs, informal recyclers etc needs to be finalised in a table. List of sarpanches to be also accessed.
12. Students graduate/ post graduates as interns needs to be engaged in taking forward the small studies to see the effectiveness of the programs as ongoing monitoring.
13. SP with support from CEE provides capacity building, program monitoring, milestone management, fund management, and offering project support from time to time for best progress in the program.
14. The SP with support from CEE and Program would engage a baseline partner to gather the primary baseline data of current practices, waste scenario and waste picker scenario in the city. Leverage secondary data from DRDAs, DIC and pollution control boards.
15. The SP will organize workshops, meetings, exhibitions etc. as required during the project implementation
16. The SP will create exposure visits, trainings for DRDA, other officials, waste pickers (safaii mitras), and waste collectors (kabadiwallahs) and the SP teams to activate and trigger the motivation in communities of practice to have leadership and sustainable ownership of the program.
17. The SP with DRDA will ensure Standard rate cards for all **Purchase and Sale waste categories to be displayed** at the Swachh Centre gate and in the facility. This would help waste pickers, citizens, scrap dealers to walk in and sell their waste. Also, all Safety parameters to be placed and adhered too.
18. The SP will take the timely, appropriate and necessary approvals are taken by the SP from the District Industries Centre, State Pollution Control Boards, state environment, urban departments etc. (if required) to run the Swachh Centre etc.
19. The SP will act as a community partner and will engage with citizen community and spread the message on segregation, dry waste recycling and build a volunteering community to take the idea to the masses.
20. The SP to keep all the activities to be approved in a more systems approach. Keeping all financial systems in place. A format to be used for all expenditures and approval of proposals.
21. The SP will undertake IEC related activities as required. Communicate on regular basis with the households in the respective wards about the project and develop respective RWAs for project implementation. Shall organize necessary awareness programs with the HHs and RWAs.
22. The SP will mobilize in-cash and in-kind resources from State Pollution Control Boards (SPCBs), Urban Local Bodies (DRDAs), Self, other Donors and Communities of practice and others.
23. The SP should install fire safety equipment's i.e., fire extinguishers, sand buckets etc. inside the MRF for eliminating fire accidents.
24. The SP will take insurance of shed, machines, machines operators and Safaii Mitras working inside the Material recovery facility.
25. The SP will provide Dress, safety jackets, goggles, helmets, gloves and safety shoes to the working inside the Material recycling centre.
26. The SP will pay adherence to the Dos and DONOTs standard operating procedures for the MRF
27. **Any Other activity as desired to meet the objectives of the project to be undertaken as directed by the project.**

### 3. Scope of Work for SP:

The selected SP will undertake tasks as listed against each component in the budget submitted. It is envisaged that the SP will ensure implementation of the activities as listed in the meeting the "objectives of the assignment". Given the dynamic situation of Dry waste management new activities can also be included in the contract.

The list below is for first year activities, some activities will be on-going during future years, along with new activities added in the subsequent years. Every year budget lines will be agreed for the activities and a year plan will be approved. **This however cannot increase the amount as agreed in the contractual requirements.**

SP will ensure to develop and implement a revenue model-based approach through the MRF and monitor the project in lines with the guidance provided by the project team. Clear and periodic agreements will be made with recyclers, kadadiwallahas etc. to generate revenue streams for the dry waste to be Recycled.

SP will develop creative ways of linking with schools, educational institutions, shops, hospitals, industry houses etc. (other stakeholders) in the given rural village, panchayat and block areas for collection of plastic and other dry waste for recycling).

*List of activities as identified area as listed below. For any additional activity, CEE and the partner will mutually agree on its timelines, costs etc.*

#### 4. Proposal to be submitted by SP:

The bidder SP will submit a proposal in the format as attached.

The proposal must demonstrate how the proposed methodology meets the ToRs in the rural areas, while ensuring appropriateness of the approach to the local conditions and the detailed project activities.

This methodology must be laid out with the required details of activities to be done defined in qualitative, quantitative and in time frame.

