

Institutional Strengthening of Gram Panchayats (ISGP) Program-II
Panchayats & Rural Development Department
Government of West Bengal

Millennium City IT Park, Tower - II, 3rd Floor (Unit D), DN-62, Sector-V, Salt Lake City, Kolkata-700 091
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No: 1416/ISGPP/PROC-39/2018

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" Hiring of Agency for Preparation of Gram Panchayat Works Manual "

Call for Expression of Interest

1. The Panchayats and Rural Development Department, Govt. of West Bengal, received a credit from The International Bank for Reconstruction and Development (IBRD) for Institutional Strengthening of Gram Panchayats Program II in West Bengal, and it intends to apply part of the proceeds of this credit to payments under the contract for " Hiring of Agency for Preparation of Gram Panchayat Works Manual".
2. Objective of the assignment and scope of work:

The Panchayat & Rural Development Department (P&RD Deptt.), Government of West Bengal intends to hire a suitable agency/firm/academic or research institution for development of an online GP Works Manual (GWM) for use of Panchayats in the state. The manual will contain requisite technical guidance to the GPs on all aspects pertaining to infrastructure creation activities typically undertaken by them. The GWM will cover all relevant technical aspects such as inclusive planning (selection from amongst multiple options), design (selection amongst multiple design alternatives), construction, operation and maintenance while factoring in different topography and land use patterns of rural West Bengal. The GP works included in the manual will encompass all small scale civil, electrical and mechanical works. **The finalization of the manual (i.e. expected period of execution of the contract) shall be six months from the date of signing the contract.**

Expected features of the GWM and proposed scope of the work

The GWM will be an exhaustive online and offline resource containing technical guidance pertaining to design, construction and operation and maintenance aspects of typical community infrastructure created by GPs in West Bengal. It will have provision for online searching of specific content (designs, guidance notes, etc.). It will be possible to modify / update / replace the gwm content in part or in full whenever required. The designs and construction practices contained in the GWM will conform to and comply with all applicable Environmental and Social norms the Government of India and State Government of West Bengal (as also captured in Environment and Social Systems Assessment document - ESSA - prepared for this Project). The GWM will serve as a primary technical reference for all technical staff/officials of the PRI institutional set-up in West Bengal.

The GWM will contain:

- I. An exhaustive, classified/categorized and indexed, searchable listing of typical works undertaken by GPs in West Bengal classified in appropriate categories (including civil, electrical & mechanical works) and sub-categories with a brief description of each work item.
- II. Available design alternatives for each work item featuring in the above list along with a brief description and pros and cons of each design alternative



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Further, for each of the above-mentioned design alternatives, the GWM contents will include but not necessarily be restricted to the following topics:

- i) Typical sizes/capacities that prevail or the methodology/procedure for determining the right size or capacity to meet the projected demand or population projections
- ii) Technical details of each design alternative including
 - a. Detailed engineering drawings, with guidance on how to decide upon dimensions and other design parameters
 - b. Detailed specifications, with appropriate guidance
 - c. Guidance notes on construction or fabrication preferably with pictorial/graphic or photographic support.
 - d. Typical regulatory and other compliance requirements
 - e. Safety and sustainability aspects that need to be addressed
- iii) List of materials/components required along with specifications/quality parameters and guidance on how to estimate with required quantities for preparation of automated compilation of BoQ from the required input parameters using current PWD SOR (schedule of rate). The PWD SOR should be updated whenever new version of SOR is published WB PWD.
- iv) Procedures for compilation of bid documents and inviting bids (bid document template respective to the nature of work to be included)
- v) Complete procedures from opening bids to award of contracts (contract template to be included).
- vi) Detailed construction procedures along with optimal construction practices, ways to maintain optimal safety standards and ensuring regulatory compliance
- vii) Optimal supervision, monitoring (including environmental compliance), quality control and output verification procedures (formats templates respected to work type and terrain for supervision to be included)
- viii) Procedures for proper operation and maintenance.
- ix) Procedure to be adopted in case any GP decides to undertake any work that is not included in the GWM

The GWM will feature a host of user friendly features that will enable the user to quickly search for guidance and technical details on specific rural works. It will have provision for displaying all web pages in two language options: English and Bengali. It will also have provision for printing any guidance page/output page or drawing if desired so by the user. The software design will be such that the entire GWM or portions thereof could be printed as a booklet if required.

