

Tender Notice
The Project Management Consultants
On behalf of
The Kolkata Municipal Corporation
Kolkata Environmental Improvement Investment Program
INVITATION FOR BIDS

Date: 7th May 2021

The Project Management Consultants, Kolkata Environmental Investment Improvement Program 206, AJC Bose Road – 700 017 on behalf of Kolkata Municipal Corporation West Bengal, India invites eligible agencies to submit sealed bids for the assignment "Water Audit Survey and Impact Assessment Study for Assessed Water Supply Connections under Cossipore area (Ward-1 to 6) under Borough I" (Contract No URSSWI/KEIIP-PMC/2021/NIQ/04)

Place of submission of Bid: Office of Project Management Consultants KEIIP, Unnayan Bhavan 4th floor, 206, A.J.C Bose Road, Kolkata 700017. Contact No. +91 9831537314.

Bidders may collect the tender documents from the office of the Project Management Consultants, Kolkata Environmental Investment Improvement Program, 206, AJC Bose Road – 700 017, or download the documents from <http://www.keiip.in>

- | | |
|----------------|---|
| Bid submission | Start Date: 11.05.2021 (From 09.30 hours onwards) |
| Bid submission | Closing date: 25.05.2021 (Up to 15.00 hours) |
| Bid opening | Date: 25.05.2021 (At 16:00 Hours) |
| Bid opening | Location: Office of Project Management Consultants (All agencies representative may be present during bid opening). |



Shanku
07/05/21

Director General (P)
K.E.I.I.P./K.M.C.

Submission of Techno-commercial Offer from the Agency

Eligibility of agency and Requirements:

1. Agencies may be any Community Based Organizations (CBO) i.e. comprising of Self-Help Groups (SHG), Neighbour-Hood Committee (NHC), Area Level Federation (ALF) willing to participate for the (Water Audit) Survey shall have valid Bank Account details including PAN Card details.
2. The CBO shall preferably be an organisation within the jurisdiction of Borough I area and the team members of the CBO shall preferably be a resident of the local area within Borough I. The minimum qualification of the team member for the audit team shall preferably be qualified in Class X board examination
3. Details of the contact person, Office address, and contact details must be provided for reference, duly filled in Letter pad of the agency.
4. Agencies, willing to participate shall preferably have Government registration / accreditation.
5. The CBO's must provide a minimum of 9 community members for carrying out the study. The water audit shall be carried out with 4 teams, with each team comprising of 2 members and a Co-ordinator. All activities must be carried out in strict conformance to COVID guidelines, as issued by the Government, from time to time.
6. Quoted rate shall include expenses on account of local travel. No expenses shall be paid separately for conducting the activities listed
7. Sealed Bids shall be submitted to:

Team Leader / Acting Team Leader,
Project Management Consultants,
Kolkata Environmental Investment Improvement Program
206, AJC Bose Road – 700 017
8. Sealed bids shall include the following documents:
 - a. Letter of Proposal, in the Letter Pad of the Agency, duly signed - Annexure 1
 - b. Agency enlistment /or SHG/NHG/ALF Enlistment /or Government registration document
 - c. Copy of PAN Card, duly signed
 - d. Copy of GST Certificate (If GST is not applicable, else a declaration by the agency) – Annexure 2
 - e. Terms of Reference duly Signed

Itemised Bill of Quantities with Rate

Sl. No	Description of Work	Number	Rate (Rs)	Amount (Rs)
1	<p>Carrying out door-to-door campaign for Water Loss Management in established District Metered Areas under Cossipore area. The scope of activity shall include, but not limited to:</p> <ul style="list-style-type: none"> ○ Field visit to each households / water supply service connection (public stand-posts / public toilets) and filling up of the Water Audit Forms (attached as Annexure-3) ○ Inspection of sources of water loss / wastage in households. ○ Taking and noting spot meter readings in the households. ○ Validate number of water users. ○ Re-visit to the households as maybe necessary to check, if the households have complied with the recommendations for reducing / limiting water wastage. ○ Reporting on damaged / non-functioning water meters. ○ Taking photo-graphs for select connections / leakages, as maybe necessary (before attending to the leakage / damage and after repair of the leakage / damage) ○ Data Entry of data, as appropriate. 			
(a)	Initial visit / 1 st Visit	2000
(b)	2 nd Visit	2000
(c)	3 rd Visit	2000
Total Amount (Rs)		

Terms of Reference
Water Audit Survey and Impact Assessment Study

Water Audit Survey and Objective:

- To ascertain cause of high usage / consumption households
- Carry-out necessary field visit / re-visit, including necessary IEC to reduce / limit water wastage, recommend repair measures at the consumer end, installation of float valves as necessary.
- Provide enabling support to Team-KEIIP to analyse the data and improve service levels in the established DMA's.

