



**DOCUMENTS
FOR
SOLICITING PROPOSALS**

FOR

**EMPANELMENT OF AGENCIES FOR ORGANIZING VARIOUS
ACTIVITIES IN THE DISTRICTS OF UTTAR PRADESH UNDER STATE
WATER AND SANITATION MISSION.**

SUPPORTED BY

**DEPARTMENT OF RURAL DEVELOPMENT, GOVERNMENT OF UTTAR
PRADESH**

CONTENTS

SECTION 01 :	DETAILS OF ASSIGNMENT & SELECTION PROCESS
SECTION 02 :	FORMAT FOR SUBMISSION OF PROPOSAL



SECTION - 01

DETAILS OF ASSIGNMENT & SELECTION PROCESS FOR APPLICANTS

- 1. BACKGROUND**
- 2. OBJECTIVE OF THE CALL**
- 3. CURRENT SCENARIO OF THE STATE**
- 4. SCOPE OF WORK**
- 5. PAYMENT NORMS**
- 6. STEPS AND TIMELINE FOR EMPANELMENT OF AGENCIES**
- 7. EVALUATION OF PROPOSALS**
- 8. FINAL RECOMMENDATION FOR EMPANELMENT AS AGENCIES**
- 9. INFORMATION TO ORGANIZATION ON GENERAL CONDITIONS**
- 10. SUBMISSION OF PROPOSAL**



1. Background:

The Department of Rural Development, Government of Uttar Pradesh has set up a Water and Sanitation Support Organization (WSSO) under State Water and Sanitation Mission (SWSM) to deal with National Rural Drinking Water Quality Monitoring and Surveillance (NRWQM&S), MIS/ Computerization project, M&E and IEC&HRD (CCDU), R&D, etc. These are activities for which Support Funds are being provided by Department of Drinking Water Supply, Ministry of Rural Development, Government of India.

The main functions of WSSO are as follows:

- To deal with software aspect of Rural Water Supply (RWS) sector and may not be involved in implementation of water supply schemes;
- Main function would be to act as a facilitating agency and would function as a bridge between the UP Jal Nigam/UP Jal Sansthans/ UP Agro and the Community Organizations.
- WSSO on a selective basis assists the Panchayati Raj Institutions (PRIs) and Gram Panchayat Water and Sanitation Committees (GPWSCs) to prepare water security plan and plan, implement and maintain Rural Water Supply (RWS) projects based on the water security plan; these would be pilot projects intended to develop models for scaling up the activity on district and state-wise basis;
- Take up HRD and IEC activities as per NRDWP and any amendments, directives and/or instructions in these issued by GoI or GoUP;
- Take up evaluation studies, impact assessment studies, R&D activities and share the findings with UP Jal Nigam/UP Jal Sansthans/UP Agro for corrective action;
- Take up MIS and computerization programmes, GIS mapping and online monitoring systems, including those for water quality monitoring & surveillance.

2. Objective of this call:

The WSSO under the aegis of DoRD-GoUP is committed to eradicate water quality related problems and diseases in the state of Uttar Pradesh. With 73rd amendment of the constitution, rural drinking water has been placed in the XIth schedule of the constitution to be devolved to PRIs. Improving the access and usage of safe drinking water on a sustainable basis is a difficult and complex process especially in rural areas. Consumption of potable drinking water has a profound bearing on the overall well-being of people and their health. National Rural Drinking Water Program (NRDWP) aims at empowered, well aware and skilled stakeholders



capable of proper planning, implementation, operation, maintenance and management of water supply and water resources at all levels.

In order to enable the village community and PRIs to play their rightful role, it is important that their knowledge and information gaps – both thematic and programmatic on various aspects of drinking water are bridged and an enabling environment is created. To enable the PRIs especially at the village level to plan, implement, manage, operate and maintain “safe drinking water to all throughout the year on a sustainable basis” and to ensure coverage all rural habitations and access to safe drinking water, sustainability of drinking water systems and sources, and to address the problem of water quality in the affected habitations, it is necessary that a multipronged approach is adopted. In this context, to ensure well-planned information, education and communication can play a critical role.

