

OFFICE OF THE MUNICIPAL COUNCILLORS BHATPARA
1/1 West Ghoshpara Road, P.O – Kankinara, North 24 Parganas , 743126
CONDITIONS AND REQUIREMENTS FOR QUOTATIONING

NIT No:- **R-28/ DR-2/2175**

Form – L

Dated : 22/08 /2013

Sealed Quotations are invited by the Executive Officer, Bhatpara Municipality for the following works under Rajiv Awas Yojana (RAY) from the eligible agency:-

SI no.	Name of work	Estimated Amount (Rs.)	Earnest Money	Cost of Quotation form with documents (Rs.)	Time of Completion
I	Validation of Socio-Economic MIS data with respect to slum profile (Annexure ~ I) of USHA Survey	I.O.R	15000/-	2020/-	8 Weeks

- b) Name and Address of the Department Concerned. : Bhatpara Municipality. Water Supply Department, 1/1 West Ghoshpara Road kankinara , 24 PGS (North)
- c) Name and Address of the Authority from whom eligibility certificate is to be obtained : Assistant Engineer, W.S. Department , Bhatpara Municipality, 1/1 West Ghoshpara Road kankinara , 24 PGS (North)
- d) Name and Address of the Authority Accepting the Quotation : Executive Officer, Bhatpara Municipality , 1/1 West Ghoshpara Road kankinara , 24 PGS (North)
- e) Eligibility of Agencies
- Previous experience of conducting socio-economic survey, preparation of rough mapping and working with community.
 - Availability or qualified and experienced community and social development personnel.

f) Terms of Reference (TOR)

This ToR is to procure services of an agency for data ratification and rough mapping of slum in all the slums of the town/city involving the respective community. Brief profile of the ULB is given below:

1. Description of Task

1.1 The task involves the followings:

- Validation and ratification of already collected socio-economic data through Annexure - I of USHA survey.
- Social/rough mapping of the slums including infrastructure mapping with the help of community.
- Ensuring people's participation through community meetings and Involving citizens in validation and rough map preparation process.

1.2 The data for households and slums are available in Slum-MIS. The agency will support the ULB in updating the slum profiles and new inclusions of households in each slum for the town/city.

2. Detailed activities are specified as follows:

2.1 Validating MIS (Survey) Data and Slum Rough Mapping

Data with respect to slum profile (Annexure I of USHA format), detailed household socio-economic surveys (Annexure II of USHA format) and livelihood profile (Annexure III of USHA format) has already been collected for all the slums taken up under USHA survey. The Annexure-I data need to be validated as per the guidelines (Guideline for Rough Map Preparation, Annexure C) enclosed herewith.

Each building structure should be assigned a number (ret. Annexure C for process for preparation of Rough Map for Slums) and will be approximately marked onto the printed version of slum boundary map. In addition other community facilities like anganwadis, primary schools, primary health centers (PHC), community work spaces/home based commercial activities, social development infrastructures like community halls, night shelter etc., will also be marked on the **rough map** of each slum pocket as mentioned in the guidelines issued by MoHUPA.

The number assigned for each building/structure during **rough mapping** exercise will be common reference point for GIS and MIS integration at household level during the stage of preparation of DPR.

Please ensure that these maps should be prepared in consultation with the community and the maps have to be integrated as an attribute with validated slum boundary during preparation of SFCPoA.

Information on Sand status of existing slums located on lands belonging to State/Central Government/ULBs, public undertakings of State/Central Government, any other public agency and private owners should be collected from RAY-MIS and then verified with concerned departments /Certified copy of Record of Rights (R.O.R) to be made available from the concerned BL&LRO Office.

2.2 Quality Assurance/Quality Control

The assessment of the quality indicators on an ongoing basis during the course of entire process is essential. It is important that agency documents critical issues in a systematic manner in terms of both qualitative reports and quantitative indicators (e.g. missing data proportions, test reliability through random checks etc.) which would give essential information about the quality of data validation.

On the basis of data validation exercise, the existing slum list and household lists to be updated in dose consultation with the concerned stakeholders.

3. Deliverables

Agency needs to work in close consultation with ULB and Community. A fortnightly report needs to be submitted detailing the progress of the assignment from time to time.

Agency is required to submit the following deliverables for each of the slum as part of the validation of Socio-Economic MIS data under Annexure – I.

- ULB ratified socio-economic profile of all slums as per **Annexure-I of USHA** survey format.
- Duly filled **variance report** as per **Appendix-A**.
- **Summary of the variance report** in form of variance reconciliation report as per **Appendix-B**.
- **Rough maps** prepared and scanned for all slums.
- **A meeting resolution** by the community duly signed by at least 70 percent slum households as per **Appendix-C**.
- Documentation of critical issues in a systematic manner in terms of both qualitative reports and quantitative indicators (e.g. missing data proportions, test reliability through random checks etc.)
- **Socio-economic validation proforma** to be filled in during the preparation of Rough Map as per **Appendix-D**.
- Report and documentation of activities including summary sheets and pictures of all activities in hard as well as soft copy.

