

# **Paschim Banga Sarva Shiksha Mission (PBSSM)**

**State Project Office, Bikash Bhavan (2<sup>nd</sup> Floor), Salt Lake City, Kolkata – 700 091**

## **LETTER OF INVITATION**

Dear Sir,

**Subject: Consultancy Services for School Mapping, Compilation of Data for Environmental Assessment and Building Asset Register of Schools in (Name of District) under Sarva Shiksha Abhiyan (SSA).**

1. You are hereby invited to submit technical and financial proposals for consultancy services required for School Mapping, Compilation of Data for Environmental Assessment and Building Asset Register of schools in **(Name of District)** under Sarva Shiksha Abhiyan (SSA) which could form the basis for future negotiations and ultimately a contract between your firm and State Project Director, PBSSM.
2. **The purpose of this assignment is:**
  - To obtain the location of school building showing the existing structure, trees and allied infrastructure like Tubewell, Kitchen Shed, Boundary Wall etc. Such exercise is essential to orientate the infrastructure of the school in a scientific manner.
  - Whether school construction is in urban or rural area on an earmarked site. A construction work done by Engineering Department like PWD following necessary mapping/layout plan before construction.
  - But the school constructed in rural area by communities like VEC, PRI in unplanned area generally School Mapping is missing.
  - Such School Mapping, Compilation of Data for Environmental Assessment plan and Building Asset Register help the planner to work out position of new school building and new school where it is required particularly in the light of Education Bill 2008 and Right to Education referred in Article 21A of Indian Constitution.
  - Environmental Assessment is an attempt to identify the probable environmental issues and impacts with respect to SSA on the line as detailed in the Terms of Reference developed for the purpose for SSA-II external funding. A guide to design for better learning environment.
  - As per direction of MHRD, GoI Building Asset Register for schools to be maintained and to be kept in block and district level. The relevant format had already been circulated.
  - The Consultant shall highlight the problem area, if any and also suggest steps/solutions for the same so as to achieve the overall target.

### **School Mapping for Existing Schools:**

- Prepare layout plan/site plan showing the following: -
  - a) Exact boundary of the campus with North direction showing all roads, paths and important landmark nearby
  - b) Show all existing components such as school building, ramp if any, school gate, path leading to school building, Kitchen Shed, Anganwadi, Toilet, Drinking Water, soak pit, garden areas, Child Friendly Elements including trees
  - c) Architectural plan of the existing building showing the type of building and condition of each classroom (foundation, walling, roofing, flooring, doors, windows etc.)
  - d) Comparison with SSA norms of the above plan and any new infrastructure required.
  - e) Classwise enrolment disintegrated to boys and girls
  - f) No. of Classes
  - g) No. of Out of School Children
  - h) Population Growth and Growth of the Children 6-14 years
  - i) Whether school is having electricity

- j) Is it in tribal, rural or urban area
- k) Any classroom which is unsafe
- l) Deficiency in infrastructure in accordance with present strength and SSA norms
- m) Four colour photographs of front, rear, right and left view of the existing building

**Software:**

- Softcopy of School Mapping will be developed by AutoCAD and data will be stored duly compiled for each school and block, district and state level. In addition to the above, school map will be prepared for each school on A-4 size paper which will be displayed duly framed in the Headmaster's Room for future reference and planning.
- Once this data is prepared, this will serve as Building Asset Register and shall deter the local people to encroach upon the school land.

**School Mapping for New Schools:**

- Following inputs are required: -
  - a) Location (Name of the Village, Street, Area etc.)
  - b) Boundary of the campus with North direction and showing all roads, pathway leading to school site
  - c) All existing landmark including trees, any Tubewell, any Boundary Wall or any other structure existing on site
  - d) Orientate the new building to be constructed
  - e) Including position of trees, Kitchen Shed, Child Friendly Elements, BaLA elements, Anganwadi, Toilet, Drinking Water facilities, gardening area, assembly area, parking, position of gate and any other components to be constructed. The map should show future expansion as well.
  - f) Any important landmark near the proposed school
  - g) Architectural Plan of the existing building showing the type of building and condition of each classroom (foundation, walling, roofing, flooring, doors, windows etc.)
  - h) Comparison with SSA norms of the above plan and any new infrastructure required
  - i) Classwise enrolment disintegrated to boys and girls
  - j) No. of Classes
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  - l) Population Growth and Growth of the Children 6-14 years
  - m) Whether school is having electricity
  - n) Is it in tribal, rural or urban area
  - o) Any classroom which is unsafe
  - p) Deficiency in infrastructure in accordance with present strength and SSA norms
  - q) Four colour photographs of front, rear, right and left view of the existing building

**Note:** The relevant data for preparation of School Mapping, Environmental Assessment and Building Asset Register are mostly available from District/Circle Project Office of PBSSM and the rest of the relevant data to be collected at the field level by the Consultant. In this connection, the decision of the State Project Director will be final and to be followed by the Consultant.

**Environmental Assessment: -**

Name of School:

Block:

Sub-Division:

Sl. No.	Issue	Comment	Remarks
1	<b>Site Location and Sensitivity</b>		
	a) Whether the site is located within 1km of the settlement	Yes/No	
	b) Whether the site is located in a particular community area	Yes/No	
	c) Whether the area of the site is 1 acre	Yes/No	
	d) Whether shape is regular	Yes/No	
	e) Whether the site is in a low lying area	Yes/No	
	f) Whether the site is in an area of heavy slope	Yes/No	
	g) Whether located in filled-up soil	Yes/No	
	h) Whether located within decomposed plant/animal material	Yes/No	

Name of School:

Block:

Sub-Division:

