

**Govt of Himachal Pradesh**  
Department of Revenue

**Himachal Pradesh**  
State Disaster Management Authority  
Disaster Management Cell

**Application for Third Party Quality Monitors**

HPSDMA invites application(s) for empanelment of Independent Third Party Quality Monitors (TPQM) / Surveillance Experts for monitoring works under NDMF & SDMF across Himachal Pradesh. Eligible applicants include retired engineers from Government Departments/PSUs, serving faculty (Assistant Professor & above) of Government Engineering Colleges/IITs/NITs/Govt. R&D Institutes, and serving engineers/SQMs with experience in landslide, earthquake, flood, and fire mitigation works. Application proforma and details are available at [hpsdma.nic.in](http://hpsdma.nic.in). The last date for submission is 27<sup>th</sup> February, 2026 at 5:00 PM.

Yours faithfully,



**Nishant Thakur, (HPAS)**  
Project Director  
Project Management Unit  
SDMF (Rev-DM)

**Govt. of Himachal Pradesh  
Department of Revenue**

**Himachal Pradesh  
State Disaster Management Authority.**

**Invitation for Application(s) from Retired Engineer(s) (Civil) for empanelment as  
Third Party Quality Monitors (TPQM)**

In pursuance of Point No. 2 i.e Technical Audits of Para 3.9 of guidelines for preparation of Disaster Mitigation Projects under Disaster Mitigation Fund (NDMF & SDMF) issued by the National Disaster Management Authority vide letter No. 5-20/2014-Mit/8082(E-111264) dated 6<sup>th</sup> March, 2023, the Interested Retired Engineer(s) of the State or Central Govt. Departments, PSUs, or Serving Faculty Members i.e. Assistant Professor or above who are working in State/ National Govt. Engineering Colleges, IITs/ NITs/ Govt. Research & Development Institutes, etc. from all over India, serving Engineers of Independent Quality Management Divisions of Executing Agencies or State Govt.'s and Technical Agencies as SQMs (State Quality Monitors) who have dealt with construction works of projects especially related to Land Slide Mitigation, Earthquake Mitigation, Flood Mitigation and Fire Mitigation, etc. during their service career *are required to apply on prescribed Proforma* which can be downloaded from departmental web site [hpsdma.nic.in](http://hpsdma.nic.in) in the link provided as "*Empanelment of Independent Third Party Quality Monitor (TPQM)/Surveillance expert*", for the inspection of Quality of works being executed by the PMU (SDMF)- DMC, under NDMF & SDMF.

The Applicant can apply by post or through e-mail to the undersigned on the e-mail address [sdma-hp@nic.in](mailto:sdma-hp@nic.in) by uploading legible scanned copy duly signed in the format given at **Annexure-II**. The application along with C.V. should reach this office by 27.02.2026 at 5.00 PM. The detailed guidelines for empanelment & performance evaluation of Third Party Quality Monitors (TPQMs) is the same as issued by the NRIDA vide letter D.O.#P-17012/1/2009-P-III dated October 20th, 2020 (Copy enclosed) which are available under "Quality Control & Design" Tab in the HPPWD site i.e <https://hppwd.hp.gov.in/quality-control-design-0>. The selection and empanelment shall be governed by these guidelines.

1. The Special Secretary (Rev.) –cum- Director, HPSDMA shall have the right to accept/ reject the applications without assigning any reasons on the recommendation of the "Designated Selection Committee" constituted by the Competent Authority.

  
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2. All the relevant documents & guidelines for empanelment & performance evaluation of TPQMs (Third Party Quality Monitors) available on the department web site i.e. hpsdma.nic.in or may be obtained from office i.e Project Director, Project Management Unit, SDMF (Rev- DM), Room No- 550, Armsdale P-III , H.P Secretariat, Shimla (H.P) during working hours.
3. The Honorarium and other allowances shall be as mentioned in the Terms of Reference.

