



**RURAL DEVELOPMENT DEPARTMENT  
GOVERNMENT OF SIKKIM  
GANGTOK-737101**

**Memo No:-170/RDD/JJM**

**Dated:- 18/06//2021.**

**Notice for Expression of Interest.**

*The Rural Development Department, Government of Sikkim, on behalf of the State Water and Sanitation Mission (SWSM), intends to appoint Project Management Unit (PMU) for the implementation of Jal Jeevan Mission in the State of Sikkim.*

*Interested eligible organizations may submit sealed offer in prescribed format along with necessary certificates and documents. All eligible organization are requested to submit their Expression of Interest (EOI) in a sealed envelope captioned “ Appointment of Project Management Unit (PMU)” under Jal Jeevan Mission in the State of Sikkim to the Project Director, Jal Jeevan Mission, Rural Development Department, Gram Vikas Bhawan, Gangtok, East Sikkim-737101 on or before 5<sup>th</sup>. July 2021. The detailed EOI will be available on the State Government’s website-[www.sikkim.gov.in](http://www.sikkim.gov.in)*

**Sd/-**

*Project Director (JJM),  
Rural Development Department,  
Gangtok.*

## **Proposal for establishment of Project Management Unit (PMU) under JJM Sikkim**

### **A. Background**

Sikkim is a state in north-eastern India. It borders Tibet in the north and northeast, Bhutan in the east, Nepal in the west, and West Bengal in the south. Sikkim is the least populous and second smallest among the Indian states. It has mainly 4 districts namely East, North, South and West.

As per the 2011 Census, the total population of Sikkim is about 6.10 Lakhs out of which about 75 % is rural population. Sikkim has approximately 1,05,063 rural households out of which only 73.80 % rural households are connected with piped water supply.

Jal Jeevan Mission (JJM), Sikkim has the mandate to provide piped water supply to every household in prescribed quantity and quality on a regular and long-term basis at affordable service delivery charges leading to improvement in living standards of rural communities.

### **B. Objective of JJM**

- All unconnected rural households to be connected with Functional Household Tap Connection (FHTC) working throughout the year including extreme winter conditions as persist in Sikkim.
- Availability of assured supply of 55 LPCD of Clean Drinking Water meeting BIS 10500 standards to all Rural Households.
- Long term sustainable operation & maintenance and Grey Water Management.
- Capacity building of GPs and sub-committee, implementing agencies and support agencies.

Mission Director JJM, Sikkim intends to establish a Project Management Unit (PMU) for implementation of JJM mission in Sikkim. The State Government has targeted to achieve 100% FHTC coverage as per JJM guidelines by or before 2022. Accordingly, it is proposed to appoint a PMU to support the Mission Director to achieve the above targets with required speed and effective planning.

### **C. Scope of Work**

The detailed set of activities to be carried out by the Bidder will include.

The Consultant will assist and facilitate mission director in planning and implementation of rural water supply scheme in compliance with JJM Operational Guidelines. Assist in the preparation of State Action Plan (SAP), Annual Action Plan (AAP) and convergence of JJM with other programmes/ schemes.

#### **1. Investment Program Management**

- a. Holistic services for the development of water supply projects
- b. Assist in the review of existing situation and identification of gaps in terms of institutional arrangements
- c. Identify and highlight key issues requiring the attention of Rural Development Department and propose remedial actions

- d. The PMU will be responsible for managing and overseeing planning and monitoring activities. In doing so, the unit will ensure, that, activities undertaken are articulately planned as per JJM operational guidelines and avoid any kind of duplication of efforts within the department.
- e. The PMU will facilitate periodic monitoring of water supply schemes regularly and round the year to review performance against identified indicators and suggests ways to overcome hurdles, if any.
- f. The monitoring activity shall primarily be based on existing data available with the department including data collection from the field Engineers or implementing agencies managing the concerned flagship schemes.
- g. Complete management of JJM on IMIS Portal on regular basis.
- h. Analysing various data of existing infrastructure, coverage etc to find out gaps and suggesting suitable remedial measure to fast track the implementation as per JJM guidelines.
- i. Preparing Grey Water Management Plan under JJM.
- j. Preparing Capacity Building / Skill Development Plan under JJM.

