

**UTTAR DINAJPUR ZILLA PARISHAD
DISTRICT WATER & SANITATION CELL**

KARNAJORA, RAIGANJ

NIT No. - 321/22-23

Notice Inviting Online Expression of Interest (EOI) for Rapid Appraisal focussing on toilet access & technology under Swachh Bharat Mission(G) / Mission Nirmal Bangla Programme

Memo No : 3245 /UDZP/NBA/X/IEC/Misc/2014/002

Dated : 29/08/2022

Online Expression of Interest is hereby invited from reputed and bonafide Academic Institution / Professional Organisation / NGO Organisation etc. (having minimum 03 years previous experience in Sanitation or WASH sector or executing survey/evaluation studies/verification exercises etc.) to undertake a rapid appraisal focussing on toilet access & technology carrying out of village level survey across 09 blocks at Uttar Dinajpur district in a systematic and scientific manner on urgent basis as per following terms & conditions:

Name of work	Earnest Money (Rs.)	Participation Charge (Rs.)	Time allowed for completion of work & submission of report
Rapid Appraisal focussing on toilet access & technology to assess the sanitation coverage across 09 blocks at Uttar Dinajpur district in a systematic and scientific manner on urgent basis	Rs. 8000.00	Rs. 1000.00	20 days

Academic Institution /Professional Organisation/ NGO Organisation wishing to undertake the above work are required to submit technical and financial bid through online concurrently duly digitally signed in the website <https://wb.tenders.gov.in> as per time schedule mentioned below. **The suggested methodology and Terms of Reference for this work is enclosed as Annexure-I.**

Date of release of invitation for bids in respect of EOI through e-procurement: **30-12-2022.**

In the event of e-filling intending bidder may download the tender documents from the website <https://wb.tenders.gov.in>

The financial bid of the prospective tenderer will be considered only if tender qualified in the technical bid and the tenderer is found eligible by the authorised selection committee of Uttar Dinajpur Zilla Parishad.

The general process of submission of EOI :

EOI are to be submitted online through the website in two folders i.e. Technical Proposal & Financial Proposal before the prescribed date & time using the Digital Signature Certificate(DSC), the documents are to be uploaded (virus scanned copy) duly Digitally Signed. The financial proposal should contain with quoting rate inclusive of all charges, transportation, taxes etc. under the financial bid.

Opening & evaluation of EOI :

Technical proposal will be opened by the Authorised Selection Committee of Uttar Dinajpur Zilla Parishad electronically from the website using their digital signature certificate. If there is any deficiency found in the submitted documents, the EOI/tender will be summarily rejected. The bidders Organisation/NGO/Academic Institution may remain present at the time of opening, if they so desire.

While evaluation, the committee may summon the tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produces with the stipulated time frame, their proposal will be liable to rejection.

After the completion of technical evaluation, the client will notify the successful Organisations indicating the date and time for opening for opening the Financial proposals. Financial proposal of qualified Organisations will be opened online through e-tendering in the presence of the NGOs' representatives who choose to attend.

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However, if there is any scope for lowering down the rates in the opinion of the Tender (EOI) Inviting Authority, further negotiation meeting with the lowest bidder may be held at his office which will be done offline. The final negotiation statement shall be uploaded in the website.

Any Organisation/ NGO is working in Uttar Dinajpur District shall not eligible for the above mentioned work.

The Zilla Parishad / District Authority reserve the right to accept or reject any proposal on evaluation of the technical proposal itself without any assessment of financial proposal or cancel the bidding process and reject all bids at any time.

The entire work including submission of **study report should be completed & submitted to this office within 20 days after issuing of the work order.**

Successful Organisation will have to undertake a rapid appraisal focussing on toilet access & technology carrying out of village level survey across 09 blocks in Uttar Dinajpur district as per work order condition as and when work order will be issued.

Important Date & Time:

SI No.	Particulars	Date	Time
01	Date of uploading EOI & other documents	30-12-2022	16.00 PM
02	Date of start of downloading the documents	30-12-2022	16.00 PM
03	Date of start of submission of Technical & Financial bid	30-12-2022	16.00 PM
04	Date of closing of downloading the documents	13-01-2023	16.00 PM
05	Date of closing of submission of Technical & Financial bid	13-01-2023	16.00 PM
06	Date of opening of Technical bid at the Office of Uttar Dinajpur Zilla Parishad	16-01-2023	16.00 PM
07	Date of uploading the list of technical qualified bidder	To be informed after Technical bid evaluation	
08	Date of opening of Financial bid at at the Office of Uttar Dinajpur Zilla Parishad	To be informed later on	

N.B. Date of opening of Technical / Financial bid is to be considered the next working day if the date specified is a holiday or bandh.