Name of School:	Block:	Sub-Division:
i) Whether water is available on or near the site	Yes/No	
j) Whether the site has access to electricity	Yes/No	
k) Whether the site is located in hazardous area	Yes/No	
l) Whether the site is located near the sources of noise like highways, rail tracks, factories	Yes/No	
<b>2 Site Planning and Building Designs</b>		
a) Whether all teachers need to be sensitized to their responsibility for the safety and well being of their students during school hours, equipped with adequate knowledge, able to protect their students in the event of emergencies	Yes/No	
b) Whether the building is free from inflammable and toxic materials	Yes/No	
c) Whether adequate emergence exists in the building	Yes/No	
d) Whether there is supply of water and sand for fire fighting purpose	Yes/No	
e) Whether adequate supply of potable drinking water with appropriate chlorination (if necessary) is present	Yes/No	
f) Whether storage of food grain, cookies and serving of meals with strict regard to hygiene is adequate	Yes/No	
g) Whether cooked meal is tested by adults prior to being served to children so that contamination, if any is detected in time	Yes/No	
<b>3 Learning Environment Free of Barriers</b>		
a) Whether there is gate, approach road and steps for smooth movement for children with locomotor impairment	Yes/No	
b) Whether ramp with handrail exists	Yes/No	
c) Whether there is major level difference within building, passage and corridors	Yes/No	
d) Whether there is toilet with provision of adjustable seat, grabrail and ramp	Yes/No	
e) Whether plan of the building is simple	Yes/No	
f) Whether windows are designed to eliminate glare	Yes/No	
g) Whether the distance is kept low between the child and the chalkboard	Yes/No	
h) Whether contrasting colours and textures are used to aid identification of levels, ramps, passageways, steps, doors etc.	Yes/No	
i) Whether projections, sharp edges etc. are avoided to minimize risk of injuries	Yes/No	
j) Whether there is provision of embossed eye charts on walls	Yes/No	
k) Whether there is provision of low cost mats and panels, soft board, charts etc. to insulate walls	Yes/No	
l) Whether there is provision of supplementary visual information like ideograms etc.	Yes/No	
m) Whether there is provision for lot of open space and greenery	Yes/No	
n) Whether the school is designed to allow the teachers to be able to pay personal attention to the child	Yes/No	
o) Whether there is personal space for the child	Yes/No	
p) Whether there is provision of in-built play elements	Yes/No	
<b>4 Energy Efficient and Environment Friendly Building Design and Construction</b>		
a) Whether building is designed to give comfort to the children in summer and winter	Yes/No	
b) Whether cross-ventilation is maintained	Yes/No	
c) Whether rat-trap bond is used to keep the inside building environment comfortable during cold and hot season	Yes/No	
d) Whether white washing/painting of the roof is done to reduce transmission of heat during hot weather	Yes/No	
<b>5 Construction related Issues including Quality Control</b>		
a) Whether all constructions are supervised by technical persons specifically at vital stages of construction	Yes/No	
b) Whether the VEC/WEC/MC members are helped in the identification and purchase of good quality material for construction	Yes/No	
c) Whether all involved in the construction process are provided extensive training	Yes/No	

Name of School:

Block:

Sub-Division:

	d) Whether the VEC/WEC/MC is supported by a detail construction manual containing drawing, estimate, technical details, accounting procedures, broad tips for construction etc.	Yes/No	
	e) Whether any laboratory/field test is done at regular intervals	Yes/No	
	f) Whether local construction materials and low cost technologies are used	Yes/No	
	g) Whether any alternate technologies like rat-trap bond wall, filler slab roof, stub foundation etc, are followed	Yes/No	
	h) Whether non-bio-degradable materials such as pre-fabricated building of PVC etc. are used	Yes/No	
<b>6 Teaching Learning Environment</b>			
	a) Whether separate training and workshop have been conducted for teachers on development of TLM	Yes/No	
	b) Whether various kinds of aids and appliances like games, music kit etc. are procured	Yes/No	
	c) Whether various interesting elements such as scale painted on the wall, weighing machine, local games engraved in the floor, sundial constructed in the campus etc. have been used as learning aids	Yes/No	
	d) Whether furniture, chalkboards, storage and display areas etc. are provided to enhance the teaching learning environment within the classroom	Yes/No	
	e) Whether the exterior of the classroom (verandah or the school campus) is used as learning space	Yes/No	
	f) Whether gardens are developed within the school campus to make it more environment friendly	Yes/No	
<b>7 Safe Drinking Water and Sanitation facilities</b>			
	a) Whether drinking water is provided	Yes/No	
	b) Whether any sort of convergence is done for supplying drinking water and toilet facilities as well as for providing boundary wall	Yes/No	
	c) Whether the process of rainwater harvesting is adopted	Yes/No	
	d) Whether separate toilet for girls is provided	Yes/No	
	e) Whether the toilets are kept clean and hygienic	Yes/No	
	f) Whether boundary walls are provided	Yes/No	
<b>8 Health and Hygiene of Children</b>			
	a) Whether any programme on health and hygiene has been included in the school curriculum and made a part of the classroom activities	Yes/No	
	b) Whether health check up is done	Yes/No	
	c) Whether health card is maintained	Yes/No	
<b>9 Technical Support Staff</b>			
	a) Whether all sanctioned posts of engineers at district as well as field level have been filled up	Yes/No	
	b) Whether any sort of cooperation/guidance/expertise is available from other line engineering departments	Yes/No	
<b>10 Operation and Maintenance</b>			
	a) Whether proper maintenance of the created assets such as whitewashing, painting, roof and site drainage, site cleanliness, greenery etc. is done	Yes/No	
	b) Whether fund available for major repair is utilised properly	Yes/No	
	c) Whether convergence is available for maintenance of school building	Yes/No	
<b>11 Training and Orientation</b>			
	a) Whether training is given to technical personnel and community members	Yes/No	
	b) Whether any manuals/guidelines have been circulated for implementation of Civil Works at grass root level	Yes/No	
	c) Whether good practices are shared with other districts	Yes/No	

**PROFORMA OF BUILDING ASSET REGISTER**(Existing Structure of Primary & Upper Primary Schools)  
[Not Covered by SSA Fund]

Financial Year: (2006-07)

(2007-08)

(2008-09)

District: \_\_\_\_\_ Sub-Division: \_\_\_\_\_ Block: \_\_\_\_\_ P.S.: \_\_\_\_\_

Sl. No.	Name of School	Estd. Year	Phone No.	Pin Code	Brief Specification of Existing Building (No. of Rooms)	No. of Stories	Existing Building Plinth Area (in sqm)	Plinth Area of ACR/Toilet/Kitchen	Principal Building Materials Consumed for ACR			Cost (in Rupees)
									Cement in M/Ton	Steel in M/Ton	No. of Bricks	
1												
2												
3 etc.												

