



Expression of Interest for
Empanelment of Implementation Support Agencies (ISAs)
For JAL JEEVEN MISSION in AP State

PROJECT DIRECTOR,
State Water and Sanitation Mission
Vasudha Shelters, 5th Lane,
Gollapudi, Saipuram Colony, Vijayawada.

(Last date of receipt of bids: 27-5-2021)

**Rural Water Supply and Sanitation Department,
Government of Andhra Pradesh
March 2021**

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DISCLAIMER

The information contained in this EoI document or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this EOI and such other terms and conditions subject to which such information is provided.

This EoI is not an agreement and is neither an offer nor an invitation by the Authority to the prospective Applicants or any other person. The purpose of this EoI document is to provide interested parties with information that may be useful to them in the formulation of their proposals pursuant to this EoI. This EoI includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This EoI may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this EoI. The assumptions, assessments, statements and information contained in this EoI, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this EoI and obtain independent advice from appropriate sources.

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The issue of this EOI does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever. The Applicant shall bear all costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will be borne by the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or in submission of the Proposal, regardless of the conduct or outcome of the selection process.

**Project Director
State Water & Sanitation Mission**

SCHEDULE / DATA SHEET FOR INVITATION OF EOI

| | |
|---|--|
| Name of Assignment | Empanelment of Implementation Support Agencies (ISAs) For Successful Implementation of JJM in Rural Water Supply and Sanitation Department of Government of Andhra Pradesh |
| Name of the Department & Address | Rural Water Supply and Sanitation Department of Government of Andhra Pradesh |
| Name of the client | Project Director, SWSM, RWS&SD, Vijayawada, AP |
| Selection Procedure | Technical Proposal(50 Marks) & Financial Proposal |
| Date of issue of EOI | 04-05-2021 |
| EoI can be downloaded from the site: https://rwss.ap.gov.in | 04-05-2021 |
| Publication of link for pre-bid virtual meeting in the site: https://rwss.ap.gov.in | 17-05-2021 |
| Date & Time of virtual Pre Bid Conference | 18-05-2021 (Queries shall be received by 5pm of 15-05-2021 to the email : pd_swsм_pr@ap.gov.in) |
| Publication of Pre-Bid Clarification in the Department Website : https://rwss.ap.gov.in | 21-05-2021 |
| Last Date & time of submission of EOIs | 4:00 PM of 27-05-2021 |
| Date & time of opening of Technical Bid | 11:00 AM of 28-05-2021 |
| Date & time of opening of Financial- Bid | After evaluation of Technical Proposal |
| Period of Contact | Two (2) years extendable with mutual consent by the parties |
| Mode of submission of EOIs | Offline |
| No. of Clusters can apply for | Any number of clusters. Maximum 3 clusters shall be awarded / as per discretion of the authority. |
| Validity of the Bid | The Bid shall be valid for a period of 90 days from the last date of submission of EOI. |
| Consortium/ Joint Venture | Not Allowed. |
| EOI submission address, Address for correspondence & Contact No. | Project Director, State Water and Sanitation Mission Rural Water Supply & Sanitation Department, Vasudha Complex, Gollapudi, One Center, Vijayawada-521225, AP., |
| Processing Fee non refundable | Rs.10,000/- (Rupees Ten Thousand Only) in the form of DD in the favor of Project Director, SWSM on Vijayawada |
| Bid Security (EMD) | Rs.25,000/- for One Cluster subjected to maximum Rs.75,000/- for three / multiple Clusters in the form of DD on nationalized / scheduled Indian Banks drawn in the favor of Project Director, SWSM. The Bid Security shall be returned to the not qualified bidders. |

| | |
|----------------------|--|
| Performance Security | To be submitted for Rs.5,00,000/- in the form of BG on nationalized /scheduled Indian banks in the favor of Project Director, SWSM while concluding agreement for successful bidder, which will be returned after satisfactory completion of assignment. |
| Contact Details | Sri. K.Venkateswara Rao, Deputy Executive Engineer Mobile No. 9618341349 |

**PROJECT DIRECTOR
SWSM,AP**

EXPRESSION OF INTEREST

The Project Director, State Water and Sanitation Mission intends to empanel "Implementation Supporting Agencies" through Expression of Interest (EoI) who will play critical role to plan, design, implement, manage, operate and maintain in village water supply infrastructure by the communities under JJM programme in AP State.

Key Eligibility Criteria:

All the agencies having mandatory qualifications will be empaneled based on marks / score obtained in Technical Evaluation and as per the lowest rate approved based on the financial proposal.

Selection Process:

a. Technical Proposal: 50 Marks

The agencies who score minimum 35 marks shall be treated as technically qualified.

b. Financial Proposal:

The financial proposal of technically qualified bidders shall be opened and the lowest quoted bidder shall be negotiated as required and will be approved by the authority. That bidder and those agencies who match their price with the finalized rate by the authority shall be empanelled.

The agencies applying for the empanelment must fulfil the following mandatory qualifications for being empaneled. The Agency fulfilling the following requirements is only eligible to apply. The prescribed qualifications are:

| Sl | Mandatory Qualifications | Required Documents(proof/declaration) |
|----|--|---------------------------------------|
| 1 | Online Registration on JJM Portal The participants registered on "NITI DARPAN PORTAL" and obtained unique ID are only eligible to apply. | Proof of Online Registration |
| 2 | A minimum 3 years' experience as a registered organization under Registration of Societies Act 1860, or a Public Trust registered under Indian Trust Act 1982 or a corporation registered under Section-8 Companies Act. | Registration Certificate |
| 3 | The organization should be a not-for-profit organization or use its profits, if any, or other income in promoting charitable objectives. | Declaration on Notary Affidavit |

| Sl | Mandatory Qualifications | Required Documents(proof/declaration) |
|----|--|---|
| 4 | The organization should have minimum 3 years' experience in any of the below mentioned fields:- 1. Drinking water and community management. 2. Water quality. 3. Rain water harvesting / recharge, water resources management. 4. Capacity building and awareness generation. 5. Public health engineering. 6. Gender & Water. | Experience Certificate issued by Competent Authority with related documents such as work orders, photographs, progress report related activities performed. |
| 4A | At least 3 years work experience in the above mentioned fields (Sl. No.-4) of the NGO authority who is proposed to lead the initiative. | Proof of related 03 years experience issued by the competent authority. |
| 5 | Working in rural drinking water sector should reflect in bidder Memorandum of Association as one of the activities | Copy of MoA |
| 7 | Experience of using Participatory Rural Appraisal (PRA) techniques and other communication tools in community mobilization. | Proof of experience such as photographs/ videos/ reports. |
| 8 | Last 03 years duly audited and properly maintained accounts and Income Tax Return and published annual report, reflecting minimum average turnover of Rs. 25 lakhs in last 03 years. | 1. Copy of Income Tax Return for previous three financial Years i.e. 2017-18, 2018-19 and 2019-20. 2. Annual Turn-Over certificate issued by a Chartered Accountant for the last three years (2017-18, 2018-19 and 2019-20.) as per format VII |
| 9 | Organization should not have been blacklisted by any authority or involved in fraudulent activities. | Declaration on Notary Affidavit |

*** Note:** Agency satisfying all the above criteria will only be eligible for selection criteria and further process.

The EoI consists of:

1. Instruction to Bidders
2. Terms of Reference (ToR)
3. Annexure - A, B, C, D
4. Technical proposal forms from I to IX
5. Financial Proposal Form: X

The agencies empanelled through the selection process comprising technical and financial proposal shall be allotted not more than 3 clusters/subjected to the discretion of the authority containing 40-60 GPs in each cluster to carry out the activities of ISA. The empanelled agency shall conclude agreement initially for 2 years and may be extended depending on the performance with mutual agreement between the parties.

The EoI shall be accompanied with the following formats and information mentioned in the check-slip and shall be submitted to the Project Director, SWSM, Vijayawada to the address specified in schedule as per the due date.

