INVITATION FOR EXPRESSION OF INTEREST (EoI)

for selection of an agency to

Set up National Project Management Unit – Project Management and Capacity Building

(NPMU-PMCB) under Jal Jeevan Mission
# IMPORTANT DATES

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particular</th>
<th>Date/Time</th>
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<tbody>
<tr>
<td>1.</td>
<td>Start date of issuance/download of Eol document</td>
<td>6/02/2020</td>
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<tr>
<td>2.</td>
<td>Start date of Eol submission</td>
<td>7/02/2020 (09:00 hrs)</td>
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<td>3.</td>
<td>Last date and mode of submission of Eol</td>
<td>27/02/2020 (15:00 hrs)</td>
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<td>(e-tendering)</td>
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<td>4.</td>
<td>Eol opening date and time</td>
<td>28/02/2020 (15:00 hrs)</td>
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NOTICE FOR INVITING EXPRESSION OF INTEREST (EoI)

Subject: Inviting EoI for engagement of agency for setting up of National Project Management Units (NPMU- Project Monitoring and Capacity Building) for Jal Jeevan Mission (JJM)

Department of Drinking Water and Sanitation (DDWS), Ministry of Jal Shakti invites Expression of Interest (EoI) from Agency/ Firm/ Organization/ institution to set up National Project Management Unit (Project Monitoring and Capacity Building) for Jal Jeevan Mission. An Agency may express interest for the NPMU subject to fulfillment of required eligibility criteria.

2. The terms of reference (ToR) for NPMU is attached at Annex 1. The Declaration/ Undertaking and other forms are available at Annex 2-7 with the EoI.

3. The EoI and ToR with Annexes can be downloaded from the website https://jalshakti-ddws.gov.in/tender and also from CPP portal www.eprocure.gov.in.

4. Who can submit Expression of Interest (EoI)

DDWS seeks expression of interest from Organizations/ Institution/ Agencies fulfilling the following mandatory eligibility requirements:

i.) The Agency/ Firm/ Organization/ institution should be registered and non-political in nature and also should not be black-listed by any central/ state government department/ PSU/ Agency;

ii.) It should be a legal entity eligible to enter into an agreement/ contract with DDWS to undertake work contract in India;

iii.) It should have a minimum of five (5) years of experience [from 01.01.2015 to 31.12.2019] in handling similar nature of PMUs at national/ state level;

iv.) It should have successfully provided minimum of three PMUs of similar scale/ nature during the last 5 years, with each of the PMU period lasting for a minimum 6 months and having minimum consultancy fee of Rs. 2 Crore for each of these projects;

v.) It should have sufficiently qualified personnel and resources to accomplish all the elements mentioned in the Scope of Work;
vi.) It must have average annual turnover of at least **Rs. 10 Crore for last 3** financial years from consultancy services (2016-17, 2017-18 and 2018-19).

**Note:** Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications/ experience especially in regard to handling Projects/ PMUs in the social sector/ WASH Sector of Government funded Schemes/ Programmes. However, the eligibility criteria and financial turnover shall be met by the lead firm/ Agency.

5. **List of documents that applicant agency/ organization needs to submit along with the application**

   i.) Application format;
   
   ii.) Copy of the registration/ Memorandum of Association of the organization;
   
   iii.) Complete address of the organization with contact details;
   
   iv.) Copy of PAN, GSTIN/ Service Tax Registration Certificate;
   
   v.) Copy of the audited financial statements for last three years;
   
   vi.) Affidavit that the organization is currently not black-listed by any government department or agency;
   
   vii.) An undertaking as per the enclosed formats;
   
   viii.) List of all PMUs provided and under execution (which have contract duration of 6 months or more) in the last 5 years. Detailed sheet along with relevant documents with proper referencing for each PMU may be attached giving information as per table below on the following apart from any other information which may be considered essential (max. 2 pages per project):

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the Project</th>
<th>Period of the consultancy services for the project (with start and completion dates)</th>
<th>Client/ funding Agency details</th>
<th>Sector of Project along with the classification (rural water supply sector must be highlighted)</th>
<th>Consultancy fee for the Project (in Rupees lakhs)</th>
<th>Brief services provided under the project</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**Note:**

i.) The agency shall furnish details of completed projects and on-going projects in separate
sheets;
i.) The chronology of the projects should be as per their date of commencement of the project;
iii.) If the sector of the project is rural water supply, the same may be highlighted;
iv.) The on-going projects should include only those projects which are for rural water supply sector;
v.) Documents i.e. letter for award of work/ contract, mentioning the duration of consultancy services and service cost of PMU as well as completion certificate from the client, if PMU already completed, should be enclosed after the list.