## **2. Procurement Support**

- a. The PMU shall develop Standard Bidding Documents for Item Rate Contract / EPC for Single / Multi Village Rural Water Supply Schemes, selection of Third-Party Inspection Agency (TPA), Implementing Support Agency (ISAs) and provide other necessary procurement support as and when required.
- b. PMU will devise strategy for fast implementation of the project by suitable procurement methods by following General Financial Rules and other related Government of India instructions concerning procurement of goods and services.
- c. PMU will facilitate the Department in the selection of various agencies for carrying out impact assessment studies focused on measuring the impact of these schemes beyond the intended outputs and outcomes.
- d. PMU shall evaluate the framed tender documents including connected design proposals / drawings, assist the department in tender floating, carry out bid evaluation, drafting responses to queries, award of works, drafting of contract agreements and assist in identifying and reaching out to competent organisations/vendors for participation in the tenders through various mediums such as conducting Investor Consultation Meet, Presentations, Mailers etc.
- e. The PMU will assist the Department in identifying and reaching out to various private sector entities engaged in the field of execution of rural water supply projects to ensure a large vendor base and participation of such entities in the various tenders floated by the Department

## **3. Technical Support**

- a. Facilitate technological intervention in planning, designing, implementation & monitoring of Water Supply Schemes including JJM schemes.
- b. Overall contract management including framing of formats for status review of water supply schemes, seeking progress reports from Contractors / Field Engineers etc.

- c. Provide technical inputs for techno-economical viable planning, designing and implementation of schemes to provide household tap connection in rural area to meet JJM objectives.
- d. Suggesting appropriate technology of Water Supply Schemes suitable for ensuring all weather drinking water supply in Sikkim region.
- e. Suggesting makes /brands and quality of material suitable for Water Supply Schemes execution in Sikkim region.
- f. Guide the Department in preparation of decentralised or SVS/ MVS scheme planning as the case may be.
- g. Support in Quality assurance mechanism for all areas under rural water supply.
- h. Review of existing DPRs and identify gaps as per JJM guidelines.
- i. Identification of areas that need engagement of third-party agencies for effective implementation of projects and assess the efficacy of agencies so engaged.
- j. Review and oversee the grievance redressal mechanism.
- k. Assist the Department in identifying and packaging the Item Rate Contract/ EPC / Turnkey contracts.
- l. Structure public private partnership models wherever feasible and provide transaction advisory support.
- m. Identify leading national and international practices in the sector, assess their applicability in the state context and suggest measures of adoption thereof.
- n. Framing of Standard Operating Procedures and guidelines for operation and maintenance of various infrastructure created for rural water supply in the state, policies in sector and other requisite government orders and notifications as required.
- o. Prepare Standardized Templates for evaluation of DPRs for the State and District level agencies.
- p. To guide DPR Consultants in the preparation of feasible and sustainable DPRs considering geographical terrain and climatic conditions of Sikkim.
- q. Preparing sustainable O&M mechanism for commissioned water supply schemes.
- r. Smart packaging and clustering of villages for tendering of projects.
- s. Making all arrangements and documentation for various meetings to review proposals of water supply schemes viz. Apex Committee, Executive Committee, State Level Scheme Sanctioning Committee (SLSSC) meetings etc.
- t. Prepare all documents related to financial audit and assist the department in financial audit exercise.

