

**Watershed Development Department
Government of _____**

**Terms of Reference for the Bidders
for **Expression of Interest****

For Monitoring, Evaluation, Learning and Documentation (MEL & D)
of the Batch----- Projects of
Integrated Watershed Management Programme (IWMP)

1.0 Introduction

------(State name) is the one of the State in the country implementing the Integrated Watershed Management Programme (IWMP) of Government of India (GoI) since 2009-10.

Currently four batches of projects are under implementation under IWMP. The implementation is on the lines of the Revised Common Guidelines for Watershed Development Projects-2011, issued by the Government of India (GoI). NGOs play a major role as facilitators of implementation and are involved in creating awareness about the project and capacity building of community based organisations formed under IWMP.

Presently the implementation of projects under III Batch sanctioned during 2011-12 is in the Preparatory Phase. Besides, Under Batch-IV also, projects have been sanctioned during 2012-13 and the implementation of these projects is likely to start soon. **The project period under both batches is a maximum of 4-7 years as stipulated by GoI.**

It is desired that an external MEL &D system for both III and IV batches of IWMP projects is in place at the earliest. The Batch-III projects cover an estimated area----- lakh Ha and are distributed in -----districts of the State. The Batch-IV projects covering an area of 3.32 lakh Ha are also distributed in _____districts of the State. The Revenue Division-wise details of projects are given in Annexure IA.

The MEL&D work in Batch-III projects will commence from the date of signing of agreements with the selected agencies & Batch IV.

The treatable areas given in Annexure IA and Annexure IB are likely to vary by 10-15%, and the exact extent will be known only after the completion of Net Planning process of these projects.

2.1 Major objectives of IWMP

The Integrated Watershed Management Programme (IWMP) is one of the flagship programmes of the Govt. of India and is being implemented by the Department of Land Resources (DoLR) in all states of the country having an outlay of around Rs. 29,000 Crores for the 12th Plan. The programme envisages restoring the ecological balance by harnessing, conserving and developing degraded natural resources such as soil, vegetative cover & water through watershed management initiatives. The objectives otherwise can be stated as-

- i. Increase the productive potential of degraded lands through various watershed interventions.
- ii. Improve the biomass through Agro-Horticulture, Agro-Forestry and Silvi-Pastoral systems.

- iii. Support to the asset less, small landholders and other vulnerable sections through Income Generating Activities (IGA).
- iv. Support the Livestock sector and demonstrations in agriculture related sectors.
- v. Improve Production systems and Micro enterprises.
- vi. Drought proofing of rain-fed agriculture.
- vii. Formation of vibrant and well informed community-based organizations resulting in overall improvement in the social capital.
- viii. Achieving sustainable agriculture production leading to overall improvement in the quality of life of farming community.

The approach adopted for interventions involve the Community-based Organizations (CBOs) to be jointly facilitated by NGOs and the SLNA/Watershed Development Department. The social mobilization and task of mainstreaming all sections of the community into the project sphere will be carried out by the NGOs at the watershed level. Technical expertise is provided by the Department and other institutions like the State Universities of Agriculture Sciences, International Crops Research Institute for Semi-Arid Tropics (ICRISAT), Department of Mines and Geology (DMG), Central Ground Water Board (CGWB), State Remote Sensing Applications Centers (SRSAC), Regional Remote Sensing Service Centre (RRSSC), National Remote Sensing Agency (NRSA) etc.

3.0 Need for an Effective External MEL&D system

Though the SLNA/Watershed Development Department has in place an internal monitoring system, the project in specific proposes for independent and external MEL&D agency/agencies that has/have the skills and proven experience in the area, for the following reasons.

- i. The project envisages a bottoms-up approach of implementation by involving the Community, Executive Committee, Community-based organisations such as Self Help Groups and User Groups, NGOs and the Watershed Development Team. These groups need to work in tandem for effective implementation of the project.
- ii. The organisational learning processes need to be streamlined through the observations of an external agency to assist the project functionaries at various levels.
- iii. Impact evaluation of watershed projects in particular has to be made using the state of art technology such as Remote Sensing, GIS and GPS for unbiased and reliable assessment in terms of changes in biophysical parameters.
- iv. An effective and operational external MEL&D system is very much required for streamlining the initiation, for tracking the progress and performance of the project, process interventions, possible mid-course corrections and assessing the impact of interventions.
- v. In a programme such as the IWMP, process monitoring along with documentation is to be done to confirm that the project activities are implemented in conformity with the Revised Common Guidelines 2011 and the decisions of the State Level Nodal Agency (SLNA) under the Chairmanship of the Additional Chief Secretary & Development Commissioner.
- vi. Each project being implemented under IWMP requires timely and appropriate information on its performance, measured by combining both qualitative and quantitative performance indicators.

- vii. It is imperative that MEL&D under IWMP has to make immense value addition to the project during its course of implementation and as well as on its impacts. It is further reiterated that an effective MEL&D system is very essential in such projects to ensure transparency to achieve the objectives.

4.1 Proposed Frame Work For the MEL&D System

Based on the experience gained by the Department in the earlier projects, IWMP emphasizes on learning-by-doing approach. It is realized that a carefully developed independent. Monitoring and Learning framework is critical to ensure learning and effectively use the same for improving project implementation and thereby achieving the project development objectives. An effective MEL&D system has to

- i. Utilize the expertise of an external and independent agency in monitoring, evaluation, learning and documentation which would contribute for effective implementation of the project.
- ii. Identify the *Learnings* early, so as to facilitate informed decision making and timely adoption at all levels namely village, GP, taluk, district and State.
- iii. Be supportive of learning among the various stakeholders of the project by facilitating information dissemination.
- iv. Institute bottoms-up modes of functioning and learning by providing links to decision making forums at different levels starting from the Micro Watershed Executive Committee/PIA level to the State level (SLNA level) including the Sub Watershed Level (project level) and the district level (Watershed Development Cell cum Data Center(WCDC/DWDO). It is proposed to develop optimal information flow between these groups of stakeholders and decision makers at different levels.

An effective monitoring, evaluation, learning and documentation system is expected to improve operational learning at all levels (village, GP, taluk, district and State) throughout the project implementation.

5.0 Outline of the tasks to be performed by External MEL&D Agency

Watershed Development Department, Govt. of----- proposes to appoint independent external agencies to assist Watershed Development Department in evolving a more responsive and effective MEL&D system for the IWMP.

5.1. Establishment of an operational MEL&D System

Establish an effective MEL&D system to provide unbiased, reliable and relevant information on progress and performance of each project by reflecting the actual status of the implementation process (both quantitative and qualitative) and propose timely corrective measures.

5.2 Benchmark Survey:

To establish the benchmark for assessing the impact of the project interventions it is necessary to carry out benchmark/baseline survey. It is mandated that the agency/agencies to survey 15-20% of the households in sampled project (i.e. 20-25% of projects in a batch), with representation from all the socio- economic sections covering the Upper, Middle and Lower (or Ridge, Middle, Valley)reaches of the micro-watersheds through statistically sound sampling techniques. In addition to this, 15% of the households in the

control area (villages) also need to be surveyed during and after project implementation to compare changes in with and without situations. The control area can be selected from nearby areas with similar topographic & socio-economic conditions.

