

**DEPARTMENT OF WATER SUPPLY AND SANITATION DEPARTMENT, PUNJAB**  
(PUNJAB RURAL WATER & SANITATION SECTOR IMPROVEMENT PROJECT)

**PROJECT ID.: P150520, REQUEST FOR EXPRESSION OF INTEREST**  
(CONSULTING SERVICES--- FIRMS SELECTIONS)

**Assignment: Hiring a Consulting Firm for Formulating a Strategy for Improving Service Delivery in Water Supply Schemes for 27 Habitations in 9 blocks of District Pathankot, Hoshiarpur, SBS Nagar, Ropar and SAS Nagar in Kandi Area of Punjab**

1. IBRD (The World Bank) has approved a credit to Punjab Government for the implementation of Punjab Rural Water and Sanitation Sector Improvement Project (PRWSSIP). This project is under implementation since 2015. Now the Government of Punjab (GoP) intends to apply part of the available proceeds of this loan for hiring a Consulting Firm for Formulating a Strategy to prepare Master Plan for Improving Service Delivery in Water Supply Schemes for 27 Habitations in 9 blocks of District Pathankot, Hoshiarpur, SBS Nagar, Ropar & SAS Nagar in Kandi Area of Punjab.
2. **Objective:** The assignment is to develop strategic options for improving the performance, resilience and service delivery parameters of water supply in hilly Habitations (Kandi areas) of District Pathankot, Hoshiarpur, SBS Nagar, Ropar & SAS Nagar.

The consultant is expected to undertake the following activities in 27 existing Water Supply schemes:

- Undertake a condition and performance assessment of existing water supply schemes (Ground/surface water based) including treatment, distribution network and pumping machinery etc. Long term sustainability of existing W/S Scheme and source should be assessed w.r.t. ability to supply water at service level of 70-100 lpcd for 10 hrs average supply everyday throughout the year for 100% households. Propose options to upgrade all such schemes.
  - Recommend options for improvements for ground water-based water supply schemes if the present service delivery parameters service level cannot be improved to deliver upto 100 lpcd for atleast 10 hrs everyday throughout the year because of source capacity, source sustainability etc (those which cannot be upgraded as in point 1 above), propose suitable solutions.
  - Where long term sustainability of existing W/S Scheme and source w.r.t. desired service delivery parameters is not feasible mainly because of source constraints, explore options for switching to surface water (as specified above). Provide tentative cost estimates, recommend options for capital investment planning such as a Master Plan etc.
  - Improvement in O&M and institutional arrangements for all upgraded schemes to sustain desired services delivery parameters (upto 100 lpcd; increased hours of supply upto 10 hours; improved water quality etc) in all these 27 water supply schemes.
3. The Department of Water Supply and Sanitation now invites eligible Consultancy Firms to indicate their interest in providing these services. Interested Firms must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions and so forth). The Eligibility criteria is as under:

**Eligibility criteria:**

- i) Minimum Average Annual financial Turnover of Rs. 60 Lakhs in any 3 years in last 5 financial years (FY2017-18 to 2021-22), duly audited by Chartered Accountant (CA certified turn over for the FY-2021-22 shall be accepted).
  - ii) Consulting firm should have experience of conducting studies regarding Design, Operation & Maintenance of atleast one Multi- village/Urban Water Supply Schemes based on surface water with collection, treatment, transmission and distribution of treated water within last 5 years from the last date of submission of EoI.
4. The Consultant will be selected in accordance with Selection Based on **Consultant's Qualifications Selection (CQS)** procedure set out in the World Bank Procurement Guidelines (2011, updated 2014). The Bidders have to submit the Full Technical Proposal meeting the Eligibility Criteria as well as Selection criteria **as per the TOR**. Only the Proposal which fulfil eligibility criteria shall be evaluated for Selection Criteria as per TOR. The most qualified firm on the basis of the evaluation shall be asked to submit a combined Technical and Financial Proposal and if such proposal is responsive and acceptable, then the firm will be invited to negotiate the contract. Kindly note that no Financial proposal shall be submitted at this stage. A firm submitting the financial proposal at this stage shall be disqualified and their proposal shall be rejected without evaluation.
  5. Interested Consultants may refer detailed ToR placed at the Departmental Website: **www.dwss.punjab.gov.in**. Request for Expressions of Interest must be delivered in a written form to the address below (in person/courier, and by e-mail) on or before **20-10-2022** upto 3:00PM
  6. The Consultancy duration shall be for 4 months from the date of award of the consultancy agreement.

