

**GOVERNMENT OF MEGHALAYA  
STATE PROJECT MONITORING UNIT, NATIONAL HYDROLOGY PROJECT  
OFFICE OF THE CHIEF ENGINEER, WATER RESOURCES DEPARTMENT  
MEGHALAYA, SHILLONG**

No. SPMU(NHP)/TECHNICAL EXPERT/16/2018-19/5

Dated Shillong, the 9<sup>th</sup>.Aug.2018

**SELECTION OF INDIVIDUAL CONSULTANT BY THE WATER RESOURCES DEPARTMENT,  
GOVERNMENT OF MEGHALAYA**

**REQUEST FOR EXPRESSIONS OF INTEREST**

**REPUBLIC OF INDIA  
NATIONAL HYDROLOGY PROJECT**

Loan No.: 8725-IN

**INDIVIDUAL CONSULTING SERVICES FOR MIS & DATABASE MANAGEMENT IN  
MEGHALAYA**

Reference No. NHP-2018-2019-ML-609629-CS-LCS-NAT

1. The Ministry of Water Resources, RD&GR, Government of India has received financing from the World Bank toward the cost of the National Hydrology Project (NHP) and intends to apply part of the proceeds for consulting services.
2. Water Resources Department, Government of Meghalaya is the Implementing Agency for National Hydrology Project (NHP) in Meghalaya. The project is a 100% Central Sector Scheme.
3. The SPMU(NHP), Water Resources Department, Meghalaya desires to hire an Individual Consultant in the field of Management Information System & Database Management with a contract period of 6 (six) months and is looking for best qualified, experienced and efficient Individual Consultants for the assignment. The consulting services for MIS & Database Management under National Hydrology Project will broadly involve:
  - (i) Collection, digitization and management of data, etc. relating to water resources in the state and MIS entry in National Hydrology Project website.
  - (ii) Initiate the setting up of Meghalaya-WRIS.
  - (iii) Troubleshoot in the event that the MIS encounters problems
4. Indicative Terms of Reference is attached with this EOI.
5. Interested Individual Consultants should provide information (to be supported with relevant documents) demonstrating that they have the required qualifications and relevant experience to perform the Services.CV as per attached format to be submitted.

**6. The shortlisting criteria are:**

- (i) The Consultant shall be capable of providing all necessary professional, technical, and expert services in the field of MIS & Database management to the SPMU(NHP), Water Resources Department, Meghalaya.
- (ii) The Consultant having experience in the North Eastern Region of India will be given preference.

**7. Conditions:**

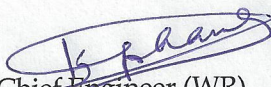
- (i) The Consultant shall be an Indian.
- (ii) The Consultant shall not be allowed to participate in tender(s) to be called for which he/she would be providing the consultancy services.
- (iii) The Consultant should not have been black listed by any Government entity.

8. A consultant will be selected in accordance with the 'Individual Consultant' selection procedures set out in World Bank's Guidelines: Selection and Employment of Consultant [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers [January 2011 revised July 2014] ("Consultant Guidelines")  
(<http://www.worldbank.org/html/opr/consult/contents.html>)

9. Further information can be obtained at the address below during office hours i.e. 1000 to 1700 hours (IST).

- 10. Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by **1400 hours (IST) on 23<sup>rd</sup>.August.2018 and will be opened on the same date at 15.00 hours (IST).**

Office of the Chief Engineer, Water Resources Department, Government of Meghalaya  
Name: Shri K.D.Phawa, Chief Engineer  
Room No. 8, Third Floor  
Directorate of Agriculture Complex, Cleve Colony  
Shillong - 793003, Meghalaya, India  
Tel: +91-0364-221363  
Mobile: +919436106378  
E-mail: [meghalayawrd@gmail.com](mailto:meghalayawrd@gmail.com)

