



**Government of India**  
**Ministry of Urban Development**  
**Central Public Health and Environmental Engineering Organization**  
**(CPHEEO)**

**Notice Inviting “Expression of Interest (EOI)”**

**from**

**Reputed consultancy organizations**

**for**

**Preparation of Manual on Storm Water Drainage Systems**

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**Government of India**  
**Ministry of Urban Development**  
**Central Public Health and Environmental Engineering Organization**  
**(CPHEEO)**

**Notice Inviting “Expression of Interest (EOI)” from reputed consultancy organizations for**  
**‘Preparation of Manual on Storm Water Drainage Systems’**

The Ministry of Urban Development, Government of India, is in the process of preparation of Manual on Storm Water Drainage systems, so as to guide the public health engineers across the country in designing and operation and maintenance of Storm Water Drainage systems. To facilitate the process, Ministry intends to invite Expression of Interest (EOI) from resourceful agencies to provide support services to the Expert Committee in the preparation of manual.

**Scope of Work**

The agency has to draft contents of Manual as advised by the Expert Committee and has also to edit, browse and download relevant contents of the various manuals across the globe in the field and incorporate useful material in the proposed manual after studying and analysing the same suiting to Indian conditions. Agency has also to conduct meetings, preparing agenda, editing and circulating the comments of the meetings, as well as comments received from Members, to all concerned and incorporating the comments in the manual, thus, leading to preparation of Manual complete in all respects.

**Time period**

The duration for the preparation for the manual complete in all respects including holding a National level workshop would be restricted to 12 months from the date of award of work. Subsequently, within a month's time (over and above 12 months), it will be required to submit 1000 hard copies of final manual, duly printed in English, in the format as decided by Ministry/CPHEEO.

**Eligibility Criteria**

The agency should possess at least 10 years experience in the field of Water Supply & Sanitation of which minimum 5 years should be in India. The agency must have experience of working with central/State Government and Urban Local Bodies, preferably on design/evaluation of urban storm water management. The agency should have experience in carrying out similar activities of preparation of Manual/ guidelines at National/ State level in water and sanitation sector. Joint ventures/ consortia of organizations having above experiences are permitted including those with technical Institutes. Consultancy organizations with repute in the field of water supply and sanitation should only apply.

**Eoi Format**

Expressions of Interest should be in English and in the prescribed EOI format (not exceeding fifty pages). Technical and Financial bids under two envelopes system (separate sealed Technical and Financial bids placed under a second common envelop) to be submitted as per prescribed EOI format.

Agencies must send their Expression of Interests so as to receive the same by special messenger or by speed post to Under Secretary-PHE, MoUD, Room No 201C, Nirman Bhawan, Maulana Azad Road, New Delhi – 110011 within specified time. The last date for receipt of EOI proposal is **20<sup>th</sup> February 2013 (Wednesday) at 5.00 PM**. Submission after this deadline or proposal not in conformity with the specified format or found to be opened/damaged envelop, will be summarily rejected.

The EOI proposals received shall be opened on **21st February 2013 (Thursday) at 3.00 P.M.**, before the Committee constituted by the Ministry, in presence of parties, in # 433'C' wing,

Conference hall, Directorate of Estates, M/o Urban Development, Nirman Bhawan, New Delhi-110011.

**Evaluation of proposals**

Proposals submitted by agencies shall be evaluated in an evaluation format evolved for the purpose. The evaluation shall be done based on scoring. Based on the technical evaluation, the top scoring six agencies shall be short-listed and called for submission of RFP as well as presentation.

The details regarding scope of work, application procedures, EOI format, Pre-Qualification and short-listing Criteria/ Disqualification, selection methodology/ evaluation criteria, and other terms and conditions of agency and composition of Expert Committee and also tentative chapters of the proposed manual may kindly be seen and down loaded from the website of Ministry of Urban Development ([http:// www.urbanindia.nic.in](http://www.urbanindia.nic.in)).

(A. Radha Rani)  
Under Secretary to the Government of India  
Tel. 23062654  
Fax. 23062253

## **2. About Ministry of Urban Development**

The Ministry of Urban Development is responsible for formulating policies, supporting and monitoring programmes and coordinating the activities of various Central Ministries, State Governments and other nodal authorities in so far as they relate to urban development issues in the country.

The Central Public Health and Environmental Engineering Organisation (CPHEEO) is the technical wing of the Ministry of Urban Development which is responsible for preparation of Manuals and Standards etc. and also policy formulation of service level benchmarks. The Ministry is implementing the Jawaharlal Nehru National Urban Renewal Mission (JNNURM) which is one of the flagship programmes of the Government of India. The water and sanitation sector has been accorded highest priority under the scheme. Details of programme are available at [www.jnnurm.nic.in](http://www.jnnurm.nic.in). In addition, the Ministry is implementing standalone projects such as the Brihan Mumbai Storm Water Drainage project and the Nemmeli Desalination project. The Ministry is also responsible for technical scrutiny of all projects in the sector funded by bilateral and multilateral development agencies such as the World Bank, the Asian Development Bank, the Japanese International Cooperation Agency and the French Agency for Development. There is a significant degree of interaction with bilateral and multilateral agencies which provide technical assistance also such as the Water and Sanitation Programme-South Asia, German International Cooperation Agency etc. which brings in international exposure. The National Mission for Sustainable Habitat is undertaken as a component of the National Action Plan for Climate Change. This Mission will aim to mainstream various best practices related to environmental sustainability in the urban water and sanitation sector.

