

F. No. G-12023/2/2021-NCDWSQ

राष्ट्रीय पेयजल, स्वच्छता एवं गुणवत्ता केंद्र

**NATIONAL CENTRE FOR DRINKING WATER, SANITATION AND QUALITY**

(An autonomous Institution under Ministry of Jal Shakti, Department of Drinking Water and Sanitation, Govt. of India)

Email: [ncdwsq-ddws@gov.in](mailto:ncdwsq-ddws@gov.in), Tele: 24360287, Mobile No. 7678558682

Registered Office:

4<sup>th</sup> Floor, Antyodaya Bhawan

CGO Complex, Lodhi Road, New Delhi-110 003

Dated: 21<sup>st</sup> October, 2021

To,

Dy Director General  
NIC, DDWS, MOJS  
CGO Complex, Lodhi Road,  
New Delhi- 110003

**Subject:** Uploading of Expression of Interest (EOI) on DDWS Website- reg.

Sir,

I am directed to forward a copy of Expression of Interest (EOI) for uploading the same on DDWS Website, please.

**Encl:** As above



Yours faithfully

(Avinash Kumār Sinha)  
Administrative Officer

National Centre for Drinking Water, Sanitation and Quality  
(Department of Drinking Water and Sanitation, Ministry of Jal Shakti, Government of India)  
Diamond Harbor Road, Joka, Kolkata- 700 104  
E-mail: [ncdwsq-ddws@gov.in](mailto:ncdwsq-ddws@gov.in)

Expression of Interest

for

Engagement of an Agency for Setting up of Special Support Unit (SSU) for National Centre for Drinking Water, Sanitation and Quality (NCDWSQ) at Kolkata, West Bengal

No. G-12023/2/2021-NCDWSQ dated 20.10.2021

IMPORTANT DATES

Name of work	Engagement of an Agency for Setting up of Special Support Unit (SSU) for National Centre for Drinking Water, Sanitation and Quality (NCDWSQ) at Kolkata, West Bengal
Start date of issuance of Eol document	22.10.2021. The Eol document is available only in the E-Procurement portal <a href="http://eprocure.gov.in">http://eprocure.gov.in</a> which may be downloaded by using bidder login credentials. The tender document is also available on <a href="https://jalshakti-ddws.gov.in">https://jalshakti-ddws.gov.in</a> . The Eol is to be submitted in online mode only.
Start date of online Eol submission	23.10.2021
Last date and time of online Eol submission	22.11.2021 and 06:55 PM
Date and Time of opening of Eol	23.11.2021 and 3.00 PM
Duration of contract with the Agency	Initially for a period of one year from the date of award of contract which is extendable on annual basis upto maximum three years subject to satisfactory performance of the agency, its staff and further requirement of the Centre based on annual review on the similar terms and conditions.
For Quires	Queries, if any, may be sent to ASO, NCDWSQ in email: <a href="mailto:ncdwsq-ddws@gov.in">ncdwsq-ddws@gov.in</a>

Note: The Eol shall not be entertained after last date and time under any circumstances whatsoever. Aspiring Bidders who have not enrolled/ registered in e-procurement should enroll/register before participating through the website <http://eprocure.gov.in>. The portal enrolment is free of cost.

National Centre for Drinking Water, Sanitation and Quality  
(Department of Drinking Water and Sanitation, Ministry of Jal Shakti, Government of India)  
Registered office  
DDWS, 4<sup>th</sup> Floor,  
Pt. Deendayal 'Antyodaya Bhawan',  
CGO Complex, Lodhi Road,  
New Delhi - 110 003  
Date: 20.10.2021

F. No: G-12023/2/2021-NCDWSQ

### NOTICE INVITING EXPRESSION OF INTEREST (EoI)

Subject: Inviting EoI for engaging an agency for setting up of Special Support Unit (SSU) for National Centre for Drinking Water, Sanitation and Quality (NCDWSQ) at Kolkata, West Bengal.

