



UTTAR DINAJPUR ZILLA PARISHAD,
DISTRICT WATER & SANITATION CELL,
KARNAJORA, RAIGANJ

NIT NO. 596 /UDZP/2022-23

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. | 268 /UDZP/NBA/X/IEC/MISC/2014/002

11/04/23
Date:- 10/03/2023

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 Distirct 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 or report
Rapid Appraisal focussing on toilet access & technology to access 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 or Reference for this work is enclosed as Annexure-I.

Date of release of invitation for bids in respect of EOI through e-procurement: 11-04-2023. 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 Panshad electronically from the website using their digital signature certificate. If there is any deficiency found in the submitted documents, the EOI/tender will be sumarily rejected. The bidders Organisation/NGO/Academic Insitution may remain present at the time of opening, if they so desire.

Willie evaluation, the committee may summon the tenderer & 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 evaluation, the client will notify the successful Organisation indicating the date and time for opening for pending the Financial proposals. Financial proposal of qualified Organizations 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 Organization/NGO is working in Uttar Dinajpur District shall not be eligible for the above mentioned work.

The Zilla Parishad/District Authority reserved 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 Organization will have to undertake a rapid appraisal focusing 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:

Sl No	Particulars	Date	Time
01	Date and uploading EOI & other documents	11-04-2023	16.00PM
02.	Date of start of downloading the documents	11-04-2023	16.00PM
03.	Date of start of submission of Technical & Financial bid	11-04-2023	16.00PM
04.	Date of closing of downloading the documents	25-04-2023	16.00 PM
05.	Date of closing of submission of Technical & Financial bid	25-04-2023	16.00 PM
06.	Date of opening of Technical bid at the office of Uttar Dinajpur Zilla Parishad	27-04-2023	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 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 bondh.

Enclosed: Annexure-I



District Engineer,
Uttar Dinajpur Zilla Parishad.

Memo.No. 1268/1(10)/UDZP/NBA/X/IEC/Misc/2014/002

Date:- 11/04/2023

Copy forwarded for information & necessary action to:

1. The Additional District Magistrate & The 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) or Uttar Dinajpur 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. CA 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, focusing 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 organization for conducting Rapid Appraisal focusing on toilet access & technology to access the sanitation coverage in all 09 blocks and it would held to ascertain the actual gap and necessary corrective action to meeting up the gaps in respect to sanitation coverage throughout the district.

Suggested methodology and question

Suggested Question:

Q No.	Question	Response Options
A1	Whether you and your family members have access to a toilet?	Yes- we have access to toilet exclusively use 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)
Q2	Can you please tell me where the human waste/excreta gets discharged from the toilet? Toilet rains 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; and/or with soak pit
		Double leach pit toilet
		A closed drain with sewer system
		Close pit
Don't know		

Mythology:

The suggested mythology 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 villages 20 Household (HH) should be surveyed. The sample of 20HH could be proportionately allocation by caste groups for proper representation of SC/ST. for example- if there 200 HH in a village of which 60HH(30%) are SC and 40HH (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 distribution across the habitation to ensure proper representation.

Requirements:

- a). Agency should have to capability to provide services for the work as specified above.
- b). Should have experience in analyzing 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 focused group discussion format and tabulation plant & 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. Capitalization plan may be finalized 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 organization 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 organization will ensure that their contact details (email, postal tele-fax, mobile etc.) of contact persons(s) and field supervisions may be kept update at all times and apprised to the District authority.

Concurrent Monitoring:

There shall be 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 analyzing primary and secondary data the agency should draft a report of the entire study and the draft report is to be presented to District Authority for discussion and finalization of the same.
- ✓ 2nd Deliverability-final presentation on the study is to be submitted to District Authority of Uttar Dinajpur highlighting key findings and recommendations for the analysis. Raw data are to be along submitted in soft & signed hard copy both.

The final report should be substantiated by photographs 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:

SINo.	Particulars	Remarks
1.	Expression of Interest (EOI) addressing to the Additional Executive Officer, Uttar Dinajpur Zilla Parishad	On letter head
2.	Organization Details	All self certified

	Registration Certificate with number & year, Memorandum of Association, Office & correspondence Address, Contact person, Contact No. email Id, Bank Account details etc.	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 be backlisted 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 delivery the output with consolidated report within a specific time frame.



District Engineer,
Uttar Dinajpur Zilla Parishad.