### **Vision for Urban Sanitation in India :**

Under urban sanitation policy, it is envisaged that ‘All Indian cities and towns become totally sanitized, healthy and liveable and ensure and sustain good public health and environmental outcomes for all their citizens with a special focus on hygienic and affordable sanitation facilities for the urban poor and women.

### **Policy Goals**

‘The overall goal of this policy is to transform Urban India into community-driven, totally sanitized, healthy and liveable cities and towns.’

Preparation of proposed Manual on Storm Water Drainage is one among various initiatives undertaken by Ministry in this direction to achieve these goals.

### 3. Scope of Work

The following requirements have been identified to complete the task.

- (i) Agency have to conduct meetings, preparing agenda, editing and circulating the comments of the meetings as well as comments received from Members to all concerned. Also, the agency has to edit, browse and download relevant contents of the various manuals across the globe in the fields and incorporate useful material in the proposed manual after studying and analysing the same suiting to Indian conditions. To accomplish the task, sufficient engineers with expertise in the field of Storm Water Drainage / Public Health Engineering as well as secretarial assistance and supporting staff need to be ensured so as to help in conducting meetings, preparing agenda, editing and circulating the comments of the meetings as well as to study and incorporate the comments received from members.
- (ii) Contents of manual as drafted have to be presented to the Expert Committee for their acceptance. In case of any suggestions, the same has to be incorporated in the manual and again presented to the Expert Committee. The process shall continue till the same is accepted by Expert Committee. Regarding the contents of Manual, the decision of Expert Committee shall be final and binding on agency to incorporate the same in the manual.
- (iii) Logistic Support needed for organizing about 6 meetings of Expert Committee (to be constituted by M/o Urban Development) in and outside Delhi. Some of the meeting have to be held in the cities facing chronic problems of flood disaster so that experiences of such cities may be appropriately considered while preparing Manual. In all the cases, arrangements for boarding/lodging and travel (local & out station) have to be done by the agency. However, travel expenses of official members of Expert Committee shall be borne by respective departments.
- (iv) Apart from 6 meetings of Expert Committee, there will be 12 working group meetings (smaller groups carved out of Expert Committee to thoroughly examine a group of chapters) with objective of fine tuning the contents, before presenting the same to the Expert Committee.
- (v) In each case arranging venue for holding meeting including Lunch/dinner/refreshment/tea etc. shall be done by agency in consultation with CPHEEO. The venue for the meetings should be of three star hotel level.
- (vi) To hold a National Workshop, for seeking comments from various stakeholders and other field experts on the draft manual.
- (vii) The task of preparation of manual has to be completed within a period of 12 months from the date of award of work.
- (viii) Tentative scope of work, based on draft chapters of proposed Manual, as evolved in first two meetings of earlier Expert Committee is placed at annexure for guidance. However, depending on need suitable changes in the contents of manual may be assigned by Expert Committee to the agency.
- (ix) Necessary provision for stationery and other related consumables / manpower etc. has to be made by agency including the material for discussions in each meeting.
- (x) Minutes of discussions has to be circulated to members after its approval by CPHEEO. Before meeting also, agency has to circulate the contents of discussion to Expert Committee/Working Group members at least a week ahead and has to strive to get comments

from members well in advance of meeting to make discussions more fruitful. At every stage, agency has to be in touch with the Expert Committee members to get their suggestions/ views/inputs etc.

(xi) Prior approval of Ministry for convening meeting, its venue and date etc. is must for agency. Within a week of award of work, agency needs to formulate a road map for completing the task specifying each and every activity and its time schedule. This shall be used for monitoring the progress of task and shall be linked with release of instalments.

(xii) Honorarium to the members of the Expert Committee/ Working Group @ Rs.1500/- per member per day of meeting held need to be remitted after meeting.

(xiii) It may be clarified that all expenses related to TA/DA and boarding/ lodging etc. to non-official members of committee has to be borne by the agency.

