

**Directorate of Panchayati Raj,  
Department of Panchayati Raj, GoUP, 6th,Floor, Jawahar Bhawan,  
Lucknow**

**Advertisement No. 4/750/2012-4/67/PEAIS**

**Date: 21.11.2012**

**INVITATION FOR EXPRESSION OF INTREST (EOI) CUM REQUEST FOR PROPOSAL  
(RFP) FOR ENGAGEMENT OF AGENCIES FOR FIELD VERIFICATION OF PANCHAYATS  
FOR THE PURPOSE OF AWARDS UNDER THE PANCHAYAT EMPOWERMENT &  
ACCOUNTABILITY INCENTIVE SCHEME (PEAIS 2012-13)**

**The table below depicts the critical information pertaining to the Bid:**

**Table 1: Critical Information with respect to the Bid:**

<b>S.No.</b>	<b>Information</b>	<b>Details</b>
•	Name of the Owner	Department of Panchayati Raj, GoUP
•	Date of issue of Bid	22/11/2012
•	Last date for submission of written queries for clarification	04/12/2012
•	Clarification may be requested to	(i). Avdhesh Suman (PEAIS Consultant) (ii). Suraj Prasad (UDA), Sec-4, upto 04/12/2012
•	Date and Time for Submission of Bids	07/12/2012 at 3 PM.
•	Date and Time for Opening of Bids	07/12/2012 at 4 PM.
•	Proposal Validity period	180 days
•	Contact Person for queries	<b>Joint Director</b> Directorate of Panchayati Raj, Lucknow, 6th Floor , Jawahar Bhawan LUCKNOW-226010 Phone No: : 0522-2286795 Fax: 0522-2286611 E-MAIL :jdprrlu-up@nic.in
•	Addressee and Address at which Bid is to be submitted	Director, Panchayati Raj, Directorate of Panchayati Raj, Room no 625, 6 <sup>th</sup> floor Jawahar Bhawan, Lucknow ,Uttar Pradesh

## **1. BACKGROUND**

Ministry of Panchayati Raj (MoPR), Govt. of India launched Panchayat Empowerment and Accountability Incentive Scheme (PEAIS) in 2005-06. So far, under the scheme States/UTs have been awarded on the extent to which they have devolved funds, functions and functionaries (3Fs) to Panchayats. From 2011-12, this scheme has been enlarged to cover incentivization of Panchayats based on performance indicators as well.

The guidelines of PEAIS is available on the website of Department of Panchayati Raj,GoUP ([www.panchayatiraj.up.nic.in](http://www.panchayatiraj.up.nic.in)).

As per the PEAIS guidelines, a set of indicators, questionnaire and marking scheme has been prepared by DoPR (Department of Panchayat Raj, Uttar Pradesh) and circulated to ZPs/KPs/GPs. The department has also formed Performance Assessment Committees at state level ,divisional level and district level namely SPPAC, Div.PPAC and Distt.PPAC for assessment of the performance based on the filled questionnaires and committee recommendations. The respective committees at District, Divisional and State will furnish their recommendations regarding Panchayats that are to be given awards by MoPR following detailed procedure and using approved state-specific indicators, questionnaire and marking scheme. The field verification teams to be selected by DoPR are required to verify the data/information based on which these recommendations have been made after making field visits to these Panchayats

## **2. Objectives of the Scheme:**

The Scheme aims to:

- a. Incentivize the States to empower Panchayats through devolutions of 3Fs (Function, Funds and Functionaries) in accordance with Article 243G read with eleventh schedule of constitution.
- b. Incentivize Panchayats to put in place accountability systems to make their functioning transparent and efficient.

### **3. SCOPE OF WORK:**

Department of Panchayati Raj, GoUP proposes to engage agencies for conducting field visits to Panchayats across the States to verify the data/information furnished regarding the selected Panchayats. The number of Panchayats to be given awards is at Annexure-I.

The organization applying must be prepared to cover a minimum of 40 Panchayats and provide the requisite number of teams. Roughly, 20 teams of 40 persons would need to undertake field visits. These teams will be given training by DoPR before they undertake field visits.

The teams are expected to verify the data and/or the factual information with regard to the Panchayats recommended by the respective Committees for awards and ascertain the correctness of the same and furnish a report to DoPR. The methodology would be as under:

(i) Each GP/KP/ZP recommended/shortlisted for awards by the divisional/district committees would be visited by a team of two persons after giving prior notice to them.

(ii) Data/information in the questionnaire would be verified for factual accuracy with reference to the records maintained in the respective Panchayat. Discrepancies, if any, could be discussed with the concerned tier of Panchayat.