Baseline survey or bench mark data will facilitate input output process and impact related monitoring to enhance learning and improve project related decision making, implementations. The MEL&D agency should help SLNA to evolve and establish itself as a learning organization and to document all the learnings. The learnings would be part of project implementation used to correct the shortcomings.

5.3 Impact Evaluation

The MEL&D agency/agencies have to carry out impact assessment to establish the net impact of the programme in terms of the identified indicators at different levels. Data have to be collected on micro watershed basis from a variety of sources viz.; household community, NGOs, SLNA etc. and use household surveys, focus group discussions, MIS and satellite data etc for data collection. MEL&D has to solicit feedback and inputs from all stakeholders for assessing the impact.

In addition to household surveys, the agencies need to assess the changes by procuring and comparing LISS-IV 5.8 m resolution (or any other equivalent or better resolution) satellite imageries of pre and post project implementation for 25% of the project area.

Impact assessment would be carried out following the standard approach of collection and comparison of data pertaining to pre and post treatment period and treated versus non-treated areas (i.e. control). The data collection and evaluation in the sub-watersheds is carried out as follows,

- i. Base Line Survey of watershed areas to form benchmarks for future comparison.
- ii. Evaluation of the Preparatory phase of the project preferably around one to one and half year of commencement of implementation.
- iii. Mid Term Evaluation has to be carried out during 3rd year of implementation, or as decided by SLNA.
- iv. Evaluation of the Works phase of the projects, at a point of time indicated by WDD.
- iii. The Final Impact Evaluation will have to be done as per the parameters of the baseline survey, to detect impact on the socio-economic and environmental/productivity status, hydrological aspects, *etc.*
- iv. Sub-watersheds/micro-watersheds should be considered for the survey and analysis in addition to the control villages, to be selected outside the project area
- v. Analysis to be provided so as to applicable to district and state level.
- vi. Suggestive indicators for Impact evaluation are given below

a) Household Level Impact Indicator –Suggestive (to be added if needed)

Sl. No.	Parameter	Indicator
1	Household Income	Increase in income, expenditure, assets
		Diversification of income sources
2	Access and Opportunities to Services	Access to markets opportunities
		Access to credit facilities, inputs
		Access to and quality social services – Health, Education, Veterinary services
		Access to and quality of infrastructure facilities
3	Social Capital	House involvement in local level institutions
		No. of household/people becoming members in CBOs
		Household participation in community affairs - CPR, EPA, etc.
4	Self Sufficiency	Food, fodder, fuel, drinking water, employment

5	Farming	Improvement in crop yield and productivity
		Increase in use of organic manures, IPM
		Changes in cropping pattern
6	Health condition	General health condition of the household
		Improvement in nutrition intake of the household

b) Community/Village Level Impact Indicators –Suggestive (to be added if needed)

Sl. No.	Parameter	Indicator
1	Formation of village level local institutions	SHGs, User Groups, Watershed Committees
2	Availability of important services	Education, health, Infrastructure, Veterinary
3	Access to services	Credits, Markets, Banks, Inputs
4	Participation in community programmes	Increase in knowledge, Increase in capacity to execute works Increase in capacity for decision making
5	Employment opportunities	Increase in employment opportunities Increase in wage rates Reduction in migration
6	Involvement in the project	Participation in planning, implementation and monitoring Upkeep of community works/assets
7	Livestock	Increase in the number of high yielding breeds of cattle Improvement/increase in milk output Increase in poultry farming Increase in fisheries
8	Empowerment and equity	Opportunities for women and vulnerable groups
9	Drinking water facilities	Availability of drinking water throughout the year within the vicinity of the habitation
10	Effective development and management of CPRs and sharing of benefits	Identification of CPRs Management of CPRs by SHGs Activities proposed in CPRs Signing of Agreement for usufructs sharing mechanism and utility to the community
11	Conflict management, unity and integrity among people, maintenance of assets	Conflict resolution through group action Transparency and social audit in conflict management
12	Representation and participation of community in decision making at local government level	Involvement of PRI members and all sections of the community in PRA techniques Presentation of DPR before the Grama Sabha for final approval
13	Migration	Current status of labour migration Alternate employment opportunities (micro-enterprises)
14	School attendance	No. of enrollments of students at the different levels School dropouts, if any Re-enrollment of school dropouts
15	Linkages development	Financial linkages, market linkages, technical linkages (skill based)

c) Impact Indicators at Micro-watershed/Sub-watershed level (Natural Resources) – Suggestive (to be added if needed)

Sl. No.	Parameter	Indicator
1	Crop yield	Increase in the cropped area Adoption of new package of practices Adoption of Soil and moisture conservation measures
2	Diversification of Cropping pattern	Change in the cropping pattern and diversification Changes into commercial, food, fodder crops Shift to agro-horticulture, agro-forestry Shift from mono-cropping to intercropping/mixed cropping
3	Ground water	Increase in the cropping intensity Changes in the cropping pattern Diversification into high value crops Increase in the irrigated area Improvement in the Ground water level and yield
4	Productivity of non-arable land	Extent of reduction in wastelands/degraded lands Extent of increase in forest cover/plantations/silvi-pasture Improvement in bio-diversity/canopy cover Area of fallow lands brought under cultivation/land reclaimed.
5	Soil erosion	Reduction in soil loss Reduction in run-off Reduction in silt deposition
6	Livestock	Increase in number of improved breeds of cattle, buffaloes, etc. Increase in milk production/dairy activities Reduction in disease outbreaks in animals Increase in number of households having cattle shed/sheep shed Self-sufficiency in fuel wood and fodder
7	CPRs/Gomalas	Fodder development/silvi-pasture
8	Surface Water resources	Increase in number of water bodies Increase in surface water supply Transformation from seasonal to perennial crops
9	Environmental aspects	Hazardous industrial activity (including mining) Rare/endemic/endangered species of flora and fauna Indigenous knowledge, artifacts, traditional values, indigenous people Wild life sanctuary, National park Cultural heritage/archaeologically important sites
10	Bio-diversity	Increase in non-browsable tree species Planting of minor, traditional fruit and medicinal, silvi-pastoral systems Rejuvenation of local species of trees
11	Convergence	With other projects, other departments, technical convergence, any other specify.

5.4 Conduct of Concurrent Process Monitoring

The MEL&D should generate wide range of measurable indicators. The agencies will carry out concurrent process monitoring and collect the field data for different indicators at micro watershed/project level and present the observations in the monthly Process Monitoring Reports

Some of the important processes to be monitored and the indicators are as follows,

1. Entry Point Activity (EPA)
2. NGO functioning
3. Sensitization and Awareness Programmes
4. CBO formation and functioning
5. Net planning and usage of technical inputs like GIS maps etc.
6. DPR preparation
7. Action plan preparation
8. Capacity building activities at different levels
9. Flow of funds
10. Maintenance of registers at all levels as per guidelines/circulars.
11. Approved annual action plans & implementation.
12. Quality of all components.
13. Withdrawal strategy
14. Monitoring of data collection of various scientific observations/recordings.
15. Functioning of WDT/PIA (Watershed Development Team/Project implementation Agency)
16. Functioning of Executive Committee (EC)/PIA
17. Watershed Development Fund (WDF)
18. Institutional and financial sustainability of Community Based Organizations (CBOs)
19. Income Generating Activities (IGA) and Micro Enterprises.
20. Transparency (Community participation, Social auditing, wall writing, Publicity materials, display of information related to project implementation)
21. Gender equity (equity in terms of distribution of benefits and costs, gender issues)
22. Social inclusiveness
23. Apportioning of usufructs in CPRs (Common Property Resources)
24. Any other indicators which may be required to improve the quality of implementation

The MEL and D agency would also focus on identifying problems and difficulties as well as positive and negative aspects of implementation. In addition to this, the agency will undertake any additional study assigned by the SLNA as and when required.

