

Madhya Pradesh Jal Nigam

(A Government of Madhya Pradesh Undertaking)

**Tender for Engagement of
Implementation Support Agencies (ISAs)
for Implementation of IEC, HRD and Capacity Building Activities
under Jal Jeevan Mission (JJM) in Madhya Pradesh
(Percentage Rate Limited Tender)**

NIT No. 56/Proc/MPJNM/2023-24

Bhopal, Date: 12/07/2023

MVS : Sanodha-1 & Sanodha-2
Block : Sagar
District : Sagar
No. of Village : 56
Duration : 36 Months

A) Probable Amount of Contract	-	Rs. 59,08,900.00/-
B) Earnest Money	-	Rs. 59,100.00/-
C) Cost of Bid Document	-	Rs. 10,000.00/-

MADHYA PRADESH JAL NIGAM

(A Government of Madhya Pradesh Undertaking)

8, Arera Hills, Old Jail Road, Bhopal – 462004

Ph.: 0755-2579034, 2579874 || Fax: 0755-2579873

Web: www.mpjalnigam.mp.gov.in || E-mail: mpjalnigam@mp.gov.in

CIN - U41000MP2012SGC028798

GOVERNMENT OF MADHYA PRADESH
Madhya Pradesh Jal Nigam Maryadit

Appendix 2.10
Tender Document

For Percentage Rate only in Works Departments and other Departments similar to Works
Departments (Effective from 01/01/2014)

Office of the : Managing Director, MPJN

NIT Number and Date : **NIT No. 56/Proc/MPJNM/2023-24**
Date: 12/07/2023

Agreement Number and Date : -----

Name of Work :

**Tender for engagement of Implementation
Support Agencies (ISAs) for implementation
of IEC, HRD and Capacity Building Activities
under Jal Jeevan Mission (JJM) in Madhya
Pradesh**

MVS : **Sanodha-1 & Sanodha-2**
Block : **Sagar**
District : **Sagar**
No. of Village : **56**

Name of the ISA : -----

Probable Amount of Contract
(Rs. in Figure) : 59,08,900.00/-

(Rs in Words) : Fifty nine lakh, eight thousand, Nine hundred
only

Contract Amount
(Rs. in Figure) : -----

(Rs in Words) : -----

Stipulated Period of Completion : 36 Months

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Section 1: Notice Inviting E-Tender

MADHYA PRADESH JAL NIGAM MARYADIT

(A Govt. of Madhya Pradesh Undertaking)

Plot No. 08, Arera Hills, Old Jail Road, Bhopal - 462011

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CIN - U41000MP2012SGC028798

NIT No. 27-56/Proc/MPJNM/2023-24

Bhopal, Date: 12/07/2023

SHORT NOTICE

- I. Madhya Pradesh Jal Nigam, Bhopal invites **online percentage rate** tenders through Madhya Pradesh Government E-Procurement Portal (<https://mptenders.gov.in>) for the packages listed below as per the critical date specified on Portal from the agencies empaneled in Madhya Pradesh Jal Nigam and/or in Madhya Pradesh Public Health Engineering Department, or the agencies registered as NGO/ Trust/ Foundation under the appropriate law.

Name of Work: Engagement of implementation Support Agencies (ISAs) for implementation of IEC, HRD and Capacity Building Activities under Jal Jeevan Mission (JJM) in Madhya Pradesh

II. Proposed Packages:

S. No.	NIT No.	District	Scheme/ Package	Block	No. of Villages	Estimated Cost (PAC) INR	EMD Cost INR	Cost of RFP Document	Duration (Months)
1	27	Rewa	Rewa Bansagar	Mauganj, Naigarhi	336	3,49,45,400	3,49,500	15,000	36
2	28	Satna	Satna Bansagar-2	Nagod, Sohawal	326	3,40,18,400	3,40,200	15,000	36
3	29	Rewa	Rewa Bansagar	Gangeo, Hanumana	301	3,22,04,150	3,22,100	15,000	36
4	30	Jabalpur	Jabalpur	Patan, Shahpura, Sihora	287	3,10,81,550	3,10,900	15,000	36
5	31	Sagar	Deori Kesli	Deori, Kesli	271	2,94,68,150	2,94,700	15,000	36
6	32	Panna	Singhoura-2	Panna, Gunnor	275	2,90,00,750	2,90,100	15,000	36
7	33	Sidhi	Sidhi Bansagar	Sidhi, Rampur Naikin	267	2,89,32,050	2,89,400	15,000	36
8	34	Sehore	Ashta-Ranipura	Ashtha, Icchawar	262	2,79,23,300	2,79,300	15,000	36
9	35	Sidhi	Gulab Sagar	Sidhi, Kusmi, Majhauili	259	2,77,72,850	2,77,800	15,000	36
10	36	Rewa	Rewa Bansagar	Rewa, Raipur Karchuliyan, Sirmour	251	2,69,66,150	2,69,700	15,000	36
11	37	Satna	Satna Bansagar-2	Majhgawan	239	2,61,99,350	2,62,000	15,000	36
12	38	Panna	Pawai Byarma	Pawai, Shahnagar	225	2,50,61,750	2,50,700	15,000	36

S. No.	NIT No.	District	Scheme/ Package	Block	No. of Villages	Estimated Cost (PAC) INR	EMD Cost INR	Cost of RFP Document	Duration (Months)
13	39	Rewa	Tamas	Gangeo, Jawa	214	2,37,79,100	2,37,800	15,000	36
14	40	Rewa	Tamas	Naigarhi, Teonthar	213	2,37,18,950	2,37,200	15,000	36
15	41	Jabalpur	Jabalpur	Majhauri, Panagar	211	2,35,98,650	2,36,000	15,000	36
16	42	Alirajpur	Alirajpur	Alirajpur, CSA Nagar, Katthiwada	202	2,23,94,300	2,24,000	15,000	36
17	43	Barwani, Khargone	Segwal-1	Barwani, Pati, Sendhwa, Khargone, Segaon	195	2,23,25,750	2,23,300	15,000	36
18	44	Sidhi	Sidhi Bansagar	Sihawal	191	2,20,55,150	2,20,600	15,000	36
19	45	Sehore	Ashta-Ranipura	Sehore	192	2,14,22,300	2,14,300	15,000	36
20	46	Alirajpur	Alirajpur	Sondwa, Udaigarh	175	2,01,04,250	2,01,100	15,000	36
21	47	Barwani	Segwal-2	Barwani, Niwali, Pensewal, Sendhwa,	142	1,61,34,800	1,61,400	12,500	36
22	48	Rewa	Satna Bansagar-2	Rewa, Sirmour	137	1,54,78,550	1,54,800	12,500	36
23	49	Sagar, Chatarpur	Shahgarh Banda (2nd call)	Shahgarh, Banda, Buxwaha	103	1,18,13,450	1,18,200	12,500	36
24	50	Umaria	Akashkot	Karkeli	93	1,05,36,950	1,05,400	12,500	36
25	51	Jabalpur, Mandla	Chhitakhudri-Padwar-Padariya	Kundam, Narayanganj, Niwas	90	1,03,56,500	1,03,600	12,500	36
26	52	Dhar	Maan Dam	Gandhwani, Tirila, Nalchha	86	95,09,900	95,100	10,000	36
27	53	Dhar	Lower Narmada	Dharampuri, Manawar, Umarban	74	73,57,100	73,600	10,000	36
28	54	Sheopur	Moojhari	Sheopur	68	69,56,200	69,600	10,000	36
29	55	Katni	Pawai-2	Katni, Rithi	65	65,35,250	65,400	10,000	36
30	56	Sagar	Sanodha-1 & Sanodha-2	Sagar	56	59,08,900	59,100	10,000	36

Terms:

1. Detailed NIT can be seen and downloaded from the Madhya Pradesh Government E-Procurement Portal (<https://mptenders.gov.in>). Corrigendum/Addendum in NIT, if any, would be published on portal only.
2. Cost of Tender Document and EMD of required amount is to be submitted online on Madhya Pradesh Government E-Procurement Portal.
3. The schedule for bidding process is specified as critical dates on the Madhya Pradesh Government E-Procurement Portal.
4. The Pre-bid meeting will be held according to the schedule mentioned on Madhya Pradesh Government E-Procurement Portal at MPJN head office, Bhopal. Bidders may submit their queries through email to contact details specified in NIT.
5. MPJN will not be responsible for any delay in submission of Bid due to any reason.
6. Eligibility requirement to participate in the bid as given in NIT at Section 2: Annexure 1 of NIT.
7. The financial bids shall be opened in the descending order based on the PAC of the packages.
8. All financial offers from eligible bidders will be ranked and lowest rate offer (L1) will be determined.
9. One firm can have a maximum of five ISA assignments with MPJN. Accordingly, the following conditions will apply:
 - a. Firm(s) having Four ongoing assignments with MPJN will be eligible to be awarded maximum one package only from the packages listed above. The financial bid(s) of the firm(s) having four ongoing assignments with MPJN that is adjudged as the L1 bidder for one package from the above packages will not be opened for subsequent packages.
 - b. Firm(s) having three ongoing assignments with MPJN will be eligible to be awarded maximum two package only from the packages listed above. The financial bid(s) of the firm(s) having three ongoing assignments with MPJN that is adjudged as the L1 bidder for two packages from the above packages will not be opened for subsequent packages.
 - c. Firm(s) having two ongoing assignments with MPJN will be eligible to be awarded maximum three package only from the above packages. The financial bid(s) of the firm(s) having two ongoing assignments with MPJN that is adjudged as the L1 bidder for three packages from the above packages will not be opened for subsequent packages.
 - d. Firm(s) having one ongoing assignment with MPJN will be eligible to be awarded maximum four packages from the above packages. The financial bid(s) of the firm(s) having one ongoing assignment with MPJN that is adjudged as the L1 bidder for four packages from the above packages will not be opened for subsequent packages.
 - e. Firm(s) not having any ongoing assignment with MPJN will be eligible to be awarded maximum five packages from the above packages. The financial bid(s) of the firm(s) not having ongoing assignment with MPJN that is adjudged as the L1 bidder for five packages from the above packages will not be opened for subsequent packages.
10. The firm adjudged as lowest bidder for the package(s) will have to register on Jal Jeevan Mission (JJM) portal and on the NGO DARPAN portal (ngodarpan.gov.in) of NITI Aayog, Government of India prior to signing of agreement.

11. The agency which is not priorly empanelled as an ISA with MP-PHED or with MP Jal Nigam, if adjudged as L1 Bidder for one or more packages would be required to get empanelled with MP-PHED as an ISA and submit a self-certified set of documents justifying qualification for empanelment, at the MP Jal Nigam office.
12. In case a firm is adjudged to be L1 bidder in more than one package with the same proposed key personnel across the above packages, it will be allowed to use the proposed key personnel which had already qualified for other packages within the above packages in which it is not adjudged the L1 bidder without any penalty for alteration of manpower as specified in the NIT.
13. MPJNM reserves the right to accept or reject any Bid, cancel the bidding process and reject all bids, at any time prior to the award of contract, without incurring any notice and answerability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders regarding the grounds for the decision.
14. For any queries related to bid document, please call Madhya Pradesh Jal Nigam Phone No. - 0755-2579874, 0755-2579034-35-36.
15. For any queries related to bid submission, please call Madhya Pradesh Government E-Procurement Cell Help Desk Number 0120-4001 002, 0120-4200 462, 0120-4001 005, 0120-6277 787.

Managing Director
Madhya Pradesh Jal Nigam

Section 2: Instructions to Bidders (ITB)

A. General

1. Scope of Bid

The detailed description of work, hereinafter referred as 'work', is given in the Bid Data Sheet.

2. General Quality of Work:

The consultancy works as defined in this RFP shall have to be carried out in accordance with the specifications/scope of work specified in the Bid Data sheet/ Contract Data and shall have to meet high standards of services.

3. Procedure for Participation in E-Tendering

The procedure for participation in e-tendering is given in the Bid Data Sheet.

4. Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of his bid, and no claim whatsoever for the same shall lie on the Government.

B. Bid Documents

5. Content of Bid Documents

The Bid Document comprises of the following documents:

1. NIT with all amendments.
 2. Instructions to Bidders, Bid Data Sheet with all Annexures / Formats
 3. Conditions of Contract:
 - i. Part I General Conditions of Contract and the Contract Data with all Schedules; and
 - ii. Part II Special Conditions of Contract.
 4. Specifications (Scope of Work)
 5. Priced Bill of Quantities
 6. Technical and Financial Bid
 7. Letter of Acceptance
 8. Agreement, and
 9. Any other document(s), as specified.
- 6.** The bidder is expected to carefully examine all instructions, conditions of contract, the contract data, forms, terms and specifications, bill of quantities, forms, and drawings in the Bid Document. Bidder shall be solely responsible for his failure to do so.
- 7.** Pre-Bid Meeting (where applicable) Wherever the Bid Data Sheet provides for pre-bid meeting:
- 9.1 Details of venue, date and time would be mentioned in the Bid Data Sheet. Any change in the schedule of pre-bid meeting would be communicated on the website only, and intimation to bidders would not be given separately.
 - 9.2 Any prospective bidder may raise his queries and/or seek clarifications in writing before or during the pre-bid meeting. The purpose of such meeting is to clarify

issues and answer questions on any matter that may be raised at that stage. The Employer may, at his option, give such clarifications as are felt necessary.

9.3 Minutes of the pre-bid meeting including the gist of the questions raised and the responses given together with any response prepared after the meeting will be hosted on the website.

9.4 Pursuant to the pre-bid meeting if the Employer deems it necessary to amend the Bid Document, it shall be done by issuing amendment to the online NIT.

8. Amendment of Bid Documents

10.1 Before the deadline for submission of bids, the Employer may amend or modify the Bid Documents by publication of the same on the website.

10.2 All amendments shall form part of the Bid Document.

10.3 The Employer may, at its discretion, extend the last date for submission of bids by publication of the same on the website.

C. Preparation of Bid

9. The bidders must prepare their bids online, encrypt their Bid Data in the Bid Forms and submit Bid Seals (Hashes) of all the envelopes and documents related to the Bid required to be uploaded as per the time schedule mentioned in the key dates of the Notice Inviting e-Tenders after signing of the same by the Digital Signature of their authorized representative.

10. Documents Comprising the Bid

The bid submitted online by the bidder shall be in the following parts:

Cover 1 – This shall be known as Online **Cover 1** and would apply for all bids. Online **Cover 1** shall contain the details as given in the Bid Data Sheet.

Cover 2 – This shall be known as Online **Cover 2** and required to be submitted as specified in Bid Data Sheet. Online **Cover 2** shall contain a certified sheet duly supported by documents to demonstrate fulfilment of qualification conditions.

Cover 3 – This shall be known as Online **Cover 3** and would apply to all bids. **Cover 3** shall contain financial offer in the prescribed format as specified in Bid Data Sheet.

11. Language

The bid as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Employer shall be in English or Hindi. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English.

In such case, for the purposes of interpretation of the bid, such translation shall govern.

12. Technical Proposal

14.1 Only, in case of bids with pre-qualification conditions defined in the Bid Data Sheet, the Technical Proposal shall comprise of formats and requirements given in the Bid Data Sheet.

- 14.2 All the documents/ information enclosed with the Technical Proposal should be self- attested and certified by the bidder. The Bidder shall be liable for forfeiture of earnest money deposit, if any document / information is found false/ fake/ untrue before acceptance of bid. If it is found after acceptance of the bid, the bid sanctioning authority may at his discretion forfeit his performance security/ guarantee, security deposit, enlistment deposit and take any other suitable action.

13. Financial Bid

- i. The bidder shall have to quote rates in format referred in Bid Data Sheet, in overall percentage, and not item wise. If the bid is in absolute amount, overall percentage would be arrived at in relation to the probable amount of contract given in NIT. The overall percentage rate would apply for all items of work.
- ii. Percentage shall be quoted in figures as well as in words. If any difference in figures and words is found, lower of the two shall be taken as valid and correct.
- iii. The bidder shall have to quote rates inclusive of all duties, taxes, royalties, and other levies; and the Employer shall not be liable for the same. GST shall be paid extra as per Govt Rules.
- iv. The material along with the units and rates, which shall be issued, if any, by the MPJNM to the ISA, is mentioned in the Bid Data Sheet.

14. Period of Validity of Bids

The bids shall remain valid for a period specified in the Bid Data Sheet after the date of “close for bidding” as prescribed by the Employer. The validity of the bid can be extended by mutual consent in writing.

15. Earnest Money Deposit (EMD)

- 17.1 The Bidder shall furnish, as part of the Bid, Earnest Money Deposit (EMD), in the amount specified in the Bid Data Sheet.
- 17.2 The EMD shall be submitted online as specified on the Portal.
- 17.3 Bid not accompanied by EMD shall be liable for rejection as non-responsive.
- 17.4 EMD of bidders whose bids are not accepted will be returned within ten working days of the decision on the bid.
- 17.5 EMD of the successful Bidder will be discharged when the Bidder has signed the Agreement after furnishing the required Performance Security.
- 17.6 Failure to sign the contract by the selected bidder, within the specified period, for whatsoever reason, shall result in forfeiture of the earnest money deposit.

D. Submission of Bid

16. The bidder is required to submit online bid duly signed digitally.

E. Opening and Evaluation of Bid

17. Procedure

- 19.1 Cover 1 shall be opened first online at the time and date notified and its contents shall be checked. In cases where Cover 1 does not contain all requisite documents, such bid shall be treated as non-responsive, and Cover 2 and/or 3 of such bids shall not be opened.
- 19.2 Wherever Cover 2 (Technical Bid) is required to be submitted, the same shall be opened online at the time and date notified in the Bid Data Sheet. The bidder shall have freedom to witness opening of the Cover 2. Cover 3 (Financial Bid) of bidders who are not qualified in Technical Bid (Cover 2) shall not be opened.
- 19.3 Cover 3 (Financial Bid) shall be opened online at the time and date notified. The bidder shall have freedom to witness opening of the Cover 3.
- 19.4 After opening Cover 3, all responsive bids shall be compared to determine the lowest evaluated bid.
- 19.5 The Employer reserves the right to accept or reject any bid, and to annul the bidding process and reject all the bids at any time prior to contract award, without incurring any liability. In all such cases reasons shall be recorded.
- 19.6 The Employer reserves the right of accepting the bid for the whole work or for a distinct part of it.

18. Confidentiality

- 20.1 Information relating to examination, evaluation, comparison, and recommendation of contract award shall not be disclosed to bidders or any other person not officially concerned with such process until final decision on the bid.
- 20.2 Any attempt by a bidder to influence the Employer in the evaluation of the bids or contract award decisions may result in the rejection of his bid.

F. Award of Contract

19. Award of Contract

The Employer shall notify the successful bidder by issuing a 'Letter of Acceptance' (LOA) that his bid has been accepted.

20. Performance Security

- 22.1 Prior to signing of the Contract the bidder to whom LOA has been issued shall have to furnish performance security of the amount in the form and for the duration, etc. as specified in the Bid Data Sheet.
- 22.2 Additional performance security, if applicable, is mentioned in the Bid Data Sheet and shall be in the form and for the duration, etc. similar to performance security.

21. Signing of Contract Agreement

- 23.1 The successful bidder shall have to furnish Performance security and Additional Performance Security, if any and sign the contract agreement within 15 days of issue of LOA.
- 23.2 The signing of contract agreement shall be reckoned as intimation to commencement of work. No separate work order shall be issued by the Employer to the ISA for commencement of work.

- 23.3 In the event of failure of the successful bidder to submit Performance Security and Additional Performance Security, if any or sign the Contract Agreement, his EMD shall stand forfeited without prejudice to the right of the Employer for taking any other action against the bidder.

22. Corrupt Practices

The Employer requires that bidders observe the highest standard of ethics during the procurement and execution of contracts. In pursuance of this policy, the Employer:

- i. May reject the bid for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract; and
- ii. May debar the bidder declaring ineligible, either indefinitely or for a stated period, to participate in bids, if it at any time determines that the bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, a contract.

For the purposes of this provision, the terms set forth above are defined as follows:

- A. “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party.
- B. “fraudulent practice” means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation.
- C. “coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
- D. “collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.

Bid Data Sheet

No.	Particulars	Data
GENERAL		
1.	Office Inviting Tender	O/o Managing Director, Madhya Pradesh Jal Nigam Maryadit, Bhopal
2.	NIT No.	NIT No. 56/Proc/MPJNM/2023-24 , Bhopal
3.	Date of NIT	Date: 12/07/2023
4.	Bid document download available from date & time	As per Website
5.	Website link	https://mptenders.gov.in
SECTION 1 – NIT		
6.	Portal Fees	As per Website
7.	Cost of Bid Document	As per Short Notice
	Cost of Bid Document Payable at	As per Website
	Cost of Bid Document In favour of	As per Website
8.	Affidavit Format	Self-attested Affidavit as per Format 3
9.	Pre-qualifications required	Yes
	If Yes, details	Annexure 1
10.	Special Eligibility	No
11.	Key dates (Critical Dates)	As per Website
SECTION 2 – ITB		
12.	Name of the ‘Work’	Implementation Support Agencies (ISAs) for implementation of implementation of IEC, HRD and Capacity Building Activities under Jal Jeevan Mission (JJM) in Madhya Pradesh MVS – Sanodha-1 & Sanodha-2 Block - Sagar District – Sagar No. of Villages – 56 (List of villages is given as Section 4: Annexure G)
13.	Specifications	As per Section 4: Scope of Work
14.	Procedure for participation in e-tendering	As per Section 2: Annexure 2
15.	Whether Joint Venture is allowed	No
	If Yes, requirement for joint Venture	NA
16.	Pre bid meeting to be held	Yes
	If Yes, Date, Time & place	Date: As per Critical Dates on Portal

No.	Particulars	Data
		Time: As per Critical Dates on Portal Place: Office of Madhya Pradesh Jal Nigam Maryadit, 8, Arera Hills, Old Jail Road, Bhopal – 462004 (MP)
17.	Cover 1	Proof of submission of: i. Cost of Bid Document ii. EMD
18.	Cover 2 - Technical Proposal	As per Section 3: Technical Proposal Forms
19.	Cover 3 - Financial Proposal	As per BOQ bid template
20.	Period of Validity of Bid	120 Days from the last date of submission of Bid
21.	Earnest Money Deposit	As per website
	Form of Earnest Money Deposit	Online: e-EMD (Through portal)
22.	Amount of Performance Security	5% of Contract Amount, deposited before agreement
	Security deposit	5% of contract amount deducted as per specified in contract data
	Additional Performance Security, if any	In case the financial quote of the successful bidder is more than 10% below the PAC, Additional Performance Security in the form of FDR / Bank Guarantee from Scheduled Commercial Bank (excluding co-operative banks) in the format provided in Schedule 4 shall be required to be submitted by the successful bidder prior to execution of agreement. The amount of Additional Performance Security shall be equal to the difference between the financial quote of the successful bidder and the amount equal to ten percent below PAC. The additional performance security can be released on pro rata basis based on work done as per running account bills. (E.g. – Suppose PAC = Rs. 100 lakh, L1 Bidder Quote = Rs. 65 lakhs, then Performance Security = 5% of Rs. 65 lakhs = Rs. 3.25 lakh and Additional Performance Security = Rs. 90 lakh – Rs. 65 lakhs = Rs. 25 lakhs, i.e., total performance security = Rs. 28.25 lakh)
	Performance Security in the format	As per Schedule 4 / FDR as per NIT
	Performance Security in favour of	Managing Director MPJNM Bhopal
	Performance Security valid up to	Performance Guarantee (Security) shall be valid up to 3 months beyond the completion period.
	Additional Performance Security valid up to	Additional Performance Guarantee (Security) shall be valid up to 3 months beyond the completion period. Additional Performance Guarantee (Security) shall be released after completion of work in all respect.

All the required documents shall be self-signed and to be submitted online only. No physical submission is required. MPJN can ask to produce original documents at any time for verification or any other reason.

Annexure 1: Eligibility Criteria

1. Agencies should be:

- I. For the agencies not empaneled as an ISA with MPJNM or with MP PHED:
 - i. At least 5 years of work experience and should have completed at least one project of minimum 5 lakh funded by the Central or State government/department in the field of Drinking Water, Community Management, Water Quality, Rainwater Harvesting, Water Resource Management, Capacity Building and Awareness, Gender, Public Health Engineering (Government/Department/ Funding agency letter/work order required).
 - ii. Minimum 5 years' experience as a registered organization for organizations under 4(a) including organizations under Registration of Societies Act 1860 or under any other valid Societies Act, or a Public Trust registered under Indian Trust Act 1982, or a Corporation registered under Section 8 Companies Act. (Registration certification required).
 - iii. Not-for-profit organization or use its profits, if any, or other income in promoting charitable objectives. (Self-declaration required).
 - iv. Experience of using Participatory Rural Appraisal (PRA) techniques and other communication tools in community mobilization. (Self-declaration required).
 - v. The agency if adjudged as L1 Bidder for one or more packages would be required to submit qualifying documents for empanelment with MP PHED or with MP Jal Nigam.
 - II. The agencies empaneled as an ISA with MPJNM or with MP PHED will be required to submit empanelment letter in place of supporting documents / declaration for Sr. No. 1 (I).
2. The average annual turnover in last 3 financial years preceding the bid due date (2019-20, 2020-21 and 2021-22) of not less than 40% of the probable amount of contract (PAC) for the package. The firm should submit turnover details for relevant financial years i.e., 2019-20, 2020-21 and 2021-22. Statutory Auditor / Chartered Accountant certificate for annual turnover for requisite years shall be submitted with the bid.

Eligibility Criteria for Personnel

3. The bidder should submit the CV for the personnel as specified in Section 4: Annexure F (Manpower Requirement) meeting the minimum qualification and experience as specified below:

No.	Position	Minimum Qualification & Experience
1	Project Manager	Prime Minister Rural Development Fellowship (PMRDF) with at least 1 years' experience
		Or
		Qualification: Master of Social Work (MSW) / MA (Sociology/ MA Rural Development) / MBA or similar Experience: Minimum 7 years' experience in social development sector including in planning and social mobilization, monitoring, etc. Maximum age limit: 50 years.
2	Project Coordinator	Qualification: Master of Social Work (MSW) / MA Sociology/ MBA/MA (Rural Development) or similar Experience: Minimum 5 years' experience in social development sector including in planning and social mobilization, monitoring, etc. Maximum age limit: 45 years.

- a. Personnel CVs should be submitted in accordance with the requirement specified in Section 4: Annexure F (Manpower Requirement). Bidders not providing requisite number of CVs will be declared ineligible for opening of financial proposals.
- b. Bidders whose CVs fail to demonstrate compliance with minimum qualification and experience as specified above will be declared ineligible for opening of financial proposals.
- c. Bidders should submit supporting documents for educational qualification and experience failing which the bids will be declared ineligible for opening of financial proposals.
- d. Bidders should provide age proof in the form of Aadhar / PAN / any educational qualification certificate in which age / date of birth is mentioned failing which the bids will be declared ineligible for opening of financial proposals.

Annexure 2: Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the MP TENDERS Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the MP TENDERS Portal, prepare their bids in accordance with the requirements and submitting their bids online on the MP TENDERS Portal.

More information useful for submitting online bids on the MP TENDERS Portal may be obtained at: <https://mptenders.gov.in/>

REGISTRATION

- 1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://mptenders.gov.in/>) by clicking on the link “**Online bidder Enrolment**” on the MP TENDERS Portal.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the MP TENDERS Portal.
- 4) Upon enrolment, the bidders will be required to register **their valid Digital Signature Certificate (Class III Certificates with signing key usage)** issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the MP TENDERS Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the MP TENDERS Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the MP TENDERS Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents-including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF/ XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) Bidder has to upload scanned self-certified copies of credential/PQR documents against respective tender as specified in NIT.
- 3) Bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 4) Bidder has to select the payment option as “online” to pay the tender fee / EMD as applicable.
- 5) If bidder is opting for submission of Bank Guarantee towards EMD then bidder has to opt for “exemption” option on the website and upload the scanned self-certified copy of EMD document as per NIT towards exemption from e-submission of EMD amount. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the Bank Guarantee, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time.
- 6) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 7) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 8) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys.
- 9) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 10) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 11) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to MP TENDERS Portal in general may be directed to the 24x7 MP TENDERS Portal Helpdesk.

Section 3: Technical Proposal Forms

(To be submitted in Cover 2)

Technical Proposal shall comprise the following documents:

S No	Particulars	Format
1.	Covering Letter	Format 1
2.	Organization Details	Format 2
3.	Self-Attested Affidavit	Format 3
4.	Annual Turnover	Format 4
5.	Empanelment Letter	Format 5
6.	Summary of Team Composition – Key Personnel	Format 6
7.	Curriculum Vitae (CV) for Proposed Key Personnel	Format 7

Note:

1. Technical Proposal should be uploaded duly page numbered and indexed.

Format 1 – Covering Letter
(To be submitted on bidder's letterhead)

Date: [insert date of Proposal submission]

To,
Managing Director
Madhya Pradesh Jal Nigam
8, Arera Hills,
Old Jail Road,
Bhopal - 462004

Sub.: Selection of Implementation Support Agency (ISA) for implementation of IEC, HRD and Capacity Building Activities under Jal Jeevan Mission (JJM) in Madhya Pradesh – MVS:, Block:, District:

Ref: NIT No. Dated:.....

Dear Sir/ Madam:

We, the undersigned, offer to provide the consulting services for [Insert name of assignment] in accordance with your Ref: NIT No. Dated:..... and our Proposal.

We are hereby submitting our Proposal which includes this Technical Proposal and a Financial Proposal.

We hereby declare that:

- All the information provided, and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Employer.
- Our Proposal shall be valid and remain binding upon us for the period specified in Contract Data.
- We understand that the Employer is not bound to accept any Proposal that the Employer receives.
- We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of fraud and corruption.

I/We hereby bid for the execution of the above work within the time specified at the rate submitted in Cover 3 based on the Bill of Quantities and item wise rates given herein in all respects and in accordance with the specifications and instructions in writing in all respects in accordance with such conditions so far as applicable. I/We have visited the site of work and am/ are fully aware of all the difficulties and conditions likely to affect carrying out the work. I/We have fully acquainted myself/ourselves about the conditions regarding accessibility of site, nature, and the extent of ground, working conditions including stacking of materials, conditions effecting accommodation and movement of personnel, etc. required for the satisfactory execution of contract.

Should this bid be accepted, I/We hereby agree to abide by and fulfil all the terms and provisions of the said conditions of contract annexed hereto so far as applicable, or in default thereof to forfeit and pay to the Employer the sums of money mentioned in the said conditions.