The proposal must define and state how the project will be able to deliver the requirements in the ToR. The strategy/methodology and also the monitoring mechanisms. Other innovative methods for better awareness and check littering will be welcomed.

The proposal must contain the required details and document as detailed in the eligibility & evaluation criteria to specific points.

**The proposal may be restricted to 10 pages. Annexures can be extra.**

#### 5. Eligibility & Evaluation Process:

Evaluation of proposals will be based on **Quality-based Fixed Budget Selection methodology** - that means all proposals have the same overall price (as defined in the document and cannot exceed the given fixed budget amount), such that evaluation will be focused on the selection of the **best quality proposal, experience in management and operations for plastics project with MC in particular will be given preference.**

Amongst technically responsive and qualified organisations, top scoring one organisation will be selected for award of the contract to work as Service provider in the city.

Sl. No.	Evaluation Criteria	Maximum Points
1	Experience in dry/plastic waste management and operations.	15
2	Experience working with Municipal Corporations, Urban/Environment/Pollution Control Boards/Government/Cantonments/in any waste management related activities (collection/segregation/processing/recycling/Swachh Bharat Mission related activities)  Local experience in state/city/DRDA of operation will be preferred.	15
3	Experience working with Waste pickers/Kabadiwalas/other informal sectors.	10
4	Proposed methodology, approach and overall quality of the proposal aligned with project objectives and deliverables.	20
<b>Total</b>		<b>60</b>

Sl. No.	Evaluation Criteria	Maximum Points
6	Presentation (virtual)/physically on Overall approach & methodology; team & experience; Solutions based approaches to managing operations in Dry Waste; Sustainability, Recycling or Refurbishing in a Circularity approach.	40
<b>Grand Total</b>		<b>100</b>

#### 6. Duration of Assignment, Deliverables, Payment terms

1. The contract duration **will be for one year initially, extendable for up to maximum of three and half years depending upon availability of budget and satisfactory performance** of the selected SP.
2. Once a contract is awarded to the selected SP at city level, **first payment will be based on submission of work plan (including list of activities and estimated costs) by SP and acceptance of the same by CEE team.**
3. Subsequent payments will be based upon the **financial break-up submitted and agreed by CEE team during the implementation time.**
4. The selected SP will be required to **submit Audited Utilization Certificate from a Chartered Accountant to CEE before release of second and subsequent payments.** (Formats will be provided).
5. All the Machines although purchased by the SP; **shall remain in the custody of the project till final decision on the closure of the project and handing over the machinery to the Municipal Corporation or the Service Provider. Every year asset records will be furnished by the service provider at the end of the year; and with a full project report on yearly basis by the service provider.**

#### Payment Terms:

#### **Cost Breakdown instalment wise:**

#	Deliverable	% Payment of the contract amount in INR	Price in INR (Lump Sum, All Inclusive)
1	Detailed work plan with estimated costs for activities from signing of the contract.	45	
2	Submission of audited Utilization Certificate (90% expenses) from a Chartered Accountant for previous installment and detailed work plan with estimated cost for activities for the 1 <sup>st</sup> year.	40	
3	Submission of <b>audited Utilization Certificate</b> for all expenses in year one (01) from a Chartered Accountant.	15	
<b>Total</b>		<b>100%</b>	<b>INR.....</b>

