

By Speed Post/FAX

No. D.11011/45/2008-DWS.II
Government of India
Ministry of Rural Development
Department of Drinking Water Supply

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8th Floor, Paryavarn Bhavan,
CGO Complex, Lodhi Road,
New Delhi-110003
Dated 26th August, 2008

To

Subject: Invitation of Tender for outsourcing of a support Agency for Nirmal Gram Puraskar' for the year 2008 distributed every year by Rajiv Gandhi National Drinking Water Mission, Department of Drinking Water Supply, Ministry of Rural Development to Panchayati Raj Instititios.

Date & Time up to which Tenders Invited	16.00 hrs. 1.9.2008
Date & Time of Tenders Opening	1700 hrs. 1.9.2008
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 Niramal Gram Puraskar 2008.

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 reach the undersigned in a sealed cover by 1.09.2008(1600 hrs.) Proposals received after this date shall not be entertained in any case. Tenders will be opened on the same day at 1700 hrs. 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 for due performance of the contract to be entered between the Government of India and the prospective agency.

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

- a. Constitution and legal status of the management.
- b. Registration with specified agencies and previous pre-qualification(s) for similar contract(s)
- c. Experience on similar works(s) during last 5 years with details including year-wise monetary value, clients, and proof of satisfactory completion.
- d. Financial standing as certified by Bankers, Audited profit & loss account and balance sheet, annual turnover in last 5 years, access to adequate working capital.
- e. Key personnel available and proposed to be engaged for management and supervision, their qualifications and experience,
- f. Information regarding projects in hand, current litigation, orders regarding execution/expulsion or black listing, if any.
- g. 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,

Encl: Annexure.I

(K.Narayanan Reddy)
Under Secretary to the Government of India
Telefax: 24364780

Copy to Director (CRSP)

SUPPORT AGENCY FOR ASSISTING D/o DWS IN ACTIVITIES RELATING TO NGP – 2008

TERMS OF REFERENCE

Context:

To add vigour to the TSC, in June 2003, Government of India initiated an incentive scheme for fully sanitized and open defecation free Gram Panchayats, Blocks, and Districts called the 'Nirmal Gram Puraskar'. The incentive pattern is based on population criteria. The incentive provision is for PRIs as well as individuals and organizations that are the driving force for full sanitation coverage.

The following can receive the Nirmal Gram Puraskar

- 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:

There are 2 application forms developed one for PRI and another for Individuals & Organizations. These application forms are available on the Website of the DDWS: <http://ddws.gov.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 should be duly scrutinized at the District Level and only on being fully satisfied with regard to the eligibility, it should be forwarded to the State Government.

The State Government makes its own arrangement for the verification of the claims. There are two types of applications forms, which are also hosted on the website. The checklist is to be filled in and certified by the State Secretary in-charge of Rural Sanitation and forwarded to Department of Drinking Water Supply, Ministry of rural Development.

Stages of Processing of Applications:

Applications are received in DDWS from PRIs through State Governments and uploaded on the website of the Department. The entries need to be compared with the hard copies. Some applications 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. Incomplete applications are to be sent back to the respective States for correction. 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 NGP.

In the process, some complains 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 30,000 applications have been received for NGP 2008. 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.

The total quantum of work will be calculated after completion of work in terms of per 500 applications received and processed or part thereof.

Duty Station:

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

Time and Duration of Contract:

From September 2008 till October 2008, TWO Months. (This may increase depending on the NGP programme)

Requirements:

Support Agency with capability to provide services for the work as specified above. Adequate manpower and infrastructure including computers and software required for the job that 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. A minimum of 15 persons would be required to work continuously 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.

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 Scrutiny 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) To assist the Department in organisation of workshops/seminars at appropriate locations in connection with NGP
- g) Uploading of the re-verification report received from re-verification teams and comparing the date with verification report.
- h) 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 70% 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.

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