Note:

- i. Only one rate of percentage above or below or at par based on the Bill of Quantities and item wise rates given therein shall be quoted in Cover 3.

- ii. In case the percentage "above" or "below" is not given by a bidder, his bid shall be treated as non-responsive.
- iii. All duties, taxes, and other levies payable by the bidder shall be included in the percentage quoted by the bidder but exclusive of Goods and Services Tax (GST) to be levied on works/service contract.

We remain,

Yours sincerely,

Authorized Signature	:[Signature of the person duly authorised to sign the Proposal]
Name and Title of Signatory	:[Full name and title of the person above]
Name of Agency	:[Name of firm]
Contact information	:[Mailing address]
	[mobile no.]
	[Email address]

[Person signing the Proposal shall have the Power of Attorney, if required, given by the Agency to be included in the Technical Proposal.]

Format 2 – Organization Details
(To be enclosed with technical proposal)

S. No.	Particulars	Details
1.	Empanelment details with MP PHED	
2	Name of Organization/ Individual/ Proprietary Firm/Partnership Firm	
3.	Entity of Organization Individual/ Proprietary Firm/ Partnership Firm (Registered under Partnership Act)/ Limited Company (Registered under the Companies Act–1956)/ Corporation/ Joint venture	
4.	Address of Communication	
5.	Telephone Number with STD Code	
6.	Fax Number with STD Code	
7.	Mobile Number	
8.	E-mail Address for all communications	
9.	Details of Authorized Representative	
	Name	
10.	Designation	
11.	Postal Address	
12.	Telephone Number with STD Code	
13.	Fax Number with STD Code	
14.	Mobile Number	
15.	E-mail Address	

Note:

1. In case of partnership firm and limited company certified copy of partnership deed/ Articles of Association and Memorandum of Association along with registration certificate of the company shall have to be enclosed.

2. Copy of PAN and GST registration (if available) to be provided

Signature of Bidder with Seal

Date: _____

Format 3 - Self Attested Affidavit (On a Stamp Paper of Rs. 100)

|| AFFIDAVIT ||

I/we _____ who is/ are _____ (status in the firm/ company) and competent for submission of the affidavit on behalf of M/S _____ (contractor) do solemnly affirm an oath and state that:

I/we am/are fully satisfied for the correctness of the certificates/records submitted in support of the following information in bid documents which are being submitted in response to notice inviting e-tender No. _____ for _____ (name of work) dated _____ issued by the _____ (name of the department).

I/we am/ are fully responsible for the correctness of following self-certified information/ documents and certificates:

- 1 That the self-certified information given in the bid document is fully true and authentic.
- 2 That:
 - a. Information regarding financial qualification and annual turnover is correct.
 - b. Information regarding various technical qualifications is correct.
 - c. The firm is having experience in the field of Drinking Water, Community Management, Water quality, Rainwater Harvesting, Water Resource Management, Capacity Building and Awareness, Gender, and Public Health Engineering. (Government/Client/Funding agency letter/work order required).
 - d. The firm is having minimum 3 years' experience as a registered organization for organizations under 4(a) including organizations under Registration of Societies Act 1860 or under any other valid Societies Act, or a Public Trust registered under Indian Trust Act 1982 or a Corporation registered under Section 8 Companies Act. (Registration certification required).
 - e. The firm is a not-for-profit organization, or uses its profits, if any, or other income in promoting charitable objectives.
 - f. The firm is having experience of using Participatory Rural Appraisal (PRA) techniques and other communication tools in community mobilization.
- 3 No close relative of the undersigned and our firm/company is working in the department.

OR

Following close relatives are working in the department:

Name _____ Post _____ Present Posting _____

4. I understand that I will be liable to be prosecuted under relevant sections of the Law, if the information/ documents/certificates submitted by me are found false or forged.

Signature with Seal of the Deponent (bidder)

I/ We, _____ above deponent do hereby certify that the facts mentioned in above paras 1 to 4 are correct to the best of my knowledge and belief.

Verified today _____ (dated) at _____ (place).

Signature with Seal of the Deponent (bidder)

Note: Self Signed declaration Affidavit Scan copy to be submitted online in the bid (Cover 2).

Format 4 – Annual Turnover

Format for Certificate for Annual Turnover

(To be submitted on the letterhead of Statutory Auditor / Chartered Accountant)

We have verified the relevant statutory and other records of _____
[Name of the Applicant], and certify that the annual turnover for the last three completed financial years is as follows:

(Rs. Crore)

Bidder Name	Annual Turnover (Any Three Consecutive Financial Years)			
	2021-22	2020-21	2019-20	Average

This certificate is being issued to be produced before Managing Director, Madhya Pradesh Jal Nigam, Bhopal.

Date & Signature and Seal of the Statutory Auditor / Chartered Accountant
(Clearly indicating membership number)

Date: _____

Place: _____

Note:

Annual turnover certified by Statutory Auditor / Chartered Accountant for last 3 consecutive financial years preceding bid due date (2019-20, 2020-21, 2021-22) shall be submitted in the above format.

Format 5 – Empanelment Letter

Copy of empanelment letter issued by MP PHED and MPJNM as proof of empanelment.

Format 6 – Summary of Team Composition – Key Personnel

No	Name of Person	Position Assigned	Education / Degree (Year / Institution)	No. of years of relevant experience
1.				
2.				
3.				
4.				
5.				

Format 7 – Curriculum Vitae (CV) for Proposed Key Personnel

[The Bidder shall submit the CV of each Key Personnel it proposes, using the format below (about 5 pages for each Key Personnel).]

1. General

Position Title and No.	[e.g., K-1, Project Manager] [Note: only one candidate shall be nominated to each position.]
Name of Key Personnel	[Insert full name]
Name of the Firm proposing the Key Personnel	
Date of Birth	[day/month/year]
Nationality	
Country of Citizenship/Residence	

2. Education

[list college/university or other specialized education, giving names of educational institutions, dates attended, degree obtained]

3. Employment record relevant to the assignment

[Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.]

Period	Employing organization and your title/position. Contact information for references*	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr....., Deputy Minister]		

*Contact information for references is required only for assignments during the last 3 years.

4. **Membership in Professional Associations and Publications:**

5. **Language Skills (indicate only languages in which you can work):**

6. **Adequacy for the Assignment:**

Detailed Tasks Assigned on Consultant's Team of Personnel's: [list major deliverables/tasks in which the Personnel will be involved]	
Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks	
[insert Name of Project No. 1]	
Country	:
Period	:
Client	:
Funding Source	:
Type of Service	:
Position	:
Description of work/ Assignment	:
[insert Name of Project No. 2]	
Country	:
Period	:
Client	:
Funding Source	:
Type of Service	:
Position	:
Description of work/ Assignment	:
[insert Name of Project No. 3]	
Country	:
Period	:
Client	:
Funding Source	:
Type of Service	:

Position	:	
Description of work/ Assignment	:	
[insert Name of Project No. 4]		
Country	:	
Period	:	
Client	:	
Funding Source	:	
Type of Service	:	
Position	:	
Description of work/ Assignment	:	

7. **Certification:**

I, the undersigned, certify to the best of my knowledge and belief that:

- (a) this CV correctly describes my qualifications and my experience.
- (b) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in the proposal provided team mobilization takes place within the validity of this proposal or any agreed extension thereof.
- (c) I am committed to undertake the assignment within the validity of Proposal.
- (d) I am not part of the team who wrote the terms of reference for this consulting services assignment.
- (e) I am, pursuant to Clauses 3 and 4 of the Instructions to Consultants, eligible for engagement.

I understand that any misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: __

[Signature of Key Expert or authorized representative of the firm]

Day/Month/Year

Full name of authorized representative: _____

Notes for the Consultants

1. This CV can be signed by an authorized representative of the Bidder. If the Bidder's proposal is ranked first, a copy of the CV signed by the Key Personnel must be submitted to the MPJN prior to signing of contract.
2. CV should not exceed five pages.

Section 4: Scope of Work

A) Brief introduction of Jal Jeevan Mission.

1. Introduction:

Government of India has recently launched Jal Jeevan Mission (JJM) which aims at providing Functional Household Tap Connection (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 of prescribed quality. This necessitates use of modern technology in planning and implementation of water supply schemes, development of water sources, treatment and supply of water, empowerment of Gram Panchayat/ local community, focus on service delivery, partner with other stakeholders, convergence with other programmes, methodical monitoring of the programme and to capture service delivery data automatically for ensuring the quality of services.

In Madhya Pradesh, as per census 2011, about 16.25% rural population is being served through piped water against the National average of 18.80%. To achieve the objectives of Jal Jeevan Mission in the State and provide functional Household Tap connection to every rural household in the state by 2024, MPJNM, on behalf of State Water and Sanitation Mission, intends to empanel organizations/Trusts/Agencies/ firms/ NGOs to work as Implementation Support Agencies to build capacities at local level, organize / strengthen Water and Sanitation Committees/ Panchayats and mobilize communities on management and Operation and Maintenance etc issues for sustained benefits to rural communities.

2. Jal Jeevan Mission (JJM)

Water is one of the most essential requirements of life. Assured availability of potable water is vital for human and development. India is home to 18% of global human population and 15% of global livestock population. However, it has only 2% land mass and 4% of global freshwater resources. As per estimates (*DoWR, RD&GR. Future assessment based on population projection*) in 1951, per capita annual freshwater availability was 5,177 cubic meter which came down to 1,545 cubic meter in 2011. It is estimated that in 2019, it is about 1,368 cubic meters which is likely to further go down to 1,293 cubic meters in 2025. If present trend continues, in 2050, freshwater availability is likely to decline to 1,140 cubic meters.

With the growing population and expanding economic activities, there is an increase in demand for water in various sectors, viz. agriculture, industry, domestic, recreation, infrastructure development, etc., whereas the source of water is finite. Thus, finite availability and competing demands make drinking water management a complex issue. The widening demand-supply gap is further compounded by other challenges, viz. depletion of groundwater caused by over-extraction, poor recharge, low storage capacity, erratic rainfall due to climate change, presence of contaminants, poor Operation and Maintenance (O&M) of water supply systems, etc.

Post-independence, Government of India has taken various numbers of initiatives, such as, ARSWP, NRDWM etc to assist the States in their endeavour to enable every rural household to have access to potable water. People now aspire to have piped water supply within their household premises which will help in improving 'ease of living'. Assured availability of drinking water in the household premises will not only improve the health and socio-economic condition of rural population, it will also bring down the drudgery of rural women and girls.

With this backdrop, Jal Jeevan Mission (JJM) has been launched which aims at providing Functional Household Tap Connection (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 of prescribed quality. This necessitates use of modern technology in planning and implementation of water supply schemes, development of water sources, treatment and supply of water, empowerment of Gram Panchayat/ local community, focus on service delivery, partner with other stakeholders,

convergence with other programmes, methodical monitoring of the programme and to capture service delivery data automatically for ensuring the quality of services.

Under JJM, Gram Panchayats and local community will play the pivotal role in planning, implementation, management, operation, and maintenance of in-village water supply systems including drinking water sources. Decentralized, demand-driven, community-managed implementation of the programme will instil 'sense of ownership' among the local community, create an environment of trust and bring in transparency leading to better implementation and long-term O&M of water supply systems. It will also ensure equity in accessing supply for every household and regular supply, thus willingness to pay for services. The incidents of diversion of water supply for other purposes will also get controlled.

To make water everyone's business, mission will strive to build partnerships and work together with these institutions/ individuals to achieve the goal set under JJM and long-term drinking water security. As per Integrated Management Information System (IMIS) maintained by Department of Drinking Water and Sanitation (DDWS), as on 31.3.2019, about 18%, i.e. 3.28 Crore out of the total 17.87 Crore rural households in the country have tap water connection. Thus, about 14.60 Crore households are without tap water connection and planned to be covered in partnership with States/ UTs under the mission by 2024.

The current scenario necessitates proper planning, strategizing, and implementing water supply systems including development of proper institutional mechanism at all levels. While planning and implementing water supply schemes under Jal Jeevan Mission, it is imperative that proper techno-economic appraisal and socio-economic analysis is carried out, most appropriate option is opted, and necessary approval of the local community/ User Group is taken for in-village water supply infrastructure to ensure that they have a 'sense of ownership' and are ready to undertake steps to manage, operate & maintain the system as well as drinking water sources for long-term sustainability.

The following components are supported under JJM:

1. Development of in-village piped water supply infrastructure to provide tap water connection to every rural household
2. Development of reliable drinking water sources and/ or augmentation of existing sources to provide long-term sustainability of water supply system
3. wherever necessary, bulk water transfer, treatment plants and distribution network to cater to every rural household
4. Technological interventions for removal of contaminants where water quality is an issue
5. Retrofitting of completed and ongoing schemes to provide FHTCs at minimum service level of 55 lpcd
6. Grey water management
7. support activities, i.e. IEC, HRD, training, development of utilities, water quality laboratories, water quality testing & surveillance, R&D, knowledge centre, capacity building of communities, etc. and
8. Any other unforeseen challenges/ issues emerging due to natural disasters/ calamities which affect the goal of FHTC to every household by 2024, as per guidelines of Ministry

To achieve the objective of JJM, following strategy shall be adopted:

- I. Re-verification and firming of baseline data of household tap connections by State and reporting the same on Integrated Management Information System (IMIS) of the Department/ National Mission.
- II. The rural water supply infrastructure created over the years is to be dovetailed, retrofitted, and renovated to provide FHTCs. Priority will be accorded to retrofit on-going piped water supply schemes and subsequently to completed piped water supply schemes providing water through stand post.

- III. In villages with sufficient groundwater availability of prescribed quality within the village boundary, the same local water source will be used.
- IV. in tribal/ hilly/ forested areas, option of gravity and/ or solar power-based water supply schemes with low O&M expenditure to be explored and preferred.
- V. In villages with sufficient groundwater availability but having quality issues, *in-situ* suitable treatment technology may be explored.
- VI. In villages falling in drought-prone areas, conjunctive use of multiple sources of water can be explored such as ponds, lakes, rivers, groundwater, supply from long distance, rainwater harvesting and/ or artificial recharge
- VII. In villages with water quality issues and non-availability of suitable surface water sources in nearby areas, it may be more appropriate to transfer bulk water from long distance. Further, in drought-prone, where it is not possible to have water supply through conjunctive use, a similar approach to transfer bulk water from long distance may be adopted.
- VIII. In water quality-affected habitations, especially with Fluoride contaminants, potable water has to be ensured on priority. Since, planning and implementation of piped water supply scheme based on a safe water source will take time, as a purely interim measure, Community Water Purification Plants (CWPPs) may be taken up to provide 8-10 lpcd potable water to meet drinking and cooking need of every household residing in such villages/ habitations. However, SWSM will prioritize such areas for providing potable water through FHTC to every rural household
- IX. In States with water-scarce/ areas lying in rain shadow region with inadequate rainfall, it is necessary to plan for regional water supply schemes covering both urban and rural areas by sourcing water from a perennial surface source. It may be noted that under JJM only proportional expenditure on rural population/ villages with respect to regular water supply to be met.
- X. Innovative technology is to be explored to ensure equitable distribution of water
- XI. For source recharging, viz. dedicated bore well recharge structures, rainwater recharge, rejuvenation of existing water bodies, etc. need to be adopted using watershed/ spring shed principles, in convergence with other schemes such as MGNREGS, IWMP, Finance Commission grants, State schemes, MPLAD, MLALAD, CSR, etc.
- XII. in order to enhance recharge of aquifers, especially in arid and semi-arid areas, State Government will strengthen/ extend existing canal networks and/ or build canals to transfer surplus flood waters from dams/ reservoirs to ponds/ lakes and other water bodies and recharge groundwater during monsoon season. For such activities, funds from other sources to be dovetailed.
- XIII. while planning for water supply schemes/ projects involving high lift of water, energy cost as well as meeting monthly power bills needs to be deliberated upon and policy for meeting this requirement to be firmed up by the States/ UTs.
- XIV. State Water and Sanitation Mission (SWSM) and District Water and Sanitation Mission (DWSM) in each district have already been constituted by the M.P. Government. At the village level, in consonance with the Constitutional provision there will be Gram Panchayat and/ or its sub-committee, i.e. VWSC, etc.
 - I. Active participation of women at all levels of institutional arrangements with special emphasis at village level is to be ensured. This is key to success of JJM.
 - II. State Government is in process to issue a suitable notification under Panchayati Raj (PR) Act, to empower Gram Panchayat and/ or its sub-committee, i.e. VWSC to plan, implement, manage, operate, and maintain in-village water supply system inter alia which includes powers, responsibilities, internal processes, composition of VWSC, power to decide, levy, collect water service charges, etc.

For details, refer to operational Guidelines for the implementation of Jal Jeevan Mission (Har Ghar Jal) issued by Department of Drinking Water and Sanitation, Ministry of Jal Shakti Government of India.

Madhya Pradesh Jal Nigam Maryadit - Introduction

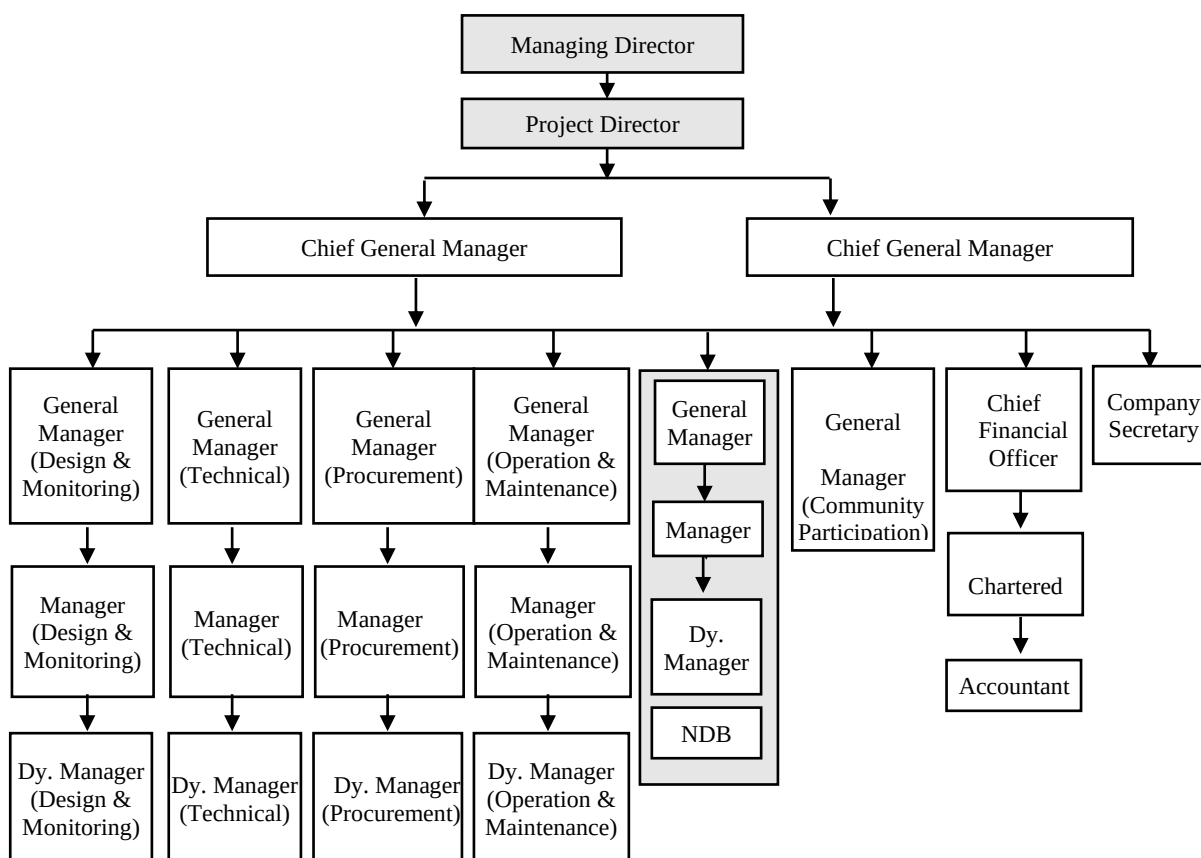
Madhya Pradesh Jal Nigam (MPJN) was incorporated as a wholly owned State Government Company under the Companies Act, 1956 on 9th July 2012. It is under the Chairmanship of Hon'ble Chief Minister, Govt. of Madhya Pradesh, as a separate entity under Public Health Engineering Department. It is responsible for design, execution, implementation, operation, and maintenance of Multi Village Schemes (MVS) for rural drinking water supply schemes in the state to ensure safe, adequate drinking water to every household with tap connection in the areas of the state.

MPJN is a nodal agency for implementing Multi Villages Schemes (MVS) under Jal Jeevan Mission (JJM) which is a flagship programme of Government of India. According to JJM, 'Every rural household should have drinking water supply in adequate quantity of prescribed quality on regular and long-term basis at affordable service delivery charges leading to improvement in living standards of rural communities. MPJN is establishing decentralized, demand-driven, community-managed implementation of multi-village systems which will instil the sense of ownership among the local community.

Vision

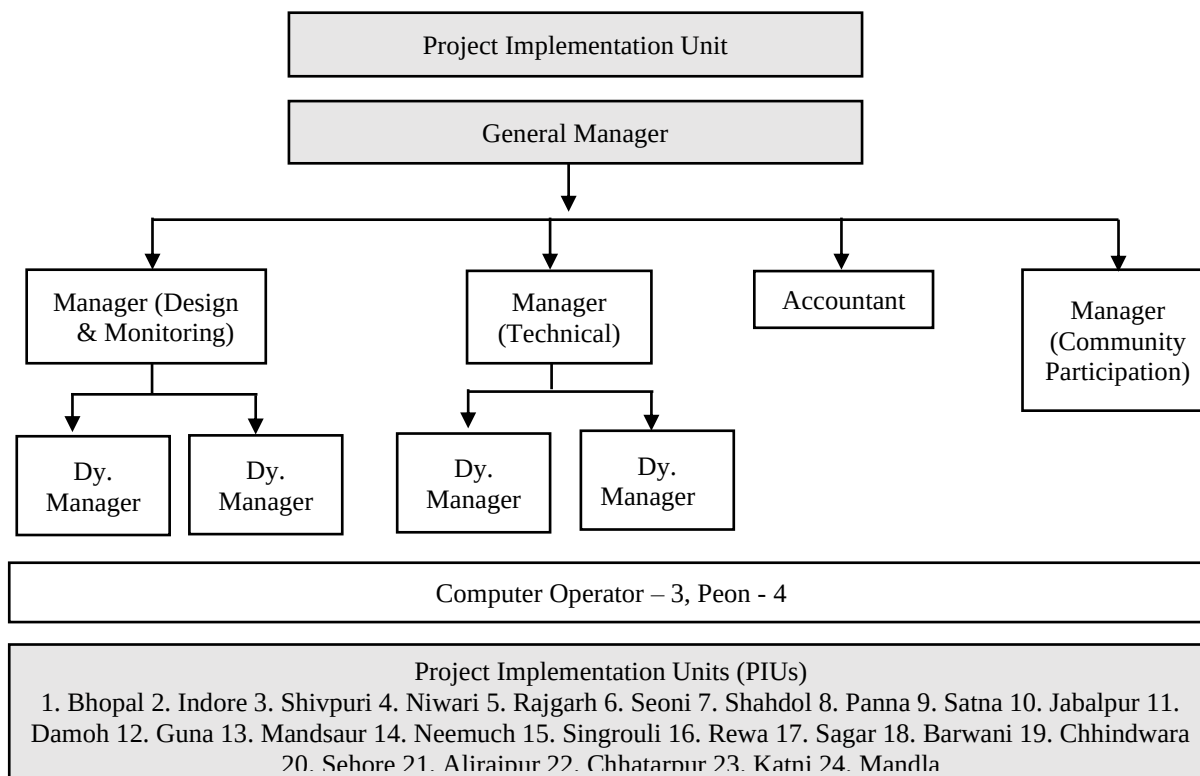
MPJN envisions to provide safe and sustainable tap drinking water to communities and raw water to industries by utilizing surface water resources and to provide sustainable treatment and disposal of sewage.

Organizational Structure



Project Implementation Unit

MPJN has formed Project Implementation Units (PIUs) to supervise the execution, operation and maintenance of schemes. The organogram of PIUs is shown below.



Schemes / Projects

Multi Village Schemes (MVSs) comprise planning and development of water supply infrastructure viz. intake well, water treatment plant, raw water & clear water mains, overhead tanks, distribution network, functional household tap connections, SCADA, etc. complete and operation and maintenance of the water supply infrastructure to ensure continuous and sustainable water supply to end users in according with applicable guidelines of Government of India and Government of Madhya Pradesh. MPJN lays high emphasis on quality as well as time bound execution of schemes. The contractor appointed by MPJN also undertakes operation & maintenance of schemes for 10 years after completion.

3. Village Action Plan (VAP)

A Village Action Plan (VAP) will be prepared by Gram Panchayat or its sub-committee, i.e. VWSC with support from ISA, MPJN, and DWSM based on baseline survey, resource mapping and felt needs of the village community. VAP will be prepared as per the proforma given in Annexure XA of the Operational Guidelines of Jal Jeevan Mission.

4. Implementation of JJM in Madhya Pradesh:

With the above backdrop, M.P. Jal Nigam Maryadit will be implementing Rural water supply schemes in the rural areas of the State to achieve the objectives of Jal Jeevan mission. To support the soft activities, MPJNM will engage Implementation Support Agencies.

Community participation is essential in Planning, execution and maintenance of rural water supply schemes for sustainable benefits to the communities. Hence it is imperative that Communities are involved in the entire process and hence there will be an urgent need to empower them through capacity building programmes, IEC activities and community mobilization so that sense of ownership is built. Along with this The Panchayati Raj Institutions, standing committees of Panchayat, Village

water Sanitation committees are enabled to take responsibility of Operation and maintenance of all such schemes.

Implementation Support Agencies (ISAs) will provide support in all such types of scenarios including hand holding support with emphasis on Operation and Maintenance. ISAs will be responsible for complete Project cycle. ISAs will facilitate scheme formulation, implementation, management, community contribution, Operation and maintenance with the active participation of communities and will ensure participation of women at all stages. The payment to the ISAs will be based on their output-based performance on a quarterly basis and the payments will be made from the support activities fund.

B) Terms of Reference

1.0 Implementation Support Agencies:

Expectations from the Implementing Support Agencies

To support the mammoth task of Jal Jeevan Mission, Implementation Support Agencies will be required for environment building, Capacity development, Information, Education and Communication activities, Social Behaviour Change Communication, Community mobilization etc.

The main objectives of ISAs are as follows-

- i. To facilitate constitution of sub-committee of Gram Panchayat, i.e. VWSC and arrange to build capacities of its functionaries.
- ii. To provide handhold support to Gram Panchayat and VWSC, etc. in all the functions as mandated in JJM Operational Guideline clause 5.4 inter alia includes opening bank accounts, mobilization of community contribution, O&M arrangement, organizing Gram Sabha, organizing meetings of sub-committee, facilitating resolution in Gram Sabha and acceptance of village scheme, facilitating sanitation and grey water management activities, etc.
- iii. To conduct need assessment of FHTCs and motivate village communities to have FHTCs.
- iv. By using Participatory Rural Appraisal (PRA) tools for community mobilization and carry out need assessment.
- v. To assist the community in water campaigns initiated by Government of India/ state Government.
- vi. To build awareness on various aspects of water such as rainwater harvesting, artificial recharge, water quality, water-borne disease, water saving, water handling, drinking water source augmentation/ sustainability aspects, etc.
- vii. To carry out Social Behavioural Change Communication (SBCC) activities among stakeholders with respect to judicious use of water, safe handling and storage, ownership of water supply system etc.
- viii. All other activities assigned to ISAs in the Operational Guidelines of JJM issued by GoI with all up-to-date amendments.
- ix. Conducting household survey for every habitation of revenue village which comes under the scheme and entry of the data in digital format as per JJM/Government guidelines.
- x. Preparation of Village Action Plan (VAP), conducting Participatory Rural Appraisal (PRA) as per JJM guidelines.
- xi. Formation/Constitution of subcommittee of VWSC as per JJM Guidelines and GoMP gazette notification.

- xii. Mobilizing/motivating and engaging families and strengthening communities to play a proactive role in design, planning, implementation, and operation & maintenance (O&M) of in-village water supply infrastructure, exit and handing over process.
- xiii. Mobilizing community to participate village action plan preparation, give consent on cost sharing and take new tap connection from MVS.
- xiv. To create awareness and motivate people to take up affirmative action for protection of drinking water source and against misuse of water
- xv. Inculcate sense of responsibility to manage, operate & maintain their water supply systems to ensure service delivery
- xvi. Motivating household to deposit 10% community contribution share, water connection charges and security deposit and paying regular water tariff according to JJM guideline.
- xvii. Building awareness on various aspects of water such as rainwater harvesting, artificial recharge, water quality, water-borne disease, water saving, conservation of water resource, water handling, drinking water source augmentation/ sustainability aspects, etc.
- xviii. Empower and aware villagers and communities for uptake of hygiene behaviours and adverse effects of Fluorosis related to safe drinking water for improving their health status and carry out Social Behavioural Change Communication (SBCC) activities.
- xix. Compile all Village Action Plans and represent in DWSC for approval.
- xx. To facilitate women participation at all levels of planning, implementation, management, operation and maintenance of in-village water supply system and contribution.
- xxi. To act as a coordination platform between DWSC and VWSC/GP Body/Pani Samiti
- xxii. To build capacities of the PRI functionaries to enable them to perform their role effectively
- xxiii. To assist the community in water campaigns initiated by GoI / State Government
- xxiv. Document best practices/success stories/events during execution of scheme

2.0 Scope of Work

The ISA shall ensure that all the activities conducted in order to fulfil the scope of work shall be as per the relevant rules/guidelines of the state. The following section outlines the Scope of work for the ISA:

2.1. First Phase

- i. Collection and Re-verification and firming of the baseline data for household tap connections
- ii. All the houses under the household survey are to be given unique household number and the number shall be painted on the front wall of every house.
- iii. Work closely with District administration to strengthen VWSC and drinking water user groups as required Handholding and Mentoring of the Panchayat Raj Institutions (PRI), other community-based organizations and SHG's.
- iv. Conducting District and Block level orientation program to sensitize the district and block level official/ functionaries and public representatives
- v. Organizing Jan Sabha and Gram Sabha in the villages
- vi. Conducting PRA activity in the villages

- vii. Organizing meetings with local women Self Help Groups (SHGs) to ensure their active participation on the scheme.
- viii. The Agency would be required to constitute, activate, and build capacity of VWSC - as per the directives from the state government, mobilize it and capacitate its members to perform the desired roles.
- ix. The Agency will be primarily responsible for ensuring effective coordination and liaison between the VWSC of the villages allotted to them and the PIU of the respective scheme for smooth implementation of the proposed project.
- x. Community mobilization for taking up tap connections
 - a) Make home visits, corner meetings, campaigns, demonstrations etc. for creating willingness for tap connections
- xi. Assess the status of household connections, current water supply arrangements and issues related to water supply such as quality, quantity, and sustainability.
- xii. Capacity building of Gram Panchayat and VWSC functionaries
- xiii. Support the VWSCs/ GP Body for
 - a) Submit the detailed strategy for collection/depositing of contribute 5% of the capital cost of intra-village distribution network system in the forms as suggested in the JJM guidelines in hilly and forested areas and villages having more than 50% SCs and STs Populations and 10% of the distribution network capital cost in other villages (As per operational guidelines of JJM)
 - b) Consent from each household for depositing contribution towards 5% of the capital cost of intra-village distribution network system in the forms as suggested in the JJM guidelines, in hilly and forested areas and villages having more than 50% SCs and STs Populations and 10% of the distribution network capital cost in other villages. (As per operational guidelines of JJM)
 - c) Bank account opening of VWSC/ GP Body/User Committee
 - d) Determination of community contribution and its deposition in the bank account as per the instruction from MPJN.
 - e) Mobilization of community contribution as per the instructions from MPJNM, GoMP and associated Government of India orders.
 - f) Community mobilization for participation in decision making, willingness for FHTCs, monitoring of works, involvement of women
 - g) Create and maintain register for accounts (Cash book)
- xiv. Information, Education and Communication (IEC) to be disseminated among the community through various activities including Prachar Rath, Poster, Pamphlet, Rally Street Play etc.
- xv. Awareness and promotion of the scheme related activities on social media (Twitter, Facebook, Instagram etc)
- xvi. Agency will be responsible to provide one set record keeping stationary material i.e., Cash book – 10 coir, Connection register - 100 pages, Meeting minute register 200 pages, Monthly water billing register, connection receipt 500 pages, Bill book 1000 pages (double pages), notice pad 100 pages, Connection form (as per household), Agreement /connection form as per nos. of household in villages, etc. to each VWSCs.

