

W-11045/14/2009-CRSP
Government of India
Ministry of Rural Development
Department of Drinking Water Supply

12th Floor, Paryavaran Bhawan,
CGO Complex, Lodhi Road,
New Delhi-110003
Dated : 11.02.2010

To
As per list enclosed

Subject: - Invitation of Tender for outsourcing of a support Agency for
Nirmal Gram Puraskar for the year 2010.

Date & Time up to which Tenders Invited	26.02.2010 15.00 hrs.
Date & Time of Tenders Opening	26.02.2010 15.30 hrs.
Tender Quotation should remain valid for acceptance till	60 days from the date of opening of tenders

Dear Sir,

The undersigned is directed to say that Rajiv Gandhi National Drinking Water Mission under the Department of Drinking Water Supply, Ministry of Rural Development intends to engage the services of a Support Agency for verification application for Nirmal Gram Puraskar 2010.

The main objectives for such an agency are indicated as per the Terms of Reference (TOR) enclosed at Annexure-I

It is requested that you may submit your proposal accordingly duly indicating various terms and conditions along with financial requirements for this purpose. Your proposal should be addressed to the Director (CRSP) in a sealed cover superscribing the name of the tender by 26.02.2010 (15.00 hrs). The proposals received after this date will not be entertained in any case. Tenders will be opened on the same day at 15.30 hours in the presence of the tenderers who may wish to participate.

Government of India reserves the right to accept or reject any offer which it finds inconvenient or not up to the expectations.

The prospective agency will have to furnish security deposit amounting to 10% of the total quoted value of the proposal in the form of Demand draft in favour of Pay & Accounts Officer, Department of Drinking Water Supply for due performance of the contract to be entered between the Government of India and the prospective agency.


P.T.O.

The following information is required to be furnished along with the proposal without fail :

- Constitution and legal status of the management
- Registration with specified agencies and previous pre-qualification (s) for similar contract (s)
- Experience on similar works (s) during last three years with details including year-wise monetary value, clients, and proof of satisfactory completion
- Financial standing as certified by Bankers, Audited profit & loss account and Balance sheet, Annual turnover in last three years, access to adequate working capital
- Key personnel available and proposed to be engaged for management and supervision, their qualifications and experience
- Information regarding projects in hand, current litigation, orders regarding execution/expulsion or black listing, if any
- A copy of the current and valid ITCC/PAN.

Please note incomplete or vague quotations are liable to be ignored without any reference.

Yours faithfully,


(AMIT KUMAR SAHA)
ASSISTANT ADVISER (PHE)

✓ Copy to: The Director (NIC) Tech. for hosting on Web.

SUPPORT AGENCY FOR ASSISTING D/o DWS IN
ACTIVITIES RELATING TO NGP – 2010

TERMS OF REFERENCE

Context:

To give a fillip to the Total Sanitation Campaign (TSC), Government of India launched the Nirmal Gram Puraskar (NGP) in October 2003 and gave away the first awards in 2005. NGP seeks to recognise the efforts made by PRIs and institutions who have contributed significantly towards ensuring full sanitation coverage in their areas of operation. TSC lays strong emphasis on Information, Education and Communication (IEC), capacity building and hygiene education for effective behaviour change with the involvement of PRIs, CBOs, NGOs, etc. NGP is aimed at augmenting the efforts made under this IEC campaign.

During the first year of NGP (2004-05), 478 PRIs applied for the award. However, after due verification only 40 (8.31 per cent) of them were found eligible. The number of PRIs that applied during 2005-06 was 1,582, of which 769 (45.77 per cent) were finally awarded. During 2006-07, 9,867 PRIs sent in applications. Only 4,959 (49.63 per cent) of them were found eligible for the award. During 2007-08 more than 30,563 applications were received for NGP award. Of these only 12,382 (39.%) were found eligible for the award and during the year 2009, 4556 GPs have been awarded NGP.