Signature of District Project Officer

# PROFORMA OF BUILDING ASSET REGISTER

(Other Type of Schools and Structures)

[Covered by SSA Fund only]

- |                        |                        |
|------------------------|------------------------|
| 1. Name of School:     | 2. DISE Code:          |
| 3. Category of School: |                        |
| 4. Full Address:       |                        |
| a) Village/Road:       | b) Gram Sansad/Ward:   |
| c) Circle:             | d) Block/Municipality: |
| e) District:           |                        |
| 5. Postal Address:     |                        |

Sl. No.	Type of Asset Created	Description of the Assets such as No. of Additional Class Rooms, Size of Rooms, Length of the Boundary, Toilet, Drinking Water facility etc.	Year of Sanction	Year of Completion	Cost Involved (in Rupees)	
					From SSA Fund	Local Contribution, if Any
1						
2						
3etc.						

Type of asset indicates immovable properties like new school building, additional classroom, cluster resource centre, KGBV hostel building, cluster resource room under NPEGEL, boundary wall, common toilet, separate girls toilet, drinking water facility etc. created out of SSA fund.

Signature of District Project Officer

3. The following documents are enclosed to enable you to submit your proposal:
- (a) Terms of Reference (ToR) [Annexure-1];
  - (b) Supplementary information for consultant, including a suggested format of curriculum vitae [Annexure-2];
  - (c) A Sample Form of Contract for Consulting Services under which the services will be performed [Annexure-3].
4. In order to obtain first hand information on the assignment and the local condition, it is considered desirable that a representative of your firm visit the State Project Office, PBSSM before the proposal is submitted. Your representative shall meet the following officials:  
**Sri S. Chanda, State Project Engineer – I or Sri S. Mandal, State Project Engineer – II, State Project Office, Bikash Bhavan (2<sup>nd</sup> Floor), Salt Lake City, Kolkata – 700 091, Tele: (033) 2358 1822/2334 3102/2321 1218, Fax: (033) 2358 5297.**
5. A pre-proposal conference open to all prospective consultant will be held on 08-07-2009 at State Project Office, Bikash Bhavan (2<sup>nd</sup> Floor), Salt Lake City, Kolkata – 700 091. The prospective consultant will have an opportunity to obtain clarification regarding the scope of the work, terms of reference, contract conditions and any other pertinent information.
6. The submission of the Proposals: The proposals shall be submitted in two parts, viz., Technical and Financial and should follow the form given in the “Supplementary Information for the Consultants.”
- 6.1. The “**Technical**” and “**Financial**” proposals must be submitted in two separate sealed envelopes (with respective marking in the bold letters) following the formats/schedules

given in the supplementary information for consultants. The first envelope marked '**TECHNICAL PROPOSAL**' should include the description of the firm/organization, the firm's general experience in the field of assignment, facility of testing construction materials, the qualification and competency of the personnel proposed for the assignment and the proposed work plan methodology and approach in response to suggested terms of reference. The first envelope should not contain any cost information whatsoever. The second envelope marked '**FINANCIAL PROPOSAL**' must also be sealed with sealing wax and initialed twice across the seal and should contain the detailed price offer for the consultancy services.

You will provide detailed break down of the cost and fees as follows:

- ◆ Staffing billing rate plus overhead;
- ◆ Travel and Accommodation;
- ◆ Report Reproduction;

Both the sealed envelopes should again be placed in a sealed cover, which will be received in the State Project Office, Bikash Bhavan (2<sup>nd</sup> Floor), Salt Lake City, Kolkata – 700 091 upto 03:00 PM on Dtd. 08-07-2009.

## 6.2 Opening of Proposal

The proposals (first envelope containing technical proposal only) will be opened by the State project Director, PBSSM or his authorized representative in his office at 03:00 PM on 08-07-2009 in presence of such consultant or their authorized representative who may choose to be present. It may please be noted that the second envelope containing the detailed price offer will not be opened until technical evaluation has been completed and the result approved by the State Project Director, PBSSM.

## 7. Basic Criteria for Consultant for Participating in the Process

- a. Consultancy firm/consultant should be in existence from last 3 (three) years in the field of similar nature of work.
- b. Consultant should have completed one work of supervision; monitoring and certification as a third party either as a prime consultant or as assigned by other consultancy firm and should have covered minimum 100 sites in a single work.

8. The consultant shall furnish Bid Security as the case may be as mentioned in our website in the form of Demand Draft payable at Kolkata in favour of "Paschim Banga Sarva Shiksha Mission". Bid Security shall be kept in the first envelope containing technical proposal. The proposals received without Bid Security shall not be considered. The Bid Security is liable to be forfeited if successful Bidder fails to execute the agreement within 15 (fifteen) days from the date of letter of acceptance. The Bid Security of unsuccessful bidder will be discharged on completion of technical evaluation. Whereas the Bid Security of qualifying bidders will be discharged on finalizing the contract.

## 9. Evaluation

A two-stage procedure will be adopted in evaluating the proposals with the technical evaluation being completed prior to any financial proposals being opened. The technical proposals will be evaluated using the following criteria.

- (i) The consultant's relevant experience for the assignment [5 points];
- (ii) The quality of the methodology proposed for assigned work [25 points]; and
- (iii) The qualifications and experience of the key staff proposed for the assignment [70 points].

Curriculum Vitae of senior personnel in each discipline for assessing the qualifications and the experience of the personnel proposed to be deployed for the studies should be included with the proposal (in the format of the simple Curriculum Vitae). These personnel will be rated in accordance with:

- (i) General qualifications – [30 points]

- (ii) Adequacy for the project (suitability to perform the duties for this assignment. These include education and training, length of experience on fields similar to those required as per terms of reference, type of positions held, time spent with the firm etc.) – [60 points]
- (iii) Their language and the experience in the West Bengal region –[5 points]
- (iv) Involvement in skills transfer program and training ability –[5 points]

#### 10. **Deciding Award of Contract**

Quality and competence of the consulting service shall be considered, as the paramount requirement. The decision of the award of the contract would be as under:

- (a) Technical proposals scoring not less than 75% of the total points will only be considered for financial evaluation.