2.2. Mid Phase (Lean Period)

- i. Ensuring coordination with various concerned line departments
- ii. Organizing Cluster level workshops for PRI and VWSC members.
- iii. Coordination with Block and District level officials.
- iv. Coordination with various public representatives.
- v. Mobilize community engagement for construction of in-village infrastructure including source strengthening, grey water reuse, water conservation measures, etc.
- vi. Provide support for convergence of JJM activities with ongoing schemes to augment funds
- vii. Conduct various meetings and capacity building programs for PRIs/VWSCs to enable them to carry out the assigned responsibilities of JJM implementation in an effective and sustainable manner
- viii. Conducting Jan Sabha and Gram Sabha in the villages
- ix. Design and implement specific IEC tools based on the ground learning's and support the GP in its implementation
- x. SHG Meetings for active participation in JJM.
- xi. Build awareness on various aspects of water such as rainwater harvesting, artificial recharge, water quality, water-borne disease, water saving and judicious use of water, water storage and handling, drinking water source augmentation/ sustainability aspects, etc.
- xii. Reporting and feedback to the PIU about progress and issues if any
- xiii. Assist the community in water campaigns initiated by GoI/State government
- xiv. Geo-tagging of existing and new assets in GoI authorized App/Web portal.
- xv. Awareness and promotion of the scheme related activities on social media (Twitter, Facebook, Instagram etc.)
- xvi. Organize community during National world water day celebration.
- xvii. Participate in Govt. led programme like Vikas Yatra etc.
- xviii. Water Quality Monitoring mechanism by using Field Testing Kit
 - a. Training at least 5 women in a village on using FTK for performing the water quality test
 - b. Registering the women on JJM IMIS portal
 - c. Ensure creating user account of the women on WQ-MIS portal and uploading the test results on the same.
- xix. Facilitate community-based monitoring of construction work

As the proposed intervention aims at strengthening rural communities manage their water supply assets on their own, ISAs will play a key role in transferring skills, information and understanding of the processes involved in water supply. As many construction activities will be outsourced to the external contractors, close community monitoring would be required to ensure quality of work. To ensure effective community-based monitoring of construction work, ISAs engaged will have to support the VWSC in several ways including –

 - a. Formation of a community-based monitoring team comprising of 50% women.
 - b. Finalization of community-based monitoring indicators and frequency.
 - c. Orientation of VWSC nominees in all the habitations on community-based monitoring of construction work through joint inspection of work done before payment of concern contractor.
 - d. Community based monitoring and collection, collation, and analysis of data as well as progress.

- e. Dissemination and discussion on the monitoring data in VWSC/community meetings to take corrective measures.
- f. Conflict resolution during execution of scheme

End Phase (O&M Phase)

- i. Facilitate testing and trial runs on scheme completion
- ii. Execution of various IEC activities as prescribed in scope of work.
- iii. Capacity building of VWSC for Managing Operations and Maintenance (O&M) of the scheme.
- iv. Financial Management Training of VWSC
- v. Conducting VWSC Training on Record keeping training (Two times training for two persons per village)
- vi. Conducting VWSC Training on Convergence & Linkage development (Two times training for two persons per village)
- vii. Completion of 50% Operation & maintenance (Two times training for two persons per village)
Monthly meeting of VWSCs
- viii. Conflict resolution
- ix. Collection/depositing of contribute 5% of the capital cost of intra-village distribution network system in the forms as suggested in the JJM guidelines in hilly and forested areas and villages having more than 50% SCs and STs Populations and 10% of the distribution network capital cost in other villages (As per operational guidelines of JJM)
- x. Celebration of important international day as per described
- xi. Regular sharing of a report with PIU on feedback and suggestions of the community
- xii. Provide assistance for recording water supply scheme assets details in GP registers
- xiii. Geo-tagging of assets in GoI authorized App/Web portal.
- xiv. Behavior change communications for household to regularly pay water tariff of VWSCs
- xv. Collection of Monthly water tariff
- xvi. The Agency will be responsible to facilitate MPJN for providing 100% household connections in the targeted village.
- xvii. Getting the villages “Har-Ghar Jal Certified” as per DDWS, MoJS guideline by performing the due processes, availing the required documentation, and uploading them on the designated App/Website.
- xviii. Collection, Drafting of success / change stories (at least one for every 20 villages) & Submission of Compiled booklet of Success Stories
- xix. Facilitate the process for handing over of intra village distribution network system to VWSC
- xx. Entry of the data in digital format as per JJM/government guidelines in coordination and support from Nodal Officer
- xxi. SHG Members meeting
- xxii. Provide assistance to GP / VWSC for conducting social audit
- xxiii. Identification and documentation of best practices regarding various components of JJM implementation

3.0 Roles of Implementation Support Agency (ISA)

ISAs will play critical role as partners in mobilizing and engaging the communities to plan, design, implement, manage, operate & maintain in-village water supply infrastructure and ISA also facilitate women participation at all levels of planning, implementation, management, preparation and maintenance of in-village water supply systems and community contribution as capital cost share.

The role of ISA will be a combination of change agent, inter mediator, source of knowledge-capacities and process manager.

3.1. Change Management

The ISA will have to understand the existing local perceptions of drinking water, its access, safety, and security as the starting point for a consultative process for change and improvements within villages. The agency will have to mobilise and create interest within the village as a community in the establishment of a community-managed water supply scheme integrated with the access, safety, and security of drinking water and accompanying institutional arrangements. In doing so, the agency will specifically target marginalized communities and women to understand their concerns regarding the drinking water. The agency can collaborate with women's organizations working in the villages to reach out to large number of women. The agency can use the platform of *Mahila Sabhas* to bring together women to discuss the issues pertaining to water. The agency will create awareness about proposed MVS for drinking water.

3.2. Intermediator

As our Intermediator, the ISA will support in constitution of sub-committee of Gram Panchayat, i.e. VWSC/ Paani Samiti/ User Group, etc. and arrange to build capacities of its functionaries of VWSCs developing capacities of VWSCs and establishing its linkages with the Gram Panchayat, making it autonomous with its rules and regulation for the effective operation and maintenance of the drinking water supply system.

The VWSCs should also have the capacity to understand, present and coordinate with the Gram Panchayat for the activities necessary to ensure water safety and security. It will also work as the initial interface between the village institutions and other entities like the Block/ Zila Panchayat, MPJN, Panchayat and Rural Development, Health, Education, Women & Child Development Departments as well as Public Health Engineering Department. The VWSCs will have adequate membership of women and people belonging to marginalized population groups so as to ensure their participation in decision-making processes.

3.3. Source of Knowledge and Capacities

The ISA will function as a primary source of knowledge for VWSCs and build their capacities in all the relevant areas, such as technical aspects with regards to water safety and security, financial management and accounting, legal responsibilities, and assist them contracting external expertise where and when necessary. The agency should ensure that knowledge and capacity development efforts are designed keeping in view the requirements of women and marginalised communities' members of VWSCs. The agency will also develop awareness amongst women and men on the various alternatives/ options available, for example management, operation maintenances of intra village distribution network, elevated service reservoir (ESR), etc. The agency will enhance the capacities of local communities including that of women to contribute in management, operation, and maintenance of water supply systems. Agency will provide handhold support to Gram Panchayat and/ or its subcommittee, i.e. VWSC/ Paani Samiti/ User Group, etc. in all the functions such as opening bank accounts, mobilization of community contribution, O&M arrangement, organizing Gram Sabha, organizing meetings of sub-committee, facilitating resolution in Gram Sabha and acceptance of village scheme, facilitating sanitation and grey water management activities, etc.;

The agency will work with a purpose of gradually transferring capacities/skills to the VWSCs, so that they can begin functioning as independent, self-reliant local institutions once the handholding support is withdrawn.

4.0 Activities of ISA

ISA will specifically focus on the following activities:

4.1. Enabling Environment:

At the village level, the ISA shall conduct a gender sensitive baseline survey in terms of availability of water at household level, organizing Jan Sabha, Gram Sabha, and interpersonal contact with household. The ISA will also conduct a water budgeting exercise with the community to draw attention on the sustainability and conservation issues, availability of water as limited resource, distinguish and support the community in taking informed decisions in terms of the different uses of water. Through a series of IEC campaigns-targeting different set of stakeholders- create awareness in the village communities, especially among women, mobilize them to be part of the scheme, identify opinion-makers/ community leaders/women leaders/elected women representatives/youth to work as change agents/local animators.

4.2. Institution building:

Form, streamline and strengthen the Village Water and Sanitation Committee as per JJM operational guidelines / GoMP Gazette notification, identifying the most suitable persons in terms of their willingness, knowledge, and their acceptability within the community. Ensure that women and people belonging to marginalized communities are represented in the VWSCs. Assisting in arrangements for financial contribution as new connection charge and security deposit from the community, facilitate Janpad panchayat for issuing orders and support in opening of bank account to deposit the community's financial contribution for O&M.

Capacity building of Village Water and Sanitation Committee will include identifying training needs, providing training to build their capacity. Ensure specific efforts to enable women to take leadership roles and to enhance their technical skills. Provide inputs to community for O&M of facilities, in ways that optimize access to all; strengthen Village Water and Sanitation Committee to take over the management of Water Supply system and have the capacity to address the administrative and procedural matters.

Provide guidance to Village Water and Sanitation Committee on record keeping, handling finance, people's financial contributions and establishing systems for the sustainable management of these schemes.

4.3. Sanitation and Water Quality promotion

Unless people are aware about sanitation and **Water Quality**, it is unlikely that the community would value the importance of safe storage and handling of water, even if now supplied with their premises. Sanitation and **Water Quality** promotion activities in the village will aim to improve the following hygiene practices:

1. Safe storage and handling of drinking water.
2. Drinking water testing by FTKs regularly.
3. Safe disposal of liquid waste through appropriate wastewater drainage from the households.
4. Safe disposal of solid waste such as animal waste, but also child's excreta.
5. Practice of Hand washing with soap (especially after defecation and before eating or touching food).
6. Use of toilets and eliminating the practice of open defecation.

The ISA would be required to create awareness about the linkages between sanitation and health programme and how the improved sanitation and **Water Quality** could contribute in improved health and enhanced productivity. The formation of Village Water and Sanitation

Committee would play an important role in the dissemination of sanitation and hygiene practices in the village. The enrolment of dedicated people and “natural leaders” in the Village Water and Sanitation Committee would support the fast propagation of the sanitation and Water Quality messages. The ISA would also develop synergies and convergence with other related flagships such as the Swachh Bharat Mission, the Mahatma Gandhi National Rural Employment Guarantee scheme.

4.4. Village Action Plan (VAP)

As per the guidelines of JJM, a VAP shall be prepared for each village. The VAP will be prepared by VWSC with the support of ISAs and MPJN Staff.

The VAP shall be prepared as per the JJM Operational Guidelines (Annex-XA). VAP will be prepared in hard copy as per JJM guidelines and design and content will be approved by MPJN. The agency shall prepare a consolidated Action Plan for the District (DAP) by putting together the VAPs to arrive at an Annual Action Plan.

4.5. Formation of Village Water and Sanitation Committee

Objectives

- To make aware and sensitize the VWSC members.
- To orient the members of VWSC about the judicious use of water and not to waste water.

Expected Outcomes

VWSC made aware, sensitized, and oriented about above issues.

Meeting

The agenda for the meeting will be as follows: -

- Confirming at least 80% attendance in last three meetings
- Perusal of records
- Discuss the performance regarding (Pump operator, equitable distribution)
- Cleaning of water tank
- Rapport with villagers/ Gram Sabha
- Tariff collection
- Convergence
- Transparency
- Village Sanitation
- Status of school water and sanitation
- Sanitary surveillance
- Cases of water borne diseases –if any

Output

Detailed report in the prescribed register of the meeting by the firm with photos and videos and paper cuttings countersigned by VWSC.

Participants

The list of participants with their mobile number and signatures will be duly verified by VWSC and countersigned by verifying authority.

Opening VWSC Bank Accounts

ISA will facilitate & support VWSC during bank account opening process. Open bank account/ use existing account of GP for community contribution and depositing O&M

service charge. In case an existing account is being used, it should be ensured that a separate ledger is to be maintained for community contribution and incentive; Gram Sabha may decide and Gram Panchayat Secretary act as Secretary of VWSC.

4.6. Community Contribution

As per JJM Operational Guidelines, community contribution must be mobilized from the villages for in-village water supply infrastructure in form of cash / kind / labour as per following:

- i. 5% in hilly and forested areas and villages having more than 50% SC and ST population; and
- ii. 10% in other villages.

ISA will prepare a strategy to motivate the villagers for achieving the requisite community contribution as per JJM Guidelines. ISA would work towards mobilizing the community contribution ensuing that the milestones specified for community contribution in the contract are achieved.

ISA will facilitate necessary contribution against the new connection charges and security deposit to be incurred on further O&M of the intra village distribution work. The contribution against new connection charges and security deposit will be deposited to saving bank accounts of VWSC.

sanitation and Water Quality messages. The ISA would also develop synergies and convergence with other related flagships such as the Swachh Bharat Mission, the Mahatma Gandhi National Rural Employment Guarantee scheme.

4.7. Water Quality Awareness

ISA must use IEC tools for awareness generation on water quality issues, water-borne diseases, and health impacts. water safety planning; behavioral change communication on- 'strictly avoiding water from quality-affected source'; inter-personal communication (door to door contact) on importance of good quality drinking water in nutrition; ISA must plan audio-visual publicity on ill effects of consuming contaminated water, importance of sanitary inspection, process of getting private water quality sources tested, etc.; slogans, group meetings, street plays, PRA activities, exhibits, etc. on water quality etc.

4.8. Handholding and Mentoring

Handholding and Mentoring of the Panchayat Raj Institutions (PRI), other community-based organizations and SHG's. The Agency would be required to constitute, activate and build capacity of VWSC - as per the directives from the state government, mobilize it and capacitate its members to perform the desired roles.

The Agency will be primarily responsible for ensuring effective coordination and liaison between the VWSC of the Panchayats allotted to them and the PIU of the respective scheme for smooth implementation of the proposed project. The specific activities related to VWSC to be carried out during the Planning and Mobilization Phase would be:

- Facilitate VWSC passing of GP “Agree to do Resolution” for taking up water supply schemes
- Facilitate VWSC on Consent Letter for MVS
- Facilitate opening of VWSC Bank Account for CAPEX and OPEX
- Identification of Land

I. A Financial Management Training

ISAs would be required to open saving bank accounts and train VWSC/GPWSC members on financial management and budgeting for fixing user charges based on estimation of scheme annual and monthly running cost for scheme sustainability

II. Facilitate preparation and proper maintenance of related documents

ISAs would be required to open saving bank accounts and train VWSC/GPWSC members on financial management and budgeting for fixing user charges based on estimation of scheme annual and monthly running cost for scheme sustainability.

III. Facilitate community-based monitoring of construction work

As the proposed intervention aims at strengthening rural communities manage their water supply assets on their own, ISAs will play a key role in transferring skills, information and understanding of the processes involved in water supply. As many construction activities will be outsourced to the external contractors, close community monitoring would be required to ensure quality of work. To ensure effective community-based monitoring of construction work, ISAs engaged will have to support the VWSC in several ways including –

- Formation of a community-based monitoring team comprising of 50% women.
- Finalization of community-based monitoring indicators and frequency.
- Orientation of VWSC nominees in all the habitations on community-based monitoring of construction work through joint inspection of work done before payment of concern contractor.
- Community based monitoring and collection, collation, and analysis of data as well as progress.

Dissemination and discussion on the monitoring data in VWSC/community meetings to take corrective measures.

4.9. Record Keeping Material

Agency will be responsible to provide one set record keeping stationary material i.e. Cash book – 10 coir, Connection register - 100 pages, Meeting minute register 200 pages, Monthly water billing register, connection receipt 500 pages, Bill book 1000 pages (double pages), notice pad 100 pages, Connection form (as per household), Agreement /connection form as per nos. of household in villages, etc. to each VWSCs.

4.10. Water Quality Monitoring Surveillance

The ISAs working in the allotted villages would also be required to establish and strengthen the mechanism for water quality monitoring and surveillance at the community level. ISAs would be required to orient the people (Maximum 5- WOMEN) identified by the VWSC/GPWSC in Water Quality Testing and Monitoring and help them for test of public drinking water sources in all the habitations of the Panchayat by using FTKs. Once all the water quality tests are over, the ISAs will be required to coordinate with the district lab for getting the confirmatory tests done for the positive results

4.11. HRD Orientation to VWSC, Gram Panchayats, Communities, and other Stakeholders

I. Training & Capacity Building

1. Organize block /cluster level training programme for PRI & VWSC members and village community of multi village rural water supply schemes.
2. Agency shall be responsible to invite participants according to activities mentioned in RFP and ensured participation of VWSC members in trainings programme.
3. Agency will be responsible to arrange the resource person from PHED and pay the honorarium.
4. In each training programme nos. of participants would be 35-45, if nos. of participants found less than 25 nos. that training will be treated as cancelled.
5. Each training will be conducting two times, one training will be conducting before intra-village construction work and other refresher training will be conducting during trial run period of scheme.
6. Arrangement of Venue, breakfast, lunch, tea, drinking water, training hall, LCD projector, mike, Audio system, training board, markers, blank drawing sheet, photography, videography etc.
7. Arrangement of training kit, pen, bag, spiral pad, copy of presentations, posters, leaflets, etc.
8. Agency shall reimburse the to and fro travel cost to participants from village to venue (block head quarter) as per local bus fare.
9. Agency has to develop backdrop / banners for trainings programme, back drop design shall be finalized with the consultation of MPJN officials.
10. Agency shall prepare subject matter material for trainings programme with the consultation of MPJN officials.
11. After completion of trainings programme agency will submit training wise report and participant's feedback with the list of participants and photographs.

II. Exposure Visit

- 1) Agency will be responsible for arrange within state exposure visit.
- 2) Agency also responsible to invite VWSC members for exposure visit.
- 3) During exposure visit agency will arrange transportation & Lodging boarding, Breakfast, lunch & dinner for participants.
- 4) Agency will coordinate with PIU, Managers and VWSC for conducting exposure visits other MVS within state.
- 5) After completion of exposure visit agency will submit visit wise report and participant's feedback with the list of participants and photographs.
- 6) Agency will ensure the number of participant 20-25 nos. per exposure visit.
- 7) During exposure visit agency will be responsible for security of participants.
- 8) Agency will provide the stationary for participant for note down their experiences.
- 9) Agency will provide photographs, video clips of exposure visit.

A) Training /Capacity building–

- a) Record keeping - Develop appropriate record keeping (i.e. meeting minutes, water connection register, monthly bills issuing book, water tariff collection record, water supply meter record, cash book, new connection charge receipt book, etc.) skill among VWSCs members.
- b) Accounting – Skill development on cash book writing, Bulk water billing procedure etc.
- c) Operation & Maintenance - Develop specific skills (operate valve, timing adjustment, minor leakage repairs, complaint handling etc.) in Operation & maintenance of intra village distribution network of drinking water supply.

- d) Role & Responsibilities (VWSC Reps), Conflict resolution & Linkage development – Develop the capacity about Role and responsibilities of VWSC representatives is responsibility of agency. Skill development has to handle conflict and resolve it has to linkage with line development and development agencies.
- e) Training program action plan, day schedule, subject matter, trainers name has to be finalized in consultation with MPJN.
- f) Agency must prepare training wise report, photographs (10 nos.), video clips (minimum 10 min.) and submit to MPJN.
- g) Women SHG - Agency should include women SHG members in training and capacity building activities.

4.12. Knowledge Management

Regular documentation and reporting of the developments in the field would be integral part of the ISAs scope of work. Following specific activities will have to be undertaken by the ISAs so as to make sure that the intervention is being consistently tracked, documented, and reported.

i. Periodic Reporting

- a. ISAs will be required to submit monthly report clearly stating the progress during the month against the activities proposed for the month. The report should also indicate progress towards achieving the milestones specified in payment schedule along with supporting documents.
- b. Soft copy of the monthly report for previous month should reach the MPJN designated person by 5th of every month.
- c. The hard copy of the monthly report for previous month should reach the respective PIU and MPJN office before the 7th day of every month.

ii. Most Significant Change / Success Stories /Best Practices

ISAs will also have to track and document the stories of change / success stories/best practices. The change stories, to be written in Hindi / English / local language would showcase the beneficial impacts / changes about individuals and/or the communities through FHTCs.

4.13. Household and Habitation Visits

The ISAs Workers would be required to visit each household and habitation twice in a month of the allotted Gram Panchayats every week to deliver the customized messages to the adult members of the family, using dissemination and distribution material provided by DWSM/SWSM. Visiting team would be required to visit a minimum of 20-25 families every day, spending 15-20 minutes in each house on an average discussing water, sanitation, and hygiene (WASH) issues in the local language. List of the houses visited would be maintained date wise for monitoring and reporting purpose.

5.0 Monitoring, Reporting and Coordination

- The ISA will adopt **reporting** and **monitoring** system described as below-
 - **Weekly review meeting** - Weekly meeting shall be organized under chairmanship of DWSM/MPJNM, Project Coordinator and community mobilizers will ensure their participation produce cumulative work progress and next week action plan.
 - **Monthly review meeting-** Monthly meeting shall be organized at Head Office of MPJNM under chairmanship of Managing Director. ISA shall attend the meeting and

produce monthly progress report and next month action plan. Before meeting Project Manager/Project Coordinator will ensure the submission of progress report in soft & hard copy to MPJNM.

- Along with Monthly progress report ISA will have to submit their bank account detail staff engaged (statement, cheque etc.) to DWSM/MPJNM.
- **Half Yearly Progress Report**- ISA will prepare and produce half yearly progress report in prescribed formats with photographs and activities report.
- **Final Compilation Report** - After completion of the activities ISA will compile the activity wise summary, VWSC certified documents related to activities, VWSC bank account detail, VWSC formation detail, H/Hs connection detail, receipt of VWSC record provided by ISA, village wise water supply status report, findings report of H/Hs survey, trainings summary, village wise H/Hs connection fee & water tariff collection report, village wise VWSC meeting detail, VWSC members details, success story or recorded changes in quality of life by using tap water etc.
- The ISA will report on monthly basis to DWSM/MPJNM about physical IEC activities and outcome progress through progress reports, as per pre-designed formats and suggested outlines and time frame.
- Monitoring will include those done by the ISA with the community members, by the ISA management done for their respective field staff, for the progress of work in the villages. The field staff of ISA (especially the Project Managers/Community Mobilizer/motivators) should also include women.

6.0 Management

- ISA will evolve and maintain regular monitoring mechanisms with consultation of MPJNM.
- Devise work plan and time schedules periodically; report achievements accordingly.
- Participate regularly in meetings and coordinate effectively with various govt. bodies
- Prepare reports, case studies, impact assessment and provide it to DWSM/MPJNM.
- Adopt a flexible approach to allow modifications and changes as the project evolves.

7.0 Support from MPJNM

- An orientation programme will be organized by MPJNM for the ISA staff. In order to ensure that ISA understands that importance of IEC, HRD and gender issues – a day long sensitisation programme on water issues shall be organised for the ISA staff.
- MPJNM shall also organize review meetings to understand the progress and bottlenecks in implementation of the project and the solutions accordingly.
- MPJNM will also maintain an oversight on the projects through periodic field visits and review of the progress reports.

8.0 Detail of Activities to be carried out by the ISAs

ISAs will be responsible to implement following activities in scheme-

Sr.	Activity	Sub Activity	Nos. per village	Phase
1	Orientation	District Level Orientation Program	As per district	First Phase
		Block Level Orientation Program	As per block	First Phase
		Cluster level Orientation Program	As per Package/scheme	Mid Phase

Sr.	Activity	Sub Activity	Nos. per village	Phase
2	Entry Point Activities	No. of Jan Sabha	As per scheme	All Phases
		No. of Gram Sabha	1	All Phases
3	Baseline Survey	Base line survey including stationary (Survey form register, typing softcopy etc.) and Analysis report	All household	First Phase
		Village wise baseline survey report	1	First Phase
		Summary of baseline survey report for entire package/scheme	1	First Phase
4	PRA & VAP	Participatory Rural Appraisal (PRA)	1	First Phase
		Village Wise PRA report preparation	1	First Phase
		Summary of PRA reports of entire packages/scheme.	10	First Phase
		Preparation of Village Wise VAP (Hard Copy as per TOR)	3	First Phase
		Summary report of VAPs for all villages including inputs for DAP/SAP (Hard Copy as per TOR)	10	First Phase
5	IEC intervention	IEC Material Design	1	First Phase
		Prachar Rath (Campaigning Van) Note: Prachar Rath will visit 4 times in every village and will cover maximum 4 village in a day)	4	First Phase
		Street play	1	First Phase
		Poster	5	First Phase
		Pamphlets	200	First Phase
		Slogans	5	First Phase
		Rally	1	First Phase
		School Competition	2	First Phase
		Important International Day	2	End Phase
		Social Media Promotion	As per scheme	All Phases
6	Formation of VWSC	Formation of VWSC as gazette notification GoMP and share power norms, roles & responsibility	1	First Phase
		Opening of VWSC bank accounts.	1	First Phase
7	Training & Capacity Building	Record keeping Training - Meeting minutes, Cash book, connection register, Billing register etc. Note: Every person will attend two times training (One Fresher and Refresher)	2 persons	End Phase

Sr.	Activity	Sub Activity	Nos. per village	Phase
		Convergence & Linkage development training Note: Every person will attend two times training (One Fresher and Refresher)	2 persons	End Phase
		Operation & maintenance training Note: Every person will attend two times training (One Fresher and Refresher)	2 persons	End Phase
		PRIs Members Exposure Visit	2 persons	End Phase
8	Stationary Handholding Support	Record keeping material, sample Meeting minute register, Connection register, Billing register, Notice pad, cash receipt books, connection books, Bill book, Agreement form, Connection form, etc. (as per mention in ToR)	1 set	First Phase

Note: No. of activities may be increased / decreased as per requirement of household survey.

C) Activities-wise Terms & Conditions:

• Orientation Workshop

The Agency shall conduct orientation workshop/kick off workshop at scheme level. The participants will be line department of MP Government and key stakeholder of the scheme. Ensure participation of all block level functionaries like PRD / Zila Panchayat / MPJNM / Health / Education etc.

Objectives

1. Orient district & block level Govt. officials of line department Multi Village Rural Water Supply Schemes toward.
2. Create awareness among PRI members and rural communities regarding their role and responsibilities.
3. Create awareness among people in the targeted villages about the importance of safe and adequate drinking water through individual household connections.
4. To create awareness among PRI members and Govt. officials of line department regarding village and water sub-committee and their role & responsibility.
5. Mobilize community to create adequate stake and ownership in the scheme.
6. Increase overall awareness among community on sanitation and hygiene issues.
7. Empowerment of PRIs members for O&M of Multi Village Rural Water Supply Scheme.

Details of orientation workshops

1. Organize District, Block and Cluster level orientation workshops for Govt. officials, PRI members and village community of multi village rural water supply schemes.
2. Agency shall be responsible to invite participants in behalf of Jal Nigam (i.e. District, Block level Govt. officials, PRI members and village community who having interest in field of

drinking water) and agency will ensure participation of Govt. officials, PRI members and community in orientation workshops.

3. Arrangement of Venue, breakfast, lunch, tea, drinking water, training hall, LCD projector, mike, Audio system, training board, markers, blank drawing sheet, videography, photography etc.
4. Arrangement of participant's kit, pen, bag, spiral pad, copy of presentations, blank baseline survey format, posters leaflet etc.
5. Agency shall reimburse the too and for travel cost to participants from village to venue (may be block head quarter) through local bus service.
6. Coordinate with District Consultants (DC) and Block Coordinators (BC) of PHE Department and invite them as resource person and agency will be liable to pay honorarium to DC, BC.
7. Agency has to develop backdrop / banners with logo of Govt. of Madhya Pradesh & MPJN for orientation workshops, back drop design shall be finalized with the consultation of MPJN officials.
8. Agency shall prepare subject matter material for orientation workshops with the consultation of MPJN officials.
9. After completion of orientation workshops agency has to submit workshop wise report and participant's feedback along with the list of participants and photographs.
10. Agency shall organize workshops as per schedule provided by MPJN and list of villages provided by concern GM (PIU).
11. Nos. of workshops can be increase and decrease as per requirement.
12. Transportation, salary, TA, DA of agency staff who are involved in training programme shall be borne by agency.