CHECK SLIP FOR TECHNICAL & FINANCIAL BID FORMATS

| SNO | Description of enclosed | Enclosed (Yes/No) | Page Number in the proposal |
|-----|---|-------------------|---------------------------------------|
| | TECHNICAL PROPOSAL FORMATS | | |
| 1 | Registration certificate of organization | | |
| 2 | Affidavit of a Notary stating that the organization is Not For Profit | | |
| 3 | MOA showing DW sector is the working activity of the organization | | |
| 4 | Documents/ Information showing experience under PRA | | |
| 5 | Audited financial statements of 3 years i.e 2017-18, 2018-19 and 2019-20 | | |
| 6 | Form 1: Letter of Applicant signed by Power of Attorney | | |
| 7 | Form 2: Organization details | | |
| 8 | Form 3: Details of human resources of agency | | |
| 9 | Form 4: Power of Attorney for authorized signatory | | |
| 10 | Form 5: Experience of consultancy | | |
| 11 | Form 6: Self declaration for deployment of personnel | | |
| 12 | Form 7: Annual Turnover | | |
| 13 | Form 8: Affidavit that the firm is not blacklisted | | |
| 14 | Form 9: Names of the interested districts by the participant to offer ISA services | | |
| | FINANCIAL PROPOSAL FORMAT | | |
| 15 | Form 10: Financial Proposal | | |
| | OTHERS | | |
| 15 | Bid processing fee details(DD No, Amount, Drawn on) | | Shall be provided in a separate cover |
| 16 | Bid security details(DD No, Amount, Drawn on) | | Shall be provided in a separate cover |

Note: All the supporting documents shall be attested by a notary.

INSTRUCTION TO BIDDERS

A. GENERAL PROVISIONS:

1. Definitions

"Guidelines" means the policies of the Government of AP set forth in this EOI.

"Client" means Project Director, State Water and Sanitation Mission, AP who signs the Contract for the Services with the selected Agency.

"Agency" means a legally-established professional consulting firm or an entity who provides the Services to the Client under the Contract.

"Contract" means a legally binding written agreement signed between the Client and the Agency and includes all the attached documents listed.

"Schedule" means detailed instruction to the Agency (ITA) for preparation of the EOI.

"Experts" means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Agency or Consultant.

"Government" means the government of the Client's State.

"ITA" mean the Instructions to Agency that provides the shortlisted Agencies with all information needed to prepare their Bids.

"Bid" means the Technical Bid of the Agency in response to the EOI.

"EOI" means the Expression of Interest to be prepared by the Client for the selection of Agency.

"Services" means the work to be performed by the Agency pursuant to the Contract.

"TOR" means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Agency, and expected results and deliverables of the assignment.

2. Introduction

The Client named in the schedule intends to select an Agency, in accordance with the method of selection specified.

The Agencies are invited to submit a Technical Bid, as specified in the Schedule, for services required for the assignment named in the Schedule. The Bid will be the basis for negotiating and ultimately signing the Contract with the selected Agency.

The Agency should familiarize itself with the local conditions and may attend a pre-Bid conference. Attending any such pre-Bid conference is optional and is at the Agency's expense.

The Client will timely provide, at no cost to the Agency, the information for the preparation of the Agency's Bid as per availability.

3. Conflict of Interest

The Agency is required to provide professional, objective, and impartial service, at all times holding the Client's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.

The Agency has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Agency or the termination of its Contract.

4. Unfair Advantage

Selection of the Agency would be strictly according to fulfilment of the eligibility criteria.

5. Corrupt and Fraudulent Practices

The Client requires compliance with its policy in regard to corrupt and fraudulent practices as set forth by the Government of AP (GoAP).

In further pursuance of this policy, Agency shall permit the Client to inspect all accounts, records, and other documents relating to the submission of the Bid and contract performance (in case of an award), and to have them audited by auditors appointed by the Client. If required.

B. PREPARATION OF BIDS

6. General Considerations

In preparing the Bid, the Agency is expected to examine the EOI in detail. Material deficiencies in providing the information requested in the EOI may result in rejection of the Bid.

7. Cost of Tender

The Agency shall bear all costs associated with the preparation and submission of its Bid, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any Bid, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any

liability to the Agency.

Tender is made available in the website: **[https://:rwss.ap.gov.in](https://rwss.ap.gov.in)** which can be downloaded by the intending Tenderer to participate in the selection process.

Cost of Processing Fee:

The bidder shall have to pay processing fee of Rs 10,000/- (Rupees Ten Thousand only) in form of Demand Draft on nationalized banks/scheduled Indian Banks (non-refundable) in favour of "Project Director, State Water and Sanitation Mission payable at Ibrahimpatnam, Vijayawada.

Bid Security:

EOI must be accompanied by a demand draft issued by nationalized/scheduled Indian Banks in favour of the "Project Director, State Water and Sanitation Mission payable at Ibrahimpatnam, Vijayawada per package failing which the Bid will be rejected and Technical Bid will not be opened for evaluation.

The EMD amount shall be as below:

- Rs.25,000/- (Rupees Twenty-Five Thousand Only) if the bidder is bidding for one cluster

- Rs.50,000/- (Rupees Fifty Thousand Only) if the bidder is bidding for two clusters

- Rs.75,000/- (Rupees Seventy-Five Thousand Only) if the bidder is bidding for three or multiple clusters.

The Tenderer will submit the Tender Processing Fee and Bid Security in a separate envelope superscripted as "Tender Processing Fee and Bid Security" which will be opened prior to opening of Technical Bid. For non-submission of EMD by the Tenderer, Technical Bid of the Tenderer will not be opened and returned to the party.

The exemption of EMD shall not be entertained for the assignment. The EMD shall be refunded to non-successful bidder within 30 days after submission of request.

8. Language

The Bid, as well as all correspondence and documents relating to the Bid exchanged between the Agency and the Client shall be written in the English language.

**9. Documents
Comprising the
Bid**

The Bid shall comprise the documents and forms listed in the Tour.

10. Only One Bid

The Agency shall submit only one Bid and can participate in any or all of the clusters. However, maximum three clusters/as per the discretion of the authority shall be awarded to one Agency.

- 11. Bid Validity** The schedule indicates the period during which the Agency's Bid must remain valid after the Bid submission deadline. During this period, the Agency shall maintain its original Bid without any change, including the proposed rates and the total price.
- 12. Sub-Contracting** Sub contracting is not permitted. The Agency can deploy local NGOs/ VOs/ CBOs/ SHGs as per requirement with intimation the Client.
- 13. Clarification and Amendment of EOI** Clarifications in the document should be sought during the Pre-Bid conference. If any suggestion towards amendment in the EOI Document is deemed necessary by the client then it would be communicated to all the bidders in writing or by an e-mail.
- 14. Technical Bid Format and Content** The Technical Bid shall not include any financial information.
- 15. Taxes** The Agency is responsible for meeting all tax liabilities arising out of the Contract.
- 16. Submission, Sealing, and Marking of Bids.**

The Agency shall submit a signed and complete Bid comprising the documents and forms as specified in EoI. The submission will be accepted by Registered/ Speed Post/ Courier/By-Hand only. Late proposals will not be considered for evaluation unless the dateline is extended.

An authorized representative of the Agency shall sign the Technical Bid.

Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.

Separate sealed envelopes containing the processing fee & EMD, Technical proposal and financial proposal along with softcopy of technical proposal of EOI in a Pen drive shall be placed in one outer envelope and sealed. This outer envelope shall be superscripted "Selection of Implementation Support Agencies (ISAs) For Successful Implementation of JJM Programme in GoAP and shall be submitted to the Project Director, SWSM, RWS&S, Vijayawada with the name, address and contact of the Agency. However, the documents received after due date will be summarily rejected.

If the envelopes of the Bid are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Bid. The Bid or its modifications must be sent to the address indicated in the Schedule and received by the Client not later than the date indicated in the Schedule, or any extension to this deadline. Any

Bid or its modification received by the Client after the deadline shall be declared late and rejected, and promptly returned unopened.

- 17. Confidentiality** From the time the Bids are opened to the time the Contract is awarded, the Agency should not contact the Client on any matter related to its Technical Bid. Information relating to the evaluation of Bids and award recommendations shall not be disclosed to the Agencies who submitted the Bids or to any other party not officially concerned with the process, until the publication of information of the award of Contract award. Any attempt by Agencies or anyone on behalf of the Agency to influence improperly the Client in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid.

