

Notice Inviting Expressions of Interests (EOI) No. NEWS/Tender 2026-2027/004,

DATE: 15.07.2026

Selection of Technical Agency for Capacity Building, Technical Handholding Support and Establishment of Community-Level Mini Composting Units

Nature, Environment and Wildlife Society (NEWS), having its Head Office at 10, Chowringhee Terrace Kolkata 700020 and Administrative Office at 5, Bakul Bagan Row, Bhowanipore, Kolkata West Bengal 700025, invites EOI from technically qualified agency with proven expertise in composting technology, organic waste management, community capacity building and enterprise development to establish the composting units and provide comprehensive technical support, managed by women-led community groups. The initiative aims to imparting prolonged training and providing method as well as result demonstration of the community groups including the hinterland survey for availability of kitchen and homestead waste including other materials like banana leaf sheath and water hyacinth including innovative machineries to be commissioned for shredding and sieving to establish **30 community-level mini composting units** managed by women-led groups across the Sundarban to promote sustainable organic waste management, climate-resilient agriculture, women's economic empowerment, and circular economy practices.

1. Scope of Work

The selected agency shall provide complete technical consultancy and implementation support covering the following activities:

A. Establishment of Mini Composting Units

Shredder Specifications

- Drum Diameter: 10 inches
- Drum Height: 11.5 inches
- Structure Height: 13 inches
- Total Height: 25 inches
- 4 SS Blade Cutters
- 0.4 HP Motor
- 16 Amp Electrical Plug

The quoted prices shall include transportation, packing, loading, unloading and delivery to the designated location

B. Requirement of Bio-inoculants

Each group will receive:

- 250 kg microbial inoculants and compost accelerators during the demonstration period.
- Approximately 50 kg per day during five days of operational training is required.

The agency shall facilitate establishment of **30 mini composting units**, including:

- Installation and commissioning of composting/shredding machines
- Installation of electrical connections and required fittings
- Installation of composting infrastructure
- Installation of protective shade structures
- Arrangement of composting crates
- Functional testing of equipment
- Demonstration of safe machine operation

B. Capacity Building

Design and deliver practical training programmes covering:

- Household waste segregation
- Organic waste collection systems
- Compost preparation techniques
- Scientific application of microbial inoculants
- Moisture and aeration management
- Compost maturity assessment
- Compost packaging
- Occupational health and safety
- Enterprise management

C. Training Duration

Each women group shall receive:

- Initial intensive practical training (3 consecutive days)
- Two days follow-up demonstration and mentoring sessions

D. Demonstration Support

Conduct practical demonstrations on:

- Collection of biodegradable waste
- Waste shredding operations
- Compost mixing procedures
- Application of compost accelerators.
- Monitoring temperature and moisture
- Quality assessment
- Packaging and storage

2. Expected Deliverables-

The selected agency shall deliver:

- **Detailed implementation plan:** A comprehensive activity plan outlining the implementation strategy, installation schedule, training timeline, resource deployment, responsibilities and milestones for establishing and operationalizing all composting units within the timeline.

- **Installation of 30 fully functional mini composting units:** Complete civil and electrical establishment, installation, testing and commissioning of 30 community-level mini composting units, including composting machines, electrical connections, composting infrastructure and all required accessories to ensure operational readiness.
- **Training modules and resource materials:** Preparation and delivery of user-friendly training materials, manuals, demonstration guides, and visual aids covering waste segregation, compost production, machine operation, safety protocols, enterprise management for participating women groups.
- **Technical operation manuals:** Development of practical operational manuals containing step-by-step procedures for machine operation, compost preparation, maintenance, troubleshooting, safety measures and quality management to support long-term independent operation by the women groups.
- **Final completion report including recommendations:** A consolidated intervention completion report summarizing activities undertaken, units established, trainings conducted, outcomes achieved, challenges encountered, lessons learned and actionable recommendations for sustainability, scaling, and future improvement of the composting enterprises.

3. Terms of Reference (TOR)

3.1 Eligibility Criteria

Interested agencies should satisfy the following minimum requirements:

Institutional Experience

- Registered organization, firm, institution, social enterprise or consultancy.
- Minimum 5 years of relevant experience in organic waste management, composting systems, sustainable agriculture, or environmental management.
- Credentials from Government Departments, Universities, NGOs, Public Sector undertakings etc having monetary value of 20 lacs in last three to five financial years.
- Applicant must enclose all the relevant supporting documents.

3.2. Technical Experience-

Interested applicants must demonstrate proven experience in the following areas:

- **Community Composting Technologies:** Experience in designing, establishing, installing and operationalizing community-based composting systems, including decentralized composting units for rural or peri-urban communities, with a focus on sustainable organic waste management practices.
- **Organic Waste Management:** Demonstrated expertise in planning and implementing programmes related to the collection, segregation, processing and environmentally sound management of biodegradable household and agricultural waste using appropriate technologies and best practices.
- **Compost Production Systems:** Practical experience in scientific compost production, including waste shredding, application of microbial inoculants, aerobic composting processes, moisture and temperature management, compost quality control, curing, packaging, and safe storage of finished compost.