#### **4. The Terms of Reference(ToR) for Agency for preparation of Manual on Storm Water Drainage systems**

- 1) The Agency shall be responsible for preparation of draft of the different chapters for proposed manual. The draft chapters of the manual will be deliberated and reviewed by Expert Committee constituted by Ministry of Urban Development in its meetings to be convened by designated officer of the Agency, as per the decisions of CPHEEO/Ministry.
- 2) The Agency shall draft the contents of chapters and circulate the same well in advance (at least a week, ensuring it has reached to the members) of the Expert Committee/Working Group so that members could prepare for thorough discussion on the chapters during the meetings. Further, the suggestions / inputs of the members during the presentation of draft chapters before the Expert Committee and those deliberated upon by Expert Committee need to be incorporated/enriched in draft chapters. The modified contents to be circulated to all the Members within two weeks from the date of the meeting held. In drafting of chapters/contents of Manual, the Agency shall review and incorporate international best practices suitable to India. It shall also explore and review various methods/technologies available across the world for designing the storm water drainage system.
- 3) The tentative chapters of the proposed Manual have been discussed in the first two meetings of Expert Committee organized by Ministry. While deciding/working on the contents of the chapters, the same also may be referred to.
- 4) The Agency needs to arrange for the recording of minutes of the meetings and after its approval by chairman, circulate the same to members within two weeks of the meeting held.
- 5) The Expert Committee will be final authority for approval of nomenclature of the chapters, their scope and contents. Agency has to abide by it.
- 6) In case, some part of Manual/chapter or whole of the chapters / manual is not delivered upto the level of satisfaction of Expert Committee, the Expert Committee shall have the right to accept or omit any of the contents included in any draft chapters and direct the Agency to redraft the chapters or whole of the Manual. Agency will be bound to carry out the suggestions of Expert Committee.
- 7) The Agency has to complete the task within 12 months from the date of issue of sanction letter by Ministry of Urban Development.
- 8) Agency has to organise 6 meetings of Expert Committee, as well 12 working group meetings(smaller groups carved out of Expert Committee to thoroughly examine a group of chapters) with objective of fine tuning the contents, before presenting the same to the Expert Committee.
- 9) It will be the responsibility of the Agency to appoint/engage reputed experts in the field of storm water drainage / PHE and necessary supporting staff to draft the contents of chapters of the Manual and present the same before the Expert Committee Members. The presentations / suggestions/contents etc. made by Expert Committee Members during the meetings need to be included in the contents of chapters as decided by Expert Committee.
- 10) All expenses related to convening meetings like arranging suitable venue, Tools & Plants for presentation, Tea / lunch / dinner/stationery etc. shall be fully met with by the Agency out of the funds sanctioned to it by Ministry under this TOR.



- 11) TA/DA of non – official Members including Special Invitees is to be borne by the Agency out of funds sanctioned by Ministry as per their entitlement. Agency need to keep in mind the entitlement of retired government officials as well as those serving as per proposed constitution of Expert Committee at the time of making financial bids.
- 12) It is expected from the agency to plan the meeting well in advance and book the air tickets for non-official members/ reimburse the TA/DA the non-official members immediately after the meeting.
- 13) In case of inviting experts outside the Expert Committee, the expenses towards such experts shall be admissible at rate of one expert per meeting of Expert Committee. The expenses towards such additional experts shall also be adjusted against absentee non-official members during various meetings.
- 14) TA/DA of official members shall be borne by their respective Departments / Ministries. However, for meeting outside Delhi, the arrangements for boarding, lodging and food etc. has to be arranged by the Agency for all the members out of funds sanctioned by Ministry for the purpose.
- 15) Honorarium to the all members of the Expert Committee/ working group @ Rs. 1500/- per member per day of meeting held need to be remitted after meeting.
- 16) No request for additional fund, for any additional scope of work, shall be permitted. However, if Expert Committee finds something very much necessary for the Manual, but outside scope of present work, the same can be considered only after approval of competent authority in the Ministry.
- 17) Frequent interaction with CPHEEO in regard to the preparation of manual will be required. A nodal person has to be nominated by Agency who could be frequently contacted and could also be spared to visit CPHEEO as and when needed.
- 18) The Agency shall conduct specified number of meetings or as specified in the scope of work for finalization of Manual along with one National Level Workshop for inviting comments from user agencies on draft Manual and incorporating the same while finalizing the Manual.
- 19) The Agency shall use its expertise in drafting the contents of Manual and its experts shall also participate in various meetings to enrich the discussions within the sanctioned amount.
- 20) The Agency shall submit 10 sets of soft copies and 10 sets of Manual complete with all reports, drawings, sketches etc. In hard copy on finalization of Manual within the stipulated 12 months time. Subsequently, within a month's time (over and above 12 months), it will be required to submit 1000 hard copies of final manual duly printed in the format as decided by Ministry/CPHEEO.

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## **5. Pre-Qualification and Short-listing Criteria**

1. The agency should be a firm /company registered/incorporated in India under the Companies Act, 1956.
2. The agency should possess at least 10 years' experience in the field of Water Supply & Sanitation of which minimum 5 years should be in India.
3. The agency should have a turnover of not less than Rs.10.00 crores during each of the previous 3 years and a positive net worth during each of the previous 3 years. The agency should not have suffered loss during any of the previous 3 years. Also, agency should have at least Rs.2.0 crore turnover in each of the last three years in the field of consultancy services in water supply & sanitation.
4. The agency, over the past 3 years, should have executed the work for Central/State Government/Public Sector undertaking /autonomous bodies under central or state governments, which would include at least 3 consultancy projects in the field of water supply & sanitation sector.
5. The agency having experience of working with State Government and Urban Local Bodies, preferably on design/evaluation of urban storm water management or have experience of carrying out similar activities of preparation of Manual/ guidelines at National/ State level in water and sanitation sector shall be preferred.
6. The agency should not have been blacklisted by any Central/State government/Public Sector Undertaking/autonomous bodies under central and state governments in India during last 5 years.
7. The Agency should have adequate number of personnel with a core expert team of Public health engineering specialists. The agency should have the resources to develop and analyse strategies to complete the task within stipulated time.
8. Joint ventures/ consortia of organizations (Govt. & private) having above experiences are permitted including those with technical Institutes. Consultancy organizations with repute in the field of water supply and sanitation should only apply.
9. The agency should have or be able to depute its personnel in Delhi to frequently interact with CPHEEO/Ministry officials to ensure timely preparation of manual.
10. International experience in the field of storm water drainage systems especially design and development of manuals shall be given preference.

