

कार्यालय आचार्य, क्षेत्रीय ग्राम्य विकास संस्थान,
अफीम की कोठी, प्रतापगढ़

शापिन सूचना

विश्व बैंक सहायता से उत्तर प्रदेश वाटर सेक्टर रिस्ट्रक्चरिंग परियोजना अन्तर्गत जनकपुर बासबंकी एवं अमेठी के 324 ग्रामों में कुषकों का संचालन मोबिलाईजेशन का कार्य कराया जाना है। इस कार्य को कराये जाने के लिए एडमिनिस्ट्रेटिव स्टाफ तथा डिस्ट्रिक्ट कोऑर्डिनेटर-02, फेसिलीटेटर-13, कम्प्यूटर ऑपरेटर-02 तथा एफडी00830-02 की आपूर्ति जनकपुर बासबंकी एवं अमेठी में पंजीकृत फर्म/संस्थाओं से विश्व बैंक की प्रकॉरमेंट गाईड लाईन के अन्तर्गत शापिन प्रक्रिया के अनुसार मुहरबन्द दरें अर्पित की जाती हैं। शापिन फार्म, कर्तव्य तथा शर्तें आदि का विवरण कार्यालय की वेबसाइट www.sirdup.in से उपलब्ध किया जा सकता है। मुहरबन्द कोटेशन/दरें दिनांक 05.09.2017 को दोपहर 12.30 बजे तक कार्यालय में प्राप्त हो जाने चाहिए। निर्धारित तिथि एवं समय के पश्चात प्राप्त होने वाले आवेदन पर विचार नहीं किया जायेगा।

आचार्य

क्षेत्रीय ग्राम्य विकास संस्थान
अफीम की कोठी, प्रतापगढ़।

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पत्रांक 4/9 / UPWSRP / शापिन सूचना / 2017-18 दिनांक 24 अगस्त 2017

प्रतिलिपि - सम्पादक, अमर राजावा, प्रतापगढ़ को इस आशय से कि उपरोक्त सूचना दिनांक 25-08-2017 के अंक में प्रकाशित करके भुगतान हेतु दिये गये प्रतियों में कार्यालय में प्रस्तुत करें।

आचार्य

क्षेत्रीय ग्राम्य विकास संस्थान
अफीम की कोठी, प्रतापगढ़।

**INVITATION OF QUOTATIONS FOR HIRING AGENCY TO
PROVIDE ADMINISTRATIVE STAFF UNDER SHOPPING
PROCEDURES AT RIRD/DIRD**

To,

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Sub: INVITATION OF QUOTATIONS FOR HIRING AGENCY TO PROVIDE
ADMINISTRATIVE STAFF AT RIRD/DIRD UNDER SHOPPING PROCEDURES.

Dear Sir,

1. You are invited to submit your most competitive quotation for the following Non-Consulting Services:-

Brief Description of the Non-Consulting Services	*Qualification	Quantity	Deployment Period in month	Place of deployment	Others
District Coordinator (Rs. 10000 per month)	1-Post graduate in Agriculture/MSW/ARA/ Tech having minimum 3 years' experience in coordination and monitoring. 2-Preference will be given to having skills of working on computer. 3- Possess Two or Four wheeler with Driving license	2	4.5	RIRD/ DIRD **	
Facilitator (Rs. 25000 per month)	1-Post Graduate in Sociology/MSW/ Agriculture having minimum experience of 3 years in social mobilization/facilitator extension work or Graduate with Sociology/ Agriculture (extension) /Graduate with Diploma in Computer Application and 2 Years' experience in Social Mobilization. 2.Experience in PIM will be preferred. Having computer skills with Diploma in Computer Application (DCA). 3.Possess Two or Four wheeler with Driving license.	12	4.5	RIRD/ DIRD	

(Signature)

Computer Operator (Rs. 13000 per month)	Graduate with skills in computers with minimum 2 years' experience or Graduate with 'C' level from DOEACC	2	4.5	RIRD/DIRD	
MTW (Rs. 8000 per month)	8th standard Middle level school pass. Ability to read basic Hindi words. Knowledge of maintenance of records. Ability to ride bicycle.	2	4.5	RIRD/DIRD	

* As per Quoted in TOR

**** Regional/District Institute of Rural Development**

2. Government of India has received a credit from the International Development Association (IDA) of Rs. 2825 Crores towards the cost of the Uttar Pradesh water Sector Restructuring Project and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued.

3. Quoted Prices

- a) The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- b) All duties, taxes and other levies payable on the Non-Consulting Services shall be included in the total price.
- c) GST in connection with the Non-Consulting services shall be shown separately.
- d) The rates quoted by the agency shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e) The prices shall be quoted in Indian Rupees only.
- f) It shall be ensuring availability of Android Phone with each Administrative staff for communicating.