5.5 Input – Output Monitoring:

The MEL&D agency will utilize the IWMP progress reports and/or MIS developed by GoI and WDD/SLNA and also data collected from various sources such as WCDC/ District Watershed Development Officers/Executive Committees and support SLNA in generating input- output monitoring reports.

The MEL&D agency will generate quarterly and annual reports or at any intervals required by SLNA/WDD providing the analysis of MIS data.

- These informations also will be part of the monthly Process Monitoring Reports.
- The annual reports should summarize the progress/performance project-wise and also indicate the overall observations for the period (suggestive). The report may also contain any information which is considered by the SLNA/WDD as necessary.
- The MEL&D agency will verify the MIS data integrity through field verification.

5.6 Thematic / Special Studies/Case studies:

The MEL&D agency will carry out certain thematic studies on key issues as identified by the agency and accepted by SLNA/WDD. Some of the thematic areas could be Social inclusiveness, Women empowerment, Investment pattern, Sustainability, Income generating activities, micro- enterprises, Land cover transformation, Awareness and participation, effectiveness of NGOs in project implementation *etc.* The MEL&D agency will conduct a minimum of 5 thematic studies per batch of projects.

Besides the MEL&D agency will record good practices across the projects and submit the reports to decide by SLNA

5.7 Feedback and Dissemination Mechanism for Learning:

- i. In the course of project monitoring, the MEL&D agency may evolve suitable suggestions to improve upon the current implementation strategies. SLNA/WDD may consider these suggestions for suitably modifying the guidelines and the MEL&D agency along with SLNA/WDD will evolve suitable dissemination mechanism for learning at different levels.
- ii. The MEL&D agency will assist SLNA/WDD in reviewing the M & E observations/findings, evolve compliance mechanism and provide feedback for decision-making.
- iii. The MEL&D agency will assist SLNA/WDD in disseminating the findings through learning events. The agencies will also assist in the evolution of training programs that ensure the accumulated knowledge (Success stories and Good Practices) is passed on to the relevant stakeholders, including management, to allow informed participation and real time corrections/adjustments in project implementation.

5.8 Documentation or Deliverable/Outputs from the MEL&D Agency

The MEL&D agency will have to provide documentary evidence by way of documenting the programmes through good quality photographs, videos, slide shows, brochures, reports *etc.* as and when required by the SLNA. **The schedule of deliverables is given in Annexure-II.**

- i. All the reports mentioned in Annexure-II will be part of Documentation of IWMP. The observations in the process monitoring reports have to be very specific wrt. location i.e., name of village, name of beneficiary, GPS readings, survey numbers *etc.* have to be indicated as applicable. The monthly process monitoring reports have to compulsorily contain photographs wherever necessary. The photographs of works should have GPS readings
- ii. Case Studies/Success stories, Thematic studies and all Evaluation reports shall be compulsorily accompanied by photographs of implementation activities undertaken in the project area and, opinions of all stakeholders such as beneficiaries/Govt. officials/SLNA staff/public representatives/CBO (Executive Committees, Self Help Groups, User Groups, Common Interest Groups/Area Groups, Joint Liability Group members) *etc.* This will add greater value to the reports by way of providing documentary evidence.
- iii. Video Documentation: The Agency is responsible to develop a video documentary in English & local language, showing the pre-treated watershed and the changes that have accrued upon implementation of IWMP in order to explain and to give comprehensive proof of project progress and also drawbacks. The final product must compulsorily have a professional touch to it. Video documentation of IWMP is dealt with in detail in Annexure II.
- iv. The subtitles for video clippings/documentaries shall be in English language.

6.0 Technical Support to MEL&D agency

- i. SLNA/WDD will provide available data, information and other documents (Cadastral overlays and thematic layers) relevant to the assigned project area.
- ii. SLNA/WDD will help the Agency to establish rapport in the project areas and facilitate consultation with NGOs and other stakeholders of the project.

Annexure I A : Details of Projects Sanctioned under IWMP during 2011-12 (Batch-III)

- and (Batch-IV)
- Annexure I B :** Consolidated State Level Details for IWMP Batch-III And Batch-IV Projects
- Annexure II :** Deliverables from the MEL and D agency
- Annexure III :** Proposed Organizational Structure and Manpower of MEL&D Agency
- Annexure IV :** Project period and Payment Terms
- Annexure V :** Technical Bid format
- Annexure VI :** Score card for Evaluation of Technical Bid of Tenderers
- Annexure VII :** Financial Bid format
- Annexure VIII :** Instructions to the Bidders

Annexure I

DETAILS OF PROJECTS SANCTIONED UNDER IWMP DURING 2011-12 (Batch-III) and 2012-13 (Batch-IV) IN _____ DIVISION								
Sl. No.	Name of the District	Sl. No.	Name of the Taluk/Block	Name of the Project	No. of Micro watersheds	Project Area Proposed for treatment (ha)	Cost/ha. (in lakh Rs.)	Total Project cost (Rs.in lakhs)
2011-12								
1		1						
2		2						
Total								
2012-13								
3		1						
4		2						
Total								
Grand Total for								
2011-12								
5		1						
6		2						
7		3						
8		4						
Total								
2012-13								
9		1						
10		2						
Total								
Grand Total for								
2011-12								
11		1						
12		2						
13		3						
14		4						
15		5						
Total								
2012-13								
16		1						
17		2						
18		3						
Total								
Grand Total for								
2011-12								
19		1						
20		2						
21		3						
22		4						
Total								

2012-13								
23		1						
24		2						
25		3						
Total								
Grand Total for								
2011-12								
26		1						
27		2						
28		3						
29		4						
Total								
2012-13								
30		1						
31		2						
Total								
Grand Total for								
2011-12								
32		1						
33		2						
34		3						
Total								
2012-13								
35		1						
36		2						
Total								
Grand Total for								
2011-12								
37		1						
38		2						
39		3						
40		4						
41		5						
42		6						
Total								
2012-13								
43		1						
44		2						
Total								
Grand Total for								
2011-12								
45		1						
46		2						
47		3						
48		4						
49		5						
50		6						
Total								

2012-13								
51		1						
52		2						
53		3						
54		4						
Total								
Grand Total for								
Total for -----Revenue Division					2011-12			
					2012-13			
					Total			

Annexure IA

Consolidated State Level Details for IWMP Batch-III and Batch-IV Projects

Sl. No.	Revenue Division	Batch	No. of Projects	No. of Micro watersheds	Project area (in Ha)	Project cost (in Lakh Rs.)
1		B-III				
		B-IV				
		Total				
2		B-III				
		B-IV				
		Total				
3		B-III				
		B-IV				
		Total				
4		B-III				
		B-IV				
		Total				
Total		B-III				
		B-IV				
		Grand Total				

Annexure-II

Deliverables from the MEL and D agency

A. The following deliverables are expected from the M,E,L and D Agency

Process Monitoring Reports	Analytical Reports
1. Indicator-wise Process Monitoring Reports 2. Any other report sought by SLNA/WDD	1. Inception Report 2. Baseline Survey Report including report on Satellite imageries of pre-project status (with analysis) 3. Thematic reports 4. Case studies/Success stories 5. Video Documentaries 6. Preparatory Phase Evaluation Report 7. Works Phase Evaluation Report/midterm evaluation. 8. Final Impact Evaluation Report 9. Any other report sought by WDD/SLNA.

