

**GOVERNMENT OF JHARKHAND**  
**DRINKING WATER & SANITATION DEPARTMENT**

**EXPRESSION OF INTEREST FOR EMPANELMENT OF THIRD PARTY INSPECTING AGENCY**  
**FOR INSPECTION OF MATERIALS IN INDIA FOR QUALITY ASSURANCE.**

Expression of Interest is invited by Drinking Water and Sanitation Department, Government of Jharkhand for third party inspection of materials for quality assurance of materials to be used by the Department. All the empanelled / to be empanelled Third Party Inspection Agency are requested to follow the procedure of inspection and are also requested to submit information in the prescribed formats and supporting documents exclusively in physical form in a sealed envelope for necessary approval by Chief Engineer, CDO.

1. Background information & brief particulars along with the formats for providing information by intending bidders can be obtained from the office of the Chief Engineer (CDO), Drinking Water & Sanitation Department, Doranda, Ranchi- 834002, Jharkhand or can be downloaded from the official website [www.jharkhand.gov.in](http://www.jharkhand.gov.in).
2. The applicants are advised to go through the Background information & brief particulars along with the formats carefully and participate accordingly after properly understanding the instructions.
3. TENDER FEE :- Rs. 10,000/- (Rupees Ten Thousand only) non refundable will be charged in shape of demand draft and in favour of Executive Engineer, D.W.&S. Division, Ranchi West, Ranchi, payable at Ranchi.
4. The applicants having recognition from National Accreditation Board of Certification Bodies (NABCB) will be treated Technically eligible for empanelment of TPIA and they are required to submit financial bid only.
5. The applicants will have to furnish their full permanent and local address. The applicants are requested to sign on each page of the documents before submitting it.
6. The Department will not accept any application received after the due date and time as below. The name/tel. no/fax and mailing address of the Applicant shall be clearly marked on the Envelope.
7. The applicants would be required to furnish all the information's specified in this EOI.
8. Any legal dispute shall be subject to law courts in Jharkhand.
9. The selection shall be entirely at the discretion of the Department. Further, the Department reserves the right to accept or reject any or all applications at any time, without assigning any reason thereto.
10. Any queries / additional information's concerning this EOI can be obtained from the office of the undersigned on any working day during office hours.
11. **Those agency who have already participated vide letter no. 272(CDO), dated : 12-03-18 is not needed to participate in this EOI.**

**Important Dates**

- **Date & Time for publishing of NIT & TOR on website** 03.07.18 at 5.00 PM
  - **Date/Time/Venue of Pre Bid Meeting** 10.07.2018 at 12.00 PM in the O/o Chief Engineer, CDO, Drinking Water & Sanitation Department, Doranda, Ranchi – 834002, Jharkhand.
  - **Last date of submission of proposal with tender fee** 20.07.2018 upto 3.00 PM in the O/o Chief Engineer, CDO, Drinking Water & Sanitation Department, Doranda, Ranchi – 834002, Jharkhand.
  - **The E.O.I. will be opened the same day at 4.00 PM in the office of undersigned.**
  - **Contact no. for procurement officer** 0651-2490581
- Help line no. for e-procurement cell** 0651-2480345

Sd/-

**Chief Engineer (CDO)**  
**DW&SD, Jharkhand, Ranchi**

# TERM OF REFERENCE

## Background information & brief particulars along with the formats for providing information

### 1. BACKGROUND

The Drinking Water and Sanitation Department (DWSD) of Government of Jharkhand is engaged in the development of infrastructure for providing safe & potable water supply for drinking purpose including Hand Pump and sanitation to both Rural as well as urban populations. Such infrastructure in routine are also implemented operated as well as maintained by the DWSD itself and through outsourcing in the all parts of Jharkhand covering all twenty four districts of Jharkhand.