4. Each quotationer shall submit only one quotation.

5. Validity of Quotation

Quotation shall remain valid for a period not less than 15 days after the deadline date specified for submission.

6. Evaluation of Quotations

The RIRD, Afim ki Kerhi, Pratapgarh will evaluate and compare the quotations determined to be substantially responsive i.e. which



(a) are properly signed; and

(b) confirm to the terms and conditions, and specifications.

The Quotations would be evaluated for all Administrative staff.

GST in connection with the Non-Consulting Services shall not be taken into account in evaluation.

7. Award of contract

The RIRD, Afim ki Kothi, Pratnagarh will award the contract to the Agency whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

7.1 Notwithstanding the above, the RIRD, Afim ki Kothi, Pratnagarh reserves the right to accept or reject any quotations and to cancel the shopping process and reject all quotations at any time prior to the award of contract.

7.2 The agency whose quotation is accepted will be notified of the award of contract by the RIRD, Afim ki Kothi, Pratnagarh prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the Non-Consulting Services order.

8. Payment shall be made as per condition given in TOR.

9. You are requested to provide your offer latest by 12:30 PM hours on 05.09.2017 (date).

10. We look forward to receiving your quotations and thank you for your interest in this project.

(Organization)

Name :

Address :

Tel. No.

Fax No.

FORMAT OF QUOTATION UNDER SHOPPING

Sl. No.	Description	Specification/ Qualification	Qty.
1.	District Coordinator (Rs. 30000 per month)	1-Post graduate in Agriculture/MSW /MBA/B. Tech having minimum 3 years' experience, coordination and monitoring. 2-Preference will be given to having skills of working on computer. 3- Possess Two or Four wheeler with Driving license.	2
2.	Facilitators (Rs. 25000 per month)	1.Four Graduate in Sociology/MSW/ Agriculture having minimum experience of 1years in social mobilization/facilitator / extension work or Graduation with Sociology/ Agriculture (extension) /Graduation with Diploma in Computer Application and 2 Years' experience in Social Mobilization. 2.Experience in PDM will be preferred. Having computer skills with Diploma in Computer Application (DCA). 3.Possess Two or Four wheeler with Driving license.	13
3.	Computer Operator (Rs. 17000 per month)	Graduate with skills in computers with minimum 2 years' experience or Graduate with 'O' level from DOEACC.	2
4.	MTW (Rs.8000 per month)	8th standard Middle level schools pass. Ability to read basic Hindi words. Knowledge of maintenance of records. Ability to ride bicycle.	2
5.	Profit and Over head Charges (in %)		

Note:- Goods & Service Tax (GST) will be applicable as per Government Norms.

We hereby certify that we have taken steps to ensure that no person acting for us or our behalf will engage in bribery.

Signature of Authorized person of Agency

Terms of Reference (TOR)
for
Hiring Agency to provide Administrative Staff at
RIRD/DIRD

1- Back Ground:

The Government of Uttar Pradesh has received a loan from the World Bank through the Government of India for the Uttar Pradesh Water Sector Restructuring Project Phase-2. Under the project, the Uttar Pradesh Participatory Irrigation Management Act (UP PIM Act) 2009, shall be implemented in the command area of Lower Ganga canal (LGC) system covered under the jurisdiction of various divisions of Irrigation and Water Resource Department namely - Irrigation Division, Kanauj, Irrigation Division Farrukhabad, Irrigation Division Etah, Mainpuri Division LGC Mainpuri, Irrigation Division Kannauj, Kanpur Division LGC Kanpur, Irrigation Division Kanpur Dehat, Irrigation Division Fatehpur, Fatehpur Division LGC Fatehpur, Etawah Division LGC Etawah, Irrigation Division Aunayn, Bhognipur Division LGC Etawah, Irrigation Division Kaushambi, Command Area of Sharda Stayak System under Haidergarh branch (23 down system) falling in ICD Lucknow and Command Area Rohini, Jamini and Sajnam dam canal system covered under Irrigation Division Lalitpur. The entire project covers about 11,46,155 ha in Lower Ganga Canal system, 72,911 ha in Haidergarh branch (23 down) and 51,908 ha in Lalitpur region.

