

GOVERNMENT OF KARNATAKA  
RURAL WATER SUPPLY AND SANITATION DEPARTMENT  
THE EXECUTIVE ENGINEER, RURAL WATER SUPPLY AND SANITATION DIVISION, RAMANAGARA  
NO.03/EE/RDWS&SD/RMG/JE-01/TP1A/388/2025-26  
Date:17.06.2025

**NOTICE INVITING SHORT TERM TENDER**  
**Only Through e-procurement**  
**(Two Cover Systems)**

The Rural Water Supply and Sanitation Division Ramanagara is inviting tender On Behalf Of Governor Of Karnataka State Under Two Cover Bid System As Per The Karnataka Transparency In Public Procurement Act 1999 And Rules 2000 on Quality cum Cost Based Selection (QCBS) Method of RFP KC-04 through E-Procurement from Eligible Registered firms for providing services for Hiring and Empanelment of Third Party Agency Under Jal Jeevan Mission for Rural Drinking Water Works (In village Distribution Works) and Chartered Accountant for Rural Drinking Water Schemes for RDWS&S Division Ramanagara. As Per The Schedule Given Below.

Sl. No	Name of the Service	Approximate Amount Put To Tender (In lakhs)	E.M.D. (in Rupees)	Cost of Tender form in Rs.	Consultancy duration
1	Hiring and Empanelment of Third Party Agency Under Jal Jeevan Mission for Rural Drinking Water Works(In village Distribution Works) and Chartered Accountant for Rural Drinking Water Schemes for RDWS&S Division Ramanagara Call-02	89.38	1,78,000.00	As per KPPP	01 Year (May Extend year on Year Based On Satisfactory Performance)

Calendar of Events	
1) Common Pre-Bid Meeting : Office of The Executive Engineer, RDWS&SD, Ramanagara Division, 3 <sup>rd</sup> Floor Panchayath Bhavana, ZP Building, BM Road Ramanagara 562159	24-06-2025 at 11.00 A.M.
2) Last Date for Queries	30-06-2025 Up to 17.30 Hours
3) Last Date & Time for receipt of Bids	02-07-2025 Up to 17.30 Hours
4) Time and date of opening of Technical Bid	04-07-2025 at 11.00 Hours onwards
5) Time and date of opening of Financial Bid	05-07-2025 at 11.00 Hours onwards

**Eligibility Criteria:**

1. The firm / agency must have registered under Companies Registration Act or Societies Act or Partnership act.



**And**  
The firm / agency shall have valid registration with ICAI/ICWA for Chartered Accountant and should have empanelled with C&AG.

2. The Agency should have a minimum Total Financial Turnover **5 Crores** in the last five years (i.e 2020-21 to 2024-25)  
**And**

Consolidated financial turnover certificate certified by Chartered Accountant shall be submitted, along with compulsory UDIN Id No.

3. The firm/ agency/ institution should have a minimum of 5 years of experience of undertaking inspection of project works relating to water supply works and should have monitored at least two projects

**And**

The firm/ agency/ institution should have minimum 3 years of experience (with valid registration certificate) in conducting audit services with a State Government or PSU.

4. Qualifications and Competence of the key professional staff for the assignment. The firm / agency should have multi-disciplinary engineering human resource in the field of civil /mechanical / electrical and environment.

**And**

The firm/ agency/ institution should have, Full time Fellow Chartered Accountant with minimum 5 years' experience in providing audit services. Semi qualified professionals: Inter CA, M.Com, and B.Com with minimum 3 years' experience in providing audit services.

**(For TPIA firm, work done certificates issued by the employer not below the rank of Executive Engineer or Equivalent Cadre person shall be submitted mandatorily. )**

5. Adequacy of the Proposed Work plan and Methodology in responding to the TOR.  
6. Experience in providing TPIA& auditing services in Karnataka.

**It is mandatory for the bidder to satisfy the requirements under Serial No 1 to 6. Non satisfying the requirement will lead to rejection of proposal and technical disqualification.**

7. The Original PAN Card of the consultancy firms should be uploaded.  
8. Consultancy firms should upload the GST Registration Certificate.  
9. **The bidder shall quote the financial bid as percentage of the value of works (List Enclosed In KPPP) Exclusive of GST. Same Percentage will be fixed for the entire duration of agreement**  
10. Corrigendum's/modifications/corrections, if any, will be published only through KPPP website only.  
11. The Executive Engineer reserves the right to accept/reject any or all tenders without assigning any reasons.  
12. All terms & conditions as per RFP Uploaded Fill the Blank data to be filled by Consultancy firm in the bid document and upload signed scanned copy of all pages.

13. For further particulars/details may avail from the office of the undersigned during office hours on all working days and may visit the website [www.kppp.karnataka.gov.in](http://www.kppp.karnataka.gov.in).

Sd/-

Executive Engineer  
RDW&S Division, Ramanagara

**Copy submitted for favour of kind information:**

1. The Commissioner, RDW&S&D, Bangalore for kind information.
2. The Chief Engineer, RDW&S&D, Bangalore for kind information.
3. The Super-Indent Engineer, RDW&S&D, Bangalore Circle for kind information.
4. The Chief Executive Officer, Ramanagara Zilla Panchayath, Panchayath Bhavan, Ramanagara for kind information
5. Assistant Executive Engineer, RDW&S Sub-Division, Ramanagara, Channapatana, Magadi & Kanakapura for kind information.
6. Superintendent, Accounts, RDW&S Division, Ramanagara.
7. Copy to the Audit Officer, Cashier and Store Keeper RDW&S Division, Ramanagara.
8. Copy to the Notice Board for Publicity.

Executive Engineer  
RDW&S Division,  
Ramanagara

**GOVERNMENT OF KARNATAKA**

**REQUEST FOR PROPOSALS (RFP NO.    )**

**FOR THE CONSULTANCY ASSIGNMENT**

**Hiring and Empanelment of Third Party Agency Under Jal Jeevan Mission for Rural Drinking Water Works(In village Distribution Works) and Chartered Accountant for Rural Drinking Water Schemes for RDWS&S Division Ramanagara Call-02**

Rural Drinking Water & Sanitation Department (RDWS&SD), Ramanagara Division,  
Address: Office Of The Executive Engineer, RDWS&SD, Ramanagara Division, 3<sup>rd</sup> Floor,  
Panchayath Bhavana, Ramanagra.

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**SECTION 1. LETTER OF INVITATION**

[Location and Date]

Dear [Name of Consultant]:

1. The Rural Drinking Water & Sanitation Department, **Ramanagara** South Division, Executive Engineer invites Proposals to provide the following Consulting Services: **Hiring and Empanelment of Third Party Agency Under Jal Jeevan Mission for Rural Drinking Water Works(In village Distribution Works) and Chartered Accountant for Rural Drinking Water Schemes for RDWS&S Division Ramanagara Call-02.** More details on the Services are provided in the attached Terms of Reference.
2. More details on the Services are provided in the attached Terms of Reference.
3. The RFP has been addressed to the following shortlisted consultants:
  1. [List of Shortlisted Consultants]
  - 2.
  - 3.
  - 4.
  - 5.
  - 6.
4. The Consultant will be selected **under Quality-and Cost-Based Selection (QCBS)** and procedures described in this RFP.
5. The RFP includes the following documents:
  - Section1 - Letter of Invitation
  - Section 2 - Information to Consultants
  - Section 3 - Technical Proposal - Standard Forms
  - Section 4 - Financial Proposal - Standard Forms
  - Section 5 - Terms of Reference
  - Section 6 - Standard Form of Contract.
6. Please inform us, upon receipt:
  - That you received the letter of invitation; and
  - Whether you will submit a proposal alone or in association with other entity as Joint Venture with joint and several responsibilities.

Yours sincerely,

Sd/-  
Executive Engineer,  
RDW&SD, Division , Ramanagara

## SECTION 2. INFORMATION TO CONSULTANTS<sup>1</sup>

### 1. INTRODUCTION

- 1.1 The Client named in the “Data Sheet” will select a firm among those listed in the Letter of Invitation, in accordance with the method of selection indicated in the Data Sheet.
- 1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Data Sheet (the Proposal) for consulting services required for the Assignment named in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected Consultant.
- 1.3 The Assignment shall be implemented in accordance with the phasing indicated in the Data Sheet. When the Assignment includes several phases, the performance of the consultant under each phase must be to the client’s satisfaction before work begins on the next phase.
- 1.4 The Consultants must familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the Assignment and on the local conditions, consultants are encouraged to pay a visit to the Client before submitting a Proposal, and to attend a pre-proposal conference if one is specified in the Data Sheet. Attending the pre-proposal conference is optional. The Consultant’s representative should contact the officials named in the Data Sheet to arrange for their visit or to obtain additional information on the pre-proposal conference. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 1.5 The Client will provide the inputs specified in the Data Sheet, assist the firm in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- 1.6 Please note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the Assignment; and (ii) the Client is not bound to accept any of the Proposals submitted.
- 1.7 Government of Karnataka (GOK) expects consultants to provide professional, objective, and impartial advice and at all times hold the Client’s interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.
  - 1.7.1 Without limitation on the generality of this rule, consultants shall not be hired under the circumstances set forth below:
    - (a) A firm which has been engaged by the Client to provide goods or works for a project, and any of their affiliates, shall be disqualified from providing consulting services for the same project. Conversely, firms hired to provide consulting services for the preparation or implementation of a project, and any of their affiliates, shall be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the firm’s earlier consulting services) for the same project.

<sup>1</sup> This Information to Consultants section shall not be modified. Any necessary changes, to address specific project issues, shall be introduced only through the Data Sheet (e.g., by adding new clauses). Likewise, modifications to the standard Form of Contract should be made only by including clauses outlining the Special Conditions and not by introducing changes in the wording of the General Conditions.