**Nishant Thakur (HPAS)**  
Project Director  
Project Management Unit  
SDMF (Rev-DM)

Additional Secretary (Rev-DM) to the  
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**TERMS OF REFERENCE**  
**FOR ENGAGEMENT OF "THIRD PARTY QUALITY MONITORS".**

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**1. INTRODUCTION:**

The Project Management Unit (PMU) under Himachal Pradesh State Disaster Management Authority (HPSDMA) encompasses the organized efforts to prepare for, respond to, and recover from disasters, aiming to minimize their impact on individuals, property, and the environment. It involves a cycle of activities including mitigation, preparedness, response, and recovery through their Implementing Agencies. Though the Department and the Implementing Agencies have their own system of planning, execution and quality assurance in place, need for third party involvement is felt to facilitate the project taking forward. PMU (SDMF)- DMC therefore feel that the services of officers of the rank of **Executive Engineers, Superintending Engineer (SE) and above e.g. Chief Engineer (CE), Engineer-in-Chief (E-in-C)**, who have retired from the service **and Assistant Professor or above**, who are working in State/ National Govt. Engineering Colleges, IITs/ NITs/ Govt. Research & Development Institutes, etc.

It is found prudent to have monitoring of the projects/ works related to "**Land Slides, Earthquake, Flood Mitigation and Fire Mitigation etc**" at Implementing Agency level through independent monitors, it has accordingly, decided to engage Third Party Quality Project Monitors for the period of one year from the date of empanelment, which may be extendable on year to year basis, upto maximum of five years on mutual consent.

**2. ELIGIBILITY CRITERIA FOR NATIONAL LEVEL PROJECT MONITOR:**

The engagement of Third Party Quality Monitors shall be following "Search-cum- selection method" by a Committee under the Chairmanship of the Project Director (PMU), DMC.

For the empanelment of TPQMs, Retired Engineers (Civil) of State or Central Govt. Departments, PSUs, or Serving Faculty Members i.e. Assistant Professor or above, who are working in State/ National Govt. Engineering Colleges, IITs/ NITs/ Govt. Research & Development Institutes, etc. from all over India, serving Engineers of Independent Quality Management Divisions of Executing Agencies or State Govt.'s and Technical Agencies are eligible. **However detailed eligibility criteria has been annexed as annexure "I".**

  
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### 3. SCOPE OF WORK:

The PMU (SDMF)- DMC is expected to examine the works related to Disaster mitigation which involves a cycle of activities focused on mitigation of natural hazards like landslides, earthquakes, floods and fires. This includes monitoring, prevention, preparedness, response, and submission of a detailed report after the site inspection as per **Appendix-II**, to the Project Director.

1. Inadequacies, if any found during the implementation phase in respect of works.
2. Identification of bottlenecks in the ongoing project and suggest measures for timely completion.
3. Identification of system flaws in the quality assurance process and ways to improve it.
4. The TPQMs may also suggest to DMC, measures to improve safety by identification of vulnerable spots and faults due to geometric design along the DMC and suggest their remedial measures.
5. Quality of services provided by the Concessionaire.
6. Preparing a list of non-conforming works holding coordination meeting with contractor, engineer-in-charge, supervision consultant / authority engineer, to discuss and arrive at an agreed list of non-conforming works, formulate remedial measures and work out timelines. The report should contain the record of discussions and specific recommendations to the DMC.
7. Preparing a list of work activities to be crashed to mitigate delays and the additional resources to be mobilized for crashing the activities.
8. Identifying best practices and documenting them clearly in a separate section in the report.
9. Reviewing the performance of "new materials" and "Innovative technologies "and making specific comments about the adequacy of the framework for monitoring performance with recommendations for improvement, if any.

In addition to the above, the TPQMs shall also ensure the quality control of materials and workmanship if desired by Project Director.

### 4. IMPLEMENTATION ARRANGEMENTS:

1. The TPQMs once assigned the specific project/task shall be required to undertake inspection of the assigned project. The TPQMs will be assisted in his independent evaluation of the project by the concerned officers. The tests for quality control, if desired by PMU (SDMF)- DMC, shall be carried out in either of the following:

  
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- a. Field laboratories established by the contractor.
  - b. For specific tests: Testing to be done in district/ regional/ State level laboratories of the HPPWDs/ NABL accredited labs/ Government Engineering Colleges etc.
2. The Implementing Agencies shall also be responsible for ensuring that the TPQMs is provided full support in performing task assigned to him, including support in taking samples, transportation of samples to the laboratory and testing in presence of representative of implementing authority.
  3. The Contractor(s) of the concerned works allotted by the implementing agencies shall bear all associate expenses on the production of certified and required documents.
  4. The TPQMs shall have complete access to the documents pertaining to the project and for this purpose he shall be assisted in his independent evaluation by concerned Executive Engineer of State PWD or Implementing Agencies, as is applicable.