B. Reporting Schedule

Sl. No.	Time schedule	Reports to be submitted	Cut-off date for submitting report
1	At Inception	1. Inception Report (One time only)	Not later than 45 days of signing of Agreement
		2. Baseline Report (One time only)	Within 6 months of signing of the Agreement
		3. Preliminary Report on Satellite imageries	Within 6-8 months of commencement
2	Monthly	1. Indicator-wise Process monitoring reports (Input-output report will be part of this report)	On or before the 12 th of the following month
3	Annual	1. Indicator-wise Process monitoring reports (Input-output report and Learnings and Good Practices will be part of this report)	Within one month of completion of annual period.
4	Phase-wise Evaluation Reports (As per GoI and WDD/SLNA Guidelines)	1. Preparatory Phase 2. Works Phase/midterm	Will be specified by WDD
5	Others	1. Thematic reports -5 studies per Revenue Division per batch	Within 4 months of initiation of study or as per mutual agreement
		2. Case studies/Success stories/Good Practices – 4 per project	Case studies/Success stories/Good Practices may be submitted as project implementation progresses
		3. Final Impact Evaluation Report	Within two month of the completion of all the projects

		4.	Video documentation	a) End-to-end video documentation: At the end of each phase, a video documentation will be presented to WDD/SLNA. After the completion of all the projects, a consolidated documentary will submitted to WDD/SLNA.
				b))Case studies/Success stories/good practices: As and when the case studies/success stories/

1. At Inception:

- i. **Inception Report:** Is to be submitted within 30 days of signing of the Agreement.
- ii. **Baseline Report:** Is to be submitted within 6 months of signing of the agreement.

Baseline survey formats jointly developed by the Agencies and SLNA / WDD will be used for Baseline survey. For the Baseline Survey, MEL&D agency shall have to necessarily collect minimum of 15-20% of the households in selected projects, representing the upper, middle and lower reaches of the micro-watersheds. Statistically sound sample has to be considered by adopting suitable sampling techniques. About 25% of the projects to be covered per batch. Further 15% of the households in the Control area are to be surveyed. Control area can be selected from nearby area; with similar topographic & socio-economic condition. This bench mark data will facilitate identification and monitoring of process and input/output/impact related indicators, to enhance learning and improve project related decision making, implementation and impact assessment. Agencies should not depend on or collect baseline data collected by NGO/SLNA. However, Department data will be used later for comparative analysis with baseline data collected by the agencies.

III. Report on Satellite imageries of pre project status (with analysis): As explained in Sl. No. 6 c. of the Terms of Reference, the agencies are required to procure LISS- IV 5.8 m resolution (or any other equivalent or better resolution) satellite imageries of both pre and post project implementation for impact evaluation (**25% of the project area**). Analytical report of the satellite imageries has to be submitted by the agencies with analysis

2. Monthly:

- i. **Indicator-wise Process Monitoring reports:** All the projects under Batch-III and all projects under batch-IV have to be continuously and simultaneously monitored, on near real time basis, every month until the completion of the projects, i.e. for 5 years. The sector-wise monitorable indicators will be provided by SLNA. The agencies also have to monitor indicators that may be requested by the District/ WCDC officers.
This report should be brief as far as possible and very specific to the issues, indicating highlights.
- ii. **Input-output monitoring:** The report will be mainly based on physical and financial progress of the project, as per MIS. The MIS based report would be submitted quarterly with sectoral analysis project-wise.

3. Annual:

Indicator-wise Annual Process monitoring reports (Input-output Progress Monitoring Report and Learnings and Good Practices will be part of this report). **Learnings and Good Practices:** The MEL & D Agencies will constantly empower the field functionaries with the Learnings from Success stories and Good Practices observed in the course of project implementation. Based

on the Learnings, the agencies also have to suggest possible policy linkages to enhance the performance of IWMP.

- a. **The Good Practices have to be documented.** They may be consolidated as required by WDD. The good practices shall be documented in the form of video clippings, photographs and or other media.
- b. The Agency will develop suitable methodology for early dissemination of learnings and also impart trainings to the stakeholders of IWMP through appropriate models.

4. Phase-wise Evaluation Reports (As per GoI guidelines):

- i. **Preparatory Phase Evaluation Report:** An evaluation report of the preparatory phase of project implementation involving activities such as EPA (Entry point Activities), Formation of Community based organizations, induction of NGOs, Capacity Building, PRA, Net Planning, DPR preparation etc., has to be submitted.
- ii. **Works Phase Evaluation Report:**
An evaluation report of the Works phase of project implementation has to be submitted.

5. Other reports:

- i. **Thematic Reports:**
 - i. Minimum of 3 Thematic studies per batch of projects have to be conducted by the agencies.
 - ii. The themes may be jointly decided by the agencies and SLNA.
 - iii. Studies to be initiated preferably after the first year of implementation or as per SLNA requirement.
- ii. **Case studies/Success stories/Good Practices:**
Documentation of Success stories is one of the most important aspects of MEL&D. MEL&D Agency shall, in each project, identify specific areas for conducting case studies in conjunction with the SLNA and shall submit meticulously researched report of each case study to the SLNA.
A minimum of 5 case studies *per* project (for the entire project period) shall be submitted by the MEL&D agency at regular intervals. The case studies should include photographs/interviews of beneficiaries/stakeholders with complete details.
- iii. **Final Impact Evaluation Report:** The agencies have to survey the same families that were surveyed during the Baseline study. Similarly the satellite imageries of project area have to be procured at the end of project implementation. With this information, impact assessment in terms of biomass, change detection in Agriculture, Horticulture and Forestry degraded/Waste land details *etc.*, including all possible socio-economic parameters has to be studied in great detail. The MEL & D Agency shall provide in its report digitally analyzed Post-project satellite data output for each watershed depicting the change detections including the bio-mass.
- iv. **Video Documentation:** The Agency is responsible to develop a video documentary showing the pre-treated watershed and the changes that have accrued upon implementation of IWMP in order to explain and to give comprehensive proof of project progress. The final product must compulsorily have a professional touch to it.

The agencies have to submit the following video documentations, for each Batch of IWMP separately, in their respective revenue divisions.

1. End to end video documentary of project implementation (including pre project status, project progress and final impact) – 20 mins duration

2. Video documentary of Case studies/Success stories/Good Practices: Under para 5.ii , it is specified that MEL&D agency shall submit 5 Case studies/Success stories//Good Practices per project. Under each project one best Case study/Success story/Good Practices shall be video documented. The duration of each video documentation will be minimum of 5 minutes.

The quality of matter presented in the video documentation and also picturisation should be of superior quality with professional touch (**Not using mobile/mini digital cameras**).