- (b) Consultants or any of their affiliates shall not be hired for any assignment which, by its nature, may be in conflict with another assignment of the consultants.
- 1.7.2 As pointed out in para. 1.7.1 (a) above, consultants may be hired for downstream work, when continuity is essential, in which case this possibility shall be indicated in the Data Sheet and the factors used for the selection of the consultant should take the likelihood of continuation into account. It will be the exclusive decision of the Client whether or not to have the downstream assignment carried out, and if it is carried out, which consultant will be hired for the purpose.
- 1.8 It is GOK's policy to require that consultants observe the highest standard of ethics during the execution of such contracts. In pursuance of this policy, the GOK:
  - (a) defines, for the purposes of this provision, the terms set forth below as follows:
    - (i) "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and
    - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of GOK, and includes collusive practices among consultants (prior to or after submission of proposals) designed to establish prices at artificial, noncompetitive levels and to deprive GOK of the benefits of free and open competition.
  - (b) will reject a proposal for award if it determines that the firm recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question;
  - (d) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded GOK-financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a GOK-financed contract; and
  - (e) will have the right to require that, GOK to inspect consultant's accounts and records relating to the performance of the contract and to have them audited by auditors appointed by GOK.
- 1.9 Consultants shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by GOK in accordance with the above sub para 1.8 (d).
- 1.10 Consultants shall be aware of the provisions on fraud and corruption stated in the standard contract under the clauses indicated in the Data Sheet.

## **2. CLARIFICATION AND AMENDMENT OF RFP DOCUMENTS**

- 2.1 Consultants may request a clarification of any item of the RFP document up to the number of days indicated in the Data Sheet before the Proposal submission date. Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile, or electronic mail to the Client's address indicated in the Data Sheet. The Client will respond by cable, telex, facsimile, or electronic mail to such requests and will send copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited consultants who intend to submit proposals.
- 2.2 At any time before the submission of Proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, modify the RFP documents by amendment. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex, facsimile, or electronic mail to all invited consultants and will be binding on them. The Client may at its discretion extend the deadline for the submission of Proposals.



### 3. PREPARATION OF PROPOSAL

- 3.1 Consultants are requested to submit a Proposal (para 1.2) written in the language(s) specified in the Data Sheet.

#### **Technical Proposal**

- 3.2 In preparing the Technical Proposal, consultants are expected to examine the documents comprising this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a Proposal.

- 3.3 While preparing the Technical Proposal, consultants must give particular attention to the following:

- (i) If a consultant considers that it does not have all the expertise for the Assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other consultant or entities in a joint venture or sub-consultancy, as appropriate. Consultants may associate with the other consultants invited for this Assignment only with approval of the Client as indicated in the Data Sheet. Consultants must obtain the approval of the client to enter into a Joint Venture with consultants not invited for this assignment.
- (ii) For assignments on a staff-time basis, the estimated number of key professional staff-months is given in the Data Sheet. The proposal shall, however, be based on the number of key professional staff-months estimated by the firm.
- (iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relation with it.
- (iv) Proposed key professional staff must at a minimum have the experience indicated in the Data Sheet.
- (v) Alternative key professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.
- (vi) Reports to be issued by the consultants as part of this assignment must be in the language(s) specified in the Data Sheet. It is desirable that the firm's personnel have a working knowledge of the Client's official language.

- 3.4 The Technical Proposal should provide the following information using the attached Standard Forms (Section 3):

- (i) A brief description of the consultant's organization and an outline of recent experience on assignments (Section 3B) of a similar nature. For each assignment, the outline should indicate, inter alia, the profiles and names of the staff provided, duration of the assignment, contract amount, and firm's involvement.
- (ii) Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Client (Section 3C).
- (iii) A description of the methodology and work plan for performing the assignment (Section 3D).
- (iv) The list of the proposed staff team by speciality, the tasks that would be assigned to each staff team member, and their timing (Section 3E).
- (v) CVs recently signed by the proposed key professional staff and the authorized representative submitting the proposal (Section 3F). Key information should include number of years working

for the firm/entity, and degree of responsibility held in various assignments during the last ten (10) years.

- (vi) Estimates of the total staff effort (professional and support staff; staff time) to be provided to carry out the Assignment, supported by bar chart diagrams showing the time proposed for each key professional staff team member. (Sections 3E and 3G).
- (vii) A detailed description of the proposed methodology, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the assignment.
- (viii) Any additional information requested in the Data Sheet.

3.5 The Technical Proposal shall not include any financial information.

### **Financial Proposal**

- 3.6 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions of the RFP documents. The Financial Proposal should follow Standard Forms (Section 4). It lists all costs associated with the Assignment, including (a) remuneration for staff, and (b) reimbursables such as subsistence (per diem, housing), transportation (national and local, for mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, surveys; and training, if it is a major component of the assignment. If appropriate, these costs should be broken down by activity.
- 3.7 Consultants shall express the price of their services in Indian Rupees.
- 3.8 The Data Sheet indicates how long the proposals must remain valid after the submission date. During this period, the consultant is expected to keep available the key professional staff proposed for the assignment. The Client will make its best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants who do not agree have the right not to extend the validity of their proposals.

## **4. SUBMISSION, RECEIPT, AND OPENING OF PROPOSALS**

- 4.1 The original Proposal (Technical Proposal and Financial Proposal; see para 1.2) shall be prepared in indelible ink. It shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the person or persons who sign(s) the Proposals.
- 4.2 An authorized representative of the Consultant initials all pages of the Proposal. The representative's authorization is confirmed by a written power of attorney accompanying the Proposal.
- 4.3 For each Proposal, you should prepare the number of copies indicated in the Data Sheet. Each Technical Proposal and Financial Proposal should be marked "**Original**" or "**Copy**" as appropriate. If there are any discrepancies between the original and the copies of the Proposal, the original governs.
- 4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal," and the original and all copies of the Financial Proposal in a sealed envelope clearly marked "**Financial Proposal**" and warning: "**Do Not Open with the Technical Proposal.**" Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and clearly marked, "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE.**"

- 4.5 The completed Technical and Financial Proposal must be delivered at the submission address on or before the time and date stated in the Data Sheet. Any Proposal received after the closing time for submission of proposals shall be returned unopened.
- 4.6 After the deadline for submission of proposals the Technical Proposal shall be opened immediately by the evaluation committee. The Financial Proposal shall remain sealed and deposited with the Client until all submitted proposals are opened publicly.

## 5. PROPOSAL EVALUATION

### General

- 5.1 From the time the proposals are opened to the time the contract is awarded, if any consultant wishes to contact the Client on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the firm to influence the Client in the Client's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant's proposal.
- 5.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation, including its approval by competent authority is obtained

### Evaluation of Technical Proposals

- 5.3 The evaluation committee appointed by the Client as a whole, and each of its members individually evaluates the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria (typically not more than three per criteria) and point system specified in the Data Sheet. Each responsive proposal will be given a technical score ( $St$ ). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.

### Public Opening and Evaluation of Financial Proposals; Ranking

- 5.4 After the evaluation of quality is completed, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify the consultants that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The opening date shall not be sooner than one week after the notification date. The notification may be sent by registered letter, cable, telex, facsimile, or electronic mail.
- 5.5 The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the quality scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.
- 5.6 The evaluation committee will determine whether the Financial Proposals are complete, (i.e., whether they have costed all items of the corresponding Technical Proposals, if not, the Client will cost them and add their cost to the initial price), correct any computational errors.
- 5.7 The lowest Financial Proposal ( $Fm$ ) will be given a financial score ( $Sf$ ) of 100 points. The financial scores ( $Sf$ ) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical ( $St$ ) and financial ( $Sf$ ) scores using the weights ( $T$  = the weight given to the Technical Proposal;  $P$  = the weight given to the Financial Proposal;  $T + P = 1$ ) indicated in the Data Sheet:  $S = St \times T\% + Sf \times P\%$ . The Consultant achieving the highest combined technical/ financial score will be invited for negotiations.

## 6. NEGOTIATIONS

- 6.1 Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all points and sign a contract.
- 6.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. The Client and Consultant will then work out final Terms of Reference, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the contract. Special attention will be paid to getting the most the Consultant can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the Assignment.
- 6.3 Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff (no breakdown of fees) nor other proposed unit rates.
- 6.4 Having selected the Consultant on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the Proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff was offered in the proposal without confirming their availability, the Consultant may be disqualified.
- 6.5 The negotiations will conclude with a review of the draft form of the contract. To complete negotiations the Client and the Consultant will initial the agreed contract. If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a contract.

## 7. AWARD OF CONTRACT

- 7.1 The contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other consultants on the shortlist that they were unsuccessful and return the Financial Proposals of those consultants who did not pass the technical evaluation (para 5.3)
- 7.2 The Consultant is expected to commence the Assignment on the date and at the location specified in the Data Sheet.

## 8. CONFIDENTIALITY

- 8.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the winning Consultant has been notified that it has been awarded the contract.