**Note: Any corrigendum(s) to the Request for Expression of Interest shall be published on the Departmental website only.**

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**DEPARTMENT OF WATER SUPPLY & SANITATION**  
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## Terms of Reference

### **Punjab Rural Water Supply and Sanitation Sector Improvement Project**

#### **Terms of Reference for Hiring a Consulting Firm for formulating a strategy for Improving Service Delivery in 27 Water Supply Schemes in 9 Blocks of District Pathankot, Hoshiarpur, SBS Nagar, Ropar and SAS Nagar in Kandi Area of Punjab**

(Note: The names of representative water supply schemes (as mentioned in Annexure- V) may vary during the assignment based on field requirements and any preliminary study outcomes).

#### **1. Introduction**

Punjab Rural Water Supply and Sanitation Sector Improvement Project (PRWSSIP) is being implemented (approved in 2015) with the financial support of the World Bank. This project covers mainly tube well, canal based single village or multi-village rural water supply schemes in Punjab state.

The Kandi area plateau is having undulating hilly terrain / topography. This area falls in district Pathankot, Hoshiarpur, SBS Nagar, Ropar and SAS Nagar. Most of the village water supply schemes in the Kandi area are based ground water-based sources. For last two decades, over exploitation of ground water in the region resulted in depletion of yield and or ground water table. Due to hard & rocky strata (along with presence of boulders) in this region, drilling of tubewell is very expensive in comparison to other regions of state.

Apart from this, water quality of drinking water sources is deteriorating day by day hence impacting the sustainability of the drinking water supply scheme in the region. Many Water Supply Schemes in Kandi Area are not financially sustainable due to requirement of heavy pumping machinery.

In the background it has been decided to prepare strategy for Kandi area of district Pathankot, Hoshiarpur, SBS Nagar, Ropar & SAS Nagar for identification of long term sustainable sources and formulating a strategy to improve service delivery in W/S Schemes in Kandi Area.

#### **2. Objective: The assignment is to propose strategic options for improving the performance, resilience and service delivery parameters of 27 water supply schemes (Annex– V) for various habitations of 9 blocks of District Pathankot, Hoshiarpur, SBS Nagar, Ropar & SAS Nagar in Kandi Area.**

This consultant is expected to undertake the following activities:

- Undertake a condition and performance assessment of existing water supply schemes (Ground/surface water based) including treatment, distribution network and pumping machinery etc. Long term sustainability of existing W/S Scheme and source should be assessed w.r.t. ability to supply water at service level of 70-100 lpcd for 10 hrs average supply everyday throughout the year for 100% households. Propose options to upgrade all such schemes.
- Recommend options for improvements for ground water-based water supply schemes if the present service delivery parameters service level cannot be improved to deliver upto 100 lpcd for atleast 10 hrs everyday throughout the year because of source capacity, source sustainability etc (those which cannot be upgraded as in point 1 above), propose suitable solutions.
- Where long term sustainability of existing W/S Scheme and source w.r.t. desired service delivery parameters is not feasible mainly because of source constraints, explore options for switching to surface water (as specified above). Provide tentative cost estimates, recommend options for capital investment planning such as a Master Plan etc.
- Improvement in O&M and institutional arrangements for all upgraded schemes to sustain desired services delivery parameters (upto 100 lpcd; increased hours of supply upto 10 hours; improved water quality etc) in all these 27 water supply schemes.

### 3. Scope of Services:

#### **Diagnostic work:**

The Firm shall prepare plans for service delivery improvement after conducting study 27 water supply schemes (list provided) to identify the issues and to analyze as under:

- Collection of information for identified project area and essential data of all schemes such as census data such as populations, households, existing water supply source (Annex-V) along with, Identification of habitations of the villages as per IMIS website and any other relevant information as may be required for water supply schemes.
- Collection of Related maps, survey of India toposheet for demarcation and identification of project area in discussion with department etc (to be procured by Consultant) including Development of Geo-referenced map of project area showing project area boundary, districts boundaries, block boundaries, villages administrative boundaries and other habitation details. Geo-locating of existing schemes and proposed layout for Multi-Village Surface Water Schemes. Identification of gaps and shortcomings with existing water supply system. Demographic studies and estimation of village wise water demands for different stages of project as per JJM/State guidelines
- Assessment of current levels of water supply such as water withdrawal, production efficiency, water losses in distribution, cost of production, revenue collections if any, quality of potable water at household level (random sampling and testing at approved labs), hours of operations and supply hours. Reasons for not producing water as per installed capacity of the WTP /scheme.
- Condition and performance assessment of existing Water Supply network and operations and identified the reasons for neglect and poor asset conditions and maintenance. Long term sustainability of existing W/S Scheme and source will assessed w.r.t. desired service delivery parameters i.e. service level of 70-100 lpcd for 10 hrs average supply everyday throughout the year for 100% households.
- Detailed survey of 27 representative water supply schemes (list provided) to study existing status of water supply and suggest appropriate measures to ensure long term sustainability and feasibility for quantity and quality to ensure water supply at service level of 70-100 lpcd for atleast 10 hrs throughout the year.
- Recommend options for service delivery improvements for ground water-based water supply schemes if the present service delivery parameters service level cannot be improved to deliver upto 100 lpcd for atleast 10 hrs everyday throughout the year because of source capacity, source sustainability etc.
- Where switching to surface water is desirable for improved service delivery, recommend options for capital investment planning as a Master Plan; and improvement in O&M and institutional arrangements for achievement of desired services delivery parameters (as specified above), submit tentative cost estimates.
- Field validation of useful water bodies available in 27 represented W/S Schemes - location, availability of water & raw water quality assessment (support to be provided by department).
- Operational management of schemes – condition and performance assessment of existing water supply infrastructure and its shortcomings in terms of service delivery parameters.
- Distribution operations and the need for doing away with zoning systems (being practiced by DWSS currently) of identified schemes
- Propose innovate solutions/options for improvement of water supply infrastructure through short-term measures and long term measures in detail along with tentative cost estimates such as investments and possible improvement in services. Recommendations on advanced technological options and their cost.
- Propose innovative solutions to ensure minimum 100 lpcd service level in 27 representative water supply schemes and options to upgrade rest of the water supply schemes by reviewing the total

number of water supply schemes and their performance through desk analysis

**Note : All geo-referenced maps should be prepared on GIS Platform**

#### **4. Sample:**

The Firm must undertake detailed study of 27 Nos. existing Water supply schemes (**list attached**), **falling under Kandi Area**, after initial visits/ rapid assessment of several water supply schemes in districts Pathankot, Hoshiarpur, SBS Nagar, Ropar & SAS Nagar mentioned in the EOI. DWSS will review recommendations and provide the final list of villages to be taken up.

#### **Development of Strategic Options**

Detailed technical condition /performance assessment of the entire water distribution and treatment scheme including source, waterworks infrastructure and distribution systems (fixing of meters, taps on connections, float valves for connections to overhead tanks, leak repairs, additional valves etc.), O&M practices, supply arrangements, capacity of operators etc. should be carried out as above to assess bottlenecks and improvements required to improve performance of the scheme and enhance service delivery (supply hours, LPCD etc.).

#### **5. Strategy for Service Delivery Improvements:**

Based on above studies, consulting firm will develop strategic vision for improving various water supply services **of 27 schemes in 9 Blocks of District Pathankot, Hoshiarpur, SBS Nagar, Ropar and SAS Nagar falling under Kandi Area** to improve their supply levels on the following options:

i.) Simple/minor Upgradation: Consultant will provide a tentative costs (and average per capita cost) for sustainability of existing water source and improvement in efficiency of electro-mechanical equipment through latest technology interventions for minor repairs/ simple/minor upgradation of schemes. Consultant shall suggest for improvement in service delivery to ensure long term sustainability of existing W/S Scheme and source will assessed w.r.t. desired service delivery parameters i.e. service level of 100 lpcd for 10 hrs average supply everyday throughout the year for 100% households.. Consultant should also assess the sustainability of operations, robustness/ durability if suggested for upgradation of schemes with valid and detailed reasons and comments/suggestions for further improvement. Consultant shall prepare the cost estimate for improvement of the schemes based on suggestion which will deliver services with moderate investments.

