



STATE LEVEL NODAL AGENCY

WATERSHED MANAGEMENT, MANIPUR
Department of Planning, Babupara, Imphal-795001

NOTICE INVITING TENDER

Imphal, the 29th November 2024

No: SLNA-103/7/2024-SLNA-WM(SLNA): State Level Nodal Agency for Watershed Management - SLNA (WM), Manipur invites e-tender from eligible and qualified GST registered firms for providing services of monitoring, evaluation, learning and documentation (MEL&D) under Pradhan Mantri Krishi Sinchayee Yojna – Watershed Development Component 2.0 (PMKSY – WDC 2.0) as per the Terms of Reference (TOR) detailed at Annexure A, which is uploaded at website www.manipur.gov.in, <https://planningmanipur.gov.in> and www.manipurtenders.gov.in. Critical dates and important information are as below:

Name, Designation and address of the authority to whom the bids have to be submitted online	Chief Executive Officer, SLNA(WM), Manipur Babupara, Near State Guest House, Imphal, PIN: 795001 e-mail:kulka01@yahoo.co.in
Mode for submitting the bids	Online submission only through https://manipurtenders.gov.in
Bid Publishing date & time	Date: 30.11.2024, Time: 04:00 PM
Bid document download start date	Date: 01.12.2024
Bid submission start date and time	Date: 06.12.2024, Time: 12:00 Noon
Closing date and time for submission of bids	Date: 22.12.2024, Time: 03:00 PM
Venue, time and date of opening of technical bids (if possible)	Chief Executive Officer, SLNA (WM), Manipur, Planning Department, Babupara, Imphal West - 795001 Date: 23.12.2024, Time: 01:00 PM
Estimated Cost (Approx-maximum)	Rs. 170.23 lakhs
Earnest Money Deposit	Rs. 3.40 lakhs
Bid validity period	365 days from the date of opening of the Technical bids

N. Kulkarani Devi
(N. Kulkarani Devi) 29/11/2024
Chief Executive Officer
SLNA (WM), Manipur



STATE LEVEL NODAL AGENCY
WATERSHED MANAGEMENT, MANIPUR
 Department of Planning, Babupara, Imphal 795001

TERMS OF REFERENCE

For Monitoring, Evaluation, Learning and Documentation (MELD)
of

Pradhan Mantri Krishi Sinchayee Yojna – Watershed Development Component 2.0 (PMKSY - WDC 2.0)

1. Introduction:

PMKSY –WDC 2.0 is a CSS project sponsored by Department of Land resources, Government of India for the project period of 2021-22 to 2025-26. DoLR has sanctioned/ approved 13 projects covering 13 districts (80 villages) with an area of 58690 Ha. State Level Nodal Agency (SLNA) for Watershed Management, a registered Society under Planning Department, is implementing the 13 projects under PMKSY -WDC 2.0 in Manipur along with 13 Watershed Cell cum Data Centres (WCDC) at district level, 13 Project Implementing Agencies (PIAs) at block level and 80 Watershed Committees (WCs) at village levels. The project is implemented based on the Guideline for New Generation Watershed Development Project 2021 published by DoLR.

Summary of the 13 projects under PMKSY -WDC 2.0 in Manipur

Sl. No	Project ID	District	Area	No of villages covered	Status
1	Imphal East -WDC-I/2021-22	Imphal East	4374	6	Undergoing work Phase
2	Imphal West -WDC-I/2021-22	Imphal West	4950	6	
3	Jiribam -WDC-I/2021-22	Jiribam	3916	5	
4	Kakching-WDC-I/2021-22	Kakching	4658	6	
5	Chandel-WDC-I/2021-22	Chandel	4972	7	
6	Churachandpur-WDC-I/2021-22	Churachandpur	4525	7	
7	Kanpokpi -WDC-I/2021-22	Kanpokpi	4058	6	
8	Noney-WDC-I/2021-22	Noney	4924	7	
9	Pherzawl -WDC-I/2021-22	Pherzawl	4474	7	
10	Senapati- WDC-I/2021-22	Senapati	3930	5	
11	Tamengong-WDC-I/2021-22	Tamengong	4876	7	
12	Tengnoupal-WDC-I/2021-22	Tengnoupal	3994	6	
13	Ukhrul-WDC-I/2021-22	Ukhrul	5039	5	
		Total	58690	80	

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2. **Objective of the Scheme:** To improve productive potential of rainfed / degraded land through integrated watershed management; to strengthen community based local institutions for promotion of livelihoods & watershed sustainability, and to improve the efficiency of watershed projects through cross learning and incentive mechanism.

At macro - level, the vision of WDC-PMKSY 2.0 projects is to accelerate the economic growth rate of agriculture in the less endowed rainfed areas of the country. Moreover, this should be achieved by adopting harmony with ecological principles of development for ensuring sustained transformation of economy and ecology. The guiding principles shall be a better Economy, Ecology and Equity in the rainfed regions of the country.