6. Short-listing of Agencies

The Department would evaluate the EoI of only those agencies which shall fulfill the mandatory eligibility requirements mentioned at para 4 above. The EoI proposals would be evaluated on the following criteria having weightage as mentioned against them:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Criteria</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Experience of Agency</td>
<td>60%</td>
</tr>
<tr>
<td>2.</td>
<td>Consulting Capacity of the Agency</td>
<td>20%</td>
</tr>
<tr>
<td>3.</td>
<td>Financial Capacity of the Agency</td>
<td>20%</td>
</tr>
</tbody>
</table>

It may, however, be noted that RFP shall be issued only when at least 3 or maximum 8 numbers of applicants are shortlisted. The selection of the firm (in RFP Stage) shall follow the method of Quality and Cost Based Selections (QCBS).

7. How to apply/ Application process

i.) The Expression of Interest (EoI) with all relevant information and documents must be submitted online at Central Procurement Portal https://eprocure.gov.in on or before the 21 days from the date of publication of this EoI latest by 3:00 PM on CPP portal. Any other mode of submission will not be accepted. However, after submission of EoI in the portal, a hard copy of the proposal should be submitted to this Department within 7 days after the last date of submission of proposal. The hard copy of the proposal shall be exactly same as the one submitted through the CPP portal. Any difference in the contents between the two would lead to summary rejection of the proposal for consideration at this stage.

Note: The EoI proposal should not be more than 60 pages including all documents/information, etc. Therefore, precise information/details should be furnished.

ii.) Applicants shall be responsible for registering themselves at Central Public Procurement Portal for uploading of their proposals and ensure that the proposals are uploaded in time on the Central Public Procurement Portal on or before the date prescribed above.
8. Contact Details

Further details, if any, may be obtained by writing in to the above mentioned address or at e-mail: vikas.sri@nic.in or at telephone no. 011-24368561/24363515.

(Vikas Srivastava)
Under Secretary to Govt
e-mail: vikas.sri@nic.in

Note: DDWS reserves the right to cancel this request for EoI and/or invite afresh with or without amendments, without liability or any obligation for such request for EoI and without assigning any reason. Information provided at this stage is indicative and DDWS reserves the right to amend/add further details in the EoI.
Terms of Reference (ToR) for setting up of National Project Management Unit (NPMU- Project Monitoring and Capacity Building) for Jal Jeevan Mission

Annex-1

1. Description of Assignment

Department of Drinking Water and Sanitation, Ministry of Jal Shakti is implementing Jal Jeevan Mission (JJM) with an objective to provide Functional Household Tap Connection (FHTC) to every rural household of the country by 2024.

The Department of Drinking Water and Sanitation, hereafter DDWS intends to engage an Agency/ Firm/ Organization/ Institution (herein after called the PMU) which will work closely with Government of India and State Governments to achieve the objectives of JJM. The PMU would provide management support for project management/ monitoring, apply data analysis tools for identifying implementation constraints and financial planning, design of IMIS reports on the basis of this analysis, identify success stories and develop formats to document them, monitor performance of ISAs, 3rd party inspection agencies, coordinate functionality assessment, arrange capacity building programmes, identify training needs, study inter-sectoral externalities and make policy recommendations for course correction, develop strategic IEC material, viz. education material, advertisement contents, etc. The period of the assignment will be for 36 months (with man-months of different key position as set out in this ToR).

2. Organization Background

DDWS is the nodal Department for overall policy formulation, planning, financing and coordination for two flagship programmes of Government of India namely the Swachh Bharat Mission (Gramin) [SBM-(G)] for rural sanitation and the Jal Jeevan Mission (JJM) which is a Centrally Sponsored Scheme and aims at providing Functional Household Tap Connection (FHTC) to each rural household by 2024.

2.1 Jal Jeevan Mission

Government of India has been supplementing the efforts of the States/ UTs for rural water supply, which began in 1972 with the launch of Accelerated Rural Water Supply Programme. It was renamed as NRDWP in 2009. Under the NRDWP, one of the objectives was to enable all households to have access to and use safe & adequate drinking water within premises to the extent possible. The Union Cabinet on 13.08.2019 has approved the restructuring and subsuming the ongoing National Rural Drinking Water Programme (NRDWP) into a new mission, Jal Jeevan Mission (JJM). The objective of JJM is to provide Functional Household Tap Connection (FHTC) to every rural household by 2024 at service level of 55 litres per capita per day (lpcd).