### 2. OBJECTIVES OF APPOINTING THIRD PARTY INSPECTING AGENCY

The main objective of **appointing Third Party Inspecting Agency** is to ensure quality of material purchased by Drinking Water and Sanitation Department and materials used under turnkey projects by contractors engaged by the Drinking Water and Sanitation Department for various drinking water supply & other schemes being carried out under the Jurisdiction of Drinking Water and Sanitation Department. Generally following types of work is being carried out by Drinking Water and Sanitation Department to provide safe and adequate water supply facilities and proper sanitation to the human beings of Jharkhand:

- ❖ Implementation of Rural and Urban water supply schemes.
- ❖ Construction of wells and tube wells.
- ❖ Construction of new recharge structures.
- ❖ Augmentation of Rural and Urban water supply schemes.
- ❖ Other works carried out by Drinking Water and Sanitation Department to strengthen the water supply network.

### 3. PHYSICAL AREA OF WORK

Anywhere in the union territory of India for inspecting the material involved / plant of manufacturers.

### 4. SCOPE OF WORK

- The scope of work shall include inspection of material at manufacturers place only as per ISS/Relevant standards and specifications of material or as per ISS/ approved drawings and technical specifications of Department as per Contract.
- Plant / Factory inspection of manufacturer if required.

## 5. ROLE OF INSPECTING AGENCY:

- Inspection of material at manufacturer place anywhere In India, before dispatch or in stage as per approved specification / drawing / QAP.
- The plant inspection of manufacturing unit to gauge capacity and technical suitability of the manufacturing unit. Also agency needs to check calibration status of test equipment to be used for inspection.
- Inspection will be carried out and information / Report will be submitted to the Department within 7 days after receiving notice / information / inspection call received from the Contractor / Vendor / Manufacturer.
- Copy of inspection call letter must be provided to the concerned office of Department under whose jurisdiction the work lies for information.
- The date of inspection will be intimated to the Department before departing of inspecting agency and will provide clear cut recommendations regarding the acceptance/rejection of material/suitability of the manufacturer for supplying the material to Department or as per ISS/ approved drawings and technical specifications of Department.
- If required samples send to NTH for lab testing Results will be binding to all party

## 6. QUALIFICATION CRITERIA AND PROOF OF ELIGIBILITY

**The TPIAs are required to fulfill the following essential conditions of eligibility criteria for its technical and financial evaluation of bid proposal and shall furnish adequate form, statements and documentary evidence/certificates in proof of the same.**

- TPIA shall have adequate and experienced engineers with capability of executing such type of assignments. The inspecting Engineer should possess minimum Bachelor of Mechanical / Electrical / Civil / Metallurgy / Instrumentation / Electronics Engineering degree or its equivalent with a minimum relevant post qualification experience on similar jobs of 5 years or Diploma in Mechanical / Electrical / Civil / Metallurgy / instrumentation / Electronics Engineering degree or its equivalent with minimum relevant post qualification experience on similar jobs of 10 years.
- TPIAs have to submit minimum 6 nos. CV's / Bio Data duly signed by the concerned engineer and attested by the authorized signatory of the firm Passport size photograph, proof of age and educational qualification also needs to be submitted along with each individual CV / Bio Data.
- TPIAs are requested to submit two copies of CV / Bio Data of each concerned engineer as mentioned above for necessary approval by the Department.

- Generally, no change in the manpower is allowed, however, in unavoidable circumstances, it can be replaced with a person having equivalent or higher capabilities after getting due permission from Department.
- The TPIA should have experience for inspecting the material (Mechanical/Electrical equipments) required for execution of water supply projects of at least three Govt owned Departments / CPSUs during last 5 years.
- The TPIAs shall submit experience and performance certificates from the concerned client for the works completed by them in the past in support of the above requirements and other relevant documents to support the credentials, experience, turnover etc.
- Any wrong declaration may lead termination of the contract at any stage without prior notice.
- Firm should have Regional Office and Sub Regional Office throughout the country.
- Exposure to inspection in foreign countries for import of materials will be considered as additional qualification.

## **7. FINANCIAL QUALIFICATION REQUIREMENTS:**

- Min. annual turnover of Rs. 5 Cr. in any of the last five financial years.
- Min. cumulative turnover of Rs. 20 Cr. in last five years.
- 10% price escalation will be added each year for calculation of cumulative turn over upto last financial year.