C. Methodology of Reporting:

It is imperative that common methodologies for monitoring, reporting and evaluation have to be employed by all the agencies (if more than one agency is deployed) to enable comparison and decision making. The agencies have to arrive at common reporting formats by holding discussions among themselves and also with SLNA.

1. Monthly Process Monitoring Reports:

- a. The observations have to be generated project-wise and compiled district-wise, as applicable. The district-wise compiled report have to be submitted to SLNA.
- b. The observations have to be supported with documentary evidence in the form of photographs, video clippings, etc. wherever essential/necessary.
- c. The observations made in the course of monitoring have to be very specific to the project, Gram Panchayath, village and survey number.
- d. At the end of every project report, the performance of the project has to be summarized in terms of physical and financial target achievement, timeliness, quality of works/activities, NGO performance, public opinion etc.

After the completion of the month, in the first week of following month, the district- wise observations have to be first presented before the WCDC. The clarifications provided by the WCDC may be considered and incorporated into the final monthly report that will be submitted and also presented at SLNA/WDD Head Office.

2. Baseline Survey Report:

- a. The MEL &D Agency/agencies have to adopt common methodology for conducting survey, analysis of data and reporting of the baseline study to be conducted as given in para 5.0 of the ToR.
- b. The SLNA will support the Agencies in designing the baseline survey format.

3. Impact evaluation report:

- a. The agencies need to assess the changes by procuring and comparing LISS-IV 5.8 m resolution (or any other equivalent or better resolution) satellite imageries of pre and post project implementation for 25% (Sampled) of the project area.
- b. Satellite imageries are to be obtained during November or around this period for previous years (depicting maximum vegetative cover) and also during March, at the beginning. After completion of project implementation, satellite imageries have to be obtained for the corresponding months only (November and March).
- c. An analytical report has to be provided for each project assessment.
- d. Any issues on availability of non-availability of imageries have to be sorted out with SLNA.

D. General Conditions regarding deliverables

1. All reports have to be submitted Batch-wise, separately.
2. Other than the reports detailed above, the MEL&D Agency will also submit any specific reports as and when required /requested by SLNA.
3. Photographic evidences shall be provided in all the reports along with GPS coordinates wherever applicable.
4. Frame work/formats for various reports have to be developed by the agencies in consultation with SLNA.
5. The reports shall be submitted in 4 copies (Soft and Hard) to the SLNA by the Agency. Additional copies of any specific reports may be sought by SLNA. Soft copies shall be submitted in good quality DVDs.
6. All the reports and information generated in the process of Monitoring, Evaluation, Learning and Documentation of IWMP by the external agencies shall be the copyright of SLNA and shall not be used by the agencies for any other purpose without explicit permission of SLNA.

E. Compilation of Reports

The Revenue division-wise reports have to be consolidated at State level (to be submitted to Government of _____) by the agencies on rotation basis, as and when required. Some of the reports that have to be consolidated at State level are,

1. Baseline reports
2. Preparatory phase evaluation report
3. Works phase evaluation report
4. Annual reports
5. Impact evaluation reports
6. Case studies/Success stories
7. Thematic studies
8. Learnings and Good Practices, etc.

The reports have to be consolidated as per SLNA requirement, so as to ensure that they are submitted in time to State Govt./GoI.

Annexure III

Proposed Organizational Structure and Manpower of MEL&D Agency

1. The MEL&D agency has to extend professional and technical support to SLNA at all levels.
2. Dedicated experienced and qualified resource personnel have to be appointed by the Agency exclusively for the project at both State and at district levels.
3. Resource persons requirement:
 - i. The selected Agency should open an office at ____ (State HQ) with all facilities, such as computers, printers, telephone with fax, internet etc.
 - ii. The Agency will appoint the following resource persons, with requisite qualification and experience, at Bangalore
 - a. Monitoring, Evaluation Expert- Team Leader
 - b. Natural resources/Environmental Scientist
 - c. Social Scientist
 - d. GIS / Remote Sensing/ IT expert
 - e. Statistician/ Data Analyst
 - f. Documentation Specialist
 - g. Hydrologist
 - h. Agricultural Scientist
 - iii. The Agency will designate a Co-ordinator at the State level, mandatorily having experience in MEL&D of watershed projects to act as liaison person with SLNA.
 - iv. Resource persons requirement at District level:

The MEL&D personnel appointed by the Agency at the District level have to be graduates preferably with experience. They must have proficiency in writing and reporting, in both local and English language.
 - v. Project Assistants are to be appointed at the District level depending on the number of projects sanctioned to each district, as given below.

No. of Projects in a district	No. of Project Assistants to be appointed
1- 5	1 (One)
6-10	2 (Two)
11-15	3 (Three)
16-20	4 (Four)

4. Orientation of the MEL&D project assistants:

The agency will conduct an orientation workshop and also hands-on training for the selected MEL&D project assistants and provide the necessary training to optimize their performance.
5. Job profile of the MEL&D project assistants:

The MEL&D project assistant has to acquaint himself with the designated project area, the PIA; Watershed Development Team, the Executive Committees, CBOs and the NGO operating in the project area. He has to collect the Tentative Tour Programmes of the NGO staff, and the information regarding various activities to be conducted during the month from NGO, PIA and/or the WCDC/DWDO. He has to be present during the activities, wherever necessary for the purpose of monitoring and reporting. He has to collect information in the project area as per the indicator-wise

monitoring format designed by the Agency Head office and submit the observations to the Agency. The agency will then prepare a draft of the report. This report will be presented before the WCDC/SLNA and to the SLNA at state Headquarter. The clarifications provided by the WCDC/SLNA have to be incorporated in the subsequent monthly report to be submitted to SLNA.

6. District office set-up/Infrastructure:

The Agency will open offices at the District level with basic facilities.

7. Transportation of MEL&D staff:

The Agency will arrange its own transportation and lodging of its field and State level staff, and will not depend on the Department for this.

8. Staff turn-over:

The SLNA/WDD has to be immediately notified in case of any MEL&D staff turnover. Vacant positions have to be replaced within 15 days.

9. Reporting of Staff position:

The agencies have to submit the staff position, along with all the relevant details, to SLNA/WDD once every six months.

Annexure IV

Project period and Payment Terms

1. The MEL & D assignment is required for the IWMP projects that are sanctioned during the year _____.
2. The duration of projects is stipulated to be 4-7 years.
3. MEL&D Agreement with the selected agencies will be for a period of 5 years.
4. The MEL & D work for the projects is expected to start from (month/year/ Batch projects from _____(date month) for Batch-IV projects.
5. The total amount of service fees payable to the Agency will be calculated as a product of the Project area allocated to the Agency and the final MEL &D rate (on per Hectare basis).
6. Payment will be made from the date of commencement of actual monitoring in the project area resulting in the submission of deliverables as detailed in Annexure-II.
7. Payment shall be made to the MEL & D Agency by the SLNA/ WDD as envisaged below,
subject to qualitative deliverables and fulfillment of other terms and conditions of the Agreement

Summarised Payment Schedule

Sl. No.	Condition for payment	% of Total contract value
1	Upon signing of contract and submission of Bank Guarantee	10%
2	Submission and Acceptance of Inception Report	5%
3	Submission and Acceptance of Base Line Survey Report (with detailed analysis)	5%
4	Submission and Acceptance of Report on Satellite imageries of pre-project status (with detailed analysis)	5%
5	Submission and Acceptance of I Annual Report	2%
6	Submission and Acceptance of II Annual Report	2%
7	Submission and Acceptance of III Annual Report	2%
8	Submission and Acceptance of IV Annual Report	2%
9	Submission and Acceptance of V and Final Annual Report	2%
10	Submission and Acceptance of Video Documentation	10%
11	Submission and Acceptance of Final Impact Evaluation Report	15%
12	20 installments of 2 % each, payable every quarter, subject to appropriate progress of activities such as submission (and acceptance) of monthly Process Monitoring Reports and Annual reports and any other report compulsorily requested by WDD/SLNA.	40%
	Total	100%

8. Payment will be done on prorata-basis if there is change in the indicated area or if all the projects in a particular district are declared completed (by SLNA/WDD) earlier than the designated 5 years. In such cases, quarterly payments will be calculated after deducting the project area in such districts. However, payments for other deliverables will remain as such.
9. If MEL&D work is required beyond 5 years, then the payment for the extended period will be decided at the SLNA level.