The following programmes are envisaged to be carried out by SIRD for the implementation of participatory irrigation management under the project:

Sl. No.	Programme	Implementing Agency
1.	Awareness of farmers	SIRD (As per PIP)
2.	Mobilization of farmers	SIRD (vide letter no. 1442/PIM/PACT/19), Dated 29 May, 2014 of Principal Secretary ID/Chairman PACT
3.	CB Training of WUAs	SIRD (As per PIP)

The SIRD will under take mobilization of farmers, in ICD Lucknow which consist of District Barabanki & Amethi. The total area covered under these two district 72911 ha, and 324 number villages under UPWSRP Phase-II area.

1 

2- Area of Operation:

The area of operation for implementing community mobilization programme will be in the jurisdiction of command area of Sharda Stayak System of Haidergarh branch (22.9 km. down system) falling in ICD Lucknow comprising district Barabanki and Amethi. Details are as follows:-

Sl. No	Name of division	Number of Branch	Number of Dy.	Number of minors	No of outlets	Blocks covered by	No of villages	CCA (ha)	Approximate number of farmers
1.	ICD Lucknow (22.9 km. down Haidergarh branch)	01	19	160	2412	06	324 (Dist. Barabanki-120 and Dist. Amethi-204 Villages)	72911	192000

3- Mobilization of Farmers

- (1) Concept of Mobilization** After the completion of awareness programme of farmers, there is a need for their mobilization i.e. discussing with farmers by contacting them personally as well as in group so that they can understand the benefits of participatory irrigation management and be ready to participate actively and voluntarily in the formation of WUAs.
- (2) Objective of Mobilization**-To mobilize farmers so that they are ready to form sustainable and cohesive WUAs in accordance with the provisions of UP PIM Act-2009 and UP PIM Rules 2010.
- (3) Methodology of Mobilization**-Water Users' Associations have been formed through direct/indirect elections in UPWSRP- phase 1 area in the year 2011. Since then, they have been involved in performing their roles and responsibilities as mentioned in UP PIM Act. These WUAs are well versed with the concept of community development and its involvement in performing irrigation management task. It is visualized that if the members of this cohesive community are engaged in motivating and mobilizing farmers of phase 2 area, that may prove to be more effective in communicating their experiences of implementing UP PIM Act and its benefits. In this way, a community to community mobilization concept is proposed to be utilized to mobilize the farmers of phase 2 area. The Administrative staff will be selected from open market. They engaged to facilitate smooth running of mobilization work.

4. Duration of Assignment:

The duration for assignment of Hiring Agency to provide administrative staff for Social Mobilization of farmers in Uttar Pradesh Water Sector Restructuring Project Phase-II area shall be a period of 5 months.

5. Requirement of Administrative Staff: The details of Administrative Staff required are given in following table:-

Sl. No.	Designation	Place of Deployment	Duration of Deployment in month	Number of Deployment
1	District Coordinator	RIRD/DIRD	4.5	02
2	Facilitator	RIRD/DIRD	4.5	13
3	Computer Operator	RIRD/DIRD	4.5	02
4	MTW	RIRD/DIRD	4.5	02

6. Qualification of Administrative Staff:

S. No.	Resource Person	Place of posting	Honorarium in Rs./month and facility	Time Period in month	Criteria/Qualification and Experience
1	District Coordinator	RIRD/DIRD	30000	4.5	1- Post graduate in Agriculture/MSW/MBA/B. Tech having minimum 7 years' experience, coordination and monitoring. 2- Preference will be given to having skills of working on computer. 3- Possess Two or Four wheeler with Driving license.
2	Facilitator	RIRD/DIRD	25000	4.5	1- Post Graduate in Sociology/MSW/Agriculture having minimum experience of 7 years in social mobilization-facilitator / extension work or Graduation with Sociology/ Agriculture (extension) / Graduation with Diploma in Computer Application and 2 Years' experience in Social Mobilization. 2- Experience in PIM will be preferred. Having computer skills with Diploma in Computer Application (DCA). 3- Possess Two or Four wheeler with Driving license.

3	Computer Operator	RIRD/DIRD	13000	4.5	Graduate with skills in computers with minimum 2 years' experience or Graduate with 'O' level from DCE/ACC
4	MTW	RIRD/DIRD	8000	4.5	10th standard/ Middle level schools pass. Ability to read basic Hindi words. Knowledge of maintenance of second. Ability to ride bicycle.

7. Selection methodology of Administrative Staff:

The administrative staff will be hired through the Agency. They will be selected on the basis of conducting short term interview through agency. A nominee of SIRD/RIRD/DIRD must be represent/ chair for the selection of the above staff in selection committee.

8. Deployment of Administrative Staff:

The Administrative staff will be deployed at RIRD/DIRD.