  
Chief Engineer (WR)  
& Nodal Officer, SPMU, NHP  
Meghalaya, Shillong

## TERMS OF REFERENCE

1. **Background:** National Hydrology Project aims at improving the extent, quality and accessibility of water resources information and to strengthen the capacity of targeted water resources management institutions in India. This will go a long way in achieving proper planning, development and management of surface and ground water resources.
2. **Objective of the Consultancy:** The primary objective of this consultancy is to engage a MIS and Database Management Expert with the best qualification and experience in the field.
3. **Scope of Services:** The Individual Consultant is intended to provide service to the SPMU(NHP), Water Resources Department, Government of Meghalaya in collection digitization and management of data, etc. relating to water resources in the state and MIS entry in National Hydrology Project website. He/she should attend office daily on all working days and work along with the departmental officers and staff except when on leave.
4. **Tasks (Components) and Expected Deliverables:**

Sl. No.	Task	Expected Deliverable
1.	Existing data	On the direction of the SPMU(NHP), the Consultant is to collect the available data of the Water Resources Department and other relevant data from other departments and digitise them in a proper format for future use by the department. He/She is to advise and train the departmental staff engaged in data entry in the softwares prescribed under National Hydrology Project.
2.	New data	The Consultant is also to guide and advise the department in managing the new data to be collected under National Hydrology Project.
3.	Management Information System	The Consultant is to study the MIS in National Hydrology Project and guide and train the departmental staff in the different types of data entry in MIS.
4.	State Water Resources Information System	The Consultant is required to be acquainted with the India Water Resources Information System (India-WRIS) and initiate the setting up of Meghalaya-WRIS.
5.	Troubleshooting	The Consultant is required to troubleshoot in the event that the MIS encounters problems.
6.	Submission of Monthly report.	The Consultant is also required to submit monthly report at the end of every month regarding the works/activities performed during that month.

The scope of services could be modified based on mutual agreement between the client and the Consultant with a view to better achieve the overall objectives.

5. **Duration of consultancy:** 6 (six) months from the date of signing of contract which may be renewed as per the need of the services of the consultant by the department and on the basis of his/her performance which will be assessed.
6. **Leave entitlement:** The Consultant is entitled to 14 days leave in 6(six) months for which application to be submitted to Nodal Officer in advance for granting the leave application.
7. **Payment schedule:** Payment will be made on monthly basis.

The following forms enclosed herewith are to be filled up and to be submitted along with the EOI:-

<b>Form No.</b>	<b>Details</b>
Form F-1	Letter for submission of EOI
Form F-2	Format of CV
Form F-3	Schedule of Price Bid
Form F-4	Cost Estimate of Services
Appendix - B	Draft Contract Agreement.

FORM F-1

From

To

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Sir:

Hiring of Consultancy services for --- Regarding

I ----- consultant herewith enclose Expression of Interest for selection as Individual Consultant for -----.

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

I hereby certify that I have taken steps to ensure that no person acting for me or on my behalf will engage in bribery.

Yours faithfully,

Signature: -----

Full name -----

and address: -----

**FORM F-2**  
**FORMAT OF CURRICULUM VITAE (CV)**

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

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

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

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

Nationality: \_\_\_\_\_

**Key Qualifications:**

*[Give an outline of experience and training most pertinent to tasks on assignment. Describe degree of responsibility held on relevant previous assignments and give dates and locations. Use about half a page.]*

\_\_\_\_\_

**Education:**

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

\_\_\_\_\_

**Employment Record:**

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

\_\_\_\_\_

**Languages:**

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

\_\_\_\_\_

**Certification:**

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

\_\_\_\_\_  
*[Signature]*

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

Full name: \_\_\_\_\_

**FORM F-3**  
**SCHEDULE OF PRICE BID**

Items

Amount (Per month)

In figures

In words

Individual Consultancy services for

Signature of Consultant



**FORM F-4**  
**Cost Estimate of Services**

**Name**

**(A) Remuneration**

**Rate per month**  
**(in Rupees)**

**Sub-Total (Remuneration)**

\_\_\_\_\_

**(B) Out-of-Pocket Expenses:**

a) Per Diem:<sup>1</sup> Room    Subsistence    Total    Days  
Cost                    \_\_\_\_\_    \_\_\_\_\_

