

Tender Document

Impact Assessment Study of WASH (Water, sanitation and Hygiene for all) supported by REC under CSR for the year 2018-2020

**Society for Integrated Development in Urban & Rural Areas (SIDUR)
Admin off – 144 / 2RT, Vijayanagar Colony
Hyderabad - 500057**

Society for Integrated Development in Urban & Rural Areas (SIDUR)

Quotation No. REC/CSR/WASH/E-20/Tender 2018-2020 Notice

Inviting Sealed Quotations

Sealed quotations are hereby invited in two separate parts (Technical & Financial) on behalf of Secretary, Society for Integrated Development in Urban & Rural Areas (SIDUR) from organizations / companies / partnership organizations who have experience of having done in the field of impact study. The quotation complete in all respect must reach at the following address by 5.00 P.M. on 27th day of March, 2020:

SIDUR
F. No. 104, Sri Chakra apartments,
Tadepalli, Amaravathi.

A	Name of Work	:	To Conduct the assigned Impact Assessment Study for WASH (water, sanitation and hygiene for all) supported by REC CSR
B	Time for Completion of Work	:	Within 15 days from the date of order.
C	Date & time of opening of technical quotations	:	5.00 P.M. on 28 th day of March,2020.

The date and time of opening of financial bids shall be informed to the technically qualified bidder.

In the event of the specified date for submission of bids being declared a holiday for SIDUR, the bids will be received up to the appointed time on the next working day. SIDUR may extend this deadline for submission of bids by amending the bid documents.

Secretary - SIDUR
Issuing Authority

Conducting Impact Assessment Study of WASH (Water, sanitation and Hygiene for all) supported by REC under CSR for the year 2018-2020

BACKGROUND:-

I WASH (Water, Sanitation and Hygiene for all) in Prakasam, Guntur, Krishna and Chittoor in AP initiatives undertaken by SIDUR under REC CSR Projects/ Activities need to be assessed on the following parameters:

- Reach-out and Efficacy of Interventions taken up
- Impact of the project on Target Population

This would help SIDUR to comprehend the following:

- Achieving desired project output and outcome,
- Impact of CSR project on targeted beneficiaries in Project areas.

II. Broad Framework of the Assignment:

The following methods should be followed by the Agency while conducting the assigned impact assessment:

- Interaction with Official(s) of SIDUR at the field level by visiting the concerned Head and field office by the key personnel(s) of the agency whose name has been provided with this quotation in the technical bid. The field office required to be visited by the successful bidder are located at 104, Sri Chakra Apartments, Tadepalli, Vijayawada. The details of CSR Project executed during 2018-20 is placed at **Annexure-I**
- Interaction with official(s) at Head Office level, if required.
- Interaction with beneficiaries and any other sources deemed fit for collecting information for the assessment.
- Physical verification of the WASH units and functioning of O & M.
- Preparation of standard questionnaire for the beneficiaries in consultation with SIDUR for obtaining information on the same, if required.
- Preparation and submission of the draft and final report.

III. The following deliverables are expected from the Agency under the assessment:

- A detailed study report with summary on effectiveness of the WASH (Water, Sanitation and hygiene for all) CSR projects and its impact with reference to the objectives as provided by SIDUR for the purpose should be completed within a period of 15 days w.e.f. date of the Sanction letter / Work Order issued by SIDUR.
- The report should also contain Case Studies and Success Stories of WASH project.

- Database, if any of Draft Report & Final Report, both soft and hard copies.
- Photographs of the activities, sites, areas, events evaluated should be incorporated in the report,

IV. Time Frame:

- The exercise should be completed within a period of 15 days w.e.f. date of the Sanction letter / Work Order issued by SIDUR.

V. Data to be provided by SIDUR to the successful bidder:-

SIDUR shall provide the following to the Agency to effectively carry out various tasks under the Assessment:

- A list of wash units with details of names of the beneficiaries. The assessment team would be co-ordinated by the concerned field office(s) and Head office, if required.