The client shall notify those consultants whose proposal did not meet the minimum qualifying mark or were considered non-responsive to the Letter of Invitation and Terms of Reference, indicating that their financial proposals will be kept unopened. The client shall simultaneously notify the consultants that have secured the minimum qualifying mark, indicating the date and time set for opening of financial proposals. The notification may be sent by the registered letter, cable, telex, facsimile or electronic mail.

- (b) The financial proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of consultant, the quality scores, and the proposed price shall be read aloud and recorded when the financial proposals are opened. The client shall prepare minutes of the public opening.
- (c) 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. The evaluation shall exclude local taxes. The client will select the firm, which ranked highest in technical evaluation.
- (d) During negotiations, the consultants must be prepared to furnish the detailed cost break-up and other clarifications to the proposals submitted by him, as may be required. If the negotiations with this consultant are successful, the award will be made to him and all other consultants notified. If negotiations fail, and if it is concluded that a contract with reasonable terms cannot be concluded with this consultant, the consultant obtaining the second highest score will be invited for negotiations. This process will be repeated till an agreed contract is concluded.

- 11. Please note that the State Project Director, PBSSM is not bound to select any of the firms submitting proposals. Further, as quality is the principal selection criterion, the State Project Director, PBSSM does not bind itself in any way to select the firm offering the lowest price.
- 12. You are requested to hold your proposal valid for 90 (ninety) days from the date of submission without change the personnel proposed for the assignment and your proposed price. The State Project Director, PBSSM will make its best efforts to select a consultant firm within this period.
- 13. Please note that the cost of preparing a proposal and of negotiating a contract including visits to State Project Office, PBSSM, if any is not reimbursable as a direct cost of the assignment.
- 14. Assuming that the contract can be satisfactorily concluded in 15 (fifteen) days, you will be expected to take up/commence with the assignment in 3<sup>rd</sup> week of July, 2009.
- 15. Please note that if you consider that your firm does not have all the expertise for the assignment, there is no objection to your firm associating with another firm to enable a full range of expertise to be presented. However, full details about the associating firm should be furnished.



16. Please note that the remuneration, which you receive from the contract, will be subject to normal tax liability in India. Kindly contact the concerned tax authorities for further information in this regard, if required.
17. We would appreciate if you inform us by Telex/Facsimile:
  - (a) Your acknowledgement of the receipt of this Letter of Invitation; and
  - (b) Whether or not you will be submitting a proposal.

**Yours faithfully,**

**Manish Jain, IAS  
State Project Director  
PBSSM**

Enclosures:

1. Terms of Reference
2. Supplementary Information to Consultants
3. Draft contract under which service will be performed

**TERMS OF REFERENCE FOR SCHOOL MAPPING, Compilation of Data for ENVIRONMENTAL ASSESSMENT AND BUILDING ASSET REGISTER OF SCHOOLS FOR (NAME OF DISTRICT) UNDER SARVA SHIKSHA ABHIYAN (SSA)**

**1. BACKGROUND**

Sarva Shiksha Abhiyan (SSA) is under implementation by Paschim Banga Sarva Shiksha Mission (PBSSM). The aims of SSA are:

1. Universal access and enrollment,
2. Universal retention of children up to 14 years of age and
3. A substantial improvement in quality of education to enable all children to achieve essential level of learning.

**2. OBJECTIVES**

- To obtain the location of school building showing the existing structure, trees and allied infrastructure like Tubewell, Kitchen Shed, Boundary Wall. Such exercise is essential to orientate the infrastructure of the school in a scientific manner.
- Whether school construction is in urban or rural area on an earmarked site. A construction work done by Engineering Department like PWD following necessary mapping/layout plan before construction.
- But the school constructed in rural area by communities like VEC, PRI in unplanned area generally School Mapping is missing.
- Such School Mapping, Environmental Assessment plan and Asset Register help the planner to work out position of new school building and new school where it is required particularly in the light of Education Bill 2008 and Right to Education referred in Article 21A of Indian Constitution.
- Environmental Assessment is an attempt to identify the probable environmental issues and impacts with respect to SSA on the line as detailed in the Terms of Reference developed for the purpose for SSA-II external funding. A guide to design for better learning environment.
- As per direction of MHRD, Gol Building Asset Register for school to be maintained and to be kept in block and district level. The relevant format had already been circulated.
- The Consultant shall highlight the problem area, if any and also suggest steps/solutions for the same so as to achieve the overall target.

**3. SCOPE OF WORK**

**3.1 School Mapping for Existing Schools:**

- Prepare layout plan/site plan showing the following: -
  - a) Exact boundary of the campus with North direction showing all roads, paths and important landmark nearby
  - b) Show all existing components such as school building, ramp if any, school gate, path leading to school building, Kitchen Shed, Anganwadi, Toilet, Drinking Water, soak pit, garden areas, Child Friendly Elements including trees etc.
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  - l) Deficiency in infrastructure in accordance with present strength and SSA norms
  - m) Four colour photographs of front, rear, right and left view of the existing building

**Software: -**

- Softcopy of School Mapping will be developed by AutoCAD and data will be stored duly compiled for each school and block, district and state level. In addition to the above, school map will be prepared for each school on A-4 size paper which will be displayed duly framed in the Headmaster's Room for future reference and planning.
- Once this data is prepared, this will serve as Asset Register and shall deter the local people to encroach upon the school land.

**School Mapping for New Schools:**

- Following inputs are required: -
  - a) Location (Name of the Village, Street, Area etc.)
  - b) Boundary of the campus with North direction and showing all roads, pathway leading to school site
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  - d) Orientate the new building to be constructed
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**3.2 Environmental Assessment**

Name of School:

Block:

Sub-Division:

Sl. No.	Issue	Comment	Remarks
<b>1</b>	<b>Site Location and Sensitivity</b>		
	a) Whether the site is located within 1km of the settlement	Yes/No	
	b) Whether the site is located in a particular community area	Yes/No	
	c) Whether the area of the site is 1acre	Yes/No	
	d) Whether shape is regular	Yes/No	
	e) Whether the site is in a low lying area	Yes/No	
	f) Whether the site is in an area of heavy slope	Yes/No	
	g) Whether located in filled up soil	Yes/No	
	h) Whether located within decomposed plant/animal material	Yes/No	
	i) Whether water is available on or near the site	Yes/No	
	j) Whether the site has access to electricity	Yes/No	
	k) Whether the site is located in hazardous area	Yes/No	
	l) Whether the site is located near the sources of noise like highways, rail tracks, factories	Yes/No	