1. National Centre for Drinking Water, Sanitation and Quality (NCDWSQ), an autonomous institution under Ministry of Jal Shakti, Department of Drinking Water and Sanitation, Government of India on behalf of Director, NCDWSQ invites Expression of Interest (EoI) from Agencies/ Firms/ Organizations/ institutions for setting up of SPECIAL SUPPORT UNIT for NCDWSQ at its Centre in Kolkata. An Agency may express interest for the SPECIAL SUPPORT UNIT subject to fulfillment of required eligibility criteria.

2. The Terms of Reference (ToR) 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 Annexures can be downloaded from the website <https://jalshakti-ddws.gov.in/tender>, and also from CPP portal [www.eprocure.gov.in](http://www.eprocure.gov.in).

4. Earnest Money Deposit (EMD)

- i.) Agencies shall submit, along with their Proposals, EMD of INR 50,000 (Rupees Fifty Thousand Only), in the form of a Demand Draft/ BG/ FDRs/ Banker's cheque in favour of National Centre for Drinking Water, Sanitation and Quality, New Delhi and should be valid for sixty days (60) beyond final bid validity period. The Demand Draft/ BG/ FDRs/ Banker's cheque of earnest money is to be deposited physically to Administrative Officer, NCDWSQ, Joka, Kolkata or at New Delhi upto 4.30 PM on or before 22.11.2021 (Monday) and a scanned copy of the same is to be uploaded online along with tender document. The tender without physical submission of Demand Draft of EMD in this office on or before date and time mentioned above shall be summarily rejected.
- ii.) The EMD amount is interest free and will be refundable to the unsuccessful Agencies without any accrued interest on it.



iii.) The Proposal submitted without EMD, mentioned above, will be summarily rejected.

<sup>1</sup>Bid validity period is mentioned in the bid at the Central Public Procurement Portal.

iv.) EMD of all unsuccessful Agencies would be refunded by NCDWSQ within 60 days after the award of the contract. The EMD, for the amount mentioned above, of successful Agency would be returned after signing of Contract and submission of Performance Guarantee/ Security.

v.) The EMD may be forfeited:

- a) If Agency withdraws its Proposal during the period of Proposal validity.
- b) In case of a successful Agency, if the Agency fails to sign the contract in accordance with this RFP.
- c) If case of qualified Agency at EOI stage fails to submit its proposal during RFP stage.

#### 4.1 Who can submit Expression of Interest (Eoi)

NCDWSQ seeks expression of interest from Government or private 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 blacklisted by any central/ state government department/ PSU/ Agency;
- ii.) It should be a legal entity eligible to enter into an agreement / contract with NCDWSQ to undertake work contract in India;
- iii.) The agency should have three (03) years of experience of providing similar services in the context of Special Support Unit (SSU)/ consultancy services at national/ State level;
- iv.) It should have sufficiently qualified personnel and resources to accomplish all the elements mentioned in the scope of work;
- v.) It must have average annual turnover of at least Rs. 1.00 Crore for last three financial years from consultancy services (i.e. 2018-19, 2019-20, 2020-21).

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;
- vi.) Copy of the audited financial statements for last three years (i.e. 2018-19, 2019-20,



2020-21).

- v.) Affidavit that the organization is currently not black-listed by any government department or agency;
- vi.) An undertaking as per the enclosed formats;
- vii.) List of all Special Support Unit /Consultancy projects and under execution (with a service fee of Rs. 25 Lakh or more) in the last 3 years. Detailed sheet along with relevant documents with proper referencing for each project 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):

S. No.	Name of the Project	Year of project	Client/ funding Agency details	Sector of Project along with the classification	Fee for the Project (in Rupees lakhs)	Brief of services provided under the project	Supporting document as proof (i.e. successfully completion certificate from the client & work order with page no. at which the same is enclosed)

Note:

- i.) The agency shall furnish details of completed projects and on-going projects in separate sheets;
- ii.) The chronology of the projects should be as per their date of commencement of the project;
- iii.) Documents i.e. letter for award of work/ contract, mentioning the duration of services and cost, as well as completion certificate from the client, if project already completed, should be enclosed after the list.

