

Expression of Interest

For

**Selection of Implementation Support Agencies
(ISAs) For Successful Implementation of Rural
Drinking Water Supply Schemes in Odisha**

**Panchayati Raj & Drinking Water Department,
Government of Odisha**

February,2021

Schedule for Invitation of EOI

Name of Assignment	Selection of Implementation Support Agencies (ISAs) For Successful Implementation of Rural Drinking Water Supply Scheme, Panchayati Raj & Drinking Water Department, Government of Odisha
Name of the Department & Address	Panchayati Raj & Drinking Water Department, Government of Odisha
Date of issue of EOI	26-02-2021
Date & Time of Pre Bid Conference	11AM, 03-03-2021
Publication of Pre-Bid Clarification in the Department Website	08-03-2021
Last Date & time of submission of EOIs	4 PM, 18-03-2021
Date & time of opening of Technical Bid	11 AM, 19-03-2021
Period of Contact	One (1) years extendable upto completion of milestones
Mode of submission of EOIs	Offline
No. of Packages agency can apply for	Any one, any combination or all.
EOI Downloading Place & Period	www.odishapanchayat.gov.in
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 & Contact No.	Engineer-in-Chief Rural Water Supply & Sanitation, Odisha Jal O Parimal Bhawan Unit – V, Bhubaneswar, Odisha. Pin Code: 751001 Tel: 0674-2395734 Fax: 0674-2394946 Email: cerwss@nic.in / cerwssodisha@gmail.com
Bid Security (EMD)	Rs 1,00,000/- (Rupees One Lakh) for each package subject to maximum of Rs 3,00,000/- (Rupees Three Lakhs)
Performance Security	5 % of the Contract Value

Key Eligibility Criteria

The Agency fulfilling the following requirements is only eligible to apply. In absence of the following verifiable documents, the agency shall not be considered eligible.

SI	Essential Qualifications	Required Documents(proof/declaration)
1	Online Registration on JJM Portal	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
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 or related documents such as work orders, photographs, progress report related activities performed.
5	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.
6	Working in rural drinking water sector should reflect in their Memorandum of Association as one of the activity.	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.	Copy of Income Tax Return for previous three financial Years i.e. 2017-18, 2018-19 and 2019-20.
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 marking criteria and further process.

INSTRUCTION TO BIDDERS

General Provisions

Definitions

“Guidelines” means the policies of the Government of Odisha set forth in this EOI.

“Client” means Panchayati Raj Department, Odisha that signs the Contract for the Services with the selected Agency.

“Agency” means a legally-established professional consulting firm or an entity that may provide or 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.

“Data Sheet” 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.

“TORs” 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.

1. Introduction

1.1 The Client named in the **Data Sheet** intends to select an Agency, in accordance with the method of selection specified in the **Data Sheet**.

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

1.3 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’ expense.

1.4 The Client will timely provide, at no cost to the Agency, the inputs, relevant project data, and reports required for the preparation of the Agency’s Bid as specified in the **Data Sheet**.

2. Conflict of Interest

2.1 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.

2.2 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.

3. . Unfair Advantage

Selection of the Agency would be strictly according to meeting the eligibility criteria

4. . Corrupt and Fraudulent Practices

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

4.2 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.

Preparation of Bids

5. 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.

6. Cost of Tender

6.1 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.

6.2 Cost of Tender Document:

6.2.1 Tender is made available in the website www.odishapanchayat.gov.in which can be downloaded by the intending Tenderer. The bidder will deposit Rs 3,000/- in form of Demand Draft (non-refundable) in favour of "Executive Engineer, RWSS Division, Bhubaneswar", payable at Bhubaneswar.

6.3 DEPOSIT OF EARNEST MONEY

6.3.1 EOI must be accompanied with an earnest money of **Rs. 1,00,000/- (Rupees One Lakhs Only)** per package failing which the Bid will be rejected and Technical Bid will not be opened.

The EMD amount shall be as below:

- **Rs. 1,00,000/-** (Rupees One Lakh Only) if the bidder is bidding for one package
- **Rs. 2,00,000/-** (Rupees Two Lakhs Only) if the bidder is bidding for two packages
- **Rs. 3,00,000/-** (Rupees Three Lakhs Only) if the bidder is bidding for three or more packages

6.3.2 The Earnest Money should be deposited by way of Postal Savings, Pass Book/ NSC/ Post Office Time Deposit Account/ Kissan Vikash Patra/ Deposit Receipt in Nationalized/ Scheduled Bank duly pledged in favor of “Engineer-in-Chief, RWSS Odisha, Bhubaneswar”.

6.3.3 The Tenderer will submit the EMD in a separate envelope super scribed as “Earnest Money Deposit” 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.

6.3.4 The exemption of EMD shall not be entertained for the assignment.

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.

7. Language

8. Documents Comprising the Bid

The Bid shall comprise the documents and forms listed in the **Data Sheet**.

9. Only One Bid

The Agency shall submit **only one Bid and can participate in any or all of the packages. However, maximum three Packages shall be awarded to one Agency.**

10. Bid Validity

10.1 The Data Sheet indicates the period during which the Agency’s Bid must remain valid after the Bid submission deadline.

11. Sub-Contracting

10.2 During this period, the Agency shall maintain its original Bid without any change, including the proposed rates and the total price. The Agency can deploy local NGOs/ VOs/ CBOs/ SHGs as per requirement with intimation the Client.

12. Clarification and Amendment of EOI

All Clarification 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.

13. Technical Bid Format and Content

The Technical Bid shall not include any financial information.

14. Taxes

The Agency is responsible for meeting all tax liabilities arising out of the Contract.

Submission, Opening and Evaluation

15. Submission, Sealing, and Marking of Bids

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

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

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

15.4 The signed Bid shall be marked "ORIGINAL", and its copy marked "COPY" as appropriate. One additional copy should be submitted. If there are discrepancies between the original and the copy, the original shall prevail.

15.5 The original and all the copy of the Technical Bid shall be placed inside a sealed envelope superscripted "**TECHNICAL BID**", **Selection of Implementation Support Agencies (ISAs) For Successful Implementation of Rural Drinking Water Supply Scheme, Panchayati Raj & Drinking Water Department, Government of Odisha** Package(s) Name and No. , and address of the Agency. The Technical Bid should have the information as required in "**Technical Bid Format**" along with the required documents.