## **6. Disqualifications**

Ministry of Urban Development may at its sole discretion and at any time during the evaluation of Proposal, disqualify any respondent, under the following circumstances:

1. The agency has submitted the proposal documents after the response deadlines.
2. The agency has been involved in litigation that may have an impact of affecting or compromising the delivery of services as required under this Expression of Interest.
3. The agency has made misleading or false representations in the forms, statements and attachments submitted in the Expression of Interest;
4. The agency has exhibited a record of poor performance such as abandoning works, not completing the contractual obligations properly, inordinately delaying completion of projects or financial failures, etc. in any project in the preceding three years;
5. The agency has submitted a proposal that is not accompanied by required documents or is non-responsive;
6. The agency has failed to provide clarifications related thereto, when sought;
7. The agency has been blacklisted by any Central/State government/Public Sector Undertaking/autonomous organisation under central/state government.
8. The agency has submitted more than one Proposal (without withdrawing previous proposals).
9. Any form of canvassing and attempt to influence.

## 7. Evaluation Criteria: for short- listing agencies

Sl. No.	Parameters	Maximum marks	Total marks
<b>SECTION : A</b>		<b>Agency's profile</b>	<b>: 50 marks</b>
1.	General profile	10	
2.	National & international exposure	10	
3.	Overall turnover in past three years	10	
4.	Overall turnover in past three years in water & sanitation	20	
<b>SECTION : B</b>		<b>maximum marks : 50</b>	
<b>Experience on water supply &amp; sanitation sector projects(overall)</b>		<b>: 30 marks</b>	
5.	Water supply	5	
6.	Sewerage	5	
7.	Storm water drainage projects	10	
8.	Development of design and O & m manuals for water & sanitation sector	10	
<b>Experience on storm water drainage projects</b>		<b>: 20 marks</b>	
9.	Experience about best practices worldwide	10	
10.	Development of design and O & m manuals for storm water drainage	10	
<b>SECTION : C</b>		<b>maximum marks : 100</b>	
<b>Core Personnel experience &amp; qualification in water supply &amp; sanitation sector</b>		<b>: 30 marks</b>	
11.	Core Personnel experience	10	
12.	Core Personnel qualification	10	
13.	Core Personnel composition( no. of personnel)	10	
<b>Proposed team members experience &amp; qualification in water supply &amp; sanitation sector (to be put on job)</b>		<b>: 30 marks</b>	
14.	Team leader	15	
15.	Other members (one nodal person for each of the four working group)	15	
<b>Proposed team members experience in storm water drainage systems (to be put on job)</b>		<b>: 40 marks</b>	
16.	Team leader	20	

17.	Other members(one nodal person for each of the four working group)	20	
<b>SECTION : D</b>		<b>maximum marks : 50</b>	
<b>Strengths of agency to carry out the proposed job</b>		<b>: 15 marks</b>	
18.	Past records	5	
19.	Strengths of agency	10	
<b>Planning to carry out the task</b>		<b>: 20 marks</b>	
20.	Plan to carry out the task	10	
21.	Plan to bring in latest know how in the field	10	
<b>Additional relevant information related to the assignment</b>		<b>: 15 marks</b>	
22.	Plan to tie up with technical institute of repute for latest know how	10	
23.	Any other relevant information	5	

Sl. No.	parameters	Maximum marks	Total marks
<b>SECTION : A : Presentation</b>		<b>maximum marks : 50</b>	
<b>Agency's approach to complete the task : 50 marks</b>			
<b>Along with time schedule (Based on presentation)</b>			
24.	Overall approach to complete the task	20	
25.	Time lines for completion of manual as per presentation	20	
26.	Team leaders approach in presentation	10	

**Result: Based on the overall assessment of technical proposal and presentation, the final selection of agency shall be made based on the marks scored by them in the three sections as under;**

(i)	Technical part	=	250
(ii)	Presentation	=	50

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## **8. The Terms of Reference (ToR) for the Expert Committee**

1. To examine the draft contents of chapters circulated by the Institute and offer their views/suggestions. Provide relevant inputs to the agency for enriching / updating / improving the contents of the chapters in time bound manner as decided in the Expert Committee meeting.
2. To emphasize and suggest suitable methods of storm water drainage design in plain area as well as in hilly terrain considering the associated problems of land slides, washing away of roads etc.
3. To analyze and suggest suitable hydraulic and structural design parameters vis-a-vis varying hydro geological patterns.
4. To decide about the feasibility of various types of drain sections vis-a-vis open / covered / circular suiting of different localities / terrains.
5. To review and explore various methods / technologies available across the world for designing of storm water drainage and communicate to the agency for inclusion in draft manual.
6. To help the agency in preparing a user friendly, easily understandable Manual for the implementing agencies and field engineers with suitable worked out examples.
7. To emphasize the need for periodical cleaning & upkeep of drains, proper O&M of existing drains and make suggestions for efficient functioning of storm water drainage systems.
8. To incorporate do's and don't for routine O&M and preventive maintenance.
9. Suggest the ways to delineate the effect of dumping of solid waste inside the storm water drains and for alleviating them.
10. To introduce computer software and dynamic modelling in designing storm water drains.
11. To suggest model guidelines/schedule for capacity building of various O&M personnel for their training and professional up-gradation of field engineers.
12. To explore the possibility of PPP models in storm water drainage system.
13. To evolve methodology for Management Information System so as to facilitate preparation of inventory of assets, planning, designing and O&M of storm water drainage.
14. To plan to provide finalized copies of Manual on Storm Water Drainage within 12 months period as per those specified under deliverables.
15. Monitor the progress of preparation of Manual by the agency as per TOR for the same.