- 18. Opening of Technical Bids** Notwithstanding the above provisions, from the time of the Bids' opening to the time of Contract award publication, if the Agency wishes to contact the Client on any matter related to the selection process, it should do so only in writing.

The Client shall open the Technical Bid. Only the Agencies which qualify in the Technical evaluation are eligible for opening of their financial proposal. The opening date, time and the address are stated in the Schedule.

- 19. Evaluation of Technical and Financial Bids** The Client shall evaluate the Technical Bids on the basis of their responsiveness to the formats for Technical Bid. A Bid shall be rejected at this stage if it does not meet the required qualifications.

The bidders who score a minimum 35 marks out of 50 in technical evaluation shall be treated as Qualified. However, the authority has every right to alter the qualifying marks for competitive selection.

The financial proposal of those agencies who qualify technically shall be opened by the authority and the lowest rate quoted by the qualified bidders shall be negotiated as required and the agencies who match with the price of the finalized rate by the authority shall be empanelled for 2 years of contract period and may be extended with mutual consent by both the parties.

- 20. Agreement** The empanelled agencies have to conclude an agreement with the Project Director, SWSM in the standard format to deliver the services as per the terms and conditions specified in the ToR.

- 21. Cancellation of bid** The authority has every right to change the terms and conditions specified in the ToR partly for effectiveness of contract and also to issue amendments, corrigenda or to cancel the bid without assigning any reasons and shall not entertain any correspondence. The decision of the authority is final for all aspects pertaining to the bid.
- 22. De-empanelment** The authority has every right to de-empanel the agency after issuing a notice if the services are found to be dis-satisfactory.

GENERAL CONDITIONS FOR PROPOSAL

1. Hard copy of the proposals in the standard format as provided in check-slip with required supporting documents submitted under specified time will be accepted. Bidder may enclose additional documents whatever is required to fulfill the criteria as stated in the EoI for eligibility and scoring criteria. A soft copy of the "technical proposal" shall also be provided in a pen-drive. If there is any deviation found between soft copy and hard copy, the submissions provided in hard copy shall prevail.

2. A hard copy of proposal along with a soft copy in a pen drive shall be submitted in an envelope addressed to:

The Project Director,
State Water and Sanitation Mission,
Vasudha Complex, Sai Puram Colony
One Center, Gollapudi, Vijayawada-521225

3. The sealed envelope should be clearly marked as "Proposal for empanelment of ISA", EoI number, and date of submission should be clearly mentioned.

4. **SELECTION PROCESS:**

4.1 The Technical Proposal: The Technical Proposal submitted by the agency shall be evaluated based on the information in the "technical proposal formats" submitted by the agency. The agencies who technically score **minimum 35 marks** shall be treated as qualified. However, the authority has every right to alter the qualifying marks for competitive selection.

4.2 The Financial Proposal: The financial proposal of those agencies who qualify technically shall be opened by the authority on the date and time specified, which will be informed to the agency for information purpose only by email. The lowest rate quoted by the qualified bidder shall be negotiated as required and the agencies who match with the price of the finalized rate by the authority shall be empaneled for 2-years contract period initially and may be extended as per necessity with mutual consent. The finalized rate shall be applicable for such contract period without any escalation.

5. The proposal should provide adequate details about agency's background and working experience. Capacities, skills and experience of working in the

community-based water & sanitation sector using participatory skills should be highlighted clearly. The document should state about all the mandatory requirements.

6. The agency must enclose appropriate document, as deemed fit as evidence of the information provided in proposal.
7. The proposal submitted by agency in the prescribed format shall be the basis for determining the essential qualification.
8. The proposal shall be prepared carefully. It shall contain no overwriting, except as necessary to correct errors made by the agency itself. Any such corrections must be initialed by the persons or person who sign(s) the proposals.
9. An authorized representative of the agency shall initial all pages, including annexure of the proposal.
10. Hard Copies of the proposal along with supporting documents must reach at the address given on or before the last date and time. Any proposal received after the closing date/ time will not be accepted.
11. 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.
12. The authority reserves the right to disqualify / reject proposal submitted by any agency and also cancel / disqualify empanelment of agencies at any point of time, without explaining the reason. Likewise, the authority reserves the right to amend any provision(s) of EoI.
13. The empanelled ISA shall submit a **Performance Security for Rs. 5,00,000 (Rupees Five Lakhs only)** in the form of a Bank Guarantee from any nationalized/scheduled Indian bank in the favour of Project Director,

SWSM, Vijayawada while concluding agreement. The performance guarantee should be valid for the entire duration of the contract.

14. ISA shall remain associated with the respective villages as per the agreement till the completion of the schemes/ project to receive complete payment and account for any delays within the proposal. The authority shall not be liable for any delay in implementation of the schemes/ projects in the village.
15. ISA must implement the activities in complete alignment with the JJM guidelines by Ministry of Jal Shakti, Govt. of India and guidelines issued by PD, SWSM / CE, RWS&S Dept looking after JJM programme of Govt. of AP.
16. The bidders shall not hold the authority and Government of India liable for any event / reason.
17. The liability from the bidder's behalf shall be limited to the contract value to be determined at a later stage in the agreement.
18. Force Majeure: The bidders or the Authority, as the case may be, shall be entitled to suspend or excuse performance of its respective obligations under this Agreement to the extent that such performance is impeded by an event of force majeure ('Force Majeure'). Such an event, any event or circumstance or a combination of events and circumstances referred to in this Clause, which:
 - is beyond the reasonable control of the affected Party;
 - such Party could not have prevented or reasonably overcome with the exercise of reasonable skill and care
 - does not result from the negligence of such Party or the failure of such Party to perform its obligations under this Agreement
 - is of an incapacitating nature and prevents or causes a delay or impediment in performance may be classified as all or any of the following events:
 - a) act of God like earthquake, flood, inundation, storm etc., that directly and adversely affect the performance of services by the Implementation Partner under this Agreement;
 - b) industry wide strikes, lockouts, boycotts, labour disruptions or any other industrial disturbances as the case may be, not arising on account of the acts

or omissions of the Implementation Partner and which directly and adversely affect the timely implementation and continued operation of the Project; or
c) an act of war (whether declared or undeclared), hostilities, invasion, armed conflict or act of foreign enemy, blockade, embargo, prolonged riot, insurrection, terrorist or military action, civil commotion or politically motivated sabotage, for a continuous period exceeding seven (7) days that directly and adversely affect the performance of services by the Implementation Partner under this Agreement.

19. The affected Party shall notify the other Party of a Force Majeure event within seven (7) days of occurrence of such event. If the other Party disputes the claim for relief under Force Majeure, it shall give the claiming Party written notice of such dispute within thirty (30) days of such notice.

20. In case of any dispute between the Parties, either party shall strive to resolve them through mutual discussions and agreement. In case of any issues/arbitration etc. legal proceedings shall be held in the jurisdiction of HOD only and legal jurisdiction shall be in courts of law at AP only.

21. Based on the information provided above, the interested agencies are requested to submit proposal by hard and soft copy (Except financial proposal) on or before 27.05.2021

**PROJECT DIRECTOR
STATE WATER & SANITATION MISSION**

TERMS OF REFERENCE

Name of the Activity:

Selection of Implementation Support Agencies (ISAs) For Successful Implementation of JJM Programme in RWS&SD in AP State.