15.6 Separate sealed envelopes containing the **EMD and Technical Bids separately** shall be placed into one outer envelope and sealed. This outer envelope shall be superscripted "**Selection of Implementation Support Agencies (ISAs) For Successful Implementation of Rural Drinking Water Supply Scheme, Panchayati Raj & Drinking Water Department, Government of Odisha** Package(s) Name and No. and submitted to the **Engineer-in-Chief**, Rural Water Supply & Sanitation, Odisha, Jal O Parimal Bhawan, Unit – V, Bhubaneswar, Odisha, Pin Code: 751001 with the name, address and contact of the Agency. However the documents received after due date will be summarily rejected.

15.7 If the envelopes and packages with 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.

15.8 The Bid or its modifications must be sent to the address indicated in the **Data Sheet** and received by the Client no later than the deadline indicated in the **Data Sheet**, 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.

16. Confidentiality

16.1 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 the Contract award information.

16.2 Any attempt by shortlisted 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.

16.3 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.

17. Opening of Technical Bids

The Client's evaluation committee shall conduct the opening of the Technical Bids in the presence of the Agencies' authorized representatives who choose to attend. **Only the Agencies which qualify the Technical evaluation shall be considered for selection.** The opening date, time and the address are stated in the **Data Sheet.**

18. Evaluation of Technical Bids

The Client shall evaluate the Technical Bids on the basis of their responsiveness to the **format for Technical Bid.** A Bid shall be rejected at this stage if it does not respond to the aspects of the Technical Bid format

Data Sheet

General	
1	Place: Bhubaneswar, Odisha, India
2	Name of the Client: <u>Rural Water Supply & Sanitation, Odisha,Panchayati Raj & Drinking Water Department, Government of Odisha</u> Method of assigning packages: <u>Technical scoring</u>
3	A pre-Bid conference will be held: Yes Date of Pre-Bid conference: [08-03-2021] Time: 11AM Address: Rural Water Supply & Sanitation, Odisha, Jal O Parimal Bhawan, Unit – V, Bhubaneswar, Odisha Telephone:0674-2395734 E-mail: cerwssodisha@gmail.com /pmu.rwss@gmail.com Contact person/conference coordinator: Engineer-in-Chief, Rural Water Supply & Sanitation, Odisha. Pre-bid queries to be submitted one day prior to pre-bid conference.
4	The Client will provide the inputs, project data, reports, etc. to facilitate the preparation of the Bids: Relevant information such as number of schemes (ongoing, commissioned, solar etc.) shall be provided as available in the RWSS Division office.
Preparation of Bids	
1	Bids shall be submitted in English language
2	The Bid shall comprise the following in one big Envelope: <u>1st Inner Envelope with the EMD</u> <u>2nd Inner Envelope with the Technical Bid:</u> Technical Bid Format along with the required document
3	Bids must remain valid for: 90 days after the Bid submission deadline.
Submission, Opening and Evaluation	
1	The Agencies shall not have the option of submitting their Bids electronically.
2	The Agency must submit: (a) Technical Bid: one (1) original and 1 copy;

3	<p>The Bids must be submitted not later than:</p> <p>Date: [18-03-2021]</p> <p>Time: up to 4 pm</p> <p>The Bid submission address is:</p> <p>Engineer-in-Chief Rural Water Supply & Sanitation, Odisha Jal O Parimal Bhawan Unit – V, Bhubaneswar, Odisha. Pin Code: 751001 Tel: 0674-2395734 Fax: 0674-2394946 Email: cerwss@nic.in / cerwssodisha@gmail.com</p>
4	<p>The opening of Technical Bid shall take place at:</p> <p>Date: [19-02-2021] Time: 11 AM</p>
5	<p>For the purpose of the evaluation, the Client will exclude: (a) all local identifiable indirect taxes such as sales tax, excise tax, GST, or similar taxes levied on the contract's invoices; and (b) If a Contract is awarded, at Contract negotiations, all such taxes will be discussed, finalized (using the itemized list as a guidance but not limiting to it) and added to the Contract amount as a separate line, also indicating which taxes shall be paid by the Agency and which taxes are withheld and paid by the Client on behalf of the Agency</p>
<p>Negotiations and Award</p>	
1	<p>Address for Communication:</p> <p>Engineer-in-Chief Rural Water Supply & Sanitation, Odisha Jal O Parimal Bhawan Unit – V, Bhubaneswar, Odisha. Pin Code: 751001 Tel: 0674-2395734 Fax: 0674-2394946 Email: cerwss@nic.in / cerwssodisha@gmail.com</p>
2	<p>The publication of the contract award information following the completion of the contract negotiations and contract signing will be done as following:</p> <p>The publication will be done within [15 days]after the contract signing.</p>

Terms of Reference

Selection of Implementation Support Agencies (ISAs) For Successful Implementation of Rural Drinking Water Supply Scheme, Panchayati Raj & Drinking Water Department, Government of Odisha

1. Objectives of the Assignment:

Government of Odisha 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 one year extendable upto 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:

2.1 Village Action Plan (VAP)

The ISA team would be required to organize community and all stake holders in a public place to conduct Participatory Rural Appraisal (PRA) exercise to finalize VWSC and prepare Village Action Plan. The format of the VAP is in **Annexure "A"**. The format of VWSC formation resolution and GP resolution are in **Annexure B**. The PRA exercise shall focus 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, source sustainability and scheme sustainability through water conservation plan, collection of user charges and effective solid & liquid waste management in the village. The outcome should be in consonance with PR&DW letter no. 14842 RD-DW(S)-PLAN-0005-2011 dated 22.09.2020 (attached in Annexure D). Final Village Action Plan must be discussed in Gram Sabha meeting for its approval.

Preparation and Implementation of Village Action Plan (VAP), GP Action Plan (GPAP), District Action Plan (DAP): The specific objective of the assignment is to undertake a rapid assessment of Village situation with specific focus on water supply situation, including that of water sector assets, existing service connections at household and institutional levels, undertake a demand assessment so as to prepare a Village Action Plan (VAP).

Methodology for the Assignment: The following points shall be considered by the ISA while preparing the VAP/GPAP

- a. The ISA shall apply participatory methods for situational assessment and may include: participatory transect study visits of selected habitations and villages, Key Informant Interviews (VWSC) and Direct Observation and FGDs. These activities can be conducted through College students/SHGs/respected members of community.
- b. Community Consultations shall be conducted to understand community aspirations and perceptions and mobilise regarding water conservation, O&M, User fees collections, Hygiene and sanitation etc.
- c. Approval of VAP by Gram Sabha
- d. The ISA shall prepare a Village-wise sub plan and consolidate the same at the GP level.
- e. To prepare GP resolution and get is approved at the Gram Sabha.