### **The TPIAs shall furnish following documents/details with its bid:**

- Documentary evidence/certificates as a proof of meeting the QR.
- The complete annual reports along with Audited statement of accounts of the firm or company for last five years (separately), immediately preceding the date of submission of bid.
- Information regarding any litigation, current or during the last two years, in which the TPIA is involved, the parties concerned and disputed amount.
- The declaration by the firm on NJSP (Attested by Notary) that it is not blacklisted by any State Govt. or Agency and shall be liable for the consequences of wrong declaration. The TPI should submit a declaration along with the TOR No blacklisting certificate for the past three years.
- Copies or original documents defining the constitution or legal status place of registration and principal place of business, written power of attorney of the signatory of the participating firm.

National Test Houses (NTH) of GOI / Undertakings are exempted from the above criteria. All other TPIAs who do not meet the above criteria shall not be considered in the evaluation process. A TPIA shall be disqualified if it is determined by the Department at any stage of EOI process that the TPIA has made misleading or false representation in the form, statements and attachments in the proof of the qualification requirements. The bidders shall also be disqualified if it fails to continue to satisfy the qualifying Criteria during any stage of the evaluation process. Supplementary information or documentation regarding qualifications may be sought from the participating TPIAs at any time and it must be provided within a reasonable time frame as stipulated by the Client.

- The 'proof of eligibility' shall be opened immediately after the deadline for bid submission in the presence of TPIAs or their authorized representative who choose to be present.
- In case the opening date happens to be or is declared a holiday, the bid shall be opened on the next working day at the same place and time unless notified otherwise.
- Department reserves the right to negotiate both the scope of work and financial proposals with the empanelled TPIA.
- Department may, at any stage and in its sole discretion discontinue this assignment and terminate the services of the consultant.

## **8. INSPECTION & TESTING**

- The inspection of the material shall be done as per provision of the contract of purchase. All routine and type tests shall be carried out in accordance with relevant ISS/ terms of contract. When ever required Department will issue approved quality assurance plan / approved drawing along with issuance of order to the vendor / manufacturer / contractor which to be inspected by agency.
- The inspection of material by TPIA will be done on sampling technique basis as per relevant ISS & Specification / Quality assurance plan / Drawing approved by Department on Factory / Manufacturing end only. On consignee end concerned field officers will check the materials inspected by TPIA.
- The inspection team shall have full and free access to the place of the manufacturer during the process of manufacturing and during inspection.
- The inspection officer at his discretion may seal any sample in the presence of authorized representative of the manufacture for testing at approved Govt. Lab. The charges of Lab will be borne by manufacturer/ supplier.
- All inspected and approved materials should have a ***hologram of TPI Agency and Logo Monogram*** of Manufacturer as distinct identification mark and such mark should be made on each and every item of the purchase order though actual tests have been

carried out only on samples as per sampling and testing procedures. A traceability report must be submitted along with inspection certificate issued by TPI Agency.

- TPI agency will review the internal document and guarantee certificate of inspected materials issue by the vendor / contractor / manufacturer. All guarantee certificate will be issued by the vendor / contractor / manufacturer in the name of end user i.e. Chief Engineer (CDO), Drinking Water & Sanitation Department, Doranda, Ranchi - 834002, Jharkhand. This document must be duly endorsed by TPI Agency and submit with inspection certificate to the Department.
- TPI agency shall issue inspection certificate to the manufacturer under copy to CE (CDO) and Engineer in Chief, Drinking Water & Sanitation Department. Nepal House, Doranda, Ranchi - 834002, Jharkhand, if the materials are found acceptable as per purchase order specifications duly mentioning the no. of items offered for inspection, quantity accepted or rejected etc immediately after inspection.
- Inspection certificate issued by the TPI Agency will be signed by approved inspecting engineer.
- TPI agency shall not admit any deviation in the specification of the purchase order unless specified by Department.
- Department reserve right to cross check the material and site inspected by the third party inspecting agency. Department will check **hologram and Logo Monogram** of inspected materials supplied by the manufacturer as per the traceability report submitted by the TPI Agency. If any pseudo inspection is noticed or quality of material inspected by the inspecting agency is found of poor quality, a joint inspection will be held in presence of TPIA, Manufacturer or Supplier and Consignee. Again similar sampling will be done. If required samples will be sent to NTH (National Test House) and results will be binding to all parties. If the test results are not within the permissible limit as specified in the specification /relevant ISS, the empanelment of the TPI Agency is liable to be terminated or no inspection work for the Department will be allowed for a minimum period of six months.
- Also the Department reserves the right to blacklist the TPI Agency if found repetitive defaulter