**DATA SHEET**

**Information to Consultants**

**Clause  
Reference**

- 1.1 The name of the Client is: **Executive Engineer,  
Rural Drinking Water and Sanitation Division, Ramanagara  
Bengaluru South District**
- The method of selection is: Quality-and Cost-Based Selection (QCBS)
- 1.2 A technical and a Financial Proposals are requested: YES. (To be submitted in e-procurement only). The bidders have to quote percentage of Amount Put to Tender (i.e Value of Works). The percentage will be fixed for the entire duration.
- The name, objectives and description of the Assignment are: **Hiring and Empanelment of Third Party Agency Under Jal Jeevan Mission for Rural Drinking Water Works(In village Distribution Works) and Chartered Accountant for Rural Drinking Water Schemes for RDWS&S Division Ramanagara Call-02**
- 
- 1.3 The Assignment is phased: It is continuous.
- 
- 1.4 A pre-proposal conference will be held: Time & date as notified in the e-Procurement portal
- VENUE: As indicated in e-Procurement portal.
- 
- 1.5 The Client will provide the following inputs: Will provide available information available with the Department.
-

- 1.7.2 The Client envisages the need for continuity for downstream work: Yes \_\_\_\_\_
- 1.11 The clauses on fraud and corruption in the contract are Sub-Clause 2.7.1 of G.C.C.
- 2.1 Clarifications may be requested upto *one day prior to pre-proposal conference/or* \_\_\_\_\_  
*[Insert number] days before the submission date.* (Choose one option)
- The address for requesting clarifications is: **Executive Engineer, Rural Drinking Water and Sanitation Division, Ramanagara**
- 3.1 Proposals should be submitted in the following language(s): English
- 3.3 (i) Shortlisted consultant may associate with other shortlisted consultant: No
- (ii) The estimated number of key professional staff months required for the assignment is: The estimated number of key and sub key professional staff is indicated in Terms of Reference
- (iv) The minimum required experience of proposed key professional staff is: The estimated number of key and sub key professional staff is indicated in Terms of Reference  
*[Position, number of years of professional experience, specific expertise]*
- (vi) Reports which are part of the assignment must be written in the following language: English
- 3.4 (vii) Training is an important feature of this Assignment: No
- (viii) Additional Information in the Technical Proposal includes: \_\_\_\_\_
- \_\_\_\_\_
- 3.10 Proposals must remain valid 90 days after the submission date  
i.e. until: \_\_\_\_\_
- 4.3 Consultants must submit an original and \_\_\_\_\_ *[Number]* additional copies of each proposal.
- 4.4 The proposal submission address is: \_\_\_\_\_  
The information on the outer envelope should also include: \_\_\_\_\_
- 4.5 Proposals must be submitted no later than the following date and time: \_\_\_\_\_
- \_\_\_\_\_
- 5.1 The address to send information to the Client is: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- 5.3 The number of points to be given under each of the evaluation criteria are:

N o.	Qualification Criteria	Maxim um Marks fixed
1.	1) The firm/ agency must have registered under Companies Registration Act or Indian partnership act or Societies Act. 2) The firm/ agency shall have valid registration with ICAI/ICWA and should have empanelled with C&AG. The registration certificates shall be submitted (both firm and CA registration certificates).	5 (2.5+2.5)
2.	The Agency should have a minimum Total Financial Turnover 5 Crores in the last five years (i.e 2020-21 to 2024-25)  Consolidated financial turnover certificate certified by Chartered Accountant shall be submitted, along with compulsory UDIN Id No.	10
3.	1) The firm/ agency/ institution should have a minimum of 5 years of experience of undertaking inspection of project works relating to water supply and/ or civil infrastructure and should have monitored at least two projects And 2) The firm/ agency/ institution should have minimum 3 years of experience (with valid registration and empanelment certification) in conducting audit services with a State Government or PSUs, work done certificates issued by the employer not below the rank of Executive Engineer or Equivalent Cadre person shall be submitted mandatorily.	15 (10+5)
4.	Qualifications and Competence of the key professional staff for the assignment. The firm / agency should have multi-disciplinary engineering human resource in the field of civil /mechanical / electrical and environment.	50
	And The firm/ agency should have, Full time Fellow Chartered Accountant with minimum 5 years' experience in providing audit services.  Semi qualified professionals: Inter CA, M.Com, and B.Com with minimum 3 years' experience in providing audit services.	10
5.	Adequacy of the Proposed Work plan and Methodology in responding to the TOR.	10
<b>Total:</b>		<b>100</b>

The number of points to be given for 13 qualifications and competence of the key professional staff for the assignment are:

Points

- (i) **Educational Qualification (30%)** **18**
- (ii) **Experience in carrying out similar assignments (60%)** **36**  
(Water supply works)
- (iii) **Experience in regional project and language (10%)** **06**  
(Kannada & any other 1 language)

Total Points: **60**

	Key Staffs	Required no of staffs	Weightage Marks	Education al Qualificati on (30%)	Experience in carrying out similar assignment s (60%)	Experience in regional project and language (10%)
1.	Team Leader	1	10	3	6	1
2.	Water Supply & Environment Engineers	10 = 7+3	30 (3 marks each)	9 (0.9)	18 (1.8)	3 (0.3)
3.	Mechanical & Electrical Engineers	5 = 3+2	10 (2 marks each)	3 (0.6)	6 (0.12)	1 (0.2)
4.	Chartered Accountant	1	10	3	6	1
	<b>Total</b>	14	60	18	36	6

**The minimum technical score required to pass is : 75 Points**

5.8

The formula for determining the financial scores is the following:

$[Sf = 100 \times Fm/F]$ , in which *Sf* is the financial score, *Fm* is the lowest price, and *F* the price of the proposal under consideration]

The weights given to the technical and Financial Proposals are: T=

0.75<sup>1</sup>, and

P= 0.25

6.1 The address for negotiations is: \_\_\_\_\_

7.2 The Assignment is expected to commence on [Month, Year] at [Location]:

Sincerely,

<sup>1</sup> The percentage could be changed depending on the nature of the assignment.



*[Name of Client]*

**SECTION 3. TECHNICAL PROPOSAL - STANDARD FORMS**

- 3A. Technical Proposal submission form.
- 3B. Consultant's references.
- 3C. Comments and suggestions on the Terms of Reference and on data services, and facilities to be provided by the Client.
- 3D. Description of the methodology and work plan for performing the assignment.
- 3E. Team composition and task assignments.
- 3F. Format of Curriculum Vitae of proposed key professional staff.
- 3G. Time schedule for professional personnel.
- 3H. Activity (work) schedule.

**3A. TECHNICAL PROPOSAL SUBMISSION FORM**

[Location, Date]

FROM: (Name of Consultant)

Executive Engineer, RDW&SD

Ramanagara Division.

\_\_\_\_\_

TO: (Name and Address of Client)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Ladies/Gentlemen:

Subject: Technical Proposal for **Hiring and Empanelment of Third Party Agency Under Jal Jeevan Mission for Rural Drinking Water Works(In village Distribution Works) and Chartered Accountant for Rural Drinking Water Schemes for RDWS&S Division Ramanagara Call-02** .-reg.

We, the undersigned, offer to provide the consulting services for the above in accordance with your Request for Proposal dated [Date], and our Proposal. We are hereby submitting our Proposal which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, i.e., before [Date] we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Consultant:

Address:

**3B. CONSULTANT'S REFERENCES****Relevant Services Carried Out in the Last Five Years  
That Best Illustrate Qualifications**

Using the format below, provide information on each reference assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Key professional staff Provided by Your Firm/entity(profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff-Months; duration of assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (Rs.M):
Name of Associated Consultants, if any:		No. of Months of Key professional staff, provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Consultant's Name: \_\_\_\_\_

**3C. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY THE CLIENT**

---

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services, and facilities to be provided by the Client

- 1.
- 2.
- 3.
- 4.
- 5.

**CONSULTANT'S NAME:**

**3D. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN  
FOR PERFORMING THE ASSIGNMENT**

**3E. TEAM COMPOSITION AND TASK ASSIGNMENTS**

**1. Technical/ Managerial Staff**

Sl. No.	Name	Position	Task
1.			
2.			
3.			
4.			
..			
..			

**2. Support Staff**

Sl. No.	Name	Position	Task
1.			
2.			
3.			
4.			
..			
..			

**3F. FORMAT OF CURRICULUM VITAE (CV) FOR  
PROPOSED KEY PROFESSIONAL STAFF**

Proposed Position: \_\_\_\_\_

Name of Consultant: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

\_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

\_\_\_\_\_

**Key Qualifications:**

*[Give an outline of staff member's experience in Water supply assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]*

\_\_\_\_\_

**Education:**

*[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]*

\_\_\_\_\_

**Employment Record:**

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]*

\_\_\_\_\_

- 1) Years of Experience :**
- 2) Year of Experience in Water Supply :**
- 3) Years with Firm/Entity :**
- 4) Detailed Tasks Assigned:**

**Languages:**

*[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing ]*

---

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_  
*[Signature of staff member and authorized representative of the Consultant]*

**Date:** \_\_\_\_\_  
*Day/Month/Year*

**Full name of staff member:** \_\_\_\_\_

**Full name of authorized representative:** \_\_\_\_\_



### 3G. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

Sl. No.	Name	Position	Reports Due/Activities	Months (in the form of a Bar Chart)*												Number of Months
				1	2	3	4	5	6	7	8	9	10	11	12	
1.																Subtotal (1)
2.																Subtotal (2)
3.																Subtotal (3)
4.																Subtotal (4)

Full-time: \_\_\_\_\_ Part-time: \_\_\_\_\_  
 Reports Due: \_\_\_\_\_  
 Activities Duration: \_\_\_\_\_

\* The Schedule should be for the period of completion of assignment

Signature: \_\_\_\_\_  
 (Authorized Representative)

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

### 3H. ACTIVITY (WORK) SCHEDULE

#### A. Field Investigation and Study Items:

		<b>Monthwise Program (in form of Bar Chart) ++</b> <i>[1st, 2nd, etc. are months from the start of assignment]</i>											
Sl. No.	Item of Activity (Work)	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
	_____												
	_____												
	_____												
	_____												
	_____												

++ The Program should be period of completion of assignment.

#### B. Completion and Submission of Reports

Reports: *	Programme: (Date)
1. Inception Report	
2. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

\* *Modify as required for the Assignment.*

**SECTION 4. FINANCIAL PROPOSAL - STANDARD FORMS**

- 4A. Financial Proposal submission form.
- 4B. Summary of costs.
- 4C. Breakdown of costs.

**4A. FINANCIAL PROPOSAL SUBMISSION FORM**

[Location, Date]

FROM: (Name of Consultant)

TO: (Name and Address of Client)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Ladies/Gentlemen:

Subject: Hiring of Consultants' Services for -----

----- Financial Proposal.

We, the undersigned, offer to provide the consulting services for the above in accordance with your Request for Proposal dated [Date], and our Proposal (technical and Financial Proposals). Our attached financial proposal is for the sum of [Amount in words and figures].

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal, i.e., [Date].