Annexure V

Technical Bid

- Note : 1. Details and Documentary evidence to be furnished for all the claims
2. Information furnished in the tender document will be subject to Physical verification by SLNA/ WDD.

1.Name of the Agency:

- i. Contact No. and E-mail ID:
- ii. Type of Organization: Government/private/Non-Government Organization/etc.
- iii. Organisational setup :
- iv. Date of Registration in case of Private/NGOs (Copy of Registration Certificate to be enclosed) - Mandatory :
- v. PAN No. (Copy of PAN card to be enclosed) - Mandatory :
- vi. TAN No. (Copy of TAN card/Certificate to be enclosed) - Mandatory :
- vii. Service Tax Registration Certificate (Copy to be enclosed) - Mandatory :
- viii. Upto date Service Tax paid Certificate (Copy to be enclosed) - Mandatory :
- ix. Professional Tax Registration Certificate (to be enclosed) - Mandatory :
- x. Upto date Professional Tax paid Certificate (Copy to be enclosed) - Mandatory :
- xi. HR policy documents to be furnished
- xii. Geographical information
 - a. Address of the Head Office:
 - b. Address at state Headquarter (if located):

2.Purpose/Mandate of the Agency (in less than 100 words), including major ongoing activities of the agency:

3.Work Experience of the Agency in relevant fields

- i. Relevant experience in implementation of Watershed Development Programmes/Natural Resources

Sl. No.	Name of the Watershed Development programme and Implementing organisation	Place of implementation	Period of work experience	Enclose documents in support of the claim

- ii. Work experience in Community Building in any field using PRA techniques/Natural Resources

Sl. No.	Name of the Watershed Development programme and Implementing organisation	Place of implementation	Period of work experience	Enclose documents in support of the claim

iii. Work experience in Research in Watershed Development Projects

Sl. No.	Name of the Watershed Development programme	Research funding agency	Place of implementation and Implementing Agency	Period of Research	Whether documents such as research findings, papers published in scientific magazines enclosed

iv. Relevant Experience of monitoring, evaluation, learning and documentation in Watershed Development Programmes/Natural Resources (completed)

Sl. No.	Name of the Watershed Development programme and Implementing organisation	Place of implementation	Period of work experience	Enclose documents in support of the claim

4. Experience of conducting Monitoring/Evaluation studies

i. Evaluation of Watersheds in any State of India using GIS techniques and Remote Sensing maps – **Mandatory**

Sl. No.	Name of the Watershed Development programme, and Implementing organisation	Place of implementation	No. of watersheds evaluated by the Agency	Year of work experience	Enclose documents in support of the claim

ii. Baseline Survey studies in any Watershed Development/Natural Resource project in any State of India

Sl. No.	Name of the Watershed Development programme, and Implementing organisation	Place of implementation	Year of work experience	Purpose of base line survey, Details of baseline survey conducted, Method of survey	Enclose documents in support of the claim

iii. Evaluation of EAPs (Entrepreneurship Awareness Programmes)

Sl. No.	Name of the Watershed Development programme, and Implementing organisation	Place of implementation	Period of Evaluation of EAP	Details of EAP	Enclose documents in support of the claim

iv. Experience in Monitoring/Evaluation of Watershed programmes of Ministry of Rural Development (Completed)

Sl. No.	Name of State	Period and Batch of Watershed programme	Period of monitoring and evaluation	Enclose documents in support of the claim

v. Experience in Monitoring/Evaluation of IWMP in any State of India (Completed or on-going)

Sl. No.	Name of State	Period and Batch of IWMP	Period of monitoring and evaluation	Enclose documents in support of the claim

5. Human Resource

Sl. No.	Human Resource	In Head Office of Agency
1	No. of permanent staff in Technical fields	
2	No. of hired/part time staff in Technical fields	
3	No. of permanent staff in Administration/Management	
4	No. of hired staff/part time in Administration/Management	
5	No. of permanent staff in Finance	
6	No. of hired staff/part time in Finance	

6. Professional Expertise of Human Resource in Technical Fields (CVs to be enclosed, whether employed on part time or regular basis is to be indicated clearly. It is mandatory to indicate the CVs of at least 3 key Technical professionals who will be involved in the MEL&D of IWMP)

Sl. No.	Name	Educational qualification	Field of Expertise	No. of years of experience in the field (preferably in the field of MEL&D)	Date of joining Agency	Position held in the Agency	Regular or Part time

7. Facilities/Infrastructure available

Sl. No.	Facilities/Infrastructure	Agency Head Office	Bangalore Office
1	1. Office space (minimum 3000 square ft.)		
2	Remote Sensing software (licensed software ERDAS Imagine 2010 versions 10.1 and above) available with the agency - copy of license to be provided		
3	GIS software (ArcGIS 10.0 version and above) available with the agency (licensed versions) - copy of license to be provided		
4	Computer and Printer/Plotter available for GIS work – Copy of purchase invoice to be provided		
5	In-house Training Facilities to accommodate minimum 25 people		

8. Quality of performance/Recognition (Enclose relevant documents, Evaluation reports and certificates)

- a. International recognition for Monitoring and Evaluation from Government organizations
- b. National level Recognition for Monitoring and Evaluation from Government organizations
- c. State level Recognition for Monitoring and Evaluation from Government organizations

9. Financial position of Agency (Audited Statement of Accounts for the past 3 (three) Financial years to be enclosed) – Average Two crore rupees turnover annually is Mandatory

Sl. No.	Financial year	Turnover (Rs. In crores)
1	2010-11	
2	2011-12	
3	2012-13	

10. Networking/Linkages with other relevant National/Regional/International agencies (Copies of Agreements/MoUs to be enclosed)

Sl. No.	Agency with whom Network/Linkage is established	Details of the Agency (Copies of Agreements/MoUs to be enclosed)

11. Process presentation: Agencies which qualify in the Technical Bid verification only will be eligible for “Process Presentation”. In the Process Presentation the agencies have to make a Power Point Presentation of how they envisage the process of MEL&D under IWMP Batches III and IV in the office of The Commissioner/Director/CEO/SLNA on a date which will be notified in time. Also 5 hard copies of the presentation have to be submitted at the time of process presentation.