2.2 Consent of Households for Construction of PWS and O&M through community contribution

Rural Water Supply programmes ensure access safe drinking water in appropriate volume to each and every household 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 ISA team would be required to organize one Large Community Meeting with all stake holders and members of VWSC and Gram Panchayat to discuss current village water and sanitation issues and impact on health. The major objective of the meeting is to obtain household consent for contribution for PWS either through individuals' own contribution or from grants available to the community such as CFC and SFC funds etc.,as community contribution and to pay monthly user charges for O&M.

Community Meetings

The ISAs team would be required to conduct a series of community meetings with different target audience, different stakeholders, VWSC 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 community contribution and raise the community consciousness on these issues.

ISAs would be required to hold adequate number of meetings 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. In large village meeting, ISA would be required to sensitize the people on optimal use of ground water, reuse of water, recharge of ground water and water conservation practices, water quality and testing issues including using usage of FTK kits. Each such meeting would be expected to have an attendance of at least 100 plus community members, both men and women.

The ISAs would be required to hold meetings with the community to cover each habitation of the village. The effort would be to reach out to all the families in the habitation through such community meetings.

2.3 Identification of Skilled manpower for PWS:

The ISAs team would be required to identify persons interested to get skilled as Mason, Electrician, Plumber, Pump Operator and Motor Mechanics. ISA will identify the persons and provide list of such person to RWSS.

2.4 O&M Preparedness

The O&M preparedness is high priority activity for the implementation phase through community management of the schemes. The specific activities related to community contribution and collection of monthly user charges would be:

2.4.1 Financial Management

ISAs would be required to sensitise VWSC/GP members on financial management and budgeting exercise based on estimation of annual and monthly running cost for scheme sustainability. ISA would be required to orient VWSC members on role and responsibility.

ISAs would be required to extend support on organizing Gram Sabha meeting in the presence of members of VWSC for smooth implementation of the project and sustainability of O&M.

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 prepare & maintain following documents:

- VWSC meeting minutes book.
- Receipt register.
- OPEX register
- At GP level, a register capturing details of PWS schemes and other drinking water assets handed over to the GPs by RWSS and subsequently by the GP to VWSC for the village level assets.

All the above registers will be provided by the ISA to VWSC and GP. The formats will be provided by the client.

2.5 POST IMPLEMENTATION PHASE (03 Month)

Post Implementation Phase will start after commissioning of schemes.

2.5.1 Collection of Monthly User Charges

After commissioning of scheme the ISA would be required to develop OPEX collection mechanism in the allotted villages and panchayats. Opening and handling of bank account for the OPEX money by VWSC will be ensured by the ISAs. ISAs shall create awareness among community members for payment of user charges.

2.5.2 Most Significant Change (MSC) Stories

ISAs will also track and document the stories of change on the suggested format. The change stories, to be written in English and Odia and would be about individuals and/or the communities. There will have to be at least three stories of change from each allotted district in each quarter.

2.6 Deliverables

Final Outputs expected under VAP, GPAP and DAP: Details of outputs required are provided below.

No.	Category	Outputs/ Reports
1	Village Action Plan	VAPs @ No. of Villages allotted to the ISA In case a village has more than one PWS schemes, the VAP shall be combination of Action Plans of individual schemes.
2	Gram Panchayat Action Plan	GPAPs@ No. of GPs allotted to the ISA
3	District Action Plan	DAP @No. of Districts allotted to the ISA

Village/GP Action Plan under JJM

No	Activity
1	Technical baseline on existing water supply schemes & assets as well as Baseline- Households, Villages, Habitations, GP and Institutions
2	Community Consultations at village level
3	Community Consultations at GP Level
4	Preparing draft GPAP
5	GP Resolution

Scope of Work, Tasks and Outputs for preparation of DAP:

1	District Action Plan on Water Supply
No	Task Name and Description
1	<ul style="list-style-type: none"> Consolidation of VAPs/GPAP Analysis and preparation of database of various components emerging from VAPs; Overall human resource requirement at different levels including capacity building;
2	<ul style="list-style-type: none"> Plan for capacity building, training, and IEC activities;
3	<ul style="list-style-type: none"> User charges collection, water conservation activities
4	<ul style="list-style-type: none"> Submissions of final GPAP and DAP to SWSM.
The Consultant shall be responsible for preparing the DAP, by putting together a team as appropriate having expertise on water supply, community mobilization and socio-economic aspects of O&M. The format for DAP shall be provided by the Authority.	

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

ISAs will be required to submit monthly report clearly stating the progress for the month as per the template provided by the Authority. Soft copy of the monthly reports should reach the office of the EIC and RWSS Division and circle office, Circle PMU and State PMU office before COB of 7th of the succeeding month.

2.7 Timelines and Payment Schedule

Under each package, the VAP preparation work may be taken up in the following order.

Phase I: Villages where FHTC has already been provided.

Phase II: Villages where New PWS Schemes or Retrofitting Work is currently under execution for providing FHTC.

Phase III: All remaining villages.

No.	Deliverables	Timeline	Payment
1	Inception Report within ten days of signing the contract agreement, outlining the detailed methodology, schedule of various activities and team details for the assignment	10 Days from signing of contract	5% of Total Fee**
2	VAPs for Villages covered under Phase I	Monthly Submission of completed VAPs, All Villages under Phase I to be completed within 3 months	Prorated amount of 80% of the Total Fee (Applicable fee for each VAP is to be calculated by dividing the 80% of total amount for the respective package by total number of villages). This amount shall be paid quarterly.
3	VAPs for Villages covered under Phase II	Monthly Submission of completed VAPs, All Villages under Phase II to be completed within 4 months	
4	VAPs for Villages covered under Phase III	Monthly Submission of completed VAPs, All Villages under Phase III to be completed within 6 months.	
5	GP Resolutions		
6	District Action Plans	On completion of VAPs and GP resolution in respective Districts	5% of Total Fee, to be prorated as per number of districts in the package

**** If the selected bidder requires a mobilization advance(10%) over and above the 5% fee after submission of the inception report the same can be released to the selected agency only on submission of 10% Bank Guarantee from a commercial/nationalised bank in favour of Authority covering the period of contract**

The unit for preparing the VAP shall be the Villages. 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 from the date of signing of Contract and the remaining six months should be for handholding of the VWSCs.

The approved Cost per Village is Rs 5500/-.(inclusive of all expenditure) plus taxes, as applicable.