## 5. REPORTING

The members of the TPQMs are expected to issue an Observation Note for the information and necessary action of the Authority. Besides, he may send confidential note separately to the PMU (SDMF)- DMC, if he thinks highlighting the issues on which he would like to draw the attention of the Authority. The final report after inspection should be submitted to PMU (SDMF)- DMC (Monitoring) with a copy to the Project Authority within a fortnight.

## 6. FACILITIES

The Third Party Quality Monitors shall make his own arrangement for travel, accommodation, transport, etc. The expenditure incurred on travel and accommodation will be reimbursed as per the guidelines finalized by PMU as explained in TOR under financial aspects on the production of required documents. **It is expected of him that he will not take any type of support from the contractor.**

## 7. NUMBER OF INSPECTIONS IN A MONTH:

TPQMs shall inspect minimum three to four works in a month as per the direction of Project Director and Further, TPQMs shall inspect one project only once and second inspection shall not be carried out without prior directions from Project Director.

  
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## 8. FINANCIAL ASPECTS:

The TPQMs shall submit bills on account of inspection assigned, to the Project Director, PMU, who will make payment of the estimate as per availability of funds. The detail of honorarium and other reimbursable allowance for the visit/inspection is as under :-

Sr. No.	Particulars	Superintending Engineers /Assistant Professor or above	Executive Engineers	Remarks.
1.	Honorarium for each day of inspections of	₹ 5000/-	₹ 4000/-	Subject to the maximum of ₹ 50,000/- per month (including honorarium and daily allowance) to level of Superintending Engineers/ Assistant Professor and above and ₹ 40,000/- per month (including honorarium and daily allowance) to the level of Executive Engineers shall be granted.
2.	Travelling Expenses (residence)	1. Mileage allowance for own car @ of ₹8/- per K.M. will be granted. 2. In case of journey by bus the actual expenditure incurred by any mode, other than mentioned in point No. 1, shall be restricted to fare of HRTC Deluxe A.C Bus. However, reimbursement of Travelling allowance expenditure will be admissible only in case tour is beyond 8 kilometres or beyond the jurisdiction of Municipal corporation Shimla.		
4.	Reporting allowance to cover the charges for report preparation and postage etc.	₹ 1000/- per month.	₹ 1000/- per month.	-

## 9 . EVALUATION OF PERFORMANCE:

Periodic feedback of the performance of Third Party Quality Monitors (TPQMs) shall be submitted to Project Director. The Reports/Performance of the TPQMs shall be periodically reviewed by the Project Director. In case of unsatisfactory performance/actions prejudicial to fair and transparent contact/concession operation, the Project Director may consider debarment/blacklisting of the Third Party Quality Project Monitors after giving reasonably opportunity of being heard. During the said lead period/currency of proceedings, no payment shall be made to the TPQMs.

  
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## **10. TERMINATION CLAUSE/ E-EMPANELMENT OF THIRD PARTY QUALITY MONITORS:**

The Project Director (PMU) shall have right to terminate the services of all or one of Third Party quality Monitors at any point of time without assigning any specific reasons under material breach, change in circumstances, non-availability of funds and mutual agreement, etc. However, in case of any dispute the jurisdiction of High Court of Himachal Pradesh shall be considered as final.

In addition to the outcome of periodic performance evaluation, de-empanelment of TPQMs may ordered in the following cases also:-

- i. In case a TPQM do not follow the Rules of Conduct prescribed for TPQMs.
- ii. Based on scrutiny of reports by Implementing Agencies, at any time it is observed that the TPQM is consistently not conducting inspections, as per prescribed guidelines such as not conducting prescribed tests, carrying out more than prescribed number of inspections per day etc.
- iii. If a written report of mis-conduct of the SQM is received, and prima-facie, the allegations are found to be correct, the deployment of TPQM shall be put on hold, till the outcome of final investigation conducted independently by the PMU.
- iv. If TPQM do not posses good health for carrying out inspections and requisite tests.
- v. In case a TPQM, repeatedly declines the given assignment, without prior intimation.
- vi. In case a feedback is received by Project Director, SDMF from reliable sources, about integrity of TPQM.



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Project Director  
Project Management Unit  
SDMF (Rev-DM)**

**Additional Secretary (Rev-DM) to the  
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Selection Criteria for Empanelment of Third Party Quality Monitors (TPQMs) for the inspection of Quality of works being executed in State Disaster Management Authority Himachal Pradesh through Implementing agencies.