## 6. Shortlisting of Agencies



The EoI of only those agencies will be evaluated by the Technical Evaluation Committee of the Centre which shall fulfill the mandatory eligibility requirements mentioned at para 4 above. The EoI proposals will be evaluated on the following criteria having weightage as mentioned against them:

Sr No	Criteria	Sub -Criteria	Max Marks	Evidence to be submitted
1	Work experience of the agency	<p>Number and size of past projects/consultancy Services of similar nature</p> <p>5 mark for each client with a Work Order and Fulfilment/Billing of 25 lacs to =&lt;50 lakhs</p> <p>10 marks for each client with a Work Order and Fulfilment/Billing of 50 lakhs to =&lt;75 lakhs</p> <p>15 marks for each client with a Work Order and Fulfilment/Billing of 75 lakhs to =&lt; 1cr</p> <p>20 marks for each client with a Work Order and Fulfilment/Billing of 1 CR to &lt;1.25cr</p> <p>25 marks for each client with a Work Order and Fulfilment/Billing of 1.25 cr or above</p> <p>Note: Only eligible projects in last 3 years (1<sup>st</sup> Jan 2018 to 31<sup>st</sup> Dec 2020) shall be submitted</p>	60	Copy of work order, payment proof etc.
2.	Special Support Unit (SSU)Team	Declaration of availability of Special Support Unit team resources as per Annex-1 of EOI	10	Deceleration to be provided.
3.	Turnover for last three	10 marks for annual average turnover between 1cr and =<1.5cr	30	Turnover certificate



Sr No	Criteria	Sub -Criteria	Max Marks	Evidence to be submitted
	years (i.e. 2018-19, 2019-20, 2020-21).	20 marks for annual average turnover between 1.5cr and =<2 cr 30 marks for annual average turnover more than 2 Cr		signed by CA

Note: *The agency securing minimum 70 (seventy) marks will be short listed for next stage.*

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

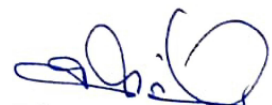
- i.) The Expression of Interest (EoI) with all relevant information and documents must be submitted online at Central Procurement Portal <https://eprocure.gov.in> on or before 22.11.2021 by 06.55 PM on CPP portal.

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 to the above-mentioned address or at e-mail: [ncdwsq-ddws@gov.in](mailto:ncdwsq-ddws@gov.in).



(Avinash Kumar Sinha)  
Administrative Officer  
Email: [ncdwsq-ddws@gov.in](mailto:ncdwsq-ddws@gov.in)

Note: NCDWSQ 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 NCDWSQ reserves the right to amend/ add further details in the EoI and or at RFP stage. The amendments, if any, shall be notified on DDWS/ e-procurement website and these amendments will be binding on all the Bidders/ Applicants.





## Terms of Reference (ToR) for setting up of SPECIAL SUPPORT UNIT (SSU) for National Centre for Drinking Water, Sanitation and Quality (NCDWSQ) at Kolkata, West Bengal

### Description of assignment

National Centre for Drinking Water, Sanitation and Quality is being set up at Joka, Kolkata. The construction work of the Centre is in advanced stage of completion and will be operationalized shortly. The Centre intends to engage an agency as Special Support Unit (SSU) which will work closely with NCDWSQ and provide support with a core team of professionals in implementation of various activities of the Centre on day to day basis in accordance to detailed scope of work as set out in this ToR so as to achieve its objectives. The Agency will provide the requisite technical and managerial support to NCDWSQ and the State/ UTs for effective implementation of the objectives of JJM & SBM (G).

### Centre's Background

National Centre for Drinking Water, Sanitation and Quality (NCDWSQ) is being set up at Joka, Kolkata as an autonomous Institution of the Department of Drinking Water and Sanitation (DDWS), Ministry of Jal Shakti (MoJS), Government of India. Establishing this Centre is a step towards fulfilling Government's commitment to improve 'quality of life' and bring 'ease of living' to rural communities by ensuring safe drinking water and sanitation facilities on regular and long-term basis. Further, the Centre is to provide inputs for policy making, on request, to both Central Government and State Governments, and also to other countries and cater to emerging needs of both rural and urban areas in India.