DECLARATION BY THE BIDDER

1. I have read and understood the tender terms and conditions relevant to the tender notification no. _____ dated _____ and submitted the technical and financial bid in accordance with the terms and conditions of the above referred notification.
2. The information furnished in the technical bid are true and factual and I clearly understand that our tender is liable for rejection, if any information furnished is found to be incorrect and not factual at any point of time of the department will have right to initiate any action deemed fit.
3. The financial bid is separately submitted against this tender.

Note: Fill the details in the soft copy available on e-procurement portal <https://eproc.karnataka.gov.in>

Place:

Date:

Seal of the Organization

Signature, Name & Seal Of
the Bidder

Annexure VI

Score card for Evaluation of Technical Bid of Tenderers

Sl. No.	Criteria	Sub-criteria		Max .Marks	Total Maximum marks
1	General Information and Geographical information	i) Date of Establishment (Minimum 5 years mandatory)	5 years	1	4
			> 5 years	2	
		ii) Office in state Headquarter	If yes	2	
			If No	0	
2	Purpose/Mandate of the Agency	i) Related to Rural Development/Watershed Development/Natural Resources/Sustainable development/Remote sensing/Community building/Monitoring and Evaluation in above fields		3	3
		ii) Not related to above fields		0	
3	Experience of the Agency in relevant field	i) Experience in implementation of Watershed Development programmes/Natural Resources (One mark for each batch of projects)		2	8
		ii) Relevant Experience in Community Building using PRA techniques in Watershed development/Natural Resources (One mark for each batch of projects)		2	
		iii) Relevant experience in research in the field of watershed Development. (One mark for each batch of projects)		2	
		iv) Relevant Experience of monitoring, evaluation, learning and documentation in Watershed Development Programmes/Natural Resources (One mark for each batch of projects)		2	
4	Experience of conducting Monitoring/Evaluation Studies (Evaluation of atleast one watershed development project using Remote sensing & GIS techniques is mandatory)	i) No. of watersheds programmes (not individual projects) evaluated in any State of India (Using GIS techniques and Remote sensing maps)-Mandatory	upto 3	4	22
			> 3	8	
		ii) Baseline Survey studies in any Watershed Development/Natural Resource project in any State of India	upto 3	2	
			> 3	4	
		iii) Evaluation of EAPs (Entrepreneurship Awareness Programmes)	upto 5	2	
			> 5	3	
iv) Monitoring/Evaluation of Watershed Programmes of Ministry of Rural Development (other than IWMP)	upto 2	2			
	>2	4			
v) Monitoring/evaluation of IWMP in any State of India (1 mark for one batch of projects)	Upto 3	3			
5	Human Resource (Details to be provided)	i) Permanent staff (in Management/ Administration/ Finance/Technical)- If 10 persons and above are permanent		5	5
		ii) If 5 to 9 persons are permanent (in Management/ Administration/Finance/Technical)		3	
		iii) If below 5 persons are permanent (in Management/ Administration/ Finance/Technical)		0	

6	Professional Expertise (CVs to be enclosed, whether employed on part time or regular basis is to be indicated clearly) (0.5 mark for part time, 1 mark for regular, per person)	i) Natural Resource Management/ Environmental sciences (minimum PG or equivalent qualification with field experience)	4	23
		ii) Agricultural and allied sectors (minimum PG or equivalent qualification with field experience)	4	
		iii) Social Science/Social Economics (minimum PG in relevant field or equivalent qualification with field experience preferably in livelihood)	4	
		iv) Water Management (minimum PG with specialization in Water Management)	4	
		v) RS/GIS/IT (Relevant qualification)	3	
		vi) Statistics (minimum PG in Statistics/Economics/Mathematics or equivalent qualification)	2	
		vii) Documentation (minimum PG in Social Sciences with experience in Communication and Documentation)	2	
7	Facilities/Infrastructure available	1. Office space (minimum 3000 square ft.)	1	7
		2. Remote Sensing software available with the agency (licensed versions) - copy of license to be provided	2	
		3. GIS software available with the agency (licensed versions)	2	
		4. Computer and Printer/Plotter available for GIS work	1	
		5. In-house Training Facilities to accommodate minimum 25 people	1	
8	Quality of performance/ Recognition	a) International recognition for M&E from Government Organisations (0.5marks for each project)	2	5
		b) National recognition for M&E from Government Organisations (0.5 marks for each project)	2	
		c) State-level recognition for M&E from Government Organisations (0.5 marks for each project)	1	
9	Financial position of Agency (Minimum Annual turnover of two crore rupees every year for the past three years mandatory. Audited Statement of Accounts for all the three years is also mandatory)	a) Average turnover of > 5 crores /year	5	5
		b) Average turnover of >3crores upto 5 crore/year	4	
		c) Average turnover of 2 crores upto 3 crores/year	3	
		d) Average turnover of less than 2 crores/year (Tenderer will be disqualified)	0	
10	Networking/Linkages with other relevant national/regional/international agencies	i) Regional institutions/agencies	1	3
		ii) National institutions/agencies	1	
		iii) International institutions/agencies	1	
11	Process Presentation of MEL&D as envisaged by Agency	15	15	
TOTAL			100	

- PS: 1. Details and Documentary evidence to be furnished.
2. Information furnished in the tender document will be subject to Physical verification by WDD/SLNA.
3. Agencies securing less than 65 marks will not be considered.

Annexure VII

Financial Bid Format

Name and Address of the organization:

Table1: Financial Bid

Sl. No.	Revenue Division *	No. of Projects (both Batch-III and IV put together)	Area in Hectares (both Batch-III and IV projects put together)	Financial Bid (in Rs./Hectare, inclusive all taxes)	Total Financial Bid in Rs. (Col 4 X Col 5)
(1)	(2)	(3)	(4)	(5)	(6)
1					
2					
3					
4					
	TOTAL				

* Participating Agencies may quote for single or multiple revenue divisions. The combined Revenue Division-wise details of projects are given in Annexures I.

Date:

Signature :

Place:

Name of the Signatory:

Designation :

(Organization/Company Seal)

Table 2: Component-wise Details of Financial bid for combined treatable areas of IWMP Batch-III and IV projects (in lakh Rs.)

No	Components	Rev. Div.	Rev. Div.	Rev. Div.	Rev. Div.
1	Manpower				
2	Impact assessment of watersheds using Geospatial technologies including hardware & software				
3	Documentation				
4	Travel				
5	Miscellaneous/Contingencies/ others				
	Sub Total				
6	Taxes as applicable				
	Grand Total *				

Note : *Grand Total should match with the Total Financial Bid value in Table 1

Date:

Signature :

Place:

Name of the Signatory:

Designation :

(Organization/Company Seal)