1. The candidate should be minimum Graduate in Civil Engineering or equivalent from recognized University or Institute, having sound health.
2. The candidate should be retired Senior Officer with **minimum** rank of Executive Engineer or equivalent, having at least 5 years of experience in State Government/Centre Government Department, who has worked in the field of roads, bridges and buildings construction Design& Maintenance for civil works etc.
3. No candidate would be allowed to work as TPQM after completing the age of 70 years, therefore, the candidate should not have attained the age 67 years as on first day of the calendar year in which he is being considered for selection (The TPQM should be able to serve at least for one year).
4. The candidate should possess the experience of working in the relevant field for at least 5 years in last 10 years before retirement from Government service. Also in last 5 years, he should have worked at least for 2 years in the field of roads bridges and buildings construction, Maintenance & Execution etc.
5. The candidate should be willing to work as Third party Quality Monitor with high Ethical standards in any part of the State of HP.
6. The candidate should be conversant with working knowledge of computers and smart phones.
7. Any candidate, who has been de-empanelled by NRIDA or any other Authority on the basis of poor performance and misconduct as SQM/NQM, shall not eligible for participation in the empanelment.
8. The candidates will have to furnish the certificate on the prescribed proforma that they have never been debarred by NRIDA or any organization they have worked in prior to this.

9. The performance of all TPQMs will be evaluated at the end of the term for further empanelment, if needed.
10. The empanelling authority i.e. PMU, SDMF (Rev-DM), reserves the right to de-empanel any applying candidate without assigning any reason thereof.
11. In case of any complaints, the decision of the Project Director, SDMF (Rev-DM), would be final and binding on all parties.
12. Dispute, if any, shall be subject to the jurisdiction of competent Court(s) of Shimla city only.
13. The applicant should also furnish a certificate that all the above conditions are acceptable to him.
14. The Project Director, SDMF shall have the authority to assign work to any of the selected/empaneled quality monitors as per requirement empaneled for the purpose.

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**Guidelines for Furnishing Information in the Format of CV**

1. Items No. 1 to 6 are self-explanatory. Information should be filled in capital letters.
2. In Item No. 7, the details of qualifications for graduation and above level should be mentioned. The clear mention about the discipline i.e., Civil Engineering / Mechanical Engineering / Electrical Engineering / Electronics Engineering / Mining Engineering etc. should be made.
3. Under Item No. 8, the details of experience on every post / organization / duration should be furnished in the given format. The details of the experience for the duration of at least 15 years before retirement should compulsorily be furnished. In case, the candidate has not retired recently, the details of experience of all the years after retirement till the date of application for engagement as TPQM should be furnished in addition to the experience for the specified duration before retirement. While giving the details of experience the care should be taken to indicate the type of work / duty and location etc.
4. Presently, the evidence pertaining to the information supplied above has not been asked, however, in case of any doubts, the evidence about the information in item no. 4, 5, 7 and 8 may be asked for.



**Nishant Thakur) HPAS  
Project Director  
Project Management Unit  
SDMF (Rev-DM)**

*Additional Secretary (Rev-DM) to the  
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**Format of CV FOR Empanelment as Third Party Quality  
Monitor ( TPQM)**

**1. Name :**

**2. Address:**

**3. Contact Nos. :**

(a) Office Phone:

(b) Residence Phone :

(c ) Mobile:

(d ) E-mail Id:

**4. Date of Birth (dd/mm/yyyy) :**

*(Please attach copy of a recognized certificate as proof of date of birth)*

**5. Date of Retirement from Government Service (dd/mm/yyyy) :**

*(Please attach copy of a recognized certificate as proof of date of birth)*

**6. Post from which retired :**

**7. Qualifications:**

S. No.	Year of Passing	Degree	Institution/ University	Discipline	Remarks (if any)

**8. Employment Record:**

Duration from Date to Date	Post Held	Name of Organization/ Department	Details of Experience (Elaborate Experience regarding construction / Management of Road Assets

  
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**9. Other Details, if any (Membership of professional bodies, authorship of technical papers, consultancies, etc. ) : Declaration:**

I hereby declare that:

1. The information furnished above is correct.
2. The undersigned is interested to work as Third Party Quality Monitor for PMU (SDMF)-DMC for the period of one year from the date of empanelment, which may be extendable on year to year basis, upto maximum of five years.
3. This is to certify that upon superannuation, no disciplinary proceedings/cases and/or vigilance cases and/or criminal cases were pending against the undersigned.
4. This is to certify that no criminal cases/vigilance cases are pending.
5. The undersigned may be assigned the duty to monitor the quality of Disaster Management works in accordance with the prescribed guidelines.