2.8 Team Composition

The agency shall provide the following personnel for the assignment.

Item	Detail
Project Lead	One for each division
GP level Coordinator	One per 10 GP
Village mobiliser	One per 3 villages

The village mobiliser shall be a permanent resident of one out of his/her 3 villages. Name, designation, mobile number and jurisdiction of all assigned personnel shall be intimated in writing.

2.9 Penalty for Non-achievement of Deliverables:

PR & DW Deptt. Govt. of Odisha will 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 will be taken after ascertaining the compliance of the deliverables as agreed to in the work plan.

2.10 Ownership:

All information collected by the Agency will be used 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 explicit consent of the PR&DW Department. All material and data collected shall be the property of the Panchayati Raj & Drinking Water Department.

2.11 Reporting

The Agency will report to Engineer-in-Chief, Rural Water Supply & Sanitation, Odisha or designated officer. All reports (including the Inception Report, monthly progress reports, and any other report as required) are to be submitted by the Agency.

2.12 Duration of the Contract

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

2.13 Selection of the Agency:

The Eligibility Criteria for qualifying for selection are as set out in the Expression of Interest (EOI). Criteria for marking in Technical Evaluation of proposals:

S.N.	Technical Parameters	Allotted Marks	Marking Criteria
A.	Experience of work	35	
1	Registration of organization under Registration of Societies Act 1860, or a Public Trust registered under Indian Trust Act 1982 .	05	Registered before 3-5 yrs. =02 marks Registered before 5-10 yrs. = 03 marks Registered before more than 10 yrs. =05 marks
2	The experience of organization in 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.	10	3- 5 yrs.- =04 marks 5- 10 yrs.- =06 marks more than 10 yrs.- =10 marks
3	work experience in the above mentioned fields (Sl. No.-2) of the relevant authority who is proposed to lead the initiative.	10	3- 5 yrs.- =04 marks 5- 10 yrs.- =06 marks more than 10 yrs.- =10 marks
4	Experience of using Participatory Rural Appraisal (PRA) techniques and other communication tools in community mobilization.	10	03- 05 yrs.-=04 marks 05- 10 yrs.- =06 marks more than 10 yrs.- =10 marks
B.	Financial Capability	15	
1	Average annual turnover of last 03 years (FY. 2017-18, 2018-19 and 2019-20)	15	25.00 -50.00 Lakh = 10 Marks 50.00 -100.00 Lakh = 20 Marks Above 100 Lakh = 30 Marks

Note: Agencies will be allotted package(s) on the basis of scores obtained as per above criteria and eligible agencies available for all packages. Packages will be allotted by the office of the EIC, RWSS.

2.14 Legal Jurisdiction

All legal disputes are subject to the jurisdiction of Bhubaneswar only

VILLAGE ACTION PLAN OFVILLAGE, DISTRICT.... (In Odia)

I. VWSC Resolution

FHTC will/ has been provided to.....number of rural households by/during.....year. Water supply in adequate quantity of 70 LPCD of prescribed quality* on a regular basis, i.e. _____ no. of hours everyday.

We, the village community, take the responsibility to own, manage, operate and maintain our in-village water supply infrastructure. We will respect and protect our water bodies and will not contaminate them. We will manage our greywater and save our fresh water.

It is resolved to pay Rsas user fee every month by every household for maintaining the assets and contribute in managing water supply system. [Optional : We also resolve that the following category of HHs will pay 50% of above amount due to their weak economic conditions: SC, ST, Destitute, Person with disability etc as decided by the General Body]

The VWSC formed to ensure the above is attached.

II .Village information

Date of finalisation of the VAP			
Name of village:			
Name of Gram Panchayat:			
Block:			
District:			
Total Household:	2011 Census:	Current:	
Total distance from District:			
Number of Habitations and Names:			
Population	2011 Census:	Current:	

PWS schemes operational as on today are as below:

SI No	Name	Regular PWS/Solar	No. of habitations covered	No. of HH
Total				

Rest of the habitations are proposed to be covered as below:

SI No	Name/location of the source	No of Habitations covered	No. of HH covered

III. Village level Water Management details:

Sr.	Water Supply Facilities	Numbers			Reasons for non-functional*
		Total	Functional	Non Functional	
1.	Public hand pump				
2	Public well				
3	No. of Community Stand post available				
4	Others				
5	No. of ponds/lakes	Size	Water used for washing/bathing/drinking/not used/ others	Types of rejuvenation required	
	1.				
	2.				
	Common public/private ponds on agricultural land	No:			
	Pvt well on agricultural land	No:			
	Private well in HH				

*Dried out, iron content is high, saline Water etc

IV. Water Supply Coverage

Category	Drinking water available in school (PWS/HP/Not available)	Rain water Harvesting Structure available (Yes/No)	Soak Pits Available (Yes/No)	
School				
1				
2				
AWC				
1				
2				
ANM center/Pachayat Ghar etc				
1				
2				

V. : Water Supply Coverage

Category	Adequate drinking water available in school (yes/ no)	Toilets with Water Supply
Government owned Building		
Other Govt Buildings (school/Panchayat/others)		
Rented		

VI. Water Quality Management

Sl No	Particulars	Yes/No
	System of Storage of Bleaching Powder	
	Regular chlorination in Public hand pumps and public wells	
	Regular water sample analysis(chemical/ biological test)	
	Separate budget for water Quality Management	
	Is FTKs being provided and utilised	

Who is responsible for Water Quality Management:

VII. Drinking water requirement projection:

Intermediate stage -15 years from date (18% increase over present population): ____Kilo Litre/ Day (KLD)(@70lpcd)

Ultimate stage - 30 years from date (32% increase over present population): ____Kilo Litre/ Day (KLD) (@70 lpcd)

VIII. Grey Water Management

Greywater generated (65% of water supply): _____ KLD

No. of HHs with individual soak pits: _____

No. of HHs that need individual soak pits: _____

No. of community soak pits needed:: _____

If No, what other greywater management measures to be adopted? _____

IX. Agricultural Cropping Pattern:

Crop	Kharif	Rabi

Topography (plain, slope, etc.): _

X. History of water supply

- any history of emergency arrangements like water supply through tanks, etc. due to cyclone, flood, drought etc.
- history of work related to water supply, source strengthening,
- history of water-borne diseases:

XI. Sustainability

- In case of groundwater source for PWS, is there a borewell recharge structure? (Y/N)

XII. Convergence

(The following table indicates the possible schemes under which activity/ fund convergence is possible.)