1. Objectives of the Assignment:

a. Habitations Status:

| SNO | Type | Habitations | Percentage |
|-----|-----------------------|-------------|------------|
| 1 | Fully Covered(55LPCD) | 28014 | 58% |
| 2 | PC 4 | 7889 | 16% |
| 3 | PC3 | 6463 | 13% |
| 4 | PC2 | 4276 | 9% |
| 5 | PC1 | 1693 | 3% |
| 6 | Quality Affected | 126 | 1% |

b. AP at a glance:

| | | |
|---|---|---------|
| 1 | Total number of Households (HHs) | 9566332 |
| 2 | Total number of Habitations | 48461 |
| 3 | Total number of census-coded revenue Villages (as per Census, 2011) | 18650 |
| 4 | Total number of Gram Panchayats (GPs) | 13299 |
| 5 | Total number of Blocks | 661 |
| 6 | Total number of Districts | 13 |

c. Current Status of Drinking Water Supply:

| SNO | Type of Asset | Total Assets | Number OF Habitations | Population in lakhs |
|-----|---------------------|--------------|-----------------------|---------------------|
| 1 | CPWS(MVS) | 591 | 12,477 | 153 |
| 2 | PWS&MPWS(SVS) | 36,917 | 23,066 | 197 |
| 3 | Direct Pumping | 13,733 | 5,005 | 14 |
| 4 | Hand Pumps & Others | 2,10,466 | 7,913 | 17 |

Government of Andhra Pradesh is aspiring to provide every household in villages with Functional Household Tap Connection (FHTC) in the next 4 years. It is envisaged that with FHTC, each household will have potable water supply in adequate quantity of prescribed quality on regular and long-term

basis. ISAs have to help Gram Panchayat / village committee/user groups to plan, implement, manage, operate and maintain its in-village water supply systems. A sense of ownership has to be instilled in the village community as they are at the center of this mission.

In villages, local communities especially women, must be encouraged to participate and take ownership of water resource management, water supply, and greywater treatment and its reuse. To achieve this, SHGs/ VOs/ CBOs/ NGOs, youth groups, etc. should also be engaged. To make water everyone's business, the mission will strive to build partnerships and linkages through various community-based activities, capacity building and IEC to achieve long- term drinking water security.

2. Scope of work:

With the aim of providing FHTC to every rural household by 2024, the programme focuses on service delivery at household level, i.e. water supply on regular basis in adequate quantity and prescribed quality. This necessitates planning and implementation of water supply schemes, empowerment of Gram Panchayat/ local community, focus on service delivery, partner with other stakeholders and convergence with other programmes to ensuring the quality of services.

The selected ISAs will be on board for the duration 2 years extendable up to completion of services. ISAs agreement can be terminated by the authority anytime if their performance is not satisfactory. The specific Intervention of ISA in the allotted villages and gram panchayats is as below:

The specific activities of ISA Intervention in the allotted villages and gram panchayats categorized phase wise:

3. Phases of Intervention of ISA:

1. Planning & Mobilization Phase (03 Months) :
2. Constitution of Gram Panchayat sub-committee (GPWSC) and opening bank accounts

The ISA team would be required to support Gram Panchayat to organize Gram Sabha Meeting for formation of GPWSC according to directive from Panchayatraj Department and if GPWSC is formed previously the ISA team need to activate through monthly meetings and orient on Jal Jeevan Mission implementation and phase wise activities, implementation process and role and responsibility of VWSC, GPWSC and different stake holders of the village. In addition, ISA team required to support GPWSC in opening bank account for Capex and Opex.

3. Verification of Base Line Data:

The Implementation Support Agencies (ISAs) will have to verify the Baseline Data, including existing FHTCs, in all the villages/habitations of the allotted Gram Panchayats.

Post verification, ISAs would be required to present verification report of base line data and existing FHTCs data within 01 month from the date of agreement to DWSM & SWSM in hard and soft copy of the data.

4. Consent of Households for Construction of PWS and O&M:

The ISA team would be required to organize one Large Community Meeting with all stake holders and members of VWSC/GPWSC to discuss current village water and sanitation issues and impact on health. The major concern of the meeting is to obtain consent of Households to construct PWS for which to extend Community Contribution in capex and to pay monthly user charges for O&M.

5. Village Action Plan (VAP):

The ISA team would be required to organize meeting for community, stake holders and VWSC/GPWSC in a public place to conduct Participatory Rural Appraisal (PRA) exercise to finalize Village Action Plan, as prescribed in JJM guidelines. The PRA exercise shall be focused on Socio- Economic Assessment, resource mapping, water quality status, assessment of current drinking water sources, different options to provide drinking water to each and every household of the village , appropriate Land identification for PWS etc. The Waste Water (65-70%) Management is also part of VAP. The VAP linkage with GPAP, allocation of Budget for O&M and Waste Water Treatment is most important. Final Village Action Plan shall be discussed in Gram Sabha meeting for the approval of VWSC/GPWSC.

The unit for preparing the VAP shall be the Habitations/ GPs. The VAPs shall be consolidated at the GP Level and then District level in to a DAP (District Action Plan). All the VAPs should be submitted within Six months / as specified by the authority from the date of signing of Contract and the remaining six months should be for handholding of the VWSCs.

6. Water Security Plan (WSP)

The ISA team would be required to collect the following data for Water Security Plan by proper survey methods:-

- Survey and mapping of existing ground water conservation structures:
 - a) Functional, and
 - b) Non-Functional
- Detailed survey of ground water consumption by village habitant (according to the NBC guideline) and existing industry, if any.
- Sample survey in each Gram Panchayat to know the unit draft.

7. Community Contribution (Capex):

Jal Jeevan Mission is community centered programme to ensure access to safe

drinking water in appropriate volume to each and every house hold of the village through Piped Water Supply Scheme tap connection. To ensure community participation for the sustainability, community contribution is a way to connect each and every household for the scheme ownership. The specific activities to ensure the collection of capex /opex required under JJM guideline would be:

8. Inter-Personal Communication (IPC) with all Households

The ISAs would be required to visit each household and habitation twice in a month of the allotted villages to deliver the customized messages to the adult members of the family, using dissemination and distribution material provided by DWSM/SWSM. The visiting team would be required to visit a minimum of 20-25 families every day, spending 15-20 minutes in each house on an average to discuss water related issues and impact of water born disease on health and income of the family. The outcome of the IPC is to sensitize family for safe drinking water through pipe water supply tap connection and collection of amount of community contribution and monthly user charges. List of the houses visited would be maintained date wise for monitoring and reporting purpose.

9. Community Meetings

The ISAs team would be required to conduct a series of community meetings with different target audience, different stakeholders, DPMU and VWSC/GPWSC to discuss water and sanitation issues so as to prioritize safe drinking water through pipe water supply tap connection and community driven operation and maintenance of scheme and need of community contribution at a larger forum and raise the community consciousness on these issues. Flash cards, flip charts, posters, games and other participatory communication material developed and provided by SWSM would be used by the ISAs team to engage the community members in a productive dialogue.

ISAs would be required to hold one large village meeting covering all habitations with a focus on developing collective consciousness on the community contribution for Pipe Water Supply Scheme & user charges for scheme O&M leading to collective decisions and written consent of all HH for the requisite intervention. In large village meeting, ISA would be required to sensitize the people on optimal use of ground water, implementation of micro irrigation system, reuse of water, recharge of ground water and water conservation practices. Each such meeting would be expected to have an attendance of at least 100 plus community members, both men & women. Specially designed exhibition displaying the water & sanitation situation of the village and the suggested way out would be planned at the meeting venue for the people to witness and understand. The content and the display material for the exhibition would be provided by SWSM.

10. The ISAs team would be required to hold small three monthly meetings with 30 community women to cover each habitation of the village. The effort would be to reach out to women from all the families in the habitation through such community meetings.
11. Similarly three monthly meeting would be conducted with the mix group (40 Man & Women) of community, with an effort to reach all habitation in each meeting. The meetings would aim at taking the men folk on board for the water and sanitation issues.

12. Morning rally and Hand Wash:

Community children would be engaged as change agents in order to spread the word on water and sanitation issues, raise community consciousness and encourage for collective decision making at the community level. Monthly, one Morning Rally and hand wash exercise would be conducted by the ISAs team to cover each habitation wherein in/out of school boys and girls from the habitation will walk around the village singing songs and raising slogans on safe drinking water and sanitation issues. Participants of the rally will also carry placards carrying slogans and pictures on the water and sanitation situation in the village and the key messages for change existing practices.

a. Arrangement of Skilled manpower for PWS:

The ISAs team would be required to facilitate the training of persons as Mason, Electrician, Plumber, Pump Operator and Motor Mechanics through Pradhan Mantri Kaushal Vikas Yojana (PMKVY). For this purpose ISA will identify the persons and provide list of such person to DWSM.

13. Signing of Agreement with Contractor for the execution of work:

The ISAs team would be required to facilitate signing of Tetra-Partite Agreement for the execution of Piped Water Supply Scheme with VWSC/GPWSC, DPMU and Contractor to adhere timelines and specific phase wise outputs.