At watershed level, the development plan shall be guided by the need to achieve higher incomes for farmers, expanded livelihood options for landless, equity in distribution of benefits, community ownership and management, and ecologically sustainable action plan.

2.1 Enhancing economic growth of village community dependent on watershed by:

- Securing production and farmers' income against climate variability and its risks of drought spells through diversification of crop systems & animal husbandry, and varied livelihood portfolios; efficient water harvesting and retention of rainwater in soil profile; and entitling all project members to ground and surface water resources for life saving irrigation on equitable basis.
- Improving intensity and productivity of various crops, livestock, fisheries and biomass production systems through optimal, integrated, sustainable and efficient use of natural resources in project areas.
- Recognising the stake of non-land holding project members, and promoting alternate livelihood opportunities
- Building an ecosystem of enterprises for facilitating efficient scales of operations, access to credit, and market linkages; knowledge sharing; and resource convergence led by vibrant member managed farmers' institutions.

2.2 Ecological restoration and sustainable management of natural resources across the project area through:

- Sustained community action in management of natural resources/assets such as groundwater, soil, community resources, etc. by way of building community organisations like User Groups (UG), and transferring maintenance responsibilities to them. Further, supporting UGs with regulatory norms, that are institutionalized through the Gram Panchayats.
- Promotion of simple, easy to use and affordable technologies and practices, that builds upon local knowledge and available materials.

2.3 Improving the economic and social conditions of the resource poor, asset-less, differently-abled and women in particular through:

- Shared and equitable access to the land, water and biomass resources developed.
- Greater access to income generating opportunities.
- Facilitating co-option of members of these categories in various community institutions i.e. FPO, User Groups etc.



Need for an Effective External MEL&D system

Though SLNA has placed an internal monitoring system at State, District, block and village levels, the project in specific proposes for an independent and external MEL&D agency that has the skills and proven experienced in the area, for the following reasons:

- I. The project envisages bottoms-up approach of implementation by actively involving community and other grass root level institutions like Watershed Committees, Self-Help Groups, User Groups, Individual enterprises/ firms and the Watershed Development Team. These groups need to work in tandem for effective implementation of the project.
- II. The organizational learning processes need to be streamlined through the observations of an extremal agency to assist project functionaries at various levels.
- III. Impact evaluation of watershed projects in particular has to be made using 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. Process monitoring along with documentation is to be done to confirm that the project activities are implemented in compliance with the Guideline for New Generation Watershed Development Project 2021.
- VI. Each project being implemented under PMKSY -WDC 2.0 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 PMKSY -WDC 2.0 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 MELD & D system is very essential in such projects to ensure transparency to achieve the objectives.

Proposed Frame Work for the MEL&D System

PMKSY -WDC 2.0 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 extremal 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 Stare.
- 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 PIA (project level) and the WDC (district level). It is proposed to develop optimal information flow between these groups of stakeholders and decision makers at different levels.

- V. 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.

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

SLNA proposes to appoint independent external agency to assist SLNA in evolving a more responsive and effective MEL&D system for the PMKSY -WDC 2.0.

- **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.

- **Mid Term Evaluation:**

PMKSY – WDC 2.0 is at its mid-point period of implementation. Hence the mid-term evaluation of these projects is proposed to be carried out to obtain feedback on the initial impacts of the programme and the bottlenecks faced if any in the process of its implementation. This mid-term evaluation would enable a pathway analysis at the mid-course providing for improvement in the next course. The M&E system on the whole is designed as a learning mechanism with corrective options both at the project & policy level. The proposed mid-term evaluation is a part of this overall strategy with following focus area.

i) Help in deriving strategic lessons for mid-course correction, if any, in the approach and design of the project and its implementation, and assess whether the vision of economy, equity and ecology is being realized at ground level. The findings should help effecting necessary changes in implementation strategy and reorient the focus on different components of the project development plans if required.

ii) To identify process gaps and assess performance and quality of outcomes. The evaluation will be on the physical, technical, and financial aspects of the project.

iii) Learning related to institutions, technology, processes, resource allocation and impacts, besides other aspects of implementation can feed as valuable inputs for effecting necessary modifications and designing of the course of implementation.

a) Indicators for Evaluation			
S. No.	Indicator		Remarks
1.	Administrative Mechanisms		

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a	Whether DPR approved by SLNA			
b	Whether all manpower positions in place at			
i.	WCDC Level			
ii.	PIA Level			
iii.	Watershed Committee Level			
S. No.	Indicator	Pre-Project Status (aggregate)	Mid-Project Status (aggregate)	Remarks
2.	Funds Utilization			
a.	Amount of sanctioned Central Share received (Rs. Crores)			
b.	Amount of sanctioned State Share received (Rs. Crores)			
c.	Amount of total funds (central + state share) Utilized (Rs. Crores)			
d.	Total funds planned through convergence in the project area (Rs. Crores)			
e.	Total expenditure incurred through convergence (Rs. Crores)			
3.	Gross Cropped Area (Ha.)			This represents the total area sown once and/or more than once in a particular year, i.e. the area is counted as many times as there are sowings in year.
3A.	Area under kharif crop (Ha.)			
3B.	Area under rabi crop (Ha.)			
3C.	Area under Third crops (Ha.)			
4.	Area under different Crops (Ha.)			