#### **4. Operational Support**

- a. The PMU will facilitate the Department in tracking the progress of implementation of the schemes undertaken by RDD under various Central/ State programmes.
  - ✓ The PMU, will assist in uploading real time data on IMIS
  - ✓ FHTC Coverage
  - ✓ Physical and Financial progress of work
  - ✓ Details of Single Village / Multi Village Scheme
  - ✓ Water Scarcity habitations

- ✓ Planned vs Actual Functional Household connection (FHTC).
- b. The key parameters for tracking the physical and financial progress of individual rural water supply schemes, both in project preparatory as well implementation phase shall be defined and the follow up for data collection is to be rigorously monitored by PMU Cell.
- c. The PMU will coordinate with the circles/divisions for collection of data on PWS projects.
- d. PMU will also identify and adopt benchmarks and indicators for assessment of progress in the sector and comparison of state performance with peer states.
- e. PMU will prepare policy for transfer of WSSs to Panchayati Raj Institutions for long term operation and maintenance on sustainable basis, devise effective financial model for self-sustainability, and do the capacity building of the PRIs for O&M of the WSSs. The policy should clearly define the roles and responsibilities of various agencies i.e. PRIs, BDCs, Department and council etc. The PMU will also develop manuals for PRIs and the department of O&M of the schemes.
- f. The PMU with support of relevant experts suggest suitable low-cost solution for IoT based semi automation/automation of various WSSs for their effective O&M and monitoring. The PMU will also assist in preparing RFP, tender evaluation and implementation monitoring of the identified IoT solutions.

#### **5. Documentation, Knowledge Management and Information Dissemination:**

- a. The PMU shall assist the Department in developing an effective monitoring framework for all schemes, developed scheme guidelines, standard operating procedures, record of review meetings at department, government and State level satisfactorily. The PMU will facilitate in organising Information Dissemination Workshops by the department.
- b. Develop a capacity building plan for RDD and identify training areas with respect to technology, quality monitoring systems, procurement and contract management, service level benchmarking etc.
- c. Create training calendars based on the capacity building plan, facilitate in creation of training modules and facilitate in training programme.
- d. Provide handholding support for monitoring IEC activities
- e. Facilitate in Documentation, learning exchange visits and other knowledge management support required from time to time.
- f. Collecting of data and preparing complete documentation, PPTs etc for all review meeting (internal / external).

#### **D. Manpower Requirement**

The Consultant shall provide the following minimum manpower:

<b>KEY PROFESSIONAL STAFFS QUALIFICATION AND EXPERIENCE</b>
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<b>Position # 1</b>	<b>Water Supply Expert cum Team Leader (01 No.)</b>
Minimum Qualification	M. Tech in Civil Engineering (water resource management) or equivalent
Minimum Experience	10 Years' experience in detailed engineering of Water Supply Projects and as a Team Leader
Job Description	<p>Overall contract management, DPRs appraisal, assisting in tendering process including techno-commercial evaluation of bids, award of contracts, signing of agreements etc.  Verifying / Vetting / Certifying design / drawings proposals of water supply infrastructure / schemes.</p> <ul style="list-style-type: none"> <li>▪ Quality monitoring and supervision of execution of water supply schemes.</li> <li>▪ Data collection from field Engineers and compiling all documentation related to JJM.</li> <li>▪ Provide technical inputs to PMU.</li> <li>▪ Defining implementation modalities for water supply schemes</li> <li>▪ Developing operation and maintenance mechanism.</li> <li>▪ Other works related to JJM as assigned from time to time.</li> </ul>
<b>Position # 4</b>	<b>District Team Leader (02 No) i.e. 01 for North East and 1 for South West.</b>
Minimum Qualification	M. Tech in Civil Engineering (water resource management) or equivalent
Minimum Experience	3 Years' experience in detailed engineering of Water Supply Projects and as a Team Leader
Job Description	<p>Assisting and supporting District Water &amp; Sanitation Mission in implementation of JJM program as per Operational guidelines and overall goals fixed by the Mission Director, JJM Sikkim.  Assist Team Leader in contract management, DPRs appraisal, tendering process including techno-commercial evaluation of bids, award of contracts, signing of agreements etc.  Assist Team Leader in verifying / vetting / certifying design / drawings proposals of water supply infrastructure / schemes.</p> <ul style="list-style-type: none"> <li>▪ Quality monitoring and supervision of execution of water supply schemes.</li> <li>▪ Data collection from field Engineers and compiling all documentation related to JJM.</li> <li>▪ Provide technical inputs to PMU.</li> <li>▪ Defining implementation modalities for water supply schemes</li> <li>▪ Developing operation and maintenance mechanism.</li> <li>▪ Other works related to JJM as assigned from time to time.</li> </ul>

#### **D. Deployment of Key Experts**

1. The Consultant Team shall be stationed in Gangtok as decided by the Mission Director, at the office space with basic infrastructure such as furniture, printer, toilets, drinking water, power and internet connectivity allocated by the Authority.