(iii) Discussions would be held with GP/KP/ZP members and other stakeholders like residents, NGOs etc, if required.

(iv) A report will be submitted to DoPR within a week from the date of visit.

### **4. COMPOSITION OF FIELD VERIFICATION TEAMS & OTHER REQUIREMENTS:**

One team of 2 persons will cover roughly 5 PRIs. All the members of the team should have qualifications as stated below, good communication skills in Hindi and at least one team member should have experience of at least 2 years in the area of Panchayat. Preference will be given to those having experience of conducting field-based survey and training to elected Panchayat representatives/functionaries.

### **5. ELIGIBILITY OF APPLYING AGENCY:**

The Agency needs to have sufficient capability to provide services for the work as specified above with adequate and competent manpower and infrastructure including computers and software required for the job. Since the task is time-bound, the Agency would be required to adhere to the prescribed timelines and work in close coordination with the DoPR. The field verification would be undertaken during December 2012.

**Essential:**

1. The agency must be Government, Government Undertaking or Government Research Institutes/ Educational Institute or Government Training Institutes of Uttar Pradesh or Govt. of India.
2. The Agency must be in a position to undertake field verification in at least 40 Panchayats in Uttar Pradesh.
3. The persons engaged by the agency for conducting field visits should be: (i) at least graduates from a recognized University; (ii) have good communication skills (oral & written) Hindi and (iii) have at least 2 years experience of working in the area of Panchayats functioning.

Desirable :- (i) Experience of field based survey; and (ii) experience of imparting training to the elected representatives/functionaries of Panchayats.

**6. QUANTUM OF WORK:**

The tentative number of Panchayats to be visited is given at Annex-I. The number of field visits may be increased/ decreased as per need.

**7. SELECTION CRITERIA FOR THE AGENCY TO BE ENGAGED IN VERIFICATION UNDER PEAIS**

The agencies will be evaluated by a Selection Committee constituted by DoPR in accordance with the selection criteria laid down hereunder. The Department may select one or more numbers of agency as may be desirable to complete the process of field verification in the specified time limit.

Following will be the criteria for the selection of the Agency.

**❖ Selection Criteria**

- a) Qualification & Experience of Agency.
- b) Previous experience of agency of working with Panchayats.
- c) Previous experience of agency of field verification visits.
- d) No. of teams available for field verification.
- e) Presence in State in terms of field office etc.

- f) No. of professionals on rolls of agency.
- g) Qualification and Experience of the Team member proposed for the verification (each member wise).

**8. Support to be provided by DoPR**

Following documents / inputs will be provided by Department of Panchayati Raj, GoUP :

- Training of State Field Verification Teams. (Annexure- III)
- A copy of guidelines of PEAIS.
- A copy of approved State specific indicators, questionnaire and marking scheme.
- Recommendations made by the State concerned for awarding Panchayats, as may be appropriate.

Any other relevant information as may be sought by the agency.

**9. Fee:**

DoPR will pay the agency for field visits as follows:

- (i) TA to field verification team will be admissible to either 2<sup>nd</sup> AC or below class train fare or in case of travel by road, hire charge for non-AC vehicle. Road journey preferably be performed by public transport entitled.
- (ii) Cost of Stay in the field will not exceed Rs.1000/- per person per day or Actual whichever is less.
- (iii) Honorarium of Rs.2000 per person per Panchayat (Calculated Rs. 1000/- per day per Panchayat for 2 days).

**Note**

- After the submission of the verification report by the Agency to the DOPR, the payment will be made to the Agency with in the 10 days after the receipt of the bills.
- DoPR would not be liable for any payment to agencies Team member payment of any way of any type.

## **10. DELIVERABLES:**

The agency will be expected to deliver the following:

1. Verification of data/information as provided by PRIs and submission of the same.
2. Submission of hardcopy of verification report.
3. Submission of hard copies of coloured photographs for each Panchayat showing the Following:
  - a) Panchayat office, PRI members and survey team during the visit
  - b) Places visited in the relevant Panchayat.
  - c) Functionaries/elected PR representatives/NGO/Govt. Official of the dept. of Panchayati Raj or other stake-holders interacted with.
  - d) Records of Panchayats visited for field verification.
4. Recommendations

## **11. Project Timeliness**

The Agency has to finish all work including site inspection by teams, preparation & submission of report of the visited/inspected PRIs within **20 days** from the date of the award of the work order.