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a.	Cereals			
b.	Pulses			
c.	Oil seed			
d.	Millets			
e.	Others (Specify name of the crop)			
5.	Area of horticulture crop (Ha.)			
6.	Net Sown Area (Ha.)			This represents the total area sown with crops and orchards. Area sowed more than once in the same year is counted only once.
7.	Cropping Intensity (%)			Ratio of Gross Cropped Area to Net Sown Area in %
8.	Area covered under diversified crops/ change in cropping systems (Ha.)			This will capture the Change in one pattern of crop to another pattern resulting in addition of new crops
9.	Area brought from Nil / Single crop to double or more crop(Ha.)			
a.	Nil to single crop (Ha.)			
b.	Single to double or more crop (Ha.)			
10.	Area under plantation cover (Ha.)			
11.	Yield per hectare of major crops (Qt./Ha.)			Average yields per hectare of principal crops have been obtained by dividing the total production by the corresponding total area under each crop.
a.	Rice			
b.	Wheat			

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c..	Pulses			
d.	Millets			
e.	Oil Seeds			
f.	Others (Specify name of the crop)			
12.	Area of culturable wasteland (Ha.)			This includes land Available for cultivation, whether taken up or not taken up for cultivation once, but not cultivated during the last five years or more in succession including the current year for some reason or the other. Such land may be either fallow or covered with shrubs and jungles, which are not put to any use.
13.	Number of Water Harvesting Structures (WHS) constructed /rejuvenated			
14.	Area Covered with soil and Moisture conservation activities (Ha.)			
15.	Area under protective Irrigation (Ha.)			Protective irrigation acts as a supplementary source of water over and above rainfall
16.	Area of degraded land covered /rainfed area developed (Ha.)			Degraded land represent the land with low productivity;
				rainfed area is the one where source of irrigation is rainfall;
17.	Farmers' Average Household Income per Annum (Rs. In Lakhs)			From interventions Under WDC- PMKSY 2.0

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18.	Number of Farmers Benefited			From interventions Under WDC- PMKSY 2.0
19.	No. of Person days Generated (man -days)			
20.	Average depth of water table in dug wells (mts.)-Summer Season			Standard methods of measuring depth of water table may be used
21.	Average depth of water table in tube wells (mts.) - Summer Season			Standard methods of measuring depth of water table may be used
22.	Milk Production of Milch Cattle (KI/yr.)			
23.	Fodder Production (Qt./Yr)			
24.	Annual Migration from rural to urban area in project area (Nos.)			
25.	No. of springs rejuvenated (if applicable)			
26.	No. of persons benefitted due to rejuvenation of springs			
27.	No. of Community Based Organization			
a.	SHG			
b.	FPO			
c.	UG			
28.	No. of Members in Community Based Organization			
a.	SHG			
b.	FPO			
c.	UG			
29.	Average Annual Turnover of FPOs			
30.	Average annual net income of an FPO Member			
31.	Average annual net income of an SHG Member			

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32.	Ecological Perspective		
a.	Is there a system of auditing of status of natural resources at intervals (Yes/No)		
b.	Whether Gram Panchayats (GPs) and UGs enforcing the norms relating to sharing of usufructs rights (Yes/No)		
c.	Whether all members of GPs and UGs trained to maintain and monitor the natural resources and assets created (Yes/No)		
33.	Equity Aspect		
a.	Whether landless poor and women find a place in watershed units like watershed committees (Yes/No)		
b.	Whether landless poor and women are active member of FPO, SHG, Village Level Institutions (VLIs) and various UGs (Yes/No)		
c.	Whether landless and asset-less poor benefited from activities that promote alternate livelihood options (Yes/No)		
34.	Execution of Planned Works against Targets		
a.	Total Number of Work IDs created		
b.	Total number of Works completed		
c.	Total number of Works ongoing		
35.	Quality of Project Shape Files		
a.	Area of Shape File (Ha.)		
b.	Variation of area under shape file as compared to sanctioned project area (Ha.)		(Shapefile Area – Sanctioned Area)
36.	Status of Geo-tagging of works		
a.	Number of total works geo-tagged		

- Impact Evaluation**

The MEL&D agency has to carry out impact assessment to establish the net impact of the project in terms of the identified indicators at different levels. Data have to be collected on

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micro watershed basis from a variety of sources viz.; household, community, 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.