VI. Terms and Conditions of the study:

- To assess the impact of the WASH (Water, Sanitation and Hygiene for all) in four districts of AP.

VII. Payment Terms:

The successful bidder / agency approved would be paid in full after completion and submission of completed document to REC Foundation and SIDUR.

VIII. Eligibility Criteria

- Bidders should have minimum three years of experience in the field of impact assessment of field based programs.
- Bidders having working experience in Andhra Pradesh districts would have additional points for selection.
- The key personnel of the bidders should have Telugu speaking and knowing ability would have added advantage.
- Organisations should have carried out assessment studies of wash programmes or programmes of similar nature.
- Bidders who have turnover of more than Rs. 10 lakhs per year can apply. Proof as regards the same should be submitted along with the technical bid.
- The eligible agency applying for appointment should have a valid registration certificate with Government of India, Government of the State and registered under relevant authorities and under Income tax.

- The last three financial years accounts should have been audited. Audited Accounts along with Auditor's Report should be submitted with the Technical bid. Submission of Auditor's Report is mandatory.
- The eligible agency would provide list of key personnel(s) having experience in the field impact assessment of Wash program Projects / activities and should be submitted with the technical bid. The number of key personnel(s) should not exceed 5 numbers.
- The organization should have a Permanent Account Number (PAN) and should be submitted with Technical bid.
- The organization should have been in existence for the last three full years.
- All the valid certificates duly signed should be submitted along with the Technical specifications otherwise the quotation will be out-rightly rejected.
- The Competent Authority reserves the right to reject all or any quotation(s), wholly or partly, without assigning any reason whatsoever.

TERMS & CONDITIONS

1. The sealed quotation shall be submitted in accordance with these instructions and any quotation not conforming thereto is liable to be rejected. These instructions shall form part of the quotation.
2. The quotation shall be submitted in two sealed covers separately i.e. "**Technical Bid**" and "**Financial Bid**" superscribed with the name of work, due date of submission, in the following manner : -

a) Technical Bid:

One sealed cover superscribed as "**Technical Bid for conducting the assigned impact assessment of WASH -CSR project for the year 2018-20**" containing the acceptance of Technical Bid and documents **as per check list enclosed herewith.**

b) Financial Bid:

One sealed cover superscribed as "**Financial Bid for conducting the assigned impact assessment of WASH -CSR project for the year 2018-20**" containing quoted rates in Indian National Rupees (words & figures both) plus applicable taxes as per law with details and documents **as per financial Bid enclosed herewith.**

In case , if the Financial Bid is not enclosed in a separate sealed cover but included in technical bid , such quotations will be out rightly rejected.

3. Price quoted in Financial Bid should be consolidated lumpsum covering all expenses like remuneration / fee, travelling and lodging & boarding etc. plus applicable taxes as per law.
4. In the event of discrepancy in the rates, written in words and the figures, the rates quoted in words will be considered.
5. Only technically qualified quotations will be considered eligible under financial specifications.
6. All documents submitted with the quotation shall be in English language only.
7. The quotation shall remain valid for 30 days from the date of opening of quotation(s) unless otherwise stipulated.
8. Telegraphic or Tele fax quotation(s) will not be accepted.
9. The total time allowed for completion of the work from the date of order is to be adhered and if the party fails to submit *Evaluation Report* or to perform the services within the period(s) specified in the contract, SIDUR shall, without prejudice to its other remedies available under the Contract, deduct from the Contract Price, as liquidated damages of @ Rs.250/- per day for the period of delay from the due delivery date. In addition to this SIDUR shall also have the right to get the work completed from other sources at the cost, risk and responsibility of the bidder if the *Impact assessment Reports* are not received to this office within the *stipulated period*.
10. Successful bidder shall have to submit the Hard and Soft Copy of draft Impact study report and ten Hard copies of Final Report along with a soft copy of the same at REC Foundation New Delhi and to Secretary SIDUR at his own cost.
11. Full & final payment shall be made within 30 days on satisfactory completion of the work and *submission of the Final Impact study Report*.
12. The visit to all the field offices is mandatory only by the key personnel(s) whose names are provided with this quotation. In case if the field offices are not visited by the successful bidder within the stipulated time, it will lead to cancellation of contract.
13. The Competent Authority reserves the right to reject all or any quotation(s), wholly or partly, without assigning any reasons whatsoever.