In case of Ground water source of water supply, consultant may suggest based on condition assessment and study, if changing of drilling method to bring down cost of boring is a necessity, propose a best alternate technology/ies that can be used in this region. Prepare a detailed cost estimates for such works along with availability of contractors having competency of using such. The recommendation should include likely per capita cost for such improvements, details/specification of such technology with economic efficiency; and dependability/ sustainability of such systems. consultant would also review and update on impact of proposed upgrade such as change on operation services /works, operation management (staffing, skills etc.) and need of capacity building for existing and new operating staff and field engineers..

ii.) Major Upgradation: Consultant will provide options and feasibility, if large multi-village water supply scheme models being built in Punjab in Talwara, Anandpur Sahib can be replicated in project area with it's economic viability and identification of common WTP with perennial sources so that there would be no need for tapping ground water. This should be purely based on feasibility through desk analysis and field visits. Propose number of Water Supply Schemes that can be projected and the villages that are likely to be covered. Consultant need to update and prepare maps on GIS base drawing indicating old and new boundaries of coverage of proposed schemes based on geographical information if available from various sources; extent of land for WTP required with proposed location. Consultant shall assess the availability of sustainable sources (canals with yearlong supply except for a small duration like a month).

Consultant shall propose tentative capacities of such schemes that include WTPs and transmission systems to connect to existing reservoirs and distribution lines. Consultant shall develop a strategy and estimated cost for proposed scheme for sustainable long-term approach which includes coverage and per capita costs. The consultant shall prepared the detailed costs (including per capita cost and cost of production per KL) estimates for water supply to consumer at the rate of minimum 100 lpcd for atleast 10 hrs everyday throughout the year and compare the long term operation and maintenance sustainability with all merits and demerits of proposals.

## 6. Team Composition and Qualification requirements of experts

The Technical Support Firm should have the following minimum manpower to carry out the assignment and the actual deployment of these personnel may vary depending on the number of schemes undertaken at a time for the study. The exact number of manpower to be deployed for the assignment shall be decided in consultation with the DWSS.

Sr. No .	Descriptions of key person	Number of key persons required	Minimum Qualification and Experience	Inputs envisaged
1	Team leader	01	Postgraduate in Civil/ Mechanical Engineering/Environment/Management from recognized college/ University / Institute. Having minimum 15 yrs. of experience in water sector (of that, 10 years in rural water sector preferred) with knowledge on various treatment technologies including slow sand filtration, pressure sand filtration and conventional rapid sand filtration and in the operation & Maintenance of water supply schemes. Having good experience in developing O&Mmodels water supply scheme is highly desirable.	4 man-months
2	Senior Technical experts	03	Engineering Graduation in Civil / Mechanical. Minimum 10 yrs. of experience in Water Sector with 2 year experience on operation and maintenance of water supply schemes (of that, 02 years in rural water sector is desirable)  Specific Experience: Must have 3 years design experience of water supply schemes with good understanding and ability design water treatment plants with different technologies (surface water /canal-based water treatment plant).	4 man-months
3	Technical Experts	03	3 graduate engineers with Civil/Mechanical engineering. Experience of more than 5 years in water sector. (of that, 01 year in rural water sector preferred)	3 man-months
4	Social Dev. Expert	01	<ul style="list-style-type: none"> <li>One <u>social development expert</u> with Masters in Social Work having water sector experience of about 10 years is required to join the field work.</li> </ul>	1 man-month
5	Economist	01	<ul style="list-style-type: none"> <li>One <u>economist</u> with MA Economics having water sector expertise&amp; experience of about 10 years and to join second month of desk work</li> </ul>	1 man-month

*Note:- There will be three teams, each Team will work in three blocks simultaneously.*

## 7. Reporting Requirements and Time Schedule for Deliverable

The firm shall propose implementation work plan that enable completion of task in 4 months which includes but not limited to following:-

- **First month:**(i) Assessment of available surface water sources to shift the source from Ground Water to Surface Water; (ii) Identification of financial sustainability issues in existing Water Supply schemes and (iii) identifying villages that have major ground water availability issues or existing surface based water supply scheme which need up-gradation to supply water in adequate quantity or those in need of long term solution and conduct necessary field work. Submit inception report in 15days.

In addition, data collection of 9 nos. water supply schemes and submission of preliminary report.