Details and Specifications of Activities

8.1.1 District Level Orientation Program

No	Head	Subhead	Parameter for District Level Orientation Program
1	Venue	Training Hall	Priority will be given to M.P. Tourism hotel. If MP tourism hotels unavailable, then program will be considered in best quality hotel equal to MPT hotels available at nearby district place.
2	Food	Food	1. Meal will be in manner of Buffet 2. Food includes - Chapati with butter and without butter (Tava & Tandoor both), Puri - 2 types (plain and namkeen) 3. Sabji - 3 no's (Paneer, green vegetable and dry vegetable) 4. Rice - Pulav 5. Daal 6. Sweet- Black gulab jamun or Rasogulla or Ice cream 7. Green Salad, Papad, Achar, fried green chilly 8. Drinking water
		Tea & Snacks	2 times tea and snacks (Biscuit, Pakoda, Chips)

No	Head	Subhead	Parameter for District Level Orientation Program
3	Documentation	Report writing	Separate report prepared for each program, report prepared in glossy paper with colour photographs, each program report will be prepared separately at least 15-20 pages excluding feedback form.
		Videography	Videography of each program by professional camera man (mobile recording not allowed) and submitted all videos to Jal Nigam with bill. Edited video will be prepared for 15 minutes.
		Photographs	Quality photographs at least 10 numbers submitted with bill of each program
4	Sound system		Sound system should be clear voice quality with at least 3 cordless mike and 1 Dias stand mike. Agency will have 2 arrange power backup in case of power failure.
5	Stationary	Bag/Folder	It should be good material and with good quality and printed with MP Jal Nigam Bhopal
		Diary/pad	It should be 100 pages spiral diary/pad with good page quality
		Pen	Good quality (min cost 20/- per pen)
		Pamphlet	Quality printing with Glossary paper 150 gsm paper.
		Other materials	A4 size blank page - 5 nos. pencil, eraser, etc
6	Inauguration arrangement		Photo Arrangement, Lamps, Thali, Agarbatti stand, Mala (5 Nos), Bouquet - 5 no's
7	Flex/Banner		Backdrop should be finalized by MPJN, size of backdrop 12'*5' and other will be 8'*5' (1 no.)
8	Media Coverage		Regarding workshop flash news of workshop before & after completion workshop in local newspaper.

8.1.2 Block Level Orientation Program

No.	Head	Subhead	Parameter for block level orientation program
1	Venue	Training Hall	Best available hotel at Block headquarter with Peaceful Hall. In case of non-availability then goes to other option but it should be best as workshop purpose.
2	Food	Food	1. Meal will be in manner of Buffet 2. Food includes- Chapati with butter and without butter (Tava/Tandoor) 3. Sabji-2 no's (Paneer, green vegetable) 4. Rice- Plain 5. Daal 6. Sweet-Rasogulla 7. Green Salad, Papad, Achar 8. Drinking water
		Tea & Snacks	2 times tea and biscuits

No.	Head	Subhead	Parameter for block level orientation program
3	Documentation	Report writing	Separate report prepared for each program, report prepared in glossy paper with colour photographs, each program report will be prepared at least 10 pages excluding feedback form.
		Videography	Videography of each program by professional camera (mobile recording not allowed) and submitted all videos to Jal Nigam with bill. Edited video will be prepared for 10 minutes.
		Photographs	Quality photographs at least 10 numbers submitted with bill of each program
4	Sound system		Sound system should be clear voice quality with at least 1 codeless mike and 1 stand mike. Agency will have to arrange generator set before the start of the program
5	Stationary	Beg/Folder	It should be cloth material and with good quality and printed MP Jal Nigam Bhopal
		Diary/pad	it should be 50 pages with good page quality
		Pen	Good quality
		Pamphlet	Quality printing with Glossary paper 150 gsm paper.
		Other materials	A4 size blank page - 5 nos. pencil, eraser, etc
6	Inauguration arrangement		Photo Arrangement, Lamps, Thali and Agarbatti stand
7	Flex/Banner		Backdrop should be finalized by MPJN, size of backdrop 10'*5' and other will be 8'*5' (1 no.)

8.1.3 Cluster Level Orientation Program

No.	Head	Subhead	Parameter for cluster level orientation program
1	Venue	Training Hall	Best available hotel at Block headquarter with Peaceful hall. In case of non-availability then goes to other option but it should be best as workshop purpose.
2	Food	Food	- Meal will be in manner of Buffet - Food includes- Chapati without butter (Tava/Tandoor, Sabji -gravy vegetable - Rice- Plain - Daal - Sweet- Rasogulla - Green Salad - Drinking water
		Tea & Snacks	2 times tea
3	Documentation	Report writing	Separate report prepared for each program, report prepared in glossy paper with colour photographs, each program report will be prepared at least 10 pages excluding feedback form.
		Videography	Videography of each program by professional camera (mobile recording not allowed) and submitted all videos to Jal Nigam with bill. Edited video will be prepared for 10 minutes.
		Photographs	Quality photographs at least 5 numbers submitted with bill of each program

No.	Head	Subhead	Parameter for cluster level orientation program
4	Sound system		Sound system should be clear voice quality with at least 3 codeless mike and 1 stand mike. Agency will have to arrange generator set before start of the program
5	Stationary	Bag / Folder	It should be folder
		Diary/pad	it should be 25 pages with good page quality
		Pen	Good quality
		Pamphlet	Quality printing with Glossary paper 140 gsm paper.
		other materials	A4 size blank page - 5 nos. pencil, eraser, etc
6	Inauguration arrangement		Photo Arrangement, Lamps, Thali and Agarbatti stand
7	Flex/Banner		Backdrop should be finalized by MPJN, size of backdrop 10'*5' and other will be 8'*5' (1 no.)

Workshop Terms & Conditions

- I. Training kit
 - a. Before orientation programme agency will share training kit sample of each level training with MPJN officials.
- II. Orientation workshop responsibilities of agency –
 - a. Invite participants according to activities mentioned in RFP and ensured participation of Govt. officials, PRI members and community in orientation programme.
 - b. In each workshop programme nos. of participants would be 35-65, if nos. of participants found less than 30 nos. That workshop will be treated as cancelled.
 - c. Arrangement of Venue, breakfast, lunch, tea, drinking water, training hall, LCD projector, mike, Audio system, training board, markers, blank drawing sheet, photography etc.
 - d. Arrangement of workshop kit, pen, bag, spiral pad, copy of presentations, posters leaflets etc.
 - e. Agency shall reimburse the to and fro travel cost to participants from village to venue (block head quarter) as per local bus fare.
 - f. Agency shall prepare subject matter material for orientation programme with the consultation of MPJN officials.

After completion of workshops agency will submit workshop wise report and participant's feedback with the list of participants, video clips and photographs. Agency will include valuable suggestions and feedbacks of participants.

Strategies for Orientation Workshop

District Level Workshop Participant Details

S. No.	Designation /Dept.	No of participant
1	District collector and another officer	2
2	CEO, Zila Panchayat and another officer	2
3	Chairman Zila Panchayat	2
4	Member Zila Panchayat	5
5	CCF & DFO and another officer	3
6	WCDD (Women & Child Development Department)	2
7	EE, PHED and another officer	2
8	EE, WRD and another officer	2
9	GM, MPRDC and another officer	2
10	GM, MPRRDA and another officer	2
11	EE/GM, MPEB and another officer	2
12	EE, RES and another officer	2
13	District Education Officer	2
14	NHAI Representatives	1
15	Indian Railway Representatives	1
16	D.C. (Sarvsiksha Abhiyan)	1
17	DC, PHED	3
18	SDM/Tehsildar and another officer	5
19	DC (SBM)	1
20	Lead Development Manager and another officer	2
21	Gas pipeline (GAIL Representatives)	1
22	PHED/MPJN and other support staff	6
Total participant		51

Block Level Workshop Participant Details

S. No.	Designation /Dept	No of participant
1	Zila panchayat members	3
2	Janpad panchayat members	15
3	SDM	1
4	CEO, Janpad panchayat	2
5	SDO forest/Ranger	2
6	SDO PHE/sub engineer	2
7	SDO, WRD/Sub engineer	2
8	Manager, MPRDC	1
9	Manager, MPRRDA	1
10	MPEB, AE/Sub engineer	2
11	BEO	1
12	CDPO, ICWS	1

S. No.	Designation /Dept	No of participant
13	BMO	1
14	Tehsildar	1
15	BC, SBM	1
16	BC, PHED	1
17	Bankers	4
18	Nagar panchayat Adhyaksh	1
19	MPJN and other support staff	8
Total participant		50

Cluster Level Workshop Participant Details

S. No.	Designation / Participant	No of participant
1	Sarpanch (each Gram Panchayat)	1
2	Secretary of Gram Panchayat	1
3	Rojgar sahayak (1 from each village)	1
4	Social leaders from each village (each village 1)	10
5	ASHA worker	1
6	ANM Worker	1
7	Anganwadi Worker	1
8	SHG President/treasurer	2
9	School Principal/Headmaster (Each school)	1
10	Contractor representative	2
Total participant		50

Expected Outcomes

Line department and key stakeholder will be made aware, sensitized, and orientated about the scheme and JJM objectives.

Participants

District/Block level functionaries and stakeholder of the scheme.

Submission Report of District/Block/Cluster level Orientation workshop

- Detailed workshop reports
 - a. List of Participants
 - b. Photos
 - c. Videos
 - d. Reports includes comments of participants and suggestion about the MVS
 - e. Conclusion of workshop

8.2 Baseline Survey

Agency will be responsible to conduct individual household baseline survey according to prescribed format, Agency will also be responsible for prepare soft version (Excel format) of household survey, consolidated analysis report based on household survey findings, submit 10 hard copies analysis report along with soft version. During baseline household survey agency will also collect consent for community capital share (contribution) from each household. Agency must arrange stationery and

data entry support regarding household survey. Digital platform/ mobile App may be use for baseline household survey.

The Implementation Support Agencies (ISAs) will have to conduct Baseline Survey in all the revenue villages/habitations of the allotted gram panchayats using both qualitative and quantitative survey techniques. All the houses under the survey are to be given unique household number and the number shall be painted on the front wall of every house. An information gathering form, detailed questionnaire and other survey tools would be developed by ISA and would be used in the field after due approval by MPJN. The ISA team shall provide orientation/training to staff for conducting baseline survey. Manger/coordinator of ISA will check randomly whether the survey is being conducted as per prescribed manner or as per JJM requirement.

Post baseline ISAs would be required to present data to MPJN. ISAs would be required to provide MPJN with soft copy of the data in the suggested format. ISAs have to make complete entry of the data in digital format as per JJM guidelines in coordination and support from MPJN/PIU/Nodal Officer.

One of the objectives is to conduct Base line Survey in all the villages and rural habitations in schemes of MPJN. The Survey should cover socioeconomic, demographic and sector related information on water and sanitation. The Survey has to be taken up in a software application. Survey has to be done under the following four modules for each Gram Panchayat –

- Gram Panchayat Level
- Revenue Village Level
- Habitation Level
- Household Level

All Revenue Villages, Habitations and Households in the Gram Panchayat as per the Government records have to be covered under the survey. The application software provides for real time entry and transfer of data to the State Server where all the data is stored. The data can be viewed by authorized users with the help of a portal developed for the same.

The Application software captures the data in all modules including GPS location and photograph of the persons interviewed. It has various cross checks and validations incorporated due to which records could be flagged and the same must be rechecked and verified by the competent authorities. About 10% of the records/surveys will be authenticated by the PIU. In case of any addition/updating/deletion of the record, the same will be done at the PIU level.

8.3 Community Engagement Interventions

Each phase of project implementation would have a series of activities to engage community members and initiate with them a dialogue on the project principles and activities. The Planning and Mobilization Phase would focus on activities aimed at sensitizing community members on the need and importance of the piped water supply and sanitation services at the household level. Following activities would be carried out by the ISAs at the village level to engage the community in a dialogue:

- **Jan Sabha**

- a. Agency must ensure rural communities' participation in Jan Sabha. In each Jan Sabha at least 50 persons shall participate, and agencies also will be responsible to record meeting minutes, 5 nos. photograph, 5 min clip of video, etc. Agency will produce Jan Sabha records to MPJN along with monthly progress report. During meeting agency will be responsible to arrange snacks, tea, audio system arrangement. Jan Sabha minutes should be recorded in separate register. Agency will also be responsible for announcement in village of Jan Sabha time & place. Only one Jan Sabha shall be organized if population of village is less than 1000 nos.
- b. The ISA's team would be required to conduct a series of community meetings with different target audience to discuss WASH issues and need of community contribution at

a larger forum and raise the community consciousness on these issues. Flash cards, flip charts, posters, games, and other participatory communication material used by the ISA which ISA have to develop and get approved by MPJN.

- c. ISAs would be required to hold one large village meeting covering all habitations with a focus on developing collective consciousness on the community contribution for Piped Water Supply Scheme and user charges for scheme O&M leading to collective decisions and written consent of all HH for the requisite intervention. Each such meeting would be expected to have an attendance of at least 100 plus community members, both men and women. Specially designed exhibition displaying the water and sanitation situation of the village and the suggested way out would be erected at the meeting venue for the people to witness and understand.
- d. The ISA's team would be required to hold small three-monthly meetings with 30 community women to cover each habitation. The effort would be to reach out to women from all the families in the habitation through such community meetings.
- e. Similar three-monthly meeting would be conducted with the mix group (40 Man and Women) of community, with an effort to reach all habitation in each meeting. The meetings would aim at taking the men folk on board for the WASH issues.

Objectives

- To aware the village institutions on relationship between water quality and health.
- To educate the village institutions for participation in project planning, monitoring, and evaluation.
- To sensitize the village institutions on sustainability and water charges and FHTCs.

Expected Outcomes

Village institutions made aware, sensitized, and oriented about above issues and the ground level situation of drinking water sources and their management.

Participants

Village level Anganwadi Workers, School teachers, SHGs members, PHC (ANM, ASHA etc), Village Community, Women participation, and GP level functionaries.

- **Gram Sabha**

Agency must ensure rural communities' participation in Gram Sabha. In each Gram Sabha at least 80% rural household representative will participate, and agencies will be responsible to record minutes, 5 nos. photograph, 5 min clip of video etc. Agency will produce Gram records to MPJN along with monthly progress report. During meeting agency will be responsible to arrange snack, tea audio system arrangement. Gram Sabha minute should be recorded in Gram Panchayat register. Before organizing Gram Sabha, ensure issuing legal notice from Competent Authority. Agency will also be responsible to prior announcement in village for Gram Sabha time & place.

ISA will arrange orientation session with village institutions so that village institution will be aware about scheme and JJM objectives.

Objectives

- To get approval of VSWC, VAP and household survey from
- Gram Sabha
- To educate and aware the gram Sabha members about participation in project planning, monitoring, and evaluation.
- To sensitize the village institutions on sustainability and water charges and FHTCs.

Expected Outcomes

Village institutions/documents (VWSC and VAP) will be approved by Gram Sabha and made aware, sensitized, and oriented about above issues and the ground level situation of drinking water sources and their management.

Participants

Village level Anganwadi Workers, School teachers, SHGs members, PHC (ANM, ASHA etc), Village Community, Women participation, and GP level functionaries.

• Participatory Rural Appraisal (PRA) Exercise

Agency will be responsible for conducting PRA in each village, in each PRA team should have least 5 experienced members, before conducting PRA exercise agency also responsible for announcement in village PRA time & place. In each PRA exercise at least 20 members should be participating and ensure community members from all habitations and sections of the village and at least 20-30 percent women participation. PRA will be conducted as per JJM guideline.

Objectives

- To make aware the community on relationship between water quality and health.
- To educate the community for participation in project planning, monitoring, and evaluation.
- To sensitize the community on sustainability and rainwater harvesting

Expected Outcomes

Community made aware, sensitized, and oriented about above issues and the ground level situation of drinking water sources and their management.

Details

The following exercises need to be carried out during PRA –

- i. History of Village:
 - a. Describe in brief history of village, location of the village, nearest marketplace, nearest urban town, distance from district head quarter, distance from state capital, nearest police station/chowki etc.
 - b. Agency will mention in report all contact person's name and phone of sarpanch, secretary of village, patwari, revenue inspector, other social leader, anganwadi worker, Rojgar sahayak, ANM worker, ASHA worker, school headmaster, and any other influencing person.
- ii. Mapping - Draw a village map by Rangoli colour with help of community; in village map following information should be mentioned –
 - a. Natural Resource Mapping:
 - i. Govt. revenue land available within village.
 - ii. River, Nalla, domestic tank. Lake etc.
 - iii. Road, lane hillocks etc.
 - iv. Mining, type of mines, area covered, approx. revenue for GP, Nos. of people engaged for mining activities, village face any problem due to mining etc.
 - b. Social Mapping:
 - i. Household, habitation, mohalla, falia, badi, majra, tola etc. Type of house i.e. kachcha house & pakka house.
 - ii. Analyse caste wise households or habitations.
 - iii. Mentioned Temple, Mosque, church, local market (haat), local language etc.
 - c. Resource Mapping:

- i. On village map mark schools, Public Health Centre, Gram Panchayat building, Aganwadi, local shops etc.
- ii. Hand pump - functional and defunct, Private handpump, Piped water supply scheme (PWSS) functional or defunct, Overhead Tank and its capacity, Pipeline length, size, how old PWSS, any augmentation done, private tube well, open dug well, etc.

Participants

Local community members, GP level functionaries of Water resources, Agriculture, MPJNM, local schools, AWWs and ANM, ASHA AGENCYS, opinion leaders and Social workers.

Tools of PRA

It is observed that during the preparation of the VAP the participation of the local community is very less to achieve the goal of the community participation in the water security plan there is a need of good and strong Participatory Rural Appraisal (PRA) to be carried out with the following tools –

- **Participatory Mapping**

This is the construction of a map of village area using Rangoli, Powder or Chalk on the ground or a cement floor for understating the village layout, main features such as housing, temples, stores, drinking water sources and other infrastructures like forest, sanitation facility etc.

- **Transact Walk**

A transact walk is a kind of exploratory walk which is undertaken by the team along with the villagers to observe and send in minute details in the differences of a particular place.

- **Timeline**

Timeline refers to a calendar of historical events from as far back as one can remember up to the present (20 years).

- **Matrix Ranking**

Villagers' preference and attitude towards a particular topic of interest is revealed to us by this technique. It helps us to understand farmers crop priority, water conservation techniques, irrigation methods etc. The reasons for their liking and disliking and the subtle difference in choice and priority among villagers' areas can also be understood which helps us to prioritize and determine the strategy.

- **Seasonal mapping**

Season-ability is an important and useful exercise to determine seasonal patterns in rural area as related to rainfall, farming practices, employment etc. In Season-ability an attempt is made to determine the seasonal calendar as understood and practiced by the villagers.

- **Daily routine work of the men and women**

It is the exercise to know about the cycle of daily routine work of men and women from morning to evening. It will be helpful to determine the man hour's distribution for each activity.

- **Venn diagram**

To get the villagers' perspective on the impact, influence of the local and outsider institutions in a particular area.

- **Wealth ranking**

Wealth ranking is a process by which members of community jointly determine the relative wealth of all its members by considering all assets, sources of income and liability of an individual family.

Output

Detailed report of the activity by ISA with Photographs and Paper Cuttings verified by Sarpanch and PIU, MPJN.

8.4 Village Action Plan

As per the guidelines of JJM, a VAP shall be prepared for each village. The VAP will be prepared by VWSC with the support of ISAs and MPJN Staff.

Checklist for Preparation of Village Action Plan (Jal Jeevan Mission)

1. Date of preparation:
2. Village Details Geographical Coordinates of the village (Take data from Google Earth)
3. Name and No. of Habitations included in the village
4. GP Resolution
5. Details of Village, VWSC and Gram Panchayat.
6. Staff/ Watermen engaged by VWSC/GP
7. Demographic Details As per 2011 Census and as per current Panchayat/ Anganwadi records
8. Population Projection
9. Current Cattle Population
10. Agricultural Cropping Pattern:
11. Average District Rainfall (in mm)
12. Topography / Geo-physical region of the village
13. Situation Analysis
14. Details of Water Resources and water infrastructural assets in the village
15. Sources of water developed and used in the village water supply schemes
16. Water Quality Test Results for Village
17. History of water-borne diseases
18. Storage Facilities available in the Village
19. Other Water Sources of the Village
20. Information regarding Distribution Network and House Tap Connections in Village
21. Institutional Profiles and Water Demand in the Village
22. History of water supply in the Village/GP
23. Washing/ bathing blocks
24. Source Sustainability details
25. Need Assessment for the Village with regard to JJM
26. Water Supply Scheme: FHTCs will be provided under which of the following category:
27. Proposal for Interventions in the Village
28. Cost and Cost Sharing
29. Convergence

Methodology for Preparation of Village Action Plan

- a. Meeting with General Manager (GM) PIU, MPJN
- b. Meeting with GM- PIU (Scheme details and Water quality test results)
- c. Visit and interactions with Panchayat Development Officer (source-wise) received for water supply sector in the previous financial year, expenditure electricity, repairs and maintenance, payment of salary, GP Budget or Action Plan for the previous year; details of water supply assets maintained by GP, details of VWSC with contact details; prepare of schedule of activities for the VAP Team in the Village /GP.
- d. Meeting with VWSC (Operation and Maintenance, Water Tariff, Collection Efficiency, who collects water tariff, O&M related roles and functions of the VWSC)
- e. Meeting with Watermen- Roles, Responsibilities, daily routine, qualification, experience
- f. Guided (Participatory) Village Transect – round one- Direct Observation of Water Supply related

Assets and recording location details and other specific information on the assets along with geo-tagged photographs

- g. Visit and interaction with Anganwadi Centres/ Staff (Collect details on current population and households- Reference to last round of primary data collection done by the Anganwadi workers and data maintained in the Anganwadi records)
- h. Visit and meeting with Primary Health Centre Staff/ Health Officer (Collect data on water borne diseases for the previous year)
- i. Guided (Participatory) Village Transect- round two
- j. (Observe HTC's, Nature and type of HTC's, Self-provisioning arrangements at the village households including storage tanks and tulu pumps, Distribution network, Nature of type of village streets, water sources like canals, open wells, Bore wells, ponds, Kalyanis, lakes, grey water management including soak pits, drainage lines, cesspools, grey water collection points)
- k. Water distribution timing and schedule.
- l. Check for Logbooks at the Pump Houses
- m. Talk to women to obtain feedback on the service level, quality of water, reliability, and regularity.
- n. Document the findings, observations and data collected
- o. Second meeting with VWSC and GP combined- present the findings and observations; Obtain feedback from the meeting
- p. Finalize the draft VAP; submit it to GP for obtaining approval of the Gram Sabha.
- q. Submit copy of the approved VAP to ZP and GM of PIU.

Salient Features of the Village Action Plan

- a. History of water supply/availability in the village, details of any drought/ scarcity/ cyclone/ flood or any other natural calamity pattern; history of any emergency arrangements like water supply through tankers, trains, etc.; history of part works related to water supply, source strengthening, general trend of water availability, major water-borne diseases.
- b. Existing status of village water supply including source, water quality issues, if any, and O&M arrangement
- c. Current availability of water in water source (yield measured) and its long-term sustainability
- d. Need assessment of water required in village and the available resources. Based on this, decision to be made for Multi Village Scheme (MVS)
- e. Number of existing FHTCs and number of FHTCs yet to be provided in all habitations
- f. Willingness including affordability of people to contribute towards partial capital cost in cash/ kind and/ or labour and regular contribution towards O&M
- g. Capacity building of members of Gram Panchayat and/ or its sub-committee, i.e. VWSC/ Paani Samiti/ User Group, etc., barefoot technicians, awareness generation among community on judicious use of water and change in living standards
- h. Location of proposed water source, washing/ bathing places, cattle trough, finalization of technology option, implementation schedule, long-term O&M plan, etc.
- i. Ensuring availability of land in favour of Gram Panchayat and/ or its subcommittee, i.e. VWSC/ Paani Samiti/ User Group, etc. for construction of in-village water supply infrastructure
- j. Overall roles and responsibility of Gram Panchayat and/ or its sub-committee, i.e. VWSC/ Paani Samiti/ User Group, etc. and its members and linkage with DWSM, SWSM, ISA, agency, MPJN/ RWS Department
- k. Plan for providing water to public institutions, viz. school, Anganwadi centre, health centre, GP building, etc. in the village

- l. Identify barefoot technician for minimal repair works, O&M, etc.
- m. Identify dedicated persons in village to conduct water quality tests through Field Test Kits and train for the same
- n. Grey water management measures
- o. Schedule for sanitary inspection
- p. Water safety and security plan.

The VAP shall be prepared as per the JJM Operational Guidelines (Annex-XA). VAP will be prepared in hard copy as per JJM guidelines and design and content will be approved by MPJN. The agency shall prepare a consolidated Action Plan for the District (DAP) by putting together the VAPs to arrive at an Annual Action Plan.

8.5 VWSC Formation and Opening of VWSC Accounts

Objectives

- To make aware and sensitize the VWSC members.
- To orient the members of VWSC about the judicious use of water and not to waste water.

Expected Outcomes

VWSC made aware, sensitized, and oriented about above issues.

Meeting

The agenda for the meeting will be as follows: -

- Confirming at least 80% attendance in last three meetings
- Perusal of records
- Discuss the performance regarding (Pump operator, equitable distribution)
- Cleaning of water tank
- Rapport with villagers/ Gram Sabha
- Tariff collection
- Convergence
- Transparency
- Village Sanitation
- Status of school water and sanitation
- Sanitary surveillance
- Cases of water borne diseases –if any

Output

Detailed report in the prescribed register of the meeting by the firm with photos and videos and paper cuttings countersigned by VWSC.

Participants

The list of participants with their mobile number and signatures will be duly verified by VWSC and countersigned by verifying authority.

Opening VWSC Bank Accounts

ISA will facilitate & support VWSC during bank account opening process. Open bank account/ use existing account of GP for community contribution and depositing O&M service charge. In case an existing account is being used, it should be ensured that a separate ledger is to be maintained for community contribution and incentive; Gram Sabha may decide and Gram Panchayat Secretary act as Secretary of VWSC.

8.6 Prachar Rath (Communication van)- Agency shall ensure

- a. Develop/branding on vehicle TATA 407 or Eicher 608.
- b. Development of 10 nos. jingles with consultation of MPJN.
- c. All branding will be done through Vinyl material on 3 sides of vehicle.
- d. LED wall will be 6x4feet size (with 2 short documentaries play at least 2 times in a day)
- e. Two nos. 1000-watt sound system with 2 cordless mics including 10 nos. jingles related to Nal Jal Yojna in pen drive will be available in Prachar Rath.
- f. Generator set include fuel and operator/technician.
- g. Driver-1, promoter-1, technician-1 and helper-1 depute in each Prachar Rath.
- h. Prachar Rath will perform whole day and cover at least 4 villages in a day, village and average running of rath 50 km per day.
- i. All pre-requisite like vehicle, staff, fuel, and lodging transportation shall be borne by agency.
- j. All branding design documentaries, jingle, IEC material shall be finalized with consultation of MPJN.
- k. Weekly action plan, route chart shall be submitted PIU MPJN.
- l. After completion of programme all the branding/display material handover to PIU, MPJN.

Note: Prachar rath will visit 4 times in every village and will cover maximum 4 village in a day.

IEC Activities

8.7.1 Street Play

Objectives

- To aware the community on relationship between water quality and health.
- To sensitize the community on sustainability and rainwater harvesting.
- To orient the community about the judicious use of water and not to waste water.

Expected outcomes

Community made aware, sensitized, and oriented about above issues.

Participants

All members of the village.

8.7.2 Street Play

The Street play/Puppet show will be organized by the professional team. The members in the team will be at least four (Strictly). The street play will be organized at the main Chouraha / Bus stand/Public place of the village. The script of the street play/puppet show will be prepared by ISA (as per JJM operation guidelines) and approved by MPJN.

- Script, content, duration, location, and schedule of street play should be finalized in consultation with MPJN officials.
- Street play team should have at least 5 artists with costume.
- Before organizing street play agency will ensure announcement /publicity in village about location and time, so that rural public can join activity.
- Street play should be organized in public place during public gathering like weekly hat, mela, etc.
- A team of street play will be organized maximum two plays a day.

- Agency will provide the photographs (5 nos. each play), video clip (2 min each play) with a brief note certified by VWSC.
- During each street play at least 50 people should be present, verifiable through video clip or photographs.

Output

Detailed report of the event, data in hard and soft copy by firm with photos and videos and paper cuttings countersigned by verifying authority

List of participants

The list of participants attended the play with their mobile number and signatures will be duly verified by VWSC and countersigned by verifying authority.

8.7.3 A-Direct Ultraviolet Printed Aluminium Composite Material Display Board (2x3 feet size)

- Message/Information printed by UV technology, 3mm thickness & 0.15mm foil both side and one side printing 720x720 DPI
- Agency will be responsible for transportation and installation
- Display board shall be installed at the ESR& overhead tank's room wall. If ESR is not available, then install the board at any Government premises.

8.7.4 Poster

- Designing and development of Poster
- Before printing, content of poster should be finalized in consultation with MPJN officials.
- Poster should be printed on 350GSM glazed paper with size 2x3 ft.

Agency should ensure display of poster at government premises (Gram panchayat, Anganwadi, school, cooperative society, etc.) and public place.

8.7.5 Pamphlet

- Before printing content of pamphlet should be finalized in consultation with MPJN officials.

Pamphlet should be printed on 250 GSM glazed paper with size "12x16" inch.

8.7.6 Slogans

- Slogans will be written in every village; every important place of the village will be covered (like Panchayat Ghar/ School/Anganwadi centre/etc.) slogan.
- Before writing slogan, content and design should be finalized in consultation with MPJN officials.
- Before writing slogan, prepare oil point base double coat, size 6x2 ft. double colour.
- Content of slogan as per JJM guidelines (Gram Panchayat and VWSC Margdarshika)

8.7.7 Rallies

Objectives

- To aware the community on relationship between water quality and health.
- To sensitize the community on sustainability and rainwater harvesting.
- To orient the community about the judicious use of water and not to waste water.

Expected Outcomes

Community made aware, sensitized and oriented about above issues.

Participants

Members of Gram Panchayat, local community, GP level functionaries, Agriculture, Local schools, AWWs and ANM, ASHA AGENCYs, opinion leaders and Social workers. The participants for each rally will be 40.