Name of School:

Block:

Sub-Division:

Name of School:		Block:	Sub-Division:
<b>2 Site Planning and Building Designs</b>			
a) Whether all teachers need to be sensitized to their responsibility for the safety and well being of their students during school hours, equipped with adequate knowledge, able to protect their students in the event of emergencies	Yes/No		
b) Whether the building is free from inflammable and toxic materials	Yes/No		
c) Whether adequate emergence exists in the building	Yes/No		
d) Whether there is supply of water and sand for fire fighting purpose	Yes/No		
e) Whether adequate supply of potable drinking water with appropriate chlorination (if necessary) is present	Yes/No		
f) Whether storage of food grain, cookies and serving of meals with strict regard to hygiene is adequate	Yes/No		
g) Whether cooked meal is tested by adults prior to being served to children so that contamination, if any is detected in time	Yes/No		
<b>3 Learning Environment Free of Barriers</b>			
a) Whether there is gate, approach road and steps for smooth movement for children with locomotor impairment	Yes/No		
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d) Whether there is toilet with provision of adjustable seat, grabrail and ramp	Yes/No		
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f) Whether windows are designed to eliminate glare	Yes/No		
g) Whether the distance is kept low between the child and the chalkboard	Yes/No		
h) Whether contrasting colours and textures are used to aid identification of levels, ramps, passageways, steps, doors etc.	Yes/No		
i) Whether projections, sharp edges etc. are avoided to minimize risk of injuries	Yes/No		
j) Whether there is provision of embossed eye charts on walls	Yes/No		
k) Whether there is provision of low cost mats and panels, soft board, charts etc. to insulate walls	Yes/No		
l) Whether there is provision of supplementary visual information like ideograms etc.	Yes/No		
m) Whether there is provision for lot of open space and greenery	Yes/No		
n) Whether the school is designed to allow the teacher to be able to pay personal attention to the child	Yes/No		
o) Whether there is personal space for the child	Yes/No		
p) Whether there is provision of in-built play elements	Yes/No		
<b>4 Energy Efficient and Environment Friendly Building Design and Construction</b>			
a) Whether building is designed to give comfort to the children in summer and winter	Yes/No		
b) Whether cross-ventilation is maintained	Yes/No		
c) Whether rat-trap bond is used to keep the inside building environment comfortable during cold and hot season	Yes/No		
d) Whether white washing/painting of the roof is done to reduce transmission of heat during hot weather	Yes/No		
<b>5 Construction related Issues including Quality Control</b>			
a) Whether all constructions are supervised by technical persons specifically at vital stages of construction	Yes/No		
b) Whether the VEC/WEC/MC members are helped in the identification and purchase of good quality material for construction	Yes/No		
c) Whether all involved in the construction process are provided extensive training	Yes/No		
d) Whether the VEC/WEC/MC is supported by a detail construction manual containing drawing, estimate, technical details, accounting procedures, broad tips for construction etc.	Yes/No		
e) Whether any laboratory/field test is done at regular intervals	Yes/No		
f) Whether local construction materials and low cost technologies are used	Yes/No		

Name of School:

Block:

Sub-Division:

	g) Whether any alternate technologies like rat trap bond wall, filler slab roof, stub foundation etc, are followed	Yes/No	
	h) Whether non-bio-degradable materials such as pre-fabricated building of PVC etc. are used	Yes/No	
<b>6 Teaching Learning Environment</b>			
	a) Whether separate training and workshop have been conducted for teachers on development of TLM	Yes/No	
	b) Whether various kinds of aids and appliances like games, music kit etc. are procured	Yes/No	
	c) Whether various interesting elements such as scale painted on the wall, weighing machine, local games engraved in the floor sundial constructed in the campus etc. have been used as learning aids	Yes/No	
	d) Whether furniture, chalkboards, storage and display areas etc. are provided to enhance the teaching learning environment within the classroom	Yes/No	
	e) Whether the exterior of the classroom (verandah or the school campus) is used as learning space	Yes/No	
	f) Whether gardens are developed within the school campus to make it more environment friendly	Yes/No	
<b>7 Safe Drinking Water and Sanitation facilities</b>			
	a) Whether drinking water is provided	Yes/No	
	b) Whether any sort of convergence is done for supplying drinking water and toilet facilities as well as for providing boundary wall	Yes/No	
	c) Whether the process of rainwater harvesting is adopted	Yes/No	
	d) Whether separate toilet for girls is provided	Yes/No	
	e) Whether the toilets are kept clean and hygienic	Yes/No	
	f) Whether boundary walls are provided	Yes/No	
<b>8 Health and Hygiene of Children</b>			
	a) Whether any programme on health and hygiene has been included in the school curriculum and made a part of the classroom activities	Yes/No	
	b) Whether health check up is done	Yes/No	
	c) Whether health card is maintained	Yes/No	
<b>9 Technical Support Staff</b>			
	a) Whether all sanctioned posts of engineers at district as well as field level have been filled up	Yes/No	
	b) Whether any sort of cooperation/guidance/expertise is available from other line engineering departments	Yes/No	
<b>10 Operation and Maintenance</b>			
	a) Whether proper maintenance of the created assets such as whitewashing, painting, roof and site drainage, site cleanliness, greenery etc. is done	Yes/No	
	b) Whether fund available for major repair is utilised properly	Yes/No	
	c) Whether convergence is available for maintenance of school building	Yes/No	
<b>11 Training and Orientation</b>			
	a) Whether training is given to technical personnel and community members	Yes/No	
	b) Whether any manuals/guidelines have been circulated for implementation of Civil Works at grass root level	Yes/No	
	c) Whether good practices are shared with other districts	Yes/No	

## 3.3 Building Asset Register

**PROFORMA OF BUILDING ASSET REGISTER**(Existing Structure of Primary & Upper Primary Schools)  
[Not Covered by SSA Fund]

Financial Year: (2006-07)

(2007-08)

(2008-09)

District: \_\_\_\_\_ Sub-Division: \_\_\_\_\_ Block: \_\_\_\_\_ P.S.: \_\_\_\_\_

Sl. No.	Name of School	Estd. Year	Phone No.	Pin Code	Brief Specification of Existing Building (No. of Rooms)	No. of Stories	Existing Building Plinth Area (in sqm)	Plinth Area of ACR/Toilet/Kitchen	Principal Building Materials Consumed for ACR			Cost (in Rupees)
									Cement in M/Ton	Steel in M/Ton	No. of Bricks	
1												
2												
3 etc.												