The following can receive the Nirmal Gram Puraskar (Copy of draft NGP guidelines enclosed)

- a) Gram Panchayats, Blocks and Districts, which achieve 100% sanitation coverage in terms of
 - 100% sanitation coverage of individual house holds,
 - 100% school sanitation coverage
 - Free from open defecation and
 - Clean environment maintenance.

- b) Individuals and organizations, which have been the driving force for effecting full sanitation coverage in the respective geographical area.

The procedure for applying for the Nirmal Gram Puraskar is as follows:

The application forms for Nirmal Gram Puraskar are available on the Website of the DDWS: <http://www.ddws.gov.in>, or www.ddws.nic.in which can be downloaded. If required, the same can be translated in local language by the State Government or Project Implementing Agencies and circulated to all the eligible applicants.

The applications are to be duly scrutinized at the District Level and on being satisfied with regard to the eligibility, it is to be forwarded to the State Government.

The State Government has to get the physical verification done of the applications through Voluntary Agencies empanelled for the purpose with the approval of Department of Drinking Water Supply. The eligible applications are to be forwarded to Department of Drinking Water Supply, Ministry of rural Development for further consideration.

The Department, in turn, will examine all the applications and cross verify 30% of the applicants by physical verification. If an error of more than 10% is noticed in the forwarded applications, the verifying agency will be blacklisted, the third and final installments will not be released and other punitive actions including refund of fees paid may be initiated against the agency.

Stages of Processing of Applications:

Applications are received in DDWS from PRIs through State Governments and parallelly uploaded on the website of the Department by respective states. The entries on the website need to be checked with the hard copies by the selected agency. Some applications, if received, in the hard copy only are required to be entered in the database server of the online system. The applications need to be examined to verify that all relevant information as per the checklist has been supplied. The applications that are complete in all respect are to be placed before the Scrutiny Committee. The scrutinised applications are to be sent for field verification by independent agencies and their reports tagged with the relevant application. The verification reports are again to

be placed before the Scrutiny Committee. With their recommendation the applications are then to be placed before the National Committee on NGP for approval of the award.

In the process, some complaints and objections may also be received against applications or field verifications. These are also to be paired with the relevant application.

Quantum of Work:

Around 22,000 Gram Panchayats were found eligible to apply for NGP during 2009 out of which 14,000 applications were received for NGP 2009. This year the expected applications may be of the order of approximately 20000 taking into consideration increased sanitation coverage. These applications would need to be indexed, entered on the computer, sorted, sent for verification. In addition, the complaints and other issues are required to be tagged to the applications.

The applications are to be re-verified by teams constituted with members from States, UNICEF, eminent persons in the field of sanitation. The re-verification report is also to be tagged with the original verification report and compared.

Apart from the above, the agency shall also associate with the Department in the following works:

1. Assisting the Department in the pre-design consultation process and designing and finalizing of methodology of NGP verification process for NGP 2010.
2. Providing technical and secretarial assistance in preparation of revised terms of reference for NGP Verification for NGP 2010.
3. Providing technical and secretarial assistance in preparation of revised data collection formats and reporting templates for the Verification process.
4. Assisting the Department in monitoring and follow up with States for timely completion of NGP Application Process.
5. Assisting the Department in Coordinating with the States and VAs for starting the verification process on time, issuing letters and instructions as and when required.
6. Providing assistance to the Department in conducting meetings/workshops during the preparatory and verification stages, capacity development of

verification agencies and other stake holders, and any other work in this regard.

7. Preparation of time bound activity plans and submitting periodic progress/monitoring reports on the activity plans to assist the Department in smooth and timely preparation and completion of all activities in respect to NGP 2010.

Duty Station:

Office of the Department of Drinking Water Supply at Paryawaran Bhawan, New Delhi.