The basic aim of the Centre is to work in the areas of identification, mitigation and management of drinking water quality and sanitation related problems in the country with a special focus on Arsenic and Fluoride, and to provide inputs for policy making. It will serve as a Centre of Excellence for water and sanitation handling complex water management issues in a holistic and integrated manner. It will be further strengthened to play a larger and meaningful role in the implementation of Jal Jeevan Mission (JJM).

The Centre will serve as a premier institute to bridge the wide prevailing knowledge and capacity gap in the field of Public Health Engineering across the country. Improvement in water supply and sanitation necessitates capacity building to acquire state-of-the-art knowledge,



changing mindset and attitudes to manage public health and face challenges which are not just related to engineering but also cover aspects of management, health, accounting, law and public policy. Existing Public Health Engineering Departments are staffed with personnel qualified in civil or environmental engineering and need reorientation to address the complex domain of water and sanitation. In the transformed India, these engineers are required to work holistically as public health managers and utility managers focusing on quality of water and service delivery.

Also, the Centre will focus on Research & Development, treatment technologies, training, capacity building, networking, monitoring and evaluation, validation and promoting academic programs including doctoral and post-doctoral studies related to water and sanitation sector. The Centre would advise the Central Government and State Governments on evidence-based policy interventions required from time-to-time. The disease prediction and public health advice based on sewage/ grey water bacteriological/ viral analysis is to be done at the institute. It will have a world class IT-infrastructure providing immersive AV/ VR content, digital library, course material and lectures, interactive software design tools and master repository of data on water supply.

#### Objectives of the Centre

- i.) Provide policy advice and technical guidance, training and capacity building
- ii.) Generate knowledge through cutting-edge research and demonstrate through pilot projects;
- iii.) Evaluate impact of emerging treatment technologies using state-of-the-art R&D laboratory infrastructure
- iv.) Promote academic growth through customized academic programs including doctoral and post-doctoral studies;
- v.) Explore collaboration and build partnerships with sector organizations for innovative & long-term interventions.
- vi.) Partner with world-class organizations; and
- vii.) Create IT infrastructure for public health engineers/ water quality professionals to enable the use of AI/ ML/ VR.

#### Statement of purpose/ objectives of SSU



SSU will work closely with NCDWSQ and will provide a dedicated team of 11 professionals to support & coordinate in day to day programme operations of the Centre. SSU will coordinate, liaise and provide the requisite technical, R&D, training, capacity building, knowledge management, networking & partnership, course curriculum, IT support to NCDWSQ and the State/ UTs for effective implementation of the objectives of JJM & SBM (G). SSU will support in undertaking studies relating to water and sanitation, monitoring, evaluation and validation of treatment technologies, technological interventions and any other activities to be implemented as part of the NCDWSQ objectives as directed the Centre.

SSU team composition, qualification and experience required

Key experts/ personal	No.	Qualification	Experience
Faculty (Water)	01	Master's degree in Environment Sciences/ Civil Engineering/ Water Resource management. Ph.D. will be preferred.	Minimum 10 years relevant experience in water resources management technologies, water quality management, water treatment technologies, training / skill development, experience in WASH sector.
Faculty (PHE)	01	Master's degree Environment/ Public Health Engineering or equivalent. Candidates having Ph.D. will be preferred.	Minimum 10 years relevant experience in planning, designing and implementation of water supply schemes, distribution system and management, advanced water supply water treatment technologies, training/ skill development, experience in WASH sector/ Rural development management.
Faculty (Grey Water and environmental Sanitation management)	01	Master's degree in Environmental Engineering/ Civil Engineering/ Water and Sanitation Management/ Environmental Sciences. Ph.D. will be preferred.	Minimum 10 years relevant experience in water, Sanitation Health and Hygiene management , Solid and liquid management resources management technologies, Grey water treatment technologies, training / skill development in WASH sector.