- **Second month:** Data collection of 18 nos. water supply schemes and submission of preliminary report. Preparation of feasibility report based on findings during data collection and survey of water supply schemes. Submission, acceptance and approval of feasibility report.
- **Third month-** Analyze data and conduct meetings with stakeholders and DWSS staff. Conduct workshops with staff and draw conclusions. Propose draft final report which includes vision and suggestions for simple up-gradation and major up-gradation of existing water supply schemes with cost estimate and strategy for improving various water supply services **in 9 Blocks of District Pathankot, Hoshiarpur, SBS Nagar, Ropar & SAS Nagar falling under Kandi Area** to deliver minimum 100 lpcd water supply to consumer for atleast 10 hrs daily throughout the year and assess sustainability for long term operation and maintenance. The proposed recommendation of water supply schemes should be resilient from any droughts or any disasters.
- **Fourth month-:** consultant shall discuss draft report through power point presentation in a workshop to DWSS management. DWSS will review the draft report and provide comments, consultant need to update and recommendations of the study. Consultant will present the final recommendations/options of study through power point presentation to the DWSS management. The team will deliver final report after addressing the comments if any.

Scheme wise each report will be submitted in five numbers of hard copies including drawing of GIS maps along with soft copies (in MS office as well as PDF format along with AutoCAD drawings) to the Nodal Officer, DWSS.

**The schedule of submission of reports and their payment shall be as under:**

Sr. No.	Deliverables	Cumulative time in days from start of assignment	% Of Payment Of total cost
i	Submission, Acceptance and approval of inception report by DWSS	20 days	15%
ii	Data collection of schemes and proposing findings (submission of feasibility report and approval),		
	a) Data collection of 9 nos. water supply schemes and submission of preliminary reports.	32 days	5%
	b) Data collection of another 9 nos. water supply schemes and submission of preliminary reports.	44 days	5%
	c) Data collection of remaining 9 nos. water supply schemes and submission of preliminary reports.	56 days	5%
	d) Submission and approval of feasibility report.	65 days	10%
iii	Analysing the data collected and propose best solutions in form of draft report.	95 days	20%
iv	Discussion on draft report by means of presentation with DWSS team	105 Days	10%

v	Submission and approval of final report and final presentation	120Days	30%
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Note: Sub Divisional Engineer / Junior Engineer will visit alongwith consultant and assist them to conduct the subject cited study from Techno-economic viability angle. Executive Engineer will review their work weekly.

## 8. Eligibility and Selection Criteria for Evaluating the Proposal:

The Consultant will be selected in accordance with Selection Based on Consultant's Qualifications Selection (CQS) procedure set out in the World Bank's Guidelines: Selection and Employment of Consultants by Bank borrower, Jan 2011, revised July 2014.

### The eligibility criteria are as under:

- (i) **Technical:** Consulting firm should have experience of conducting studies regarding Design, Operation & Maintenance of atleast one Multi-village/ Urban Water Supply Schemes based on surface water with collection, treatment, transmission and distribution of treated water within last 5 years from the last date of submission of EoI.
- (ii) **Financial:** Minimum average annual financial turnover of Rs. 60 lakh in any 3 years in last 5 (five) financial years (FY 2017-18 to 2021-22), duly audited by Chartered Accountant (CA certified turn over for the FY-2021-22 shall be accepted).

Full particulars of the constitution, ownership, organizational structure, and main activities of the prospective bidder should be provided, including details such as:

S. No.	Description	Enclosures (Yes/No)	Annexure No.
1.	Name of the firm /Organisation and its registered office		
2.	Address for the correspondence		
3.	Status/Constitution of organization		
4.	Registration under Companies Act		
5.	Project Data sheets demonstrating experience in conducting Water Supply/ infrastructure projects along with completion certificates		
6.	Service Tax Registration		
7.	Permanent Account Number (PAN)		
8.	Details of major assignments undertaken of a similar nature, during the last 5 (Five) years from last date of submission of EoI.		

**Note: The Technical Proposal which fulfill the eligibility criteria shall be evaluated further for selection criteria**

### Selection Criteria, Sub Criteria & Point System for the Evaluation of the full technical proposal

A)	<b>Specific experience of consultant (as firm) relevant to the Assignment Total Marks: 40</b>	
1.	Relevant experience of the Consulting firm	
	Consulting firm should have experience of conducting studies regarding Design, Operation & Maintenance of atleast one Multi-village Water Supply Schemes/Urban Water Supply Scheme based on surface water with collection, treatment, transmission and distribution of treated water within last 5 years from the last date of submission of EoI.	<b>Total Marks: 10</b> <b>2 Marks for each assignment (max 10)</b>