As the GWM will be hosted in electronic, online as well as offline (using electronic media) format, it will have provision for upgradation from time to time. Version management of the GWM should be enabled, i.e. date and time of each update will be recorded and archived automatically. All latest updates will be displayed prominently with a suitable highlighting mechanism such as a flag, pop-up sign or a blinking marker. It will also feature a message board for displaying important messages, notifications and latest updates.



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3. Expected Profile of Consultant.

The consultant could be a single organization (Academic or Engineering or IT or Consultancy firm) or a consortium of multiple organizations who have mutually agreed to bid for this assignment as a group. In case of a consortium however, there should be a lead organization who will sign legal documents on behalf of the consortium and will be responsible for the quality and timely submission of all outputs / deliverables. The lead organization of the consortium will submit copies of MoU with all other consortium members for cooperation or collaboration on this assignment. Some important features / attributes of the consultant (lead organization in case of a consortium) will be as follows:

- I. Should be an organization / institute / firm registered in India or an International organization with a valid permit to operate in India
- II. Should have been in existence and functioning for at least 10 consecutive years prior to this assignment and should have experience in one or more of the following areas of work:
 - a. Engineering Design (civil, mechanical and electrical)
 - b. Engineering consultancy
 - c. Construction (additional work experience in fabrication and electricals is desirable)
 - d. Web designing, web-based applications designing or software designing
- III. Annual turnover for the preceding three years should be Rs. 3.00 crore or more in each year.

4. The firm should have the following Key professional staff.

Sl. No.	Team Member	Number	Minimum Qualifications	Experience	Desired Competency
1.	Team Leader and Civil Engineer with specialisation in Structural Engineering	1	Mandatory: Masters in Structural Desing	10 years	Should have designed and executed Government administered infrastructure projects like roads, buildings, drinking water supply, sanitation etc. to a high degree of perfection Should be well versed with environmental and social safeguards requirements Should have earlier experience in preparation of

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Sl. No.	Team Member	Number	Minimum Qualifications	Experience	Desired Competency
					Technical Manuals Should be fluent in English and well versed in use of computers
2.	Civil Engineer (Roads)	1	Mandatory: B.Tech in Civil Engg.	5 years	Should have experience in designing and constructing roads, preparing accurate drawings and technical documents
3.	Civil Engineer (Geo- Tech)	1	Mandatory: B.Tech in Civil Engg.	5 years	Should have experience in designing and constructing small buildings and preparing accurate drawings and technical documents
4.	IT Engineer	1	Mandatory: Masters in Computer Science / IT/ Systems	10 years	Should be able to design the architecture and manage the execution of web based application in terms of development, hosting and maintenance.
5.	Electrical Engineer	1	Mandatory: B.Tech in Electrical and Electronics Engg	5 years	Should have designed and installed electrical wiring, prepared wiring plans and conversant with associated drawings and documents.
6.	Environmental Engineer	1	Mandatory: Masters in Civil /Environmental /Water Resources Engg/Public Health Engg.	5 years	Should have demonstrated experience in designing and installing sanitation and sewerage infrastructure including ETPs, STPs, SLWM, etc. and have experience in preparation of technical manuals