Time and Duration of Contract:

From March 2010 till January 2011, Eleven Months. (Subject to change depending on the NGP programme)

Requirements:

Support Agency should have capability to provide services for the work as specified above: Adequate manpower and infrastructure including computers and software required for the job is to be placed at Duty Station. Since the job is time bound, the Agency would be required to work within the deadlines of timeframes and in close coordination with the Department of Drinking Water Supply. It is estimated that a team of minimum 15 persons would be required to work during this period. This number may increase depending upon the need at any point. The agency will have to provide staff as per requirement of Department of DWS on short notice. The agency applying for the job should ensure that it has capability to fulfil the requirements as above with sufficient trained staff. Further the services of four consultants having minimum qualification as follows shall also be required for a period of six months from the date of their posting by the department to work in following fields:

- | | |
|---------------------------------------|-------|
| 1. Supporting Event Management of NGP | 2 Nos |
| 2. Monitoring & Evaluation | 1 Nos |
| 3. IEC | 1 Nos |

Qualification for Consultants

Event Management

- a) Certificate/Diploma in Event Management or Public Relations
- b) Experience in event management for at least two years
- c) Knowledge, ability to use computer, MS office including graphics is essential

- d) Knowledge of web based / web enabled M & E programmes desirable.
- e) Excellent written and oral communication skills.
- f) Ability to work independently without any secretarial support.
- g) Ability to establish good working relationships.
- h) Skills of analysis and negotiations would be an additional advantage.
- i) Knowledge and experience of using various tools and techniques of monitoring and evaluation.

M & E

- a) A degree/diploma in Environmental/ Public Health Engineering; or degree/diploma in Science / Statistics / Social Science / with at least 3 years experience in the field of Rural Water Supply and Sanitation Programme/Rural Development.
- b) Knowledge, ability to use computer, MS office including graphics is essential
- c) Knowledge of web based / web enabled M & E programmes desirable.
- d) Excellent written and oral communication skills.
- e) Ability to work independently without any secretarial support.
- f) Ability to establish good working relationships.
- g) Skills of analysis and negotiations would be an additional advantage.
- h) Knowledge and experience of using various tools and techniques of monitoring and evaluation.

IEC

- a) A degree/diploma in Social Science / Extension Services / Communications for Development with at least 3 years experience in the field of communication for Rural Water Supply & Sanitation / Community Health/Rural Development
- b) Experience in Communication Strategy development, implementation and impact assessment of IEC interventions.
- c) Knowledge, ability to use computer; MS Office including graphics is essential.
- d) Excellent written and oral communication skills.
- e) Ability to work independently without any secretarial support.
- f) Ability to establish good working relationships.
- g) Skills of analysis and negotiations would be an additional advantage.

Deliverables:

- a) Comparison of data of hard copy of application with the soft copy loaded on the internet based data system, updating and appending the database in this regard where necessary
- b) The application for NGP to be verified for completion of details as per check list and get the same completed in case of discrepancies

- c) Placing the completed application before the Selection Committee
- d) Compilation of application, scrutiny report, verification report etc. in requisite order for presentation before National Committee on NGP
- e) Verification of data and report sent by verifying agencies, if needed at a very short notice, by deputing persons in the field
- f) Providing assistance to the Department in conducting meetings/workshops during the preparatory and verification stages, capacity development of stake holders, and any other work in this regard.
- g) Uploading of the re-verification report received from re-verification teams and comparing the date with verification report.
- h) Supporting Department in organising NGP through contract service.
- i) Analysing NGP data and preparing reports and documents on NGP & TSC
- j) Preparing material for media, publicity, functions etc. for NGP
- k) Any other work in connection with NGP that may arise.

Essential Credentials:

Database management, Experience in indexing of paper records etc.

Desired Credentials:

Availability of team/persons with experience in sanitation/NGP.

Payment Procedure:

Payments will be made in three instalments. First instalment of 30% of the total fee will be paid on acceptance of the contract. Next instalment of 50% will be paid after scrutinising the field verification reports and comparison with the re-verification reports and finalisation of list of awardees. Last instalment of 20% will be paid on completion of work in all respect i.e. after award function to the satisfaction of the Department of Drinking Water Supply.