2	Annual average financial turnover of at least 60 lakhs from consultancy projects in any 3 years in last 5 financial years (FY 2017-18 to 2021-22) duly audited by Chartered Accountant.(CA certified turn over for the FY-2021-22 shall be accepted)	<b>Total Marks: 10</b> <ul style="list-style-type: none"> <li>• Minimum Annual Average Turnover of Rs. 60 lakhs to 100 lakhs = 6 Marks.</li> <li>• Annual Average Turnover more than 100 lakhs = 10 Marks.</li> </ul>																					
3	Description of Approach, Methodology and Work Plan with respect to scope of work & deliverables.	<b>Total Marks: 20</b>																					
	<ul style="list-style-type: none"> <li>• Technical Approach and Methodology</li> <li>• Work Plan</li> <li>• Organization and Staffing</li> </ul>	<b>10 marks</b> <b>5 marks</b> <b>5 marks</b>																					
B)	<b>Key Experts' qualifications and competence for the Assignment:</b> Distribution of 60 marks for the key experts for the evaluation of technical proposal would be as under: <table border="1" data-bbox="344 763 1275 1077"> <thead> <tr> <th>Sr. No.</th><th>Key Experts</th><th>Marks</th></tr> </thead> <tbody> <tr> <td>a)</td><td>Team Leader - (01) 1x12</td><td>12</td></tr> <tr> <td>b)</td><td>Senior Technical Experts (03) 3x8</td><td>24</td></tr> <tr> <td>c)</td><td>Technical Experts (03) 3x6</td><td>18</td></tr> <tr> <td>d)</td><td>Social Development Expert (01)</td><td>3</td></tr> <tr> <td>e)</td><td>Economist (01)</td><td>3</td></tr> <tr> <td colspan="2"><b>Total</b></td><td><b>60</b></td></tr> </tbody> </table> <p>The number of points to be assigned to each of the above positions shall be determined considering the following 3 sub-criteria and relevant percentage weights:</p> <ol style="list-style-type: none"> <li>1. General qualifications (general education and experience): <b>30 %</b></li> <li>2. Adequacy for assignment (relevant additional education, training, experience in the sector/ similar assignment undertaken) (based on evidence): <b>60%</b></li> <li>3. Relevant experience in the region (working level fluency in local language(s)):<b>10%</b></li> </ol> <p><b>Total weight: 100%</b>  <b>Total Marks: 100</b></p>		Sr. No.	Key Experts	Marks	a)	Team Leader - (01) 1x12	12	b)	Senior Technical Experts (03) 3x8	24	c)	Technical Experts (03) 3x6	18	d)	Social Development Expert (01)	3	e)	Economist (01)	3	<b>Total</b>		<b>60</b>
Sr. No.	Key Experts	Marks																					
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c)	Technical Experts (03) 3x6	18																					
d)	Social Development Expert (01)	3																					
e)	Economist (01)	3																					
<b>Total</b>		<b>60</b>																					

**Note:**

1. If any, key expert does not meet the minimum qualification criteria, the proposal of firm will be declared as non-responsive.
2. Consultant's organization and experience should be submitted in the format given in the **Annexure-I**.
3. Description of Approach, Methodology, Work Plan and Staffing for performing the assignment should be submitted as described in **Annexure- II**.
4. Work Schedule and Planning for Deliverables should be submitted as per **Annexure- III**.
5. Team Composition, Assignment and Key Expert input and CV should be submitted as per **Annexure IV**.
6. Any change of key personal (TL or Senior technical experts) after the award of consultancy will lead to termination of contract.

**9. Time Period:**

The time period of consultancy is 4 months. The consultancy must be completed within the stipulated time.

**10. Support provided by DWSS:**

DWSS shall provide all necessary existing designs, drawings including as-built-drawings as required by the Firm for the schemes selected for the assignment for this purpose. DWSS will arrange access of the firm to the water supply facilities in co-ordination with the GPWSCs/GPs. The superintendent Engineer will be assigned as nodal officer for this consultancy assignment.

**11. Review Committee:**

Review committee for the assignment will comprise of Chief Engineer (North Zone) DWSS, Superintending Engineer, Water Supply & Sanitation Circle, Hoshiarpur, Superintending Engineer, Water Supply & Sanitation Circle, Gurdaspur and Superintending Engineer, Water Supply & Sanitation Circle, Chandigarh along with one Executive Engineer from each circles.