Besides office space, the Authority shall provide housing facilities to the project team for the duration of the assignment at its own cost.

2. The Consultant team proposed shall be deployed within a maximum of 30 days of the issuance of the Letter of Award.

3. The proposed team must follow the working hours, working days and Holidays of State of Sikkim and would be eligible for eight (08) days leave with approval from the Authority. In case of Travel/ Boarding/ Lodging/ Communication and printing and stationery for any official travel for Authority related work or to cover the work as per scope of RFP, outside Gangtok would be borne by the Authority.

4. The State Administration shall extend support to PMU in all co-ordination with Government of India, Other State/ UT Governments and other departments within Sikkim, as the case may be.

5. If a resource needs to be changed due to unforeseen circumstances, the Consultant shall obtain a written consent from the Client and upon agreement; the replacement shall be carried out.

6. These experienced Subject Matter Experts (SMEs) shall be adequately responsible for monitoring the quality of content, coordinate with various stakeholders and other activities necessary for implementation of JJM. Other Subject Matter Experts, as and when required, shall be engaged as per the desired experience and qualification finalized by the department, meeting all criteria and remuneration based on NICSII.

7. The Consulting firm shall provide a suitable replacement of staff within two (02) weeks, in case of resignation or if the staff causes indiscipline or misbehave with the client. Such replacement shall be strictly as per desired qualification /experience etc and subject to the approval of client.

#### **E. Consultant's Monitoring**

The work and progress of the Consultant/ Experts shall be monitored:

1. Monthly progress report with suggested Action Plan
2. Annual progress report

#### **F. Period of Engagement**

The duration of the contract will be for an initial period of 06 months from the date of signing of the contract with Rural Development Department on same terms & conditions. However, the competent authority may extend it for another term subject to performance of the tasks and deliverables of the client.

Further, the performance of the PMU shall also be evaluated by the department on quarterly basis and contract can be cancelled in case of unsatisfactorily performance. No further correspondence shall be entertained in this regard.

The department reserves the right to cancel the contract at any stage by giving one (01) month notice in advance, without assigning any reason thereof.

#### **G. Payment Terms**

The payment shall be made on monthly basis and on NICS rates subject to submission of invoice of the work for the preceding month and satisfactory performance. Leaves availed, if any beyond the permissible limit by the deployed manpower are subject to deduction from the payments on pro-rata basis. Out of Pocket Expenses, if any, related to the official work will be reimbursed as per actual. Rural Development Department shall pay the amount as per the invoice by way of e-transfer/RTGS/NEFT routed through PFMS. The Department shall deduct TDS on the Fee & other statutory taxes as per applicable law. The payment will be released within thirty (30) days from the date of submission of Invoice. Payment must also be subjected to deductions of any amount for which the service provider is liable under the tender conditions. Further, all payments shall be made subject to deduction of TDS (Tax Deduction at Source) as per the current Income Tax Act and/or any other Govt. orders/rules. The service provider shall be liable for taxes such as GST or any other applicable tax.

If there is any dispute, the Authority shall only withhold the disputed amount and release the remaining payment within thirty (30) days of the receipt of the invoice to the Consultant. The disputed amount will be released within fifteen (15) days after the dispute is resolved.