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**9. Proposed composition of Expert Committee for Preparation of Manual on Storm Water Drainage**

Sl. No.	Name & Address	
1.	Adviser (PHEE) CPHEEO / Director(LSG), Ministry of Urban Development, NirmanBhawan, New Delhi	Chairman
2.	Sri R. Sethuraman, Ex- joint adviser(PHEE), CPHEEO	Co- Chairman
<b>Official Members</b>		
3.	Representative Municipal Corporation of Greater Mumbai (MCGM), Mumbai	Member
4.	Representative Chennai Municipal Corporation, Chennai	Member
5.	Representative Kolkata Municipal Corporation, Kolkata	Member
6.	Dr.Pradeep Kumar Khandelwal Chief Engineer East DelhiMunicipal Corporation, Delhi	Member
7.	Dr.ChandanGhosh, Pro. & Head, National Institute of Disaster Management, New Delhi	Member
8.	Chief Engineer, PHED, Govt. of Meghalaya, Shillong	Member
9.	Representative from CWC, M/o Water Resources, New Delhi	Member
10.	Representative from IMD, New Delhi	Member
11.	Representative from IRC, New Delhi	Member
12.	Dr. M. Dhinadhayalan, Deputy Adviser (PHE), CPHEEO, Ministry of Urban Development, NirmanBhawan, New Delhi	Member
13.	J.B.Ravinder , Deputy Adviser (PHE),CPHEEO, Ministry of Urban Development, NirmanBhawan, New Delhi	Member

<b>Non-Official Members</b>		
14.	Dr.KapilGupta,Professor,IIT Mumbai	Member
15.	Representative of National Institute of Hydrology, Roorkee	Member
16.	Representative of NEERI, Nagpur	Member
17.	Dr.A.K.Gosain/Dr. A.K. Mittal (alternate), Professor, IIT Delhi	Member
18.	Dr. Arup Kumar Sarma,Professor, IIT Guwahati	Member
19.	ShriAnik Roy Chowdhary Retd. Chief Engineer, KMDA, Kolkata	Member
20.	Representative M/s Multi-Man-tech, Consultant, Ahmedabad	Member
<b>Member Secretary &amp; Co-ordinator</b>		
21.	Shri V.K. Chaurasia, Deputy Adviser (PHE), CPHEEO, Ministry of Urban Development, NirmanBhawan, New Delhi	Member Secretary
22.	Shri A.K. Saha, Assistant Adviser (PHE), CPHEEO, Ministry of Urban Development, NirmanBhawan, New Delhi	Member Coordinator

The Chairperson can invite any other suitable expert( over and above Expert Committee members), if felt necessary, for improving the quality / contents of the Manual as and when required, at rate not more than one expert per meeting of Expert Committee.

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### **10(i) Period of Engagement**

The task of preparation of manual has to be completed within a stipulated period of 12 months from the date of award of work. Within a week of award of work, the selected agency shall formulate a road map for completing the task specifying each and every activity and its time schedule. This shall be used for monitoring the progress of task and shall be linked with release of instalments at each stage of completion of manual.

### **(ii) Deliverables**

The Agency shall submit 10 sets of soft copies and 10 sets of approved Final Manual complete with all reports, drawings, sketches etc. in hard copy on finalization of Manual within the stipulated 12 months time. Subsequently, within a month's time (over and above 12 months), it will be required to submit 1000 hard copies of final manual duly printed in the format as decided by Ministry/CPHEEO.

### **(iii) Release of Instalments**

- 1st instalment of 40% of the sanctioned cost shall be released to the agency on the award of work.
- 2nd instalment of 40% of the sanctioned estimate shall be released after six months subject to attaining the following milestones:
  - I. Finalization of chapters of Manual.
  - II. Preparing draft contents for at least two third of the total chapters of Manual.
  - III. Holding at least three out of 6Expert Committee meetings envisaged in preparation of Manual.
  - IV. Submitting the list/details of experts/assistants engaged for the task by the Agency working for the preparation of Manual.
  - V. On the recommendation of Expert Committee considering satisfactory progress of manual preparation as per the time schedule.
- Third and final instalment of 20% shall be released after successful completion of task to the satisfaction and approval of Ministry.

### **(iii) Penalty**

- i. Delay on part of the Agency will invite a penalty @  $\frac{1}{2}$  % of sanctioned cost per week after stipulated 12 months period. However, this shall be limited to a maximum of 10% of the sanctioned cost and shall be deducted from IIIrd instalment of the agencies bills.
- ii. In case of leaving work incomplete, or unacceptable level of slow progress, if Expert Committee recommends so and Ministry accepts, the agency may be relieved of the job and the task may be got carried out by agency next in the line at the time of award of work based on financial bids at the cost and risk of the first agency.
- iii. In unavoidable circumstances, considering the poor performance of agency, Ministry may initiate action to blacklist the agency for participating in tenders of Ministry or Central government for next 3 years.