**Signature of the Candidate**

**Name of the Candidate**

**Date:**

  
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DMC, Department of Revenue

Checklist Proforma for Inspection of Mitigation works under SDMF/NDMF

- I. Inspecting Officer Name: / /  
 II. Designation: / /  
 III. Institute/Organization: / /

**Department officer present during inspection**

S.N	Officer presented during inspection	Designation	Department
I.			
II.			
III.			
IV.			

**Agency /Contractor present during inspection**

- I. Name:  
 II. Registration Class

**Project Details:**

Particulars of Work	
<b>A.) Project Details</b>	
1	Name/Title of work
2	Name of Village/City

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3	Name of Block	
4	Name of District	
5	Type of Hazard being mitigated (Landslide/Flood/Earthquake/Snow avalanches etc.)	
6	Name of the Implementing Agency (IA)/Executing Agency/Dept.:	
7	Date of Sanctioned	
8	Sanction Amount (in Rs)	
9	Latitude of Site	
10	Longitude of Site	
<b>B.) Site Inspection by IA/DDMA Committee(s)</b>		
11	<b>Departmental Level Committee</b>	
	Name of the Nodal Person	
	<b>Departmental procedure aspects (Please give Comments):</b>	
	Maintenance of Inspection register, Highlights of inspection by AE/EE/SE/SE&PD, requiring compliance.	
	<b>Are the Quality Control Register maintained by the Department (Please Comment on the basis of following parameters)</b>	
	(a) Copy of agreement, (b) Provision of QA Pin agreement? Whether approved QAP is available on site?, (c) List of ISI marked/ approved materials to be used, (d) Guard File containing inspection reports of Department Level/ DDMA CTE/QCTA/AE/QC/, (e) Testing facilities to check conformations to acceptance criteria	
	Departmental Level Inspection	
	How often the Site Inspection was done by the Department officers	
	Enclosed the Reports/ Recommendation by the Inspection	
12	<b>DDMA Level Committee Constituted or Not:</b>	
	If yes:	
	Detail of the Site Inspection conducted by the Committee.	

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	How often the Site Inspection was done by the Committee	
	Enclosed the Reports/Recommendation by the Committee	
<b>C) Inspection Details</b>		
13	Proposed Stretch for Mitigation Length x Width (in mtrs) as per DPR	
14	Mitigation measure completed at the time of inspection Length x Width (in mtrs)	
15	(a) Estimated cost put to tender	
16	(b) Schedule of rates applicable	
17	Percentage progress at time of inspection vis-à-vis expected as per contract and reasons for delay, if any:	
18	Is the site Order Book and Schedule maintain by the department (Give comments):	
19	(a) Have timely notices been issued to the contractor with the schedule of defects/damages and date of compliance? In case of failure to rectify defects/damages whether action under clause 14/17 initiated?	
20	Observations and comments on QAP (Quality Assurance Plan) Quality Control system in place: Attach separate sheet, if required	
20	Observations on workmanship QC aspects. (attach separate sheet, if required)	
<b>D) Non Structure Mitigation (NSM)</b>		
21	Non Structure Mitigation implications If yes, give details.	
22	Any Comments on NSM	
<b>E) Social Audit</b>		
23	Community Participation During the Process	

  
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24	Benefit for Community from this project	
<b>F) Financial Audit</b>		
25	Cost Benefited Analysis of the project	
26	Any other particular comments	
<b>Other Remarks</b>		
27	Are all mandatory tests carried out at stipulated frequency?	
28	Are materials approved by Engineer-in-Charge? If so, are samples available at site?	
29	Major Issues (If Any)	
30	Has work been bifurcated in tender	
31	Attached photographs ( Geo- tag)	

Signature:

Name:

Date:

  
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Action Taken Report FORMAT

Action Taken Report of the inspection report of TPQMs

dated ..... of ..... Circle.....Division.....

Sr. No.	Name of Project	Name of works	Paragraph of report which action required.		Para wise action taken with photographs	Whether action is completed (Yes/ No)	Item wise remarks if any, by the Superintending Engineer
			Sr. No. of Para	Action Required			
1	2	3	4		5	6	7

The defects observed by Er. .... on dated  
have been rectified by the contractor & checked at site by me.

The works inspected on dated  
.....along with  
.....The action taken by PMU has  
been verified at site. The inspection report may  
be graded to satisfactory.

  
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