Scientist(R&D)	01	Ph.D. in Environmental Sciences or Chemical Engineering / Environmental Engineering.	At least 10 years of research experience in the field of water chemistry / water treatment / water resource management / water quality. Should have published papers in reputed journals, scientific books, patents and technology transfer to Industry etc. Must have experience in training on water quality sector.
Project Manager (IT)	01	Master's (PhD. will be preferred) in Computer science / Information Technology.	Knowledge of IT systems and infrastructure, knowledge of information system technologies, software development, Cloud computing, Experience of developing information systems and delivering their implementation, Software quality management, Knowledge of server-side technologies, Cyber securities,, Knowledge and understanding of Data Engineering and Data Science, Relation database technique
Research officer (Water)	02	Master of Science or M.Tech. in Civil Engineering/ Environmental Engineering / Water Resource management.	At least 4 years' experience of working with utilities infrastructure projects and detail design of water supply system including water treatment. At least 02 Publications in the peer reviewed journals
Research Officer (PHE)	02	Master of Science or M.Tech in Civil Engineering/ PHE/ Environmental Engineering.	At least 4 years' experience of working with public health engineering, water quality and sanitation. At least 02 Publications in the peer reviewed journals.
Research Officer (R&D)	01	Master degree in Environment Sciences or Environmental Engineering/ Water Quality / Chemistry. Ph. D will be preferred	At least 04 years of research experience in the field of water science/ water quality / water treatment / water resource management. At least 02 Publications in the peer reviewed journals



Research officer (Grey Water and environmental Sanitation management)	01	Master's degree in Environmental Engineering/ Civil Engineering/ Water and Sanitation Management/ Environmental Sciences.	At least 4 years' experience in water, Sanitation Health and Hygiene management, Solid and liquid management resources management technologies, Grey water treatment technologies, training/ skill development in WASH sector. At least 02 Publications in the peer reviewed journals
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S. No.	Key Personal (Required No.)	Responsibilities, including but not limited to:
1.	Faculty (Water)	<ul style="list-style-type: none"> <li>i. Identify training and development needs within JJM objectives for PHED officials and stakeholders</li> <li>ii. Developing training modules/ contents for capacity building</li> <li>iii. Support the design and delivery of a variety of courses</li> <li>iv. Support NCDWSQ to run the institute in auto mode by fundraising</li> <li>v. Provide overall support to manage the training programs at various levels,</li> <li>vi. Coordination, liasioning and networking with universities/institutes, Government departments at national / State level, course curriculum design and development for academic programmes</li> <li>vii. Support NCDWSQ for maintaining the Resource Persons pool / Expert committees/ Guest faculties etc.</li> <li>viii. Support NCDWSQ to manage TA/DA, honorarium distribution etc.</li> <li>ix. Support NCDWSQ as caretaker for all the resource material / stuff available in the store and manage its all-time availability.</li> <li>x. Any other task assigned by NCDWSQ</li> </ul>
2.	Faculty (PHE)	<ul style="list-style-type: none"> <li>i. Assist in all concerned field; SBM (G),Public Health Engineering, Training Need Assessment (TNA), etc</li> <li>ii. make capacity building/ participatory training as driver of the project- make training events dynamic and lively;</li> <li>iii. Hands-on experience coordinating multiple training events</li> </ul>



		<ul style="list-style-type: none"> <li>iv. Proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate)</li> <li>v. Support NCDWSQ to run the institute in auto mode by fundraising</li> <li>xi. Provide overall support to manage the training programs at various levels</li> <li>xii. Coordination, liasioning and networking with universities/institutes, Government departments at national / State level, course curriculum design and development for academic programmes</li> <li>vi. Support NCDWSQ for maintaining the Resource Persons pool / Expert committees/ Guest faculties etc.</li> <li>vii. Support NCDWSQ to manage TA/DA, honorarium distribution etc.</li> <li>viii. Support centre as caretaker for all the resource material / stuff available in the store and manage its all-time availability.</li> <li>ix. Any other task assigned by NCDWSQ</li> </ul>
3.	Faculty (Grey water & environmental sanitation management )	<ul style="list-style-type: none"> <li>i. Training needs assessment on water, sanitation, health and hygiene</li> <li>ii. Capacity building and training of line stakeholders</li> <li>iii. Developing training modules, manuals for capacity building on WASH, Solid and Liquid Waste Management including grey water management, ODF, ODF plus and to promote it as waste to wealth</li> <li>iv. Behavior change communication and Information, Education and Communication,</li> <li>v. Participatory rural appraisal and involvement of PRIs and community/ VWSCs</li> <li>vi. Capacity building and demonstration of cost effective and appropriate technologies for ecologically safe and sustainable sanitation</li> <li>vii. Focusing on community managed sanitation systems for overall cleanliness in rural and urban areas</li> <li>viii. Monitoring, evaluation of sanitation technologies</li> <li>ix. Studies, R&amp;D on water, sanitation health and hygiene</li> <li>x. Promote social inclusion of marginalized communities through improved sanitation practices behavior</li> <li>xi. Undertaking Knowledge and learning exchange programmes</li> <li>xii. Develop and test innovative social and sanitation</li> </ul>