The key components of JJM are: i.) in-village piped water supply infrastructure for tap water connection to every household; ii.) developing reliable drinking water sources/ augmentation of existing sources; iii.) retrofitting of completed and ongoing PWS schemes to provide FHTCs; iv.) transfer of water for those villages where quantity and/ or quality issues exist in local sources; v.) technological intervention where quality is an issue; vi.) grey water
National Project Management Unit (NPMU- Project Monitoring and Capacity Building) for Jal Jeevan Mission

management; vii.) support activities & capacity building of communities; and viii.) measures to tackle unforeseen challenges caused due to natural calamities/ disasters, etc.

As per Integrated Management Information System (IMIS) maintained by DDWS, as on 31.03.2019, about 18.33% of rural households i.e. 3.27 Crore out of the total 17.87 Crore rural households in the country, have piped water connection. Thus, about 14.60 Crore households are to be provided with tap connections in the next four and half years.

3. Statement of Purpose/ Objectives:

The specific objectives of NPMU are to work closely with the States in the following broad areas:

i.) Strengthening of institutions: Capacity building of program staff and support agencies;

ii.) Community mobilization/ development: Assisting States for creation of Village Water and Sanitation Committee (VWSC)/ Paani Samiti/ User Group;

iii.) Awareness creation: IEC campaigns;

iv.) O&M: Assisting the States to work with the respective implementing agencies and VWSCs/ user groups, etc. to adopt appropriate O&M mechanisms to ensure long term sustainability of sources;

v.) Monitoring and Evaluation: Strengthening Management Information Systems (MIS), catalyzing compliance with Public Finance and Management System (PFMS) by States, assist in carrying out functionality assessment of FHTCs, etc;

vi.) Any other activity to be implemented as part of the Mission as directed by Department of Drinking Water and Sanitation.

The PMU will provide support to DDWS in the above mentioned broad areas for timely implementation of the Mission.

4. Statement of Assignments Outcomes

The PMU to assist DDWS/ States in the intended areas in order to achieve objectives of JJM in the stipulated timeline.

5. Details of Scope of Work

It is expected that a core team (including a Team Leader and team of experts) will work closely with DDWS to assist project management activities related to JJM on day to day basis. The firm will provide the requisite managerial and capacity building support to DDWS and the State Governments for effective implementation of the JJM.

5.1 The scope of work for non-technical NPMU shall include following:

A) Project Monitoring Support

i.) facilitate States to prepare State Level Annual Action Plans based on overall strategic action plan of JJM along with the statistical details such as per capita cost, present population, population growth rate, design period, service delivery norms (lpcd), O&M issues, involvement of Gram Panchayat, source availability, details of schemes;
National Project Management Unit (NPMU- Project Monitoring and Capacity Building) for Jal Jeevan Mission

ii.) monitoring fund flow to States, Districts and PRIs and effective tracking mechanisms;
iii.) prepare reports, briefs, presentations and other documents as needed; analyse the other survey reports and deduce outcomes
iv.) coordinate with State Governments to seek necessary inputs as well as provide regular and timely reports;
v.) Develop PPP design documents for drinking water scheme at village level and operation of water quality labs at various tiers for recommending to States;
vi.) study the implementation pattern and advise various implementing agencies in States on better project implementation for expeditious achievement of objectives;
vii.) supervise and monitor the project and contracts awarded;
viii.) coordinate with implementing agencies at State/ District level for effective implementation and execution of projects, disbursement of funds and reporting on programme Monitoring; coordinate with various Ministries in Govt. of India, State Governments other implementation institutions/ units in the States, and other partners in the sector; and
ix.) support in programme governance and manage accountability systems at the national level.

B) Financial Monitoring
i.) Review financial progress of States and provide comments/ suggestion/ remarks etc.
ii.) regular and consistent reporting of financial progress against yearly/ overall targets and keep track record of utilisation certificates;
iii.) assist in financial reporting and in coordination with various States on financial issues;
iv.) support to roll-out of Public Financial Management System (PFMS) in the States and monitor effective implementation;
v.) assessment of financial assistance to be made available to States under RJJK;
vi.) review annual audit reports submitted by the States and provide observations/ comments;
vii.) support the development and monitoring of annual work plans and budgets, including annual milestones;
viii.) Assessment of the capacity of the contracting industry and building/ facilitating their capacities to participate in bids; and
ix.) assessment of extra budgetary resources required for the mission.