Impact Details:

Sl No	Items	Unit	Pre-Project status	Status at the end of project
1	Average dept of water table in dug well	m		
2	Average dept of water table in tube wells	m		
3	Number of ground water structures rejuvenated	Nos.		
4	Increased in irrigation potential	Ha		
5	Area of Wasteland brought under productive sue (Like agriculture, horticulture plantation, etc)	Ha		
6	Change in cropping/ land use pattern a) Area under agriculture b) Area under horticulture c) Area under forest cover d) Area under wasteland	Ha		
7	Area under crop cultivation a) Area under kharif crop b) Area under rabi crop c) Area under double crop	Ha		
8	Cropping intensity	%		
9	Increase in yield/ ha of crops Rabi crop Kharif crop			
10	Employment in agricultural related activities among beneficiaries	Mandays		
11	Employment in non-agricultural sectors	Mandays		
12	Fodder production	Qt		
13	Milk production	Ltr/Yr		

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14	Duration of flow of water in streams (Different seasons)			
15	Availability/ Improvement of drinking water facility	Nos. of months		
16	No. of person engaged in ancillary activities like fishery, poultry, rural craftsmanship, etc	Nos.		
17	Number of children enrolled in school in the project area			
18	Reduction in migration from rural to urban area in the project area			
19	Annual mean household income	Rs		
20	Any other measurable indicator of impact assessment.			

Summary of the project activities implemented:

Sl No	Work/ activity	Unit	Quantity
1	Total no. of WHS created		
2	Total no. of WHS rejuvenated		
3	Total area covered with soil & Moisture conservation structures		
4	Total area covered up with Vegetative & Engineering structure		
5	Total area of Land development		
6	Total no. of Springs developed		
7	Additional area brought under protective irrigation		
8	Area of degraded land treated/ Rainfed area developed (in ha)		
9	Area covered under diversified crops/ change in cropping systems (in ha)		
10	Increase in farmers income (per annum) (%)		
11	Number of farmers benefitted		
12	No. of SHGs benefitted		
13	No. of individual firms/ enterprises benefitted		

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 as per format prescribed by DoLR/SLNA.

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5.5 Input- Output Monitoring:

The MEL&D agency will utilize the IWMP progress reports and/or MIS developed by Gol and SLNA and also data collected from various sources such as WDC/ 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 providing the analysis of MIS data.

- These information's 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 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. Some of the thematic areas could be social inclusiveness, Women empowerment, Investment pattern, Sustainability, Income generating activities, microenterprises, 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 Dissemination:

The MEL&D agency will assist SLNA in disseminating the findings during the evaluation.

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 PMKSY -WDC2.0. The observations in the process monitoring reports have to be very specific w.r.t.. 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 information as per format prescribed by DoLR/SLNA along with photographs wherever necessary. The photographs of works should have GPS readings.
- ii. Case Studies/Success stories 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 to explain and to give comprehensive proof of project progress and also drawbacks. The final product must compulsorily have a professional touch to it.
- iv. The subtitles for video clippings/documentaries shall be in English language.

5.9 Duration of Project:

Time duration of the contract will be upto two year or till officially closure of the project, whichever is earlier.

6.0 Technical Support to MEL&D agency

- i. SLNA will provide available data, information and other documents relevant to the assigned project area.
- ii. SLNA will help the Agency to establish rapport in the project areas and facilitate consultation with stakeholders of the project.

7.0 Method of selection of MEL&D agency:

Selection of MEL&D agency will be based on both "Technical Capability cum Cost" submitted in the form of Technical and Financial Bids by the agencies. Weightage of 65% will be given to technical bid and 35% Weightage to financial bid. Technical bids will be evaluated by panel of official appointed by SLNA. Agencies have to submit the bids online only through <https://manipurtenders.gov.in>. latest by 03:00 PM of 22.12.2024. Final selection of agencies will be done on merit of marks taken together for technical and financial bid. i.e. total marks out of 100.

Following clarification has been made for the selection of agencies:

7.1 Technical Bid:

Technical bids (quality parameters) will be evaluated in two parts; (1) Desk assessment of technical proposal submitted in prescribed format (Hard copy) and (2) Presentation and the Technical parameters carries 100 marks.

7.1.1. Desk assessment of Technical Proposal: Desk assessment will be done by evaluating technical proposal submitted in prescribed format by the agencies and it carries 85 marks. Bidder agencies getting more than 65% marks i.e. (55.25 out of 85) will be qualified for the Presentation. Bidders fulfilling essential requirements will only be entertained. Information required in technical bid is given in Annexure - V.

If the information provided by the agencies is not in conformity with the mandatory requirements, then the agency is automatically deemed ineligible.

7.1.2. Presentation Process: Agency which qualify in the Technical Bid verification will only be eligible for "Presentation". Only qualified / shortlisted agencies will be called for presentation. In the Presentation the agencies will have to make a Power Point Presentation of how they envisage the process of MEL&D under PMKSY -WDC 2.0 before the Technical Committee formed by SLNA. Ten hard copies of the presentation will have to be submitted at the time of Presentation. List of eligible agencies will be notified by SLNA.

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Presentation Process carries 15 marks. Bidders getting more than 65% marks i.e. (9.75 out of 15) will be qualified.