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:  
Name and Title of Signatory:  
Name of the Consultant:  
Address:

**4B. SUMMARY OF COSTS**

No.	Description @	Amount (Rupees)
I	Remuneration for Key professional staff	
II	Supporting Staff	
III	Transportation	
IV	Duty Travel to Site	
V	Office Rent	
VI	Office Supplies, Utilities and Communication	
VII	Office Furniture and Equipment	
VIII	Reports and Document Printing	
IX	Surveys	
	<b>TOTAL COST</b>	
	Consultancy Services Tax	
	<b>TOTAL COSTS (Including Service Tax)</b>	

**Note:** The ceiling cost of the consultancy is as shown in the Summary of Costs. Payments will be made as per stipulations of the Special Conditions of Contract. The break-up of cost as given in formats 4C is to facilitate assessment of reasonableness of costs and conducting negotiations in accordance with clause 6 of the Information to Consultants.

@ Modify the items as appropriate for the consultancy assignment.

**4C. BREAKDOWN OF COSTS (RS)****I REMUNERATION FOR STAFF**

No.	Position	Name	Rate* (Rs.)	SM	Amount (Rs)
	<b>Key professional staff</b>				
1.					
2.					
3.					
4.					
5.					
6.					
	<b>Sub-Total</b>				
	<b><u>Sub-Key professional staff</u></b>				
1.					
2.					
3.					
4.					
5.					
6.					
	<b>Sub-Total</b>				
	<b>TOTAL</b>				

SM = Staff Month

**II. Support Staff**

No.	Position	Name	Staff Months	Rate* ( Rs)	Amount( Rs )
1					
2					
3					
4					
				<b>Total :</b>	

\* Provide the break up of the rates to show the basic salary, social costs and overhead.

**III      Transportation (Reimbursable) \***

Total:

**IV.      Duty Travel to Site (Reimbursable)\***

Total:

**V      Office Rent (Reimbursable) \***

Total:

\*Prepare details as appropriate for the consultancy assignment.

**VI.      Office Supplies, Utilities and Communication (Reimbursable)**

No.	Item*	Months	Monthly Rate (Rs)	Amount in (Rs)
1.				
2.				
3.				
4.				

TOTAL :

-----

\* Prepare details as appropriate for the consultancy assignment.

**VII. Office Furniture and Equipment (Reimbursable)**

No.	Description(*)	Unit	Quantity	Rate ( )	Amount ( )
1	<b><u>Office Furniture (Purchase)</u></b>				
2					
3					
4					
5					
6					
1	<b><u>Office Equipment (Purchase)*</u></b>				
2					
3					
4					
5					
6					
				<b><u>Total</u></b>	

\* Prepare details as appropriate for the consultancy assignment

**VIII. Reports and Document Printing**

No.	Description*	Number	No. of Copies	Rate per Copy ( Rs.)	Amount ( Rs. )
1					
2					
3					
4					
5					
				<b>Total</b>	

**IX. Topographical Surveys (if any)\***

- Prepare details as appropriate for the consultancy assignment



**SECTION 5. TERMS OF REFERENCE**

Terms of Reference normally contain the following sections:

1. BACKGROUND
2. A CONCISE STATEMENT OF OBJECTIVES
3. AN OUTLINE OF THE TASKS TO BE CARRIED OUT
4. SCHEDULE FOR COMPLETION OF TASKS
5. DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT
6. FINAL OUTPUTS (i.e., REPORTS, DRAWINGS, etc.) THAT WILL BE REQUIRED OF THE CONSULTANT
7. COMPOSITION OF REVIEW COMMITTEE TO MONITOR CONSULTANTS WORK
8. PROCEDURE FOR REVIEW OF PROGRESS REPORTS, INCEPTION, STATUS, FINAL DRAFT AND FINAL REPORTS
9. LIST OF KEY PROFESSIONAL POSITIONS WHOSE CV AND EXPERIENCE WOULD BE EVALUATED. (This should be same as indicated in Clause 3.3 (iv) of Data Sheet to Information to Consultants.)



**Government of Karnataka  
Rural Drinking Water and Sanitation Department**

**Terms of Reference (TOR) for Empanelment of Third-Party Inspection Agency under Jal Jeevan Mission and other works by Rural Drinking Water and Sanitation Department in Karnataka.**

**1. Background:**

The Rural Drinking Water and Sanitation Department, Government of Karnataka is responsible for implementation of Jal Jeevan Mission (JJM) in the state of Karnataka. RDW&SD has been implementing various Rural Drinking Water and Sanitation Programmes/Schemes including its Operation and Maintenance (O&M). The main objective of JJM is to provide Functional Household Tap Connections (FHTCs) to all the rural households. To achieve the same, the department and its workforce is working tirelessly. Under the District levels, the department Engineers are entrusted to execute the work on war footing basis. As a part of execution process, it is very critical to ensure the quality works with proper timely implementation. Hence, as per the JJM Operational Guidelines issue on December 2019, third party inspection agencies have to be empanelled.

The department intends to hire reputed, eligible and qualified third party inspection agencies who is having sufficient experience in providing the technical services for rural or urban drinking water projects/schemes at district level to monitor all design engineering and execution works relating to Civil, Mechanical and Electrical components executed under the Bulk Water Supply (MVS) / In-village infrastructure Works under JJM.

In addition to the above, concurrent audit (financial and accounting) of all the works has to be carried out to ensure effective governance. To carry out the same the third party agency may form a Joint Venture or hire with any Chartered Account (Firm) having valid registration with ICAI/ICWA and having empaneled with C&AG. Concurrent audit is a systematic examination of financial transactions on a regular basis to ensure accuracy, authenticity, compliance with procedure and guidelines. The emphasis under concurrent audit is not on test checking but on substantial checking of transaction. It is an ongoing appraisal of the financial health, to determine whether the financial management arrangements (including internal control mechanism) are effectively working and identify areas of improvement to enhance efficiency and governance.

**2. Objective:**

To enable and achieve quality work of Civil, Mechanical and Electrical components executed and also Monitoring, Supervision, Reporting, under the Bulk Water Supply (MVS)/In-village infrastructure Works. The overall service objective of the third-party inspection agencies is to provide technical services and other work assigned by the department related to Bulk Water Supply (MVS)/ In-Village infrastructure work.

On the financial and accounting perspective the objective of concurrent audit is to ensure that the funds are used effectively, contracts are being implemented as per the terms, books of accounts are maintained as per the guidelines etc. This would be an appraisal function to examine, evaluate and monitor the adequacy and effectiveness of the accounting and internal control functions.

### **3. The Terms of Reference for Third Party Agency are as follows**

- To carry out inspection of all engineering works relating to civil, pipeline, mechanical and electrical components executed under Bulk water supply and in-village infrastructure including intake structures, treatment plants, intra and inter district distribution network, balancing/ intermediate reservoirs, pumping and electrical covering the following aspects
  - a. Sample checking of
    - i.) test report of the materials used for construction;
    - ii.) Quality control measures adopted at the time of construction in the field;
    - iii.) Safety measures adopted at the time of construction in the field;
    - iv.) Payment for labour by the executing agency.
  - b. Quantity and quality of works executed as per the bill for payment claimed
  - c. Recommendations on the payment for the work executed.
  - d. Functioning of the Bulk/in-village infrastructure during trial run
- Proper safety measures are adopted during the construction by the execution agency.
- Recommended of quantity and quality of actual work executed for payment.

#### **3.1. Activities to be carried out for In-village works:**

- To ensure that the materials used during the execution shall be as per the defined standard specifications in the estimate and complied fully.
- Proper co-ordination with execution agency to bring the all materials to site in time for timely completion of the work.
- To check and recommended timely for payment in JJM website of executed work carried out as per the relevant standards.
- To check and ensure proper earth work excavation for preparing the level bedding for laying of pipes and after proper filling works to avoid future damage to pipes laid.
- To check the water distribution pipe are laid above the sewer line / other utility lines (if it exist). Also, pipes shall be laid at sufficient distance from the drainage line or its disposal areas.
- To check the length of different diameter pipes proposed in the DPR as per the survey for correctness of installation, erecting in that particular road as identified in the water distribution design map /drawing.
- To check whether place of execution is prepared before commencement of work and after work for proper closure of work to avoid undue problems during commissioning stage.
- To check all Pipe appurtenances and various valves Like Isolate valves/Air valves/ Scour valves etc. are fitted at designated location as per design and drawing.
- To check for proper usage and installation of materials like Tyton Rings, flanges for DI pipes, jointing with nuts and bolts as per the IS9523/IS8329 Standards.
- To check and record that materials procured by the contractor for use in construction shall adhere to the relevant India Standards. Further, type of material to be used under different terrain / conditions shall adhere to the CPHEEO recommendations.
- To check proper electro fusion fittings w.r.t to HDPE pipe jointing & solvent cement primer/flanges adaptors are used as per the bill of materials & as per approved vendor list in case of PVC fittings.

- Agency in-charge engineer shall witness during hydro testing of all pipes.
- For request release of running payment of the contractor to the client, a combined inspection along with 1) Gram Panchayat and its sub-committee i.e VWSC/Paanisamiti/user group etc and 2) RWS department
- Agency in-charge Engineer shall be present during the trial commissioning period until water distribution system stabilize and water has reached each & every household of the village.
- Check any joint leakages, recommended to rectify it and in co-ordination with execution agency and department in-charge engineers before commencement of trial and commissioning.
- Check and verify all the necessary connections of feeder main to the village distribution system from the OHT for any leakages of missing connections between these.
- Physically check taking into account all the FHTCs are functional before trial and commissioning.
- To check and ensure all kinds of valves are ready to function properly before trial and commissioning.
- Recommend any shortcomings for providing the FHTCs to ensure proper function of distribution system.
- For ongoing works the TPIA shall have to verify the completed portion of the works along with the balance portion of works. The payment will be made based on the balance works to be completed only.
- The TPIA should also deploy the technician for monitoring and installation of New Water Purification Plants (WPP) in the division and provide the detailed report along with the monthly report.