14. **ARBITRATION**

All disputes, differences and questions arising out of or in any way relating to or concerning with this tender or subject matter thereof or the representative rights, duties or liabilities of the parties shall be referred to the sole arbitration of the arbitrator appointed by the Competent Authority of SIDUR or any person nominated by him. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to

extend the time of arbitration proceedings with consent of the parties. No part of the tender shall be suspended on the ground of pending arbitration proceedings. The Arbitration proceedings shall be held in Hyderabad.

This tender shall be governed by and interpreted in accordance with the laws of India and subject to jurisdiction of Courts in Hyderabad.

For and on behalf of SIDUR
Secretary , SIDUR

Checklist for Technical Bid

The following documents must accompany with the Technical Bid/ Quotation:-

1. Copy of Permanent Account Number (PAN) duly self attested.
2. Proof of Impact Study assessment of WASH (Water, Sanitation and Hygiene for all) in four districts of AP should have turnover of 10 lakhs and above in each year as mentioned in Terms & Conditions and Eligibility criteria.
3. Audited accounts with Auditors Report of last three years. Submission of Auditor's Report is mandatory.
4. Certificate of Registration / Incorporation with Government of India.
5. List of key personnel (s) maximum five (5) along with qualification(s) who would be involved in impact study . The following information about the key personnel(s) should be provided in the technical bid:-
 - i. Name
 - ii. Educational Qualification
 - iii. Number of years of experience in evaluation of WASH / Similar projects .
 - iv. Any other relevant information
6. A brief profile of the organization containing the following information :-
 - i. Name of Organization
 - ii. Address of Organization
 - iii. Number of employees
 - iv. Number of Offices
 - v. Any other relevant information

Please Note :-

To qualify the technical bid all the documents should be signed & stamped and should be in separate sealed cover superscribed "Technical specifications for conducting the assigned impact study for the year 2018-20". This checklist may be read with Eligibility criteria.

Financial Bid

Date: _____

Bid No. REC/CSR/WASH/E-20/Tender 2018-2020

To:

The Secretary
SIDUR ,
F. NO. 104, Sri Chakra Apartments
Tadepalli, Amaravathi.

Subject: Impact Assessment Study of WASH (Water, sanitation and Hygiene for all) supported by REC under CSR for the year 2018-2020

We undertake, if our quotation is accepted, to conduct the assigned

Impact assessment work for WASH (Water, sanitation and Hygiene for all) supported by REC under CSR for the year 2018-2020
CSR projects the submission of report will be done within specified time frame and all the terms & conditions are acceptable to us.

We agree to abide by this quotation for a period of 30 days from the date of opening of quotation and it shall remain binding upon us and may be accepted at any time on or before the expiry of that period.

This quotation together with written acceptance thereof and notification of award shall constitute a binding Contract between us, with acceptance of all terms and conditions.

We understand that you are not bound to accept the lowest or any quotation you may receive.

The amount quoted by us is Rs..... (Rupees) plus applicable taxes as per law.

Dated thisday of 2020

Declaration :-

I am duly authorized to sign quotation for and on behalf of
in the Capacity as

.....
(Signature & Stamp of Organization)

Annexure – I

Water, Sanitation and Hygiene (WASH) for all

The programme, "Water, Sanitation and Hygiene (WASH) for all" was funded under CSR support by Rural Electrification Corporation (REC), Govt of India, New Delhi.