		<p>marketing techniques to promote good water, sanitation, health and hygiene practices.</p> <p>xiii. Equip trainees intellectually and professionally for carrying out the assigned responsibilities, keep up-to-date on the new technologies and innovations and enhancing professional knowledge and skills</p> <p>xiv. Promote BCC/IPC, Advocacy, more collective community behavior change approaches</p> <p>xv. Support NCDWSQ to run the institute in auto mode by fundraising</p> <p>xvi. Provide overall support to manage the training programs at various levels,</p> <p>xvii. Coordination, liasioning and networking with universities/institutes, Government departments at national / State level, course curriculum design and development for academic programmes</p> <p>xviii. Support NCDWSQ for maintaining the Resource Persons pool / Expert committees/ Guest faculties etc.</p> <p>xix. Support NCDWSQ to manage TA/DA, honorarium distribution etc.</p> <p>xx. Support NCDWSQ as caretaker for all the resource material / stuff available in the store and manage its all-time availability</p> <p>xxi. Any other task assigned by NCDWSQ</p>
4.	Scientist (R&D)	<p>i. Support NCDWSQ by providing guidance and training to personnel at different managerial levels in research &amp; development, water quality testing, monitoring, data interpretation and reporting</p> <p>ii. Support in evaluation of R&amp;D proposals in related fields</p> <p>iii. Support in evaluation of newly / upcoming treatment technologies</p> <p>iv. Coordination, liasioning and networking with universities/institutes, Government departments at national / State level, course curriculum design and development for academic programmes</p> <p>v. Publications in peer reviewed journal</p> <p>vi. Conduct a literature review and coordinate research programs with sector institutions and research centres on water-health linkages, specific to the project area of JJM;</p>



		vii. Any other task assigned by NCDWSQ
5.	Project Manager(IT)	<ul style="list-style-type: none"> <li>i. To support institute in visible and influential leadership in all strategic, architectural, security, governance, policy and operational matters in the field of information technology, data science, analysis and systems.</li> <li>ii. Also S/He responsible for all digital and data services and products including predictive modelling and patent intervention management, technical infrastructure, scientific and research program, ensuring that all these are underpinned by robust information governance controls.</li> <li>iii. Any other task assigned by NCDWSQ</li> </ul>
6.	Research Officer (R&D)	<ul style="list-style-type: none"> <li>i. Assist in R&amp;D work</li> <li>ii. Full time laboratory work, monitoring of pilot plants, data management, report forming</li> <li>iii. Capacity building of state officials to assess the nature of water quality issues in the states for developing water testing modules</li> <li>iv. To assist NCDWSQ to work like a referral institute.</li> <li>v. cross verification of water quality data and integration with other laboratories of State/ Central government agencies;</li> <li>vi. Assist NCDWSQ for developing a state-of-the-art laboratory with all sense of testing, infrastructure and all facilities.</li> <li>vii. Any other task assigned by NCDWSQ</li> </ul>
7.	Research Officer (Water)	<ul style="list-style-type: none"> <li>i. Assist faculty (Water)in training schedule that includes all areas of water supply management.</li> <li>ii. Support institute to maintain all correspondence with the participants, resource persons, guest faculties, TA/DA, honorarium distribution etc.</li> <li>iii. Any other task assigned by NCDWSQ</li> </ul>
8.	Research Officer (PHE)	<ul style="list-style-type: none"> <li>i. Assist faculty (PHE) in training schedule that includes all areas of Public Health Engineering.</li> <li>ii. Support institute to maintain all correspondence with the participants, resource persons, guest faculties, TA/DA, honorarium distribution etc.</li> <li>iii. Any other task assigned by NCDWSQ</li> </ul>