### **3.2. Activities to be carried out for Bulk Water Supply infrastructure (MVS).**

**During the Contract period the Executive Engineer may entrust additional work to TPIA with the Prior Approval from RDWSD, Bangalore (Head office).**

- To ensure that the sources identified by the executing agency is sustainable.
- To ensure that the designs are based on the survey such as topographical survey, geo technical survey, soil test etc
- To ensure that the works of intake, WTP, MBRs, ZBRs, OHTs and any other structure is as per the standards and approved design
- To ensure that the materials used during the execution shall be as per the defined standard specifications in the estimate and complied fully.
- Proper co-ordination with execution agency to bring the all materials to site in time for timely completion of the work.
- To check and ensure proper earth work excavation for preparing the level bedding for laying of pipes and after proper filling works to avoid future damage to pipes laid.
- To check the water distribution pipe are laid above the sewer line / other utility lines (if it exist). Also, pipes shall be laid at sufficient distance from the drainage line or its disposal areas.
- To check the length of different diameter pipes proposed in the DPR as per the survey for correctness of installation, erecting in that particular road as identified in the water distribution design map /drawing.

- To check whether place of execution is prepared before commencement of work and after work for proper closure of work to avoid undue problems during commissioning stage.
- To check all Pipe appurtenances and various valves Like Isolate valves/Air valves/ Scour valves etc. are fitted at designated location as per design and drawing.
- To check for proper usage and installation of materials like Tyton Rings, flanges for DI pipes, jointing with nuts and bolts as per the IS9523/IS8329 Standards.
- To check and record that materials procured by the contractor for use in construction shall adhere to the relevant India Standards. Further, type of material to be used under different terrain / conditions shall adhere to the CPHEEO recommendations.
- To check proper electrofusion fittings w.r.t to HDPE pipe jointing & solvent cement primer/flanges adaptors are used as per the bill of materials & as per approved vendor list in case of PVC fittings.
- Agency in-charge engineer shall witness during hydro testing of all pipes.
- For request release of running payment of the contractor to the client, a combined inspection along with RWS department
- Agency in-charge Engineer shall be present during the trial commissioning period until water distribution system stabilize and water has reached each & every household of the village.
- Check any joint leakages, recommended to rectify it and in co-ordination with execution agency and department in-charge engineers before commencement of trial and commissioning.
- Check and verify all the necessary connections of feeder main to the village distribution system from the OHT for any leakages of missing connections between these.
- Check the head available at the OHTs for gravity flow to all the house service connection as per the minimum residual head requirement.
- To check and ensure all kinds of valves are ready to function properly before trail and commissioning.
- To check all electromechanical and pumping machineries for the compliance as per design and installation.

#### **4. Roles and Responsibilities of Chartered Accountant (CA)**

- Study and understand various scheme and the contract agreement that is entered between the Employer and the Contractor for implementation at various stages such as

##### **4.1. Necessary Approvals**

- Whether the works has obtained Administrative approval / technical sanction before inviting the tender.
- Whether the works is entrusted as per KTPP norms
- Whether necessary approvals are obtained for additional financials implications (if any)

##### **4.2. Contract agreement**

- Study the procurement process and the time taken to award the work.
- Validity/renewal of the bid security, performance security, unbalance performance security, etc as per statutory requirements etc
- Issue of mobilization advance against bank guarantee, validity of the bank guarantee,

- Contract tenure from the date of execution of the agreement
- Timelines agreed by both the parties for implementation of the scheme/project
- Any statutory changes in the format of bank guarantee and their compliance.

#### **4.3. Financial Transactions**

- Listing out the payment terms and conditions along with the timelines and the protocol followed for payment from the date of raising the invoice (as per Karnataka Financial Code).
- Mode of payment (k-2 or bank)
- Verification of books of accounts to be maintained regularly without delay by Implementing Agencies
- Grants and loan assistance are received from various sources and the covenants there of are complied with
- Verification of Contractor's bill, along with Measurement Books (MB), with respect to Contract Agreement Clauses (General Conditions of Contract (GCC) & Special Conditions of Contract (SCC), Bank Guarantee requirement with validity, Insurance, Statutory deductions, remittance and filing of returns, issue of TDS certificates, GST and Royalty Compliances, Karnataka Building & Other Construction Workers Welfare Cess Compliance requirement Variation Orders, Extension of Time (EOT), Liquidity Damage clauses, Compliance to all Audit enquiries, compliance to labour Act by the contractor etc
- Verification of Land Acquisition Advances, utilization, release to beneficiaries, unutilized amount in the Implementing Agencies and Land Acquisition Officer (if any)
- Verification of other advances and deposits. Utilization Certificates to be verified for the physical progress for the settlement of the Advances and deposits
- Verification of project work bills, administration expenditure bills and other payments, receipts.
- Verification of expenditure incurred by the various implementing agencies on the project with respect of terms of sanction, cost of the project and individual components, mode of incurring expenditure and compliance with procedural aspects for incurring of the expenditure are carried out.
- Analysis of physical progress vis – a – vis financial progress in comparison with actual progress with project goals and analyzing reasons for short fall in performance.
- Verification of bank reconciliation statement and action taken on outstanding items.
- Verification of compliance with statutory deduction and their remittance to appropriate authorities.
- Verification of draft final accounts along with schedules and compliance in presentation of annual accounts.
- Ensure the Expenditure are incurred with due regard to economy, efficiency and cost effectiveness.
- To provide updated changes in the various statutory Acts and compliances.
- Submission of audit report & utilization certificate for the grants received and expenditure incurred during the previous year by June 30<sup>th</sup> of the contract period or the subsequent years.

#### **4.4. In order to efficiently carry out their obligations and provide assurance to the management, the internal auditors of the Company shall.**

- Examine the financial and operating activities of implementing agency / office of executive engineer
- Undertake detailed testing of balances, transactions and procedures.
- Physically verify assets that are created and also provide assurance on the safeguard of them.
- Identify, classify and report such information that may be in deviation with any set practices, statutory guidelines.
- Identify and recommend for rectification any deviation from Accounting Standards issued by the (KFC, KTC, MCE & KTPP) and its impact.
- **Any other accounting requirements by but not limiting to the above will have to be recommended for compliance.**

4.4.1. All the necessary verification and recommendation which are required for closure of non-compliance such that the overall financial audit is complied.

## 5. Data, Services and Facilities to be provided by the Client

- The copies of Contract Agreements of all Packages and relevant Project Documents are made available to the Consultant.
- Access will be provided to the construction site, construction agency's laboratory if established, etc. The construction agency will carry out a laboratory test such as pressure, pipe appurtenances, concrete, steel, Joints which shall be made available for use by the TPIA. The construction agency is responsible for carrying out all the necessary tests for quality of materials etc.

## 6. Manpower Requirement:

No	Position	No of persons required.	Education qualification	Experience
<b>1. Key personnel for In-Village/SVS</b>				
1.	Team Leader	01 No	Graduation / Post-Graduation in Civil Engineering.	Must have 5 years of experience in implementation of Rural or urban water supply schemes/projects and/or Civil Infrastructures works.
2.a	Water Supply Engineers#	07 Nos.	Graduate in Civil Engineering	Must have 3 years of experience in implementing Rural or urban water supply schemes/projects.
2.b	Environmental Engineers#	03 Nos.	Graduate in Environmental Engineering	Must have 3 years of experience in implementing Rural or urban water supply schemes/projects.
3.	Mechanical Engineers	03 Nos.	Graduate in Mechanical Engineering	Must have 3 years of experience in implementing Rural or urban water supply schemes/projects and/or Civil Infrastructures works.
4	Electrical Engineers	02 Nos.	Graduate in Electrical Engineering	Must have 3 years of experience in implementing Rural or urban water supply schemes/projects and/or Civil Infrastructures works.

<b>C. Key personnel for MVS at the time of entrustment of each work</b>				
	Deputy Team Leader \$	1 Nos	Graduate in Civil Engineering	Must have 4 years of experience in implementation of Rural or urban water supply schemes/projects and/or Civil Infrastructures works.
	Water Supply Engineer #	\$	Graduate in Civil Engineering	Must have 3 years of experience in implementation of Rural or urban water supply schemes/projects and/or Civil Infrastructures works.
<b>D. Key personnel for Water Purification Plants</b>				
	Technician\$	1 Nos / division	Minimum SSLC Pass	Must have 1 year of experience in operating commercial RO plants

# Minimum one number of water supply engineer shall be deployed for every 5 villages.

\* Each person per Taluk.

\$ Need basis

For MVS the TPIA can utilize the services of key personnel of In-Village/SVS.

**The Firm /Agency participating in more than one division shall propose separate team for each division, Incase the same team is proposed in multiple division then at the time of agreement a separate team must be provided with a penalty of Rs 500 per each person. If the bidder fails to do so, the tender will be cancelled and the EMD will be forfeited.**

#### **7. Final Outputs (Reports, Drawings, etc.,) required to be submitted by the Consultant**

<b>Items</b>	<b>Deliverables</b>	<b>Penalty</b>
Inception Report (5 Copies)	The TPIA shall submit an Inception Report i.e within 15days from date of agreement containing details of establishment of office at the division head quarter and details of key Personnels.	Rs 1000/day/work for delay in submission from 16 <sup>th</sup> day onwards
Monthly Progress Report along with 5 copies of consolidated report + 3 copies workwise report	The Consultant shall submit monthly workwise progress report before 5 <sup>th</sup> of every month, summarizing the component wise progress vis-à-vis targets, <ul style="list-style-type: none"> <li>- Physical Progress.</li> <li>- Financial Progress.</li> <li>- Expenditure statement.</li> <li>- Problems encountered (administrative, technical or financial) and recommendations to overcome.</li> <li>- Variation orders proposed and approved status of claims or time extensions requested by Contractors.</li> <li>- Attendance sheet of the key and technical personnel deployed by the consultant in the field etc.</li> </ul>	Rs 100/day/work for delay in submission from 6 <sup>th</sup> day onwards



Items	Deliverables	Penalty
Completion Report (5 Consolidated Copies & 3 Copies for each work)	The Consultant shall prepare a consolidated Completion Report within 30 days of Completion of Work, as and when the works are completed. The Report shall summarize all relevant issues pertaining to the works in the format acceptable to the Client.	Rs 100/day/work for delay in submission from 31 <sup>th</sup> day onwards
Final Completion Report (5 Copies of Consolidated Completion Report)	The Consultant shall prepare a consolidated Completion Report of all the works entrusted to the TPIA within 30 days from the date of completion of last work. The fixed security deposit will be released only after acceptance of final report by the client.	Rs 1000/day/work for delay in submission from 31 <sup>th</sup> day till 60 <sup>th</sup> Day. Incase of further delay in submission of report, the performance security will be forfeited and the agency shall be banned for participating in RDWSD tenders for 3 years.