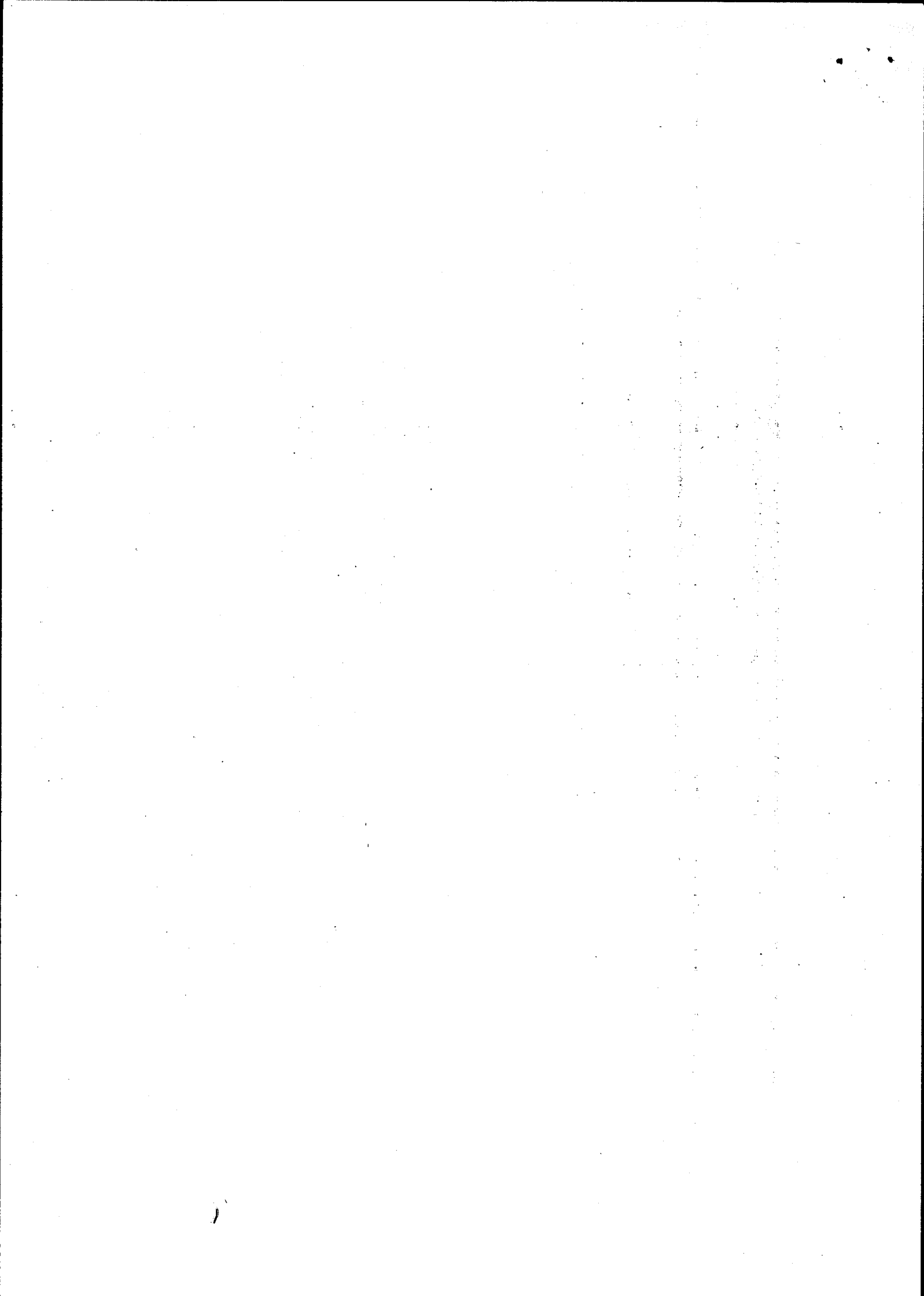
Dispute:

- a. The decision of the Secretary to the Government of India, Department of Drinking Water Supply, Ministry of Rural Development, shall be final and binding.