## **12. SUB-CONTRACTING OF WORK:**

Subcontracting of the work or part thereof awarded under these terms of contract will not be permitted in any form. Subcontracting will lead to termination of contract in addition to any other suitable actions for violation of ToR.

## **13. Penalty**

In case the successful applying agency fails to complete the work within the prescribed time schedule or in case the delay is such that it seriously hampers the declaration of prizes, DoPR may take appropriate action against such agency.

## **14. Application and submission procedure**

The agencies fulfilling the qualification and eligibility criteria and willing to undertake field visits shall submit two copies of the proposal as per Annex-II clearly mentioning "Original" and "copy" in a sealed cover, along with an Earnest Money Deposit (EMD) in form of DD i.e., (Rs. 7500/-) of Estimated cost in favour of "Director, Panchayati Raj" payable at Lucknow. The proposal will be submitted to the Director, Panchayati Raj, Directorate of Panchayati Raj, Room no 625, 6<sup>th</sup> floor Jawahar Bhawan, Lucknow ,Uttar Pradesh on or before 07-12-2012 on any working day during office hours,

(The sealed cover may subscribe)

**"APPLICATION FOR ENGAGEMENT OF AGENCIES FOR FIELD VERIFICATION OF PANCHAYATS FOR THE PURPOSE OF AWARDS UNDER THE PANCHAYAT EMPOWERMENT & ACCOUNTABILITY INCENTIVE SCHEME (PEAIS 2012-13).**

The EMD shall be valid for a period of 180 days. An unsuccessful bidder's EMD amount will be discharged /returned as early as possible. The refund of the EMD amount shall not carry any interest. The successful bidder's EMD with revalidation will be adjusted towards performance security (10% of Estimated Cost) to be furnished by the bidder before signing the contract. In the event of any discrepancy, the "Original" version shall govern. The original and all copies of the proposal shall be typed or written in ink and shall be signed by the agency or a person or persons duly authorized to bind the agency to the contract. Performance Guarantee would remain valid for a period of sixty days beyond the date of completion of all contractual delegations. The letter of authorization shall accompany the proposal. Written power-of-attorney accompanying the proposal shall support the letter of authorization. The person or persons signing the proposal shall initial all pages of the proposal, except for un-amended printed literature.

The proposal shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the agency, in which case, such corrections shall be initialed by the person or person signing the proposal in original.

The Department of Panchayati Raj reserves the right to accept or reject any or all proposals without assigning any reasons thereof.

**Together with the proposal, the following details are also required to be submitted:**

1. Name and address of the Agency.
2. Names, photographs and short CVs of the persons proposed to be involved in the field verification work
3. Details of major works undertaken by the agency in the field of Panchayats so far, including nature of work, place or region, duration etc.
4. Number of teams, which the agency can provide for field verifications.
6. The applicant will not be allowed to submit any supplementary information after the date of opening of the offer. Any clarifications sought by the DoPR subsequent to the date of opening of the proposal will be replied to only in respect to the queries raised therein.

Prescribed format for application is at Annexure-II.

**Note:** The Agency exempted to submit the performance Guarantee or EMD under a government order will have to submit such order of exemption along with undertaking for the purpose.

**15. OPENING AND EVALUATION OF PROPOSAL:**

After the deadline for submission of proposals, the Proposal shall be opened immediately by the Evaluation Committee (EC). The Evaluation Committee (EC), constituted for this purpose, evaluates all the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub criteria system specified in the document.

**16. CLARIFICATION**

Clarifications may be requested up to 04/12/2012.

- (i). Avdhesh Suman (PEAIS Consultant) Mob: 09389636340



(ii). Suraj Prasad (UDA), Sec-4, Mob: 0941543261

The address for requesting clarifications is:

6th Floor, Jawahar Bhawan

Lucknow, India,

LUCKNOW-226010

Phone No: : 0522-2286795

Fax: 0522-2286611

E-MAIL: peaisconsultant@gmail.com

**17. BREACH/ VIOLATIONS OF THE ToR:**

**a)** In the event of breach or violation of any of the terms and conditions for the assignment, the agency shall refund to the Government on its own or on demand and without demur, the entire amount paid by the Government along with interest therein at the rate of 12% (twelve percent) per annum from the date of receipt of amount paid in this regard up to the date of refund thereof, failing which the impugned amount would be recoverable through the legal process or as dues of land revenue.

**b)** The DoPR reserves the right to get any or all verification reports cross checked by its own officers or any agency of its choice. In case of any discrepancy, the agency shall be blacklisted and other punitive actions including refund/deduction of full or part of admissible amount may be initiated against the agency.