9. The Training Programmes of Administrative staff:- District Coordinator & Facilitator will be trained at SIRD.

10. Obligations of agency:

- (1) The selection of required personnel shall be done by agency with due transparency and policies of the government. A representative from SIRD/RIRD shall be present during the time of interview for the selection of the candidates. All relevant photocopied documents pertaining to academic qualification and experience shall be verified with the original by the agency in presence of nodal officer/representative of SIRD/RIRD prior to selection of candidate. All these photocopied documents pertaining to selected candidate should be in the custody of agency and SIRD/RIRD. This shall be made available to PACT also for verification as and when required. In case any document provided by the hired person is found not genuine or having discrepancy by SIRD/RIRD at any stage, then the said hired person will be replaced immediately with suitable person. The agency shall bear the full cost including training cost of replacement in such case.
- (2) Contracted Administrative staff shall not leave their duty without prior permission of concerned Officers of SIRD/RIRD/DIRD.
- (3) The Agency shall immediately remove any staff whose performance is found to be unsatisfactory by Nodal Officers of concerned SIRD/RIRD/DIRD. The Agency should provide suitable staff replacement within a week. The agency shall not remove any staff without prior consent of concerned SIRD/RIRD/DIRD.
- (4) The candidates hired from the Agency will have no right to claim of any appointment in DIRD/RIRD/SIRD or in I/PWSRP project.

(Handwritten signature)

- (5) The candidates hired will be paid lump-sum remuneration/honorarium and any additional money for gratuity, bonus, and medical reimbursement or leave encasement shall not be given.
- (6) The agency is required to submit certified copy of Firm registration and GST registration certificate along with a copy of challan for year 2015-16 & 2016-17.
- (7) The agency should have experience in field of HR supply and PIM related activities like mobilization/IEC/Capacity building.
- (8) The agency is required to submit last three years balance sheet duly audited by CA having a turnover of Rs 1.5 crores in 3 years.
- (9) Any conflict or agreement between of both parties resolved by the arbitrator nominated by Director General, SIRD UP and both the parties will be bound to accept the decision made by arbitrator.
- (10) Agency shall have no objection in case of deployment of Administrative staff at RIRD/DIRD or at another place decided by SIRD.
- (11) The hired Administrative staff for RIRD/DIRD of agency shall work under the control of competent authority of SIRD/RIRD/DIRD as and when required.
- (12) The Agency shall ensure that hired of administrative staff shall have android mobile / ordinary mobile.
- (13) The successful Agency shall have to deposit Demand draft/Bank guarantees of Rs. 1 lakh in the favour of Principal, RIRD, Afim ki Kothi, Pratapgarh prior to MoU as a performance security.

II. Monitoring of works:

Performance monitoring process on the supply side i.e. focuses on activity wise input and output, should be supported by a functional MIS. The following review meetings shall be conducted for the monitoring of works-

- a. There shall be weekly meeting on each Monday of CRPs with facilitator.
- b. There shall be a fortnightly review meeting under the chairmanship of DTO/Principal of DIRD/RIRD for monitoring of coordinator and facilitator at RIRD/DIRD level on

the 5th and 20th day of each month. The representative of PIM Cell shall be an invitee in this meeting.

- a. There shall be a monthly review meeting at SIRD level on 10th day of month comprising of RIRD/DIRD officials, coordinator and EE. Of ICD-I, Lucknow. The minutes shall be issued.

12. Reporting of works:

District Coordinator and Facilitator shall submit report on given format.

13. Monthly verification targets:

- a- Meetings with CRP per month
- b- Submission of weekly progress report to RIRD/DIRD/SIRD on given Format
- c- Other activity as assigned by SIRD/RIRD

14. Grievance Redressal mechanism:

If any grievances arise that will be redressed in the following manner:

The aggrieved person will approach first to Principal/DTO, RIRD/DIRD to concerned district (with a copy to CO-coordinator at SIRD) who will redress his grievances within 15 days. If the aggrieved person does not satisfied or the grievance is not redressed within 15 days by the RIRD/DIRD, the aggrieved person will approach the Co-coordinator of the project. The Co-coordinator will take decision within 15 days which shall be final.

15. Payment mechanism:

The payment procedure for the human resources hired from the Service providing agency will be as follows:

- (1) **Administrative staff:-** The attendance of District Coordinator, Facilitator, Computer Operator & MTW verified by competent Officers of RIRD/DIRD. The agency will prepare bill and submit to Principal, RIRD, Afim ki Kothi, Pratnagarh. The Principal, RIRD, Afim ki Kothi, Pratnagarh will verify the bills submitted by agency, on the basis of work verified by concerned RIRD/DIRD and arrange to submit it to the Government Treasury following the account procedures. The payment of bills from the treasury will be transferred in accounts of concerned agency. The agency will immediately transfer the amount to the accounts of concerned

incumbent through NEPI/RTGS. Except the first bill, the agency will also submit Bank statement regarding payment of above staff with the bills. The agency will not demand any type of money in any form except the provision made in the by-laws/article of association of agency or in the agreement.