C) HRD and Training Support
i.) Assist in identifying institutions to work as Key Resources Centres (KRCs);
ii.) Assist in identifying Implementation Support Agencies, State-wise;
National Project Management Unit (NPMU- Project Monitoring and Capacity Building) for Jal Jeevan Mission

iii.) Assist in identifying third party agencies State-wise for quality monitoring;

iv.) Developing training modules/ contents for capacity building at various levels i.e. village, district and engineering departments, implementation support agencies;

v.) Coordination with different agencies for these activities.

D) IEC & Content Creation

i.) Guide the National, State and grassroots level organizations and stakeholders responsible for drinking water supply and management with regard to policy inputs, institution development;

ii.) support the implementation of institutions development component as per the project design and contribute in the execution of implementation arrangements;

iii.) support stakeholders in forming and maturing sustainability capitals of rural drinking water supply schemes;

iv.) support in development and implementation of relevant policies for the project;

v.) provide Capacity Building support to the National, State and District level stakeholders;

vi.) support in preparing and implementing a comprehensive capacity building programme for JJM as per the programme objectives;

vii.) identify State & District-level Capacity Building Resource agencies for training activities and facilitate the organization of transfer of technologies, including the preparation of modules and training methodologies;

viii.) develop material for training and capacity building programmes for JJM and States on social development activities in coordination with other experts;

ix.) developing an action plan for the remainder of the project period;

x.) make capacity building/ participatory training as driver of the project- make training events dynamic and lively;

xi.) look at successful models in community mobilization and replicate the same in JJM;

xii.) assist in documentation of best practices of rural drinking water sector;

xiii.) undertake field visits to understand social inclusion, social audit/monitoring under JJM;

xiv.) oversee the implementation of a comprehensive knowledge management strategy;

xv.) prepare an IEC plan for JJM, based on which States will prepare State-specific IEC plans to undertake software activities like awareness programmes on importance of use of safe drinking water and sanitation, water quality and relevant issues and Operation & Maintenance (O&M) of schemes;

xvi.) develop best practices in communication campaigns and capacity building models at National, State and District level;

xvii.) develop e-newsletters on JJM achievements, lessons learnt and best practices from the states for bi-monthly dissemination to all state-level implementation units and others
National Project Management Unit (NPMU- Project Monitoring and Capacity Building) for Jal Jeevan Mission

engaged in the rural drinking water sector;

xviii.) facilitate organization of workshop, conferences, and consultations as required from time to time.

The list is indicative and the consultancy firm may be required to provide additional services as required for the programme. Further, it may be noted that the activities would have to be carried out at different levels – National, State and District. The firm must have the flexibility to work at different levels, as specified by the scope of work and as determined by the DDWS. The firm should have adequate number of back up experts of each stream so that in case of unforeseen events, if the services of one or more team members cease to continue, the firm should supply substitute team member of equal or higher competence within agreed time frame. It is clarified that no extra remuneration/ payment would be made to the firm for the substitute member so offered. The substitute member shall be subjected to approval of the Department.

5.2 Reporting

DDWS will finalize the reporting structure as per the requirement of programme. However, PMU team leader will be overall responsible for coordination of PMU and shall report of progress etc to the designated officer(s) of DDWS.

5.3 Duration

The period of the assignment will be for 36 months (with man- months of different key position as set out in this ToR

5.4 Logistics/ Touring requirement

i.) Seating arrangement/ Space along with Internet/ WiFi and Telephone/ intercom would be provided at the premises of DDWS with seating capacity for team members during the contract period. However, Office Stationeries, Computers, Printers, other IT equipments, local conveyance etc., should be arranged by Agency themselves.

ii.) The expenses towards field visits, accommodation, etc. will be reimbursed on actual basis as per terms and conditions as will be set-out in the RFP documents.

iii.) DDWS will provide for necessary intervention required by the PMU for completion of task in a time bound manner.