Important Instructions to the Bidders

I. The agencies that fulfill the following conditions only need to apply or eligibility criteria for agencies

1. The tenderer should have been functional for minimum of five (5) years–**Mandatory.**
2. The tenderer should have experience in the field of Monitoring, Evaluation, Learning and Documentation of Government funded Watershed Development projects/programmes anywhere in India, using Geo-spatial Technologies (GIS/Remote Sensing/GPS) –**Mandatory.**
3. The tenderer should have minimum average annual financial turnover of Rs. 2,00,00,000 (Two hundred lakh rupees) every year during the last three years. Audited Statement of Accounts have to be compulsorily submitted - **Mandatory.**
4. The tenderer should submit CVs of three key technical professionals who are going to be involved in the project, if selected. - **Mandatory.**
5. The tenderer shall have the firm registered with concerned statutory Department and copy of the registration certificate along with the documentary proof should be enclosed. (Liable for rejection if registration certificate is not uploaded) - **Mandatory.**
6. The tenderer should have PAN and TAN numbers with Income tax department, copies of the same should be enclosed. - **Mandatory.**
7. It is mandatory for the tenderer to have service tax/professional tax registration certificates. - **Mandatory.**
8. Copies of upto date Service Tax paid Certificate and Professional Tax paid Certificate be enclosed - **Mandatory**
9. The tenderer should submit the documents of IT returns and audited reports for the last three (3) years - **Mandatory**
10. The tenderer should have technical manpower well versed in reading, writing and speaking Kannada so that interaction with people living in the project area and also the Department is facilitated.
11. The tenderer should have clear cut HRD policy in terms of recruitment; leave policy, employee benefits etc. HR policy documents need to be furnished.
12. The tenderer should be capable of opening offices with minimum infrastructure at district level.
13. Agencies cancelled by any Government department or public sector under taking in the last five years due to **un-satisfactory performance or black listed are not eligible to apply.**
14. SLNA/ WDD holds the right to terminate the agreement if any agency gets black listed subsequently or if it comes to be known about the same after signing the agreement.
15. The tenderers who are selected in the Technical Bid Documents verification shall make presentation of the process of MEL&D as envisaged by the agency which will carry weightage in selection process. - **Mandatory.**

II. General Instructions to the Bidders

1. The Commissioner, SLNA/CEO SLNA/Director is the Tender Accepting Authority.
2. The WDD/SLNA CEO/Director/commissioner is the Tender Inviting Authority.
3. All the tenders shall be prepared and submitted in accordance with the instructions provided.
4. No tenders will be accepted after the time and date fixed.
5. The tenderer shall be deemed to have carefully examined the terms and conditions before tendering.
6. Both Technical Bids and Financial Bids need to be uploaded.
7. The Financial Bids will be opened only for those bidders who qualify in the Technical Bid.
8. The tenderer shall clearly state the revenue division-wise component-wise break-up for the financial bid.
9. The period of validity of the tender (prices offered) is for 6 months which may be extended for another 3 months, if necessary.
10. All mandatory fields have to be filled with relevant information. If the information provided is not in conformation with the mandatory field, then the agency is automatically deemed ineligible.
11. The EMD for each revenue division is Rs.2.5 lakhs. If the bidding is for more than one revenue division, then an equivalent amount of EMD shall be remitted to that extent.
12. If EMDs are not submitted, then the tender will be summarily rejected.
13. The EMDs of unsuccessful bidders will be returned after the award of contract.
14. Selected agencies have to enter into an Agreement for a period of 5 years with the CEO, SLNA & Commissioner, WDD/Director project, as the case may be.
15. The Terms of Reference may be revised with mutual consent at the time of signing.
16. It is mandatory for the selected Agency to provide Bank Guarantee for 5 years (from Nationalised Banks) within 20 days of awarding of contract, as Performance Security or Further Security Deposit (FSD). Bank Guarantee will be for an amount equivalent to 10% of the total service fees payable to the agency (or contract value) for the period of agreement.
17. The EMDs of successful bidders will be returned after submission of the Bank Guarantee and signing of mutual agreement.
18. Provisions of RTI shall be applicable to all the agencies.
19. The CEO SLNA/Commissioner, Watershed Development Department reserves the right to accept/reject any application or cancel the tender process without assigning any reason what so ever.
20. Any changes in the schedule will be updated only on e-procurement portal / WDD/SLNA Website, no paper advertisement will be given.

21. The bidders may quote for single **OR** multiple revenue divisions as per the Financial Bid in Annexure VII.
22. The bidders have to quote for all the projects of both Batch-III and Batch-IV put together in a particular Revenue Division.
23. The Revenue Division-wise details of projects are given in Annexure IA. The Combined State total is given in Annexure IB.
24. The agency, which is awarded the task, should not sub-contract assigned task to another party and be able to complete the task on its own as required by the SLNA/WDD.
25. In case single agency has applied, it doesn't mean that it gets automatically selected.
26. If minimum required number of bids are not received, then SLNA/WDD hold the right to recall the tender.
27. Tenderers are advised to go through the tender document carefully before submitting the tender on e-portal. In case if any of the supporting documents are not uploaded, such tenders are liable for rejection. No documents will be entertained outside the e-portal.
28. In case the tender is cancelled, the EMDs will be refunded to the tenderers. The Processing fee is non-refundable.

III How to participate in the bidding through e-procurement portal

1. Applications may be downloaded from Government of _____e-Procurement Website from _____under login for suppliers. Aspiring parties who have not registered in e-procurement should register before participating through the website <https://eproc.-----.gov.in>.
2. The details of the process of registration and obtaining the digital signature certificates are available on the website: <https://eproc.-----.gov.in>. Necessary training and hands on experience in handling e procurement system could be obtained from the Center for e- Governance and could also be obtained over telephone at **91-080- 2550126/ 25501227** or **mail to help desk hphelpdesk.blr@intarvo.com**
3. Participants can access the application on the website, fill them with all relevant information, and submit the completed application into the electronic application on the web site <https://eproc.-----.gov.in> after paying tender processing fee of Rs.5000/- -procurement portal.
4. Payment should be credited to the e-Governance account only through
 - i. Credit Card
 - ii. Internet Banking
 - iii. National Electronic Fund Transfer
 - iv. Remittance over the counter in ICICI Bank
5. PDF versions or scanned copies of the required documents need to be uploaded on the website.

IV Preview of Tender and Time Schedule

EoI reference No. and Date of issue	No. WDD/IWMP/MELD/B-III/EoI/2011-12 Date :21-05-2013
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Issue of Advertisement inviting EOI	Monitoring, Evaluation, learning and Documentation of projects under Integrated Watershed Management Programme (IWMP)
Pre-bid Meeting	------(date), 11.00 AM, O/o The Commissioner, Watershed Development Department, _____
Opening day for uploading of EoI on e-portal <i>(Submission is only through e-portal, hard copies are not accepted)</i>	------(Date)
EMD	Rs.2.5 lakhs for each Revenue Division
Tender Processing fee to paid to E-governance account	Rs.5000 (Processing fee is Non-refundable)
Last date for uploading expression of interest in the prescribed format on e-procurement portal	------(Date) upto 12.00 midnight
Last date and time for tender queries/clarifications	------(date), 4:30 PM
Time and date of opening of the Technical Bid	11.00 AM -----(date) O/o CEO SLNA/The Commissioner, Watershed Development Department, _____
Tentative Time and date of Process Presentation by tenderers	11.00 AM ,-----(date) onwards O/o CEO/SLNA/The Commissioner, Watershed Development Department, _____
Tentative Time and date of opening of the Financial Bid	11.00 AM onwards O/o CEO SLNA/The Commissioner, Watershed Development Department, _____
Place of opening the tenders	O/o CEO SLNA/The Commissioner, Watershed Development Department, _____
Address for any clarification	CEO SLNA, Watershed Development Department _____ _____ _____

	E-mail:
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Caution: It is the personal responsibility of the agency to re-confirm that all the relevant documents are uploaded properly. No complaints will be entertained by the Department for incomplete loading of the documents subsequently.