## 11. Expression of Interest (EOI) Format

Expressions of Interest should be in English and in the following format (not exceeding fifty pages):

1. **Covering letter:** One page
2. **Background:** maximum four pages containing
  - General information about agency - one page
  - Agency's profile - two pages
  - turnover & net profit - one pagein the formats given in appendix.
3. **Previous relevant experience:** maximum ten pages containing
  - similar activities completed in the field of water supply & sanitation - eight pages
  - experience in urban storm water management - two pagesand indicating for each assignment: client, year/ duration, monetary value of contract, person-months provided by the agency, output/end result etc. in the formats given in appendix.
4. **Curriculum Vitae of Key Personnel:** Brief CVs maximum ten pages, containing
  - Brief about overall strength of personnel and those working in water supply & sanitation field - two pages
  - Proposed Team Leaders - two pages
  - other experts to work on the assignment - four pages
  - assistants & others to work on the assignment - two pagesin the formats given in appendix.
5. **Strengths of agency to carry out the proposed job:** Briefly describe in not more than one page the agency strength and why they are better placed to carry out the work.
6. **Planning to carry out the task:** Briefly describe your approach to carry out the task in stipulated time frame in not more than two pages.
7. **Additional relevant information, if any:** in not more than two pages.
8. **Annexures**

Agencies must send their Expression of Interests with above mentioned documents so as to receive the same by special messenger or by speed post to **Under Secretary-PHE, MoUD, Room No 201C, Nirman Bhawan, Maulana Azad Road, New Delhi – 110011** within specified time. **The last date for receipt of EOI proposal is 17<sup>th</sup> January, 2013 at 5.00 PM. Submission after this deadline or proposal not in conformity with the specified format or found to be opened/damaged envelop, will be summarily rejected.**

**Appendix-I**

*(The bidders are required to submit the covering letter in the Form I. This form should be in the letter head of the bidders, who are submitting the proposal.)*

**COVERING LETTER ON BIDDERS LETTER HEAD**

Date ----- Proposal reference No.....

To

Smt. A. Radha Rani  
Under Secretary to the Government of India  
M/o urban Development,  
Room No. 201 C, NirmanBhawan,  
New Delhi-110001

**Subject:Expression of Interest (EOI) for ‘Preparation of Manual on Storm Water Drainage Systems’**

Dear Madam,

Having examined the EOI, we, the undersigned, offer to propose for Preparation of Manual on Storm Water Drainage Systems in full conformity with the said EOI. We have read the provisions of EOI and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.

We agree to abide this Proposal, consisting of this letter, the EOIs Technical, Financial and other general conditions and all attachments, for a period of 180 days from the date fixed for submission of proposals as stipulated in the EOI and modifications resulting from contract negotiations, and it shall remain binding upon us and may be accepted by you at anytime before the expiration of that period.

We hereby declare that all the information and statement made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification at any stage.

We understand you are not bound to accept any proposal you receive. Also, at any stage, the bidding process may be terminated without assigning any reason and without any liability to bidders, whatsoever, it may be.

Signature-----

In Capacity of -----

Duly authorized to sign proposal for

And on behalf of -----

Date-----

Place-----

Postal Address:----- Telephone Number-----

Mobile-----

Email Id:-----

## Appendix-II

### Company / Firm Related Information

*(All individual firms and each partner of a consortium are requested to complete the information in this form. Nationally information should be provided for all owners or application that is partnerships or individually owned firms.)*

1 Name of the Firm:

2 Nationality:

3 Address:

Registered Office

Head Office

Mobile:

Land line:

Fax:

e-Mail:

Website:

4 Year of Incorporation /Registration

5 Main lines of Business & since

a):

b):

c):

d):

6 Constitution

a) Individual

b) Sole Proprietorship concern

c) Partnership firm

d) Public Ltd. Co.

e) Private Ltd. Co.

7 If Partnership firm, names of the partners / If Company name of the

Director

a):

Call for Expression of Interest (EOI) for preparation of manual on storm water drainage systems

b):

c):

d):

8 Name of Authorized signatory for this assignment

Nationality

9 Place of Business:

10 Certificates:

1) I / we (including all partners) certify that I / we have read the terms of condition of Expression of Interest for selection of agency in -----as amended up to date and shall abide by us.

2) I / We certify that the information given above is true to the best of our knowledge. I / We also understand that if any of the information is found wrong, I am / we are liable to be debarred.

11 Signature(s) of applicant (s): Name & Signature

1.

2.

3.

SEAL OF BIDDER SIGNATURE OF BIDDER'S

AUTHORISED REPRESENTATIVE

Date & place:

### **Appendix-III**

#### **PROFILE OF THE FIRM / ORGANIZATION**

##### a) Business Profile

I. Overall experience of the agency (List of Clients and projects executed in water supply & sanitation sector).

II. Areas of activity/ operations of the agency, along with experience (in years)

##### b) Technical and Managerial Capability

I. Details of full time professionals (by category): the agency should furnish the complete details along with CVs of the core team.

II. Details of key personnel proposed to be deployed on this assignment, along with a profile of the major accounts/ assignments handled by them in the past.

III. a) Is the firm a specialized agency in water supply & sanitation sector?

YES/NO

or

b) Does the firm have a separate water supply & sanitation division?