\_\_\_\_\_

b) Lump Sum Miscellaneous Expenses:<sup>2</sup>

\_\_\_\_\_

**Sub-Total (Out-of-Pocket)**

\_\_\_\_\_

Contingency Charges:

\_\_\_\_\_

**TOTAL COST ESTIMATE**

\_\_\_\_\_

Consultancy Services  
Tax @ .....%

\_\_\_\_\_

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1        Per Diem is fixed per calendar day and need not be supported by receipts.

2        To include routine medical examination, daily local conveyance and communications expenses etc.

**(In Rs. 50/- Non-judicial stamp)**  
**DEED OF AGREEMENT**

This AGREEMENT, made on \_\_\_\_\_ day of \_\_\_\_\_ of Two Thousand and eighteen (2018) between \_\_\_\_\_ of the first part and the State Project monitoring unit, National Hydrology project, Water Resources Department, Meghalaya of the second part.

WHEREAS, the SPMU (NHP), Water Resources Department Meghalaya represented by the Nodal Officer, SMPU (NHP), Meghalaya, Shillong has engaged the party of the first part and the party of the first part has agreed to serve SMPU (NHP) as Consultant on the terms and conditions herein after contained.

NOW THESE PRESENT WITNESS and the parties hereto respectively agree as follows:

1. The Party of the first part shall submit himself/herself to the orders of SMPU (NHP) and of the officers and authorities under whom he may from time to time be placed by SMPU (NHP) and shall remain in the service for the term of 6(six) months commencing from the \_\_\_\_ day of \_\_\_\_ Two Thousand and Eighteen subject to the other provisions herein contained.
2. The party of the first part shall devote his/her whole time to his/her duties and at all times obey the rules including the Government Servants Conduct Rules and perform such duties as may be assigned to him/her.
3. The contract may be terminated as follows:
  - (a) By the NHP without previous notice if the SMPU (NHP) is satisfied on the report of the standing medical evidence that the party of the first part is unfit and likely for a considerable period to continue unfit by reason of ill health for the discharge of his/her duties. PROVIDED always that the decision of SMPU (NHP) that the party of the first part is likely to continue unfit shall be conclusively binding on the party of the first part.
  - (b) By SMPU (NHP) or their officers having proper authority without any previous notice if the party of the first part shall be guilty of any insubordination, intemperance or any misconduct or any breach or non performance of any of the provisions of these present or of any other which is unbecoming to be part of the service.
  - (c) By three calendar months notice in writing given at any time during service under this agreement (except the first thereof) either by him/her to SMPU (NHP) or by the SMPU (NHP) or their authorized officer to him/her without cause assigned.  
PROVIDED always that SMPU (NHP) may in lieu of any notice herein provided for, give the party of the first part a sum equal to the amount of his pay for three months or if notice shorter than three months, they pay him a sum equal the amount of his pay for a period by which such notice falls short of three months.
4. The agreed cost of service shall be paid monthly at the rate of Rs. \_\_\_\_\_ per month.
5. If the party of the first part is required to travel for field visit in the interest of the project, he/she shall be provided with a departmental vehicle. Alternative arrangement shall be made by the second part in the event that the departmental vehicle is not available.
6. The party of the first part will be entitled to a total of 14 days leave in 6(six) months.
7. The party of the first part shall have no claim whatsoever as and when SMPU (NHP) winds up.

In witness whereof the party of the first part and the Nodal officer, NHP Meghalaya, Shillong on behalf of the SPMU (NHP) have hereunto set their hands the day and year as above written.

Signed by the said party of the first part \_\_\_\_\_

in presence of \_\_\_\_\_ (Witness)

Signed by the Nodal Chief Engineer (WR) & Nodal Officer, SMPU (NHP), Meghalaya,  
Shillong \_\_\_\_\_

In presence of \_\_\_\_\_ (Witness)