**List of Activities with the deliverables and budget:**

Sl. No.	Activity	Details of Activities with a Minimum Quantifiable Deliverables during YEAR 1	Description	Unit Price (INR) (a)	Number of units (b)	Total Price (INR) a x b
1	Initiate formation of Self-Help Groups (SHGs), awareness, meetings in segregation of dry/wet waste and organizing meetings, exposure visits and special events at village, panchayat, and block levels in the district.	<ul style="list-style-type: none"> <li>• Total 1 mtgs in <b>50 villages/panchayats/block</b> every 2 months per month; 50x 6= 300 <b>awareness trainings</b> on segregation in new / existing SHGs</li> <li>• On-board 25 <b>Bulk generators</b></li> <li>• Establish linkage with <b>50 Villages/Panchayats</b> (new or existing) for regular collection of segregated plastic waste</li> </ul>	A minimum of 50 villages to be reached effectively	100	50x6=300	30,000
2	Village, Panchayat, and Block level officials' engagement in 50 villages - Meetings, Workshops, trainings, exposure visits with local SHGs e.g. And other officials as BDO, SBM in charge, Sarpanches etc. in the district.	<ul style="list-style-type: none"> <li>• 2 <b>exposure visits</b> to government officials / stakeholders to other project locations and recyclers</li> <li>• <b>12 formal meetings</b> with Government officials over 12 months (Minutes of meeting to be recorded)</li> <li>• <b>Hosting 2 workshops</b> with Government stakeholders (city and/or state govt.)</li> <li>• <b>Written acknowledgement on the monthly report &amp; collection tonnage from BLOCK level</b> every month for onward submission by CEE.</li> </ul>	<b>One/two small</b> meeting per month with concerned stakeholders. Minutes need to be drafted for every meeting. @ Rs. 1,000 per meeting.	500	50	25,000
3	Organizing drives, Vehicle hire for message dissemination; innovative events; school children rally for programs on awareness, collection, segregation of plastics as special events in each village, panchayat, block levels to create more support in the district.	<ul style="list-style-type: none"> <li>• On-board <b>at least 20 schools, college, markets, small aggregators and others in villages, panchayats and block</b></li> <li>• Awareness sessions in School/Colleges</li> <li>• Form <b>20 Green volunteers</b> committee in villages, panchayats and block HQ/School/Colleges.</li> </ul>	<b>4 events</b> per year @ Rs. 30,000. more sources to be leveraged from the related institutions.	30,000	4	120,000
4	Experience sharing workshops with different stakeholders at the Block level for awards functions SHGs; sarpanches to promote Segregation at source.	<b>One workshop at block/district level</b> with different stakeholders on the project and overall waste value chain.	one workshops per block per year. Cost per year per workshop	40,000	2	80,000

Sl. No.	Activity	Details of Activities with a Minimum Quantifiable Deliverables during YEAR 1	Description	Unit Price (INR) (a)	Number of units (b)	Total Price (INR) a x b
5	<b>MRF operation at the agreed designated are in the district/block:</b> Related expenses for electricity, toilet, drinking water for the Swachh Centres. Setting up office furniture etc. in connection with plastic collection, segregation & recycling including adhoc expenses. SP will be provided with proper training by the project.	<ul style="list-style-type: none"> <li>• <b>100% adherence to Project SOPs</b> on operations and maintenance</li> <li>• Proof of internal audits on Plant &amp; Machinery and operations (quarterly)</li> <li>• Ensuring cleanliness, hygiene at the MRF</li> <li>• Monthly photos to be given during audit.</li> <li>• Adequate signage of safety, process advisory, project information and emergency response, and other relevant posters on site <ul style="list-style-type: none"> <li>• MRF signboard as per CEE-HDFC Bank branding guidelines with SP</li> </ul> </li> <li>• Availability of visitor registers; asset register, safai mitras/SHGs meeting register and all others for monitoring.</li> <li>• Registration of Centre Under DIC, Pollution control Board CTE &amp; CTO. <b>Application to be made within 3 months of starting operations</b></li> <li>• Water Cooler, Changing Room, Separate lockers for SHG members/Safai Mitras, Ladies &amp; Gents' toilet and Rest Room availability for SHG members/Safai Mitras within 2 months of operation initiation</li> <li>• <b>On time Machine repair, part replacement for smooth operations. Maintain spares as defined by project</b></li> </ul>	Per month cost @30,000 per city. Total cost budgeted for four years	30,000	12	3,60,000
6	Expenses for purchase of waste materials for collection, segregation, recycling if any. Including mapping of Recyclers, small aggregators, women SHGs/safai mitras etc by the SP.	<ul style="list-style-type: none"> <li>• Collection and processing of <b>targeted plastic waste (MTs) per month</b> with full traceability and paper trail.</li> <li>• <b>Data management through inward register, stock register, outward register, invoices, recycler certificates, machine logbooks and transportation documents (essential)</b></li> <li>• Linking collected materials to at least 70% of the materials to recyclers (both registered or unregistered recyclers with clear invoices and delivery challan).</li> </ul>	One time cost	1,50,000	1	1,50,000
<b>7</b>	<b>NGO Costs per city for institutionalizing SHG Members/waste pickers at the Material Recovery Facility (MRF) Operations.</b>					
<b>7.1</b>	Field Project Coordinator for the Service provider for IEC, awareness campaigns and overall coordination	<ul style="list-style-type: none"> <li>• Transparent process followed for on boarding of employees</li> <li>• Proper Appointment letters issued to staff.</li> </ul>	Per month cost @20,000 per city.	20,000	12	2,40,000