2.0 IMPLEMENTATION PHASE (06 Months)

2.1 The strategic activities described in planning and mobilization phase shall be repeated in this phase also to achieve the milestones in the required aspects.

2.2 Quality Assurance:

The ISAs team would be required to facilitate VWSC/GPWSC in monitoring of construction quality of piped water supply scheme and monthly progress of work in the construction of of Pump House, OHT, Distribution network as well as Tap Connection.

2.3 House Hold Tap Connection:

The ISAs team would be required to facilitate VWSC/GPWSC, contractor, households to complete tap connection and also address issues related tap connections and distribution network for the completion of work within timeline.

2.4 O&M Preparedness:

Jal Jeevan Mission has community based approach to ensure access safe drinking water in appropriate volume to each and every house hold of the village through Pipe Water Supply Scheme tap connection. The O&M preparedness is high priority activity for the implementation phase through community based financial exercise to fix amount of monthly user charges. The specific activities related to community contribution and monthly user charges would be:

2.4.1 Financial Management Training

ISAs would be required to train VWSC/GPWSC members on financial management training and budgeting exercise based on estimation of scheme

annual and monthly running cost for scheme sustainability. ISA would be required to orient VWSC/GPWSC members on roles and responsibility.

After fixing of user charges the ISAs would be required to extend support on organizing Gram Sabha meeting in the presence of VWSC / GPWSC members for smooth implementation of the project as well as identification of manpower such as plumber and operator and for engagement with scheme and approval of Financial Management Plan and Bylaws so as to obtain HH monthly user charges.

2.4.2 Facilitate preparation and proper maintenance of related documents

A number of documents and registers would be required to be maintained at the community level. ISAs will have to help VWSC/GPWSC to prepare & maintain following documents:

- GPWSC meeting minutes book.
- Receipt book.
- CAPEX collection registers.
- OPEX collection registers.
- Visitor register.
- Inspection of works' register.
- Complaint & Redressal register.
- Community meetings register.

All the said documents and registers would be inspected by DWSM/SWSM team members from time to time.

3. POST IMPLEMENTATION PHASE (03 Months):

Post Implementation Phase will start after commissioning of schemes.

3.1 Functional House Hold Tap Connection:

The specific activities related to this milestone would be:

3.1.1 Inter-Personal Communication (IPC) with all Households:

The ISAs Workers would be required to visit each house hold and habitation twice in a month of the allotted villages to deliver the customized messages to the adult members of the family, using dissemination and distribution material provided by DWSM/SWSM. Visiting team would be required to visit a minimum of 20-25 families every day, spending 15-20 minutes in each house on an average discussing water related issues and impact of water born disease on health and income of the family. The outcome of the IPC is to sensitize family for safe drinking water through piped water supply tap connection and paying of monthly user charges. List of the houses visited would be maintained date wise for monitoring & reporting purpose.

3.1.2 Collection of Monthly User Charges:

After commissioning of scheme the ISA team would be required to develop OPEX collection mechanism in the allotted villages and panchayats is another major task that the ISAs will have to carry out in its working area. Opening and handling of bank account for the OPEX money by VWSC/GPWSC will also require guidance of the ISAs. After commissioning of scheme ISA has to finalize dates for user charges collection and creating awareness among community through intensive miking.

The specific activities related to this milestone would be:

a. Community Meetings:

The ISAs team would be required to conduct a series of community meetings with different target audience, different stakeholders, officials of RWS&S, DPMU and VWSC/GPWSC to discuss water and sanitation issues to prioritize safe drinking water through pipe water supply tap connection and community driven operation and maintenance of scheme and need of collection of monthly user charges at a larger forum and raise the community consciousness on these issues. Flash cards, flip charts, posters, games and other participatory communication material developed and provided by SWSM would be used by the ISAs team to engage the community members in a productive dialogue.

ISAs would be required to hold one large village meeting covering all habitations with a focus on developing collective consciousness on the monthly user charges for Pipe Water Supply Scheme, O&M leading to gathering of all HH for the requisite intervention. ISA would be required to sensitize the people on optimal use of ground water, implementation of micro irrigation system, reuse of water, recharge of ground water and water conservation practices. Each such meeting would be expected to have an attendance of at least 100 plus community members, both men & women. Specially designed exhibition displaying the water & sanitation situation of the village and the suggested way out would be erected at the meeting venue for the people to witness and understand. The content and the display material for the exhibition would be provided by SWSM.

The ISAs team would be required to hold small three monthly meetings with 30 community women to cover each habitation. The effort would be to reach out to women from all the families in the habitation through such community meetings spread over the period of three months.

Similar three monthly meetings would be conducted with the mix group (40 Men & Women) of community, with an effort to reach all habitation in each meeting. The meetings would aim at taking the menfolk on board for the WASH issues.

Community children would be engaged as change agents in order to spread the word on water and sanitation issues, raise community consciousness and encourage for collective decision making at the community level. Monthly one Morning Rally and hand wash exercise would be conducted by the ISAs team to cover each habitation wherein in/out of school boys and girls from the habitation will walk around the village singing songs and raising slogans on safe drinking water and sanitation issues. Participants of the rally will also carry placards carrying slogans and pictures on the water and sanitation situation in the village and the key messages for change existing practices.

3.2 Social Audit:

During social audit the ISA should be in the position to explain process of transfer of water assets to VWSC/GPWSC, exit of ISAs from the village and panchayat and establishment and effective functioning of a community based O&M mechanism.

3.3 Most Significant Change (MSC) Stories:

ISAs will also have to track and document the stories of change on he suggested

format. The change stories, to be written would be about individuals and/or the communities.

4. Timeframe of Milestones and Activities:

4.1 Planning & Mobilization Phase : (Three Months)

| Sl. No. | Mile Stone | Activity | Out Come and Deliverables |
|---------|--|--|---|
| 1. | Constitution of Gram Panchayat sub-committee (VWSC/GPWSC) and opening bank accounts. | <ul style="list-style-type: none"> Gram Sabha Meeting. Constitution and Activation of VWSC/GPWSC. VWSC/GPWSC Orientation on JJM and role and responsibility of VWSC/GPWSC. Opening of Bank Account for Capex and Opex. | <ul style="list-style-type: none"> Functional VWSC/GPWSC. Monthly Meeting and Proceedings. Clear understanding on JJM implementation process, activity and outcome. Functional Bank Accounts of Capex and Opex. |
| 2 | Verification of Base Line Data | <ul style="list-style-type: none"> Verification of Base Line Data Existing FHTC survey. Survey for Water Security Plan (WSP) | <ul style="list-style-type: none"> Verification report. Existing FHTC report. Data and Survey report for Water Security Plan (WSP) |
| 3 | Consent of Households for Construction of PWS and O&M. | <ul style="list-style-type: none"> One Large Community Meeting with all stake holders and members of VWSC/GPWSC and personal contact to Household heads to obtain Consent of minimum 80% Households for PWS, Community Contribution in capex and to pay monthly user charges for O&M. | <ul style="list-style-type: none"> Consent of at least 80% Households for Construction of PWS and O&M. Acceptance Letter from Gram Panchayat. |
| 4 | Community Contribution (Capex). | <ul style="list-style-type: none"> Inter Personal Communication (IPC) with all Households. Monthly Woman Meeting. Monthly Man & Woman Common Group Meeting. Monthly rally and Hand Wash Event. | <ul style="list-style-type: none"> Collection of at least 30% of desired Community Contribution. Community participation and understanding on water and sanitation management to improve health, nutrition, sanitation and economic status based on present indicators. |
| 5 | Finalization and Approval of VAP | <ul style="list-style-type: none"> PRA(Participatory Rural Appraisal) Exercise and Socio-Economic Assessment and resource mapping for VAP. Water Quality Status of Sources. Facilitate Community to prepare waste water management plan. Identification of Land for PWS. Facilitate Community for preparation of VAP. Preparation of VAP with Community. | <ul style="list-style-type: none"> Approved Village Action Plan (VAP). |

| | | | |
|---|---|---|---|
| | | <ul style="list-style-type: none"> Finalization of VAP along with community and Implementation Agency. Organise Open Meeting of Gram Sabha for approval of VAP by the consent of minimum 80% of people. | |
| 6 | Arrangement of Skilled manpower for PWS | <ul style="list-style-type: none"> Identification of the persons for skill development as Mason, Electrician, Plumber, Pump Operator and Motor Mechanics through Pradhan Mantri Kaushal Vikas Yojana (PMKVY) and provide list of such persons to DWSC. | <ul style="list-style-type: none"> List of persons for training of Mason, Electrician, Plumber, Pump Operator and Motor Mechanics. |
| 7 | Signing of Agreement. | <ul style="list-style-type: none"> Signing of Tri-Partite agreement for the execution of PWS with VWSC/GPWS and Contractor. | <ul style="list-style-type: none"> Construction Started. |