5.5 Deliverables

The PMU will submit the following periodic reports in the desired number of copies (also in electronic copies) in order to cover all the required aspects:

a.) Inception Report: To be submitted within three (3) weeks of the commencement of services. The report will be based on work and staffing schedules agreed during contract negotiations, will include the Consultants detailed work program.

b.) Report on Training need assessment of various stakeholders.
National Project Management Unit (NPMU- Project Monitoring and Capacity Building) for Jal Jeevan Mission

c.) Monthly Progress Report: To be submitted by the tenth day of the following month to summarize the activity wise work (including meetings with various stakeholders) performed during the reported period.

d.) Quarterly Reports on the activities carried out shall be submitted to DDWS along with comments of the State/ UTs. In case PMU finds that their suggestions for improving the quality, reducing the time overrun etc. are being over ruled, such instances should also be included in this report.

e.) Annual Report: On the activities carried out along with comments of the State Nodal Agency.

f.) Special Reports: Special Reports shall be prepared periodically covering:
   i.) List of major shortcomings;
   ii.) Development of specification for use of locally available material;
   iii.) Annual Financial Report;
   iv.) Model maintenance management plan;
   v.) On any other issue covered in the scope of works, if required by DDWS.

g.) Project Completion Report: To be submitted upon completion of the service.

6. Team composition and qualification requirement of key experts

The PMU will include a Team Leader, a team of multi-disciplinary experts who are able to analyse, synthesize data and information for effective implementation of the programme(s).

<table>
<thead>
<tr>
<th>Key personnel</th>
<th>No.</th>
<th>Specialization</th>
<th>Experience</th>
<th>No. of months</th>
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<tbody>
<tr>
<td>Management Development Specialist (Team Leader)</td>
<td>1</td>
<td>B. Tech with MBA/ PGDM or Masters in Economics/ Social Science/ social work with managerial experience in WASH sector</td>
<td>15 years or more in WASH sector</td>
<td>36</td>
</tr>
<tr>
<td>Project Management and Monitoring Specialist</td>
<td>4</td>
<td>B. Tech with MBA/ PGDM or Masters in Economics/ Social Science/ social work with managerial experience in WASH sector</td>
<td>7 years</td>
<td>36*4</td>
</tr>
<tr>
<td>IEC and content development Specialist</td>
<td>2</td>
<td>Master in Social Science/ Mass Communication/ Management/ Rural</td>
<td>10 years or more experience in IEC sector and/or in the field of</td>
<td>36*2</td>
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National Project Management Unit (NPMU- Project Monitoring and Capacity Building) for Jal Jeevan Mission

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<thead>
<tr>
<th>Management</th>
<th>Knowledge management in Govt sponsored programmes</th>
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<tr>
<td>Data Analytics and MIS specialist</td>
<td>10 years or more experience in GIS and MIS application for monitoring of infrastructure projects preferably WASH, health, education sector.</td>
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<tr>
<td>4 Masters in Computer Application (MCA)/ Masters in Statistics</td>
<td>36*4</td>
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<tr>
<td>Financial management and monitoring Specialist</td>
<td>10 years or more experience in infrastructure sector</td>
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<tr>
<td>4 MBA (Finance)/ ICWA / CMA degree/ CA with experience of accounting/ auditing/ reporting and computerized Financial management</td>
<td>36*4</td>
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<tr>
<td>Public utility expert</td>
<td>10-15 years’ experience of working in any utility</td>
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<tr>
<td>1 B. Tech with MBA</td>
<td>36</td>
</tr>
<tr>
<td>Economist</td>
<td>10-15 years’ experience of working in any utility</td>
</tr>
<tr>
<td>1 Masters in Economics</td>
<td>36</td>
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Non- Key Experts

<table>
<thead>
<tr>
<th>Graphic designer</th>
<th>Diploma/ Bachelor in Designing</th>
<th>3 years</th>
<th>36</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office executive</td>
<td>MBA/ MCA from reputed National/ State level institutes with experience in supporting/ assisting similar projects/ PMUs</td>
<td>1 year</td>
<td>36*2</td>
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<tr>
<td>MTS</td>
<td>12th Pass (intermediate)</td>
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<td>36*2</td>
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* The no. of experts/ specialist mentioned in the list is only tentative, however, the total number of experts/ specialists will not exceed during the contractual period.

* No CV or Certificates of the experts/ specialists are required to be enclosed at this stage. ***

The selected candidates by DDWS shall not be relocated/ transferred/ substituted by firm without the prior permission of the Department, so as to ensure smooth work flow and continuity.