9.	Research Officer (Grey water & environmental sanitation management )	<ul style="list-style-type: none"> <li>i. Assist faculty (Grey water &amp; environmental sanitation management ) in training schedule that includes all areas of grey water management and environmental sanitation</li> <li>ii. Support institute to maintain all correspondence with the participants, resource persons, guest faculties, TA/DA, honorarium distribution etc.</li> <li>iii. Any other task assigned by NCDWSQ</li> </ul>
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The scope of work includes technical as well as managerial support to NCDWSQ, which includes Water quality testing, R&D, networking, Training of state officials on water quality & sanitation, intervention of new technologies on water quality & sanitation as well as evaluation, monitoring and validation.

#### Details of Scope of Work

It is expected that a core team will work closely with NCDWSQ to assist project management activities related to NCDWSQ on day to day basis. The SSU team will provide the requisite technical and managerial support to NCDWSQ and the State/ UTs Governments for effective implementation of the objectives of JJM & SBM (G). The detailed scope of work for SSU shall include following:

#### Technical Support

##### A) Training and capacity building:

- i. Training on JJM / SBM(G) for all the state officials along with concerned related stakeholders;
- ii. Preparation of user manuals and training modules/manuals for all the trainings;
- iii. Documentation of processes of all trainings related to water & sanitation;
- iv. Training the key executives for monitoring the performance and using the reports effectively;
- v. Provide an opportunity for study of new initiatives, best practices in other countries through experience sharing and discussion among participants. The training is also aimed at enhancing their administrative capabilities and to help them synthesize their competencies with the ongoing reforms related to



- JJM/SBM(G) and its efficient and effective usage for improving governance and service delivery, in the country;
- vi. To escalate the emerging international best practices and innovations in water & sanitation policy administration.
  - vii. Coordination, liasioning and networking with universities/ institutes, Government departments at national / State level, course curriculum design and development for academic programmes
  - viii. Coordination, liasioning, reporting and data integration
  - ix. Knowledge management, preparation of Annual Reports, documents, manuals, tender documents etc.
  - x. Any other activities to be implemented as part of the NCDWSQ objectives as directed the Centre.

B) Technology intervention

- i. Provide technical support to NCDWSQ in water filtration / treatment technology evaluation as various remedial procedures;
- ii. To develop monitoring guidelines for pollutants and health impacts;
- iii. Propose technology options appropriate for the incidence and levels of pollutants that exist, and the levels of treatment required to deliver safe drinking water;
- iv. Develop an implementation plan for the pilot programmes including identification of locations, quantification of resources required to carry out the pilot project and assist NCDWSQ for development of ToR for the procurement of a suitable agency to carry out the pilot project;
- v. Assist NCDWSQ in procurement of laboratory instruments and consumables / non consumable's and develop a state of the are labs;
- vi. Assist NCDWSQ in laboratory management and good laboratory practices.

The list is indicative, and the consultancy agency may be required to provide additional services as and when required for the programme by the NCDWSQ.

Review and duration of engagement of SSU

The Agency will keep NCDWSQ apprised with development and progress of the work. The period of engagement of the Agency shall initially be for a period of one year from the date of award of contract which is extendable on annual basis upto maximum three years subject to satisfactory performance of the agency, its staff and further requirement of the Centre based on annual review on the similar terms and conditions. The contract of the Agency and the



performance of its personnel deployed in the Centre will reviewed annually and shall be renewed subject to satisfactory performance. NCDWSQ reserves the right to extend the contract further or terminate early without assigning any reason whatsoever. In case of termination of this contract on its expiry or otherwise, the persons deployed by the Agency shall not be entitled to and will have no claim, for any absorption nor for any relaxation for absorption in the regular/ other capacity in the Centre.