YES /NO

c) Details of firm's / organization's/experience in water supply & sanitation (Minimum 5 projects)

Name of the project (specify activities undertaken)

Name of the State Govt. agency / Organization for whom the project was implemented

Year of the project & duration

d) Details of Awards or recognition won

Name of the Award/recognition Year Awarding Authority

(USE SEPARATE SHEETS FOR EACH PROJECT)

Signature [In full]:

Name and Title of Signatory:

Name of Firm / Organization:

(Company / Organization Seal)

**Appendix-IV**

**Bidder's Experience in water supply & sanitation sector**

A List of Similar jobs executed by the Bidder year wise with Name & address of person whom reference can be made, by the Ministry , if required necessary.

[Bidder shall submit the information in the Format detailed here under]

Supporting Documents must be attached.

SEAL OF BIDDER SIGNATURE OF BIDDER'S

AUTHORISED REPRESENTATIVE

Date & place:

Sr.No

Name of the Project &

Client name/firm

Value of Project completed

Rs.

Period as per Contract

Actual Period for the Completion of the task

Date of Completion

Persons to whom reference may be made

1

2

3

4

5

## Appendix-V

### **Brief Details of Similar Projects executed in last 3 years in Storm water drainage systems (details).**

a. Maximum 5 projects shall be specified starting from the highest value.

Sr.No. Description Details

1 Name of Project

Type of Project

2 Detail description of work

4 Project Cost (Actual)

5 Name of Client

6 Postal address of Client

7 Whether any Sub Consultant was involved (if yes, then specify their area of participation in the project)

8 Project Start Date

9 Completion Date

10 Special features designed in the project

NOTES:

1) Project Completion Certificate from Client

3) Any other specific details

SEAL OF BIDDER SIGNATURE OF BIDDER'S

AUTHORISED REPRESENTATIVE

Date & place:



**Appendix-VI**

TURNOVER DETAILS OF THE AGENCY

Financial Year Turn-over (In Rs. Crore)                      Net worth profit (In Rs. Crore)

2009-2010 (audited)

2010-2011 (audited)

2011-2012 (audited)

Average Turnover of the last three Financial Years

\*\* (Use separate sheets if space provided is not sufficient)

\* Note: Please attach copies of the Annual audited financial statement certified by the Chartered Accountant/Annual Report of the Firm in support of the information provided above.

Signature [In full]:

Name and Title of Signatory: Name of Agency / Organization: (Company /Organization Seal)

## **Appendix-VII**

### **Declaration**

(on agency letter head)

- Details of whether the agency has been blacklisted or penalized by a Government /Semi-government agency for unsatisfactory performance or conduct in the last five years.
- Undertaking by the agency not to outsource/contract any part of the work without explicit permission from this Ministry.

Signature [In full]:

Name and Title of Signatory: Name of Agency / Organization: (Company /Organization Seal)

## Appendix-VIII

### Standard Formats of Curriculum Vitae (CV)

Professional Staff

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

Name of the firm: \_\_\_\_\_

Name of the Staff Member: \_\_\_\_\_

Professional Qualification: \_\_\_\_\_

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

Years with Firm: \_\_\_\_\_

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

Membership in Professional Societies: \_\_\_\_\_

Detailed Tasks Assigned for this Assignment: \_\_\_\_\_

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Qualifications:

[Give an outline of staff member's experience most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. For experience in last fifteen years, also give types of activities performed and Contracting Authority references, where appropriate. Use about half page.]

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Education:

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

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reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. Use about one page.]

Call for Expression of Interest (EOI) for preparation of manual on storm water drainage systems

(Note: Kindly provide details of the size / value of the assignment and the individual's person-months input in the assignment)

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Languages:

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

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Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. I shall be available during the entire period of the assignment of Manual preparation

Date: \_\_ / \_\_ / \_\_\_\_

---

Name of the Staff Member Signature

---

Name of the Authorized Signatory Signature

## **Appendix-IX**

### **List of documents to be submitted**

1. Copy of registration certificate of the company along with Memorandum of Understanding.
2. Audited Balance Sheets for the last 3 financial years indicating Profit & Loss Statement, details of service tax paid.
3. IT/Service Tax Return Statement for the previous 3 years.
4. Work orders issued by public/private sector organisations supporting the claim of overall continuous experience in the field of water supply & sanitation.
5. Work orders in respect of 5 completed projects undertaken in the last 3 years in the field of water supply & sanitation.
6. CVs of the Core Team of Experts to be deputed for the project along with certified copies of testimonials and undertaking of their availability for entire period of the project.
7. Detailed list of full time staff of the agency indicating their position and responsibilities. Also, details of personnel to be engaged for the assignment.

**Appendix-X**

**Tentative Chapters of Manual**

**PROBABLE CONTENTS OF PROPOSED MANUAL ON STORM WATER DRAINAGE**

**CONTENTS**

TITLE PAGE

FOREWORD

CONTENTS

- 1 INTRODUCTION
  - 1.1 SCOPE
  - 1.2 ABBREVIATIONS / ACRONYMS
- 2 STORM WATER DRAINAGE SCENARIO IN INDIA
- 3 GENERAL POLICY, PLANNING AND INVESTIGATION
  - 3.1 GENERAL
  - 3.2 SYSTEM PLANNING
    - 3.2.1 Overview
    - 3.2.2 Detailed Considerations
    - 3.2.3 Location of Public Drainage System
  - 3.3 INFORMATION FOR SYSTEM PLANNING
    - 3.3.1 Maps, Town Plans and Drainage Records
    - 3.3.2 Location of Utilities
  - 3.4 ENVIRONMENTAL CONSIDERATIONS
    - 3.4.1 Aesthetics/Landscape
    - 3.4.2 Environmental Assessment
  - 3.5 SITE INVESTIGATIONS
  - 3.6 SAFETY ISSUES
- 4 RAINFALL ANALYSIS / URBAN HYDROLOGIC REGIME
  - 4.1 GENERAL
  - 4.2 HISTORIC RAINSTORMS