Rally in each Village

- The community rally will be organized at village level and all the Members of Gram Panchayat, local community, GP level functionaries, Agriculture, Local schools, AWWs and ANM, ASHA AGENCYs, opinion leaders and Social workers GP level school will participate in this event. The participants will be assembled at 10:00 AM at OHT/School/GPHQ and thereafter the rally will be flagged off by the Sarpanch of GP. The participants will carry awareness messages on play cards (messages in Hindi for banner and play cards are enclosed). The participants will walk around the main village roads/ street. The rally will conclude at 11.30 AM at OHT/School/GPHQ with the speech of Sarpanch/public leaders. The refreshment will be distributed to the school students. For the above activities the participants will be briefed by ISA on the communication issues. Rally should be organized with consultation of concerned authority like school, GP, PHC etc on National days like 26th Jan/ 15th Aug/ 2nd Oct. and world water day.

Output

Detailed report of the event by ISA with Photographs and Videos and Paper Cuttings verified by Sarpanch and Manager CP.

8.7.8 School Competition

Objectives

- To aware the community on relationship between water quality and health.
- To sensitize the community on sustainability and rainwater harvesting.
- To orient the community about the judicious use of water and not to waste water.

Expected outcomes

Community made aware, sensitized, and oriented about above issues.

Participants

Students of the schools at Village level.

Location of competitions

Senior most school at village.

Communication Issues

The communication issues will be as follows: -

- i. Water is finite, do not waste it and use it judiciously.
- ii. 90% diseases are on account of poor water quality and sanitation therefore drink potable water only.
- iii. Water storage pot should be 1 metre. Above floor level and it should be covered.
- iv. Do not insert fingers in glass or in the drinking water pot.
- v. Use long handle ladle for taking out water from drinking water pot.
- vi. Grow less water intensive Crops like Makka, Bajara, Mustered, Zira and Ayurvedic medicinal plants
- vii. Use drip and sprinkler for save water
- viii. Water management is every body's business so you should participate and contribute in planning, implementation, operation, and maintenance of the water supply schemes of your village.
- ix. Always pay your water bill on time.
- x. Harvest rainwater and use it for drinking after disinfection either by chlorine tablets or by the bleaching powder.

- xi. Maintain cleanliness around the water sources so that water quality of the source is not adversely affected.

8.7.9 School Activities (Essay, Painting Competition,) in each Village

In the senior most School of the GP the essay and painting competition will be organized. The participants will be children of all the village level schools. The following activities will be organized:

- Essay competition
- Painting competition
- Games

The topics for the Essay and painting competitions are as follows: -

- The impact of water quality on health.
- Rainwater harvesting structures.
- Methods of judicious use of water and ground water recharge.
- Do not waste water, water is finite, therefore, precious.

For the above activities the school students will be briefed on the communication issues. The best three entries in both the categories will be awarded by the chairperson of VWSC. The selected painting will be collected from the Village and will be displayed at the district level exhibition.

The committee for deciding the awards: -

- Headmaster of the senior most school - Chairperson
- Science teacher of the same school - Member
- Drawing teacher of the same school - Member

(If the science and drawing teacher are not available in the school then appropriate replacement to be decided by H.M.)

Output

Detailed report of the event by the firm with Photographs and Videos and Paper Cuttings countersigned by verifying authority.

List of participants

The list of participants with their mobile number and signatures will be duly verified by VWSC and countersigned by verifying authority

8.7.10 World Water Day (March 22nd)/ /World Handwash day (Oct 15th)

Objectives

- To aware the community on relationship between water quality and health.
- To sensitize the community on sustainability and rainwater harvesting.
- To orient the community about the judicious use of water and not to waste water.

Expected outcomes

Community made aware, sensitized and oriented about above issues.

Participants

All the VWSC members and key stakeholders of the villagers.

Event

The event will be organized at village level and all the key stakeholders of the village will be covered in this event.

Output

Detailed report of the event, data in hard and soft copy by firm with photos and videos and paper cuttings countersigned by verifying authority.

List of participants

The list of participants attended the show with their mobile number and signatures will be duly verified by VWSC and countersigned by Verifying authority.

8.7.11 Social Media Publicity/Promotion

The Agency should finalize the social media coverage and publicity/promotion strategy in discussion with MPJN. The user accounts, format and frequency of social media posts should also be finalized in discussion with MPJN. Agency should seek timely approval on all social media content before posting. Agency should also undertake promotion of the content posted on social media. Agency should hire social media promotion/publicity expert services on outsource basis so that content of scheme related activities publicized in expert manner.

Objectives

- To publicity/promote schemes related activities on social media like Twitter, Facebook, Instagram, etc.
- To upload success stories, best practices, and community behavioural change stories on social media platforms for showcasing MPJN scheme/activities on state level as well as national level.
- To upload photos/videos of IEC activities (Prachar Rath, Street Play, Rally, School Competition, International Water Celebration Day etc.) of schemes on social media platform.

Expected Outcomes

To publicity/promote MPJN scheme activities at state / national level and make community aware, sensitized, and oriented about scheme activities.

Social Media Contents

The social media contents should be collected covering the activities being undertaken in the scheme area. Photos and Videos should be of high resolution. Agency should ensure preparation before conducting the any scheme related activities. All social media contents will be approved by MPJN before sharing on social media platform.

- All IEC activities (Prachar Rath, Street Play, Poster, Pamphlet, Slogan, Rally School Competition, etc.) as well as other scheme related activities viz. inauguration, water supply start, etc. must be covered.
- All entry level activities (Orientation workshop, Jan Sabha, Gram Sabha, PRA, etc.) should be promoted on social media platforms.
- Agency will share success stories, best practices, community behaviour change stories etc.
- Agency will take photos and videos of first-time water received by villages and their expression / views about getting water supply tap water at home.

Output

To publicity/promotion MPJN scheme's related activities like best practices, success stories, activities photos / videos on social media platforms.

8.7 HRD Orientation to VWSC, Gram Panchayats, Communities, and other Stakeholders

III. Training & Capacity Building

12. Organize block /cluster level training programme for PRI & VWSC members and village community of multi village rural water supply schemes.
13. Agency shall be responsible to invite participants according to activities mentioned in RFP and ensured participation of VWSC members in trainings programme.
14. Agency will be responsible to arrange the resource person from PHED and pay the honorarium.
15. In each training programme nos. of participants would be 35-45, if nos. of participants found

less than 25 nos. that training will be treated as cancelled.

16. Each training will be conducting two times, one training will be conducting before intra-village construction work and other refresher training will be conducting during trial run period of scheme.
17. Arrangement of Venue, breakfast, lunch, tea, drinking water, training hall, LCD projector, mike, Audio system, training board, markers, blank drawing sheet, photography, videography etc.
18. Arrangement of training kit, pen, bag, spiral pad, copy of presentations, posters, leaflets, etc.
19. Agency shall reimburse the to and fro travel cost to participants from village to venue (block head quarter) as per local bus fare.
20. Agency has to develop backdrop / banners for trainings programme, back drop design shall be finalized with the consultation of MPJN officials.
21. Agency shall prepare subject matter material for trainings programme with the consultation of MPJN officials.
22. After completion of trainings programme agency will submit training wise report and participant's feedback with the list of participants and photographs.

IV. Exposure Visit

- 10) Agency will be responsible for arrange within state exposure visit.
- 11) Agency also responsible to invite VWSC members for exposure visit.
- 12) During exposure visit agency will arrange transportation & Lodging boarding, Breakfast, lunch & dinner for participants.
- 13) Agency will coordinate with PIU, Managers and VWSC for conducting exposure visits other MVS within state.
- 14) After completion of exposure visit agency will submit visit wise report and participant's feedback with the list of participants and photographs.
- 15) Agency will ensure the number of participant 20-25 nos. per exposure visit.
- 16) During exposure visit agency will be responsible for security of participants.
- 17) Agency will provide the stationery for participant for note down their experiences.
- 18) Agency will provide photographs, video clips of exposure visit.

B) Training /Capacity building–

- h) Record keeping - Develop appropriate record keeping (i.e. meeting minutes, water connection register, monthly bills issuing book, water tariff collection record, water supply meter record, cash book, new connection charge receipt book, etc.) skill among VWSCs members.
- i) Accounting – Skill development on cash book writing, Bulk water billing procedure etc.
- j) Operation & Maintenance - Develop specific skills (operate valve, timing adjustment, minor leakage repairs, complaint handling etc.) in Operation & maintenance of intra village distribution network of drinking water supply.
- k) Role & Responsibilities (VWSC Reps), Conflict resolution & Linkage development – Develop the capacity about Role and responsibilities of VWSC representatives is responsibility of agency. Skill development has to handle conflict and resolve it has to linkage with line development and development agencies.
- l) Training program action plan, day schedule, subject matter, trainers name has to be finalized in consultation with MPJN.
- m) Agency must prepare training wise report, photographs (10 nos.), video clips (minimum 10 min.) and submit to MPJN.
- n) Women SHG - Agency should include women SHG members in training and capacity building activities.

8.8 Documentation

All completed activities shall be documented and presented as follows:

- i. Project/ Assignment Completion Report in detail.
- ii. Individual report shall be supported by photos with place, date and time, contact details of the local officials/ officers, local leaders etc.
- iii. Reflections/ feedback of various stakeholders (activity wise)
- iv. Performance Certificate obtained from GP for each event.
- v. Monthly reporting of all assigned activities.
- vi. Soft & hard copy of household survey report.
 - a. List of households, with consent for new connection.
 - b. List of VWSC members, chairman & Secretary with Contact no.
 - c. VWSC bank accounts detail.
- vii. Baseline survey, PRA and VAP activities photographs in soft and hard copy.

Certification from concerned officials such as VWSC at Village Level, Nodal Officer at PIU Level is mandatory for payment. Numbers of activities which is to be performed by the Agency under IEC will be determined by Executive Engineer of the concerned District.

All above mentioned report and Activities (Photos, Videos) will be submitted in Pen drive, CD/DVD. The indicative summary list of phase-wise deliverables and activities is provided in Annexure D.

Final Outputs and Deliverables

The following deliverables are expected from the Agency –

8.8.1 Inception Report

Within 30 days of the signing of the Contract, the Agency should provide an Inception Report to the Client, which should include the following –

- Objectives
- Strategy
- Methodology and approach (separately for pilot Panchayat)
- Details of activities in the chart
- Phasing of activities and timeline
- Outputs –Preparation of VAPs and DAP.
- Internal monitoring and reporting mechanisms
- Support schedule for VWSC members etc.
- Indicative format for qualitative reporting
- Selection of Villages, main thematic focus, methodology, activities planned and expected results (to be part of the Inception Report).

8.8.2 Monthly / Quarterly Progress Reports

- The monthly/quarterly both qualitative and quantitative progress reports shall be submitted. The qualitative achievements should include the processes followed in order to get results. A monthly timesheet signed by each staff such as Team leader will be given in the monthly progress report along with detail descriptive monthly/quarterly progress report. Detailed Reports with the all relevant documentation of the activities with the required verification and report of activities Scheme Block/District.
- ISA will submit household connection status along with monthly/quarterly progress reports.

8.8.3 Preparation of District Action Plan (DAP)

The agency shall prepare a consolidated action plan for the District by putting together the VAPs so as to arrive at an Annual Action Plan.

8.9.4 Draft Final Report

The agency shall submit the Draft Final Report to the MPJN for review and comments. Agency should make a power point presentation before the Review Committee formed by the DWSM/MPJN on date and time communicated by the client.

8.9.5 Final Report

The final report shall be submitted within 30 days incorporating agreed comments provided for final approval. The client will provide comments within 15 days of submission of draft final report (hard and soft copies). The case studies will be given as Annexure in the final report.

8.10 General Instructions

- All the activities shall be carried out as per the guidelines of JJM and direction of MPJN
- The Agency/Institutions/Company/ should have to submit the report of the training programme with the proof of the training such as the photograph of the training and certified list of the persons attended the training programme as per the format given by the MPJN.

8.10.1 IEC Material

The Design of IEC Material and schedules of each village will be approved by the MPJN and the agency shall be bound to organize the activities as per the schedule and modules provided by the MPJN.

8.10.2 Reporting Requirement

The Agency should have to submit the monthly progress report by the 5th day of every month in hard and soft copy. The agency should have to submit the execution plan (village wise and date wise) of the activities prior to execution to GM, PIU and MPJN. The GM PIU will be the nodal officer for the same. The format of the progress report is given in Annexure E.

8.10.3 Key Performance Indicators

100% household of every village of scheme area will be covered with FHTCs

D) Convergence

ISA will be responsible to strengthen the linkage of VWSCs with other ongoing programme like Swachh Bharat Mission, Solid and liquid waste management, Livelihood programme, Panchayati raj institution, for better convergence.

Name of the Scheme	Central/ State Government Department	Possible activities that can be taken up	Funds proposed
Fourteenth Finance Commission	GP	Greywater management, drainage systems, etc.	
Swachh Bharat Mission - Grameen (SBM-G)	Department of Drinking Water and Sanitation, M/o Jal Shakti	Greywater management – soak pits (individual/ community), waste stabilization ponds, etc.	

Name of the Scheme	Central/ State Government Department	Possible activities that can be taken up	Funds proposed
MGNREGS	M/o Rural Development	All water conservation activities under Natural Resource Management (NRM) component	
Integrated watershed Management Programme (IWMP)	D/o Land Resources	Watershed management/ RWH/ artificial recharge, creation/ augmentation of water bodies, etc.	
Repair, Renovation and Restoration of water bodies	D/o Water Resources, River Development and Ganga Rejuvenation	Restoration of larger water bodies	
Rashtriya Krishi Vikas Yojana (RKVY)	M/o Agriculture, Cooperation and Farmers Welfare	Watershed related works	
Pradhan Mantri Krishi Sinchayee Yojana (PMKSY)	M/o Agriculture, Cooperation and Farmers Welfare	Provision of micro-irrigation for various water-intensive crops to reduce drawl of water from aquifers	
Compensatory Afforestation fund Management and Planning Authority	M/o Environment, Forests and Climate Change	Afforestation, regeneration of forest ecosystem, watershed development, etc.	
Pradhan Mantri Kaushal Vikas Yojana (PMKVY)	M/o Skill Development and Entrepreneurship	Skill development, training, etc. for human resources required for RWS schemes	
Samagra Shiksha	M/o Human Resource Development	Provision of drinking water supply in schools	
Aspirational districts programme	NITI Aayog	Water conservation activities taken up under discretionary funds with District Collector	
District Mineral Development Fund (DMF)	State	Water conservation activities on large scale	
MPLAD	Ministry of Statistics and Programme Implementation (MoSPI)	In-village infrastructure	
MLALAD	State	In-village infrastructure	
Grants under Article 275 (1) of the Constitution/ Tribal Sub Scheme (TSS)	Ministry of Tribal Affairs and State	In-village infrastructure	
Donors/ sponsors			

E) HR requirements:

The ISA will provide the following minimum personnel for the indicated duration. ISA may increase the manpower according to number of villages and progress of the work. The durations given are indicative and subject to variation by agreement between the ISA and DWSM/MPJNM. The team composition and estimated honorarium period are shown below:

The selected team should possess a strong capacity in IEC, capacity building, interpersonal skills and knowledge of the local context. The team should preferably have experience in rural area with qualification in social background. The specific qualification and experience requirement & estimated honorarium of the team is provided below:

Qualification, Experience Requirement & Estimated Honorarium of the Team

Personnel	Eligibility Criteria	Estimated Honorarium (Rs. /Month)	Engagement term
Project Manager (Key Personnel)	As given in Annexure 1: Eligibility Criteria	50,000	Full Tenure
Project Coordinator (Key Personnel)	As given in Annexure 1: Eligibility Criteria	35,000	First and End Phase only (But full term where Project Manager post is not available.)
Community Mobilizers	Graduate, Minimum 1 years' experience in development sector. Maximum age limit: 35 years.	15,000	100% Strength in First and End Phase 25% strength in Mid (Lean) Phase
Computer Operator	Graduate/BCA/DCA/other computer learning certificate with Hindi and English typing, MS Office, Internet, IMIS data entry. Maximum age limit 35 years.	15,000	Full Tenure (But First and Last Phase where no. of Villages less than 100)
Office Boy	12 th Pass Maximum Age Limit 35 Years.	10,000	Full Tenure (But First and Last Phase where no. of Villages less than 100)
Village Motivator	10 th Pass, resident of same village & preferably any VWSC/Women SHG member. Maximum age limit 35 years.	1,500	Only for 6 Months, as per direction of the GM PIU

Note:

1. The manpower requirement is specified in Annexure F.
2. The agency will be responsible for deployment/withdrawal of staff and complete facilitation of works mentioned in RFP. The total staff inputs should not exceed the man-month as mentioned in RFP.
3. The CVs of Community Mobilizers shall be approved after interview by General Manager of respective PIU before deployment.
4. In case of replacement of Project Manager / Project Coordinator / Community Mobilizer, the replaced personnel should meet the education & experience requirement specified above. The replacement shall be approved after interview by General Manager of respective PIU before deployment.

5. Maximum working age as mentioned above. Person competing maximum, age as mentioned above, will be demobilized or deemed to be demobilized on the same day.

Working Hours, Leaves & Holidays

1.	Working Time	9 am to 6 pm
2.	Holidays	In a calendar year: I. All Sundays / weekly off II. Three (3) National Holidays (26 th January 15 th August and 2 nd October) III. Ten (10) other holidays as mutually agreed upon between Consultant and Client
3.	Leaves	ISA staff will not be eligible for any leaves except 12 casual leaves in a calendar year (on prorata basis).

- Normal site working / visit hours will be based on site requirements.
- In case, the staff goes on leave on medical or other unavoidable reasons, then the firm must provide alternative staff for that duration.

Roles and Responsibilities of the Staff

1. Project Manager

- Liaising/coordination among Gram Panchayat/Jila Panchayat/MPJN/PIU and other concerned line department.
- He/she will be responsible for preparation of all type of reports/VAP etc. as per ToR
- He/she will be responsible for preparation of plan for every type of activities and ensure completion of activity as per plan.
- All documentation of best practices, success stories, publication
- Prepare a plan for having effective communication strategy involving all stakeholder.
- Coordinate all activities in entire package.
- Coordinate/review meeting/client meeting
- Ensure every revenue village/habitation is covered with FHTCs, done PRA and prepare VAP with participatory approach and have constituted VWSC, as per JJM guidelines/Gazette Notification of MP.
- Preparation of detailed strategy for community contribution share for in-village infrastructure water supply system (as per ToR/JJM Guidelines)
- To provide assistance to Project Coordinator in conducting PRA and VAP
- To provide necessary support for Capacity Building plan, Surveys, IEC activities plan and Social Behavioural Changes Plan etc.
- Preparation of success stories/best practices and other documentation.
- To identify Critical Capacity/Skill gaps among Key Stakeholders for implementation to promote a community-led approach to rural water supply and facilitate the process of bridging these gaps.
- Any other task relevant to the project for social mobilization and other activities of the project.
- To steer the Project Team in the implementation of the JJM program and its objectives.
- Conduct monthly review meeting with all related concerned stakeholder.

Note: Project Manager will be responsible for completion of every activities/task mentioned in ToR and completion per JJM Guidelines.

2. Project Coordinator

- a) Ensure every revenue village/habitation have covered with FHTCs as per JJM guidelines.
- b) Ensure every revenue village done PRA and prepare VAP with participatory approach.
- c) To provide assistance in conducting PRA and VAP
- d) Ensure every village have constituted VWSC, as per JJM guidelines/Gazette Notification of MP.
- e) Liaising/coordination among Gram Panchayat/Jila Panchayat/MPJN/PIU and other concerned line department.
- f) To provide necessary support for Capacity Building plan, Surveys, IEC activities plan and Social Mobilization Activities.
- g) Any other task relevant to the project for social mobilization and other activities of the project.
- h) To steer the Project Team in the implementation of the JJM program and its objectives.
- i) To support, Monitor and Evaluate the JJM program on a regular basis to achieve its milestones and objectives within the defined time frame.

Note: Project Coordinator will be responsible for completing the each and every activity mentioned in ToR in every village of package/scheme. He/she will coordinate with Community mobilizer for conducting activities.

The above tasks are indicative and further tasks may be allotted by MPJN / Project Manager depending on the requirements of the projects / schemes. The above tasks are to be delivered by the Agency as a whole and non-deployment / absence of some members of the team shall not be considered as a reason for non-delivery of any aspects of the services as envisaged under the contract. It is always the responsibility of the Agency to ensure delivery of the entire scope of work as envisaged under the contract during the contract period.

F) Facilities

The ISA will have to make his own arrangements for office, utilities, accommodation, and transport and should include cost of all these elements in his Financial Offer.

Vehicles

- Total number of minimum vehicles as specified in Annexure F inclusive of hire charges, diesel/petrol, wages of driver, maintenance, etc. The vehicles allowed are as follows:
 - Four-Wheeler - Hard top jeep, Bolero, Scorpio, TUV 300 or equivalent (Only permitted during the First and End Phase of the Project as defined in the Scope of Work)
 - Two-Wheeler - Motorcycle 100 cc or equivalent / above
- Tour programme should be submitted for each month by Project Manager & Project Coordinator and not more than 10% deviation will be allowed from submitted tour programme.
- The Agency will have to maintain / provide vehicle as specified in Annexure F. Payment of vehicles will be made after submission of the logbook of vehicle.
- In case of four-wheeler, if vehicle runs less/or in excess than prescribed limit, the payment will be deducted/made additional accordingly with following rates for less/excess KM.
 - Four-wheeler vehicle - Rs. 15/ KM.

- The prescribed limit for the vehicles is as follows:
 - Four-wheeler vehicle – 2,500 km per month
- The Project Manager's vehicle shall be shared with the team as and when required so that Project Coordinators / Agency can efficiently deliver their duties in case of necessity.

G) Completion of Work

The work shall be deemed to be successfully complete as per the contract agreement only after a certificate is issued to this effect by the Managing Director, MPJNM of the work, after successful operation of the all eligible schemes.

Annexure A - Baseline Household Survey Form

परिवार स्तरीय सर्वेक्षण प्रपत्र विस्तृत प्रश्नावली भाग अ: पहचान सम्बन्धित विवरण

सर्वेक्षण दिनांक

1	जिला	
2	समूह जल प्रदाय योजना का नाम	
3	ब्लॉक का नाम	
4	ग्राम पंचायत का नाम	
5	ग्राम का नाम	
6	मोहल्ला / बसाहट	
7	मुखिया का नाम	
8	पिता/ पति का नाम	
9	आधार न.	
10	मुखिया का नाम (अंग्रेजी में)	
11	मुखिया का मोबाइल न	
भाग ब : सामान्य जानकारी		
12	परिवार का धर्म क्या है ?	1. हिन्दू ☐ 2. मुस्लिम ☐ 3. सिक्ख ☐ 4. ईसाई ☐
13	परिवार की श्रेणी/वर्ग से है ?	1. अनुसूचित जनजाति ☐ 2. अनुसूचित जाति ☐ 3. अन्य पिछड़ा वर्ग ☐ 4. सामान्य ☐
14	परिवार का प्रकार	1. एकल परिवार ☐ 2. संयुक्त परिवार ☐
15	परिवार के सदस्यों की संख्या	1. पुरुष ☐ 2. महिला ☐ 3. बच्चे ☐
भाग स : सामाजिक आर्थिक विवरण		
16	घर का प्रकार	1. कच्चा ☐ 2. अर्ध पक्का ☐ 3. पक्का ☐
17	क्या घर में रसोई अलग से है ?	हाँ ☐ नहीं ☐
18	बाथरूम एवं रसोई को छोड़कर घर में कितने कमरे हैं?	संख्या
19	क्या आपके पास कृषि योग्य भूमि है	हाँ ☐ नहीं ☐
20	यदि हाँ तो कृषि योग्य भूमि का क्षेत्रफल कितना है?	एकड़..... बिघा..... बिस्वा.....
21	क्या आपके परिवार के पास कोई पशुधन, पशु एवं पक्षी इत्यादि है*?	हाँ ☐ नहीं ☐
22	यदि हाँ तो आपके पास कितने पशु हैं? कपया संख्या दर्ज करें	गाय भैंस चूजे/मुर्गिया बकरी अन्य

23	परिवार में उपलब्ध संसाधन	टेलिविजन ☐ पंखा ☐ रेडियो ☐ कम्प्यूटर ☐ टेलिफोन / मोबाईल ☐ फ्रिज ☐ टू व्हीलर/ मोटर साईकिल ☐ थ्री व्हीलर ☐ कार ☐ ट्रैक्टर ☐ शेसर / हारवेस्टर ☐ टयूब वेल ☐ हॉ ☐ नदी ☐ प्रतिमाह.....रुपये
24	क्या आपके पास कैबल टी.वी./डिश कनेक्शन है ?	
25	यदि हों तो कैबल टी.वी. कनेक्शन के लिए मासिक भुगतान कितना करते हैं ?	
26	घर में खाना बनाने के लिए ईंधन का प्रकार क्या है ?	1. लकड़ी ☐ 2. फसल का भूसा ☐ 3. गोबर ☐ 4. कोयला/ कोक/ लिग्नाइट ☐ 5. लकड़ी का कोयला ☐ 6. कैरोसिन ☐ 7. बिजली ☐ 8. एलपीजी गैस ☐ 9. बायोगैस ☐ 10. गैर इमारती लकड़ी वन उत्पाद ☐ 11. अन्य ☐
27	परिवार के पास आय का मुख्य स्रोत क्या है?	1. खेती ☐ 2. पशुधन/ वानिकी/ मछली पालन/ बागवानी इत्यादि ☐ 3. कृषि श्रमिक ☐ 4. खनन/ उत्खनन ☐ 5. व्यवसायिक ☐ 6. निर्माण कार्य ☐ 7. कारीगर ☐ 8. नोकरी (सरकारी/ निजी) ☐ 9. गैर कृषि श्रमिक ☐ 10. अन्य ☐
28	परिवार का मासिक व्यय क्या है? (साक्षात्कारकर्ता कृपया खाना, शिक्षा, स्वास्थ्य एवं मनोरंजन इत्यादि पर मासिक व्यय का विवरण पूछें)	शिक्षा व्यय ☐ चिकित्सा व्यय ☐ मनोरंजन व्यय ☐ भोजन/ सब्जी/ फल/ दूध ☐ औसतन मासिक व्यय ☐
29	परिवार की कुल मासिक आय समस्त स्रोतों से अर्जित ?	2000 रु से कम INR 2000-----1 INR 2001 – 2500-----2 INR 2501 – 5000-----3 INR 5001 – 10000-----4 INR 10001 – 30000-----5 INR 30001 – 50000-----6 रुपये अधिक INR 50001-----7
डी-1 जल आपूर्ति – सेवा की वर्तमान स्थिति		
30	आपके घर में जल आपूर्ति की आवश्यकताओं के लिए कौन-कौन से जल स्रोतों का उपयोग करते हैं ☐	1. धरेलू कनेक्शन के माध्यम से पानी की आपूर्ति ☐ 2. स्टेण्ड पोस्ट द्वारा जल आपूर्ति ☐ 3. सार्वजनिक हैडपम्प ☐ 4. बोरवेल मय पावर पम्प ☐ 5. पानी टैंकर ☐ 6. ढका हुआ कुआँ ☐ 7. बिना ढका हुआ कुआँ ☐ 8. अन्य स्रोत ☐
31	धरेलू जल कनेक्शन से प्राप्त जल की आवृत्ति एवं अवधि क्या है?	आवृत्ति: दिन में कितनी बार ☐ अवधि: घन्टे में ☐

	जल आपूर्ति का समय	मिनट
	जल आपूर्ति हेतु किस प्रकार भुगतान करते हैं?	दिनभर (24 घन्टे)
	जल आपूर्ति हेतु प्रतिमाह कितना शुल्क भुगतान करते हैं?	सुबह
		राम
		कोई विशेष समय नहीं-4
		प्रतिमाह निर्धारित शुल्क-1; मीटर रीडिंग के अनुसार-2; अन्य (निर्दिष्ट करें)-3
		राशि रूपयों में
पूछे प्रश्न संख्या 29 यदि सार्वजनिक हैंडपम्प जल का स्रोत है		
32	32.1 घर से कितनी दूरी पर सार्वजनिक हैंडपम्प है? उल्लेख करें मीटर में	कम से कम 100 मीटर की दूरी पर...1; 100-300 मीटर पर ...2; 300-500 मीटर पर ...3; 500 मीटर से अधिक ...4
	32.2 इससे कितने लोग पानी एकत्रित करते हैं?	संख्या निर्दिष्ट करें
	32.3 हैंडपम्प से पानी कौन-कौन लेकर आते हैं? (उन सभी पर टिक करें जो लोग पानी लाने में शामिल हैं)	1. मुखिया 2. पत्नी 3. पुत्र 4. पुत्री 5. बहू 6. पोता 7. पोती 8. नौकर 9. अन्य
	32.4 15 साल से कम उम्र के बच्चों की संख्या जो कि पानी लाते हैं	संख्या निर्दिष्ट करें
	32.5 घर में पानी लाने या एकत्रित करने में औसत कितना समय लगता है?	1/2 घन्टे तक ...1; आधे से 1 घन्टे तक...2; 1 से 2 घन्टे तक...3; 2 घन्टे से अधिक...4
33	33.1 हैंडपम्प/बोरवेल स्थापित करने में प्रारम्भिक लागत कितनी आती है (मय पाईप, मोटर इत्यादि सहित)? यदि ज्ञात हो तो ☐	रूपये
	33.2 किस वर्ष में आपने अपने घर के परिसर में बोरवेल स्थापित किया था?	वर्ष
	33.3 रखरखाव और बिजली/ बिजली बिल पर औसत वार्षिक खर्च कितना होता है?	रखरखाव पर मासिक खर्च रु.
	33.4 क्या हैंडपम्प/बोरवेल का पानी पीने योग्य है?	मासिक बिजली/बिजली बिल रु.
	33.5 हैंडपम्प/बोरवेन की गहराई कितनी है?	हाँ 1 : नहीं.....2
	33.6 क्या आप पावर पम्प के उपयोग में नियमित समस्या का अनुभव करते हैं?	गहराई /फीट निर्दिष्ट करें
	33.7 यदि हाँ तो क्या गांव में प्रशिक्षित मेकेनिक उपलब्ध है?	हाँ...1; नहीं...2
34	34.1 आप कितनी बार निजी टैंकर/जल विक्रेताओं का उपयोग करते हैं? (प्रतिमाह टैंकर की संख्या)	हाँ...1; नहीं...2
	34.2 पानी की (पानी के टैंकर की क्षमता) कितनी मात्रा प्रति चक्कर खरीदते हैं?	माह में कितनी बार
		लीटर में

