

CENTRE OF URBAN PLANNING FOR CAPACITY BUILDING (CoUPCB)

Department of Civil Engineering

No.: DoCE/CoUPCB/5621-B /2025-26

Date: 12/03/2026

Notice Enquiry Quotation

Sub: Enquiry for Engagement of Register Firm / Register NGOs / Register NPO / Register Consultant / Register Engineer / Register Council of Architecture with Domain Experts in the area of work or an equivalent organisation for Baseline Study and Pilot Survey

Name of Work: Implementation of SBM projects/studies for (a) Impact of SBM on Women and children & (b) Waste to Value for Gandevi Nagarpalika

Location: Gandevi Nagarpalika

You are requested to quote your rates for Baseline Study and Pilot Survey for the above mentioned work. The quotations may be sent to the undersigned in a sealed envelope and superscripted as "Quotation with reference to Enquiry No.: DoCE/CoUPCB/5621-B /2025-26, dated: 12/03/2026 for "Centre of Urban Planning for Capacity Building (CoUPCB), Department of Civil Engineering". Your quotation should reach the undersigned on or before Date: 25/03/2026 at 5:00 P.M. addressed to Head of the Department, Office, Wing-A, Department of Civil Engineering, S.V. National Institute of Technology, Ichchhanath, Surat -395 007, Gujarat.

The quotations should be furnished with the following information.

1. The applicant organisation or lead of organization must be a legally registered entity, preferably a Register Firm / Register NGOs / Register NPO / Register Consultant / Register Engineer / Register Council of Architecture with Domain Experts in the area of work or an equivalent organisation, with at least 04 years of experience in Solid waste management, social research, or related fields.
 - The qualification of the applicant with necessary proof of degree in Masters degree or equivalent.
2. The period of validity of the quotation should be at least 60 Days.
3. The work completion period is to be clearly mentioned in the quotation, not more than 45 days from the day of allotting the work.
4. The work is to be done in Gandevi under "Swachh Bharat Mission".
5. The works to be studied are situated under the jurisdiction of Gandevi Nagarpalika – the quotation should be inclusive of all logistics and all necessary costs to create the final print of survey form, final report of around 75 pages and digital presentation. The final submission should be in an A4 size sheet report with at least A2/A3 drawing size in 3 hard copies. The Consultants / NGOs / Domain Experts shall submit all files in word /pdf /ppt or other in digital form. The consultants / NGOs / Domain Experts Register Firm / Register NGOs / Register NPO / Register Consultant / Register Engineer / Register Council of Architecture with Domain Experts will not have any intellectual property rights of work done under the said work.
6. A survey/ interviews shall be concluded and attached for justifying the said work.

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7. The quotation shall be on your organisation letterhead & signed by an authorized person including GST as applicable.
8. A work order shall be given on the name of Register Firm / Register NGOs / Register NPO / Register Consultant / Register Engineer / Register Council of Architecture with Domain Experts and full payment will be given after completion and submission of said work.
9. For "Baseline Study and Pilot Survey", the total estimated amount of work Rs.2,98,540 /- is derived by CoUPCB, SVNIT, Surat.
10. Quotation shall be inclusive of any tax applicable such as GST or any other and TDS as shall be deducted as applicable.
11. Offered quotations may be rejected if any ambiguity is found.
12. The acceptance of enquiry will rest with the competent authority (The Director) who does not bind himself to accept the lowest one and reserves the right to accept or reject any or all the enquiries without giving any reasons thereof.
13. The Director shall have the right to suggest the necessary modifications for said work.
14. The SVNIT & CoUPCB have rights of Intellectual property of the document and the applicants are not allowed to publish the document in any form
15. The agency shall satisfy the requirements under provision of Minimum Wages, PF, ESI and other liabilities under Labour Laws work for the said work.
16. The agency must use a digital system for survey implementation, data analysis and reporting with ability to demonstrate survey data to CoUPCB, SVNIT, Surat.

Estimate, Scope of Work and Deliverables:

Sr. No.	Particular	Unit	Amount (₹)
1	<p>To conduct Field work and Primary data collection:</p> <p>(a) Including household, commercial, and institutional surveys covering approximately 5% of total properties or 325 survey samples, whichever is higher</p> <p>(b) ward-wise assessment of segregation practices, collection and storage systems, and on-ground observations.</p> <p>(c) Complete photographic and visual documentation of all work sites to support analysis and reporting.</p>		
2	<p>To conduct structured institutional and stakeholder consultations & submit documents as per requirement.</p> <p>(a) Including municipal officials, supervisors, sanitation workers, waste collectors, informal sector stakeholders, and other relevant actors.</p> <p>(b) Submission of Hard Copy of the Report, etc completed.</p> <ul style="list-style-type: none"> ● Report Should be Professional and should include infographics, analytics, photo documentation with time stamps ● Digital Editable File should be submitted to the Institute for future use 		

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	<ul style="list-style-type: none"> One presentation has to be conducted at CoUPCB, SVNIT, Surat before final submission of said work etc is completed. 		
3	To undertake waste flow assessment and system mapping including identification and analysis of waste streams, collection routes, transportation systems, processing facilities, disposal practices, and linkages within the waste management chain.		
4	<p>To execute Desk-based documentation and data management including</p> <p>(a) Coding, digitisation, and data management including processing of survey forms, preparation of baseline datasets, interview summaries, pilot survey analysis, reporting, and development of one presentation deck.</p> <p>(b) Preparation of baseline matrices, observation sheets and site-wise documentation, etc. completed</p> <p>(c) Preparation of workwise impact narratives and cross-work comparative analysis, infographics, layout design, printable report, Digital presentation,</p> <p>(d) Development of a professionally designed Impact Analysis Report and presentation material.</p> <p>Deliverables (Gandevi works):</p> <ul style="list-style-type: none"> 01 Consolidated Impact Analysis Report (print-ready) 05 work-wise impact summaries 01 Presentation deck (PDF & PPT) Three (03) hard copies of the printed report and soft copies in both editable and PDF formats shall be submitted. All related files, including Word, PDF, PowerPoint, AutoCAD, GIS, and other relevant digital formats, shall also be provided in digital form etc completed. 		
5	To conduct a Resource Gap Assessment and Prioritisation Framework for the Nagarpalika, including analysis of existing infrastructure, manpower, financial systems, contracts, bylaws, and operational constraints under the Swachh Bharat Mission.		
6	To undertake visible cleanliness assessment including identification and mapping of Garbage Vulnerable Points (GVPs), analysis of garbage collection systems, route mapping of collection vehicles, assessment of sweeping routes and practices, training needs assessment of sanitation staff, and evaluation of opportunities to improve cleanliness and urban aesthetics based on community needs.		

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7.	To provide miscellaneous and logistical support, including team travel site visits and meetings within Surat to ensure timely and efficient work delivery. (a) Use of digital and physical resources including software and equipment. (b) Ensure smooth execution of field and desk activities. etc completed.		
		Total Amount	
		+ GST (18%)	
		Total Estimated Amount including Taxes (Rs.)	
Amount (Rs.): Amount in words			

Note: Quotation must be provided on the Register Firm / Register NGOs / Register NPO / Register Consultant / Register Engineer / Register Council of Architecture with Domain Experts in the area of work or an equivalent organisation on letter pad.


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(Dr. Ravin M. Tailor),
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(Dr. Krupesh A. Chauhan),
Head, CoUPCB


Professor & Head
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