4. General Terms and Conditions

- The Agency is accountable to the Bhatpara Municipality and to CMU under MA Department, Government of West Bengal.
- In the event of disputes between the parties, the decision of the Chairperson of Bhatpara Municipality shall be final towards resolving of the issue.
- Agency, agrees that, it shall not communicate to any person or other entity external to the ULB on any unpublished information made known to them in the course of this task without written approval of ULB and in specific cases from CMU; and to indemnify the losses, if any, suffered by the ULB on account of breach.
- If the work is abandoned by the Agency the ULB reserves the right to get the balance of the services done by another agency at the risk and cost of the Agency who has abandoned the work. The decision of the ULB in this respect shall be final and binding to the Agency.

Appendix - A

Format for Variance Report:

A hard copy of the reporting format will be provided to the agency. It needs to validate all parameters in each slum and record as per three methods- USHA survey, Slum MIS* and Transact walk/Rough slum mapping.

Reporting Format (to be filled up for each slum)

Information	Annexure – I of USHA filed in Survey Format	Annexure-I as in Slum MIS*	Transect Walk / Rough Slum Mapping
Name of the Slum			
Slum Code			
Ward No / Location			
Area of Slum (in Km ²)			
Located in core City/Fringe Area			
Type of Area surrounding slum			
Physical location of slum			
Slum Notified (Y/N)			
Year of Notification)			
Ownership of land)			
Total Population in Slum)			
BPL Population in Slum			
No. of HHs in slum			
No. of BPL HHs			
No. of Women Headed HHs			
No. of persons 65+ years			
No. of Physically Challenged Persons			
Dwelling Unit Structure			
Land Tenure Status (at HH Level)			
Connectivity to city-wide W/S System			
Connectivity to City-wide Drainage System			
Connectivity to City-wide Sewerage System			

Slum Prone to flooding			
Frequency of garbage disposal			
Arrangement of Garbage disposal			
Frequency of clearance of Open drain			
Approach Road to Slum			
Distance from nearest Motorable Road			
Internal road			
Street Light Availability (Y/N)			
SHG/DWCUA groups in Slum			
No. of NHGs in Slum			
No. of TCGs in slum			
No. of Slum Dwellers Association in Slum			
No of Youth Associations in Slum			
No. of Mahila Samitis in slum			
Anganwadi under ICDS			
Municipal pre-primary School			
Private Pre-primary School			
Municipal Primary School			
State Government School			
Private Primary School			
Municipal high Schhol			
Non formal Education Centre			
State Government High School			
Private High School			
Urban health Post			
Primary Health post			
Govt. Hospital			
Maternity Centre			
Private Clinic			
Registered Medical Practitioner			
Ayurvedic Doctor			
Community Hall			

Livelihood/Production Centre			
Vocational Training/Training cum Prodn. Centre			
Streer Children Rehabilitation Centre			
Night Shelter			
Old Age Home			

* For obtaining Annexure-I from slum MIS, go to the link: <http://surveys.cgg.gov.in> . Login by typing the USER-ID and Password. Select "**Slum Survey Reports**" under "**Reports**" tab. Select "**No. of Notified / Non-Notified slums**" and click "**Submit**" button. Clicking the name of the Municipal Corporation / Municipality v/e will get slum wise data. Further, on clicking the hyperlink for each slum name, the Annexure-I data can be obtained.

Appendix – B

Variance Reconciliation Report:

A variance reconciliation report should be prepared for each slum, mentioning the reasons of variation.

Particulars	Number
Number of HHs as per USHA survey	XXX
Less Outmigration-people moved out	
Add: Increase in HH due to additional Households	
Less: decrease in HH due to Absentee landlord	
Number of new HHs identified during rough mapping	XXX

Note: The above reasons for variation between the number of HHs as per USHA survey and that as identified during the rough mapping are only indicative in nature and can be put in detail on the basis of circumstances prevailing in each slum.

বস্তুভিত্তিক সভার সিদ্ধান্ত

তারিখ : _____

সৌরসভার নাম : _____
 ওয়ার্ড সংখ্যা : _____
 বস্তির নাম : _____
 বস্তির কোড সংখ্যা : _____

আমরা সকল বাস্তবাসী রাজীব আবাস সোজনার অধীনে আমাদের বস্তি পুনর্গঠন প্রকল্প তৈরীর জন্য পরিকল্পনা রচনা করার প্রক্রিয়াকে স্বাগত জানাচ্ছি। এই প্রকল্পের প্রাথমিক কাজ হিসাবে আমাদের সকলের সহযোগিতায় বস্তির সকল আর্থসামাজিক ও পরিকাঠামোগত তথ্য সংগ্রহ করা হল এবং একটি সামাজিক মানচিত্র তৈরী করা হল। এই প্রকল্পের বাকী সমস্ত কর্মকান্ডের সঙ্গে যুক্ত হয়ে আমরা আগামী দিনে একটি সুন্দর ও স্বাস্থ্যকর পরিবেশে বসবাস করতে ইচ্ছুক।