Sl No	Scheme Name	Activities
1	15 th CFC	
2	5 th SFC	
3	MNREGS	
4	SBM(G)	
5	others	

XIII: Contact Details

VWSC chairperson name and phone number:

Revenue Collection Representative cum Treasurer name and phone number:

Panchayat Secretary name and phone number:

Barefoot technicians name and phone number:

Five women to ensure water quality surveillance, names and phone numbers:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

SEM Name and Phone Number:

Pump Operator Name and Phone Number:

Name & Phone Number of Revenue Collection Representative cum Treasurer:

Signature of chairperson of VWSC : _____ Member 1...2...3...4

Name & signature RWSS JE I/JE II: _____

Name & signature of ISA representative : _____

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

We the villagers of (name of the village) of Gram Panchayat, Panchayat Samiti, District, have convened a meeting of the villagers on (day)..... (date).....(time) hereby resolve to form(name of village) Water & Sanitation Committee in our village vide PR & DW Deptt. Letter no.....

We are aware that Government has decided to supply drinking water to all houses with Functional Household Tap Connections. We are happy that such a facility is being provided by the Government and as per the guidelines, it is necessary to bear a part of that expenditure by the community. Given the economic status of most of the households, it is difficult to contribute such amount from individual resources. Hence we resolve to pay such amount from the CFC/ SFC grants.

The piped water supply project is designed to supply 70 Litres Per Capita per Day in two shifts. To ensure long term continuity and sustainability of the water supply, we resolve to take care of

- Operational sustainability of the scheme by proper maintenance
- Responsible usage of water to ensure water quantity
- Adoption of sanitation measures to ensure water quality
- To ensure operational sustainability, we pledge that
- Electricity bills will be paid regularly
- Pump, pump house, OHT, pipelines etc shall be maintained properly

We are aware that a few houses not paying the user fees will demotivate the others. So we pledge to take collective responsibility to ensure all houses pay the user fees decided by the general body.

We are aware that more water will be used with individual connections in each house. Also increasing population will put pressure on the water sources. So we pledge to not waste water and take collective responsibility to conserve water by all possible means.

The increased construction of toilets in the last five years has led to reduction in the risk of contamination of water sources of the village. We understand that increased use of toilets leads to better health for all, especially the children. We pledge that no people in the village, young or old, male or female, rich or poor will defecate in the open.

The General Body of the village hereby resolves that;

We shall be responsible for the collection of user fees and Operation & Maintenance of the water supply scheme commissioned in our village and all its allied activities thereof.

We recommend to the (name of the Gram Panchayat) to approve this VWSC and make it a Sub-Committee of the Gram Panchayat for Rural Water Supply & Sanitation.

We shall ensure equitable access, collection of user fees, water safety planning and water quality monitoring & surveillance through active social mobilization among the communities as per the instructions of GP/Block/ DWSS officials.

We shall abide by the guidelines on functioning of the VWSC as detailed below

Guidelines for Village Water & Sanitarian Committee Management

I. Membership of the Group

- i. One adult member (18 years and above) from each family shall be a member of the General Body of the Village Water & Sanitation Committee.
- ii. The members shall be the residents of the village.
- iii. The quorum of the General Body shall be 60% of the households. The General Body shall approve action plans, resolutions, water tariff etc. for the village.
- iv. The General Body with at least 90% attendance shall elect Village Water & Sanitation Committee of 10-15 members.. 10-15 Members of the Executive Committee shall comprise of
- v. At least 50% Women Members. SHG members are to be encouraged.
- vi. At least 1 ward Member of the village
- vii. At least 25% members from SC / ST Communities as applicable

II. General Body

- I. Any decision shall be taken through majority vote with quorum by the General Body
- II. Each Member shall have one vote;
- III. The General Body shall meet at least twice in a year or may be convened by the Executive Committee as and when necessary.
- IV. The General Body shall approve the Village Action Plan (VAP), social audit etc.
- V. The General Body shall elect / nominate the following Office Bearers for the Executive Committee.
 - a. President
 - b. Vice President
 - c. Treasurer (Women)
 - d. General Secretary
 - e. other Committee Members

The members of the committee can be dropped and new member may be selected by the General body with at least 75% quorum of the GB.

III. Executive Committee

- I. The Executive Committee shall be elected by the General Body with not more than 10-15 members.
- II. The Committee shall function as the executive arm of the VWSC General Body and shall be responsible for implementing the decisions of the General Body
- III. The Executive Committee shall be responsible for collection of funds through household user fees, charges and deposits for financing O&M of water supply on a sustainable basis.
- IV. The Executive Committee Members shall divide work among themselves pertaining to water supply and sanitation
- V. The Executive Committee shall meet at least once in a month.

- VI. The quorum of the Executive Committee shall be 60% and all the members present shall have voting rights. Any decision shall be taken through majority vote with quorum.

The VWSC shall ensure that no water is wasted, no illegal connection of water supply or booster pumps are used, drinking water is not used for irrigation and any conflict arising due to water supply is resolved amicably. Any issues not resolvable by the Committee can be brought to the notice of the Gram Panchayat / RWSS for necessary action.

IV. Office Bearers of Executive Committee

President

- a. The President fixes the date of General body/Executive Committee meetings.
- b. He/she is to preside over the meetings of the Executive Committee and the General Body.
- c. In the absence of the President, the Vice President shall preside over the meeting.

General Secretary

- a. General Secretary is the chief executive of the Committee. The General Secretary shall manage the day to day activities of the Committee.
- b. It is the duty of the General Secretary to call meetings of the Committee and General Body, and to record and document minutes thereof; and
- c. All official records of the Committee shall be signed by the President and the General Secretary. The General Secretary shall be the custodian of all the records of the Committee except the records relating to Finance and Accounts, which shall be held under the custody of the Treasurer.

Treasurer

- a. The Treasurer shall keep in custody the cash in hands of the Committee the limit of which shall be decided by the Committee from time to time and make payments as and when authorized by the General Body.
- b. The Treasurer shall be the Revenue Collection Representative of the village.
- c. The treasurer shall maintain proper account of the transactions and prepare the statement of accounts and balance sheet;
- d. The treasurer shall be the custodian of all the records, vouchers etc relating to finance and accounts of the Committee;

V. Accounts of VWSC

The VWSC shall follow the following procedure as below;

- a. A separate bank account shall be opened by the VWSC
- b. All the revenue collected shall be deposited in the account and all payments relating to O&M of the scheme shall be made from this account.
- c. The amount kept in the account shall be withdrawn jointly by the Secretary & Treasurer/individually by the Treasurer as decided by the committee.
- d. All the Executive Committee Members will work on voluntary basis and will not be eligible for any sort of allowances, fees, honorarium for working in this Committee except the RCR as instructed by Govt vide letter No14842 dated 22.9.2020.
- e. The books of accounts shall be made available for inspection as and when required by the GP / RWS&S. Accounts shall be maintained in double entry system or as adopted by GP.