34.3 क्या पानी नियमित तौर पर निजी टैंकरो/जल विक्रेताओं से खरीदा जा रहा है या केवल विशेष सत्र के दौरान ही खरीदा जाता है?		नियमित....1; मौसमी....2	
34.4 यदि मौसमी है तो आप कितने माह पानी खरीदते हैं?		महिनो का नाम निर्दिष्ट करें महिनो का कोड नम्बर	
34.5 पानी के टैंकरो/विक्रेताओं पर औसतन मासिक खर्च कितना होता है?		100 रुपये से कम....1; रुपये 101- 250 तक...2; रुपये 251-500 तक...3; रुपये 501-750 तक...4; रुपये 751-1000 तक ...5; रुपये 1000 से अधिक...6	
डी-2 धरेलू नल कनेक्शन नहीं होने का कारण			
34	35.1 प्रतिदिन धरेलू कार्यों हेतु पानी की औसत खपत कितनी होती है? (15 लीटर बाल्टी की ईकाई के बारे में)	विभिन्न आवश्यकताएँ पीने हेतु (लीटर में) भोजन में बर्तन सफाई में स्नान (व्यक्तिगत स्वच्छता) कपडे धोने में शौचालय सफाई में छत व फर्स धुलाई में मवेशी /पशु बगीचों में पानी वाहनों की सफाई अन्य	
डी-3 नल-जल आपूर्ति के साथ संतुष्टि का स्तर (नल जल योजना हेतु)			
36	पानी की आपूर्ति को लेकर आपकी संतुष्टि का स्तर क्या है? (कोड का उपयोग करें: बेहद संतुष्ट,1: संतुष्ट.....2: संतुष्ट नहीं.....3: कुछ नहीं.....4)	जल आपूर्ति के पहलू 1. पानी आपूर्ति के घंटो की संख्या 2. दबाव से पानी की आपूर्ति 3. नल-जल आपूर्ति का समय 4. जल आपूर्ति की गुणवत्ता 5. जल आपूर्ति के लिए उपयोग 6. शिकायत निवारण और गलती की मरम्मत 7.बिल भुगतान सुविधा 8. संतुष्टि का समग्र स्तर	
डी-4 जलापूर्ति आपकी आवश्यकता के अनुसार			
37	क्या आप एक बेहतर पानी की आपूर्ति की उम्मीद करते हैं?	हाँ...1; नहीं....2	
38	यदि हाँ तो कितने दिन में और कितने घन्टे आप प्रतिदिन पानी प्राप्त करने की उम्मीद करते हैं?	आवृत्ति: कितनी बार दिन में	
39	क्या अधिकतम राशि को आप मासिक भुगतान करने के लिए तैयार हो सकते हैं या पानी आपूर्ति का प्रकार आपकी आवश्यकता के अनुसार हो जाये? (साक्षात्कारकर्ता अधिकतम राशि निर्दिष्ट करें)	1. Rs. 200 ☐ 2. Rs. 150 ☐ 3. Rs. 100 ☐ 4. Rs. 60 ☐ 5. अन्य (निर्दिष्ट करें) _____ ☐	

40	क्या आपको जल जनित रोगों की जानकारी है?	1. हाँ ☐ 2. नहीं ☐
41	यदि हाँ तो कृपया जल जनित रोग कौनसे है टिक करें?	टाइफाइड पेट रोग या दस्त हैजा अंत्रशोथ हेपेटाइटिस ए और ई (पीलिया) आंव अन्य
42	परिवार के कितने सदस्य गत तीन महीनों के दौरान जल जनित रोगों के कारण बीमार हुये है	
43	गत तीन महीनों के दौरान इन रोगों पर कुल चिकित्सा व्यय कितना हुआ है?	रुपये
ई. स्वच्छता-सामान्य		
44	क्या आपके घर शौचालय है?	1. हाँ ☐ 2. नहीं ☐
45	यदि नहीं तो आपके परिवार के सदस्य शौच के लिए कहाँ जाते हैं?	सार्वजनिक शौचालय ☐ खेत/मैदान ☐ अन्य (निर्दिष्ट करें.....) ☐
46	यदि हाँ तो घर में फलश/ फोर फलश शौचालय है तो पूछें क्या वह फलश करता है? लागू हो उस पर टिक करें	फलश पाइप सीवर प्रणाली द्वारा मल गड्ढा पिट शौचालय अन्यत्र कहीं और
47	क्या आप निम्न में से कोई भी दैनिक कार्य करते हैं? एकाधिक संभव प्रतिक्रिया	1. टीवी देखना ☐ 2. रेडियो /मौबाइल पर एफएम सुनना ☐ 3. समाचार पत्र पढ़ना ☐ 4. धार्मिक स्थलों पर जाना ☐
48	यदि परिवार टीवी/रेडियो देखता या सुनता है तो कौनसे कार्यक्रम देखता व सुनता है? एकाधिक संभव प्रतिक्रिया	1. धारावाहिक ☐ 2. समाचार ☐ 3. खेल ☐ 4. फिल्म ☐ 5. सभी कार्यक्रम ☐ 6. कोई अन्य (निर्दिष्ट करें) ☐
49	आपका परिवार आमतौर पर किस समाचार पत्र को पढ़ता है? एकाधिक संभव प्रतिक्रिया	1) दैनिक भास्कर ☐ 2) पत्रिका ☐ 3) नई दुनिया ☐ 4) अन्य निर्दिष्ट करें..... ☐
50	क्या आप पानी और स्वच्छता कार्यक्रमों के प्रति जागरूक हैं?	हाँ ☐ नहीं ☐
डी-5 नल जल योजना हेतु सहमती		
51	नवीन नल कनेक्शन हेतु	सहमत ☐ असहमत ☐
	शासन के नियमानुसार जन सहयोग राशि जमा करने हेतु	सहमत ☐ असहमत ☐
	नवीन कनेक्शन राशि एवं धरोहर राशि जमा करने हेतु	सहमत ☐ असहमत ☐
	परिवार के मुखिया के हस्ताक्षर/अंगूठे का निशान	
	कार्यालय उपयोग हेतु	
	1. सर्वेक्षण कर्ता का नाम व हस्ताक्षर :	
	2. डाटा एण्ट्री ऑपरेटर का नाम व हस्ताक्षर:	

Annexure B - Village Action Plan

To identify all water related activities which helps in improving 'ease of living' of village community. (To be prepared by GP and/ or its sub-committee, i.e. VWSC and to be approved in Gram Sabha before submitting to DWSM. ISA is to provide handhold support)

Date of preparation:

Date of approval in Gram Sabha:

Date submitted to DWSM:

Village name:

GP name:

Block name:

District name:

State name:

Village census code:

(No. of habitations and habitation names, if applicable)

I. GP Resolution

1. Aspiration of village community: FHTC to _____ number of rural households by year _____ with water supply in adequate quantity of 70 lpcd of prescribed quality* on a regular basis, i.e. ____no. of hours every day along with water supply to ____no. of cattle troughs and ____no. of washing/ bathing blocks.

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 grey water and save our fresh water. It is resolved to pay ____% of capital cost, calculated share of O&M cost and contribute in managing water supply system.

*water quality certificate to be issued by MPJNM/ RWS Dept.

II. Gram Panchayat and/ VWSC/ Paani Samiti/. details

2. Which committee will lead the planning, implementation, management, O&M of water supply scheme in village? (GP and/ or its sub-committee): _____

What is the committee called: _____

Chairperson name: _____

Gender: _____

Age: _____

3. Committee members' details –

Member Name	Gender	Age

III. General Details of Village

Population As per 2011 Census:_____	Population As per current Panchayat/ Anganwadi records:
No. of HHs:_____	No. of HHs:_____
No. of women:_____	No. of women:_____
No. of men:_____	No. of men:_____
No. of children:_____	No. of children:_____
No. of FHTCs:_____	No. of FHTCs:_____

4. Population projection:

Intermediate stage -15 years from date (18% increase over present population)

:_____Kilo Litre / Day (KLD) Ultimate stage - 30 years from date (32% increase over present population):_____ Kilo litter / Day (KLD)

5. Current cattle population (Animal husbandry records): _____

6. Agricultural cropping pattern: _____

Major Crops	Kharif	Rabi
Sugarcane	☐	☐
Paddy	☐	☐
Maize	☐	☐
Cotton	☐	☐
Wheat	☐	☐
Other	☐	☐

7. Average district rainfall (in mm): _____

8. Topography (plain, slope, etc.): _____

IV. Situation Analysis

9. Is resource mapping done? (Y/N) (attach the map with VAP)

10. Is social mapping done? (Y/N) (attach the map with VAP)

S. No.	Public Institutions Name	Is FHTC Available? (Y/ N)	Is Rainwater Harvesting structure available? (Y/ N)	Soak pits available? (Y/ N)
	School			
	Anganwadi			
	Health Centre			
	GP building			
	Other			

Total daily requirement of water

11. Present requirement of water - population @ 55 LPCD rate:_____KLD Present requirement of water for cattle: _____KLD

No. of cattle troughs required:_____

Requirement of water for intermediate stage - @ 55 LPCD rate: _____ KLD
 Requirement of water for ultimate stage - @ 55 LPCD rate: _____ KLD

History of water supply in village

12. History of water supply/ availability in the village, drought/ scarcity/ cyclone/ flood or any their natural calamity pattern, general trend of water availability:
13. Any history of emergency arrangements like water supply through tanks, trains, etc.
14. History of part work related to water supply, source strengthening,
15. History of water-borne diseases.

Water Quality

16. Dates identified for WQ surveillance with community using FTKs/ vials:
17. Dates identified for sanitary inspection:
18. Water quality of existing/ proposed drinking water source(s) used in the water supply scheme:

Source name (location):

Parameter	Method	Result
Turbidity		
pH		
Total Hardness		
Total Alkalinity		
Chloride		
Ammonia		
Phosphate		
Residual Chlorine		
Iron		
Nitrate		
Fluoride		
Arsenic (in hotspots)		

Washing/bathing blocks

19. Some poor areas in the village might not have sufficient space to have a washing space and/ or a tap connection. Number of such areas identified to have a washing/ bathing block: _____

Location name	No. of Household	Population

Source Sustainability

20. In case of groundwater source, is there a borewell recharge structure? (Y/N)
21. List of existing water bodies in the village that need to be rejuvenated/ maintained:

Grey water management

22. Grey water generated (85% 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:
Is there a need for waste stabilization pond? (Y/N):
If yes, location identified for it:
If No, what other grey water management measures to be adopted?

V. Water Supply Scheme

23. FHTCs will be provided under which of the following category:
- Retrofitting of ongoing schemes taken up under erstwhile NRDWP for the last mile connectivity
 - Retrofitting of completed RWS to make it JJM compliant
 - SVS in villages having adequate groundwater/ spring water/ local or surface water source of prescribed quality
 - SVS in villages having adequate groundwater that needs treatment
 - MVS with water grids/ regional water supply schemes
 - Mini solar power based PWS in isolated/ tribal hamlets
24. Water source Identified: _____
Proposed water supply scheme based on techno-economic and socio-economic appraisal: _____
Land identified for the scheme: _____
Date by when land will be handed over to MPJNM/RWS Dept: _____
Cost of scheme _____
GoI share: _____
State Share: _____
Community share: _____
Individual household monthly water tariff/user charge: _____
if any remote habitation, PWS identified: _____

Convergence

(The following table indicates the possible schemes under which activity/ fund convergence is possible. Village community is to send proposals to the identified schemes as per village requirements)

Name of the Scheme	Central/ State Government Department	Possible activities that can be taken up	Funds roposed
Fourteenth Finance Commission	GP	Greywater management, drainage systems, etc.	
Swachh Bharat Mission - Grameen (SBM-G)	Department of Drinking Water and Sanitation, M/o Jal Shakti	Greywater management – soak pits (individual/ community), waste stabilization ponds, etc.	
MGNREGS	M/o Rural Development	All water conservation activities under Natural Resource Management (NRM) component	

Name of the Scheme	Central/ State Government Department	Possible activities that can be taken up	Funds roposed
Integrated watershed Management Programme (IWMP)	D/o Land Resources	Watershed management/ RWH/ artificial recharge, creation/ augmentation of water bodies, etc.	
Repair, Renovation and Restoration of water bodies	D/o Water Resources, River Development and Ganga Rejuvenation	Restoration of larger water bodies	
Rashtriya Krishi Vikas Yojana (RKVY)	M/o Agriculture, Cooperation and Farmers Welfare	Watershed related works	
Pradhan Mantri Krishi Sinchayee Yojana (PMKSY)	M/o Agriculture, Cooperation and Farmers Welfare	Provision of micro-irrigation for various water-intensive crops to reduce drawl of water from aquifers	
Compensatory Afforestation fund Management and Planning Authority	M/o Environment, Forests and Climate Change	Afforestation, regeneration of forest ecosystem, watershed development, etc.	
Pradhan Mantri Kaushal Vikas Yojana (PMKVY)	M/o Skill Development and Entrepreneurship	Skill development, training, etc. for human resources required for RWS schemes	
Samagra Shiksha	M/o Human Resource Development	Provision of drinking water supply in schools	
Aspirational districts programme	NITI Aayog	Water conservation activities taken up under discretionary funds with District Collector	
District Mineral Development Fund (DMF)	State	Water conservation activities on large scale	
MPLAD	Ministry of Statistics and Programme Implementation (MoSPI)	In-village infrastructure	
MLALAD	State	In-village infrastructure	
Grants under Article 275 (1) of the Constitution/ Tribal Sub Scheme (TSS)	Ministry of Tribal Affairs and State	In-village infrastructure	
Donors/ sponsors			

Signature of chairperson:

Name & signature of MPJNM/ RWS Dept. official: _____

Name & signature of ISA representative (if applicable): _____

Contact Details:

GP and/ or its sub-committee, i.e. VWSC/ Paani Samiti/ User Group, etc. chairperson:

Panchayat Secretary Name and phone number:

Barefoot technician name and phone number:

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

- 1.
- 2.
- 3.
- 4.
- 5.

Pump operator name and phone number:

Annexure C - Checklist for themes to be observed during PRA

No.	Theme/ Checklist	Remarks/ Observations
1	Landscape	Slope
2	Soil	Type and texture
3	Vegetation/ Agriculture	Type of vegetation/ Trees/ Crops in or around the village
4	Water sources	Traditional Water Sources: 1) Open Wells; 2) Ponds; 3) Tanks; 4) Katta; 5) Bavadi; 6) Kanat; 7) Sandbores; 8) Surangam; 9) Madakka; 10) Kalyani; 11) Gokattes; Other Water Sources: 1) Bore Wells – Public; 2) Bore Wells- Private
5	Livestock	Cows - yes/No; If yes- Number of Hhs having cows Buffalo- yes/No; If yes- Number of Hhs having Buffalos Sheep - yes/No; If yes- Number of Hhs having sheep Goat -yes/No; If yes- Number of Hhs having goats
6	Industrial and processing activities	Are there any industrial or processing units in or around the village- Yes/No; If yes, Name of such units with details Any pollution potential from industrial units
7	Details of Water Supply schemes in the Village	Name of schemes Number of schemes What is the water source for each scheme
8	Pump House	Yes/ No; Number of Pump Houses
9	Pumping Main	Length and Size
10	Pipelines	Age and length
11	Storage Reservoirs	Number Size Present Condition
12	Water distribution	Distribution Timing Duration of distribution Pressure at HTC's Are people satisfied/ happy with the water supply system
13	Water storage at household level and Self-provisioning	Sump – Yes/No Ground level storage tank and size --- Drums and Vessels for storage --
14	Sanitation	Is the Village actually FHTC – Yes/ No Are there individual household toilets Are there community toilets General environmental sanitation of the village
15	Drainage	Type of drainage- Concrete and Lined/ Other
16	Grey water Management	Individual household level soak pits – Yes/No Community soak pits Water stagnant locations at low-lying areas in the village
17	Nature and type of village streets	Concrete streets Tarred Roads Stone or tile paved streets Mud Roads

Annexure D - Phase-wise list of activities, Permissibility for deployment of Manpower and Vehicles under the contract

	Phase wise Activities to be done, Manpower and Vehicle to be Deployed		
	First Phase	Second Phase (Lean Period)	End Phase
Duration	First 6 Months	Mid 18 Months (Extendable) until the WTP starts operating	12 Months after the WTP Starts operations
Manpower Engagement	Full Strength	Reduced Strength (PM/PC + 25% of Community Mobilizers)	Full Strength
Vehicle permission	Four-Wheeler for Project Manager Two-wheeler to Project Coordinator Two-wheeler to Community Mobilizer (Cost as permitted in the BOQ)	Two-wheeler to Project Coordinator Two-wheeler to Community Mobilizer (Cost as permitted in the BOQ) Note: Four-wheeler cost is not permitted during this phase	Four-Wheeler for Project Manager Two-wheeler to Project Coordinator and Community Mobilizer (Cost as permitted in the BOQ)
Activities	1. Orientation workshops (District, Block Level) for sensitization of the concern government department and offices. 2. HH survey 3. Jan Sabha 4. Gram Sabha 5. Formation of VWSC 6. Preparation of VAP 7. PRA 8. IEC (Prachar Rath, Poster, Pamphlet, Rally, Street Play etc.) 9. Promotion of scheme related activities on Social Media Platforms like Twitter, Facebook, Instagram, etc. 10. SHG Meetings 11. Physical and Digital Documentation of all the work performed in this phase	1. Ensuring coordination between contractor and local bodies (PRI and VWSC) and the community 2. Monthly meeting of VWSC 3. Jan Sabha and Gram Sabha 4. Orientation workshops (Cluster Level) for sensitization of the concern government department and offices. 5. Liaisoing with various concern departments 6. Promotion of scheme related activities on Social Media Platforms like Twitter, Facebook, Instagram, etc. 7. Physical and Digital Documentation of all the work performed in this phase	1. Training and Capacity building of VWSC for Managing Operation and Maintenance (O&M) of the Scheme. 2. Collection of community Contribution 3. Collection of Monthly water tariff. 3. HGJ Certification 4. Recording community Feedback for water supply and getting the issues resolved. 5. Compilation of success stories. 6. Handing over the MVS to VWSC 7. Promotion of scheme related activities on Social Media Platforms like Twitter, Facebook, Instagram, etc. 8. Regular Jan Sabha, Gram Sabha and SHG Meetings 9. IEC (Prachar Rath, Poster, Pamphlet, Rally, Street Play etc.) 10. All Submissions as part II Special Conditions of the contract 11. Physical and Digital Documentation of all the work performed in this phase.

Annexure E - Monthly Progress Report

Format to be shared by Head Office, Madhya Pradesh Jal Nigam.

Annexure F – Manpower Requirement

The agency will be expected to provide the following personnel for the indicated duration. The durations given are indicative and subject to variation by agreement between the agency and MPJN. The total inputs will be scheme specific as given in the financial proposal form. The team composition and estimated honorarium period are shown below.

Sr. No.	Human Resources	No. of Position	Duration in Months
1.	Project Manager	0	36
2.	Project Coordinator	0	18
3.	Community mobilizer (25% strength)	1	36
4.	Community mobilizer (75% strength))	3	18
5.	Computer Operator	1	18
6.	Office Boy	1	18
7.	Village level facilitator honorarium	56	6

Vehicle Eligibility & Payment

Sr. No.	Human Resources	Vehicle	Rates Payable
1.	Project Manager	Four-Wheeler (First and End Phase Only)	Rates as specified in Section 6: Bill of Quantities after adjusting for the quote of the successful bidder
2.	Project Coordinator	Two-Wheeler	
3.	Community mobilizers	Two-Wheeler	

Annexure G - List of Villages

No.	District	Block	Gram Panchayat	Village	Household
1	Sagar	Banda	Larethi	Larethi	279
2	Sagar	Banda	Semra Ahir	Semra Ahir	172
3	Sagar	Banda	Naindhara	Shrijhri	10
4	Sagar	Bina	Hasalkhedi	Patkui	135
5	Sagar	Kesli	Dhana	Kishanpur	121
6	Sagar	Kesli	Patha Khurd	Rengajholi	49
7	Sagar	Kesli	Bamhni	Saudhana	51
8	Sagar	Kesli	Paloh	Surajpura	17
9	Sagar	Khurai	Khojakhedi	Knnakhedi	133
10	Sagar	Khurai	Khadesra	Lahatwas	192
11	Sagar	Khurai	Bagdhari	Rusalla	131
12	Sagar	Khurai	Ghourat	Suneti	49
13	Sagar	Malthone	Bangela	Magra	185
14	Sagar	Malthone	Atta Karnelgarh	Majhera	28
15	Sagar	Malthone	Pitholi	Mudiya Ghusai	89
16	Sagar	Malthone	Bhilaiya	Padariya	121
17	Sagar	Malthone	Godu Vijaypura	Paluwa	101
18	Sagar	Malthone	Semra Lodhi	Piparkhiriya	62
19	Sagar	Malthone	Haduwa	Sanjra	125
20	Sagar	Rahatgarh	Bhapel	Chakroda	9
21	Sagar	Rahatgarh	Mehar	Dhoha	150
22	Sagar	Rahatgarh	Gadriya Donga	Gadariya Dhonga	109
23	Sagar	Rahatgarh	Jerwara	Hanota Dugaha	3
24	Sagar	Rahatgarh	Khajuriya	Johariya Sheikh	4
25	Sagar	Sagar	Aameth	Aamet	245
26	Sagar	Sagar	Richhoda	Ama Khurd	25
27	Sagar	Sagar	Bihari Pura	Amawabani	142
28	Sagar	Sagar	Parsoriya	Amoda	155
29	Sagar	Sagar	Aameth	Arjani	75
30	Sagar	Sagar	Bachhlone	Bachhlon	448
31	Sagar	Sagar	Baheriya Gadgad	Bamora	106
32	Sagar	Sagar	Russalla	Barkhera Mafi	58
33	Sagar	Sagar	Belai Mafi	Belai Mafi	120
34	Sagar	Sagar	Gidwani	Belkhader	21
35	Sagar	Sagar	Berkheri Suwans	Berkheri Khurd	60
36	Sagar	Sagar	Chandra Pura	Boda Piperiya	126
37	Sagar	Sagar	Chandra Pura	Chandrapur	136
38	Sagar	Sagar	Khajira Bag	Chawda	214
39	Sagar	Sagar	Bharchha	Chitai	28
40	Sagar	Sagar	Khajira Uddet	Dangi Dahar	150
41	Sagar	Sagar	Simariya	Dharkheri	26
42	Sagar	Sagar	Belai Mafi	Dhudoniya	135
43	Sagar	Sagar	Bihari Pura	Gadoli Khurd	396
44	Sagar	Sagar	Khiriya Khurd	Ghureta	155

No.	District	Block	Gram Panchayat	Village	Household
45	Sagar	Sagar	Samnapur	Gousra	195
46	Sagar	Sagar	Semra Angad	Jaitpur	98
47	Sagar	Sagar	Baheriya Gadgad	Jindda	130
48	Sagar	Sagar	Gidwani	Kadera Belkhader	75
49	Sagar	Sagar	Gidwani	Khadera Khurd	94
50	Sagar	Sagar	Ghantumpur	Khand	147
51	Sagar	Sagar	Berkheri Suwans	Khanpur	41
52	Sagar	Sagar	Russalla	Khiria Tajkhan	16
53	Sagar	Sagar	Pagara	Pagara	569
54	Sagar	Sagar	Pathiriya Hat	Patheriya Hat	329
55	Sagar	Sagar	Richhoda	Shyampura	82
56	Sagar	Shahgarh	Narwan	Narwan	1701

Section 5: Conditions of Contract

Agreement Form

This agreement, made the _____ day of _____
between _____ (name and address of Employer) (hereinafter called "the Employer) and _____ (name and address of ISA) hereinafter called "the ISA" of the other part.

Whereas the Employer is desirous that the ISA execute _____
_____ (name and identification number of Contract) (hereinafter called "the Works") and the Employer has accepted the Bid by the ISA for the execution and completion of such Works and the remedying of any defects therein, at a cost of Rs. _____

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this Agreement, words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to and they shall be deemed to form and be read and construed as part of this Agreement.
2. In consideration of the payments to be made by the Employer to the ISA as hereinafter mentioned, the ISA hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all aspects with the provisions of the contract.
3. The Employer hereby covenants to pay the ISA in consideration of the execution and completion of the Works and the remedying the defects wherein Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
4. The following documents shall be deemed to form and be ready and construed as part of this Agreement viz.
 - i. Letter of Acceptance
 - ii. ISA's Bid
 - iii. Condition of Contract: General and Special
 - iv. Contract Data
 - v. Bid Data
 - vi. Drawings
 - vii. Bill of Quantities and
 - viii. Any other documents listed in the Contract Data as forming part of the Contract.

In witnessed whereof the parties there to have caused this Agreement to be executed the day and year first before written.

The Common Seal of _____ was here unto affixed
in the presence of:

Signed, Sealed and Delivered by the said _____ in the
presence of :

Binding Signature of Employer _____

Binding Signature of ISA _____

Part I - General Conditions of Contract (GCC)

A. General

1. Definitions

- 1.1. Bill of Quantities:** means the priced and completed Bill of Quantities forming part of the Bid.
- 1.2. PIU:** means Project Implementation Unit (PIU)
- 1.3. MVS:** means **Multi** Villages Schemes
- 1.4. Managing Director:** means Managing Director of MPJNM
- 1.5. Project Director:** means Project Director of the MPJNM.
- 1.6. General Manager:** means General Manager of MPJNM
- 1.7. Completion:** means completion of the consultancy work as certified by the General Manager (PIU), in accordance with provisions of agreement.
- 1.8. Contract:** means the Contract between the Employer and the ISA to carry out the services as per the provisions of this RFP. Agreement is synonym of Contract and carries the same meaning wherever used.
- 1.9. Contract Data:** means the documents and other information which comprise of the Contract.
- 1.10. ISA:** means a legal entity whose bid to carry out the consultancy work/services as Implementation Support Agency has been accepted by the Employer.
- 1.11. ISA's bid:** means the completed bid document submitted by the ISA to the Employer.
- 1.12. Contract amount:** means the amount of contract worked out on the basis of accepted bid.
- 1.13.** Completion of work means completion of the entire contracted work as mentioned in this RFP.
- 1.14. Day:** means the calendar day.
- 1.15. Defect:** means any part of the consultancy work service not completed in accordance with the specifications included in the contract.
- 1.16. Department:** means Department of the State Government viz. Water Resources Department, Public Works Department, Public Health Engineering Department, Rural Engineering Service, and any other organization which adopts this document.
- 1.17. Employer:** means the party as defined in the Contract Data, who employs the ISA to carry out the consultancy work/services. The Employer may delegate any or all functions to a person or body nominated by him for specified functions. The word Employer / Government / Department/MPJNM wherever used denote the Employer.
- 1.18. Equipment:** means the ISA's machinery and vehicles brought temporarily to the Site for execution of consultancy work/services.
- 1.19. Government:** means Government of Madhya Pradesh.
- 1.20. In Writing** means communicated in written form and delivered against receipt.
- 1.21. Material:** means all supplies, including consumables, used by the ISA for incorporation in the work.
- 1.22.** Stipulated period of completion means the period in which the ISA is required to complete the consultancy work/services.
- 1.23. Specification:** means the scope of work included in the Contract and any modification or addition made or approved by the Managing Director, MPJNM.

1.24. Start Date means the date of signing of agreement for the work.

1.25. Tender/Bid, Tenderer/ Bidder: are the synonyms and carry the same meaning where ever used.

1.26. Variation: means any change in the consultancy work/services which is instructed or approved as variation under this contract.

1.27. Work: The expression "work" or "works" where used in these conditions shall unless there be something either in the subject or context repugnant to such construction, be construed and taken to mean the work by virtue of contract, contracted to be executed, whether temporary or permanent and whether original, altered, substituted or additional.

2. Interpretations and Documents

2.1. Interpretations

In the contract, except where the context requires otherwise

- (a) Words indicating one gender include all genders
- (b) Words indicating the singular also include the plural and vice versa.
- (c) Provisions including the word “agree”, “agreed” or “agreement” require the agreement to be recorded in writing
- (d) Written” or “in writing” means hand-written, type-written, printed, or electronically made, and resulting in a permanent record

2.2. Documents Forming Part of Contract:

- 1) NIT with all amendments.
- 2) Instructions to Bidders (ITB, Bid Data Sheet with all Annexures / Formats)
- 3) Conditions of Contract:
 - i. Part I General Conditions of Contract and the Contract Data; with all Schedules
 - ii. Part II Special Conditions of Contract.
- 4) Specifications (Scope of Work)
- 5) Bill of Quantities
- 6) Technical and Financial Bid
- 7) Agreement, and
- 8) Any other document(s), as specified.

3. Language and Law

The language of the Contract and the law governing the Contract are stated in the Contract Data.

4. Communications

All certificates notice or instruction to be given to the ISA by Employer/GM PIU shall be sent to the address or contact details given by the ISA in [Section 3: Format 2]. The address and contact details for communication with the Employer/GM PIU shall be as per the details given in the Contract Data. Communication between parties that are referred to in the conditions shall be in writing. The notice sent by facsimile (fax) or other electronic means (email) shall also be effective on confirmation of the transmission. The notice sent by registered post or speed post shall be effective on delivery or at the expiry of the normal delivery period as undertaken by the postal service. In case of any change in address for communication, the same shall be immediately notified to Managing Director, MPJNM.

5. Subcontracting

Subcontracting shall NOT be permitted.

6. Personnel

- 6.1. The ISA shall employ personnel as per Section 4: Scope of Work - Clause E (HR Requirement) if applicable. If the ISA fails to deploy required number of staff, recovery as specified in the as per Clause E will be made from the ISA.
- 6.2. If the GM asks the ISA to remove a person who is a member of the ISA's staff or work force, stating the reasons, the ISA shall ensure that the person leaves the Site within three days and has no further connection with the Works in the Contract.