Signature of District Project Office

# PROFORMA OF BUILDING ASSET REGISTER

(Other Type of Schools and Structures)

[Covered by SSA Fund only]

- |                        |                        |
|------------------------|------------------------|
| 1. Name of School:     | 2. DISE Code:          |
| 3. Category of School: |                        |
| 4. Full Address:       |                        |
| a) Village/Road:       | b) Gram Sansad/Ward:   |
| c) Circle:             | d) Block/Municipality: |
| e) District:           |                        |
| 5. Postal Address:     |                        |

Sl. No.	Type of Asset Created	Description of the Assets such as No. of Additional Class Rooms, Size of Rooms, Length of the Boundary, Toilet, Drinking Water facility etc.	Year of Sanction	Year of Completion	Cost Involved (in Rupees)	
					From SSA Fund	Local Contribution, if Any
1						
2						
3etc.						

Type of asset indicates immovable properties like new school building, additional classroom, cluster resource centre, KGBV hostel building, cluster resource room under NPEGEL, boundary wall, common toilet, separate girls toilet, drinking water facility etc. created out of SSA fund.

Signature of District Project Officer

3.4 On completion of work, consultant shall issue completion certificate.

## 4. GOVERNING FACTORS

Job of Consultancy for preparation of Document for School Mapping, Environmental Assessment and Building Asset Register: -

- 4.1 Under this project, Civil Works are undertaken either through VEC/WEC/MC, i.e., involving the community. The Consultant shall motivate the community and if required train the masons at site.
- 4.2 The consultancy team shall have considerable strength of expertise and establish tract record of providing technical audit and quality assurance services. The consultant shall appoint minimum BE Civil two Engineers for **(Name of District)** having minimum 5 (five) years experience of similar type of work.
- 4.3 The consultant shall develop a system of classification and categorizing of audit points and closely monitor the compliance on a regular basis. The consultant shall interact with all the implementing agencies for compliance of audit points.
- 4.4 The consultant shall visit each site for minimum 2 (two) times during the work under progress.
- 4.5 The consultant shall communicate immediately all the audit points to the VEC/WEC/MC/Field/District level Engineer and State Project Office also.
- 4.6 The consultant shall develop and follow the computerized reporting and record management system and shall obtain prior concurrence of the same from State Project Office. The consultant shall provide all hardware and software for the purpose at his own cost.
- 4.7 The consultant shall write his observations in the visit book kept at the site of work and suggestions to improve the situation.

- 4.8 The consultant shall provide inspection note along with all details, i.e., supporting, highlighting problem area and its solution etc. to the concerned VEC/WEC/MC/Field/District level Engineer and State Project Office also.
- 4.9 The consultant shall submit fortnightly reports of his observations and inspections, highlighting the progress of the work. The shortcoming/deviations observed and incorporated in audit points shall be notified immediately to VEC/WEC/MC/Field/District level Engineer and State Project Office also for necessary corrective actions.
- 4.10 The assignment mentioned herein is intended to be job oriented and not time oriented and the consultant shall not be entitled to claim any compensation in the event of the time estimated for the completion of the work being extended for any reason what so ever.
- 4.11 In order to ensure the quality and timely completion of the work, consultant should remain present in the coordination/review meeting held at State and District level at no extra cost.
- 4.12 After the work is completed, consultant shall issue completion certificate as per format given by SPO after due verification of all the points covered in the Check List of the respective activity. Model Check List will be supplied by SPO.
- 4.13 Rates agreed shall be firm till the completion of work inclusive of transportation, stationery and communication charges.

#### 4. **SCHEDULE FOR COMPLETION OF ASSIGNMENT**

The time schedule for completion of job is approximate 15 (fifteen) months from the date of assignment. However, the assignment is job oriented only.

#### 5. **FORMATS**

5.1 Weekly report of each work supervised by the consultant including the issue required immediate attention from the State level, in approved format.

5.2 Any corrections as per SPO comments.

#### 6. **REPORT TO**

1. State Project Director
2. State Project Engineer
3. District level Engineer of concerned district

#### 7. **DATE OF SUBMISSION**

Weekly reporting to State Project Office, PBSSM (Two Hard copies + One soft copy) and District Project Office of concerned district (Two Hard copies + One soft copy)

#### 8. **STAGES OF PAYMENTS**

Sl. No.	Release	Release of Payment
1.	1 <sup>st</sup> Release	25% of the approved work done
2.	2 <sup>nd</sup> Release	50% of the approved work done
3.	3 <sup>rd</sup> Release	75% of the approved work done
4.	4 <sup>th</sup> & Final Release	100% of the approved work done

#### 9. **INPUT FROM PBSSM**

1. The State Project Office/District Project Office will provide all the site lists to the consultant for detail.
2. The State Project Office/District Project Office will provide the relevant data to Consultant.

#### 10. **REVIEW COMMITTEE AND PROCESS**

The review committee shall consist of

1. State Project Director, SPO, PBSSM – Chairman
  2. Chief Engineering Advisor, SE Dept., Govt. of West Bengal – Member
  3. Additional State Project Director, SPO, PBSSM. – Member
  4. Joint Director (Accounts), SE Dept., Govt. of West Bengal – Member
  5. Administrative Officer/Deputy State Project Director-II, SPO, PBSSM – Member Secretary
- The review committee will review the detailed progress report, Consultant's observations, testing results and suggestions about the work under construction.



11. **FINAL OUTCOME**

1. Detail summary for the fortnightly report for supervision.
2. On completion of the assignment final report on supervision task and Completion Certificate.

12. **GENERAL REQUIREMENTS**

1. The SPO reserves full right to alter its requirement.
2. The decision of the State Project Director, PBSSM will be final in all the matters.