7.1.3: Formula for Evaluation of Technical Bid: (Weightage 65%).

7.1.4: Registered firms /agencies that have provided similar services in Watershed Projects in North Eastern States of India and having branch office at Imphal will be considered for technical qualification. The firm/agency shall require for concurrent monitoring and evaluation of the project.

Marks for Technical Bid: Secured Marks for Technical Bid (Desk assessment + presentation) / 100*65.

7.2 Financial Bid:

Financial bids will be opened for those agencies, which qualify the Technical Bid. Bids will be arranged as per quoted value (cost per hectare) by the agencies. However, the maximum budget will be 1.5 % of the actual total amount being sanctioned and released to SLNA. **Agencies may, however, quote bids upto 1.5% of the expected receivable amount as indicated at Annexure-I.** SLNA may negotiate with finally qualified bidder to bring rates reasonably on par with other bidders if necessary. However, SLNA may also reject any financial bid too low or too high if it is found non justifiable.

Important note:

- i. Bidder/ Agency has to bid for all projects of the all districts (as mentioned earlier, for the project for MEL&D).
- ii. A bidder can quote only a single rate irrespective to the number of districts.

7.3 Final Merit List: Final selection of agencies will be done on merit of marks taken together for technical and financial bid i.e. total marks out of 100. Bidder agencies getting more than 65% marks will be qualified.

Annexure I: Details of Projects Sanctioned under PMKSY-WDC 2.0

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.

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Annexure I: Details of Projects Sanctioned under PMKSY-WDC 2.0

Sl. No	Project ID	District	Area (Ha)	No of villages covered (Nos)	Total Project Cost (Rs in crore)
1	Imphal East -WDC-I/2021-22	Imphal East	4374	6	12.247
2	Imphal West -WDC-I/2021-22	Imphal West	4950	6	13.86
3	Jiribam -WDC-I/2021-22	Jiribam	3916	5	10.965
4	Kakching-WDC-I/2021-22	Kakching	4658	6	13.042
5	Chandel-WDC-I/2021-22	Chandel	4972	7	13.922
6	Churachandpur-WDC-I/2021-22	Churachandpur	4525	7	12.67
7	Kangpokpi -WDC-I/2021-22	Kangpokpi	4058	6	11.362
8	Noney-WDC-I/2021-22	Noney	4924	7	13.787
9	Pherzawl -WDC-I/2021-22	Pherzawl	4474	7	12.527
10	Senapati- WDC-I/2021-22	Senapati	3930	5	11.004
11	Tamenglong-WDC-I/2021-22	Tamenglong	4876	7	13.653
12	Tengnoupal-WDC-I/2021-22	Tengnoupal	3994	6	11.183
13	Ukhul-WDC-I/2021-22	Ukhul	5039	5	14.109
		Total	58690	80	164.331

EXPECTED RECEIVABLE AMOUNT (RS. IN CRORE):

SN	FINANCIAL YEAR	AMOUNT (RS. IN CRORE)	REMARK
1	2022-23	10.270	Already received
2	2023-24	15.783	
3	2024-25	46.390	Rs. 11.08 crore is already released by GOI. Remaining expected to receive by year end
4	2025-26	41.082	Expected receivable amount
	Total	113.525	

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Annexure II: Deliverables from the MELD agency

A. The following deliverables are expected from the MEL and D Agency:

Process Monitoring Reports	Analytical Report
- Indicator-wise Process Monitoring Reports as per format of DoLR/SLNA - Any other report sought by SLNA.	- Inception Report. - Thematic reports - Case studies/ Success stories. - Video Documentaries. - Mid of term Evaluation - Final impact evaluation Report - Any other sought by Dept. /SLNA

B. Reporting Schedule:

Sl. Nos.	Time Schedule	Report to be submitted	Cut- off date for submitting report
1.	At Inception	1. Inception Report (one time only)	Not Latter than 45 days of signing of Agreement
2.	Monthly	1. Indicator-wise Process monitoring reports as per format of DoLR/SLNA	On or before the 12 th of the following month
3.	Quarterly	1. Indicator-wise Process monitoring reports as per format of DoLR/SLNA	Within 15 days of completion of quarterly period.
4.	Annual	1. Indicator-wise Process monitoring reports as per format of DoLR/SLNA and Good Practices will be part of this report)	Within one month of completion of annual period.
5.	Phase-wise Evaluation Reports (As per Gol and SLNA Guidelines)	- Mid-term - End of term	Will be specified by SLNA
6.	Others	1. Video Documentation	- End-to-end video documentation: At the end of each phase, a video documentation will be presented to SLNA. After the completion of all the projects, a consolidated documentary will submit to SLNA. - Case studies/ Success stories/ good practices: As and when the case studies/success stories good practices are made

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1. **At Inception:**

- i. **Inception Report:** Inspection Report is to be submitted within 45 days of signing of the Agreement.