7. Force Majeure

- 7.1. The term “Force Majeure” means an exceptional event or circumstance:
 - (a) which is beyond a Party’s control,
 - (b) which such Party could not reasonably have provided against before entering the Contract,
 - (c) which, having arisen, such Party could not reasonably have avoided or overcome, and
 - (d) which is not substantially attributable to the other Party.
- 7.2. Force Majeure may include, but is not limited to, exceptional events or circumstances of the kind listed below, so long as conditions (a) to (d) above are satisfied:
- 7.3. War, Hostilities (Whether War Be Declared or Not), Invasion, Act Of Foreign Enemies, Rebellion, Terrorism, Sabotage By Persons Other Than The ISA’s Personnel, Revolution, Insurrection, Military Or Usurped Power, Or Civil War, riot, commotion, disorder, strike or lockout by persons other than the ISA’s Personnel, munitions of war, explosive materials, ionizing radiation or contamination by radioactivity, except as may be attributable to the ISA’s use of such munitions, explosives, radiation or radioactivity, and natural catastrophes such as earthquake, hurricane, typhoon or volcanic activity.
- 7.4. In the event of either party being rendered unable by force majeure to perform any duty or discharge any responsibility arising out of the contract, the relative obligation of the party affected by such force majeure shall upon notification to the other party be suspended for the period during which force majeure event lasts. The cost and loss sustained by either party shall be borne by respective parties.
- 7.5. For the period of extension granted to the ISA due to Force Majeure the price adjustment clause shall apply but the penalty clause shall not apply. It is clarified that this sub clause shall not give eligibility for price adjustment to contracts which are otherwise not subject to the benefit of price adjustment clause.
- 7.6. The time for performance of the relative obligation suspended by the force majeure shall stand extended by the period for which such cause lasts. Should the delay caused by force majeure exceed twelve months, the parties to the contract shall be at liberty to foreclose the contract after holding mutual discussions.

8. ISA's Risks

- 8.1. All risks of loss or damage to physical property and of personal injury and death which arise during and in consequence of the performance of the Contract are the responsibility of the ISA.
- 8.2. All risks and consequences arising from the inaccuracies or falseness of the documents, drawing, designs, other documents and/or information submitted by the ISA shall be the responsibility of the ISA alone, notwithstanding the fact that the designs/ drawings or other documents have been approved by the MPJNM.

9. Liability for Accidents to Person

The ISA shall be deemed to have indemnified and saved harmless the Government against all action, suits, claims, demands, costs etc. arising in connection with injuries suffered by any persons employed by the ISA or his sub ISA for the works whether under the General law or under workman's compensation Act, or any other statute in force at the time of dealing with the question of the liability of employees for the injuries suffered by employees and to have taken steps properly to ensure against any claim there under.

10. Discoveries

Anything of historical or other interest or of significant value unexpectedly discovered on the Site shall be the property of the Employer. The ISA shall notify the GM PIU of such discoveries and carry out the GM PIU instructions for dealing with them.

11. Dispute Resolution System

- 11.1. No dispute can be raised except before the Competent Authority as defined in Contract Data in writing giving full description and grounds of dispute. It is clarified that merely recording protest while accepting measurement and/or payment shall not be taken as raising a dispute.
- 11.2. No dispute can be raised after 45 days of its first occurrence. Any dispute raised after expiry of 45 days of its first occurrence shall not be entertained and the Employer shall not be liable for claims arising out of such dispute.
- 11.3. The Competent Authority shall decide the matter within 45 days.
- 11.4. Appeal against the order of the Competent Authority can be preferred within 30 days to the Appellate Authority as defined in the Contract Data. The Appellate Authority shall decide the dispute within 45 days.
- 11.5. Appeal against the order of the Appellate Authority can be preferred before the Madhya Pradesh Arbitration Tribunal constituted under Madhya Pradesh Madhyastham Adhikaran Adhiniyam, 1983.
- 11.6. The ISA shall have to continue execution of the Works with due diligence notwithstanding pendency of a dispute before any authority or forum.

B. Time Control

12. Programme

- 12.1. Within the time stated in the Contract Data, the ISA shall submit to the GM, PIU for approval a Programme showing the general methods, arrangements, order and timing for all the activities for works.
- 12.2. The program shall be supported with all the details regarding key personnel proposed to be deployed.
- 12.3. An update of the Programme shall be a programme showing the actual progress achieved on each activity and the effect of the progress achieved on the timing of the remaining Works, including any changes to the sequence of the activities.
- 12.4. The ISA shall submit to the GM PIU for approval an updated Programme at intervals no longer than the period stated in the Contract Data. If the ISA does not submit an updated Programme within this period, the GM PIU may withhold the amount stated in the Contract Data from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Programme has been submitted.
- 12.5. The GM PIU approval of the Programme shall not alter the ISA's obligations.

13. Extension of Time

- 13.1. If the ISA desires an extension of time for completion of the work on the ground of his having been unavoidably hindered in its execution or on any other grounds, he shall apply, in writing, to the Project Director, on account of which he desires such extension. Project Director shall forward the aforesaid application to the Competent Authority as prescribed.
- 13.2. The competent authority shall grant such extension at each such occasion within a period of 30 days of receipt of application from ISA and shall not wait for finality of work. Such extensions shall be granted in accordance with provisions under Clause 14 of this agreement.
- 13.3. In case the work is already in progress, the ISA shall proceed with the execution of the works, including maintenance thereof, pending receipt of the decision of the competent authority as aforesaid with all due diligence.

14. Compensation for delay

- 14.1. The time allowed for carrying out the work, as entered in the agreement, shall be strictly observed by the ISA.
- 14.2. The time allowed for execution of the contract shall commence from the date of signing of the agreement. It is clarified that the need for issue of work order is dispensed with.
- 14.3. In the event milestones are laid down in the Contract Data for execution of the works, the ISA shall have to ensure strict adherence to the same.
- 14.4. Failure of the ISA to adhere to the timelines and/or milestones shall attract such liquidated damages as is laid down in the Contract Data.
- 14.5. In the event of delay in execution of the Works as per the timelines mentioned in the Contract Data the Managing Director, MPJNM shall retain from the bills of the ISA amount equal to the liquidated damages leviable until the ISA makes such delays good. However, the Managing Director shall accept bankable security in lieu of retaining such amount.
- 14.6. If the ISA is given extension of time after liquidated damages have been paid, the GM PIU in Charge shall correct any over payment of liquidated damages by the ISA in the next payment certificate.
- 14.7. In the event the ISA fails to make good the delay until completion of the stipulated contract period (including extension of time) the sum so retained shall be adjusted against the liquidated damages levied.

15. ISA's quoted percentage

The ISA's quoted percentage rate referred to in the "Bid for works" will be deducted/ added from/to the net amount of the bill after deducting the cost of material supplied by the MPJNM.

C. Cost Control

16. Variations - Change in original Specifications

- 16.1. The Managing Director, MPJNM shall have power to make any alterations, omissions or additions to or substitutions in the original specifications and instructions, that may appear to him to be necessary during the progress of the work and the ISA shall carry out the work in accordance with any instructions which may be given to him in writing signed by the MD, MPJNM and such alterations, omission, additions or substitutions shall not invalidate the contract and any altered, additional or substituted work, which the ISA may be directed to do in the manner above specified, as part of the work, shall be carried out by the ISA on the same conditions in all respects on which he agrees to do the main work.

- 16.2. The time for the completion of the work shall be adjusted in the proportion that the altered, additional or substituted work bears to the original contract work and the certificate of the GM PIU shall be conclusive as to such proportion.

17. Extra items

- 17.1. All such items which are not included in the priced BOQ shall be treated as extra items.

18. Payments for Variations and / or Extra Quantities

- 18.1. The rates for such additional (extra quantity), altered or substituted work / extra items under this clause shall be worked out in accordance with the following provisions in their respective order:
- a. The ISA is bound to carry out the additional (extra quantity), work at the same rates as are specified in the contract for the work.
 - b. But under no circumstances, the ISA shall suspend the work on the plea of non-acceptability of rates on items falling under sub clause (a). In case the ISA does not accept the rate approved by the Managing Director, MPJNM for a particular item, the ISA shall continue to carry out the item at the rates determined by the Competent Authority. The decision on the final rates payable shall be arrived at through the dispute settlement procedure.

19. No compensation for alterations in or restriction of work to be carried out

- 19.1. If at any time after the commencement of the work, the GM PIU, for any reason whatsoever, not require the whole or any part of the work as specified in the bid to be carried out; the GM PIU shall give notice in writing of the fact to the ISA and withdraw that whole or any part of the work.
- 19.2. The ISA shall have no claim to any payments or compensation whatsoever, on account of any profit or advantage which he might have derived from the execution of work in full or on account of any loss incurred for idle men and machinery due to any alteration or restriction of work for whatsoever reason.
- 19.3. The GM PIU may supplement the work by engaging another agency to execute such portion of the work, without prejudice to his rights.

20. No Interest Payable

No interest shall be payable to the ISA on any payment due or awarded by any authority.

21. Recovery from ISAs

Whenever any claim against the ISA for the payment arises under the contract, the MPJNM may be entitled to recover such sum by:

- (a) Appropriating, in part or whole of the Performance Security and Additional Performance Security, if any; and/or Security Deposit and/or any sums payable under the contract to the ISA.
- (b) If the amount recovered in accordance with (a) above is not sufficient, the balance sum may be recovered from any payment due to the ISA under any other contract of the MPJNM, including the securities which become due for release.
- (c) The MPJNM shall, further have an additional right to effect recoveries as arrears of land revenue under the M.P. Land Revenue Code.

22. Tax

- 22.1. The rates quoted by the ISA shall be deemed to be inclusive of the commercial tax and other levies, duties, cess, toll, taxes of Central and State Governments, local bodies and authorities but exclusive of Goods and Services Tax (GST) to be levied on works/service contract.
- 22.2. The liability, if any, on account of quarry fees, royalties, octroi and any other taxes and duties in respect of materials consumed on public work, shall be borne by the ISA.
- 22.3. Any changes in the taxes due to change in legislation or for any other reason shall not be payable to the ISA.

23. Check Measurements

- 23.1. The MPJNM reserves to itself the right to prescribe a scale of check measurement of work in general or specific scale for specific works or by other special orders.
- 23.2. Checking of measurement by superior officer shall supersede measurements by subordinate officer(s), and the former will become the basis of the payment.
- 23.3. Any over/excess payments detected, as a result of such check measurement or otherwise at any stage up to the date of completion of the defect liability period specified in this contract, shall be recoverable from the ISA, as per clause 21 above.

24. Termination by Project Director

- 24.1. If the ISA fails to carry out any obligation under the Contract, the Project Director may issue notice to ISA regarding the failure and to remedy it within a specified reasonable time.
- 24.2. The Project Director shall be entitled to terminate the Contract if the ISA fail-
 - a) abandons the Works or otherwise plainly demonstrates the intention not to continue performance of his obligations under the Contract,
 - b) the ISA is declared as bankrupt or goes into liquidation other than for approved reconstruction or amalgamation
 - c) without reasonable excuse fails to comply with the notice to correct a particular defect within a reasonable period of time.
 - d) the ISA does not maintain a valid instrument of financial security as prescribed
 - e) the ISA has delayed the completion of the Works by such duration for which the maximum amount of liquidated damages is recoverable
 - f) If the ISA fails to deploy personnel as specified in Section 4: Scope of Work Clause E (HR requirement).
 - g) If the ISA, in the judgment of the Project Director has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
 - h) any other fundamental breaches as specified in the Contract Data.
- 24.3. In any of these events or circumstances, the Project Director may, upon giving 14 days' notice to the ISA, terminate the Contract and expel the ISA from the Site. However, in the case of sub-paragraph (b) or (g) of clause 24.2, the Project Director may terminate the Contract immediately.
- 24.4. Notwithstanding the above, the Project Director may terminate the Contract for convenience by giving notice to the ISA.

25. Payment upon Termination

If the contract is terminated under clause 24.3, the Project Director shall issue a certificate for value of the work accepted on final measurements, less advance payments and penalty as

indicated in the Contract Data. The amount so arrived at shall be determined by the Project Director and shall be final and binding on both the parties.

25.1. Payment on termination under clause 24.4 above -

If the Contract is terminated under clause 24.4 above, the Project Director shall issue a certificate for the value of the work done, the reasonable cost of removal of Equipment, repatriation of the ISA's personnel employed solely on the Works, and the ISA's costs of protecting and securing the Works and less advance payments received up to the date of the certificate, less other recoveries due in terms of the contract and less taxes due to be deducted at source as per applicable law.

25.2. If the total amount due to the Employer exceeds any payment due to the ISA, the difference shall be recovered as per clause 21 above.

26. Performance Security

The ISA shall have to submit performance security and additional performance security, if any, as specified in the Bid Data Sheet at the time of signing of the contract. The ISA shall have to ensure that such performance security and additional performance security, if any, remains valid for the period as specified in the Contract Data.

27. Security Deposit

27.1. Security Deposit shall be deducted from running bills as specified in the Contract Data. The total amount of Security Deposit so deducted shall not exceed the 5 percentage of Contract Price specified in the Contract Data.

27.2. The security deposit may be replaced by equivalent amount of bank guarantee or fixed deposit receipt assigned to the Employer, with validity up to 3 (three) months beyond the completion of Defect Liability Period/ extended Defect Liability Period.

27.3. The Security Deposit shall be refunded on completion of Defect Liability Period. The Additional Performance Security shall be refunded on satisfactory completion of the work.

28. Price Adjustment

28.1. Applicability

1. Price adjustment shall be applicable only if provided in the Contract Data.
2. The price adjustment clause shall apply only for the works executed from the date of signing of the agreement until the end of the initial intended completion date or extensions granted for reasons attributed to the Employer by the Project Director.
3. The ISA shall not be entitled to any benefit arising from the price adjustment clause for extension in the contract period for reasons attributed to the ISA.
4. In the Force Majeure event the price escalation clause shall apply.

28.2. Procedure

1. Contract price shall be adjusted for increase or decrease in rates and price of labour, materials, fuels, and lubricants in accordance with following principles and procedures and as per formula given in the contract data.
2. The price adjustable shall be determined during each quarter from the formula given in the contract data.
3. Following expression and meaning are assigned to the work done during each **quarter**:

R = Total value of work during the quarter. It would include the amount of secured advance granted, if any, during the quarter, less the amount of secured advance recovered, if any during the quarter, less value of material issued by the department, if any, during the quarter.

4. Weightages of various components of the work shall be as per the Contract Data.
- 28.3. To the extent that full compensation for any rise or fall in costs to the ISA is not covered by the provisions of this or other clauses in the contract, the unit rates and prices included in the contract shall be deemed to include amounts to cover the contingency of such other rise or fall in costs.
- 28.4. The index relevant to any quarter, for which such compensation is paid, shall be the arithmetical average of the indices relevant of the calendar month.
- 28.5. For the purpose of clarity, it is pointed out that the price adjustment may be either positive or negative, i.e. if the price adjustment is in favour of the Employer, the same shall be recovered from the sums payable to the ISA.

29. Mobilization Advance

- 29.1. Payment of advances shall be applicable if provided in the Contract Data.
- 29.2. If applicable, the Project Director in Charge shall make interest bearing advance payment to the ISA of the amounts stated in the Contract Data, against provision by the ISA of an unconditional Bank Guarantee in a form and by a nationalized/ scheduled banks, in the name as stated in the Contract Data, in amounts equal to the advance payment. The guarantee shall remain effective until the advance payment has been repaid, but the amount of the guarantee shall be progressively reduced by the amounts repaid by the ISA.
- 29.3. The rate of interest chargeable shall be as per Contract Data.
- 29.4. The advance payment shall be recovered as stated in the Contract Data by deducting proportionate amounts from payment otherwise due to the ISA. No account shall be taken of the advance payment or its recovery in assessing valuations of work done, variations, price adjustments, compensation events, or liquidated damages.

30. Secured Advance

- 30.1. Payment of Secured Advance shall be applicable if provided in the Contract Data.
- 30.2. If applicable, the Project Director shall make advance payment against materials intended for but not yet incorporated in the Works and against provision by the ISA of an unconditional Bank Guarantee in a form and by a nationalized/ scheduled bank, in the name as stated in the Contract Data, in amounts equal to the advance payment. The guarantee shall remain effective until the advance payment has been adjusted, but the amount of the guarantee shall be progressively reduced by the amounts adjusted by the ISA.
- 30.3. The Amount of secured advance and conditions to be fulfilled shall be as stipulated in the Contract Data.
- 30.4. The Secured Advance paid shall be recovered as stated in the contract Data.

31. Payment Certificates

The payment to the ISA will be as follows for construction work:

The ISA shall submit to the Manager CP/GM PIU monthly statements of the value of the work executed less the cumulative amount certified previously, supported with detailed measurement of the items of work executed.

- (b) The Manager CP/GM PIU shall check the ISA's monthly statement and certify the amount to be paid to the ISA.
- (c) The value of work executed shall be determined, based on the measurements approved by the Manager CP/GM PIU.
- (d) The value of work executed shall comprise the value of the quantities of the items in the Bill of Quantities completed.

- (e) The value of work executed shall also include the valuation of Variations and Compensation Events.
- (f) All payments shall be adjusted for deductions for advance payment, security deposit, other recoveries in terms of contract and taxes at source as applicable under the law.
- (g) The Manager CP/GM PIU may exclude any item certified in a previous certificate or reduce the proportion of any item previously certified in any certificate in the light of later information.
- (h) Payment of intermediate certificate shall be regarded as payments by way of advance against the final payment and not as payments for work actually done and completed.
- (i) Intermediate payment shall not preclude the requiring of bad, unsound and imperfect or unskilled work to be removed and taken away and reconstructed or be considered as an admission of the due performance of the ISA any part thereof, in any respect or the occurring of any claim.
- (j) The payment of final bill shall be governed by the provisions of clause 33 of GCC

E. Finishing the Contract

32. Completion Certificate

- 32.1. A Completion Certificate in the prescribed format in Contract Data shall be issued by the GM PIU after physical completion of the Work.
- 32.2. After final payment to the ISA, a Final Completion Certificate in the prescribed format in the Contract Data shall be issued by the GM PIU.

33. Final Account

- 33.1. The ISA shall supply the General Manager, PIU with a detailed account of the total amount that the ISA considers payable for works under the Contract within 21 days of issue of certificate of physical completion of works. The General Manager, PIU shall issue a Defects Liability Certificate and certify any payment that is due to the ISA within 45 days of receiving the ISA's account if it is correct and complete. If the account is not correct or complete, the General Manager, PIU shall issue within 45 days a schedule that states the scope of the correction or additions that are necessary. If the Account is still unsatisfactory after it has been resubmitted, the matter shall be referred to the Competent Authority as defined in the Contract Data, who shall decide on the amount payable to the ISA after hearing the ISA and the Project Director.
- 33.2. In case the account is not received within 21 days of issue of Certificate of Completion as provided in clause 33.1 above, the General Manager, PIU shall proceed to finalise the account and issue a payment certificate within 28 days.

F. Other Conditions of Contract

34. Currencies

All payments will be made in Indian Rupees.

35. Labour

- 35.1. All payments will be made in Indian Rupees.
- 35.2. The ISA shall, unless otherwise provided in the Contract, make his own arrangements for the engagement of all staff and labour, local or other, and for their payment, housing, feeding and transport
- 35.3. The ISA shall, if required by the Manager CP, deliver to the Manager CP a return in detail, in such form and at such intervals as the Manager CP may prescribe, showing the staff and

the numbers of the several classes of labour from time to time employed by the ISA on the Site and such other information as the Manager CP may require.

36. Compliance with Labour Regulations

36.1. During continuance of the Contract, the ISA and his sub-ISAs shall abide at all times by all existing labour enactments and rules made there under, regulations, notifications and bye laws of the State or Central Government or local authority and any other labour law (including rules), regulations, bye laws that may be passed or notification that may be issued under any labour law in future either by the State or the Central Government or the local authority. Salient features of some of the major labour laws that are applicable to construction industry are given in the Contract Data. The ISA shall keep the Employer indemnified in case any action is taken against the Employer by the competent authority on account of contravention of any of the provisions of any Act or rules made their under, regulations or notifications including amendments. If the Employer is caused to pay or reimburse, such amounts as may be necessary to cause or observe, or for non- observance of the provisions stipulated in the notifications/ byelaws/ Acts/Rules/ regulations including amendments, if any, on the part of the ISA, the GM PIU/Employer shall have the right to deduct from any money due to the ISA including his amount of performance security. The Employer/GM PIU shall also have right to recover from the ISA any sum required or estimated to be required for making good the loss or damage suffered by the Employer. The employees of the ISA and the Sub-ISA in no case shall be treated as the employees of the Employer at any point of time.

37. Audit and Technical Examination

Government shall have the right to cause an audit and technical examination of the works and the final bill of the contract including all supporting vouchers, abstract etc. to be made after payment of the final bill and if as a result of such audit and technical examination any sum is found to have been overpaid in respect of any work done by the ISA under the contract or any work claimed by him to have been done under the contract and found not to, have been executed, the ISA shall be liable to refund the amount of overpayment and it shall be lawful for Government to recover the same from him in the manner prescribed in clause 21 above and if it is found that the ISA was paid less than what was due to him, under the contract in respect of any work executed by him under it, the amount of such under payment shall be duly paid by Government to the ISA.

38. Death or Permanent Invalidity of ISA

If the ISA is an individual or a proprietary concern, partnership concern, dies during the currency of the contract or becomes permanently incapacitated, where the surviving partners are only minors, the contract shall be closed without levying any damages/ compensation as provided for in clause 25.2 of the contract agreement. However, if the competent authority is satisfied about the competence of the survivors, then the competent authority shall enter into a fresh agreement for the remaining work strictly on the same terms and conditions under which the contract was awarded.

39. Jurisdiction

This contract has been entered into the State of Madhya Pradesh and its validity, construction, interpretation and legal effect shall be subjected to the courts at the place where this agreement is entered into. No other jurisdiction shall be applicable.

Contract Data

GCC Clause	Particulars	Data
1.17	Employer	Madhya Pradesh Jal Nigam Maryadit, Bhopal
3	Language & Law of Contract	English & Indian Contract Act 1872
4	Address & Contact details of the ISA	As per Section 3: Format 2
	Address & contact details of the Employer-phone, Fax, e-mail	Madhya Pradesh Jal Nigam Maryadit, Bhopal www.mpjalnigam.mp.gov.in, E-mail: mpjalnigam@mp.gov.in
5	Subcontracting permitted for the Contract Value	Not applicable.
6	Personnel to be provided by the ISA – Requirement	As per Section 4: Scope of Work
	Penalty, if required Technical Personnel not employed	As per Section 4: Scope of Work
11	Competent Authority for deciding dispute under Dispute Resolution System	Project Director Madhya Pradesh Jal Nigam Maryadit, Bhopal
	Appellate Authority for deciding dispute under Dispute Resolution System	Managing Director Madhya Pradesh Jal Nigam Maryadit, Bhopal
12	Period for submission of updated Work program	Initial work program shall be submitted within a week from the date of signing the agreement, thereafter, updated program on Quarterly basis in contracts where the contract period is more than 12 months.
	Amount to be withheld for not submitting work program in the prescribed period	1% of the contract value subject to minimum Rs. 5,000/- per month.
13	Competent Authority for granting Time Extension	Project Director, MPJNM Full Power
14	Milestones laid down for the contract	Yes
	If yes, details of milestones	As per Schedule 1
	Liquidated damage	As per Schedule 2
18	Competent Authority for determining the rate	Managing Director Madhya Pradesh Jal Nigam Maryadit, Bhopal
24	Any other condition for breach of contract	Less than 25% financial progress achieved during the half of the contract period. (Reason for delay attributed to the ISA.)
25	Penalty	Penalty shall include (a) Security deposit as per clause 27 of General Conditions of Contract and (b) Liquidated Damages imposed as per clause 14 or Performance Security (Guarantee) including additional performance security

GCC Clause	Particulars	Data
		(guarantee), if any, as per clause 26 of General Conditions of contract, whichever is higher.
26	Performance Guarantee (Security) shall be valid up to	Performance Guarantee (Security) for works shall be valid up to 3 months beyond the completion period. Additional Performance Guarantee (Security) shall be valid up to completion period plus 3 months.
27	Security Deposit (SD) deduction	At the rate of 2.5% of contract value from first two RA Bills. SD deducted during execution of works shall be refunded on completion of 3 months beyond the completion of work in all respect.
	Maximum limit of deduction of Security Deposit	Up to 5% of Final Contract Amount.
28	Price Adjustment formula and procedure to calculate	Not Applicable
28.1 (1)	Price adjustment shall be applicable	Not Applicable
29	29.1 Mobilization Advance Applicable	No Mobilization Advance Payable
	29.2 If yes, Unconditional Bank Guarantee.	Not Applicable
	29.3 If yes, Rate of interest chargeable on advances.	Not Applicable
	29.5 If yes, Recovery of advance payment.	Not Applicable
30	30.1 Secured Advance Applicable	Not Applicable
	30.2 If yes, Unconditional Bank Guarantee.	Not Applicable
	30.2 If yes, Amount of Secured advances.	Not Applicable
	30.3 If yes, Conditions for secured Advance.	Not Applicable
	30.4 If yes, Recovery of Secured advance	Not Applicable
32	Completion Certificate- after physical completion of the Work	Not Applicable
	Final Completion Certificate- after final payment on completion of the work.	Not Applicable
33	Competent Authority	Managing Director, MPJNM
36	Salient features of some of the major labour laws that are applicable	As per Schedule 3

Part II - Special Conditions of Contract (SCC)

- 1- Conditional Tenders will not be accepted.
- 2- It will be entirely at the discretion of MPJN to accept or reject the Bidder's proposals without giving any reasons whatsoever. The Bidder must carefully go through the provisions laid down in the Bid Document for the likely reasons, which may lead to the rejection of bid and / or forfeiture of the Bid Security.
- 3- The tiebreaker among those bidders who submit the lowest evaluated & equally quoted bid will be in the following order:
 - a) The Bidder with higher bid capacity.
 - b) The Bidder with higher average annual turnover.
 - c) Draw of lots
- 4- The list of villages (name and number of total project villages) provided here is subject to be finalized by the General Manager of concerned MPJN Project Implementation Unit (PIU).
- 5- The ISA will deploy the Manpower and will be permitted for engaging vehicles as per the Annexure D of this document.
- 6- If completion of the Multi-village Scheme (MVS) gets delayed due to any reason, tenure of the ISA's Mid Phase (Lean Period) will be extended in accordance with the same and the ISA will have to enter into agreement with MPJN for the same. MPJN will pay for the manpower and office running cost (as sanctioned for the Mid Phase) during this extended period, in addition to the total agreed cost, but maximum up to the 20% of total agreed amount.
- 7- In case if ISA does not comply with the work mentioned in scope of work in up to satisfaction of DWSM/MPJN then deduction in payment or penalty up to 10% of cost may be levied on ISAs by DWSM/MPJN.
- 8- Staff/employee of the ISA should have good conduct of behaviour and not involve in any nuisance. If found so then may be removed by the concerned official of MPJN.
- 9- ISA will submit attendance sheet/copy of the attendance register duly verified by concerned GM PIU for running bill payment.
- 10- All publicity matter should be pre-approved from MPJN officials.
- 11- All taxes liabilities shall be borne by ISAs. GST shall be paid extra as per GOI rules.
- 12- Human resources (i.e., Project Manager, Project coordinator, Community Mobilizers, Computer Operator and Village Motivators) salaries/wages shall be paid minimum 90% of the estimated cost per month as given in Section 6: Bill of Quantities (BOQ) through their Bank account transfer and money transfer proof shall be produced to MPJN along with RA Bills. The ISA will have to pay as per the rates given in BOQ irrespective of their financial quote.

13- TIMELINE:

Mobilization period - Mobilization period is 30 days from issuance of LoA. After completion of mobilization period, task duration will start which is as per NIT.

14- SUSPENSION OF THE CONTRACT:

MPJN reserves the right to keep the contract period suspended for any duration and for that duration payment of Part-B of the BOQ will not be payable, while before suspension the upto date payment shall be finally settled as per value of the work done and derived from the quoted rates of the ISA (Both Part A and Part B) and the payment already made based on schedule-1 details of Milestones/Payment Schedule.

Post suspension, the payment schedule-1 details of Milestones/ Payment Schedule shall not be operative and further payment shall be made as per the quoted rates of Part A and Part B of the BOQ. Maximum one month period for mobilization shall be given after the written intimation by the General Manager- PIU for resuming the work.

15- DELIVERABLES:

The agency/organization/institutions will provide:

1. Soft & hardcopy of the monthly, quarterly, half yearly and annual progress report.
2. Submission of No. of household status in Monthly reports
3. Submission of Jan Sabha records to MPJN along with monthly progress report
4. Submission of Gram Sabha records to MPJN along with monthly progress report
5. Soft & hard copy of household survey report of each revenue villages.
6. Soft & hard copy of summary of household survey report of entire package/schemes.
7. Soft & hard copy of PRA report of each revenue villages.
8. Soft & hard copy of summary of PRA report of entire packages/schemes.
9. Submission of 3 hard copies of Village Action Plan (VAP) for each revenue village in the format to be approved by MPJN
10. Submission of 10 copies of summary of entire village in package/scheme including DAP/SAP inputs in the format to be approved by MPJN
11. Submission of report and data of distribution of sample stationary for VWSCs
12. Submission of all training reports along with photos / videos / participants list and session wise conclusion of training programme, as per TOR
13. Report of exposure reports along with Photos/videos/participates list (as per TOR)
14. Submission of detailed strategy report of 5% to 10% community share of capital cost of in-village infrastructure distribution network system.
15. Submission of report of 5% to 10% community share of capital cost of in-village infrastructure distribution network system.
16. Linkage of FHTC & with Aadhar card in GoI web portal.
17. Project compilation report 10 copies.
18. List of households, with consent for new connection.
19. List of VWSC members, chairman & Secretary with Contact no.
20. VWSC bank accounts detail.
21. Soft & hard copy of Success/case studies
22. IEC activities photographs/videos in soft and hard copy.
23. Video clips of activities i.e.
24. Promotion of scheme related activities on Social Media Platforms like Twitter, Facebook, Instagram, etc.

All above mentioned report and IEC Activities (Photos, Videos) will be submitted in soft copy in Pen drive, CD/DVD.

The above list is not exhaustive. The Agency would be required to complete all the activities and submit the required deliverables / progress reports with supporting documents as required. The Agency should handover all the information to VWSC / Gram Panchayat / PIU before demobilization of the team.