This project is to bring WASH services (water and toilets) in urban and rural areas to 3000 households of marginalized scheduled caste communities in the districts of Prakasam, Guntur, Krishna and Chittoor in Andhra Pradesh.

Background

SIDUR as one of the credible project in urban areas for water and sanitation. SIDUR built water and sanitation in the slums of Hyderabad and Ranga reddy in 2004. SIDUR continues to work for the improved hygiene along with sanitation in preventing water-borne diseases and to motivate the behavioral changes necessary for improved hygiene and sanitation. The outcome of the work so far has given us a better perspective in understanding the concept of hygiene and sanitation in the urban slums of Hyderabad. With this motive the project was extended to other slums. So far SIDUR provided approximately 10000 household toilets and 12000 household water connections through the grant and credit mode with the support of water.org USA.

Executive summary

SIDUR was supported by REC Foundation through CSR fund, to take up water and sanitation in March 2018. The project aimed at addressing the key issues of unequal distribution and management of WASH service delivery in 4 districts. It piloted a sustainable and replicable integrated WASH programme that could be used as a best practice for the rural WASH development sector. By building local capacity in sustainable development, maintenance and management of essential WASH services, the project intended developing a coherent framework in partnership with local WASH actors, to expand WASH service delivery and supported the people in meeting the Millennium Development Goal (MDG) for water and sanitation.

Within this purview, the project focussed on the four districts that had the least developed WASH facilities and services (communities being selected through a WASH baseline survey). Project activities carried out in both the community and institutional environments, including schools and peripheral health units (PHU) so as to optimise WASH impact in the district. With a view the programme piloted sustainable WASH development that is based

on community ownership, the capacity of the community, community leaders, local authorities and civil society and promoted equity between women and men, boys and girls in accessing and controlling facilities, services, skills and opportunities. The project specifically promoted access to clean and safe water and sanitation services to 3000 households in four districts.

Objectives of the Project

2. Goal and Objective -

Goal - The overall goal of the project is to improve the standard of living for communities through effectively strengthening the effectiveness of and access to the delivery of water, sanitation and hygiene (WASH) services.

Objectives –

1.To provide total 3000 households, 1250 Household with water connections and 1750 Households toilets and to improve access to safe drinking water and to avail of more efficient sanitation facilities and services.

Deliverables

Scope of the work

S.No	Village Name	No of Villages	Toilets	Water
1	Prakasam	8	300	0
2	Guntur	15	700	800
3	Krishna	5	200	150
4	Chittoor	7	550	300
	Total	35	1750	1250

SIDUR had completed the entire work in four district of AP.

Checklist of the report Impact Assessment Study

1. Cover page
2. Content
3. Abbreviations and definition
4. Executive summary (2 pages)
5. Background of the Study

- a. About REC Ltd. and REC Foundation
 - b. About the Implementing agency
 - c. About the agency conducting impact assessment report.
 - d. About the project, project documents, introduction of the project, details of locations & beneficiaries, thematic areas of CSR activity, CSR policy, conformity to statutory requirements, etc.
6. Research methodology
 - a. Objective of the Study
 - b. Objective of the project
 - c. Rationale of the study
 - d. Method and participants of the data collection
 - e. Tools of data collection
 - f. Sampling method
 - g. Data analysis
 - h. Limitations, if any.
 7. Findings of the study: Line graphs, pie charts, etc. detailing the findings of the study, analysis of the findings. Case studies/ testimonials etc. along with photographs.
 8. Discussion
 9. Conclusion and recommendation

Annexure

1. Questionnaire/ interview schedule/ FGD points/ etc.
2. Schedule 1 of MOA
3. Relevant names, lists, etc.
4. Colour photos (8 to 10) with photographs (where was it taken, what is it? When was it taken)

Note:

- *The above checklist is indicative and REC may request for submission of additional information / documents / undertakings for evaluation.*
- *The agency conducting impact assessment is requested to forward the study directly to REC Ltd. / REC Foundation along with covering letter and initials on each page of the study.*