However, the objective of this call is not limited to IEC activities only and based on the qualification and experience of the agencies their services may be hired by WSSO for various other activities such as water quality testing, partnering with Gram Panchayts for developing pilot models and other innovative activities.

3. Current Scenario of the State

Fluoride and Arsenic content in the ground water is much above than the permissible limits in most of the districts of the State. As such 44 and 07 districts have been identified as fluoride and arsenic affected, respectively. To overcome this problem State Water and Sanitation Mission (SWSM) with support of UP Jal Nigam has installed Arsenic Removal Unit (ARU) and Fluoride Removal Unit (FRU) as short term mitigation measure. However, it has been observed that the village community is not using these facilities properly due to lack of awareness, operation and maintenance.

Other than that because of use of shallow hand pumps, contaminated drinking water sources and water logging various water and vector borne diseases are much prevalent in many of the districts particularly in eastern Uttar Pradesh which reported highest incidence of Japanese Encephalitis/ Acute Encephalitis Syndrome. Other threats due to lack of knowledge on water handling issue leads to diarrhea, cholera and jaundice etc.

4. Scope of work:



To deal with above problems, the selected Agency will work under the overall leadership of Executive Director of SWSM/WSSO, who is also the Secretary, Department of Rural Development, Government of Uttar Pradesh. The agency is specifically expected to facilitate all or any of the following activities as per need in the districts finally allotted to them, which entails:

1. One day workshop at divisional/district/block/cluster head quarter
2. Constitute child cabinet and orientation of school sanitation committee in all primary/ junior high schools covering all Gram Panchayts of a district
3. Conduct drawing/essay competition in all primary/ junior high schools covering all Gram Panchayts of a district
4. Organize awareness camps at all Aanganwadi centres in a district on water and sanitation issues
5. Organize "Sanitation Fair" at prominent places of all Gram panchayts in a district
6. Organize Street Plays (*Nukkad Natak*) and cultural activities at two places in each gram Panchayt's of a district.
7. Organize meeting of "Gram Panchayt level Water and Sanitation Committee" and orient them.
8. Five water source testing and sanitary survey in all hamlets of each Gram Panchayt in a district with an objective of promoting behavioural change.
9. Organize meeting of "Gram Panchayt level Health and Welfare Committee" and orient them.
10. Organize Audio-Video camps in all Gram Panchayts on the issues related to water and sanitation.
11. Wall writing at prominent public places such as Gram Panchayt bhawan, primary school, aanganwadi centre and primary health centre of a Gram Panchayt on issues related to water and sanitation
12. Social mapping displaying habitation of a village and water sources to inculcate water sanitation and hygiene issues

Note: Gram Panchayt level activities shall be organized in the presence of Gram Pradhan and/or Village Secretary

5. Payment Norms:

Payment to agencies against their services will be made on the basis of rates approved under the respective Central/State sponsored schemes. Department may



further break-up these rates into various heads and final payment to the agencies will be made only for those services, which have been actually rendered by them.

In case agencies seek tax exemption under 12A or 80 G they must specifically mention in the technical proposal and enclose relevant certificates issued by competent authority.

6. Steps and Timeline for empanelment of Agencies :

Following steps will be followed by WSSO, Department of Rural Development, GoUP for empanelment of Service provider Agencies.