2. **Monthly:**

- i. **Indicator-wise Process Monitoring reports:** All projects have to be continuously and simultaneously monitored, on near real time basis, every month until the completion of the projects. The sector-wise monitorable indicators and format will be provided by SLNA. The agencies also have to monitor indicators that may be requested by the District/ WDC 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 and Output Outcome Monitoring Framework (OOMF). The report would be submitted quarterly with sectoral analysis project-wise.

3. **Quarterly:**

Indicator-wise quarterly Process monitoring reports (Input-output Progress Monitoring Report, OOMF and Learnings and Good Practices will be part of this report)

4. **Annual:**

Indicator-wise Annual Process monitoring reports (Input-output Progress Monitoring Report, OOMF and Learnings and Good Practices will be part of this report). Learning's 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 PMKSY -WDC 2.0.

- a. **The Good Practices have to be documented.** They may be consolidated as required. 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 PMKSY -WDC 2.0 through appropriate models.

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

a. **Mid-term Phase Evaluation Report:**

An evaluation report of the mid-term 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.

b. **End of term Impact Evaluation Report:**

An evaluation report at the end of the project completion has to be submitted.

- 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.
- 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).
- An analytical report has to be provided for each project assessment.
- Any issues on availability of non-availability of imageries have to be sorted out with SLNA.

5. **Other reports:**

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 PMKSY -WDC 2.0 in order to

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explain and to give comprehensive proof of project progress. The final product must compulsorily have a professional touch to it.

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:

Mid-term evaluation will employ mixed method approach, combining quantitative and qualitative data collection methods. The evaluation team will ensure the participation of diverse stakeholders and adopt participatory approaches to data collection and analysis. It may include the following components.

- Document review
- Key information interviews
- Focus group discussions
- Surveys/ questionnaires
- Field Assessment and Observations

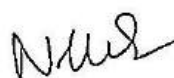
Sample size & area coverage

- i. Impact study will be confined to the WDC-PMKSY 2.0 projects implemented with the support of the DoLR funds.
- ii. The study will cover 100% of the WDC-PMKSY2.0 projects sanctioned in all 28 States and UTs of Jammu & Kashmir and Ladakh However, in each project evaluation of all the activities required to be carried out in the 3 micro watersheds covering all three reaches i.e. upper reaches, middle reaches and lower reaches.
- iii. The study will cover 30% of households from the selected micro watershed for evaluation.
- iv. In addition to the above about 10% of the total households in three (3) control adjoining villages outside in each project with similar topography & socioeconomic features. This would facilitate a comparative analysis of with & without project scenarios. The control villages are one each from the upper, middle and lower reaches.

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

D. General Conditions regarding deliverables

1. All reports have to be submitted Project - 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 to SLNA.
6. All the reports and information generated in the process of Monitoring, Evaluation, Learning and Documentation of PMKSY -WDC 2.0 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 Project - wise reports have to be consolidated at State level (to be submitted to Government/ SLNA by the agencies on rotation basis, as and when required. Some of the reports that have to be consolidated at State level are,

1. Mid of term evaluation report
2. Annual reports including good practices and success stories.
3. End term or Impact evaluation reports
4. Case studies/Success stories

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

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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 personnel have to be appointed by the Agency exclusively for the project. The staff has to visit project sites physically frequently.
3. **Resource persons requirement:**
 - i. It is mandatory for Agency to have an office at Imphal with all facilities.
 - ii. The Agency should be supported by a team of subject experts having knowledge of local language.
 - 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.

4. 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 Watershed Committees, CBOs operating in the project area. He has to collect the Tentative Tour Programmes, and the information regarding various activities to be conducted during the month from PIA and/or the WDC. 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 WDC/SLNA and to the SLNA at state Headquarter. The clarifications provided by the WDC/SLNA have to be incorporated in the subsequent monthly report to be submitted to SLNA.

5. 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.

6. Staff turn-over:

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

7. Reporting of Staff position:

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

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Annexure IV: Project period and Payment Terms.

1. The MEL&D assignment is required for the PMKSY -WDC 2.0 project implemented in 13 project districts of Manipur.
2. The duration of PMKSY -WDC 2.0 is stipulated to be 5 years.
3. MEL&D Agreement with the selected agencies will be for a period upto Two Year or till officially closure of the project, whichever earlier.
4. The MEL & D work for the projects is expected to start from (1st January, 2025 or as may be decided by SLNA).
5. Total budget allocated for evaluation will be 1.5 % of the expected receivable amount and released to SLNA,
6. 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).
7. 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.
8. Payment shall be made to the MEL & D Agency by the SLNA as envisaged below, subject to qualitative deliverables and fulfilment 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 I Annual Report	6%
4.	Submission and Acceptance of II Annual Report	6%
5.	Submission and Acceptance of III Annual Report	6%
6.	Submission and Acceptance of Midterm evaluation report	6%
7.	Submission and Acceptance of video Documentation	10%
8.	Submission and Acceptance of final Impact Evaluation Report	15%
9.	12 instalments of 3% appropriate progress of activities such as submission (and acceptance) of monthly Process Monitoring, Quarterly Reports and any other report compulsorily requested by WDD/SLNA	36%
	Total	100%

9. Payment will be done on prorata-basis if there is change in the indicated area or if all completed (by SLNA) earlier than the designated year. In such cases, quarterly payments will be calculated after deducting the project area in such districts.
10. If MEL&D work is required beyond designated year, then the payment for the extended period will be decided at the SLNA level.