#### **H. Mode of Selection**

1. Proposals shall be submitted through email at [jjmsikkim20@gmail.com](mailto:jjmsikkim20@gmail.com)
2. The Department shall constitute a Proposal Evaluation Committee to evaluate the responses of the firms.
3. The Proposal Evaluation Committee constituted by the Department shall evaluate the proposals and all supporting documents/ documentary evidence. Inability to submit the requisite information may lead to rejection.
4. The decision of the Proposal Evaluation Committee in the evaluation of proposals shall be final. No further correspondence will be entertained outside the process of evaluation with the Committee.
5. The Authority reserves the right to reject any or all proposals on the basis of any deviations.
6. Proposal Evaluation Committee shall prepare a list of responsive firms, which comply with all the Terms and Conditions. The decision of the Committee will be final in the evaluation process.
7. Proposals received would be assigned scores based on the parameters defined in the table below. All supporting document submitted in support of Technical Evaluation matrix should comply the following:



- i. Supporting documents (Letter of Award / Contract Agreement / Engagement Letter / Completion Certificate / CA or Statutory Auditor's certificate) is to be submitted.
  - ii. Supporting documents should clearly indicate scope of work/ services under the projects (both ongoing and completed assignments shall be considered for evaluation).
  - iii. In case of Consulting Firm is having Non-Disclosure Agreement (NDA) with their client, no such experience will be considered (in case agreement copy is not submitted)
8. The Proposal of Applicant scoring the highest technical score shall be declared as the "Selected Consultant" as per the Quality Based Selection (QBS) method. Hiring of Consultant will be carried out by Administration of Sikkim at latest NICS I empanelled rates.
  9. The Authority will support the PMU in its efforts for project development and implementation under respective requirements such as office space for all the personnel deployed for PMU by the Selected Consultant shall be provided by the Authority.
  10. The Consulting firm engaged as PMU shall execute an Agreement containing detailed terms and conditions with the client within fifteen (15) days from the date of issue of Order / Lol in this regard.

#### I. Evaluation of Technical Proposal

The evaluation shall be strictly based on Quality Based Selection Method wherein the qualified consulting firms empanelled with NICS I in e-Governance category will be invited for a Technical Presentation based on the scope of work. Respective bidders to showcase various approach to project delivery and best practices based on understanding of Water Supply Sector. The following criteria shall be applicable for the evaluation of bids:

S. No.	Evaluation Criteria	Description	Documents required	Maximum Marks
1	<b>Bidder Credentials</b>			<b>40</b>
A	Experience of at least one completed PMU assignment in Rural Water Supply sector, where the consultant has assisted the UT/State government in implementation of rural water projects.	<div>Project Cost more than 250 Cr. – 10 marks</div> <div>Project Cost more than 500 Cr. – 12 marks</div> <div>Project Cost More than 1000 Cr. – 15 marks</div>	Work Order / Completion Certificate issued from the client	15
B	Experience of ongoing/completed long-term PMU (more than or equal to 24 months) in rural water supply sector.	<div>Minimum 2 assignments – 09 Marks</div> <div>More than 2 assignments – 13</div>	Work Order / Completion Certificate issued from the client	13
C	Geographical experience in Hilly States (ongoing/completed) – At least one DPR assignment in rural water supply sector.	<div>Project Cost between 100 – 400 crores – 06 marks</div> <div>Project Cost more than 400 crores upto</div>	Work Order / Completion Certificate	12

		to 800 crores – 09 marks	issued fromthe client	
		Project Cost more than 800 crores – 12 marks		
2	Experience of Experts / Staff proposed			35
A	Team Leader			15
B	District Coordinator North East			10
C	District Coordinator South West			10
3	Technical Presentation (online) <ul style="list-style-type: none"><li>Understanding the Scope</li><li>Approach and Methodology</li><li>Work Plan</li></ul>			25
	Total marks			100

## CV Format

<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 }

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**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 Organisation and your Title/Position. Contact Information for Reference	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]		

**Membership in Professional Associations and Publications:**

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

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**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 TECH- 5 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.

{ day/month/year }

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Name of Expert  
Date

Signature

{ day/month/year }

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

Signature

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