Step	Details	Indicative time line
Step 1	Time provided to interested agencies for submitting proposals to the office from the date of advertisement in new paper(s).	21 days
Step 2	Preliminary screening and short listing of agencies based on the mandatory qualification and technical evaluation of proposals as mentioned under point number 7 of this concept note.	10 days
Step 3	Interview/ presentation by agencies shortlisted under Step 2 above.	3 days
Step 4	Based on Step 3 above, final selection/ empanelment of Agency/ Agencies and allocation of districts.	2 days
Step 5	Submission of detailed action plan in the prescribed format by Agencies for the district/s allocated to them.	3 days
Step 6	Approval of action plan submitted and signing of State Support Agreement with empanelled agency.	3 days
Step 7	Issuance of work order by WSSO, DoRD-GoUP	3 days
Total duration from advertisement to signing of contract		45 days

Note:

1. SWSM, Department of Rural Development, Government of Uttar Pradesh reserves the right to disqualify/ reject proposal submitted by any agency and/or cancel/disqualify empanelment of agencies at any point of time, without explaining the reason.
2. Please also note that, if institution fails to submit detailed action plan in prescribed format as stipulated in step 5 above and/ or the incomplete/ poor quality plan is submitted by agency, SWSM, DoRD-GoUP reserves its right to disqualify/ cancel the empanelment of Agency.

7. Evaluation of proposals



The proposal submitted by agency and their suitability for the proposed task shall be evaluated in following two steps.

a. Mandatory Experience and skills and technical evaluation of proposal

The proposals submitted by agencies in response to the advertisement will be evaluated on following evaluation criteria:-

A. Mandatory Qualifications		
S. No.	Particulars	Supporting documents to be enclosed with proposal
1	Agency shall be registered at least five years prior to the date of advertisement	<ul style="list-style-type: none">Registration/ renewal certificate of relevant act under which agency is registered.
2	Agency must have proven experience of at least four years in rural drinking water and sanitation/ Gram Panchayt strengthening/ rural area based large scale event management in the State of Uttar Pradesh.	<ul style="list-style-type: none">Copy of work orders of assignments.
3	Total annual turnover of the agency in previous four financial years i.e. in 2010-11, 2011-12, 2012-13 and 2013-14 shall not be less than INR 700.00 Lakhs.	<ul style="list-style-type: none">Audited Statement of accounts for last 4 years with auditor's report (10 B or 3 CA/CB, whichever is applicable) duly certified in original by registered Chartered Accountant.
4	Income tax return for previous four financial years i.e. 2010-11, 2011-12, 2012-13 and 2013-14	<ul style="list-style-type: none">ITR Certificate
5	An Earnest Money Deposit (emd) for an amount of INR 10.00 lakh has to be enclosed with proposal in a separate envelope.	<ul style="list-style-type: none">Only FDRs made with nationalized or schedule commercial banks will be considered.In case these are not enclosed proposal will be disqualified from further evaluation process.
<i>Important Note:- The interested agencies must enclose documentary evidences as mentioned along with proposal to establish above mentioned mandatory qualifications, failing which the agencies proposal will not be included in the technical evaluation process.</i>		
B. Criteria for technical evaluation of proposals		
S.No.	Evaluation Criteria	Maximum Score
1	Working experience, expertise and understanding of the agency to perform the task/assignment.	35
2	Evidences of similar assignments completed elsewhere by the agency. Those having previous similar experience with GoUP will be given preference.	30



3	Availability of trained and experienced human resource, IEC infrastructure & logistic support.	15
4	Previous experience of working directly with DoRD-GoUP/ DoPR-GoUP in the state.	20
	Total Score	100
<i>Agencies are requested to support information provided in the technical proposal with sufficient documentary evidences such as copy of work orders, agreement etc.</i>		

The evaluation committee appointed by the Executive Director, SWSM/WSSO, DoRD-GoUP shall evaluate the proposals on the basis of their responsiveness to the concept note and information provided by agency in the prescribed format enclosed in Section-2. Please note that proposal shall be reviewed on the basis of evaluation criteria specified above.

The cut off score at this stage would be 70 out of 100 and agencies obtaining a score of 70 or above will qualify for next stage of evaluation i.e. presentation by agency.

b. Presentation by preliminary shortlisted agency

The institutions shortlisted under the process above will be invited to make power point presentation before evaluation committee to have an overall assessment of the competency of agency to perform the task. The evaluation committee appointed by the Executive Director, SWSM/WSSO, DoRD-GoUP as a whole shall evaluate the competency of the agency during presentation/ discussion against the maximum score as mentioned against the each evaluation criterion in the following table.