ক্রমিক সংখ্যা	পরিবারের কর্তার নাম	স্বাক্ষর

APPENDIX-D: SOCIO-ECONOMIC DATA VALIDATION PROFORMA

Ward Number:				Father's Name/Husband's Name	BPL (Yes/No)	Number of Family member in each Household	Land tenure (Patta/Possession/Certificate/Occupancy Right)	Type of House (Pucca/Semi Pucca/Kutchha)	If Pucca state whether the house is self built / under schemes (specify name of the scheme)	Condition of House (Liveable or Dilapidated)	Rented /Owned	If Rented, name of the owner	Place of Residence of Owner- within the same slum or outside	Toilet within the premises (Yes/No)	Drinking water facility within the premises (Yes/ No)	Source of Drinking Water
Name of the Slum																
Holding number as per rough map	Residential/ Non-Residential (specify*)	Household Number	Name of the household Head													
1		IA														
		IB														
A DU with a separate Kitchen should be recorded as a separate household and to be given a separate number																
The Above details need to be captured for each HH identified during rough mapping for each slum																
* In case holding is non-residential please specify its nature i.e Grocery Shop/Ice Cream Factory/Sweet Shops/ Primary School/Anganwadi etc.																

Note:- To facilitate preparation of above list, agency should carry an alphabetically sorted household list which can be downloaded from "household-livelihood survey" tab from Slum-MIS. Any additional households identified during the community meeting and rough mapping should be marked separately in Appendix-D by marking tick mark (✓) mark against the name of household head.

Appendix – C
Guideline for Rough Map Preparation:

















1. Rough mapping of slum

The blank maps as collected after validation of slum boundary should be used at least in A3 sized papers for rough mapping while transecting the slum. If need arise, other standard techniques, like mapping on blank white art paper, could be followed for mapping. The purpose of mapping is to obtain an overview of the situation available with the community and doing so. Following should be captured:

- Each building/structure along with its identification number will be approximately marked onto the printed version of slum boundary map (particularly of each slum pockets)
- Need to cover all the roads, lanes, by-lanes while plotting houses and landmarks so that not a single house/resource is left out while mapping.
- Followings are some of the items that can be observed during transect walks and also be marked on the rough map of each slum pocket.
 - Access road, inner road
 - Housing condition
 - Land use: commercial, offices etc
 - Open/Vacant lands
 - Anganwadis, SSKs and Primary Schools
 - Health Care centre/Other health facilities
 - Community centres/CDS Office
 - Night Shelters
 - Water source
 - Latrine facility
 - Sanitary conditions
 - Community latrines/public toilets
 - Provision of waste disposal
 - Presence of non-governmental/community based organizations



The agency should record all the commercial/Industrial activities/structures in each slum. It should capture key features as per the indicative legend below:

Pucca house	
Kutchha house	
Thatched house	
Asbestos shade	
Non-residential	
Latrine	
Temple	
Play ground	
Vacant land	
Pond	
Tree	
Cow shed (Khatal)	
Hand pump	
Stand post	
Kutchha path	
Pucca Road	

In addition, if any new structures are identified that need to be mentioned in the rough map, index should be developed by the person(s) involved in rough mapping and used in the maps.

Annexure-D
Report Format

(To be submitted to CMU both in hard and soft copies along with BOC approval)

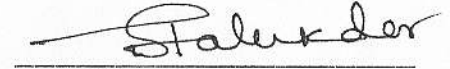
SL No	Named of the Agency/ Consultant	Proper tendering process followed during engagement (Yes/No)	Name of Slum	Location/Address of Slum including ward number	Total No. of House holds	Total Charges @rate of Rs. 25.00 per HH	Charges as per Maximum Ceiling (in Rs.)	Actual Payment made to the Agency (in Rs)	Whether rough map attached (Yes/No)	Whether meeting resolution along with signatures of community members attached (Yes/No)
1										
2										
3										
4										
5										
6										
7										
	Total									

Signature of Chairperson with Seal

- f) Last date of submission of Quotation : 30/08/2013 up to 12.00 noon
g) Last Date and time of Opening of Quotation : 30/08/2013 at 12.30 pm
h) Place of submission of Quotation Documents in Hard Copy : Executive Officer, Bhatpara Municipality 1/I West Ghoshpara Road kankinara , 24 PGS (North).

Website

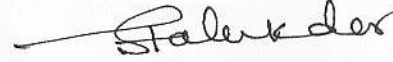
: Details may be seen in our website www.bhatparamunicipality.in & Govt. website http://www.wbdma.gov.in/HTM/Muni_Quotations.htm



Vice Chairman
Bhatpara Municipality

Copy forwarded for information to :-

- 1) MN Pradhan, project Director, CMU
- 2) Chairman, Bhatpara Municipality
- 3) Executive Officer, Bhatpara Municipality
- 4) Sri Madan Mohan Ghosh, Member, Chairman in Council, Bhatpara Municipality)
- 5) The President & All Members, Quotation Committee, Bhatpara Municipality
- 6) Assistant Engineer, Bhatpara Municipality
- 7) Finance Officer, Bhatpara Municipality
- 8) Cashier, Bhatpara Municipality
- 9) Receiving Clerk, Bhatpara Municipality
- 10) Notice Board, Main Office & Branch Office Shyamnagar



Vice Chairman
Bhatpara Municipality