Note: **The Firm /Agency participating in more than one division shall propose separate team for each division, Incase the same team is proposed in multiple division then at the time of agreement a separate team must be provided with a penalty of Rs 500 per each person. If the bidder fails to do so, the tender will be cancelled and the EMD will be forfeited.**

**Incase of non-deployment of the required number of key personnel, a penalty of Rs 500/ day / person shall be levied.**

**The total penalty amount should not exceed 5% of Contact price for contract period of one year. If it exceeds, it will result in termination of contract. This is penalty is with respect to only deliverables. This shall not include the penalty recovered in lieu of the key staff replacement.**

#### **8. Mode of payment:**

- The TPIA payment will be made in proportion to the progress of works and as per attendance of the key personnel/s.
- The TPIA consultancy charges shall be percentage of Amount Put to tender. It will not include tender premium, variation or cost escalation. However, the TPIA shall provide services till the completion on entire works including Cost variation, escalation and tender premium.
- If in case the value of works executed is less than the Amount Put to Tender (Value of works) then the payment will be made as per actual execution of work as per Amount Put to Tender.
- After completion of trial run and commissioning and submission of Final completion report, the final payment of 5% of the contract value and the Performance Security for that work will be paid.
- For ongoing In-village projects the fee shall be limited to only the balance portion of work and the mode of payments will remain same as indicated above.

#### **9. Review Committee:**

1. Chief Executive Officer, Zilla Panchayaths.

2. Superintending Engineer of respective circles.
3. Respective In-charge Executive Engineer.

The above Review Committee will monitor and evaluate the performance of Third-Party Agency annually for renewal, however the Committee may call the TPIA for progress review at any time.

**SECTION VI: CONTRACT FOR CONSULTANT'S SERVICES**

**between**

---

**[Name of Client]**

**and**

---

**[Name of Consultants]**

**Dated :**

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## I. FORM OF CONTRACT

This CONTRACT (hereinafter called the "Contract") is made the \_\_\_\_\_ day of the month of \_\_\_\_\_, 200\_\_\_\_, between, on the one hand, \_\_\_\_\_ (hereinafter called the "Client") and, on the other hand, \_\_\_\_\_ (hereinafter called the "Consultants").

*[\*Note: If the Consultants consist of more than one entity, the above should be partially amended to read as follows:*

*"..... (hereinafter called the "Client") and, on the other hand, a joint venture consisting of the following entities, each of which will be jointly and severally liable to the Client for all the Consultants' obligations under this Contract, namely, \_\_\_\_\_ and \_\_\_\_\_ (hereinafter called the "Consultants.")"]*

### WHEREAS

- (a) the Client has requested the Consultants to provide certain consulting services as defined in the General Conditions of Contract attached to this Contract (hereinafter called the "Services");
- (b) the Consultants, having represented to the Client that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:

- (a) The General Conditions of Contract (hereinafter called "GC");
- (b) The Special Conditions of contract (hereinafter called "SC");
- (c) The following Appendices:

Appendix A:	Description of the Services	_____
Appendix B:	Reporting Requirements	_____
Appendix C:	Key Personnel and Sub-consultants	-----
Appendix D:	Services and Facilities to be provided by the Client	_____
Appendix E:	Breakdown of Contract Price	_____
Appendix F:	Form of Guarantee for Advance Payments	_____

*[Note: If any of these Appendices are not used, the words "Not Used" should be inserted below next to the title of the Appendix on the sheet attached hereto carrying the title of that Appendix.]*

2. The mutual rights and obligations of the Client and the Consultants shall be as set forth in the Contract, in particular:

- (a) The Consultants shall carry out the Services in accordance with the provisions of the Contract;  
and
- (b) the Client shall make payments to the Consultants in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

FOR AND ON BEHALF OF  
[NAME OF CLIENT]

By  
(Authorized Representative)

FOR AND ON BEHALF OF  
[NAME OF CONSULTANT]

By  
(Authorized Representative)

*[Note: If the Consultants consist of more than one entity, all of these entities should appear as signatories, e.g., in the following manner:]*

FOR AND ON BEHALF OF EACH OF  
THE MEMBERS OF THE CONSULTANTS

[Name of Member]

By  
(Authorized Representative)

[Name of Member]

By  
(Authorized Representative)

etc.

## **II. GENERAL CONDITIONS OF CONTRACT**

### **1. GENERAL PROVISIONS**

#### **1.1 Definitions**

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) "Applicable Law" means the laws and any other instruments having the force of law in India, as they may be issued and in force from time to time;
- (b) "Contract" means the Contract signed by the Parties, to which these General Conditions of Contract (GC) are attached, together with all the documents listed in Clause 1 of such signed Contract;
- (c) "Effective Date" means the date on which this Contract comes into force and effect pursuant to Clause GC 2.1
- (d) "Contract Price" means the price to be paid for the performance of the Services, in accordance with Clause 6;
- (e) "GC" means these General Conditions of Contract;
- (f) "Government" means the Government of Karnataka;
- (g) "Local currency" means Indian Rupee;
- (h) "Member", in case the Consultants consist of a joint venture of more than one entity, means any of these entities, and "Members" means all of these entities; 'Member in Charge' means the entity specified in the SC to act on their behalf in exercising all the Consultants' rights and obligations towards the Client under this Contract.
- (i) "Party" means the Client or the Consultants, as the case may be, and Parties means both of them;
- (j) "Personnel" means persons hired by the Consultants or by any Sub-consultant as employees and assigned to the performance of the Services or any part thereof; and 'key personnel' means the personnel referred to in Clause GC4.2 (a)
- (k) "SC" means the Special Conditions of Contract by which these General Conditions of Contract may be amended or supplemented;
- (l) "Services" means the work to be performed by the Consultants pursuant to this Contract as described in Appendix A; and
- (m) "Sub-consultant" means any entity to which the Consultants subcontract any part of the Services in accordance with the provisions of Clauses 3.5 and 4.
- (n) 'Third party' means any person or entity other than the Government, the Client, the Consultants, or a Sub-Consultant.

#### **1.2 Law Governing the Contract**



This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.

**1.3 Language**

This Contract has been executed in English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

**1.4 Notices**

Any notice, request or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram or facsimile to such Party at the address specified in the SC.

**1.5 Location**

The Services shall be performed at such locations as are specified in Appendix A and, where the location of a particular task is not so specified, at such locations, whether in Karnataka or elsewhere, as the Client may approve.

**1.6 Authorized Representatives**

Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Client or the Consultants may be taken or executed by the officials specified in the SC.

**1.7 Taxes and Duties**

The Consultants, Sub-consultants and their Personnel shall pay such taxes, duties, fees and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.

**2. Commencement, Completion, Modification and termination of Contract**

**2.1 Effectiveness of Contract**

This Contract shall come into effect on the date the Contract is signed by both Parties or such other later date as may be stated in the SC.

**2.2 Commencement of Services**

The Consultants shall begin carrying out the Services within thirty (30) days after the date the Contract becomes effective, or at such other date as may be specified in the SC.

**2.3 Expiration of Contract**

Unless terminated earlier pursuant to Clause 2.7, this Contract shall terminate at the end of such time period after the Effective Date as is specified in the SC.

**2.4 Modification**

Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or of the Contract Price, may only be made by written agreement between the Parties.

**2.5 Force Majeure**

**2.5.1 Definition**

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

**2.5.2 No Breach of Contract**

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

**2.5.3 Extension of Time**

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

**2.5.4 Payments**

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultants shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

**2.6 Suspension:**

The Client may by written notice of suspension to the Consultants, suspend all payments to the Consultants hereunder if the Consultants fail to perform any of their obligations under this contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Consultants to remedy such failure within a period not exceeding thirty (30) days after receipt by the Consultants of such notice of suspension.

**2.7 Termination**

**2.7.1 By the Client**

The Client may terminate this Contract, by not less than thirty (30) days' written notice of termination to the Consultants, to be given after the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause 2.7.1 and sixty (60) days' in the case of the event referred to in (e):

- (a) if the Consultants do not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days of receipt after being notified or within such further period as the Client may have subsequently approved in writing;
- (b) if the Consultants (or any of their Members) become insolvent or bankrupt;
- (c) if, as the result of Force Majeure, the Consultants are unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- (d) if the consultant, in the judgment of the Client has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause:

“corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution.

“fraudulent practice” means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of GOK, and includes collusive practice among consultants (prior to or after submission of proposals) designed to establish prices at artificial non-competitive levels and to deprive GOK of the benefits of free and open competition.

- (e) if the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

#### **2.7.2 By the Consultants**

The Consultants may terminate this Contract, by not less than thirty (30) days' written notice to the Client, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (c) of this Clause 2.7.2:

- (a) if the Client fails to pay any monies due to the Consultants pursuant to this Contract and not subject to dispute pursuant to Clause 7 hereof within forty-five (45) days after receiving written notice from the Consultants that such payment is overdue;
- (b) If the Client is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Consultants may have subsequently approved in writing) following the receipt by the Client of the Consultants' notice specifying such breach;
- (c) if, as the result of Force Majeure, the Consultants are unable to perform a material portion of the Services for a period of not less than sixty (60) days.

#### **2.7.3 Cessation of Rights and Obligations**

Upon termination of this Contract pursuant to Clause GC 2.7 , or upon expiration of this Contract pursuant to Clause GC 2.3, all rights and obligations of the Parties hereunder shall cease, except :

- (i) such rights and obligations as may have accrued on the date of termination or expiration;
- (ii) the obligation of confidentiality set forth in Clause GC 3.3 hereof;
- (iii) any right which a Party may have under the Applicable Law.

#### 2.7.4 Cessation of Services

Upon termination of this Contract by notice of either Party to the other pursuant to Clauses GC 2.7.1 or GC 2.7.2 hereof, the Consultants shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultants and equipment and materials furnished by the Client, the Consultants shall proceed as provided, respectively, by Clauses GC 3.7 and GC 3.8 .