4.2 Implementation Phase: (Six Months):

| Sl. No. | Mile Stone | Activity | Out Come and Deliverables |
|---------|--------------------------------|--|--|
| 1. | Grievance Redressal Mechanism. | Identification of place for wall writing to display concerned contact number. Monthly review and Reporting. | <ul style="list-style-type: none"> Effective Grievance Redressal Mechanism. |
| 2. | Community Contribution (Capex) | <ul style="list-style-type: none"> One large village meeting. Inter Personal Communication (IPC) with all Households. Monthly Woman Meeting. Monthly Man & Woman Common Group Meeting. Monthly rally and Hand Wash Event. | <ul style="list-style-type: none"> Desired Community Contribution of Capex. Community participation and understanding on water and sanitation management to improve health, nutrition, sanitation and economic status. |
| 3 | Quality Assurance. | <ul style="list-style-type: none"> Monitoring of Construction Quality of PWS with VWSC/GPWS. | <ul style="list-style-type: none"> Quality PWS. |
| 4. | House Hold Tap Connection. | <ul style="list-style-type: none"> Inter Personal Communication (IPC) | <ul style="list-style-type: none"> At least 80% Household Tap Connection. |
| 5. | O&M Preparedness. | <ul style="list-style-type: none"> Training on Financial Management and Record Keeping. Gram Sabha Meeting. | <ul style="list-style-type: none"> Understanding about role and responsibility of VWSC/GPWS. Transparency through record keeping. Financial Management Plan and bylaws for scheme sustainability through HH monthly user charges. |

4.3 Post-Implementation Phase: (Three Months):

| Sl.No. | Mile Stone | Activity | Out Come and Deliverables |
|--------|---------------------------------------|--|---|
| 1. | Functional House Hold Tap Connection. | ▪ Inter Personal Communication (IPC) | ▪ 100% Functional House Hold Tap Connection. |
| 2. | Collection of Monthly User Charges. | ▪ Two Days Miking. ▪ One large village meeting. ▪ Inter Personal Communication (IPC) with all Households. ▪ Monthly Woman Community Meeting. ▪ Monthly Man & Woman Common Group Meeting. ▪ Monthly rally and Hand Wash Event. | ▪ Collection of Monthly User Charges from minimum 80% Households. ▪ Community participation and understanding on water and sanitation management to improve health, nutrition, sanitation and economic status. |
| 3. | Quality Assurance | ▪ Source Water Quality Test of PWS. ▪ Social Audit with community, VWSC/GPWSC UPJN and Contractor. | ▪ Water Quality Report. ▪ Social Audit and Report. |
| 4. | Most Significant Change (MSC) stories | ▪ Discussion with VWSC/GPWSC, RWS&S and DWSM. | ▪ Documented story of change one from each cluster |

Note: Proposed structure is based on minimum basis. ISA can deploy a bigger team as per work requirement.

5.Payment Norms:

1. The contract with the ISAs would be for the Planning & Mobilization, Implementation and Post Implementation Phase only. Each ISA will have to achieve the specific Payment Linked Deliverables (PLD) designated for each phase. Payment to the agencies will be made only for those activities and milestones, which have been actually done/achieved by them.
2. The required documents, reports, proofs etc. for the payment of quarterly bills raised by ISAs should be decided by competent authority and that will be specifically mentioned in executed agreement between DPMU and ISA.
3. The ISA will submit quarterly bill for the payment to DPMU. All such bills should accompany the Quarterly Progress Report (QPR) and required documents, reports, proofs etc. mentioned in executed agreement, failing which the scheduled payments would not be processed. The report should also comment on the status of the Payment Linked Deliverables (PLD) slated for the quarter.
4. ISAs will be required to submit quarterly audit report, audited by CAG empanelled Chartered Accountant Firms, at the time of submission of quarterly invoice for the payment. Special Audit of agencies may be conducted by State Water and Sanitation Mission/District Water and Sanitation Mission, through authorized CA firms, if required.

Payment to Implementation Support Agencies (ISAs) against their services will be made on the basis of rates approved by State Water and Sanitation Mission under the schemes.

5.1 Schedule of Payment:

5.1.1 Planning & Mobilization Phase (Three Months): 34%

| SI No | Mile Stone | Activity | Out Come and Deliverables | Payment |
|--------------|--|--|---|-----------------------|
| 1 | Constitution of Gram Panchayat Sub-Committee (VWSC/GPWSC) and opening bank accounts. | <ul style="list-style-type: none"> ▪ Gram Sabha Meeting. ▪ Constitution and Activation of VWSC/GPWSC. ▪ VWSC/GPWSC Orientation on JJM and role and responsibility of VWSC/GPWSC. ▪ Opening of Bank Account for Capex and Opex. | <ul style="list-style-type: none"> ▪ Functional VWSC/GPWSC. ▪ Monthly Meeting and Proceedings. ▪ Clear understanding on JJM implementation process, activity and outcome. ▪ Functional Bank Accounts of Capex and Opex. | 20% of agreement cost |
| 2 | Verification of Base Line Data | <ul style="list-style-type: none"> ▪ Verification of Base Line Data. ▪ Existing FHTC survey. ▪ Survey for Water Security Plan (WSP) | <ul style="list-style-type: none"> ▪ Verification report. ▪ Existing FHTC report. ▪ Data and Survey report for Water Security Plan (WSP) | 3% of agreement cost |
| 3 | Consent of Households for Construction of PWS and O&M. | One Large Community Meeting with all stakeholders and members of VWSC/GPWSC and personal contact to Household heads to obtain Consent of minimum 80% Households for PWS, Community Contribution in capex and to pay monthly user charges for O&M. | <ul style="list-style-type: none"> ▪ Consent of at least 80% Households for Construction of PWS and O&M. •Acceptance Letter from Gram Panchayat. | 2% of agreement cost |
| 4 | Community Contribution (Capex). | <ul style="list-style-type: none"> ▪ Inter Personal Communication (IPC) with all Households. ▪ Monthly Woman Meeting. ▪ Monthly Man & Woman Common Group | <ul style="list-style-type: none"> ▪ Collection of at least 30% of desired Community Contribution. ▪ Community participation and understanding on water and sanitation management to improve health, nutrition, sanitation and economic | 4% of agreement cost |

| | | | | |
|---|---|--|---|----------------------|
| | | Meeting. Monthly rally and Hand Wash Event | status based on present indicators. | |
| 5 | Finalization and Approval of VAP. | <ul style="list-style-type: none"> ▪ PRA Exercise and Socio- Economic Assessment and resource mapping for VAP. ▪ Water Quality Status of Sources. ▪ Facilitate Community to prepare waste water management plan. ▪ Identification of Land for PWS. ▪ Facilitate Community for preparation of VAP. ▪ Preparation of VAP with Community. ▪ Finalization of VAP along with community and Implementation Agency. ▪ Organize Open Meeting of Gram Sabha for approval of VAP by the consent of min. 80% present members. | Approved Village Action Plan. | 2% of agreement cost |
| 6 | Arrangement of Skilled Man power for PWS | <ul style="list-style-type: none"> ▪ Identification of the persons for skill development as Mason, Electrician, Plumber, Pump Operator and Motor Mechanics through Pradhan Mantri Kaushal Vikas Yojana (PMKVY) and provide list of such person to DWSM | List of persons for training of Mason, Electrician, Plumber, Pump Operator and Motor Mechanics. | 3% of agreement cost |
| 7 | Signing of Agreement. | <ul style="list-style-type: none"> ▪ Signing of tetra partite agreement for the execution of PWS with VWSC/GPWSC, UPJN and Contractor. | Construction Started. | |