7. Institutional and organizational arrangement

a.) **Counterpart Project Manager and Team** – JJM division of DDWS will assist, coordinate and monitor the PMU’s activities.
National Project Management Unit (NPMU- Project Monitoring and Capacity Building) for Jal Jeevan Mission

b.) Consultancy Management Committee will be set up by DDWS to periodically monitor and evaluate the performance of PMU.

c.) Chain of Command for reporting will be as follows:
Deputy Secretary/ Director in charge of JJM Division -> Additional Secretary/ Joint Secretary in charge of JJM division -> Secretary, DDWS;

8. Conflict of Interest

DDWS expects the shortlisted Agencies to provide professional, objective, and impartial service and at all times uphold the interests of DDWS and strictly avoid conflicts with other assignments or its own interests. The shortlisted Agencies shall not accept or engage in any assignment during the course of entire period of assignment that would be in conflict with, or that may place it in a position of not being able to carry out the assignment for which it has been engaged.

Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder(s) to inform DDWS detailing the conflict as an attachment to this bid. The actual and potential conflicts of interest are to be declared by the bidder(s) in bid process.

DDWS will be the final arbiter in cases of potential conflicts of interest. Failure to notify DDWS of any potential conflict of interest will invalidate any verbal or written agreement.

9. Review of Contract

The Agency will keep the DDWS apprised with developments and progress of the work relating to project monitoring and capacity building. The contract shall be initially for 36 months and shall be extended further as per the requirement with mutual agreement. However, the contract shall be reviewed every 12 months and shall be renewed subject to satisfactory performance. DDWS reserves the right to extend the contract further or terminate early without assigning any reason whatsoever.
Certificate

I, ___________, working as ___________ in this organization and is authorized to issue this certificate, certifying that:

i.) We have gone through the contents of advertisement for this eligibility criterion and fulfil all the eligibility criteria as per eligibility criteria mentioned in EoI.

ii.) All relevant documents are enclosed with our eligibility criteria.

iii.) The details and contents of our eligibility criteria are authenticated and based on actual work carried out by our agency, as per record.

iv.) We have understood that if, in case, it is found that our agency is not fulfilling any of the laid down criteria, or relevant details/ supporting documents are not found to be enclosed, we will not be given any opportunity for any clarifications and our eligibility criteria will be evaluated based on available documents in eligibility criteria.

Dated: ________________

Signature of authorized signatory

Name: ________________

Designation: ________________

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### Checklist for the eligibility for this assignment

<table>
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<tr>
<th>S. No.</th>
<th>PARAMETERS</th>
<th>Yes or No</th>
<th>Remark/ justifications</th>
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<td>(A)</td>
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<tr>
<td>i.)</td>
<td>Minimum of Five (5) years of experience in providing services of PMU to Central/ State Govt. sponsored project</td>
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<td>ii.)</td>
<td>Successfully carried at least three PMUs of similar scale/ nature during the last 5 years, with each of the PMU period should have lasted for a minimum 6 months and having consultancy fee of more than Rs. 2 Crore for each of these projects</td>
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<td>iii.)</td>
<td>Sufficient qualified personnel, and resources to accomplish all the elements of the Scope of Work.</td>
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<td>iv)</td>
<td>In case, it is a private entity / firm, is it a profit making entity during each of the last three financial years (2016-17, 2017-18, 2018-19)</td>
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<td>v)</td>
<td>Average annual turnover of at least Rs. 10 Crore in last 3 preceding financial year [2016-17, 2017-18 and 2018-19]</td>
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Date: 

Signature of Authorized Signatory

Name: 

Designation: 

[Please affix rubber stamp]

Name of Agency
### Information sheet from agency

(Documents should be enclosed in the same sequence.)