5. We have unanimously elected the following members to be the members of the Executive Committee of the VWSC to look after the day to day working of the water supply and other activities related to water and sanitation in the village. The Executive Committee shall be guided by the guidelines described in the Annexure-F.

No	Name	Designation	Ward Name	Signature

Resolution by GP for Recognizing VWSC and its activities (IN ODIA)

Resolved the following:

1. The GP in its meeting dated ----- discussed Rural Water Supply Schemes being implemented by RWS&S, Panchayati Raj & Drinking Water Department, Government of Odisha in ----- (name of Gram Panchayat). The details of the project have been clearly understood by the GP.
2. Given the economic status of most of the households, it is difficult to bear a part of the PWS infrastructure expenditure by the community from individual resources. Hence we resolve to pay such amount from the CFC/ SFC grants.
3. Resolved to abide by the guidelines and instructions issued by DWSM/Panchayati Raj & Drinking Water Department, Government of Odisha
4. The GP recognizes (name) Village Water & Sanitation Committee constituted on (date) for Operation & Maintenance of the water supply assets and collection of user fees from every household. It also recognizes the members of General Body of VWSC as the owners and managers of the water supply and sanitation facilities and the related assets.
5. The GP recognizes VWSC as the functional Sub-Committee of the GP. The VWSC shall be represented by the President and General Secretary as Ex-Officio Members in the Gram Panchayat for all official transactions related to Water and Sanitation.
6. The GP approves the annexed Village Action Plan for achieving water and sanitation targets by providing funds / resources as applicable for smooth operation and maintenance of the water supply schemes.
7. The GP shall monitor the O&M with utmost priority and shall spare no effort in preventing misuse or misappropriation of the resources. Any issues not resolvable by the Committee can be brought to the notice of the GP for necessary action.
8. The GP shall shoulder the responsibilities entrusted on it by the RWS&S / Panchayat Samiti/DWSM for effective maintenance of water and sanitation assets.

Annexure-‘C’

Packages

Sl	Package	Districts Covered	No. of Villages	No. of GPs*	No. of Habitations
1	Bhubaneswar Circle	Angul	1,622	225	6,377
		Dhenkanal	1,066	212	3,622
		Nayagarh	1,551	194	4,680
		Khordha	1,358	190	5,032
		Puri	1,597	268	8,411
		Total	7,194	1,089	28,122
2	Cuttack Circle	Cuttack	1,860	373	7,804
		Jajpur	1,590	311	5,718
		Kendrapara	1,421	249	9,304
		Jagatsinghpur	1,223	198	5,525
		Total	6,094	1,131	28,351
3	Berhampur Circle	Boudh	1,121	69	3,652
		Kandamal	2,377	171	8,159
		Ganjam	2,792	503	6,677
		Gajapati	1,479	149	3,543
		Total	7,769	892	22,031
4	Balasore Circle	Bhadrak	1,226	218	5,007
		Balasore	2,663	360	4,975
		Mayurbhanj	3,752	404	10,744
		Keonjhar	2,059	297	7,906
		Total	9,700	1,279	28,632
5	Sundergarh	Sundergarh			

Sl	Package	Districts Covered	No. of Villages	No. of GPs*	No. of Habitations
	Circle		1,685	279	9,795
		Bargarh	1,172	253	3,191
		Jharsuguda	349	78	1,556
		Deogarh	717	70	2,054
		Sambalpur	1,189	138	4,993
		Total	5,112	818	21,589
6	Koraput Circle	Nawarangpur	868	189	3,269
		Koraput	1,932	240	4,704
		Rayagada	2,474	182	4,654
		Malakngiri	991	111	2,546
		Total	6,265	722	15,173
7	Bolangir Circle	Nuapada	647	131	2,764
		Kalahandi	2,022	310	4,309
		Bolangir	1,752	317	3,201
		Sonepur	856	109	2,917
		Total	5,277	867	13,191
Grand Total			47,411	6,798	1,57,089

* The list is subject to minor corrections in case of any administrative changes

Annexure D

Government Resolution on O&M of Rural Piped Water Supply Schemes



by 22/9/2020
P. Issue at mxc.
CAG
22/9/2020

ଓଡ଼ିଶା ସରକାର

ପଞ୍ଚାୟତି ରାଜ ଓ ପାନୀୟ ଜଳ ବିଭାଗ
GOVERNMENT OF ODISHA
PANCHAYATI RAJ & DRINKING WATER
DEPARTMENT

ଓଡ଼ିଶା ଲକ୍ଷ୍ମୀ ଭବାନୀ
ସଚିବାଳୟ ମାର୍ଗ, ଭୁବନେଶ୍ୱର - ୭୫୧୦୦୧

Odisha Loksewa Bhawan
Sachibalaya Marg, Bhubaneswar-751 001
e.mail: prsec.or@nic.in

No. 14842 / Date 22.09.2020.
RD-DW(S)-PLAN-0005-2011

RESOLUTION

Supply of safe and adequate drinking water to all citizens is a high priority activity of Government of Odisha. Various steps are being taken by the Panchayati Raj and Drinking Water Department to implement large numbers of rural piped water supply projects to achieve universal coverage in rural areas. In order to ensure availability of safe drinking water at the doorstep, Government has decided to provide Functional Household Tap Connection (FHTC) to all households in rural areas. Gram Panchayats (GPs), being the owner of the rural water supply assets are responsible for their operation and maintenance. It is necessary to empower the GPs for effective discharge of this responsibility. Accordingly the Government of Odisha is pleased to notify the Operations and Maintenance Guidelines for Rural water Supply Schemes operated by Panchayati Raj and Drinking Water Department. This shall come into force with effect from the date of its issue.

The Operations and Maintenance Guidelines will have the following components:

1. Water supply Connections
2. Tariffs
3. Penalties
4. Institutional Arrangements for Revenue collection

1. WATER SUPPLY CONNECTIONS :

Government is taking steps for time bound provision of Household Connections by keeping provision for FHTCs in all new Piped Water Supply (PWS) projects and retrofitting the existing PWS projects. Rural Households in all Villages and Gram Panchayats will be saturated with FHTCs in a phased manner free of cost. Government aspires to saturate the entire rural Households with FHTCs by 2024.