**12. Ownership:**

The consultancy will be funded by Punjab Rural Water & Sanitation Sector Improvement Project (PRWSSIP funded by World Bank). The consultant will have no right or claim to the outputs produced under this consultancy after its completion. The Consultant shall not use the outputs of consultancy without prior consent of DWSS.

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**FORM**

**CONSULTANT'S ORGANIZATION AND EXPERIENCE**

Form: a brief description of the Consultant's organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the names of the Consultant's Key Experts and Sub- consultants who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Consultant), and the Consultant's role/involvement.

**A - Consultant's Organization**

1. Provide here a brief description of the background and organization of the company and – in case of a joint venture – of each member for this assignment.
2. Include organizational chart, a list of Board of Directors, and beneficial ownership

**B - Consultant's Experience**

1. List only previous similar assignments successfully completed in the last 5years from last date of submission of EoI.
2. List only those assignments for which the Consultant was legally contracted by the Client as a company or was one of the joint venture partners. Assignments completed by the Consultant's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Client.

<b>Duration</b>	<b>Assignment name/ &amp; brief description of main deliverables/outputs</b>	<b>Name of Client &amp; Country of Assignment</b>	<b>Approx. Contract value (in US\$ equivalent)/ Amount paid to your firm</b>	<b>Role on the Assignment</b>	<b>Reference no.(Page) of work order and completion certificate</b>
{e.g., Jan.2009– Apr.2010}	{e.g., “Improvement quality of ”: designed master plan for rationalization of ;}	{e.g., Ministry of ....., country}	{e.g., US\$1 mill/US\$0.5 mill}	{e.g., Lead partner in a JV A&B&C}	
{e.g., Jan-May 2008}	{e.g., “Support to sub-national government ”: drafted secondary level regulations on. }	{e.g., municipality of ,country}	{e.g., US\$0.2 mil/US\$0.2 mil}	{e.g., sole Consultant}	

**Note:**

**Work Order, ToR/ Scope of work and Completion Certificate of consultancy assignments dully signed by client are to be attached with each completed assignment.**

**On-Going consultancy assignments/ project shall not be considered for evaluation**

**FORM**

**DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN FOR  
PERFORMING THE ASSIGNMENT**

Form: a description of the approach, methodology, and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

**a) Technical Approach, Methodology, and Organization of the Consultant's team.**

{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s); the degree of detail of such output; and describe the structure and composition of your team. Please do not repeat/copy the TORs inhere.}

**b) Work Plan and Staffing.** {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan and work schedule showing the assigned tasks for each expert. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}

**c) Comments (on the TOR and on counterpart staff and facilities)**

{Your suggestions should be concise and to the point, and incorporated in your Proposal. Please also include comments, if any, on counterpart staff and facilities to be provided by the Client. For example, administrative support, office space, local transportation, equipment, data, background reports, etc.}

## FORM

## WORK SCHEDULE AND PLANNING FOR DELIVERABLES

N°	Deliverables <sup>1</sup> (D-..)	Months											
		1	2	3	4	5	6	7	8	9	.....	n	TOTAL
<b>D-1</b>	{e.g., Deliverable #1: Report A												
	1) data collection												
	2) drafting												
	3) inception report												
	4) incorporating comments												
	5) .....												
	6) delivery of final report to Client}												
<b>D-2</b>	{e.g.,Deliverable#2 }												
<b>n</b>													

- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client's approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in a form of a barchart.
- 3 Include a legend, if necessary, to help read the chart.

# FORM

## TEAM COMPOSITION, ASSIGNMENT, AND KEY EXPERTS' INPUTS

N°	Name	Expert's input (in person/month) per each Deliverable (listed in TECH-5)										Total time-input (in Months)		
		Position		D-1	D-2	D-3	.....	D-...				Home	Field	Total
<b>KEY EXPERTS</b>														
K-1	{e.g., Mr. Abbbb}	[Team Leader]	[Home] [Field]	[2 month] [0.5 m]	[1.0] [2.5]	[1.0] [0]								
K-2														
K-3														
n														
										<b>Subtotal</b>				
<b>NON-KEY EXPERTS</b>														
N-1			[Home] [Field]											
N-2														
n														
										<b>Subtotal</b>				
										<b>Total</b>				

1 For Key Experts, the input should be indicated individually for the same positions as required under the Data Sheet ITC21.1.