#### Deliverables

The broad deliverables of the assignment are as follows:

- i. Inception report that includes detailed work plan for the activities assigned.
- ii. Detailed monthly progress report /inputs on all activities including key issues where additional attention / support is needed from NCDWSQ.
- iii. Brief quarterly progress report on all key activities.
- iv. Preparation of annual report of all activities.
- v. Preparation and documentation of all related reports, assessments, presentations and other documents required by NCDWSQ.
- vi. All outputs linked to services described in this ToR will be submitted to NCDWSQ in a time bound manner
- vii. Assistant and support NCDWSQ in the intended areas in order to achieve its objectives.
- viii. Preparation and submission of contract completion report
- ix. Additional deliverables may asked by NCDWSQ as per the task assigned.

#### Office Space/ Logistics/ services provided

- i.) Agency should ensure that the SPECIAL SUPPORT UNIT (SSU) shall be deployed at NCDWSQ assigned office in Kolkata. Seating arrangement/ space along with Internet/ Wi-Fi, telephone/ intercom, office stationeries, computers etc would be provided at the premises of NCDWSQ during the contract period. However, laptops, other IT equipment, local conveyance, etc., should be arranged by the Agency themselves.



(Eol submission cover letter format)

Eol for engagement of agency for setting up of SPECIAL SUPPORT UNIT (SSU) for National Centre for Drinking Water, Sanitation and Quality (NCDWSQ)

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 Eol.
- 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: .....

[Please affix rubber stamp]



Checklist for the eligibility for this assignment

S. No.	PARAMETERS	Yes or No {details along with relevant documents are required to be provided with proper page referencing}	Remark/ justifications.
i.)	Minimum of Three (3) years of experience in the context of SPECIAL SUPPORT UNIT (SSU) / consultancy service provider		
ii.)	successfully done a minimum of 3 similar projects during the last 3 years of fees Rs. 25 lakhs or more		
iii.)	Average annual turnover of at least Rs. 1.00 Crore in last 3 financial year.		

Date:

Signature of Authorized Signatory

Name:

Designation:

[Please affix rubber stamp]

Name of Agency



## Information sheet from agency

(the documents should be enclosed in the same sequence.)

S. No.	Particulars	Details	Remarks, if any	Page No.
(a) AGENCY GENERAL DETAILS				
1	Name of bidding Agency/ Firm/ Organization			
2	Type of Organization			
3	Date & Place of incorporation / registered agency (enclose copy of relevant document)			
4	Headquarter address			
5	Branch office in Kolkata address			
6	Addresses for correspondence			
7	Name and Designation of Nodal contact person			
8	Contact number			
9	Email ID			
10	Tender ID of the agency used for uploading EoI in CPPP			
11	Whether the firm has been blacklisted by any Central Govt./ State Govt./ PSU/ Govt. Bodies/ Autonomous? If yes, details thereof			
12	Location of offices in other parts of India			
13	Whether copy of the registration/ Memorandum of Association of the organization enclosed?			
14	Whether copies of PAN, GSTIN/ Service Tax Registration Certificate enclosed?			
15	Whether copy of the audited financial statements for last three financial years (i.e. 2018-19, 2019-20, 2020-21).			



(B) Experience of Agency/ Firm/ Organization				
1	<p>A. Overall Experience: Overall numbers of years of experience in SPECIAL SUPPORT UNIT (SSU) assignment / consultancy services of similar nature</p> <p>B. Number of SPECIAL SUPPORT UNIT (SSU) / consultancy assignments of similar nature carried out in the last 3 years (having minimum service fee of Rs. 25 Lakh)</p>			
(C) Annual Financial strength of agency:				
1	Average Annual Turnover figure (Rs. in Crore) for last three years (i.e. 2018-19, 2019-20, 2020-21) to be certified by the registered Chartered Accounts/ 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]



Financial capability of the agency

(Rs. in Crore)					
S. No.	Financial Year	Whether profitable Yes/ No	Annual net profit	Overall annual turnover	Annual turnover from SPECIAL SUPPORT UNIT (SSU) /Consultancy services only
1.					
2.					
3.					
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

A handwritten signature in blue ink, consisting of a stylized, cursive letter 'S' with a small loop at the top and a long, sweeping tail that curves downwards and to the right.

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/ Autonomous body/ 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 "Setting up of SPECIAL SUPPORT UNIT (SSU) for National Centre for Drinking Water, Sanitation and Quality (NCDWSQ), at Joka, Kolkata", 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