The users shall be categorised under three heads for the purpose of providing drinking water connections

CATEGORY- A

a. **Domestic Category Users:**

During saturation phase of the GP/ village, Water Supply Connections to Domestic Category Users shall be provided free of cost. All illegal connections will be regularised by re-fitting such FHTCs with ferrule of 1/8 inches. The households shall provide a copy of the Aadhaar Card of the head of the Household for availing the benefit.

b. **Future Domestic Category Users:**

Post saturation phase of the GP / village, the new users / Households shall apply for water connection to the concerned Executive Officer of Gram Panchayat using the prescribed intimation form. After five working days, the consumer can install the connection in presence of Revenue Collection Representative (RCR). There shall be no connection fee for new connection. However the user shall bear the cost of the connection including road damage repair cost.

CATEGORY - B

SMALL COMMERCIAL AND SMALL INSTITUTIONAL CONNECTIONS (SINGLE TAP PROVISION) :

This category shall cover the following

1. Government Anganwadi Centres, ANM centres, Primary schools, Community Sanitary Complexes etc
2. Small commercial shops, dhabas , recognized orphanage, destitute homes, schools for physically handicapped, places of worship, cremation grounds etc.

a. **GOVERNMENT OWNED INSTITUTIONAL CATEGORY USERS :**

It includes Anganwadi Centres, ANM centres, Govt Primary schools, Community Sanitary Complexes etc. During saturation phase of the GP, Water Supply Connections to such users shall be provided free of cost. Post saturation phase of the GP / village, such users shall apply to the concerned Executive Officer of Gram Panchayat using the prescribed intimation form. After five working days, the consumer shall install the connection in presence of Revenue Collection Representative (RCR).



There shall be no connection fee for such new connection. However the user shall bear the cost of the connection including road damage repair cost. The GP may also resolve to provide such connection cost from the user fees collected, CFC / SFC funds etc.

b. OTHER USERS:

Such users shall apply to the concerned Executive Officer of Gram Panchayat using the prescribed application form who shall visit the site within 5 days of receipt of the application and sanction the connection, if found feasible. There shall be a connection fee of Rs 500/- which shall be deposited into VWSC account if connection is permitted. If sanctioned, the user shall bear the cost of connection including road damage repair cost.

CATEGORY- C

OTHER USERS (MORE THAN ONE TAP CONNECTION) :

This category shall cover Industries, Township areas, big schools, colleges, big shops, cattle sheds being used exclusively for housing cattle etc.

The commercial entity shall apply to the Executive Engineer, RWSS in the prescribed application form who shall get it verified by the Sub Divisional Officer within 15 days. If found feasible based on various parameters such as surplus water available, distance from distribution line, total per day water required by the user etc., the connection may be sanctioned. If sanctioned, the user shall deposit a connection fee of Rs 10,000/- in the office of the Executive Engineer on receipt of which estimate shall be prepared for such connection in 30 days including road damage repair cost, installation of water meters etc. On deposit of the same, the Executive Engineer, RWSS shall provide the connection.

2. TARIFFS

MONTHLY TARIFFS FOR VARIOUS TYPES OF CONNECTIONS :

a. Category A :

Minimum Rs. 60.00 per month from the date Village Water and Sanitation Committee (VWSC) / User group (for schemes covering a part village) passes resolution to collect the same. Such date shall not be later than three months from the date habitation/ village/ GP has been saturated by FHTCs and handed over by RWSS.



For vulnerable households such as SC, ST, very poor etc., tariff can be less if the VWSC / User group resolves to do so but not less than 50% of the amount resolved for other households.

The amount shall be reviewed biannually or earlier by the GP for appropriate revision. The VWSC / User group may resolve to meter the water supply and charge different tariffs to encourage water conservation. Also households with water storage tanks (Underground or Overhead) may be charged with higher tariffs if the VWSC / User group resolves so.

b. Category B :

Minimum three times the amount applicable for general Domestic Category i.e. Rs 180 per month. The VWSC / User group may resolve to meter the water supply and charge different tariffs to encourage water conservation. The amount shall be reviewed biannually or earlier by the GP for appropriate revision. In case of Govt institutions, the GP / VWSC may resolve to waive off the tariff.

c. Category C :

As fixed by the Executive Engineer as per Government instructions from time to time. Consumers under this category shall be responsible for the installation and maintenance of water meters. The SDO shall supervise the revenue collection every month from such users.

3. PENALTIES

a. PENALTY FOR INSTALLATION OF ILLEGAL CONNECTION :

PR&DW Deptt. shall regularise all existing illegal connections by installing ferrule of appropriate size during the saturation phase. Any user making an illegal connection after that or re-connects a disconnected connection on his/her own without prior permission shall be disconnected and fined Rs 1000/- .

b. PENALTY FOR INSTALLATION OF BOOSTER PUMP DIRECTLY ON WATER DISTRIBUTION PIPE LINE :

Installation of Booster Pump directly on water supply distribution pipeline causes loss of pressure and decreases equitable distribution of water to end users. Installation of direct booster pump is therefore, strictly prohibited. In case any consumer is found to have installed booster pump directly on water supply line, he shall be fined Rs 1000/- and issued a written notice to remove the booster pump immediately. If he fails to comply with the directions in three days, his supply shall be disconnected.



c. PENALTY FOR NON-REPAIR OF LEAKAGE IN CONNECTION PIPES :

All leakages in water connection pipe must be repaired by the consumers immediately to avoid the wastage and contamination of drinking water. In case the consumer fails to repair such leakages within three days of issue of notice, his connection shall be disconnected.

d. DISCONNECTION ON NON-PAYMENT OF DUES :

The concerned VWSC / User group shall make best efforts to recover monthly tariffs from consumers. However, in case a consumer fails to pay the outstanding dues for 3 months, the consumer may be issued final notice giving 21 days to pay the outstanding amount failing which the connections may be disconnected.

e. COST OF DISCONNECTION DUE TO TARIFF DUE OR DURING PENAL ACTION :

It shall be initially borne from the users fee collected but will be treated as outstanding fee against the consumer in case he/she applies for reconnection.

f. FEE FOR RECONNECTION OF DISCONNECTED CONNECTION :

Any consumer household where the connection is disconnected shall be allowed to reinstall the connection if he/ she pays the outstanding charges and Rs 500/- as reconnection fee. The cost of the connection shall be borne by the consumer.