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Annexure V: Technical Bid format.

Note :

1. Note: 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.

1.Name of the Agency:

Contact No. and E-mail ID:

- i. Type of Organization Government/private/non-government Organization/etc.
 - ii. Organizational setup:
 - iii. Date of Registration in case of Private NGOs/ Firms (Copy of Registration Certificate to be enclosed) - Mandatory:
 - iv. PAN No. (Copy of PAN card to be enclosed) - Mandatory:
 - v. TAN No. (copy of TAN card/certificate to be enclosed) - Mandatory:
 - vi. Service Tax Registration certificate (copy to be enclosed) - Mandatory:
 - vii. Up to date service Tax paid certificate (copy to be enclosed) - Mandatory:
 - ix. Professional tax Registration certificate (to be enclosed) - Mandatory:
 - x. Up to date Professional Tax paid Certificate (Copy to be enclosed) - Mandatory:
 - xi. GST Certificate - Mandatory
 - xii. HR policy documents to be furnished
 - xiii. Geographical information.
- a) Address of the Head Office:
 - b) Address of office at Imphal:
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 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 implementation	Period of work experience	Enclose documents in support of the claim

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iii. Work experience in Research in Watershed Development Projects.

Sl.No.	Name of the Watershed Development programme and Implementing organisation	Place implementation and Implementing Agency	Period of work experience	Whether documents such as research findings, papers published in scientific magazine 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 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 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.

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

iii. Evaluation of I&CB

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

iv. Experience in Monitoring / Evaluation/ of Watershed programme of Ministry of Rural Development (completed)

Sl.No.	Name of the 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/PMKSY -WDC 2.0 in any State of India (Completed or ongoing)

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

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5. Human Resource

Sl.no.	Human Resource	In Head Office of Agency	In Branch Office of Agency
1.	No. of permanent staff in technical fields		
2.	No. of hired staff 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 PMKSY - WDC 2.0)

Sl.No.	Name	Education Qualification	Field of Experience	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	Regional office
1.	Office space (minimum 3000 square ft.)		
2.	Remote Sensing software (licensed software ERDAS Remote Sensing software (licensed software ERDAS		

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	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)
- International recognition for Monitoring and Evaluation from Government organizations
 - National level Recognition for Monitoring and Evaluation from Government organizations
 - 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 Five crore rupees turnover annually is Mandatory

Sl.nos	Financial Year	Turnover (Rs in crores)

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 / MoU to be enclosed)

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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 PMKSY -WDC 2.0 project in the office of the 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 and submitted the technical and financial bid in accordance conditions of the above referred 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.

Place:

Date:

Name & Seal

Seal of the Organization

Signature,

the Bidder

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Annexure VI: Score card for evaluation of technical bid of Tenderers.

Score card for Evaluation of Technical Bid of Tenderers

Sl.No s	Criteria	Sub Criteria		Maximum marks		Total Maximum mark
1	General Information And Geographical information	i. Date of Establishment (minimum 5 years mandatory)	5 yrs	1	4	
			>5 yrs	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 field	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.	2		8	
		ii. Relevant Experience in Community Building using PRA techniques in Experience of the Agency in relevant field Watershed development/ Natural Resources.	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, learning and documentation in Watershed Development Programmes/ Natural Resources.	2			
4	Experience of conducting Monitoring/Evaluation (Evaluation of Studies atleast one Watershed development project	i) No. of IWMP/ PMKSY -WDC 2.0 projects (not individual project) evaluated in any State of India (Using GIS techniques and Remote sensing maps (Mandatory	Up to 3	4	22	
			>3	8		
		ii) Baseline Survey studies in any watershed Development / Natural Resource project in any State of India	Up to 3	2		
			>.3	4		

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	using Remote sensing & GIS techniques is mandatory)	iii) Evaluation of I&CB	Upto 5	2	
			>5	3	
		iv) Monitoring/Evaluation of Watershed Programmes of Ministry' of Rural Development (other than IWMP/PMKSY - WDC 2.0)	Upto2	2	
				4	
		v) Monitoring/ evaluation of IWMP/PMKSY – WDC 2.0 in any State of India	Upto3	3	
5	Human Resource (Details to be provided)	i. Permanent staff (in Management / Administration / Finance / Technical) If 10 person and above are permanent	5		5
		ii. If 5 to 9 persons are permanent (in management/ Administration Finance/ Technical)	3		
		iii. If below 5 person are permanent (in management/ Administration / fiancé / 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	i. Office Space (minimum 30000 square ft.)	1		7
		ii. Remote Sensing software available with the agency (licensed versions) - copy of license to be provided	2		
		iii. GIS Software available with the agency (licensed version)	2		
		iv. Computer printer /plotter available for GIS work	1		