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Sl. No.	Team Member	Number	Minimum Qualifications	Experience	Desired Competency
7	Surveyor	1	Mandatory: Diploma in Civil Engineering/Survey	5 years	Should be skilled in various survey techniques and preparation of relevant drawings and documents
8.	Cost Estimator	1	Mandatory: B.Tech in Civil/Mechanical	5 years	
9.	Draftsman	2	Mandatory: Diploma in Civil Engineering	5 years	Should be well versed in CAD software. Also, should have produced high quality and accurate drawings
10.	IT Software Specialists / Web Designers	2	Mandatory: Bachelors in IT	5 years	Should be well versed in designing web-based applications and software designing that can be updated from time to time

5. Selection criteria for the consultant.

Sl. No.	Criteria	Basis of Evaluation	Maximum Marks	Required Documents
i.	Specific experience of the Consultants relevant to the assignment	1 Project = 4 ≥ 2 Projects = 6 4 Projects = 8 > 4 Projects = 10	10	Project Citation and Completion Certificates from the client OR Work Order + Substantially Completed Certificate (for ongoing projects) from the client.
ii.	Adequacy of the proposed methodology and work plan	a) Proposed Methodology = 15	30	

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		b) Work plan =15		
iii.	Key professional staff qualifications and competence for the assignment	<p>Team Leader and Civil Engineer with specialisation in Structural Engineering (10) Qualification-5 (Masters =3, Phd and above =5) Similar Experience – 5, (10 years = 3, >10 years = 5)</p> <p>Civil Engineer (Roads) (7) Qualification-4 (B.Tech. in Civil Eng. =2, Masters and above =4) Similar experience - 3, (5 years = 2, > 5 years = 3)</p> <p>Civil Engineer (Geo tech) (7) Qualification-4 (B.Tech in Civil Engg=2, Masters and above =4) Similar experience - 3, (5 years = 2, > 5 years = 3)</p> <p>IT Engineer (7) Qualification-4 (Masters = 2) PhD and above =4) Similar experience - 3, (10 years = 2, > 10 years = 3)</p>	60	Detailed Curriculum Vitae.



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		<p>Electrical Engineer (5) Qualification-3 (B.Tech in Electrical Engg=2, Masters and above =3) Similar experience - 2, (5 years = 1, > 5 years = 2)</p>		
		<p>Environmental Engineer (8) Qualification-4 (Masters in Civil / Environmental / Water Resources Engg/Public Health Engg.=3, PhD in Civil Engineering (Environmental) and above =4) Similar experience - 4, (5 years = 2, > 5 years = 4)</p>		
		<p>Surveyor (3) Qualification-2 (Diploma in Civil Engineering/ Survey=1, B.Tech. in Civil Engineering and above =2) Similar experience - 1, (5 years = 1)</p>		
		<p>Cost Estimator (3) Qualification-2 (B.Tech in Civil/Mechanical =1, Any course in costing or related discipline =2) Similar</p>		



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		experience - 1, (5 years = 1)		
		Draftsman (3) Qualification-2 (Diploma in Civil Engineering =1, B. Tech.in Civil Engineering and above =2) Similar experience - 1, (5 years = 1)		
		IT Software Specialists / Web Designers (7) Qualification-3 (Bachelors in IT =2, Masters in IT and above =3) Similar experience - 4, (5 years = 2, > 5 years = 4)		

6. The Agency / firm will be selected in accordance with the Selection Based on the Consultant's Qualification (CQS) procedure set out in the World Bank's Guidelines: Selection and Employment of Agency by Bank Borrower, January 2011 available at www.worldbank.org/procure.
7. Interested Consultant firms may obtain further information at the address given below from 10.30 -17.00 hours from Monday to Friday.
8. Expression of Interest (along with Supporting documents as indicated above) super scribed " Hiring of Agency for Preparation of Gram Panchayat Works Manual" must reach the following address not later than **4th October, 2018 (5.00 P.M.)**.

Program Director, ISGP Program II, Panchayats & Rural Development Department,
Millennium City IT Park, Tower - II, 3rd Floor (Unit D), DN - 62, Sector – V, Salt
Lake, Kolkata-700 091.

9. The EoIs are to be submitted in Hard copy only.

Sd/-
Program Director
ISGP Programme II