- 4.2.1 Application
    - 4.2.2 Point Rainfall
    - 4.2.3 Areal rainfall
  
  - 4.3 SYNTHETIC RAINSTORMS
    - 4.3.1 Application
    - 4.3.2 Intensity-Duration-Frequency (IDF) Relationship
    - 4.3.3 Storm Duration
    - 4.3.4 Design Rainstorm Profile
    - 4.3.5 Areal Reduction Factor
    - 4.3.6 Frequent Rainstorms
  
  - 4.4 DESIGN RETURN PERIOD
- 5 RUNOFF ESTIMATION
- 5.1 GENERAL
  
  - 5.2 DATA AVAILABILITY
    - 5.2.1 Rainfall
    - 5.2.2 Streamflow
  
  - 5.3 Need for calibration/verification – (Alternatively Item 3.2 of US Manual may be adopted)
    - 5.3.1 Choice of Runoff Estimation Method
    - 5.3.2 Flow Gauging Methods
    - 5.3.3 Practical Difficulties  
(5.3.2 & 5.3.3 will be of US Manual)
  
  - 5.4 STATISTICAL METHODS
  
  - 5.5 DETERMINISTIC METHODS
    - 5.5.1 Introduction
    - 5.5.2 Rational Method
    - 5.5.3 Time-Area Method
    - 5.5.4 Unit-Hydrograph Method
    - 5.5.5 Reservoir Routing Methods
- 6 FLOOD PROTECTION STANDARDS
- 6.1 GENERAL
  
  - 6.2 DESIGN RETURN PERIODS
  
  - 6.3 PROBABILITY OF DESIGN FAILURE



- 6.4 DEFINITION OF FLOOD LEVELS
- 6.5 FREE BOARD
- 6.6 STORMWATER DRAINAGE SYSTEM
  - 6.6.1 Village Drainage and Main Rural Catchment Drainage Channels
  - 6.6.2 Urban Drainage Branch and Trunk Systems
- 6.7 INTERFACE WITH RESERVOIRS/CATCHWATERS
- 7 SEA LEVEL ANALYSIS
  - 7.1 GENERAL
  - 7.2 HISTORIC SEA LEVELS
    - 7.2.1 Application
    - 7.2.2 Data Availability
    - 7.2.3 Astronomical Tides
    - 7.2.4 Storm Surges
    - 7.2.5 Infilling of Gaps in Tidal Data
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    - 7.3.1 Application
    - 7.3.2 Design Extreme Sea Levels
    - 7.3.3 Design Sea Level Profile
  - 7.4 SEA LEVELS TRENDS
    - 7.4.1 Global Trends
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  - 8.1 GENERAL
  - 8.2 FLOW CLASSIFICATIONS
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    - 8.2.2 Surge Vs. Free-surface Flow
    - 8.2.3 Subcritical Vs. Supercritical Flow
    - 8.2.4 Steady Vs. Unsteady Flow
    - 8.2.5 Uniform Vs. Non-uniform Flow
    - 8.2.6 Gradually Varied Vs. Rapidly Varied Non-uniform Flow
  - 8.3 UNIFORM FLOW
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    - 8.3.2 Compound Roughness

- 8.3.3 Partially Full Circular Sections
- 8.4 GRADUALLY VARIED NON-UNIFORM FLOW
  - 8.4.1 Basic Formulations
  - 8.4.2 Types of Flow Profiles
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- 8.7 FLOW ROUTING
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  - 8.7.2 Hydrologic Routing – overload flow
  - 8.7.3 Hydraulic Routing
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  - 9.1 GENERAL
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  - 9.3 VELOCITY DESIGN IN CHANNELS AND PIPES
  - 9.4 SCOUR AROUND BRIDGE PIERS
  - 9.5 QUANTIFICATION OF SEDIMENTATION
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      - 10.3.2.4 Effect of Submergence

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  - 10.4.3 Conduits Under Railway Track
  
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    - 10.5.4.2 Load Factors
  
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      - 11.2.2.3 Side Entrance Manholes
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  - 12.7.2 Desilting Opening Type 1
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    - 13.5.11 Operation and Maintenance Manual

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    - 14.5.1 General Requirements
    - 14.5.2 Design Capacity
    - 14.5.3 Operation and Maintenance Requirements
  
  - 14.6 TRASH SCREENS
  
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  - 14.8.3 Division of Maintenance Responsibility
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  - 15.1 GENERAL
    - 15.1.1 Maintenance Objectives
  
  - 15.2 HANDING OVER OF COMPLETED WORKS
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    - 15.2.3 Documents to be submitted
  
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    - 15.3.3 Inspection of Special Drains
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  - 15.8 SAFETY PROCEDURES
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- 18 PUBLIC PRIVATE PARTNERSHIP
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- 20 INSTITUTIONAL ARRANGEMENT
- 21 MODEL DPR GUIDELINES
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