Sl. No.	Activity	Details of Activities with a Minimum Quantifiable Deliverables during YEAR 1	Description	Unit Price (INR) (a)	Number of units (b)	Total Price (INR) a x b
7.2	Monitoring & Communication Associate	<ul style="list-style-type: none"> <li>Salary to be given on time and in the bank account. Attendance registers properly maintained.</li> <li>Ensure proper collection, segregation, sorting, and processing of waste at the MRF through different mechanical processes using the Phatka machine, shredders, bailers, conveyer belt and the weigh bridge etc.</li> <li>Proper data management</li> </ul>	Per month cost per person @20,000	20,000	12	2,40,000
7.3	Account Associate		Per month cost per person @15,000	15,000	12	1,80,000
7.4	Associate for integrating Informal sector		Per month cost per person @15,000	15,000	12	1,80,000
7.5	Muqaddam for supervising the Waste Collectors in the wards for operations for the Service provider		Per month cost per person @15,000	15,000	12	1,80,000
7.6	SHG members/Safaii Mitras for collection, packaging, loading at Centre, Operating at Phatka machine, Shredding machine, Air blower (6 No.) for the Service provider		Per month cost @10,000 per person	10,000	72	7,20,000
7.7	3 field coordinators for integrating the meetings with the villages, panchayats, and block officials for 50 villages	<ul style="list-style-type: none"> <li>Facilitate meetings in 25 villages, panchayats each with SHGs and collection, segregation of waste at the village, panchayat level</li> <li>Ensure maintenance of proper records at the SHG levels</li> <li>Maintain a daily visit report (format to be made by project).</li> <li>Sharing of data and information on monthly basis</li> </ul>	Per month cost @12,000 per person	12,000	36	432,000
8	Local Travel costs (coordination with stakeholders) for the service providers	Proper Log book to be maintained with the purpose of Travel.	Per month cost @9,000.	9,000	12	1,08,000
9	Award, Competition certificate function at SHGs at village, panchayat, and block levels in the area.	<ul style="list-style-type: none"> <li>Conducting at least 2 award campaigns per annum</li> </ul>	Per year	25,000	2	50,000
10	Machinery support to be installed at the MRF (Weighing Scale, Air Blower, Shredder, Bailer, Tata Ace Gold vehicles -2, Sanitary Napkin Incinerator, Coconut Shredder & other equipment) *	Ensure proper use and upkeep of all the capital assets and ensure timely insurances, repairs and maintenance for smooth operations. Quality machines with best practices to be maintained.	The costs to be incurred after the approvals of the machines type and brand etc from project	0	0	50,00,000