Activities to be carried out for(Water Audit) Survey:

The nominated agency shall identify the consumers with very high consumption of water based on meter records (based on reports supplied and supported by KEIIP) and prepare the list and maintain the record of such consumers. The agency shall carry out internal water audit for such identified consumers and submit the internal Water Audit Report. Necessary training shall be provided to the agency in this respect by Team-KEIIP.

Water Audit Inspection:

The field inspection shall be to find out visible leaks upon closing all known taps and checking the consumption during supply hours and identifying the leakages & creating inspection check list report. The Water audit team shall recommend a checklist for repair works to the house owners and revisit the households after reasonable period of time (usually 10-14 days) to ascertain if the repair works have been carried out and report duly to the house-owner and KEIIP.

Details of Work

Sl. No	Description of Work	Number
1	<p>Carrying out door-to-door campaign for Water Loss Management in established District Metered Areas under Cossipore area. The scope of activity shall include, but not limited to:</p> <ul style="list-style-type: none">○ Field visit to each households / water supply service connection (public stand-posts / public toilets) and filling up of the Water Audit Forms (attached as Annex-3)○ Inspection of sources of water loss / wastage in households.○ Taking and noting spot meter readings in the households.○ Validate number of water users.○ Re-visit to the households as maybe necessary to check, if the households have complied with the recommendations for reducing / limiting water wastage.○ Reporting on damaged / non-functioning water meters.○ Taking photo-graphs for select connections / leakages, as maybe necessary (before attending to the leakage / damage and after repair of the leakage / damage)○ Data Entry of data, as appropriate.	

Sl. No	Description of Work	Number
(a)	Initial visit / 1 st Visit	2000
(b)	2 nd Visit	2000
(c)	3 rd Visit	2000

(A) Provision of Training:

1. Necessary training in filling up of the Water Audit forms including inspection, meter readings etc. shall be provided to the agency team members. In house training for the activities related to the inspection of the water meters and the taking the reading from the water meters shall be provided by team KEIIP and held at KEIIP office. The field training shall be provided by KEIIP at the designated area under the Borough I. It shall be noted by the agency that only community members who has attended the requisite training from team KEIIP shall be allowed to be a part of the audit team.
2. Training shall be provided to the selected 8 members from the selected CBO. The office and the field training duration shall be provided for a period of 5-10 working days. The training period shall however be included in the timeline for the assignment i.e. 6 months.
3. Technical team from KEIIP shall support the team members in identifying issues and support the CBO's team members in critical cases.

(B) Invoices and Terms of Payment:

- (a) Invoice shall be raised each month. The minimum amount of a running account invoice shall not be less than 10% of the total amount of the contract. The documents that are required to be submitted along with invoice shall be : Invoice along with water report duly signed by the Engineer of KEIIP and other documents listed below.
- (b) Time period of payment against each invoice: Shall be made preferably within 45 days of the invoice being raised, complete with necessary documentation.
- (c) Quoted rate shall be inclusive of all co-ordination that is to be required from the **agency's** end. The agency may nominate one member for co-ordination of work activity, preparing each team for field visits, including compilation of data, preparation and submission of invoices, as maybe required from time to time.
- (d) Status of water audits activity will be taken on daily basis and consolidated each week after commencement of the activities.
- (e) Quoted rate shall include expenses on account of local travel. No expenses shall be paid separately for conducting the activities listed.
- (f) Visit shall be confirmed, only when the Audit Team has gained entry and forms are filled in duly and validated by Team-KEIIP.
- (g) Visit shall not be counted for Locked house-holds, or where Audit team has been denied access to the house-holds and household meters.
- (h) All Water Audit forms shall be duly signed by the Agency Team members, counter signed by KEIIP Engineers to be considered as a valid document.
- (i) Quantity / Scope of Water audits to be carried out are indicative. The numbers may vary as per actual requirement. Payment shall be based on the number of water audits carried out, and validated by Team-KEIIP.
- (j) All signed Water Audit forms shall be submitted with the Invoices.

(C) **Terms and Conditions**

1. Water Audit shall be carried out within the area of Cossipore (Ward-1 to 6).
2. The works shall be carried out normally between 10:00 AM - 5:00 PM, each day. Unless specified otherwise, the water audit activity shall be carried out 5 days a week (Monday to Friday).
3. Revisit to Households, based on the recommendations shall in general be carried out after 10-14 days (i.e., 1st re-visit after 10-14 days after initial visit and 2nd revisit after 10-14 days of 1st re-visit).
4. Re-visit to households shall be carried out only after it is recommended / authorised by Team-KEIIP.
5. All data and information including data forms shall be kept confidential. Each Co-ordinator from the Community Based Organizations shall be responsible and accountable for the selected Team members.
6. Reporting Place: The reporting place for the activity shall be confirmed in due course. However, tentatively, the reporting place is expected to be the (i) Borough-I Office, (ii) Office of WS Department, Kolkata Municipal Corporation and or near about place to be duly confirmed.