**Sd/-**

**Administrative Officer/Deputy State Project Director-II, SPO, PBSSM**

**Sd/-**

**Joint Director (Accounts), SE Dept., Govt. of West Bengal**

**Sd/-**

**Additional State Project Director, SPO, PBSSM**

**Sd/-**

**Chief Engineering Advisor, SE Dept., Govt. of West Bengal**

**Sd/-**

**State Project Director, SPO, PBSSM**

**Annexure-2****SUPPLEMENTARY INFORMATION FOR CONSULTANTS***Proposals***(1) Proposals should include the following information:****(a) Technical Proposal**

- I. A brief description of the firm/organization and outline of recent experience on assignment/projects of similar nature executed during the last 5 (five) years in the format given in Form F-2.
- II. Any comments or suggestions of the consultant on the Terms of Reference (ToR).
- III. A description of the manner in which consultant would plan to execute the work. Work plan time schedule in Form F-3 and approach or methodology proposed for carrying out the required work.
- IV. The composition of the team of personnel which the consultant would propose to provide and the task which would be assigned to each team member in Form F-4.
- V. Curricula vitae of the individual key staff members to be assigned to the work and of team leader who would be responsible for supervision of the team. The curricula vitae should follow the attached format (F-5) duly signed by the concern personnel.
- VI. The consultant's comments, if any on the data, services and facilities to be provided by the State Project Director, PBSSM indicated in the Terms of Reference (ToR).
- VII. Bid Security as the case may be is mentioned in our website in the form of Demand Draft payable at Kolkata in favour of "Paschim Banga Sarva Shiksha Mission".

**(b) Financial Proposals:**

The financial proposals should include the following:

- I. Schedule of Price Bid in Form F-6 with cost break up
- II. Work program and time schedule for key personnel in Form F-7

**(2) Two copies of the proposals should be submitted to the State Project Director, PBSSM****(3) Contract Negotiations:**

The aim of the negotiation is to reach an agreement on all points with the consultants and initial a draft contract by the conclusion of negotiation. Negotiations commence with a discussion of consultant's proposal, the proposed work plan, staffing and any suggestions you may have made to improve the Terms of Reference. Agreement will then be reached on the final Terms of Reference, the staffing and the bar chart, which will indicate personnel, periods in the field and office, man-months and reporting schedule.

**(4) Review of Man-Months Rates:**

The State Project Director, PBSSM is charged with the custody of government funds and is expected to exercise prudence in the expenditure of these expected funds. The State Project Director, PBSSM is, therefore, concerned with the reasonableness of a firm's Financial Proposal and, during negotiations, expects to be able to review data backing up consultant's man-months rates. Consultants submitting proposals for contracts should be prepared to support such data.

**(5) Contracts with Team Members:**

Bearing in mind that rates are negotiable, firms are advised against making firm financial arrangements with prospective team members prior to negotiations.

**(6) Nomination of Experts:**

Having selected a firm partly on the basis of an evaluation of personnel presented in the firm's proposal, the State Project Director, PBSSM expects to negotiate a contract on the basis of the expert's name in the proposal and, prior to contract negotiations, will require guarantees that these experts shall, in fact, be made available. As the expected date of mobilization is given in the letter inviting proposals, the State Project Director, PBSSM will not consider substitution after contract

negotiations, except in cases of unexpected delays on the starting date or in capacity of an expert for reasons of health, or leaving the firm. The desire of a firm to use an expert on another project shall not be accepted for substitution of personnel.

**(7) Terms of Payment:**

The mode of payments to be made in consideration of the work to be performed by the consultant shall be as follows:

Sl. No.	Release	Release of Payment
1.	1 <sup>st</sup> Release	25% of the approved work done
2.	2 <sup>nd</sup> Release	50% of the approved work done
3.	3 <sup>rd</sup> Release	75% of the approved work done
4.	4 <sup>th</sup> & Final Release	100% of the approved work done

**Note:** All payment shall be made on submission of pre-receipted bills by the consultant in Quadruplicate for respective stages.

**(8) Review of Reports:**

A review committee consisting of following officers of the SPO, PBSSM will review all reports of consultants (inception, progress, intermediate and draft final) and suggest any modifications/changes considered necessary within 15 (fifteen) days of receipt.

- State Project Director, SPO, PBSSM
- Chief Engineering Advisor, SE Dept.
- Additional State Project Director, SPO, PBSSM
- Joint Director (Accounts), SE Dept., Govt. of West Bengal
- Administrative Officer/Deputy State Project Director-II, SPO, PBSSM

**FORM F – 1**

From ..... To  
.....  
.....

Sir,

Sub: - Hiring of Consultancy Services for ..... of ..... regarding.

I/We ..... Consultant/Consultancy Firm/Organization herewith enclose  
Technical and Financial Proposal for selection of my/our firm as consultant for  
.....

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”.

**Yours faithfully,**

**Signature .....**  
**Full Name .....**  
**and Address.....**

Authorized Representative

**FORM F – 2****ASSIGNMENT OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING LAST 5 YEARS**

1. Brief Description of the Firm/Organization
2. Outline of recent experience on assignments of similar nature

Sl. No.	Name of Assignment	Name of Project	Owner of Sponsoring Authority	Cost of Assignment	Date of Commencement	Date of Completion	Was Assignment Satisfactorily Completed
1	2	3	4	5	6	7	8

**Note: Please attach certificates from the employer by way of documentary proof (issued by the officer of rank not below of Superintending Engineer or equivalent).**

**FORM F – 3****WORK PLAN TIME SCHEDULE**

## A. Field Investigation

Sl. No.	Item	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	13 <sup>th</sup>	14 <sup>th</sup>	15 <sup>th</sup>
		Monthwise Programme														

## B. Completion and Submission of Reports

1. Inception Report
2. Interim Status Report

As indicated under ToR

3. Draft Final Report
4. Final Report

## C. A short note on the line of approach and methodology outlining various steps for performing the third party technical supervision, monitoring and quality assurance.