- 2 Months are counted from the start of the assignment/mobilization. One (1) month equals twenty six (26) working (billable) days. One working (billable) day shall be not less than eight (8) working (billable) hours.
- 3 “Home” means work in the office in the expert’s country of residence. “Field” work means work carried out in the Client’s country or any other country outside the expert’s country of residence.



Full time input



Part time input

**FORM**  
**(Continued) CURRICULUM VITAE (CV)**

<b>Position Title and No.</b>	{e.g., K-1, TEAM LEADER}
<b>Name of Expert:</b>	{Insert full name}
<b>Date of Birth:</b>	{day/month/year}
<b>Country of Citizenship/Residence</b>	

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

**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. Hbbbbbb, deputy minister]		

**Membership in Professional Associations and Publications:**

**Language Skills (indicate only languages in which you can work):**\_\_\_\_\_

**Adequacy for the Assignment:**

<b>Detailed Tasks Assigned on Consultant's Team of Experts:</b>	<b>Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks</b>
<b>{List all deliverables/tasks as in Annexure – III in which the Expert will be involved}</b>	

**Expert's contact information:** (e-mail.....,phone )

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

{ day/month/year }

Name of Expert

Signature

Date

{ day/month/year }

Name of authorized  
Representative of the Consultant  
(the same who signs the Proposal)

Signature  
Date

**ANNEXURE- V****List of Sample villages**

<b>Sr. No.</b>	<b>Name of District</b>	<b>Block</b>	<b>Name of Scheme Falls under Kandi Area</b>	<b>Population</b>	<b>No. of Villages</b>	<b>Remarks</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>
<b>1</b>	Hoshiarpur	Hajipur	Sahora Kandi	1148	1	SV Scheme
<b>2</b>	Hoshiarpur	Hajipur	Gera	3789	3	MV Scheme
<b>3</b>	Hoshiarpur	Hajipur	Daggan	4262	3	MV Scheme
<b>4</b>	Hoshiarpur	Hajipur	Sunderpur	2357	4	MV Scheme
<b>5</b>	Hoshiarpur	Hajipur	Kaulpur	2361	4	MV Scheme
<b>6</b>	SBS Nagar	Balachaur	Aasron	1927	1	SV Scheme
<b>7</b>	SBS Nagar	Balachaur	Raipur	3807	4	MV Scheme
<b>8</b>	SBS Nagar	Balachaur	Kular	1418	2	MV Scheme
<b>9</b>	SBS Nagar	Saroya	Chandpur Rurki	2854	3	MV Scheme
<b>10</b>	SBS Nagar	Saroya	Hiyatpur Jattan	2010	2	MV Scheme
<b>11</b>	Pathankot	Dhar	Sarti Dukhniali	3030	4 no.vill.8 OH	MV Scheme
<b>12</b>	Pathankot	Dhar	Lehroon	3378	3 no.vill.5 OH	MV Scheme
<b>13</b>	Pathankot	Dhar	Bhanguri well No. 1	8214	4 no.vill.8 OH	MV Scheme
<b>14</b>	Pathankot	Dhar	Bhanguri well No. 2	3210	3 no.vill.8 OH	MV Scheme
<b>15</b>	Pathankot	Dhar	Chakki	8478	3 no.vill.4 OH	MV Scheme
<b>16</b>	SAS Nagar	Majri	GunnoMajra	590	1	SV Scheme
<b>17</b>	SAS Nagar	Majri	Chandpur	826	1	SV Scheme
<b>18</b>	SAS Nagar	Kharar	Radiala	1242	1	SV Scheme
<b>19</b>	SAS Nagar	Kharar	Choti Bari Nangal	591	1	SV Scheme
<b>20</b>	SAS Nagar	Majri	Parchh	1842	1	SV Scheme
<b>21</b>	Rupnagar	Rupnagar	Purkhali	1796	1	SV Scheme
<b>22</b>	Rupnagar	Rupnagar	Bardar	968	1	SV Scheme
<b>23</b>	Rupnagar	Sri Anandpur Sahib	Paharpur Samlah	8207	11	MV Scheme
<b>24</b>	Rupnagar	Sri Anandpur Sahib	Talwara Dobetta	5601	4	MV Scheme
<b>25</b>	Rupnagar	NurpurBedi	Khera Kalmot	2830	1	SV Scheme
<b>26</b>	SAS Nagar	Kharar	Bari Karoran	2261	1	SV Scheme
<b>27</b>	SAS Nagar	Kharar	Tanda Masol	1976	2	MV Scheme