#### 2.7.5 Payment upon Termination

Upon termination of this Contract pursuant to Clauses 2.7.1 or 2.7.2, the Client shall make the following payments to the Consultants:

- (a) remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination;
- (b) except in the case of termination pursuant to paragraphs (a) and (b) of Clause 2.7.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract.

### 3. Obligations of the Consultants:

#### 3.1 General

The Consultants shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Consultants shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with Sub-consultants or third parties.

#### 3.2 Conflict of Interests

##### 3.2.1 Consultants Not to Benefit from Commissions, Discounts, etc.

The remuneration of the Consultants pursuant to Clause 6 shall constitute the Consultants' sole remuneration in connection with this Contract or the Services, and the Consultants shall not accept for their own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Consultants shall use their best efforts to ensure that the Personnel, any Sub-consultants, and agents of either of them, similarly shall not receive any such additional remuneration.

##### 3.2.2 Procurement Rules of Funding Agencies

If the Consultants, as part of the Services, have the responsibility of advising the Client on the procurement of goods, works or services, the Consultants shall comply with any applicable procurement guidelines of the funding agencies and shall at all times exercise such responsibility in the best interest of the Client. Any discounts or commissions obtained by the

Consultants in the exercise of such procurement responsibility shall be for the account of the Client.

**3.2.3 Consultants and Affiliates Not to engage in certain Activities**

The Consultants agree that, during the term of this Contract and after its termination, the Consultants and their affiliates, as well as any Sub-consultant and any of its affiliates, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

**3.2.4 Prohibition of Conflicting Activities**

Neither the Consultants nor their Sub-consultants nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- (a) during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract; or
- (b) after the termination of this Contract, such other activities as may be specified in the SC.

**3.3 Confidentiality**

The Consultants, their Sub-consultants, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Client's business or operations without the prior written consent of the Client.

**3.4 Insurance to Be Taken out by the Consultants**

The Consultants (a) shall take out and maintain, and shall cause any Sub-consultants to take out and maintain, at their (or the Sub-consultants', as the case may be) own cost but on terms and conditions approved by the Client, insurance against the risks, and for the coverage, as shall be specified in the SC; and (b) at the Client's request, shall provide evidence to the Client showing that such insurance has been taken out and maintained and that the current premiums have been paid.

**3.5 Consultants' Actions Requiring Client's Prior Approval**

The Consultants shall obtain the Client's prior approval in writing before taking any of the following actions:

- (a) entering into a subcontract for the performance of any part of the Services, it being understood (i) that the selection of the Sub-consultant and the terms and conditions of the subcontract shall have been approved in writing by the Client prior to the execution of the subcontract, and (ii) that the Consultants shall remain fully liable for the performance of the Services by the Sub-consultant and its Personnel pursuant to this Contract;
- (b) appointing such members of the Personnel not listed by name in Appendix C ("Key Personnel and Sub-consultants"), and
- (c) any other action that may be specified in the SC.

**3.6 Reporting Obligations**

The Consultants shall submit to the Client the reports and documents specified in Appendix B in the form, in the numbers, and within the periods set forth in the said Appendix.

**3.7 Documents Prepared by the Consultants to Be the Property of the Client**

All plans, drawings, specifications, designs, reports and other documents and software submitted by the Consultants in accordance with Clause 3.6 shall become and remain the property of the Client, and the Consultants shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Client, together with a detailed inventory thereof. The Consultants may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be specified in the SC.

**3.8 Equipment and Materials Furnished by the Client**

Equipment and materials made available to the Consultants by the Client or purchased by the Consultants with funds provided by the Client shall be the property of the Client and shall be marked accordingly. Upon termination or expiration of this Contract, the Consultants shall make available to the Client an inventory of such equipment and materials and shall dispose of such equipment and materials in accordance with the Client's instructions. While in possession of such equipment and materials, the Consultants, unless otherwise instructed by the Client in writing, shall insure them at the expense of the Client in an amount equal to their replacement value.

**4. Consultants' Personnel and Sub-Consultants**

**4.1 Description of Personnel**

The titles, agreed job descriptions, minimum qualifications and estimated periods of engagement in the carrying out of the Services of the Consultants' Key Personnel are described in Appendix C. The Key Personnel and Sub-consultants listed by title as well as by name in Appendix C are hereby approved by the Client.

**4.2 Removal and/or Replacement of Personnel**

- (a) Except as the Client may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Consultants, it becomes necessary to replace any of the Key Personnel, the Consultants shall forthwith provide as a replacement a person of equivalent or better qualifications.
- (b) If the Client finds that any of the Personnel have (i) committed serious misconduct or has been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultants shall, at the Client's written request specifying the grounds therefor, forthwith provide as a replacement a person with qualifications and experience acceptable to the Client.
- (c) The Consultants shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

**5. Obligations of the Client**

**5.1 Assistance and Exemptions**

Unless otherwise specified in the SC, the Client shall use its best efforts to ensure that the Government shall:

- (a) issue to officials, agents and representatives of the Government all such instructions as may be necessary or appropriate for the prompt and effective implementation of the Services;
- (b) assist the Consultants and the Personnel and any Sub-consultants employed by the Consultants for the Services from any requirement to register or obtain any permit to practice their profession or to establish themselves either individually or as a corporate entity according to the Applicable Law;
- (c) provide to the Consultants, Sub-consultants and Personnel any such other assistance as may be specified in the SC.

**5.2 Services and Facilities**

The Client shall make available to the Consultants and the Personnel, for the purposes of the services and free of any charge, the services, facilities and property described in Appendix D at the times and in the manner specified in said Appendix D, provided that if such services, facilities and property shall not be made available to the Consultants as and when so specified, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Consultants for the performance of the Services, (ii) the manner in which the Consultants shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Consultants as a result thereof.

**6. Payment to the Consultants:**

**6.1 Lump Sum Remuneration**

The Consultant's total remuneration shall not exceed the Contract Price and shall be a fixed lump sum including all staff costs, Sub-consultants' costs, printing, communications, travel, accommodation, and the like, and all other costs incurred by the Consultant in carrying out the Services described in Appendix A. Except as provided in Clause 5.2, the Contract Price may only be increased above the amounts stated in clause 6.2 if the Parties have agreed to additional payments in accordance with Clause 2.4.

**6.2 Contract Price**

The Contract price is set forth in the SC.

**6.3 Payment for Additional Services**

For the purpose of determining the remuneration due for additional services as may be agreed under Clause 2.4, a breakdown of the lump sum price is provided in Appendices D and E.

**6.4 Terms and Conditions of Payment**

Payments will be made to the account of the Consultants and according to the payment schedule stated in the SC. Unless otherwise stated in the SC, the first payment shall be made against the provision by the Consultants of a bank guarantee for the same amount, and shall be valid for the period stated in the SC. Any other payment shall be made after the conditions listed in the SC for such payment have been met, and the Consultants have submitted an invoice to the Client specifying the amount due.

**6.5 Interest on Delayed Payments**

If the Client has delayed payments beyond fifteen (15) days after the due date stated in the SC, interest shall be paid to the Consultants for each day of delay at the rate stated in the SC.

**7. Settlement of Disputes**

**7.1 Amicable Settlement**

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

**7.2 Dispute Settlement**

Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with the provisions specified in the SC.



### III. SPECIAL CONDITIONS OF CONTRACT

Number of GC Clause *	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
--------------------------	---

[1.1 (h) \_\_\_\_\_] The Member in Charge is Executive Engineer, RDW&SD Division, Ramanagara  
[1.4.1] The addresses are:

Client :

Attention : \_\_\_\_\_  
 Telex : \_\_\_\_\_  
 Facsimile : \_\_\_\_\_  
 E-mail : **eerdwsdrmgr2017@gmail.com**

Consultants : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Attention : \_\_\_\_\_  
 Telex : \_\_\_\_\_  
 Facsimile : \_\_\_\_\_  
 E-mail : \_\_\_\_\_

*[Note<sup>1</sup>: Fill in the blanks]*

[1.4.2] Notice shall be deemed to be effective as follows:

- (a) in the case of personal delivery or registered mail, on delivery;
- (b) in the case of telexes/e-mail, 24 hours following confirmed transmission;
- (c) in the case of telegrams, 24 hours following confirmed transmission; and
- (d) in the case of facsimiles, 24 hours following confirmed transmission.]

[1.6] The Authorized Representatives are:

For the Client : Executive Engineer, RDW&SD Division, Ramanagara

For the Consultant : \_\_\_\_\_

*[Note: Fill in the blanks]*

[1.7.1] The consultants and the personnel shall pay the taxes, duties, fees, levies and other impositions levied under the existing, amended or enacted laws during life of this contract and the client shall perform such duties in regard to the deduction of such tax as may be lawfully imposed.

[1.7.2] However the Consultancy Services tax payable for this Consultancy Services shall be paid/ reimbursed by the Client separately.]

<sup>1</sup> All Notes should be deleted in the Final Text

[2.1 The date on which this Contract shall come into effect is agreement signed date.

[2.2 The time period shall be 7 days *[Note: Fill in 30 days or any other appropriate]* or such other time period as the parties may agree in writing ]

[2.3 The period shall be TPIA contract period shall be initially for a period of one year. It will be extended year-on-year up to maximum period of 5 years from the initial contract date subject to satisfactory performance of the TPIA. If the performance of the TPIA is not satisfactory, then client reserves all the rights to cancel the contract/terminate at any point of time.

*[Note : Fill in the period, e.g., twenty-four (24) months or such other period as the parties may agree in writing].*

[3.4 The risks and the coverages shall be:

- (1) Third Party motor vehicle liability insurance as required under Motor Vehicles Act, 1988, in respect of motor vehicles operated in India by the Consultants or their Personnel or any Sub-consultants or their Personnel, for the period of Consultancy;
- (2) Third Party liability insurance, with a minimum coverage for Rs. .... for the period of Consultancy;
- (3) Client's liability and workers' compensation insurance in respect of the Personnel of the Consultants and of any Sub-consultant, in accordance with the relevant provisions of the Applicable Law, as well as, with respect to such Personnel, any such life, health, accident, travel or other insurance as may be appropriate;
- (4) Professional liability insurance, with a minimum coverage equal to total contract value for this consultancy; and
- (5) Insurance against loss of or damage to (i) equipment purchased in whole or in part with funds provided under this Contract, (ii) the Consultants' property used in the performance of the Services, and (iii) any documents prepared by the Consultants in the performance of the Services.