- b. In the event of breach or violation of any of the terms and conditions mentioned herein or in the letter issued subsequently allocating the work or sanction of payments or any other letter, the agency shall refund to the Government on its own or on demand and without demur the entire amount paid by the Government along with interest therein at the rate of 12% (twelve percent) per annum from the date of receipt of any amount paid in this regard up to the date of refund thereof failing which the impugned amount would be recoverable as arrears of land revenue.

Enclosures

Draft NGP guidelines.



1. ORG Centre for Social Research (The Nielsen Company)

3rd floor, Bharat Yuvak Bhawan,
1, Jai Singh Road, New Delhi-110001.

2. Social & Rural Research Institute (A Specialist Unit of IMRB International)

8, Balaji Estate, Guru Ravidass Marg,
Kalkaji, New Delhi 110019

3. Sambodhi Research & Communication Pvt.Ltd. & Feed Back Ventures P Ltd

O2, 3rd floor, Lajpat Nagar-II
New Delhi-110024

4. CMS, RESEARCH HOUSE

Saket Community Centre,
New Delhi 110017, India

5. Centre for Symbiosis of Technology Environment and Management-STEM

#11-12, First floor, BDA Complex,
Koramangala, Bangalore-560034

6. GfK MODE Pvt. Ltd.

K-12, Ground Floor, Green Park Extension,
New Delhi-110016

7. VIMARSH THE CONSULTANCY GROUP

445, Udyog Vihar, Phase-III,
Gurgaon-122016 (Haryana)

8. Indian Institute of Public Administration

Indra Prastha Estate, Ring Road,
New Delhi-110002

9 VISION EIS Consulting Pvt. Ltd. (Environment, Infrastructure and Social Development Consultants)

P-37/38, 1st Floor, Pandav Nagar, Gomati Complex
Mayur Vihar Phase-1, Delhi 110091

10 National Productivity Council

5-6, Institutional Area,
Lodi Road, New Delhi-110003

11. Action for Food Production(AFPRO)	25/1-A, Institutional Area, Pankha Road, D-Block, Janakpuri, New Delhi - 110058.
12. Agricultural Finance Corporation	Northern Regional Office, B-9, Community Centre, Janakpuri, New Delhi - 110058.
13. Centre for Logical Reserach & Development Studies	Secular House,Opp: JNU East Gate, Institutional Area,1-Aruna Asaf Ali Marg,New Delhi-67
14.CMI Social Research Centre	101, Ashoka Palace, 877 East Park Road, New Delhi .110005
15.Development Communiacion India(DCI)	Sabhpathy Nilayam 85, A, Pocket C,Mayur Vihar, Phase-II, Delhi-110091
16.Institute for Human Development	NIDM Building, IIPA Campus, IP Estate, New Delhi-110002
17 Institute for Resource Management and Economic Development	2-B, Institutional Area, Karkardooma, Delhi-110 092
18. Midstream Marketing & Research Pvt. Ltd	House No. 64, Firstfloor, Gali no.-3, IGNOUROAD, Near IGNOU, Nebsarai, New Delhi-110068
19.Natural Resources India Foundation (NRIF)	Sundar Vihar, New Delhi.
20.Organisation for Applied Socio Economic System(OASES)	5-L, II Floor, Shahpur Jat, New Delhi - 110049
21.Pragna research and Consultancy Services	1st Floor, Nalanda Apartments, Medinova Complex, Somajiguda, Hyderabad - 500082
22.Santek Consultants Pvt Ltd	Mayur Vihar-1, Delhi-110091
23.Social Development and Research Foundation	Gandhi Nagar,F-84,Unnao
24.TNS India Pvt.Ltd	TNS, India Pvt. Ltd., 30 Hauz Khas Village, 2nd Floor, Power House , New Delhi- 110016
25Uttarakhand Academy of Administration	Ardwell Camp, Nainital-263001