- **Women-Led Enterprise Development:** Experience in supporting women's groups, producer groups or community-based organizations to establish and manage sustainable livelihood enterprises, including business planning, market linkage development and enterprise sustainability.
- **Capacity Building and Field Demonstrations:** Proven experience in designing and delivering participatory training programmes, hands-on demonstrations, on-site mentoring for community members, ensuring effective knowledge transfer and adoption of improved technologies and practices.
- Applicant must enclose all the relevant supporting documents.

3.3. Evaluation Criteria

- The interested bidders have to award presentation before the tender inviting authority, showing the methodology and efficacy of the composting system including the chemistry of the composting mechanism having 30 minutes duration as per the schedule of the notice inviting EOI.
- EOIs will be evaluated based on:

Criteria	Weight (%)
Relevant organizational experience financial credentials	25
Presentation on composting technology	25
Experience in community training and capacity building	20
Experience in women-led livelihood programmes	15
Availability of qualified technical team	10
Organizational capacity and references	5

3.4. Duration of Assignment

The assignment is expected to be completed within **4 months** from the date of contract signing (**1st week of August 2026**), including installation, training, demonstrations, mentoring commission of machineries including civil and electrical structure. and final reporting.

3.5. Other Documents to be Submitted in addition to the aforementioned documents-

Interested applicants shall submit:

- Cover Letter expressing interest
- Organizational profile
- Certificate of registration
- PAN, GST, Trade License and other statutory registrations (as applicable)
- Relevant work experience
- CVs of key professionals
- Brief technical approach and methodology
- Proposed work plan

4. Reporting and Coordination

The selected agency shall work under the overall supervision of NEWS and coordinate closely with the designated project team.

Regular progress review meetings shall be conducted throughout the assignment.

5. Payment Terms

Payments shall be based on satisfactory completion of agreed deliverables:

- 50% payment after successfully completion of demonstration and establishment of 15 community composting units
- 50% payment after successfully completion of demonstration and establishment of remaining 15 community composting units and after commencement of production of composts.

6. Confidentiality

The selected agency shall maintain confidentiality of all project information, data, training materials and community-related information obtained during the assignment.

7. Conflict of Interest

Applicants must disclose any actual or potential conflict of interest that could affect the impartial execution of the assignment.

8. Submission of the EOI:

Interested consultants are requested to submit:

Technical and Financial Bid –

The intending bidders are requested to submit their detailed **Technical bid** and **Financial bid** separately in sealed envelopes with all the supporting documents, **clearly written on the envelopes** and to place both such envelopes inside a single outer envelope. All the envelopes should be addressed to the undersigned, clearly marked as: **“EOI: Selection of Technical Agency for Capacity Building, Technical Handholding Support and Establishment of Community-Level Mini Composting Units.”** to: Nature Environment and Wildlife Society 5, Bakul Bagan Row, Bhowanipore, Kolkata West Bengal 700025 by 23.07.2026 by 12 noon.

The applicants name and address must be marked on all the envelopes.

Late submissions or incomplete applications will not be considered.

Interested bidders may contact the office of the undersigned to obtain further information on working days between 11-00 and 15-00 hours.

The technical bids will be opened at 14:00 hours of 23rd July 2026. After opening of technical bids, eligible bidders will be invited for awarding a presentation on 24th July from 11:00 AM at the NEWS admin office. Financial bids of technically qualified bidders will be opened at 14:00 hours of 24th July, 2026. The details of schedule of activities are given in the schedule of the bid at the end.

The bidder (s) securing at least 60 marks will be eligible for opening of the respective financial bid. NEWS reserves the right to accept or reject any / all bids without assigning any reason.



9. Contact for Clarification

For any clarification regarding this EOI, please contact:
Project Manager – Papai Dubey
Address - Nature Environment and Wildlife Society (NEWS)
Email: papai.dubey@team-naturewildlife.org, Phone Number- 9934439992

10. Right to Accept or Reject

NEWS reserves the right, at its sole discretion, to accept or reject any or all Expressions of Interest (EOIs), to cancel or modify the selection process at any stage, and is under no obligation to award the assignment to any applicant. NEWS shall not be required to provide reasons for any such decision.

Schedule of the bid

Sl.	Activity	Date
1	Date of issue of the Notice	15.07.2026
2	Date of uploading in the website	16.07.2026
3	Last Date and time for submission of Bids	Date: 23.07.2026 Time: 12 noon
4	Date and time for opening of Technical Bids	Date: 23.07.2026 Time: 2:00 PM
5	Presentation by the Bidders (Invitees should be physically present at the said address for the presentation)	Date: 24.07.2026 Time: 11:00 AM Nature Environment and Wildlife Society, 5 Bakul Bagan Row, Bhowanipore, Kolkata 700025
6	Date and time for opening of Financial Bids	Date: 24.07.2026 Time: 2:00 PM

- A formal agreement/contract shall be executed between NEWS and the selected bidder prior to the commencement of the assignment. The agreement shall clearly define the scope of work, technical specifications, delivery schedule, payment terms, quality standards, reporting requirements and the rights and obligations of both parties etc.

Papai Dubey.

Papai Dubey
Project Manager
Nature Environment and Wildlife Society (NEWS)