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		v. In house Training Facilities to accommodate minimum 25 people	1	
8	Quality of performance/ Recognition	i. International recognition for M&E from Government Organisation (0.5 marks for each project)	2	5
		ii. National recognition for M&E from Government Organizations (0.5 marks for each project)	2	
		iii. State-level recognition for M&E from Government Organizations (0.5 marks for each project)	1	
9	Financial position of Agency (Minimum Annual turnover of five crore rupees every year for the past three years mandatory. Audited Statement of Accounts for all the three years is also mandatory)	Average turnover of 10> crores/ year	5	5
		Average turnover of 7.5>crores upto 10 crores year	4	
		Average turnover of 5 crores upto 7.5 crores year	3	
		Average turnover of less than 5 crores/ year (Tenderer will be disqualified)	0	
10	Networking/Linkages with other relevant national/regional/international agencies	Regional institutions/ agencies	1	3
		National institutions/ agencies	1	
		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 SLNA.
3. Agencies securing less than 65 marks will not be considered.

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Annexure VII: Financial Bid format.

Name and Address of the Organisation:

Table – I Financial Bids

Sl. Nos.	State (Comprising of all 13 districts)	No. of Projects (as per Table at Annexure I)	Area in Hectares (as per Table at Annexure I)	Financial Bid (in Rs./Hectare, inclusive all taxes)	Total Financial Bid in Rs.

- Participating agencies may require to quote for all the 13 districts of the state.

Date:

Signature:

Place:

Name of the Signatory:

Designation:

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Table 2: Component-wise Details of Financial bid for combined treatable areas

No.	Component	Amt in lakh
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 Bids value in the Table1

Date:

Signature

Place :

Name of the signatory:

Designation:

Organisation/. Company Seal

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18. The rate shall be quoted inclusive of all taxes.
19. All requisite documents as mentioned in Annexure- V (technical bid) should be attested by group
- A gazetted officer of either central or State
20. Each page of the Bid documents shall be signed by the bidders with his usual signature and seal with their quotations. If any erase fluid or overwriting found in the bid documents by any bidders shall be treated as invalid and rejected.
21. Rate quoted by the bidders is final for the period escalation of price will be acceptable by the SLNA/Govt.
22. **Earnest money@ Rs. 3,40,000/- (Rupees three lakhs forty thousand) only** shall be deposited in any schedule Bank of India guaranteed by the Reserve Bank of India in the shape of Deposit at Call or Demand Draft with validity of 3 (three) months of a schedule Bank guaranteed by Reserve Bank of India in favour of the CEO, SLNA (WM), Manipur. The Deposit at call or Demand Draft must be submitted along with the tender in technical bid. Earnest money in any form will not be accepted. Tender/bid without earnest money shall be summarily rejected.
23. The earnest money of the successful bidders who refuse to undertake the contract after final selection shall be forfeited to the government / authority.
24. The earnest money of the successful tenderer shall be forfeited to the Government security money is not deposited in time
25. **Security Deposit:** L1 bidder shall deposit a security deposit of 5% of the L1 value at the time of signing agreement, which will be refunded after 1 month of successful completion of full assignment. It shall not carry any interest.



Annexure VIII: Instructions to the Bidders.

Important Instructions to the Bidders

I. The agencies that fulfil 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 in the North Eastern States of India, using Geo-spatial Technologies (GIS/Remote Sensing/GPS) - Mandatory.
3. The tenderer should have minimum average annual financial turnover of Rs. 5,00,00,000 (Five 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/GST 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 for last three (3) years – Mandatory of IT returns and audited reports.
10. The tenderer should have technical manpower well versed in reading, writing and speaking local dialect 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. Agencies cancelled by any Government department or public sector undertaking in the last five years due to un-satisfactory performance or black listed are not eligible to apply.
13. SLNA holds the right to terminate the agreement if any agency get black listed subsequently or if it comes to be known about the same after signing the agreement.
14. The tenders who are selected in the Technical Bid Document verification shall make presentation of the process of MEL&D as envisaged by the agency which will carry weightage in selection process- Mandatory.
15. The bidders shall submit the bids online only through <https://manipurtenders.gov.in>. After detailed scrutiny of all the Technical Bid, valid tender shall be considered for opening of the Financial Bid.
16. Closing date and time for submission of bids is 22.12.2024 at 03:00 PM and will be opened on 23.12.2024 at 01:00 PM (if possible) wherein the tenderers or their authorized representative may also remain present. In case of any change of date of opening, will be informed accordingly.
17. The rate shall have to be quoted clearly in the enclosed schedule for quoting rate both in figure and words, otherwise bids shall not be considered as valid. Overwriting or correction through any fluid or any measures will not be considered as valid bids.

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