Sl. No.	Activity	Details of Activities with a Minimum Quantifiable Deliverables during YEAR 1	Description	Unit Price (INR) (a)	Number of units (b)	Total Price (INR) a x b
11	IEC Materials developed at project levels by the service provider after approvals from project.	<ul style="list-style-type: none"> <li>ID cards to be issued through the local DRDA</li> <li>Stories of Safai Mitras (<b>at least 10 stories per annum</b>)</li> <li>Pamphlets, leaflets for trainings in local language (at least 500 copies)</li> <li>Other creative materials required at site (at least 25)</li> <li>Social media posts (<b>minimum 2 / month</b>)</li> </ul>	Per year cost @50,000.	50,000	1	50,000
12	Integration of SHGs in villages/panchayats for Inclusive growth: On boarding, site meetings, SHG formation, bank account linkages, livelihood programs, etc. with the DRDA links at the district level.	<ul style="list-style-type: none"> <li>Registering <b>50 SHGs</b> with full details (as per the format) with one verifiable identify and contact details</li> <li>Formation of <b>at least one SHGs</b> per village/panchayat.</li> <li>Proper maintenance of details of SHG members meeting minutes, registers and its periodic submission to CEE (Monthly and quarterly reports with details)</li> <li>Bank linkages to SHG members</li> <li>Conducting women SHGs/Safai mitras meetings (<b>at least one per month</b>) at the MRF.</li> <li><b>Health camps to be conducted</b> (at least <b>4 per annum</b> or 1 per quarter)</li> </ul>	100 SHG members @1000 each	1,000	100	1,00,000
13	<b>Safety &amp; Protection:</b> Purchase of dress, gloves, masks, bins to be sourced. Also on emergency preparedness, fire safety, Covid19 compliances, etc. Also, efforts to raise funds from other donors/DRDA at the district.	<p>Minimum achievement of</p> <ul style="list-style-type: none"> <li>Purchase of gloves, masks, boots, safety gears and protection gears for <b>at least 250 SHG members/SMs</b></li> <li><b>Connecting at least 2 external supports</b> through co-finance for safai Mitras inclusion activities</li> <li>Fire safety equipment's,</li> <li>Conducting of fire safety drills (one per quarter)</li> </ul>	250 pieces @ Rs. 500 per SHG /Safai Mitras.	250	500	1,25,000
14	Fire safety compliances and Fire Safety trainings with local fire department each quarter	<p>Minimum achievement of</p> <ul style="list-style-type: none"> <li>6 nos. sand buckets 9 kg each</li> <li>3 nos., 4.5 Kg each CO 2 type fire extinguishers</li> <li>3 nos., 9 Kg ABC type fire extinguishers</li> <li>2000 Litres fresh water tank with tap</li> <li>Minimum 02 fire trainings</li> </ul>				1,50,000
15	CTE & CTO compliances	<p>Minimum achievement of</p> <ul style="list-style-type: none"> <li>Consent to establish and Consent to operate to be taken from SPCB</li> <li>Adherence of rules for Air &amp; Water pollution issued by SPCB</li> </ul>	Lumpsum	50,000	0	50,000

Sl. No.	Activity	Details of Activities with a Minimum Quantifiable Deliverables during YEAR 1	Description	Unit Price (INR) (a)	Number of units (b)	Total Price (INR) a x b
16	Insurance of Plant, Machinery and working staff: Insurance for fire, cyclones; and any other factors to supported un-interrupted works at the SK. Insurance for stock in Goods and people working at the centre per year.	<ul style="list-style-type: none"> <li>Insurance of Plant, Machinery and working staff:</li> <li>Insurance for fire, cyclones; and any other factors to supported un-interrupted works at the SK.</li> <li>Insurance for goods in stock and people working at the centre per year.</li> </ul>	To be complied	50,000	1	50,000
17	Monthly review meetings with the project Team-Virtual/Physical. Review of the MRF facility (once constructed).	On Time	Per month cost of Rs. 5,000/-	5,000	12	60,000
18	Computer, Printer and other capital equipment purchase at MRF & and at office	Purchase bills to be kept	One time cost	1,20,000	1	1,20,000
19	Administrative expenditure by the service provider.	All aspects of coordination; and proper HR, Safai Mitra's management	Per month cost @9,000 per city.	9,000	12	1,08,000
<b>Total</b>						<b>89,08,000/-</b>

\* Request by the SP to be taken from the project for the type, brand, etc. machinery to be purchased by the SP. Also, the GST for the purchase of machineries is to be borne by the SP as input cost and claim the refund.