*[Note: Fill in the blanks and delete what is not applicable]*

[3.5 (c) **Note:** Delete where not applicable.]

The other actions are \_\_\_\_\_ .]

[3.7 The Consultants shall not use these documents for purposes unrelated to this Contract without the prior written approval of the Client.]

[5.1 *Note: List here any changes or additions to Clause GC5.1 If there are no such changes or additions, delete this Clause SC5.1 from the SC.]*

[6.2 The amount of Contract is Rs. 89.38 Lakhs(Exculding GST)

[6.4 The account is :.....]

Payments shall be made according to the following schedule :

**Note :** (a) the following installments are indicative only; (b) if applicable, detail further the nature of the report evidencing performance, as may be required, e.g., submission of study or specific phase of study, survey, drawings, draft bidding documents, etc., as listed in Appendix B, **Reporting Requirements**. In the example provided, the bank guarantee for the repayment is released when the payments have reached 50

*per cent of the lump sum price, because it is assumed that at that point, the advance has been entirely set off against the performance of services.*

- [6.4a The unconditional performance bank guarantee of amount 5% of the contract price shall be submitted and shall be valid for beyond the 3 months contract period.

- Twenty (20) percent of the Contract Price shall be paid on or after the date of effectiveness against the submission of a bank guarantee for the same.
- Ten (10) percent of the lump sum amount shall be paid upon submission of the inception report.
- Twenty-five (25) percent of the lump sum amount shall be paid upon submission of the interim report.
- Twenty-five (25) percent of the lump sum amount shall be paid upon the submission of the draft final report.
- Twenty (20) percent of the lump sum amount shall be paid upon approval of the final report.
- The bank guarantee shall be released when the total payments reach fifty (50) percent of the lump sum amount.

*Note : this sample clause should be specifically drafted for each contract.]*

[6.5 Payment shall be made within 45 days of receipt of the invoice and the relevant documents specified in Clause 6.4, and within 60 days in the case of the final payment.

The interest rate is 5%<sup>1</sup> per annum

[7.2 Disputes shall be settled by arbitration in accordance with the following provisions.

7.2.1 Selection of Arbitrators:

Each dispute submitted by a Party to arbitration shall be heard by a sole arbitrator or an arbitration panel composed of three arbitrators, in accordance with the following provisions:

- (a) Where the Parties agree that the dispute concerns a technical matter, they may agree to appoint a sole arbitrator or, failing agreement on the identity of such sole arbitrator within thirty (30) days after receipt by the other Party of the proposal of a name for such an appointment by the Party who initiated the proceedings, either Party may apply to the President, Institution of Engineers India\*, New Delhi, for a list of not fewer than five nominees and, on receipt of such list, the Parties shall alternately strike names therefrom, and the last remaining nominee on the list shall be the sole arbitrator for the matter in dispute. If the last remaining nominee has not been determined in this manner within sixty (60) days of the date of the list, the President, Institution of Engineers India\*, New Delhi, shall appoint, upon the request of either Party and from such list or otherwise, a sole arbitrator for the matter in dispute.
- (b) Where the Parties do not agree that the dispute concerns a technical matter, the Client and the Consultants shall each appoint one arbitrator, and these two arbitrators shall jointly appoint a third arbitrator, who shall chair the arbitration panel. If the arbitrators named by the Parties do not succeed in appointing a third arbitrator within thirty (30) days after the latter of the two arbitrators named by the Parties has been appointed, the third arbitrator shall, at the request of either Party, be appointed by Secretary, the Indian Council of Arbitration, New Delhi.

<sup>1</sup> Modify appropriately.

\* Insert President Indian Roads Congress (for roads and bridge works) or any other appropriate Institution (for other type of consultancies)

(c) If, in a dispute subject to Clause SC 7.2.1 (b), one Party fails to appoint its arbitrator within thirty (30) days after the other Party has appointed its arbitrator, the Party which has named an arbitrator may apply to the Secretary, Indian Council of Arbitration, New Delhi, to appoint a sole arbitrator for the matter in dispute, and the arbitrator appointed pursuant to such application shall be the sole arbitrator for that dispute.

#### 7.2.2 Rules of Procedure

Arbitration proceedings shall be conducted in accordance with procedure of the Arbitration & Conciliation Act 1996, of India

#### 7.2.3 Substitute Arbitrators

If for any reason an arbitrator is unable to perform his function, a substitute shall be appointed in the same manner as the original arbitrator.

#### 7.2.4 Qualifications of Arbitrators

The sole arbitrator or the third arbitrator appointed pursuant to paragraphs (a) through (c) of Clause 7.2.1 hereof shall be a nationally recognized legal or technical expert with extensive experience in relation to the matter in dispute.

#### 7.2.5 Miscellaneous

In any arbitration proceeding hereunder:

- (a) proceedings shall, unless otherwise agreed by the Parties, be held in Bangalore.
- (b) the English language shall be the official language for all purposes
- (c) the decision of the sole arbitrator or of a majority of the arbitrators (or of the third arbitrator if there is no such majority) shall be final and binding and shall be enforceable in any court of competent jurisdiction, and the Parties hereby waive any objections to or claims of immunity in respect of such enforcement.

#### IV. APPENDICES

##### Appendix A: Description of the Services

*[Give detailed descriptions of the Services to be provided; dates for completion of various tasks, place of performance for different tasks; specific tasks to be approved by Client, etc.]*

##### Appendix B: Reporting Requirements

*[List format, frequency, contents of reports and number of copies; persons to receive them; dates of submission, etc. If no reports are to be submitted, state here "Not applicable".]*

##### Appendix C: Key Personnel and Sub-consultants

*[List under: C-1    Titles [and names, if already available], detailed job descriptions and minimum qualifications. experience of Key Personnel to be assigned to work , and staff-months for each.*

*C-2    List of approved Sub-consultants [if already available]; same information with respect to their Personnel as in C-1 through C-2)]*

##### Appendix D: Services and Facilities to be provided by the Client

*[List here under:*

*F-1    Services, facilities and property to be made available to the Consultants by the Client.]*

##### Appendix E: Breakdown of Contract Price in Indian Rupees

*List here the elements of cost used to arrive at the breakdown of the lump sum price :*

- 1.        Monthly rates for local Personnel (Key Personnel and other Personnel)*
- 2.        Reimbursable expenditures :*

***This appendix will exclusively be used for determining remuneration for additional services.***

**Appendix F: Form of Bank Guarantee for Advance Payments**

(Reference SC Clause 6.4 of Contract)

(To be stamped in accordance with Applicable Stamp Act, if any)

Ref: \_\_\_\_\_ Bank Guarantee: \_\_\_\_\_ Date: \_\_\_\_\_

Dear Sir,

In consideration of M/s. \_\_\_\_\_ (hereinafter referred as the "Client", which expression shall, unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to M/s. \_\_\_\_\_ (hereinafter referred to as the "Consultant" which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), a contract by issue of client's Contract Agreement No. \_\_\_\_\_ dated \_\_\_\_\_ and the same having been unequivocally accepted by the Consultant, resulting in a Contract valued at \_\_\_\_\_ for \_\_\_\_\_ Contract (hereinafter called the "Contract")  
(scope of work)

and the Client having agreed to make an advance payment to the Consultant for performance of the above Contract amounting to \_\_\_\_\_ (in words and figures) as an advance against Bank Guarantee to be furnished by the Consultant.

We \_\_\_\_\_ (Name of the Bank) having its Head Office at \_\_\_\_\_ (hereinafter referred to as the Bank), which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators executors and assigns) do hereby guarantee and undertake to pay the client immediately on demand any or, all monies payable by the Consultant to the extent of \_\_\_\_\_ as aforesaid at any time upto \_\_\_\_\_ @ \_\_\_\_\_ without any demur, reservation, contest, recourse or protest and/or without any reference to the consultant. Any such demand made by the client on the Bank shall be conclusive and binding notwithstanding any difference between the Client and the Consultant or any dispute pending before any Court, Tribunal, Arbitrator or any other authority. we agree that the Guarantee herein contained shall be irrevocable and shall continue to be enforceable till the Client discharges this guarantee.

The Client shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee, from time to time to vary the advance or to extend the time for performance of the contract by the Consultant. The Client shall have the fullest liberty without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Client and to exercise the same at any time in any manner, and either to enforce or to forebear to enforce any covenants, contained or implied, in the Contract between the Client and the Consultant any other course or remedy or security available to the Client. The bank shall not be relieved of its obligations under these presents by any exercise by the Client of its liberty with reference to the matters aforesaid or any of them or by reason of any other act or forbearance or other acts of omission or commission on the part of the Client or any other indulgence shown by the Client or by any other matter or thing whatsoever which under law would but for this provision have the effect of relieving the Bank.

The Bank also agrees that the Client at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Consultant and notwithstanding any security or other guarantee that the Client may have in relation to the Consultant's liabilities.

Notwithstanding anything contained herein above our liability under this guarantee is limited to \_\_\_\_\_ and it shall remain in force upto and including \_\_\_\_\_ and shall be extended from time to time for such period (not exceeding one year), as may be desired by M/s. \_\_\_\_\_ on whose behalf this guarantee has been given.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ at \_\_\_\_\_

WITNESS

\_\_\_\_\_  
(signature)\_\_\_\_\_  
(signature)\_\_\_\_\_  
(Name)\_\_\_\_\_  
(Name)\_\_\_\_\_  
(Official Address)\_\_\_\_\_  
Designation (with Bank stamp)

Attorney as per Power of

Attorney No. \_\_\_\_\_ Dated \_\_\_\_\_

*Note : The bank guarantee shall be issued either by a bank (Nationalized/Scheduled) located in India*