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<thead>
<tr>
<th>S. No.</th>
<th>Particulars</th>
<th>Details</th>
<th>Remarks, any</th>
<th>If</th>
<th>Page No.</th>
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<tbody>
<tr>
<td>(a) AGENCY GENERAL DETAILS</td>
<td></td>
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</tr>
<tr>
<td>1.</td>
<td>Name of bidding Agency/ Firm/ Organization</td>
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<td>2.</td>
<td>Type of Organization</td>
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<td>3.</td>
<td>Date &amp; Place of incorporation/ registered agency (enclose copy of relevant document)</td>
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<td>4.</td>
<td>Headquarter address</td>
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<td>5.</td>
<td>Main areas of business</td>
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<td>6.</td>
<td>Addresses for correspondence</td>
<td></td>
<td></td>
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<tr>
<td>7.</td>
<td>Name and Designation of Nodal contact person</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>8.</td>
<td>Contact number</td>
<td></td>
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</tr>
<tr>
<td>9.</td>
<td>Email ID</td>
<td></td>
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<tr>
<td>10.</td>
<td>Whether the firm has been blacklisted by any Central Govt./ State Govt./ PSU/ Govt. Bodies/ Autonomous? If yes, details thereof</td>
<td></td>
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</tr>
<tr>
<td>11.</td>
<td>Location of offices in other parts of India</td>
<td></td>
<td></td>
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<tr>
<td>12.</td>
<td>Whether copy of the registration/ Memorandum of Association of the organization enclosed?</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Whether copies of PAN, GSTIN/ Service Tax Registration Certificate enclosed?</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>14.</td>
<td>Whether copy of the audited financial statements for last three financial years (2016-17, 2017-18 and 2018-19) enclosed?</td>
<td></td>
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</tbody>
</table>

[Signature]
National Project Management Unit (NPMU- Project Monitoring and Capacity Building) for Jal Jeevan Mission

(B) Experience of Agency/ Firm/ Organization

1. Number of PMU projects of similar scale/ nature carried out with Central/ State Govt. in the last 5 years (having minimum consultancy fee of Rs. 2 Crore and 6 months of minimum duration of PMU)

2. Relevant Experience in rural water sector: Completed PMU in rural water supply with minimum fee of Rs. 2 Crore and minimum duration of 6 months

3. Ongoing PMU in rural water supply with minimum fee of Rs. 2 Crore and expected minimum contract duration of 6 months

(C) Consulting Capacity of the Agency

1. Number and details of qualification/ Experience of Key experts on the roll of Agency. The information may be given in the proforma attached under. (No CV/ Certificate required to be enclosed at this stage)

<table>
<thead>
<tr>
<th>Name of Key Experts</th>
<th>Educational Qualification</th>
<th>Expertise</th>
<th>Year of Experience</th>
<th>Working with Agency since</th>
<th>Remarks, if any</th>
</tr>
</thead>
</table>

(D) Annual Financial strength of agency:

1. Average Annual Turnover figure (Rs. in Crore) for last three years (for consultancy part), to be certified by the registered Chartered Account/ Auditor, as per format at annex-5

*No box in the above table should be left blank without mentioning the proper justification in Remarks column

Date:

Signature of Authorized Signatory

Name:

Designation:

[Please affix rubber stamp]
# National Project Management Unit (NPMU- Project Monitoring and Capacity Building) for Jal Jeevan Mission

## Annex-S

### Financial capability of the agency

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Financial Year</th>
<th>Whether profitable Yes/ No</th>
<th>Annual net profit</th>
<th>Overall annual turnover</th>
<th>Annual turnover from only Consultancy services rendered in India</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>3.</td>
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</tbody>
</table>

**Average of the above**

*Note: Agencies are required to enclose auditor’s certificate in support of their claim.*

**Date:**

**Signature of Authorized Signatory**

Name:

Designation:

[Please affix rubber stamp]

Name of Agency:

**Counter signed by Auditor**
National Project Management Unit (NPMU- Project Monitoring and Capacity Building) for Jal Jeevan Mission

Annex-6

Format for Affidavit Certifying that Entity is not blacklisted / barred

(On a Stamp Paper of relevant value)

Affidavit

I M/s. .................., (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter(s)/ director(s) are not barred or blacklisted by central government or any state government/ department/ agency/ PSU in India from participating in Project/ either individually or as member of a Consortium as on ______.

2. We further confirm that we are aware that, our bids for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the short listing/ selection process dated this .................. day of .................. 20....

Name of the Agency: ..............................................................

Signature of the Authorized Person

Name of the Authorized Person
Format for Anti-Collusion Certificate

(On the letter head of the Agency)

We hereby certify and confirm that in the preparation and submission of our proposal for the Assignment “National Project Management Unit (NPMU- Project Monitoring and Capacity Building) under Jal Jeevan Mission”, we have not acted in concert or in collusion with any other Agency or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or agency in connection with the instant proposal.

Date:

Signature of Authorized Signatory
Name:
Designation:
[Please affix rubber stamp]
Name of Agency