(2) Other conditions

- (a) Monthly bill will be submitted by the agency not later than 1st day of the next month.
- (b) Payment will be made to the agency by Principal, RIRD, Afim ki Kothi, Pratappgarh on the basis of satisfactory progress report submitted by concerned RIRD/DIRD.
- (c) Agency will submit bank statement of payment given to the staff with the bills except first bill. In absence of Bank statement payment will not be made by Principal, RIRD, Afim ki Kothi, Pratappgarh.
- (d) Any fraudulent or corruption committed by agency in the payment made to the contracted staff will liable to the termination of the contract.



(Dr. Vandana)
Additional Director, Project Coordinator

Format-1

Format for meeting of CRP with Gram Pradhahan/Ex- Gram Pradhan, members of gram panchayat, people of village having high credibility, opinion leaders and progressive farmers.

Name of CRP _____ Name of Village and Block _____

Duration of Report _____

S.No	Category (the categories suggested below may be modified as per local situation)	Name of contacted person	Contact No.	Date of Meeting	View of person* (positive, neutral, opposed to WUA constitution)
1	Present Gram Pradhan				
2	Ex Gram Pradhan				
3	Name of Gram Panchyat Members				
4	Retired Govt. Officials/Agriculturist / Irrigation Personal				
5	Progressive Farmers				
6	Credible Person				
7	Opinion leader				
8	Women				
	Others				
	a.				
	b.				
	c.				

(Signature)

Format-IA

Format for Reporting of Contacted group/sub-group

Name of Village and Block _____

Name of CRP _____

S.No.	Date of Contact	Details of Contacted person/group	Message Disseminated	Over all view of contacted person/group	Remark
1					
2					
3					
4					

2

Format-18
Format for Reporting of Village Meeting

Name of Village and Block _____

Name of CRP _____

S.No.	Date of Meeting	Name/No. of Cluster	No. of Villagers present	Subject of Meeting	Name and contact no. of Chairperson of meeting	Major outcomes of meetings
1						
2						
3						
4						



Signature

ANNEXURE-I

Details of tasks to performed during meetings by CRPs

S.No.	Schedule of meeting	Type of Meeting	Time Schedule	Content
1	First Meeting	Informing	Month -1	1. Informal contact 2. Purpose 3. Identification of opinion leader 4. Gathering general information about village 5. Concept of PIM 6. Benefits of PIM
2	Second Meeting	Disseminating	Month -1	1. Briefing about last meeting/session 2. Need and role of WUAs 3. Structure of WUAs 4. Roles and responsibilities of WUA
3	Third Meeting	Removal of doubts arose from First and Second meeting	Month -2	1. Briefing about last meeting/session 2. Sources of income of WUA, Offences & Penalties 3. Removal of doubts/FAQ
4	Fourth Meeting	Procedure for Election of WUA	Month -2	1. Briefing about last meeting/session 2. Formation of WUA through election 3. Election procedure / Election Manual 4. Removal of doubts /FAQ
5	Fifth Meeting	Recap Meeting	Month -3	Recap of previous meetings & reply of related FAQ
6	Sixth Meeting	Recap Meeting	Month -3	Recap of previous meetings & reply of related FAQ

Note: CRPs will encourage village women to participate in the meetings

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313	अमेठी	प्यारमपुर	कुल संख्या	मुद्रापत्रसंख्या
314	अमेठी	गढ़ी प्यारमपुर	सिद्धपुर	तिरौंटी
315	अमेठी	पुंरुवा	अमरपुर	मुद्रापत्रसंख्या
316	अमेठी	पारमपुर	अमरपुर	मुद्रापत्रसंख्या
317	अमेठी	पारमपुर	सिद्धपुर	तिरौंटी
318	अमेठी	पारमपुर	सिद्धपुर	तिरौंटी
319	अमेठी	पारमपुर	सिद्धपुर	तिरौंटी
320	अमेठी	पारमपुर	अमरपुर	मुद्रापत्रसंख्या
321	अमेठी	पुंरुवा	अमरपुर	मुद्रापत्रसंख्या
322	अमेठी	पारमपुर	अमरपुर	मुद्रापत्रसंख्या
323	अमेठी	पारमपुर	अमरपुर	मुद्रापत्रसंख्या
324	अमेठी	पारमपुर	सिद्धपुर	तिरौंटी

2