



SEWA-THDC

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(A Society Registered under the Societies Registration Act, 1860.)

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No. SEWA-THDC/RKSH/R&R/2013-14/503

Date: March 04, 2014

To,

Dr. A. Malathi,
Association Prof., Deptt. of Social Work,
University of Delhi, 3 University Road,
Delh-110007

WORK ORDER

Name of Work: **Base Line Survey of 08 villages of, Distt-Uttarkashi**

[Sukki, Jaspur, Purali, Jhulla, Harsil, Bagori, Mukhwa, Dharali]

Name of Implementing Agency: Dr. A. Malathi, Department of Social Work, University of Delhi (Delhi)-110007

SEWA-THDC is pleased to award the work of Base Line Survey for 08 villages of District Uttarkashi (UK) complete in all respects.

The Project Officer of the work shall be Sh. Vipin Thapliyal, Manager (Environment/CSR), THDCIL, Rishikesh

The scopes of work, Bill of Quantities & Rates and Terms & Conditions of the work order are as under:

1. SCOPE OF WORK:

- The scope of the work is to conduct base line survey & prepare a report on village development plan for implementation of 08 villages of Distt-Uttarkashi as per format provided by state govt. (enclosed at annexure-A) including all sector planning, SWOT analysis, long term and short term goal, priorities of activities for quick result, Govt. schemes and their linkage in implementation, organizational need with forward and backward linkage, schemes for sustainable development, new system and technology, define goals for need assessment & yardsticks, time line for achieving goals, key persons their address & phone, seasonal calendar with activities and impact assessment of the project.
- A detailed PRA (Participatory Rural Appraisal) exercise is to be carried out with the villager.
- 100% household of each cast shall be covered in this project survey.

Received 10th March, 2014

Mulathi
12.03.2014

2. SCHEDULE OF DETAILS OF BUDGET PROVIDSIONS:

S.No	Budget Head	Detail	Amount in ₹
	Honorarium		
		Project Director@ ₹20,000X 2months	40,000
		Research Coordinator @ ₹15,000 per month in the field per phase X 2	30,000
		Specialist input Livelihoods for Two days @ ₹5,000/-	10,000
		Specialist Input Climate Change for two days @ ₹5,000/-	10,000
		Field Investigators @ ₹500/- per day X 160 work days (8 family/Person/day)	80,000
		Office Assistance for the entire duration of the project(shared)	15,000
		Data Analyst for SPSS(Socio-economic Survey)	15,000
		Total	2,00,000
2	Travel expenses		
		Project Director and Research coordinator@ ₹ 15,000 /- X 2 trips	30,000
		Phase I	15,000
		Field investigators(10) Travel Delhi to Project area and Back @ ₹1500/- per person X 10	15,000
		Phase II	15,000
		Field investigators(10) – Travel from Delhi to Project site and back @ ₹1500/- per person X 10	15,000
		Local Travel	20,000
		Total	80,000
3			
		One day Training /orientation workshop	
		Honorarium for Resource persons @ ₹3000/ per day X 2.RP	6,000
		Local Travel for Resource persons @ ₹500/- per person X2RP	1,000
		Local Travel for Coordination @ ₹1000/- per day X2	2,000
		Rental Place @ ₹2500/ per day X1	2,500
		Travel for participants @ ₹200 per person per day X 15X1	3,000
		Equipment hire- LCD etc ₹3000/-	3,000
		Incidentals Lunch/snacks and tea for 20 persons ₹150/- per day X 20X1	3,000
		Total	20,500
4		Board and Lodging of Field Investigators @ ₹500/- per work day X 160	80,000
5		Report compilation ₹30,000/-	30,000
		Photographic documentation ₹30,000	30,000
		Total	60,000
6		Stationery, printing and copying ₹20,000 for the duration of the project	20,000
7	Miscellaneous expenses	For the entire duration of the project	10,000
		TOTAL	470,500
		Overhead charges 10%	47,050
		GRAND TOTAL	5,17,550

(₹ Five Lac Seventeen Thousand Five Hundred Fifty Only)

Malathi
12/03/2014

(Signature)

- A detailed report on village development plan for implementation.
- A detailed sector planning linkage with Government Scheme having all long and short term goals.
- A detailed socio economic survey report with tabulation and analysis.
- Identifying potential gram/local institution for undertaking community. Identity the natural disaster risk and potential for communize assisted disaster risk reduction mechanize.
- A detailed video and photograph for initial status/ pre-status of study, village wise is required to be submitted for release of 2nd installment.
- Details of NGOs working within village and nearby area along with list of NGO's listed in Samaj Kalyan Vibhag/CDO/BDO office.
- Exploring possibilities of dovetailing with ongoing government and non-government development activities be taken up by University of Delhi.
- Reports and documents of project shall be provided in three hard copies and one soft copy.
- Base line survey should be covered the items mentioned in format provided by Govt. of Uttarakhand (enclosed Annexure-A)

4. TIME SCHEDULE:

- The time limit for submission of report shall be 60 days from the date of award of the work.

5. FINANCIAL ARRANGEMENT:

- The budget provisions for the above work will be ₹ 5,17,500/- only with the payment schedule as below:

I st installment	-	50% of the work in advance.
II nd installment	-	40% of Project cost. (With the submission of draft report)
Final Payment	-	10% of Project cost after acceptance of all reports.

- IInd and Final installment Payment shall be released to executing agency with recommendation of Project officer.
- Work shall be completed within estimated cost; no extra payment shall be admissible for this work.
- Utilization Certificate (U/C) shall be submitted at the time of final payment

6. INTELLECTUAL PROPERTY RIGHT:

- University of Delhi, Delhi acknowledges the right of the SEWA-THDC on the data generated.
- Data acquired during the above work shall neither be made available by University of Delhi, Delhi to any other organization nor be published without prior permission of SEWA-THDC.

Malathi
12-03-2014

[Signature]

AMENDMENT OF THE WORK:

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All alteration or amendments to this work shall be valid only if done in writing and signed by representative of University of Delhi, Delhi and the Secretary (SEWA-THDC).

SEWA-THDC reserves the rights to cancel the award/ project at any stage of execution, if not satisfied with the performance progress of the implementing agency by giving 07 days prior notice for the same. No extra payment shall be admissible for the short closer of the agreement/ project beyond executed quantities.

8. FORCE MAJEURE:

During the contract period, if the performance in whole or part by either party or any obligation there under, is prevented/ delayed by cause arising out of War, Hostility, Civil commotion, Act of public enmity, Sabotage, Fire, Flood, Explosions, Epidemics, Strike, Lock-outs, Embargo acts of Civil Military authorities then neither of the two parties will be made liable for loss or damage due to delay or failure to perform the contract during the period notified in writing.

Kindly send one copy of the Work Order signed on each page as a taken of your acceptance of the above work by return mail and hard copy within 7 days of receipt of the letter.


(Mahesh Kumar)
Secretary (SEWA-THDC)

CC:

1. CGM (Technical), THDCIL, Rishikesh.
2. GM (S&E)/ President (SEWA-THDC), THDCIL, Rishikesh.
3. Vice President (SEWA-THDC), THDCIL, Rishikesh.
4. Sh. Vijay Sehgal, DGM (CSR), THDCIL, Rishikesh.
5. Project Officer (SEWA-THDC), THDCIL, Rishikesh.

Malhotra
12.03.2014