Enclosed: Annexure-I



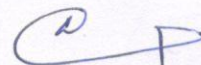
District Engineer,
Uttar Dinajpur Zilla Parishad.

Memo No : 3245 /1(10)/UDZP/NBA/X/IEC/Misc/2014/002

Dated : 29/08/2022

Copy forwarded for information & necessary action to:

1. The Additional District Magistrate & Additional Executive Officer, Uttar Dinajpur Zilla Parishad.
2. The Secretary, Uttar Dinajpur Zilla Parishad.
3. The District Nodal Officer, District Water & Sanitation Cell, Uttar Dinajpur Zilla Parishad.
4. The FC&CAO, Uttar Dinajpur Zilla Parishad.
5. The DICO, Uttar Dinajpur for wide circulation.
6. The DIA, Uttar Dinajpur Zilla Parishad with a request to upload the EOI and other documents in the website (www.udzp.in) of Uttar Dianajpur Zilla Parishad and Website of P&RD Deptt. <https://wb.tenders.gov.in>
7. The District Coordinator, District Water & Sanitation Cell, Uttar Dinajpur Zilla Parishad.
8. C.A. to the District Magistrate & Executive Officer, Uttar Dinajpur Zilla Parishad.
9. Notice Board, Uttar Dinajpur Zilla Parishad.
10. Office Copy.



District Engineer,
Uttar Dinajpur Zilla Parishad.

Annexure - I

Suggested Methodology & Terms of Reference (ToR) for Rapid Appraisal, focussing on toilet access & technology under Swachh Bharat Mission(G) / Mission Nirmal Bangla programme across 09 blocks of the District"

Introduction:

The authority of Uttar Dinajpur district intends to engage independent organisation for conducting Rapid Appraisal focussing on toilet access & technology to assess the sanitation coverage in all 09 blocks and it would help to ascertain the actual gap and necessary corrective action to meet up the gaps in respect to sanitation coverage throughout the district.

Suggested methodology and question

Suggested Question:

Q No.	Question	Response Options
Q 1	Whether you and your family members have access to a toilet?	Yes – we have access to toilet exclusively used by our family
		Yes – we have access to toilet used by multiple families (shared toilet facility)
		Yes – we have access to a Public / Community toilet facility (toilet is open to the public)
		No – our family doesn't have access to any toilet (family members usually defecate in the bush, field or other locations)
Q 2	Can you please tell me where the human waste / excreta gets discharged from the toilet? Toilet drains waste directly into:	Open drain / Nallah
		Open pit
		Pond or river or stream or any water body etc.
		Septic tank with overflow / discharge to surface / open drain
		Septic tank with no overflow / discharge to surface / open drain; and/or with soak pit
		Single leach pit toilet
		Double leach pit toilet
		A closed drain with sewer system
		Closed pit
Don't know		

Methodology:

The suggested methodology for proper representation could be:

- A. In each district 5% of the villages may be selected (with minimum 20 villages and maximum 35 villages).
- B. As far as possible, villages should be selected from each block. Within each block, the villages could be selected randomly.
- C. From each of the sampled village 20 Household (HH) should be surveyed. The sample of 20 HH could be proportionately allocated by caste groups for proper representation of SC/ST. For example – if there are 200 HH in a village of which 60 HH (30%) are SC and 40 HH (20%) are ST, the sample of 20 should include 6 HH from SC habitation (30%), 4 HH from ST habitation (20%) and remaining 10 HH from others.
- D. The HH to be surveyed within the habitation may be selected randomly and distributed across the habitation to ensure proper representation.

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Requirements:

- a) Agency should have the capability to provide services for the work as specified above.
- b) Should have adequate manpower and infrastructure (including computer hardware and software) required for the job.
- c) Since the job is time bound, the agency would be required to work within the deadlines of time frames and in close coordination with the District, Blocks & GPs.
- d) Each agency shall have a senior functionary of their organisation as Coordinator who would be continuously in touch with the verification teams of the organisation and also district / block authorities. The name and contact details of the coordinator should be given to District Authority before the actual field work is taken up by the agency.
- e) The organisation shall assign sufficient manpower to cover all the allocated IMIS villages within the stipulated time frame.
- f) The documents i.e. Organisation Profile, Registration Certificate, Memorandum of Association, Last three years Audit report & IT return, PAN, GSTN, Bank account details & related experience in the field of similar type of activities duly certified by the appropriate authority should be enclosed with the Technical and Financial Bid. All documents should be self attested by the competent authority of the organisation.