5.1.2 Implementation Phase (Six Months) : 36%

| SI No. | Mile Stone | Activity | Out Come and Deliverables | Payment |
|--------|---------------------------------------|---|---|---|
| 1 | Grievance Redressal Mechanism. | <ul style="list-style-type: none"> Identification of place for wall writing to display concerned contact number. Monthly review and Reporting. | Effective Grievance Redressal Mechanism. | 12.5% of agreement cost |
| 2 | Community Contribution (Capex) &FHTCs | <ul style="list-style-type: none"> One large village meeting. Inter Personal Communication (IPC) with all Households. Monthly Woman Meeting. Monthly Man & Woman Common Group Meeting. Monthly rally and Hand Wash Event. | <ul style="list-style-type: none"> Collection of Community Contribution and construction of FHTCs. Community participation and understanding on water and sanitation management to improve health, nutrition, sanitation and economic status. | 75% of CC: 2% of agreement cost. 75% of FHTCs: 5% of agreement cost. |
| 3 | Quality Assurance. | <ul style="list-style-type: none"> Monitoring of Construction Quality of PWS with VWSC/GPWSC. | | 12.5% of agt value |
| 4 | Community Contribution (Capex) &FHTCs | Inter Personal Communication (IPC) | | 100% of CC: 2% of agreement cost. 100% of FHTCs: 2% of agreement cost. |
| 5 | O&M Preparedness | <ul style="list-style-type: none"> Training on Financial Management and Record Keeping. Gram Sabha Meeting. | <ul style="list-style-type: none"> Understanding about role and responsibility of VWSC/GPWSC. Transparency through record keeping. Financial Management Plan and bylaws for scheme sustainability through HH monthly user charges. | |

5.1.3 Post-Implementation Phase (Three Months) : 30%

| S.No | Mile Stone | Activity | Out Come and Deliverables | Payment |
|------|--|---|---|--|
| 1 | Functional House Hold Tap Connection. | <ul style="list-style-type: none"> Inter Personal Communication (IPC) | <ul style="list-style-type: none"> 100% Functional House Hold Tap Connection. | For Performed Activities :15% of agreement cost. |
| 2 | Collection of Monthly User Charges. | <ul style="list-style-type: none"> Two Days Miking. One large village meeting. Inter Personal Communication (IPC) with all Households. Monthly Woman Community Meeting. Monthly Man & Woman Common Group Meeting. Monthly rally and Hand Wash Event | <ul style="list-style-type: none"> Collection of Monthly User Charges from minimum 80% Households. Community participation and understanding on water and sanitation management to improve health, nutrition, sanitation and economic status. | <ul style="list-style-type: none"> 100% Functional House Hold Tap Connection: 4% of agreement cost Collection of Monthly User Charges from minimum 80% Households: 4% of agreement cost. |
| 3 | Quality Assurance | <ul style="list-style-type: none"> Source Water Quality Test of PWS. Social Audit with community, VWSC/GPWSC RWS and Contractor. | <ul style="list-style-type: none"> Water Quality Report: Social Audit and Report. | <ul style="list-style-type: none"> Social Audit and Report. 1% of agreement cost. |
| 4 | Most Significant Change (MSC) stories | Discussion with VWSC/GPWSC, RWS and DWSM. | At least one documented story of change from each cluster | 1% of agreement cost. |
| 5 | Final completion of work i.e., after issue of work completion certificate by competent authority | | | 5% of agreement cost |

6. The cost of services per house hold shall be finalized as per the financial proposal by the authority. The total fee shall be mentioned in the agreement as per the number of households in the clusters allotted to the agency.

7. Team Composition(Minimum) for each Cluster:

| | Item | Details | Qualifications and Experience |
|---|-----------------|----------------------|--|
| 1 | Project Manager | One for each Cluster | Post-graduation in Social Development (MA Sociology/MBA HRD) or graduation in any Engineering branch with a minimum of 3 years' experience in Rural Development, Social Development, community based Water supply and Sanitation Schemes |

| | | | |
|---|---|------------------|---|
| 2 | Senior Sociologist (GP level Coordinator) | One per 10 GP | Graduation in Social Work with 3 years, experience in IEC, capacity building and Human resource management |
| 3 | Village Mobiliser | One per 3 GPs | Graduation in Social Work or relevant field with 2 years' experience in community development activities for water supply and sanitation. Knowledge of participatory Tools is necessary. |

Note: ISA can deploy local NGOs/ CBOs/ Vos/ SHGs as per work requirement.

The village mobiliser preferably be a permanent resident of allotted clusters.

The authority shall approve the personnel who meet the prescribed qualifications after submission by the agency as per terms and conditions. The consultant shall provide an undertaking in the format VI of technical proposal to deploy the minimum personnel specified in the ToR

8. Penalties for Non-achievement of Deliverables:

The designated person shall Monitor Agency's deliverables. The designated officer/ team will review the work of the Agency on monthly basis. Necessary steps with regards to release of payment and penalty for slow progress as specified in the agreement will be taken after ascertaining the compliance of the deliverables as agreed to in the work plan.

9. Ownership:

All information collected by the Agency shall be utilised only for the purpose of delivering the scope specified in the TOR. No part of the information shall be used for any other purpose without the prior consent of the authority. All material and data collected shall be the property of the RWS&S Department.

10. Reporting:

The Agency shall report to respective Superintending Engineer of the district in AP or the designated officer. All reports (including the Inception Report, monthly progress reports, and any other report as required) are to be submitted by the Agency.

11. Duration of the Contract:

The contract period of this assignment will be for 2 years from the date of commencement of services subject to extension if deemed necessary.

12. The agency shall establish its office at a location nearer to the work place(s) with its own establishment.

13. Selection of the Agency:

The Eligibility Criteria for qualifying for Technical Selection are 35 marks out of total 50 marks. Criteria for marking in Technical Evaluation of proposals:

50Marks

| S.N. | Technical Parameters | Allotted Marks | Marking Criteria |
|------|--|----------------|---|
| A. | Experience of work | 50 | |
| 1 | Registration of organization under Registration of Societies Act 1860, or a Public Trust registered under Indian Trust Act 1982. | 10 | Registered 3-5 yrs. =05 marks Registered > 5-10 yrs = 08 marks Registered > 10 yrs. =10 marks |
| 2 | The experience of organization shall be in any of the below mentioned fields:- 1. Drinking water and community management. 2. Water quality. 3. Rain water harvesting/ recharge, water resources management. 4. Capacity building and awareness generation. 5. Public health engineering. 6. Gender & Water. | 30 | |
| | Work experience in the above mentioned fields (Sl. No.-2) of the relevant authority who is proposed to lead the initiative. | | 3- 5 yrs =10 marks >5- 10 yrs =20 marks >10 yrs =30 marks |
| 3 | Experience of using Participatory Rural Appraisal (PRA) techniques and other communication tools in community mobilization.(Valid proof of experience such as photographs/videos/reports shall be enclosed.) | 10 | 03- 05 yrs. = 04 marks >05- 10 yrs. = 06 marks >10 yrs = 10 marks |
| | TOTAL MARKS | 50 | |

The agencies shall score minimum 35 marks in technical evaluation to qualify for evaluation of financial proposal. The authority has every right to increase or decrease the minimum qualifying marks.

Note: Agencies will be allotted cluster(s) on the basis of empanelment.

14. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of Vijayawada /Jurisdiction of Head of the Department only.

(ANNEXURE TO AGREEMENT)

ANNEXURE-A

VILLAGE ACTION PLAN OF _____ IN _____ DISTRICT
(In Telugu & English languages)

IN THE PRESCRIBED FORMAT UNDER JJM GUIDELINES

(ANNEXURE TO AGREEMENT)

ANNEXURE-B

**RESOLUTION FOR FORMATION OF VILLAGE WATER & SANITATION COMMITTEE
(IN AP)**

Resolution by GP for Recognizing VWSC and its activities in AP state

AS PER PRESCRIBED FORMAT

(ANNEXURE TO AGREEMENT)

ANNEXURE-C

LIST OF CLUSTERS

* Each Cluster consists of 40 to 60 GPs .Not more than 3 clusters / as per the discretion of the authority shall be awarded to empaneled bidder.