## 9. SUBCONTRACTING

- No sub contracting, consortium or joint venture is permitted.

Settlement of Disputes :-

- If any dispute or difference of any kind whatsoever will arise between the TPI Agency and the Department in connection with or arising out of the Contract, the parties will make every effort to resolve amicably such dispute of difference after mutual consultation.

## 10. EVALUATION CRITERIA

### Point based Qualification Requirement

SL. NO.	PARAMETERS	MARKS	MAX. MARKS	WEIGHTAGE
<b>TECHNICAL</b>				
1	Each Graduate Engineer having 10 Yrs or more experience	5 Marks Each	15	15%
2	Each 5 Graduate Engineer having = or > 5 Yrs experience or Each 5 Diploma Engineer having = or > 10 Yrs experience	3 Marks Each 5 Engineers	15	15%
3	Each work of similar nature of value = or > 20 lacs	15 Marks for Each Work	30	30%
<b>FINANCIAL</b>				
4	Annual Turnover = or > 5 Cr.	5 Marks for Each 5 Cr.	10	10%
5	Cumulative Turnover = or > 20 Cr. in past five years.	5 Marks for Each 20 Cr.	10	10%
6	Equipment of testing with list		20	20%

- ❖ Total of maximum marks for all the six criteria would be 100.
- ❖ Firms getting not less than 50% of the maximum marks in each criteria and overall not less than 70%, would be considered for being recommended for empanelment.

Sd/-

(Chief Engineer, CDO)

DW&SD, Jharkhand, Ranchi

# **ANNEXURES**



## Annexure I

### Proof of eligibility

- i. Proof of Organization as a legal entity under relevant laws.
- ii. FINANCIAL STATEMENTS OF THE LAST FIVE FINANCIAL YEARS FOR TPIA- TPIAs are required to attach Balance sheet and Profit & Loss statement of last five years.
- iii. Proof/citation of experience and performance.
- iv. Declaration by the firm that it is not black listed by any Govt. or Agency for past three years and also has no litigation during the period.
- v. Technical proposals.
- vi. List of cities where the firm has its offices.
- vii. Format of Manpower Details-

SL. NO.	MANPOWER DETAILS	WORK EXPERIENCE (years)	QUALIFICATION	KEY PROJECTS DESCRIBING THE SKILL SET OF TEAM MEMBER	REMARKS
1	2	3	4	5	6
1					

## Annexure II

### RELEVANT EXPERIENCE OF TEAM, PROPOSED TEAM STRUCTURE AND STAFFING SCHEDULE

In this section the TPIAs should elaborate the team structure proposed, relevant experience of team and staffing schedule for the Services covered under the Proposal. The format to be used for submitting CVs of the team members is attached along with a format to be used for Staffing Schedule

Format to be used for submitting Curriculum Vitae (CV) of team members

1. **Proposed position** [only one candidate shall be nominated for each position]:
2. **Name of Firm** [insert name of the firm proposing the staff]:
3. **Name of Staff** [insert full name]:
4. **Date of Birth: nationality:**
5. **Education** [indicates college/university and other specialized education of staff member, giving name of institutions, degrees obtained, and date of obtainment]:
6. **Membership of professional Associations:**
7. **Other trainings** [indicate significance training after degrees]:
8. **Countries of work experience** [list countries where staff has worked In the last ten years]
9. **Languages** [for each language indicate proficiency good, fair or poor In speaking, reading and writing)
10. **Employment record** [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format below) dates of employment, name of employing organization, position held]:

From [year]: To [year]:

Employer:

Positions held:

11. **Detailed tasks assigned** [List all tasks to be performed under this assignment]

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.....

