

Government of Himachal Pradesh
State Institute of Rural Development

No. SIRD (F) 8-38/2021-Study

Dated: 22-03-2022

Annexure-A

**Terms of Reference for Preparation of Detailed Project Report (DPR) for
PMKSY WDC 2.0 Projects**

The sealed quotations (TECHNICAL AND FINANCIAL PROPOSALS) are invited from practitioners, retired officials, individuals, resource persons, consultants, institutions, NGOs etc. having proven work experience in preparation of Detailed Project Reports (DPR) of developmental projects or schemes.

The DPR has to be prepared for the Watershed Development Component of Pradhan Mantri Krishi Sinchayee Yojana (WDC-PMKSY) as per the guidelines of WDC-PMKSY 2.0 and the mandate of DoLR, Ministry of Rural Development, Gol.

It is desired that an external agency/practitioners/retired officials/individuals/resource persons/consultants/institutions/NGOs etc. shall prepare the Detailed Project Report (DPR) as per the Terms and conditions given in the Terms of Reference (ToRs) below:

A. Expected deliverables from the Agency/Individuals to be hired

- Inception Report describing the major outlines of the data to be collected from the field as per the guidelines of WDC-PMKSY 2.0.
- Complete Detailed Project Report (editable Soft and Hard copies) of **Sirmaur-WDC-01 (2021-22)** and **Sirmaur-WDC-02 (2021-22)**, Development Block Paonta Sahib and Pachhad, District Sirmaur, H.P. respectively as per the framework (Annexure-A).
- Final Presentation of DPR on the completion of the process.

B. Timeframe

The task is anticipated to complete within **two** months with submission of all final deliverables. The agency/individual(s) is/are expected to start work within a week of the date of award of the work and complete all assigned tasks as outlined in the Scope of Work and deliverable within two months.

C. Technical Support to the Agency/Individual(s)

- I. The Institute shall provide the basic information of the project area besides the framework for the preparation of DPR.
- II. The facilitation in the project area regarding data collection, arranging meetings at GP level and conducting Participatory Rural Appraisal (PRA) exercises shall be done in consultation with BDOs/PIAs and other stakeholders of the project by the State Level Nodal Agency (SLNA), Rural Development Department, H.P.

D. General Conditions regarding deliverables

- Micro-Watershed wise reports besides the consolidated report of the project area to be submitted separately.
- Photographic evidences shall be provided in all the reports along with GPS coordinates.
- 10 hard copies (colour printed) and a digital version (editable) of each report will be submitted to the Institute.
- All reports and information generated in the process of DPR under WDC-PMKSY 2.0 and submitted thereof by the Agency/Individual(s) shall be the copyright of the H.P. State Institute of Rural Development (HP SIRD) and not be used by the agencies for any other purpose without explicit permission from the HP SIRD.

E. Admissible Rates

The maximum ceiling of the rate offered for the preparation of DPR is **Rs. 230/- per hectare**. However, hiring of services shall be made purely on the basis of the **lowest rates offered/quoted** by the agency/individual(s).

F. Payment Terms

Payment shall be made to the agency/individual(s) by the HP SIRD as envisaged below, subject to the quality deliverables and fulfillment of other terms and conditions of the Agreement.

Summarized Payment Schedule

Sl. No.	Condition for payment	% of Total Contract value
1	Upon issuing of Award Letter/Contract, furnishing of security deposit of 10% of the total cost of the work assigned	10%
2	Receipt of Draft Report (within 6 weeks)	20%
3	Receipt of Detailed Project Report (within 2 months)	30%
3	After acceptance of reports by SLNA HP	40%
Total		100%

G. Penalty

The study will be completed within two Months from the date of issue of the work award letter. Editable soft and hard copies of the DPR shall be supplied by the agency/individual(s). In the event of any delay in the completion of assigned work, the penalty shall be imposed at the following rate:

- 1% of the cost of the work for every week of delay of the work upto two weeks.
- 2% of the cost of work per week for every week beyond two weeks upto four weeks for any delay,
- 5% of the cost of work for any delay beyond four weeks, the whole period (preceding and succeeding) will be charged @ 5% penalty.

H. Earnest Money:

The earnest money amounting to Rs.10,000/- will be furnished by the agency/individual(s) in the shape of account payees bank draft in the name of The Director, CMS, H.P. Institute of Public Administration, Fairlawns, Shimla or duly pledged fixed deposit receipt from a commercial bank which shall remain in the custody till the satisfactory acceptance of the DPR by the agency/individual(s) so hired for the work.

I. Performance Security

The performance security of an amount equal to **ten** percent of the value of the contract will be provided by the agency/individual(s) on the award of the contract in the shape of account payees bank draft from a commercial bank. The performance security will remain valid for a period of sixty days from the date of completion of contract including warranty and guarantee period to the best of satisfaction of HP SIRD.

The desirous agency/individuals may submit their proposal indicating their previous experience in the field with expected honorarium to SIRD, HP on or before **28th March, 2022 upto 2.00 PM.**

IMPORTANT INSTRUCTIONS TO THE BIDDERS

I. Eligibility criteria for agencies/individuals

1. The agency/individuals should have prior experience of preparation of Detailed Project Reports of Government funded Watershed Development projects/programmes anywhere in India- **Mandatory.**
2. The agency/individuals should submit CVs of the Experts who are going to be involved in the project, if selected. - **Mandatory.**
3. The agency/individuals should have PAN or TAN numbers with Income tax, copies of the same should be enclosed. - **Mandatory.**
4. The agency/individuals should have technical manpower, well versed Experts.
5. Agency/individuals cancelled by any Government or public sector under taking in the last five years due to **un-satisfactory performance or black listed are not eligible to apply.**
6. HP SIRD holds the right to terminate the agreement if any agency gets black listed subsequently or if it comes to be known about the same after signing the agreement.

II. General Instructions to the Bidders

1. The Director SIRD, is the Tender Inviting & Accepting Authority.
2. All the tenders shall be prepared and submitted in accordance with the instructions provided.
3. No tenders will be accepted after the time and date fixed.
4. The tenderer shall be deemed to have carefully examined the terms and conditions before tendering.
5. The Financial Bids will be opened only for those bidders who qualify in the Technical Bid.
6. The tenderer shall clearly state the Batch wise, Project Wise District Wise break-up for the financial bid.
7. **The successful bidder shall have to deposit 10% of the Tender Value, before signing the contract agreement of work.**
8. Selected agencies have to enter into an agreement for a period of 4 months with the Director, HP SIRD.
9. The Terms of Reference may be revised with mutual consent at the time of signing.
10. The Director HPSIRD reserves the right to accept/reject any application or cancel the tender process without assigning any reason what so ever.
11. Any changes in the schedule will be intimated telephonically or by e-mail. No paper advertisement will be given.
12. The agency, which is awarded the task, should not sub-contract assigned task to another party and be able to complete the task on its own as required by the SLNA.
13. In case only a single agency has applied, it does not mean that it gets automatically selected.

14. If minimum required number of bids are not received, then HP SIRD hold the right to recall the tender.
15. Tenderers are advised to go through the tender document carefully before submitting the tender. In case any of the supporting documents are not received, such tenders are liable for rejection.
16. Paging should be there in the Tender Document and each page should be duly signed by the bidders.

Date: 22-03-2022

Place: Shimla

**Director,
H.P. State Institute of Rural Development,
Fairlawns,
Shimla-171012**