**c)** In case of disputes arising from action initiated on account of (a) and (b) above, the decision of the Principal Secretary, Panchayati Raj, GoUP, shall be final and binding.

**d)** The Chairman, State Panchayat Performance Assessment Committee (SPPAC) under Panchayat Empowerment and Accountability Incentive Scheme (PEAIS 2012-13) in the Department of Panchayati Raj, Uttar Pradesh reserves the right to accept or reject any application without citing any reason to the applicant.

## Annexure-I

No. of Panchayats to be awarded or shortlisted:

PRI	No. of Awards	No. to be shortlisted
Zila Panchayat	2	6
Kshetra Panchayat	4	12
Gram Panchayat	26	78

**ANNEXURE-II**

**APPLICATION FORMAT FOR CONDUCTING VERIFICATION OF PANCHAYATS UNDER THE PANCHAYAT EMPOWERMENT & ACCOUNTABILITY INCENTIVE SCHEME (PEAIS)**

A. Covering letter

Reference No .....

Date: .....

To

The Director,  
Panchayati Raj,  
Directorate of Panchayati Raj,  
6<sup>th</sup> Floor ,Jawhar Bhawan,  
Lucknow,Uttar Pradesh  
Fax. 0522-2286611

**Subject: "APPLICATION FOR ENGAGEMENT OF AGENCIES FOR FIELD VERIFICATION OF PANCHAYATS FOR THE PURPOSE OF AWARDS UNDER THE PANCHAYAT EMPOWERMENT & ACCOUNTABILITY INCENTIVE SCHEME (PEAIS 2012-13).**

Sir,

I/We, the undersigned, forward herewith the proposal for engagement of the agency for survey work for the year 2012-13 for the titled work in accordance with your advertisement reference] dated [Insert Date].

It is to declare that all the information and statements made in the proposal are true and correct. It is understood that any misrepresentation of facts or figures contained in the proposal may lead to disqualification of the agency for any consideration for the said assignment.

Dated this \_\_\_\_ day of \_\_\_\_\_

Signature: \_\_\_\_\_

(In the Capacity of :) \_\_\_\_\_

**Authorized signatory for and on behalf of the agency**

**Name and Address of the Company Name and Address of the Contact Person**

Name:

Address:

Telephone No.

Fax:

E-mail :

Encl: Demands Draft No. ....Rs. 7500/-drawn on.....(bank).....in favour of

Director, Panchayati Raj at Lucknow

General Information of Agency

**Information required to be filled in by the Agency**

1. Date of Incorporation of the agency (Attach copy of Certificate of Incorporation)

2 Name, address and contact details of the head of the organization

3. Name, Designation and Address of Contact person with contact details (office telephone number, mobile number & email id)

4. Details of work done related to Panchayats by by the agency.

5 Details of field verification work done so far by the agency.

6. Number of professionals on rolls of the organization as on 30.10.2012 (Certification from organization head)

Full time-Part time

8. No. of teams the agency is in a position to provide for field verification during 2012-13 (please attach bio data of the persons with academic/professional qualifications, age, experience of field verifications in relation to (i) Panchayats & (ii) other agencies;

Proficiency in Hindi etc.

9. EMD for Rs 7500/vide

Demand Draft

dated .....from.....(Bank).....

Enclosed

## Annexure-III

### Format of CV of the Team Members Proposed for field Verification

1. Name in full beginning with surname (in block letters) :.....
2. Nationality: .....
3. Marital Status: (married, single, widower or widow) .....
4. Father' s name: .....
5. Date of birth (in Christian Era) (in figures): .....
6. Educational history:

Name of Institution/ Board/University	Exam/Degree	Year of Passing	Marks % in aggregate and Division

7. Professional training:

Organization	Period	Detail of training

- 8 Total No of Work Experience:

9. Experience with Panchayati Raj:

10. Employment records (Details in chronological order, starting with your first job) :

Name & address of employer / Institution	Period of service From – To	Designation (with scale of pay)	Description of work	Whether permanent or temporary	Reason for leaving

11. Field of special interest: .....

12. Any other information you may wish to add:

## **Annexure-III**

### **Training of State Field Verification Teams**

- **Travel:** As per State norms. TA to be restricted to rail by 2<sup>nd</sup> AC or in case of travel by road a non-AC vehicle. Road journey preferably be performed by transport entitled.
- **Stay:** Actuals or Rs 1000/- per person per day, whichever is less.
- **Honorarium for Resource Persons:** Rs 2000/- per person per State.