S. No.	Evaluation Criteria	Maximum Score
1.	Strategy proposed by agency for various activities in a time bound manner with quality assurance.	30
2.	Overall assessment of the agency.	20
	Total Score	50

The evaluation committee shall evaluate the competency of the agency during presentation/ discussion on a maximum score of 50.

8. Final Recommendation for empanelment as AGENCIES



The score attained by agency under point number 7.a&b will be added together and agencies attaining a cumulative score of 110 or above out of total score of 150 shall be recommended by evaluation committee for final empanelment as Agencies.

9. Information to Organisation on General Conditions

- Proposal will be accepted only in the standard format enclosed with the concept note. Material deficiencies in providing the information requested may result in rejection of the proposal.
- In case last date for submission of proposal falls as weekend (Saturday/Sunday) or Gazetted Government holiday, the last date for submission of proposal shall be next working day till the originally mentioned time.
- The proposal submitted by agency in the prescribed format shall be the basis for determining the mandatory qualification.
- The agency must enclose appropriate document, as deemed fit as evidence of the information provided in proposal.
- The costs towards preparing and submitting proposal and presentation later on by preliminary shortlisted agencies will be borne by agency them self.
- The WSSO, Department of Rural Development- GoUP is not bound to accept any or one of the proposals submitted.
- Organisation may request clarification, if any latest by seven days before the proposal submission date. Any such request shall be addressed to M&E Consultant, WSSO, 13/1 First Floor, Moti Chamber, Near YMCA compound, Rana Paratp Marg, Lucknow-226 001, Ph: +91-522-3016584, e-mail: wssoup@gmail.com
- At any time before the last date for submission of proposal, the WSSO, DoRD-GoUP may, for any reason, whether at its own initiative or in response to a clarification requested by an agency, amend the advertisement. Any amendment will be issued in writing through addenda. Depending upon, the type of addenda, the WSSO, DoRD-GoUP may at its discretion extend the deadline for the submission of proposals.
- The proposal shall be prepared in indelible ink. It shall contain no overwriting, except as necessary to correct errors made by the agency itself. Any such corrections must be initialled by the persons or person who sign(s) the proposals.
- An authorized representative of the agency shall initial all pages, including annexure of the proposal.



- The proposal along with supporting documents shall be placed in a sealed envelope clearly marked as “Proposal for organizing various activities in the Districts of Uttar Pradesh under State Water and Sanitation Mission”
- Hard Copies of the proposal along with supporting documents must reach at the address given below on or before the last date and time. Any proposal received after the closing date/ time will not be accepted.
- Please note that **only hard copies** of the proposal along with supporting documents would be accepted.

10. Submission of Proposal

Based on the information provided above, the interested agencies are advised to submit hard copies of proposal latest by 9th October, 2014 at following address by 3:00 PM. Please note that the proposal will be accepted in the prescribed format only.

Please send your proposal to:

Executive Director,
Water and Sanitation Support Organization (WSSO),
13/1 First Floor,
Moti Chamber, Near YMCA Compound,
Rana Paratp Marg,
Lucknow- 226 001,
Uttar Pradesh.



SECTION - 02

FORMAT FOR SUBMISSION OF PROPOSAL



APPLICATION

Agency's Name and Address:

Person to be contacted:

Designation:

Telephone No.:

Mobile Number:

Fax:

Email I.D.:

To,

Executive Director,

Water and Sanitation Support Organization (WSSO),
13/1, First Floor, Moti Chamber,
Near YMCA Compound, Rana Paratp Marg,
Lucknow- 226 001,
Uttar Pradesh.

Subject: Proposal for empanelment of agency.