Schedule 1 – Details of Milestones / Payment Schedule

Milestone	RA Bill	S. N.	Activity	Weightage	Payment Installment
1	Ist RA Bill 3rd Month	1	Opening office	1%	15%
		2	Deployment of Human Resources	2%	
		3	Approval of Detailed Action Plan and timeline of different IEC / HRD activities (Inception Report)	2%	
		4	District Level Orientation Workshop	0%	
		5	District Level Orientation workshop detailed report	0%	
		6	Block Level Orientation Workshop	5%	
		7	Block Level Orientation workshop detailed report	1%	
		8	Conducting Jan Sabha in 50% project villages and submission of detailed report, meeting minutes and photographs, etc.	15%	
		9	Conducting Gram Sabha in 50% project villages and submission of detailed report, meeting minutes and photographs, etc.	15%	
		10	Village wise Baseline Survey of 100% Village and households	15%	
			Conducted PRA exercise of 50% villages.	10%	
		11	Submitted PRA report of 50% village	1%	
		12	Summary & analysis of baseline survey report	3%	
		13	Gram Panchyat resolution for taking up JJM in all villages	1%	
		14	Approval of detailed strategy for collection of 5% / 10% of the capital cost of intra-village distribution network in form of cash and/or kind and/ or labour (As per operational guidelines of JJM)	1%	
		15	Approval of detailed strategy and plan for promotion of scheme related activities on Social Media Platforms like Twitter, Facebook, Instagram, etc.	1%	
		16	Approval of detailed strategy/plan for celebration of Important International Day (World Water Day (March 22nd)/ /World Handwash day (Oct 15th))	1%	
		17	Completion of 50% IEC activities (UV Display board and Slogans) as mentioned in the ToR.	15%	
		18	Completion of 50% Rally	4%	
		19	Completion of 50% School Competition	4%	
		20	Promotion of scheme related activities on Social Media Platforms like Twitter, Facebook, Instagram, etc.	1%	
		21	Monthly Progress Report (As per TOR)	1%	
		22	Deliverable Update Report for RA Bill (As per TOR)	1%	
2		1	100% Conflict resolution during execution of scheme	1%	15%

	2nd RA Bill 6th Bill	2	Formation and Orientation of 100% VWSCs as per Gazette Notification of GoMP/JJM Operational Guidelines.	12%	
		4	Conducting Jan Sabha in 100% project villages and submission of detailed report, meeting minutes and photographs, etc.	12%	
		5	Conducting Gram Sabha in 100% project villages and submission of detailed report, meeting minutes and photographs, etc.	12%	
		6	Conducted PRA exercise of 100% villages.	8%	
		7	Submitted PRA report of 100% village	1%	
		8	Completion of 100% Distribution of samples of record keeping stationeries i.e. cash book, meeting register, bill books, connection register, Notice pad, water tariff register, etc.	15%	
		9	Consent from each household for depositing 5%/10% contribution of the capital cost of intra-village distribution network in form of cash and/or kind and/ or labour (As per operational guidelines of JJM)	1%	
		10	Promotion of scheme related activities on Social Media Platforms like Twitter, Facebook, Instagram, etc.	1%	
		11	100% VWSCs Bank Account Opened	5%	
		12	Completion of VAP preparation of 100% villages, as per ToR and JJM Guidelines.	10%	
		13	Summary report of VAPs for all villages including inputs for DAP / SAP (10 copies to be submitted)	1%	
		14	Completion of 50% IEC activities (UV Display board and Slogans) as mentioned in the ToR.	15%	
		15	Completion of 50% Rally	2%	
		16	Completion of 50% School Competition	2%	
		17	Monthly Progress Report (As per TOR)	1%	
		18	Deliverable Update Report for RA Bill (As per TOR)	1%	
3	3rd RA Bill 9th Month	1	100% Conflict resolution during execution of scheme	15%	3%
		2	SHG members Meeting of 25% Villages of entire package	15%	
		3	Regular monthly meeting of VWSCs with at least 25% VWSCs.	25%	
		4	Completion of 25% Cluster Level Orientation Workshop	25%	
		5	Completion of 25% Cluster Level Orientation workshop detailed report	5%	
		6	Promotion of scheme related activities on Social Media Platforms like Twitter, Facebook, Instagram, etc.	5%	
		7	Monthly Progress Report (As per TOR)	5%	
		8	Deliverable Update Report for RA Bill (As per TOR)	5%	
4	4th RA Bill	1	100% Conflict resolution during execution of scheme	15%	3%

	12th Month	2	SHG members Meeting of 25% Villages of entire package	15%	
		3	Regular monthly meeting of VWSCs with at least 25% VWSCs.	25%	
		4	Completion of 50% Cluster Level Orientation Workshop	25%	
		5	Completion of 25% Cluster Level Orientation workshop detailed report	5%	
		6	Promotion of scheme related activities on Social Media Platforms like Twitter, Facebook, Instagram, etc.	5%	
		7	Monthly Progress Report (As per TOR)	5%	
		8	Deliverable Update Report for RA Bill (As per TOR)	5%	
5	5th RA Bill 15th Month	1	100% Conflict resolution during execution of scheme	15%	3%
		2	SHG members Meeting of 25% Villages of entire package	15%	
		3	Regular monthly meeting of VWSCs with at least 25% VWSCs.	25%	
		4	Completion of 75% Cluster Level Orientation Workshop	25%	
		5	Completion of 25% Cluster Level Orientation workshop detailed report	5%	
		6	Promotion of scheme related activities on Social Media Platforms like Twitter, Facebook, Instagram, etc.	5%	
		7	Monthly Progress Report (As per TOR)	5%	
		8	Deliverable Update Report for RA Bill (As per TOR)	5%	
6	6th RA Bill 18th Month	1	100% Conflict resolution during execution of scheme	15%	3%
		2	SHG members Meeting of 25% Villages of entire package	15%	
		3	Regular monthly meeting of VWSCs with at least 25% VWSCs.	25%	
		4	Completion of 25% Cluster Level Orientation Workshop	25%	
		5	Completion of 100% Cluster Level Orientation workshop detailed report	5%	
		6	Promotion of scheme related activities on Social Media Platforms like Twitter, Facebook, Instagram, etc.	5%	
		7	Monthly Progress Report (As per TOR)	5%	
		8	Deliverable Update Report for RA Bill (As per TOR)	5%	
7	7th RA Bill 21th Month	1	100% Conflict resolution during execution of scheme	20%	3%
		2	SHG members Meeting of 25% Villages of entire package	15%	
		3	Regular monthly meeting of VWSCs with at least 25% VWSCs.	50%	

		4	Promotion of scheme related activities on Social Media Platforms like Twitter, Facebook, Instagram, etc.	5%	
		5	Monthly Progress Report (As per TOR)	5%	
		6	Deliverable Update Report for RA Bill (As per TOR)	5%	
8	8th RA Bill 24th Month	1	100% Conflict resolution during execution of scheme	20%	3%
		2	SHG members Meeting of 25% Villages of entire package	15%	
		3	Regular monthly meeting of VWSCs with at least 25% VWSCs.	50%	
		4	Promotion of scheme related activities on Social Media Platforms like Twitter, Facebook, Instagram, etc.	5%	
		5	Monthly Progress Report (As per TOR)	5%	
		6	Deliverable Update Report for RA Bill (As per TOR)	5%	
9	9th RA Bill 27th month	1	Organizing Jan Sabha and Gram Sabha in 25% villages	2%	12%
		2	SHG members Meeting of 25% Villages of entire package	2%	
		3	Regular monthly meeting of VWSCs in 100% VWSCs.	5%	
		4	Promotion of scheme related activities on Social Media Platforms like Twitter, Facebook, Instagram, etc.	1%	
		5	Exposure visit of 50% PRI/VWSC members	15%	
		6	Completion of 50% Record keeping training (Two times training for two persons per village)	6%	
		7	Completion of 50% Convergence & Linkage development (Two times training for two persons per village)	6%	
		8	Completion of 50% Operation & maintenance (Two times training for two persons per village)	6%	
		9	Har-Ghar Jal Certification of 25% Villages (Subject to 100% FHTC coverage)	15%	
		10	Celebration of important National/ International day as per describe in ToR	2%	
		11	Collection of 25% community contribution as per JJM Guidelines	15%	
		12	Village wise weekly water Supply report	4%	
		13	Monthly Progress Report (As per TOR)	1%	
		14	Completion of 100% IEC activities (Prachar Rath, Poster, Street Play, Pamphlet) as mentioned in the ToR.	15%	
		15	FTK Training and Testing in 25% Villages (as per JJM WQ-MIS)	3%	
		16	Deliverable Update Report for RA Bill (As per TOR)	2%	
10	10th RA Bill	1	Organizing Jan Sabha and Gram Sabha in 50% villages	2%	12%

	30th Month	2	SHG members Meeting of 25% Villages of entire package	2%	
		3	Regular monthly meeting of VWSCs in 100% VWSCs.	5%	
		4	Promotion of scheme related activities on Social Media Platforms like Twitter, Facebook, Instagram, etc.	1%	
		5	Exposure visit of 100% PRI/VWSC members	15%	
		6	Completion of 100% Record keeping training (Two times training for two persons per village)	6%	
		7	Completion of 100% Convergence & Linkage development (Two times training for two persons per village)	6%	
		8	Completion of 100% Operation & maintenance (Two times training for two persons per village)	6%	
		9	Har-Ghar Jal Certification of 50% Villages (Subject to 100% FHTC coverage)	15%	
		10	Celebration of important National/ International day as per describe in ToR	2%	
		11	Collection of 50% community contribution as per JJM Guidelines	15%	
		12	Village wise weekly water Supply report	4%	
		13	Monthly Progress Report (As per TOR)	1%	
		14	At least 30%% household regularly paying water tariff of VWSCs (It is applicable only for project where scheme has been commissioned or trial run period is over)	15%	
		15	FTK Training and Testing in 50% Villages (as per JJM WQ-MIS)	3%	
		16	Deliverable Update Report for RA Bill (As per TOR)	2%	
11	11th RA Bill 33rd Month	1	Organizing Jan Sabha and Gram Sabha in 75% villages	5%	14%
		2	SHG members Meeting of 25% Villages of entire package	1%	
		3	Regular monthly meeting of VWSCs in 100% VWSCs.	5%	
		4	Promotion of scheme related activities on Social Media Platforms like Twitter, Facebook, Instagram, etc.	1%	
		5	Har-Ghar Jal Certification of 80% Villages (Subject to 100% FHTC coverage)	25%	
		6	Celebration of important National/ International day as per describe in ToR	2%	
		7	Collection of 75% community contribution as per JJM Guidelines	20%	
		8	Village wise weekly water Supply report	5%	
		9	Monthly Progress Report (As per TOR)	1%	
		10	Deliverable Update Report for RA Bill (As per TOR)	4%	

		11	FTK Training and Testing in 80% Villages (as per JJM WQ-MIS)	6%	
		12	At least 60%% household regularly paying water tariff of VWSCs (It is applicable only for project where scheme has been commissioned or trial run period is over)	20%	
		13	Submission of success / change story booklet (at least one for every 20 villages)	5%	
12	Final Bill 36th Month	1	Organizing Jan Sabha and Gram Sabha in 100% villages	5%	14%
		2	SHG members Meeting of 25% Villages of entire package	1%	
		3	Regular monthly meeting of VWSCs in 100% VWSCs.	5%	
		4	Promotion of scheme related activities on Social Media Platforms like Twitter, Facebook, Instagram, etc.	1%	
		5	Har-Ghar Jal Certification of 100% Villages (Subject to 100% FHTC coverage)	20%	
		6	Celebration of important National/ International day as per describe in ToR	2%	
		7	Collection of 100% community contribution as per JJM Guidelines	20%	
		8	Village wise weekly water Supply report	5%	
		9	Monthly Progress Report (As per TOR)	1%	
		10	Deliverable Update Report for RA Bill (As per TOR)	2%	
		11	FTK Training and Testing in 100% Villages (as per JJM WQ-MIS)	5%	
		12	At least 90%% household regularly paying water tariff of VWSCs (It is applicable only for project where scheme has been commissioned or trial run period is over)	20%	
		13	Submission of success / change story booklet (at least one for every 20 villages)	3%	
		14	All Submissions as part II Special Conditions of the contract	10%	

Note:

1. The running bills will be paid as per payment schedule above.
2. DWSM/MPJN can reduce or increase number of villages in the package. The payment for the package will be modified based on the rate quoted by the bidder, the weightage specified above & quantity specified in Section 6: Bill of Quantities (BOQ).
3. DWSM/MPJN can reduce or increase the no. of activities to be performed in any village/package. The payment for the respective milestone will be modified based on the rate quoted by the bidder, the weightage specified above & quantity specified in Section 6: Bill of Quantities (BOQ).
4. Human Resources (i.e. Project Manager, Project Coordinator, Community Mobilizers, Computer Operator and Village Motivators) salaries/wages shall be paid minimum 90% of the estimated cost per month as given in Section 6: Bill of Quantities (BOQ) through account transfer and money transfer proof shall be produced to MPJN along with RA Bills. The ISA will have to pay as per the rates given in BOQ irrespective of their financial quote.
5. Penalty of 5% will be applicable on replacement of key personnel i.e. Project Manager & Project Coordinator. The penalty will be computed based on the rates specified in Section 6: Bill of Quantities (BOQ). The penalty will be applicable cumulatively on each replacement during the term of the contract.
6. In case of non-deployment of any staff, the salary for the non-deployed staff will be deducted based on the rates specified in Section 6: Bill of Quantities (BOQ).
7. If the scheme does not reach the O&M stage, then ISA shall not be paid against the activities related to water tariff collection.
8. All payment against the activities will be based on pro rata except for community contribution collection, water tariff collection and Har Ghar Jal activities.
9. Payment for community contribution collection, water tariff collection and Har Ghar Jal certification activities will be nil if the achievement is less than 50%, but can be settled in final bill on pro rata basis (as above), only if the achievement is more than 50%.
10. Within any activity if the completion is less than 50%, then ISA shall not be paid for the entire activity. However, for completion more than 50% payment shall be done on pro-rata basis. The payment will be made in subsequent milestones when the activity is completed.
11. If ISA does not complete any activity / achieve the outcome mentioned in payment schedule for that particular milestone; MPJN will not pay any amount against that particular activity / outcome.
12. In case of community contribution collection, if the amount to be collected from community is waived off by GoMP/GoI/other due to any reason, the amount payable to ISA shall be reduced in proportion of the number of villages in which the applicable activity is carried out.
13. The amount apportioned for community contribution collection will be paid on pro rata basis at the time of final bill payment.
14. In case of water tariff collection, if the tariff to be collected from community is waived off by GoMP/GoI/other due to any reason, the amount payable to ISA shall be in proportion of the number of villages in which the applicable activity is carried out.

15. Celebration of international days will be paid in the milestone in which it falls as per calendar.

Schedule 2 - Compensation for Delay

If the ISA fails to achieve the milestones, and the delay in execution of work is attributable to the ISA, the Employer shall retain an amount from the sums payable and due to the ISA as per following scale -

- i. Slippage up to 25% in financial target during the milestone under consideration
—2.5% of the work remained unexecuted in the related time span.
- ii. Slippage exceeding 25% but Up to 50% in financial target during the milestone under consideration
-5% of the work remained unexecuted in the related time span.
- iii. Slippage exceeding 50% but Up to 75% in financial target during the milestone under consideration
-7.5% of the work remained unexecuted in the related time span.
- iv. Slippage exceeding 75% in financial target during the milestone under consideration
-10% of the work remained unexecuted in the related time span.

Note: For arriving at the dates of completion of time span related to different milestones, delays which are not attributable to the ISA shall be considered. The slippage on any milestone is if made good in subsequent milestones or at the time of stipulated period of completion, the amount retained as above shall be refunded. In case the work is not completed within the stipulated period of completion along with all such extensions which are granted to the ISA for either Employer's default or Force Majeure, the compensation shall be levied on the ISA at the rate of 0.05% per day of delay limited to a maximum of 10% of contract price.

The decision of Project Director, MPJNM shall be final and binding upon both the parties.

Schedule 3 - Salient Features of Some Major Labour Laws Applicable

- a) **Workmen Compensation Act 1923:** - The Act provides for compensation in case of injury by accident arising out of and during the course of employment.
- b) **Payment of Gratuity Act 1972:** - Gratuity is payable to an employee under the Act on satisfaction of certain conditions on separation if an employee has completed the prescribed minimum years (say, five years) of service or more or on death the rate of prescribed minimum days' (say, 15 days) wages for every completed year of service. The Act is applicable to all establishments employing the prescribed minimum number (say, 10) or more employees.
- c) **Employees P.F. and Miscellaneous Provision Act 1952:** The Act Provides for monthly contributions by the Employer plus workers at the rate prescribed (say, 10% or 8.33%). The benefits payable under the Act are:
 - i. Pension or family pension on retirement or death as the case may be.
 - ii. Deposit linked insurance on the death in harness of the worker.
 - iii. Payment of P.F. accumulation on retirement/death etc.
- d) **Maternity Benefit Act 1951:** - The Act provides for leave and some other benefits to women employees in case of confinement or miscarriage etc.
- e) **Contract Labour (Regulation & Abolition) Act 1970:** - The Act provides for certain welfare measures to be provided by the ISA to contract labour and in case the ISA fails to provide, the same are required to be provided, by the Principal Employer by Law. The principal Employer is required to take Certificate of Registration and the ISA is required to take license from the designated Officer. The Act is applicable to the establishments or ISA of Principal Employer if they employ prescribed minimum (say 20) or more contract labour.
- f) **Minimum Wages Act 1948:** - The Employer is to pay not less than the Minimum Wages fixed by appropriate Government as per provisions of the Act if the employment is a scheduled employment. Construction of buildings, roads, runways is scheduled employment.
- g) **Payment of Wages Act 1936:** - It lays down as to by what date the wages are to be paid, when it will be paid and what deductions can be made from the wages of the workers.
- h) **Equal Remuneration Act 1979:** - The Act provides for payment of equal wages for work of equal nature to male and female workers and for not making discrimination against female employees in the matters of transfers, training and promotions etc.
- i) **Payment of Bonus Act 1965:** - The Act is applicable to all establishments employing prescribed minimum (say, 20) or more workmen. The Act provides for payments of annual bonus within the prescribed range of percentage of wages to employees drawing up to the prescribed amount of wages, calculated in the prescribed manner. The Act does not apply to certain establishments. The newly set-up establishments are exempted for five years in certain circumstances. States may have different number of employment size.
- j) **Industrial Disputes Act 1947:** - The Act lays down the machinery and procedure for resolution of industrial disputes, in what situations a strike or lock-out becomes illegal and what are the requirements for laying off or retrenching the employees or closing down the establishment.
- k) **Industrial Employment (Standing Orders) Act 1946:** - It is applicable to all establishments employing prescribed minimum (say, 100, or 50). The Act provides for laying down rules governing the conditions of employment by the Employer on matters provided in the Act and gets these certified by the designated Authority.

- l) **Trade Unions Act 1926:** - The Act lays down the procedure for registration of trade unions of workmen and Employers. The Trade Unions registered under the Act have been given certain immunities from civil and criminal liabilities.
- m) **Child Labour (Prohibition & Regulation) Act 1986:** - The Act prohibits employment of children below 14 years of age in certain occupations and processes and provides for regulations of employment of children in all other occupations and processes. Employment of child labour is prohibited in building and construction industry.
- n) **Inter-State Migrant Workmen's (Regulation of Employment & Conditions of Service) Act 1979:** - The Act is applicable to an establishment which employs prescribed minimum (say, five) or more inter-state migrant workmen through an intermediary (who has recruited workmen in one state for employment in the establishment situated in another state). The Inter-State migrant workmen, in an establishment to which this Act becomes applicable, are required to be provided certain facilities such as Housing, Medical-Aid, Travelling expenses from home up to the establishment and back etc.
- o) **The Building and Other Construction workers (Regulation of Employment and Conditions of Service) Act 1996 and the Cess Act of 1996:** - All the establishments who carry on any building or other construction work and employs the prescribed minimum (say, 10) or more workers are covered under this Act. All such establishments are required to pay cess at the rate not exceeding 2% of the cost of construction as may be modified by the Government. The Employer of the establishment is required to provide safety measures at the building or construction work and other welfare measures, such as canteens, first-aid facilities, ambulance, housing accommodations for workers near the workplace etc. The Employer to whom the Act applies has to obtain a registration certificate from the Registering Officer appointed by the Government.
- p) **Factories Act 1948:** - The Act lays down the procedure for approval of plans before setting up a factory, health and safety provisions, welfare provisions, working hours, annual earned leave and rendering information regarding accidents or dangerous occurrences to designated authorities. It is applicable to premises employing the prescribed minimum (say, 10) persons or more with aid of power or another prescribed minimum (say, 20) or more persons without the aid of power engaged in manufacturing process.

Schedule 4 - Performance Security Format

Form of Guarantee for Performance Security

Bank Guarantee No. :
Date of Issue :
Beneficiary : Managing Director, Madhya Pradesh Jal Nigam Maryadit
Applicant :
Guarantee Amount :
Amount in Words :
Claim Expiry Date : (03 months from expected completion date)

WHEREAS:

- A. Managing Director, Madhya Pradesh Jal Nigam, 8, Arera Hills, Old Jail Road, Bhopal – 462004, Madhya Pradesh (hereinafter called the “**Authority**”) had invited tenders for “(name of the project)” (the “**Project**”) vide NIT No. _____ Dated _____
- B. Pursuant to the evaluation of proposals and approval of competent authority, the Authority has accepted the bid of _____ Name and Address of Selected Bidder (hereinafter called the “**Agency**”) and issued its Letter of Acceptance No. _____, Date: _____ (Date of LOA).
- C. The Agency has undertaken to execute the Project subject to and in accordance with the provisions of the Agreement to be entered into by Authority and Agency (the “**Agreement**”).
- D. The Agreement requires the Agency to furnish a Performance Security enforceable in Bhopal from a Scheduled Commercial Bank recognized by Reserve Bank of India (other than Co-Operative Banks) having an operational office in Bhopal for due and faithful performance of its obligations, under and in accordance with the Agreement, during the term of the Agreement (as defined in the Agreement) in a sum of Rs. _____ Amount in figures (Amount in words) (the “**Guarantee Amount**”).
- E. We, through our branch at (the “**Bank**”) have agreed to furnish this bank guarantee (hereinafter called the “**Guarantee**”) by way of Performance Security.

NOW, THEREFORE, the Bank hereby, unconditionally and irrevocably, guarantees and affirms as follows:

1. The Bank hereby unconditionally and irrevocably guarantees and undertakes to pay to the Authority upon occurrence of any failure or default in the due and faithful performance of all or any of the Agency’s obligations, under and in accordance with the provisions of the Agreement during the term of the Agreement on its mere first written demand, and without any demur, reservation, recourse, contest or protest, and without any reference to the Agency, such sum or sums up to an aggregate sum of the Guarantee Amount as the Authority shall claim, without the

Authority being required to prove or to show grounds or reasons for its demand and/or for the sum specified therein.

2. A letter from the Authority, under the hand of an officer not below the rank of a Chief Engineer of the Authority, that the Agency has committed default in the due and faithful performance of all or any of its obligations under and in accordance with the Agreement shall be conclusive, final and binding on the Bank. The Bank further agrees that the Authority shall be the sole judge as to whether the Agency is in default in due and faithful performance of its obligations during and under the Agreement and its decision that the Agency is in default shall be final and binding on the Bank, notwithstanding any differences between the Authority and the Agency, or any dispute between them pending before any court, tribunal, arbitrators or any other authority or body, or by the discharge of the Agency for any reason whatsoever.
3. In order to give effect to this Guarantee, the Authority shall be entitled to act as if the Bank were the principal debtor and any change in the constitution of the Agency and/or the Bank, whether by their absorption with any other body or corporation or otherwise, shall not in any way or manner affect the liability or obligation of the Bank under this Guarantee.
4. It shall not be necessary, and the Bank hereby waives any necessity, for the Authority to proceed against the Agency before presenting to the Bank its demand under this Guarantee.
5. The Authority shall have the liberty, without affecting in any manner the liability of the Bank under this Guarantee, to vary at any time, the terms and conditions of the Agreement or to extend the time or period for the compliance with, fulfilment and / or performance of all or any of the obligations of the Agency contained in the Agreement or to postpone for any time, and from time to time, any of the rights and powers exercisable by the Authority against the Agency, and either to enforce or forbear from enforcing any of the terms and conditions contained in the Agreement and/or the securities available to the Authority, and the Bank shall not be released from its liability and obligation under these presents by any exercise by the Authority of the liberty with reference to the matters aforesaid or by reason of time being given to the Agency or any other forbearance, indulgence, act or omission on the part of the Authority or of any other matter or thing whatsoever which under any law relating to sureties and guarantors would but for this provision have the effect of releasing the Bank from its liability and obligation under this Guarantee and the Bank hereby waives all of its rights under any such law.
6. This Guarantee is in addition to and not in substitution of any other guarantee or security now or which may hereafter be held by the Authority in respect of or relating to the Agreement or for the fulfilment, compliance and/or performance of all or any of the obligations of the Agency under the Agreement.
7. Notwithstanding anything contained hereinbefore, the liability of the Bank under this Guarantee is restricted to the Guarantee Amount and this Guarantee will remain in force for the period specified in paragraph 8 below and unless a demand or claim in writing is made by the Authority on the Bank under this Guarantee all rights of the Authority under this Guarantee shall be forfeited and the Bank shall be relieved from its liabilities hereunder.

8. We, _____ (indicate the name of bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Authority / Government under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till Authority certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Agency and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the _____ [Claim Expiry Date –03 months from expected completion date], the Bank shall be discharged from all liability under this guarantee thereafter.
9. The Bank undertakes not to revoke this Guarantee during its currency, except with the previous express consent of the Authority in writing and declares and warrants that it has the power to issue this Guarantee and the undersigned has full powers to do so on behalf of the Bank.
10. Any notice by way of request, demand or otherwise hereunder may be sent by post addressed to the Bank at its above referred branch, which shall be deemed to have been duly authorized to receive such notice and to effect payment thereof forthwith, and if sent by post it shall be deemed to have been given at the time when it ought to have been delivered in due course of post and in proving such notice, when given by post, it shall be sufficient to prove that the envelope containing the notice was posted and a certificate signed by an officer of the Authority that the envelope was so posted shall be conclusive.
11. This Guarantee shall come into force with immediate effect and shall remain in force and effect for up to the date specified in paragraph 8 above or until it is released earlier by the Authority pursuant to the provisions of the Agreement.

Signed and sealed this day of, 20..... at

SIGNED, SEALED AND DELIVERED

For and on behalf of the Bank by:

(Signature)

(Name)

(Designation)

(Code Number)

(Address)

NOTES:

- (i) The bank guarantee should contain the name, designation and code number of the officer(s) signing the guarantee.
- (ii) The address, telephone number and other details of the head office of the Bank as well as of issuing branch should be mentioned on the covering letter of issuing branch.

Section 6: Bill of Quantities (BOQ)

Name of work: Implementation Support Agencies (ISAs) for implementation of IEC, HRD and Capacity Building Activities under Jal Jeevan Mission (JJM) in Madhya Pradesh

MVS : Sanodha-1 & Sanodha-2

Block : Sagar

District: Sagar

No. of Village: 56

Probable Amount of Contract (PAC) - Rs. 59,08,900.00/-

No.	Activity	Sub Activity	Nos. Villages/ activity	Nos. per village	Unit Cost Rs.	Total Cost Rs.
1	Orientation	District Level Orientation Program	0	1	70,000	0
		Block Level Orientation Program	1	1	30,000	30000
		Cluster level Orientation Program	1	1	15,000	15000
2	Entry Point Activities	Nos. of Jan Sabha	56	1	1,700	95200
		Nos. of Gram Sabha	56	1	1,700	95200
3	Baseline Survey	Base line survey including stationary	56	1	1,500	84000
		Village wise baseline survey report	56	1	1,000	56000
		Summary & analysis of baseline survey for entire package	1	1	5,000	5000
4	PRA & VAP	Participatory Rural Appraisal (PRA)	56	1	4,000	224000
		Summary of all villages PRA report (10 copies to be submitted)	10	1	1,000	10000
		Village Action Plan (VAP) preparation (3 copies to be submitted)	56	1	1,500	84000
		Summary report of VAPs for all villages including inputs for DAP / SAP (10 copies to be submitted)	10	1	1,000	10000
5	Sample Stationary for VWSCs	Cash book, meeting register, bill books, connection register, notice pad, water tariff register, etc.	56	1	2,000	112000
6	IEC Activities	UV Display Board (2x3)	56	1	3,000	168000
		Prachar Rath	56	4	2,000	448000
		Street play	56	1	3,000	168000
		Poster	56	5	100	28000
		Pamphlets	56	200	10	112000

		Slogans	56	5	750	210000
		Rally	56	1	1,500	84000
		School Competition	56	2	1,000	112000
		Important International Days	56	2	1,500	168000
		Social Media Promotion	36	1	3,000	108000
7	Training & Capacity Building	Record keeping training (Two times training for two persons per village)	56	4	700	156800
		Convergence & Linkage development (Two times training for two persons per village)	56	4	700	156800
		Operation & maintenance (Two times training for two persons per village)	56	4	700	156800
		PRI members exposure visit	56	2	1,300	145600
		Total (A)				
No.	Particulars	Position / Description	No.	Months	Fees/ Month	Project Fees
8	Human Resources	Project Manager	0	36	50000	0
		Project Coordinator	0	18	35,000	0
		Community mobilizer (25% strength)	1	36	15,000	5,40,000
		Community mobilizer (75% strength))	3	18	15,000	8,10,000
		Computer Operator	1	18	15,000	2,70,000
		Office Boy	1	18	10,000	1,80,000
		Village level facilitator honorarium	56	6	1,500	5,04,000
9	Office Expenses	Office Running Expenses	1	36	10,000	3,60,000
10	Vehicles	Four-Wheeler Cost - Project Manager	0	18	35000	0
		Two-Wheeler Cost - Project Coordinator	0	18	3500	0
		Two-Wheeler Cost - Community Mobilizer (25% strength)	1	36	2250	81,000
		Two-Wheeler Cost - Community Mobilizer (75% strength)	3	18	2250	1,21,500
Total (B)						28,66,500
Total (A+B)						59,08,900

Note –

1. Payment will be made as per Conditions of Contract (including Schedule 1 – Payment Schedule).
2. The ISA will deploy the Manpower and will be permitted for enagaging vehicles as per the Annexure D of this document.
3. All tax liabilities shall be borne by ISAs. GST shall be paid extra as applicable.
4. The Bidder is advised to examine all instructions, forms, terms, specifications and other information in the bid document and consider and evaluate fully the price implications therein contained before filling the Price Schedule.
5. There are several items not specifically mentioned in the break-up but shall be required to be completed as per scope and specification stipulated in the tender document. The Bidder shall be deemed to have included all required works/activities as specified in the bid document in the quoted rate i.e. completion of all the activities specified in scope of work, salary and wages of staff, administrative, expenses, logistics, etc., and all applicable taxes excluding GST.
6. Items not specifically listed in this price breakup schedules but required to be executed for satisfactory completion of work as specified in scope of work, will not be separately paid for by MPJN when executed and shall be deemed to be covered in the prices quoted.