(D) **Timeline for Completion of the Assignment:**6 (Six) months

(E) **Other Terms and Conditions**

1. Assessed Water Supply Connections under Cossipore area (Ward-1 to 6) under Borough I is estimated at around 16000nos.
2. The number of Water Audits proposed to be carried out is indicative. KEIIP may require additional Water Audits to be carried out selectively at the quoted rates in case the pilot initiative is successful and the efficacy of the water audit is established by the Team KEIIP.
3. Community Based Organizations may confirm their willingness to carry-out the additional activity at the quoted rates, in case their proposal is accepted. Acceptance of such proposal is subject to approval of KEIIP. The variation percentage shall be limited to 30%. In case of any variation, the time period shall be proportionately extended.
4. All activities must be carried out in strict conformance to COVID guidelines, as issued by the Government, from time to time.

Annexure 1 – Letter of Proposal

Dated: _____

To,

Team Leader / Acting Team Leader,
Project Management Consultants,
Kolkata Environmental Investment Improvement Program
206, AJC Bose Road – 700 017

Dear Sir,

We are pleased to quote you the Water Audit Budgetary quotation in the following

Sl. No	Description of Work	Number	Rate (Rs)	Amount (Rs)
1	Carrying out Water Audit for Water Loss Management in established District Metered Areas under Cossipore area.			
(a)	Initial visit / 1 st Visit	2000
(b)	2 nd Visit	2000
(c)	3 rd Visit	2000
			*Total Amount (Rs)

* *Including expenses on account of local travel*

These rates will be valid for 12 months from the quotation date.

Thanking you

Signature
Name of the Bidder

Annexure 2 – GST Declaration Form In Organisation Letterhead

DECLARATION OF GST confirmation that Organisation is not registered in GST & annual turnover is less than Rs. 20 lakhs

KIND ATTENTION
(PMC KEIIP)

Ref :

Date:

Dear Sir,

This is to inform you that (Name of the Organization) Is not registered in GST & annual turnover is less than Rs. 20 lakhs.

As (Designation of the Signatory) of the Firm, I am self-declaring that till date we have not registered (Name of the Organization) for GST.

We will intimate you once we would register GST in future.



For any clarifications, please revert.

For (Name of the Organization)

Name:

Designation:

Stamp of the Organization

Annexure 3		 Kolkata Environmental Improvement Investment Program
		Water Loss Management Project, Cossipore service zone, Ward numbers: 1 - 6 (A pilot project in Kolkata to reduce water loss, improve water distribution management and customer services)
Consumer Premises Internal water Audit Report		
Record No: _____		
Audit Date(তারিখ):	DMA No:	Ward No (ওয়ার্ড নম্বর):
Time(সময়):	Address :	Consumer Name(গ্রাহকের নাম):
GIS ID:		Gender (লিঙ্গ) : M <input type="checkbox"/> F <input type="checkbox"/> T <input type="checkbox"/>
Meter No. :	Population :M _____ F _____ T _____	Total Population (মোট জনসংখ্যা) :
Meter Reading:	Identification of Per Capita Consumption per day: _____ Lts.	
Analysis (বিশ্লেষণ)		
01. Whether the household have Water Meter (গ্রাহকের জলের মিটার আছে কিনা) : Yes <input type="checkbox"/> No <input type="checkbox"/>		
(a) If Yes (যদি থাকে)		
(i) Functional Meter (মিটারটি কাজ করছে) : Yes <input type="checkbox"/> No <input type="checkbox"/>		
(ii) Meter Accessible (সহজে পৌঁছানো যায়) : Yes <input type="checkbox"/> No <input type="checkbox"/>		
(iii) Meter Damage/Tampered (মিটার ক্ষতিগ্রস্ত / ভাঙা) : Yes <input type="checkbox"/> No <input type="checkbox"/>		
(iv) Quantum of Water loss (জলের অপচয়ের পরিমাণ): _____ Lts		
Duration (সময়কাল): _____ Mins.		
02. Overflow from reservoir (রিজার্ভার থেকে জল উপচে পড়ছে): Yes <input type="checkbox"/> No <input type="checkbox"/>		
03. Reservoir leakage (রিজার্ভার লিকেজ): Yes <input type="checkbox"/> No <input type="checkbox"/>		
04. Pipeline leakage(External / Internal)(পাইপ লাইন লিকেজ (ভিতরে/বাইরে) : Yes <input type="checkbox"/> No <input type="checkbox"/>		
05. Leakage From Stopcock, Bib cock, Tap (কল , ভাল্ভ থেকে লিকেজ) : Yes <input type="checkbox"/> No <input type="checkbox"/>		
06. Others if any (অন্যান্য বিবরণ যদি থাকে) :		
Recommendation(পরামর্শ) :		
<u>Consumer Signature:</u>		<u>KEIP</u>
Name : Gender (লিঙ্গ) : M <input type="checkbox"/> F <input type="checkbox"/> T <input type="checkbox"/>		Signature:
Phone Number :		
<u>1st Revisit:</u>		<u>KEIP</u>
Revisit time given by consumer after audit : _____ Day's		Signature:
Date :		
Consumer Signature :		