Essential Credentials

- a) The agency should be a reputed organisation having a minimum of 03 years of experience (any) in the field of Health, Sanitation, Nutrition, Education, Social Mobilization, Survey / Research level activities.
- b) Should have experience in analysing and monitoring reports.
- c) The agency should have experts / manpower proficient in all regional language(s)/local language(s).
- d) Should have demonstrated capacity to carry out structured evaluations of large scale projects using both quantitative and qualitative approaches.
- e) Should have the capacity to collect and analyze data from variety of sources.
- f) Should have the capacity to prepare a feasible and comprehensive study design for evaluation, with data collection tools and analytical framework.
- g) Should have the capacity to structure data, create electronic databases, and develop output results in appropriate formats.
- h) Should have the capacity to ensure logistic arrangement for site visits and data collection from the field.
- i) To have willingness to undertake the assignment in the given time frame.

Roles & Functions of the Agency

1. To develop and prepare all the data collection instruments including questionnaires, checklist for beneficiaries, structured focussed group discussion format and tabulation plan & finalize it in consultation with District authority.
2. Undertake survey work in all Blocks as per requirement across the District. The number of villages, households should be selected as per above mentioned methodology & Questions and the expected capacity of the agency in the area to deliver the output within a specific time.
3. The selected agency will be provided with the list of IMIS villages along with the design of survey format from the district administration. The agency will do the exercise of randomization of the households as per guidelines of the authority.

4. Cross/back check of primary data.
5. Chaptarization plan may be finalised in consultation with the authority of the district.
6. Prepare all reports
7. Submit 04 hard copies with seal & signature of the competent authority of the organisation along with soft copy.
8. Submit regular report to the district authority.
9. Share the work plan and time schedule with the District authority before starting of the work.
10. The organisation will ensure that their contact details (email, postal, tele-fax, mobile, etc.) of contact person(s) and field supervisors may be kept update at all times and appraised to the District authority.

Concurrent Monitoring:

There shall be a provision to monitor the quality of work of the verification agencies through system of concurrent monitoring by the District & Block authority.

Sub-Contracting of work:

Sub-contracting of the work or part thereof awarded under these terms of contract shall not be permitted in any form. Sub-contracting will lead to termination of contract and forfeiture of performance guarantee in addition to any other actions for violation of ToR.

Time and Duration of Contract:

Duration of the study will be for a period of 20 days from the date of award of the contract or as may be determined by the District authority of Uttar Dinajpur.

Service to be provided by the client:

The District Authority would advise/write to the Block authority for rendering necessary assistance for undertaking the work.

Deliverables:

- ✓ **1st Deliverable – Draft Report:** After completion of survey and analysing primary and secondary data the agency should submit a draft report of the entire study and the draft report is to be presented to District Authority for discussion and finalization of the same.
- ✓ **2nd Deliverable –** Final presentation on the study is to be submitted to District Authority of Uttar Dinajpur highlighting key finding and recommendations from the analysis. Raw data are to be also submitted in soft & signed hard copy both.
The final report should be substantiated by photograph of the processes, facilities and initiatives in the villages and Gram Panchayats verified as well as documentation of some of the best practices and deviations, if any.

Payment procedure

- Payment of the study fee will be made after satisfactory completion and submission of report and on acceptance of the report by the District Authority & State Authority on examination of the same.

Dispute

- The decision of the District Authority of Uttar Dinajpur shall be final and binding in all matters.

The following information & Documents required for Technical bid:

Sl No.	Particulars	Remarks
1	Expression of Interest (EOI) addressing to the Additional Executive Officer, Uttar Dinajpur Zilla Parishad.	On letter head
2	Organization Details Registration Certificate with number & year, Memorandum of Association, Office & correspondence Address, Contact person, Contact No., email id, Bank Account details etc.	All self certified copies should be attached
3	Copy of Pan, GSTN, IT return	
4	Audit Report of the F.Y. 2019-20, 2020-21 & 2021-22	
5	Self declaration by agency that it is not blacklisted for any programme by any department of central and state government or any others.	On letter head
6	Details of work experience of the Organization with relevant supporting documents	Self certified copies should be attached
7	Submission of brief work plan for execution of work as per methodology within the stipulated time frame	On letter head (within 2-3 pages)

Financial bid

The Financial Bid should be submitted as per the selected number of villages, blocks & households as per above mentioned Methodology & Questions in the area to deliver the output with consolidated report within a specific time frame.



District Engineer,
Uttar Dinajpur Zilla Parishad.