4. INSTITUTIONAL ARRANGEMENT FOR REVENUE COLLECTION :

- a. The GP / VWSC shall designate a Revenue Collection Representative (RCR) for each Pipe Water Supply scheme to collect revenue and inspect house hold connections regularly to detect any violations.
- b. For single village and multi village PWS schemes, the VWSC can appoint a member of VWSC, SHG, SEMs or any other person of the village as RCR. The record keeping of individual user fee collection and the Bank Account shall be maintained by the concerned village RCR.
- c. For PWS schemes such as solar schemes etc. which cover only a habitation / part of a village , the user group shall resolve to appoint a RCR for the scheme area as above. The record keeping of individual user fee collection and the Bank Account shall be maintained by the concerned RCR.



- d. Separate Bank Account shall be opened as above for O&M purposes and maintained by such RCR. The VWSC / user group shall check the account and record keeping from time to time.
- e. No separate bills shall be issued and each household shall deposit the monthly due before 7th of the subsequent month. Signature / thumb impression of head of household will be taken in the Collection Register on deposit of dues as a token of receipt. The GP may resolve to collect the user fee once in 2 months for ease of operations.
- f. In case of penalties due to installation of illegal connection, installation of booster pump or non repair of leakage, RCR shall issue notice in writing intimating the specific amount of penalty and also keep a photo of such irregularity before disconnection. The signature / thumb impression of head of household will be taken as a token of receipt on issue of such notice and on deposit of such penalties.
- g. The collection representative may be paid a minimum incentive @ 6% of amount collected including the various penalties and reconnection charges. Such amount can be suo moto claimed by the representative on collection i.e., he/ she shall deposit the collected amount after deducting his / her incentive. The collection representative shall be responsible to inspect the connections regularly and detect various violations.

5. BASUDHA Helpline 1916 :

The GPs through VWSCs / user groups are expected to effectively maintain the PWS schemes by regular collection of user charges and undertake routine maintenance including timely payment of electricity bills, minor repair etc., However major repair such as damage of distribution pipe, leakage of Over Head Tanks, source drying out etc require major financial support and technical supervision of RWSS organisation. PR&DW Deptt. shall encourage all consumers to raise such grievances through 1916 BASUDHA helpline. This number shall be given due publicity and shall be painted at prominent places in each village. The funds available from Central Finance Commission and State Finance Commission at the three tiers of the Panchayat Raj Institutions shall be leveraged for such major repairs.

This resolution will institutionalise the ownership of PWS schemes by the community through payment of reasonable user charges and shall increase the participation, monitoring and upkeep of such schemes by the community. In all



Page - 6

GPs / villages where saturation with FHTC has been completed prior to this notification, handing over of the scheme by RWSS shall be done not later than two months and GP resolution shall be passed not later than four months from the date of issue of this resolution. The provisions in the resolution shall be reviewed regularly by the Government for clarifications, if any. The District Water and Sanitation Mission under the chairmanship of Collector shall review at regular intervals the effective implementation of this resolution.

ORDER

Ordered that the Resolution be published in the extraordinary issue of Odisha Gazette and copies thereof be forwarded to all Departments of Government.

By order of Governor

Signature
22/09/2020

Principal Secretary to Govt

Memo No. 14843 /PR&DW, Dated. 22.09.2020.

Copy forwarded to the Gazette Cell, Commerce & Transport (Commerce) Department with a request to publish this Resolution in an extra-ordinary issue of Odisha Gazette.

Signature
22/9/2020

Director, DW&S

Memo No. 14844 /PR&DW, Dated. 22.09.2020.

Copy forwarded to Director, Printing, Stationary & Publication, Odisha, Cuttack with a request to publish this Resolution in an extra-ordinary issue of Odisha Gazette and supply 100 copies to this Department.

Signature

Director, DW&S

Memo No. 14845 /PR&DW, Dated. 22.09.2020.

Copy forwarded to PS to Hon'ble Chief Minister, Odisha for kind information of Hon'ble Chief Minister/ PS to Hon'ble Minister, Panchayati Raj & Drinking Water , Odisha for kind information of Hon'ble Minister/ OSD to Chief Secretary, Odisha for kind information of Chief Secretary/ PS to Development Commissioner for kind information of Development Commissioner/ All Departments of Government / All Heads of Departments / PS to all Directors, PR & DW Deptt./ Director, SIRD, Bhubaneswar/ PS to RDCs/ All Collectors/ Engineer-in-Chief, RWSS/ Chief Engineer – II & III, RWSS/ All Superintending Engineer, RWSS/ All Project Directors, DRDAs / All Executive Engineers, RWSS for kind information and necessary action.

BR
22/9/2020
Director, DW&S

Memo No. 14846 /PR&DW, Dated 22-09-2020.

Copy of the Resolution forwarded to all BDOs/ all DPOs/ All officers & all Sections of PR & DW Deptt/ Guard File for information and necessary action.

BR
Director, DW&S

Format for Technical Bid

Sl	Essential Qualifications	
1	Online Registration on JJM Portal.	Registration Id and Date..... Proof of Online Registration
2	A minimum 3 years' experience as a registered organization for organizations under 4(a) including organizations 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 Id and Date..... Proof 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
4	The organization should have minimum 3 years' experience in 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 or related documents such as photographs, progress report related activities performed.
5	At least 3 years work experience in the above mentioned fields (Sl. No.-4) of the NGO chairpersons/board/or relevant authority who is proposed to lead the initiative.	Proof of related 03 years experiences.
6	Working in rural drinking water sector should reflect in their Memorandum of Association as one of the activity.	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.	Copy of Income Tax Return for previous three financial Years i.e. 2017-18, 2018-19 and 2019-20
9	Organization should not have been blacklisted by any authority or involved in fraudulent activities.	Declaration on Notary Affidavit (Annexure E)
10	Total numbers and names of package(s) applied	Total no - Package/ Circle name(s)-

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

ANNEXURE- E

To:

Engineer-in-Chief

Rural Water Supply & Sanitation, Odisha

Jal O Parimal Bhawan

Unit – V, Bhubaneswar, Odisha.

Pin Code: 751001

Dear Sir:

We hereby declare that neither we nor any of our partners is black listed by any Government or any other organization for the assignment entrusted. We hereby also declare that neither we nor any of our partners is indicted by any court of law. If contrary to it is proved, the EMD/Performance Security shall be forfeited.

Yours sincerely,

Authorized Signature :

Name and Title of Signatory:

Name of Agency:

In the capacity of:

Address:

Contact information (phone and e-mail):