



Consultancy Services for preparing feasibility and detailed project report for flood mitigation and comprehensive river management measures for Jhelum basin.

Request for Quotations for Community Survey

MARCH 2019



1 Introduction

Eptisa is undertaking Consultancy Services for preparing feasibility studies and a detailed project report for flood mitigation and comprehensive river management measures for Jhelum River Basin for the Jhelum and Tawi Flood Recovery Project of the Government of Jammu and Kashmir.

These services include undertaking a community survey to provide primary data in relation to flooding and flood impacts in six districts affected by the major flood in September 2014.

2 Purpose of Services

The purpose of this Survey is to assess the present social and economic condition of flood affected persons of 60 villages in 6 districts of the Kashmir valley in J&K state, in particular, details of the flooding and how it has affected individual households and each village as a whole.

The appointed contractor will:

- conduct the household survey of four categories of family (head of the family should be from the below categories) together with the current or past Sarpanch in all 60 of the nominated villages. The categories of people to be included in the survey are as follows:
 1. Agriculture labourers
 2. Non-agricultural labourers
 3. Artisans
 4. Traders/Shopkeepers
 5. Sarpanch /Ex-Sarpanch of the village (or Cooperator in the case of municipal committee /corporation).
- Conduct one or more focused discussion group meetings (FDGs) in each village;
- Record and report upon the data collected as outlined in Section 3 hereof.

3 Scope of Work

The community survey will be conducted in 10 villages in each of 6 districts of Kashmir division which were impacted by the major flood in September 2014, namely:

- a. Anantnag
- b. Budgam
- c. Srinagar
- d. Baramulla
- e. Bandipora
- f. Pulwama

The list of villages will be finalized by Eptisa in consultation with JTFRP and will be shared with the appointed contractor.



The Contractor will prepare a profile of each of the 60 villages profile and will conduct the personal interviews with the head of the households (respondents) from each of the following categories:

- a. Agricultural Laborers- 3 persons should be interviewed in each village.
- b. Non-Agricultural Labourers-3 persons should be interviewed in each village.
- c. Artisans - 3 persons should be interviewed in each village.
- d. Shopkeepers/Businessman/Traders etc.- 3 persons should be interviewed in each village.
- e. Sarpanch /Ex-Sarpanch of the village (or Cooperator in the case of municipal committee /corporation).

The Contractor will conduct the personal interviews (Questionnaires will be provided by Eptisa) with at least 3 persons (person should be preferably head of the family) from each category in each of the 640 villages. It will also conduct a personal interview with Sarpanch /Ex-Sarpanch of all 60 villages.

In addition, at least one Focused group discussion (FGDs) shall be conducted in each village. These should total at least 20 persons from each village, with a 50/50 gender balance. Discussions at these meetings should be noted during the meetings. Subsequently, analysis and summarizing of the discussions held will form part of the Contractor's reporting requirements.

After conducting the interviews, the Contractor will complete the data entry in the data sheets to be provided by Eptisa.

The Contractor will submit the hard copy of the filled questionnaires and both soft and hard copy of data sheets to Eptisa.

Field survey personnel will be provided and organised by the Contractor. One day's training will be provided to the survey personnel by Eptisa's Social and Community experts and this time should be included in the Contractor's time allowance

The Contractor shall submit the final reports in both soft and hard copies in a format to be agreed.

4 Proposal Requirements

The proposal to be submitted by the tendering companies shall be submitted in two separate documents, namely:

- 1) Company profile/financial information/general capacity to undertake this work and Technical Proposal showing methodology, project resources and personnel.
- 2) Financial Proposal.

Details for the submission of these documents is given in Section 6 hereof.

4.1 Eligibility Criteria

The following eligibility criteria will apply:

Eligibility Criteria:

1)	Incorporation of the Firm:	The firm should be registered and should have been in business for at least five years for which registration certificate, turnover certificate needs to be attached along with affidavit of registration to this effect. In case of JV both Firms to satisfy the criteria.
2)	Similar Work:	the firm should have successfully completed at least 3 projects of similar nature during the last 5 years. The satisfactory performance certificate & cost should be duly certified by the employer. In case of JV any one partner should satisfy this criterion
3)	Successful Bidders:	The financial bid shall be opened only of those bidders who successfully qualify the Eligibility and Technical evaluation.
4)	Financial Standing:	Details of financial standing and annual average turnover for the last 3 years. In case of JV the minimum turnover should be 50% for the lead Partner and that of the other partner with minimum turnover should be 25%, together totalling 100% of the criterion.
5)	Laws:	The firm is bound to abide with the relevant Indian labour laws & insurance requirements, and policies for men & machinery to be deployed during the execution of work. The firm is required to include all the incidental charges in their price bid.
6)	Available resources	The company must demonstrate that it has sufficient personnel, office support and transport resources to be able to complete the project within 2 months from the issue of the Work Order/

4.2 Technical Proposal

The technical proposal shall include:

- (i) Brief approach, methodology & bar chart, including the personnel resources required to ensure the completion of work within the required time frame of 2 months.
- (ii) The proposed structure of each survey team – e.g. team leader, number of survey personnel.
- (iii) Any comments on the requirements of this brief.



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- (iv) Names and curricula vitae of key personnel including the nominated team leaders.



4.3 Financial Proposal

A separate financial proposal will be required by completion of the Quotation Form and will be submitted as outlined in Section 6 hereof. This will be a lump sum contract.

5 Payment Terms

The payment terms will be as follows:

- Mobilization as per the Quotation form (Maximum 10%);
- Interim invoices may be submitted for every ten villages completed in accordance with the quotation form;
- 50% of the report fee will be made on submission of Final Report and completion of data entry; and
- 50% of the report fee will be made on approval of all deliverables.

6 Proposal due date & Submission Procedures;

Separate Financial and Technical proposals should be submitted by **5.00PM on 25th March 2019**. Proposals received after the time specified above will not be considered.

a) Technical Proposal:

The Technical proposal should be submitted by email in 'pdf' format to the following address:

- Team Leader, Eptisa: davidsargent@tpg.com.au
Project Head Office: jhelumtawipri@eptisa.com

Copy To:

- Director Planning & Coordination, Jhelum Tawi Flood recovery Project: (dirpnc@gmail.com).

b) Financial Proposal:

The Financial proposal should be submitted separately in a **password protected PDF file** to the following email address.

- Team Leader, Eptisa: davidsargent@tpg.com.au
Project Head Office: jhelumtawipri@eptisa.com

The file password should be shared through a separate & explicit email only & only to.

- Director Planning & Coordination, Jhelum Tawi Flood recovery Project: (dirpnc@gmail.com).

Any queries should be addressed to the above email only by or before 18th March 2019. Responses to the same shall be communicated to the bidder through email by or before 22th March 2019.



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Quotation Form – Community Survey

Name of Firm:

Nominated Representative:

Contact details: Email: Phone:

NOTE: This is a Lump Sum Contract

No	Description	Quantity	Rate	Amount (excluding tax) INR	TAX /GST	Amount (including Tax) INR
1	Mobilisation	1				
2	Conduct community surveys, complete questionnaires, data entry, conduct FDGs for each village according to brief including all travel, accommodation and other costs	60				
3	Prepare report on the above	1				
4	TOTALS					

Total in Figures:

Total in words:

Signed.....

Position.....

Company.....

Date.....