(ANNEXURE TO AGREEMENT)

ANNEXURE D

(Government Resolution on O&M of Rural Piped Water Supply Schemes)
AS PER G.O.Rt.No.2290 Dated: 20-12-2012 of the PANCHAYAT RAJ AND RURAL
DEVELOPMENT (RWS.I) DEPARTMENT and its amendments thereon

TECHNICAL BID FORMATS

FORMAT-I-LETTER OF APPLICANT

Date:/04/2021

To,
The Project Director
State Water and Sanitation Mission
Vijayawada.

Subject: Regarding Empanelment as Implementation Supporting Agency -Reg.

Dear Sir,

- 1 I, the undersigned applicant, have read and examined in detail your solicitation of Proposal for the purpose of empanelment of NGO/Trust/SHG/Company as Implementation Support Agency (ISA) for organizing various services, activities in the Districts of AP under State Water and Sanitation Mission for JJM programme.
- 2 Technical and Financial Proposals: I/We are submitting the Credentials/ Information as stipulated in your aforesaid solicitation of Proposals (Technical and Financials). In case you require any further information in this regard, we agree to furnish the same.
- 3 Supporting Documents: I/We have enclosed only required documents/ proofs/ declarations in support of the information provided in proposal.
- 4 Authorization: I/We hereby submit that, we are authorized/ have been authorized on behalf of NGO/ Trust/ SHG/ Company as agency to sign and submit this application.
- 5 Work Area: I/We hereby submit that our work area of interest is specified in format number IX. However, we will be willing to work in any area allocated by the authority.
- 6 I/We are willing to participate for single/ Double/ Multiple clusters.
(Tick which is applicable and pay EMD accordingly)
- 7 I/We agree to the terms and conditions of the "Expression of Interest".

Key details-

Agency Name and Address :
Person to be contacted :
Designation :
Mobile Number :
Email I.D:

Yours faithfully,

Date :
Place :

(Authorized Signatory)
with official stamp

FORMAT-II BIDDERS' ORGANIZATION DETAILS

| | |
|--|--|
| Name of the Organization | |
| Address of Registered Office of the Organisation: | |
| Year of Establishment | |
| Contact Person with Contact Details | |
| Name of the Head of the Organization | |
| PAN Number | |
| GST Number | |
| Sources of Funding | |
| Association with other Organisation (whether Parent or subsidiary) | |
| Empanelment with other Govt. Departments / Govt. undertakings. (Enclose proof) | |
| Type of Agency (Proprietary Firm/ Institute/ Company/ Partnership/NGO) | |
| Validity of Registration | |
| Brief write-up about the Organization | |

(Signature of Authorized Person)

Date: Seal:

Note: Enclose supporting documents for the above Items

(This format shall be notarized)

**FORMAT- III DETAILS ABOUT HUMAN RESOURCE (HR) AVAILABLE
AT PRESENT IN THE AGENCY**

| S.No. | Name of the Person | Qualification | Experience | Address and Contact No. |
|-------|------------------------------|---------------|------------|-------------------------|
| A. | Team Leader/Head | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | Total No. of Persons: | | | |
| B. | IEC Resources | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | Total No. of Persons: | | | |
| C. | Capacity Building Resources | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | Total No. of Persons: | | | |
| D. | Coordinator / Others | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | Total No. of Persons: | | | |

Supporting information shall be enclosed like pay-roll, ID Card etc

It is certified that the above information is true to the best of my knowledge.

Authorized Signatory (with seal)

(This format shall be notarized)

FORMAT-IV POWER OF ATTORNEY FOR AUTHORIZED SIGNATORY

Know all men by these presents, we (name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr. / Ms. son/daughter/wife and presently residing at, who is presently employed with us and holding the position of as our true and lawful attorney (hereinafter referred to as the "Authorized Signatory") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for Consultant for Third Party Inspection (TPI) for various Rural Water Supply Projects in the State of Andhra Pradesh. Including but not limited to signing and submission of all Applications/Forms, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the Authority.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Signatory pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Signatory in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 20....

For

(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

(Shall be Notarised)

Accepted

.....
(Signature, name,
designation and address of the
Attorney)

FORMAT V EXPERIENCE OF CONSULTANT
(REFER CHECK SLIP SNO 10)

A. Works Experience

| SNO | Name of the work as per MoU/agreement/experience certificate | Name of the client | Assignment duration | | Name of the field | Stage of work (Progress / completed) |
|-----|--|--------------------|---------------------|----|-------------------|--------------------------------------|
| | | | From | to | | |
| | | | | | | |
| | | | | | | |

Names of the fields shall be

- Drinking water and community management.
- Water quality.
- Rain water harvesting/ recharge, water resources management.
- Capacity building and awareness generation.
- Public health engineering.
- Gender & Water.

B. Participatory Rural Appraisal Techniques in the works executed by the Bidder

| SNO | Name of the work as per MoU/agreement/experience certificate | Name of the client | Assignment duration | | Name of Activity enclosed (Photographs/ videos/ Reports etc) | Stage of work (Progress/ Completed) |
|-----|--|--------------------|---------------------|----|--|-------------------------------------|
| | | | From | to | | |
| | | | | | | |
| | | | | | | |

Note: Experience certificates issued by the competent authority, copy of agreements/ MoUs shall be enclosed.

- For completed works, completion certificates shall be enclosed as supporting documents, containing the period of experience.
- For on-going works, agreements shall be enclosed as supporting documents

Authorized Signatory

FORMAT-VI
(SELF DECLARATION BY THE ISA ON DEPLOYMENT OF
MAN POWER/PERSONNEL AS SPECIFIED IN TOR)

This is to certify that we deploy the required man power/personnel as specified in clause no 14 of Terms of Reference for completion of assignment.

Authorized Signatory

FORMAT VII ANNUAL TURN-OVER

| Annual Turnover for the last three financial years 2017-18, 2018-19 and 2019-20 along with audited Financial Statement for last three years. | | |
|--|---------|-----------------|
| S.No | Years | Turnover in INR |
| 1 | 2017-18 | |
| 2 | 2018-19 | |
| 3 | 2019-20 | |
| AVERAGE ANNUAL TURN OVER | | |

(Signature of Authorized Person)

Seal:

Note: CA certificate to be enclosed

(This format shall be notarized)

FORMAT VIII

For Affidavit certifying that Entity is not blacklisted / barred (On a Stamp Paper of relevant value)

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:

Authorized signatory

FORMAT IX

**Names of the interested districts by the participant to offer
ISA services in the order of preference:**

| SNO | NAME OF THE DISTRICT | NO OF CLUSTERS |
|------------|---------------------------------|---------------------------|
| 1 | | |
| 2 | | |
| 3 | | |
| And so on | | |
| | | |

Authorized signatory

FORMAT: X FINANCIAL PROPOSAL

Name of the work: Empanelment of Implementation supporting agencies for Jal Jeevan Mission in AP State.

| SNO | DESCRIPTION | RATE QUOTED EXCLUDING GST PER HOUSEHOLD IN Rs. AND WORDS |
|------------|--|---|
| 1 | Rate for carrying out ISA activities per household as per ToR in Agency areas | |
| 2 | Rate for carrying out ISA activities per household as per ToR for in plain areas | |

NOTE:

1. The rate quoted shall be excluding GST. The GST shall be reimbursed after submission of proof by the agency.
2. The rate quoted shall be including engagement of manpower, conveyance, and all other incidental charges to carry out the activities as specified in ToR.
3. The technically qualified agencies who match the price with the lowest quoted bidder shall be eligible for empanelment.
4. The agency shall be entrusted with not more than 3 clusters of 40-60 GPs / as decided by the authority to carry out ISA activities. The payment shall be made stage-wise based on the households in the clusters where ISA activities shall be carried out by the agency as specified in the ToR.
5. The household data available in JJM portal shall be the basis for making payment.

Date:

Authorized Signatory