## D. Comments or Suggestions on “Terms of Reference”

**FORM F – 4****COMPOSITION OF THE TEAM PERSONNEL AND THE TASK WHICH WOULD BE ASSIGNED TO EACH TEAM MEMBER**

Technical/Managerial Staff

<b>Sl. No.</b>	<b>Name</b>	<b>Position</b>	<b>Task Assignment</b>

Support Staff

<b>Sl. No.</b>	<b>Name</b>	<b>Position</b>	<b>Task Assignment</b>





**FORM NO. F- 6****SCHEDULE OF PRICE BID**

<b>Sl. No.</b>	<b>Item</b>	<b>Amount (in %)</b>	
		<b>in Figure</b>	<b>in Words</b>
1.	Consultancy services of School Mapping, Environmental Assessment and Building Asset Register of School in <b>(Name of District)</b> of West Bengal	Type and No. of school	Type and No. of school

**Signature of Consultant****(Authorized Representative)**

## COST ESTIMATE OF SERVICES

Remuneration of Staff  
Staff

	<u>Name</u>	<u>Daily (Monthly) Rate (In Currency)</u>	<u>Working Days (Months)</u>	<u>Total Cost (In Currency)</u>
a) Team Leader				
b) “				
c) “				
Sub – Total Staff				

Out-of-Pocket Expenses:

	Per Diam <sup>1</sup>	Room	Subsistence	Total	Days
			Cost	_____	_____
b)	Air Fare				_____
c)	Lump Sum Miscellaneous Expenses <sup>2</sup>				_____
			SUB TOTAL		_____
Contingency Charges					_____
TOTAL COST ESTIMATE					_____

<sup>1</sup> Per Diem is fixed per calendar day and need not be supported by receipts  
<sup>2</sup> To include reporting costs, visa, inoculations, routine medical examination, minor surface transportation and communications expenses, porter age fees, in-and-out expenses, airport taxes, and such other travel related expenses as may be necessary.

## FORM F – 7

### WORK PROGRAMME AND TIME SCHEDULE FOR KEY PERSONNEL

Position	Months															Number of Months
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	

**TOTAL**

Report Due/Activities and Duration

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Field Full Time \_\_\_\_\_  
 Report Due \_\_\_\_\_  
 Activities Duration \_\_\_\_\_

Per time \_\_\_\_\_

## Consulting Services

### Draft Letter of Agreement for Small Assignment carried out by Consultants

**Subject: - (NAME OF ASSIGNMENT)**

**Name of Consultant:**

1. Set out below are the terms and conditions under which **(Name of Consultant)** has agreed to carry out for **(Name of Client)** the above mentioned assignment specified in the attached Terms of Reference (ToR).
2. For administrative purposes **(Name of Responsible Staff of Client)** has been assigned to administer the assignment and to provide **(Name of Consultant)** with all relevant information needed to carry out the assignment. The services will be required in **(Name of Project)** for about ..... MONTHS/DAYS, during the period from .....to .....
3. The **(Name of Client)** may find it necessary to postpone or cancel the assignment and/or shorten or extend its duration. In such case, every effort will be made to give you, as early as possible, notice of any changes. In the event of termination, the **(Name of Consultant)** shall be paid for the services rendered for carrying out the assignment to the date of termination, and the **(Name of Consultant)** will provide the **(Name of Client)** with any reports or parts thereof, or any other information and documentation gathered under this Agreement prior to the date of termination.
4. The services to be performed, the estimated time to be spent, and the reports to be submitted will be in accordance with the attached Description of Services.
5. This Agreement, its meaning and interpretation and the relation between the parties shall be governed by the laws of Union of India.
6. This agreement will become effective upon confirmation of this letter on behalf of **(Name of Consultant)** and will terminate on 31-03-2010, or such other date as mutually agreed between the **(Name of Client)** and **(Name of Consultant)**.
7. Payments for the services will not exceed a total amount of Rs. **as the case may be**. The **(Name of Client)** will pay **(Name of Consultant)** within 15 (fifteen) days of receipt of invoice as follows:

Sl. No.	Release	Release of Payment
1.	1 <sup>st</sup> Release	25% of the approved work done
2.	2 <sup>nd</sup> Release	50% of the approved work done
3.	3 <sup>rd</sup> Release	75% of the approved work done
4.	4 <sup>th</sup> & Final Release	100% of the approved work done

**Note:** All payment shall be made on submission of pre-receipted bills by the consultant in Quadruplicate for respective stages.

The above remuneration includes all the cost related to carrying out the services including overhead and any taxes imposed of **(Name of Consultant)**.

8. The **(Name of Consultant)** will be responsible for appropriate insurance coverage. In this regard, **(Name of Consultant)** shall maintain workers compensation, employment liability insurance for

their staff on the assignment. The consultant shall also maintain comprehensive general liability insurance, including contractual liability coverage adequate to cover the indemnity of obligation against all damages, costs and charges and expenses for injury to any person or damage to any property arising out of, or in connection with, the services which result from the fault of **(Name of Consultant)** or its staff. The **(Name of Consultant)** shall provide the **(Name of Client)** with certification thereof upon request.

- 9. The **(Name of Consultant)** shall indemnify and hold harmless the **(Name of Consultant)** against any and all claims, demands, and/or judgments of any nature brought against the **(Name of Borrower)** arising out of the services by the **(Name of Consultant)** under this Agreement. The obligation under this paragraph shall survive the termination of this Agreement.
- 10. The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, 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.
- 11. All reports and other documents or software submitted by **(Name of Consultant)** in the performance of the services shall become and remain property of the **(Name of Client)**. The Consultants may retain a copy of such documents but shall not use them for purposes unrelated to this contract without the prior written approval of the Client.
- 12. The Consultant undertake to carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regard to the nature and purpose of the assignment, and to ensure that the staff assigned to perform the services under this Agreement, will conduct themselves in a manner consistent herewith.
- 13. The Consultant will not assign this Contract or sub-contract or any portion of it without the Client's prior written consent.
- 14. The **(Name of Consultant)** shall pay the taxes, duties fee, levies and other impositions levied under the Applicable law and the Client shall perform such duties in this regard to the deduction of such tax as may be lawfully imposed.
- 15. The **(Name of Consultant)** agree that all knowledge and information not within the public domain which may be acquired during the carrying out of this Agreement, shall be, for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall not be directly disclosed to any person whatsoever, except with the **(Name of Client)** written permission.
- 16. Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with Arbitration & Conciliation Act 1996.

Place: Kolkata

Date: .....

(Signature of Authorized Representative on behalf of Consultant)

.....  
.....

(Signature & Name of the Client's Representative)