Dear Sir,

1. We, the undersigned applicant, have read and examined in detail your solicitation of Proposal for the purpose of empanelment of our Proprietary Firm/Institute/Company/Partnership/NGO as agency for organizing various activities in the Districts of Uttar Pradesh under State Water and Sanitation Mission in the state of Uttar Pradesh.
2. **Structured Questionnaire:** We are submitting the Credentials/Information as stipulated in your aforesaid solicitation of PROPOSAL in **Schedule-1**. In case you require any further information in this regard, we agree to furnish the same.
3. **Supporting documents:** We have enclosed documents supporting compliance and in support of the information provided in the Structured Questionnaire.
4. **Authorization:** We hereby submit that, we are authorized/ have been authorized on behalf of our agency to sign and submit this application.
5. Dated this.....day of2014.

Thanking you, we remain

Yours faithfully,

Date :

Place :

(Signature with official stamp)



Schedule-1

STRUCTURED QUESTIONNAIRE FOR EMPANELMENT OF AGENCY.

Dear Sir,

In support of our proposal, we furnish herewith Structured Questionnaire along with other information as follows;

Section A: General Particulars of Agency

Particulars	Details
Name of the agency	
Registered Address (with pin code)	
Phone No.	
Fax No.	
E-mail ID	
Name of Contact person for this Proposal	
Phone No. of the contact person for this Proposal	
E-mail Id of the contact person for this Proposal	
Other key persons of agency with complete contact details	
Branch offices in Uttar Pradesh with complete address (if any)	
Other Offices in India (if any)	

Section B: Particulars of Agency

Particulars	Details
Date of agency's establishment	
Registration Number	
Registration Authority/ Act	
Validity of Registration	
Date of Renewal of Registration	



Empanelment with other Govt. Departments/ Govt. undertakings	
Type of Agency (Proprietary Firm/ Institute/ Company/ Partnership/NGO)	
Service Tax Registration No. & Validity (if applicable)	
PAN No.	
TAN No.	
Whether agency is exempted to pay tax, if yes under which act/provision and validity of exemption	

Section C: Human Resource (In number)

A	On the basis of hierarchy	
	Senior Level	
	Support Staff	
	Total	
B	On the basis of type of engagement	
	Full Time	
	Part Time	
	Total	
C	On the basis of qualification	
	Post Graduate and Above	
	Graduate	
	Other	
	Total	

Section D: Details of Professional Staff and Trainers available with Agency*

Name of staff member	Age	Years of Experience	Qualification	Number of years associated with the agency	Brief nature of work done(assignment where the staff has worked with year)

* Excluding the Office Support Staff Viz.- Clerk, Accountant, Steno, Computer Operator, lass-IV etc.



Section H: IEC related infrastructure availability

Please provide details of infrastructure owned by agency in following table.			
S No.	Particulars	Number	Approx value (In Rs. Lakh)
1			
2			
3			
4			
5			
6			

I(please include your name) hereby declare that, I'm authorized to sign this document on behalf of my organization and above information provided by me, in response to proposal invited by Department of Rural Development, Government of Uttar Pradesh, is true and correct to the best of my knowledge and belief. I understand that in case any information provided above is found to be false or concealed during and/or after the empanelment process the Department will omit organization's name from the list of empanelled agencies and may also impose penalty as deemed fit.

Yours faithfully,

(Signature with official stamp)

Date:

Place:



Schedule-2

Declaration

Date:.....

To,
Executive Director,
Water and Sanitation Support Organization (WSSO),
13/1, First Floor,
Moti Chamber, Near YMCA Compound,
Rana Paratp Marg,
Lucknow- 226 001,
Uttar Pradesh.

We hereby confirm that:

"Our Firms/ Agency/ Institute/ Company does not face any sanction or any pending disciplinary action from any authority against our Firms/ Agency/ Institute/ Company or partners."

In case of any further changes which affect this declaration at a later date; we would inform the project appropriately.

Sincerely Yours,

Authorized Signatory
(with seal)



List of documents annexed with Section-2

S. No.	Details of annexure	Page number