12. Work Undertaken that Best illustrates Capability to Handle the Tasks Assigned [Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]

Name of assignment or project:

Year

Location

Client:

Main project feature:

Positions held:

Activities performed:

(Signature of staff member)

13. Declaration:

I, .....being authorized signatory of the firm, certify that CV correctly describes qualifications and experience of Shri..... I understand that any misstatement described herein may lead to disqualification of firm at any stage.

Date:

(Authorized Signatory of the firm)

**Bidder RESPONSE FORMS (On NJSP attested by Notary)**

**Form No F-1: TOR Submission Sheet**

**From:** <TPIA> **To:** DWSD

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.....  
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Sir,

**Appointment for inspecting Agency.**

I/we .....  
Firm herewith enclose TOR for appointment of my/our firm as inspecting Agency for  
.....

I/we hereby accept and abide by the scope & terms and conditions of BID document unconditionally. I understand that any misstatement described in the bid submitted by our firm may lead to disqualification of firm at any stage.

I/we .....  
Firm also undertake that in case of the award of TPIA assignment for the GOJ, to provide services for the proposed assignment, we and any of our affiliates, will not be eligible to work as contractor for turnkey projects or in any other capacity with the Department during the currency of the quality monitoring assignment.

Yours faithfully,

**Signature:** .....

**Full Name:** .....

**Address:** .....

**FORM NO. F-2: CERTIFICATE AS TO CORPORATE PRINCIPAL**

**CERTIFICATE AS TO CORPORATE PRINCIPAL**

(To be signed by any of Board Directors of Co. Secy)

I ..... certify that I am  
..... of the Company under the laws of  
..... and that ..... who  
signed the above tender is authorized to bind the Company / Firm by authority of its governing  
body.

**Signature :** .....

**Seal :**

**Full Name :** .....

**FORM NO. F-3 : PROJECT EXPERIENCE**

Kindly provide relevant Project Experience / work of similar nature of the Firm's relevant past experience in either.

- ❖ Experience for inspecting the material required for execution of drinking water supply schemes of Govt. Departments / CPSUs.
- ❖ Value and year of award / completion of assignments.
- ❖ Role of the firm in assignment.
- ❖ Application / Modules worked on by the Firm

SL. NO.	ASSIGNMENT	YEAR		VALUES OF ASSIGNMENT	ROLE OF FIRM	CLIENT & BUSINESS
		AWARD	COMPLETION			
1	2	3	4	5	6	7

Please provide proof of completed assignments.

**Signature :** .....

**Seal :**

**Full Name :** .....

**Address :** .....

## **FORM NO. F-4 : PERFORMANCE CERTIFICATE**

Kindly provide Client Performance Certificates for the completed projects provided for Form No. F-3 stating the role, value, year of award / completion and broad scope of work of the engaged firm and the client's satisfaction level.

**Or** Copy of LoA / Work order along with proof of release of final payment.

**FORM NO. F-5 : COMPANY INFORMATION**

Kindly provide the following details for the Firm and Consortium Members :

1. Name of the Firm :

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2. Individual and Cumulative Turnover in the last five audited financial years (in Rs.) :

Particulars	2011-12	2012-13	2013-14	2014-15	2015-16	Gross Total of last 5 yrs.
Annual Turnover + 10% for each year price escalation. Total value for 2014-15	<Amount in Rs.>	<Amount in Rs.>	<Amount in Rs.>	<Amount in Rs.>	<Amount in Rs.>	<Amount in Rs.>

(Please provide Published Annual Account for Balance Sheet and Profit and Loss statements as Proof)

**Signature :** .....

**Seal :**

**Full Name :** .....

**Sd/-**

(Chief Engineer, CDO)

DW&SD, Jharkhand, Ranchi