

**URBAN DEVELOPMENT AND HOUSING DEPARTMENT (GoJ), RANCHI**

**E-Procurement Notice**

Tender Notice No.753/DAY-NULM

Date: 17.05.2017

**Table 1**

|     |  |  |
|-----|--|--|
| 1.  | Name of the Work                         | Selection of Firm/Agencies/Consultant for Survey of Street Vendors, Development of city Vending plans, Development of plans for infrastructure development of vending zones under Support to Urban Street Vendors component of NULM. |
| 2.  | Estimated Cost                           | Open Tender  |
| 3.  | Tender Fee & EMD (In INR)                | Tender Fee: Rs, 5000/-<br>EMD- Rs, 50,000/-  |
| 4.  | Total time Period                        | 12 Months (365 days)   |
| 5.  | Date of Publication of Tender on website | 18.5.2017 at 3:00 PM   |
| 6.  | Date of submission of pre-bid queries    | 24/05/2017 till 3:00 PM, bidders should confirm their participation and must submit their queries through post or email (director.ma.goj@gmail.com) in writing. Mail should contain RFP reference No and RFP name in email subject   |
| 7.  | Date of Pre Bid Conference               | 26/05/2017 at 03:00 PM   |
| 8.  | Mode of submission of bids               | e-Tendering ( <a href="http://Jharkhandtenders.gov.in">http://Jharkhandtenders.gov.in</a> )  |
| 9.  | Date of Start of Submission of Bids      | 29/05/2017 from 11:00 AM   |
| 10. | Last Date/Time for submission of bids    | 8/06/2017 up to 03:00 PM   |
| 11. | Date of Technical Bid Opening (Online)   | 09/06/2017 at 3:00 PM  |
| 12. | Bid submission address                   | Director, Municipal Administration, 3 <sup>rd</sup> Floor FFP Building, Dhurwa, Ranchi-834004  |
| 13. | Helpline no. of e-Procurement Cell       | Land line- 06512401955, 09431760277  |

**Note: Only e-Tenders will be accepted.**

Further details can be seen on website <http://jharkhandtenders.gov.in>

Sd/  
**Director,**  
Municipal Administration

## Notice Inviting Tender (NIT)

### Selection of Firm / Agencies/ Consultant for Survey of street vendors, Development of city street vending plans, Development of Plan for Infrastructure development of vending zones under Support to Urban Street Vendors Component of NULM.

**E-Tender Reference No: 753/NULM**

**Date: 17.05.2017**

- Urban Development Department, Govt. of Jharkhand invites online bid through e-Procurement process from eligible bidders for "Selection of Firm / Agencies/ Consultant for Survey of street vendors, Development of city street vending plans, Development of Plan for Infrastructure development of vending zones under Support to Urban Street Vendors Component of NULM." at Jharkhand through this Request for Proposal (RFP). The bid shall be submitted online in the Website <https://jharkhandtenders.gov.in>. The bidder(s) should have necessary portal enrolment with their own Digital Signature Certificate.
- RFP documents consisting of detailed scope of work, instruction to bidders and Performa for submission of proposals which can be downloaded from <https://jharkhandtenders.gov.in>. Tender Fee, Bid Security and Total Time Period of Work.

**Table 2**

| Sl. No. | Tender Fee                                   | Bid Security/Earnest Money Deposit (EMD)   | Total Time Period          |
|---------|--|--|----------------------------|
| 1       | 2  | 3  | 4                          |
| 1.      | <b>INR 5,000.00<br/>(Five thousand Only)</b> | <b>INR 50,000.00 (Fifty thousand Only)</b> | <b>12 Months (365days)</b> |

- Period of availability of tenders online/date & time bidding online/last date of seeking clarification/pre-bid meeting/date of opening of tender papers are as given below –

**Table 3**

| Sl. No. | Procurement Officer                                 | Place of opening   | Availability of tender on-line for bidding                             |   | Pre Bid Conference  | Date & Time of Technical Bid Opening |
|---------|---|--|--|---|---|--------------------------------------|
| A       | B   | C  | D  | E   | F   | G                                    |
| 1.      | Director Municipal Administration, UD&HD Jharkhand. | e- Procurement Cell, Urban Development Dept, 3 <sup>rd</sup> Floor FFP Building, Dhurwa, Ranchi-834004 | Bid downloading period 18.05.2017 03:00 PM to 05.06.201607/08 03:00 PM | Bid submission period 29.05.2017, 11:00 AM to 08.06.2016 up to 03:00 PM | 26.05.2017 at 03:00 PM in Urban Development Dept, 3 <sup>rd</sup> Floor FFP Building, Dhurwa, Ranchi-834004 | 9/6/2017 at 03:00 PM                 |

- Tender Fee (non- refundable) as mentioned in column 2 (shown as table 1) of detailed NIT document, will be in form of Demand Draft drawn on a Nationalized Bank, Payable to "Director, Urban Development Department" payable at Ranchi.

- The Bidder shall furnish Earnest Money Deposit (EMD) for the amount as mentioned in column 3 (shown as table 1) of detailed NIT. EMD shall be in form of Demand Draft/ drawn on a Nationalized Bank or a Bank Guarantee in favor of "Director, Urban Development Department", payable at Ranchi.
- Tender Fee and Earnest Money Deposit (EMD) envelop should contain the **e-Tender Reference No.** and be addressed to the **Director, Municipal Administration, Urban Development Department Govt. of Jharkhand, 3<sup>rd</sup> Floor, Project Building, Dhurwa, Ranchi-834004**, with detail of addresses as well.
- Tender Fee and Earnest Money Deposit (EMD) in original shall be deposited in the cell of "**Director, Municipal Administration, Urban Development Department, Govt. of Jharkhand, 3<sup>rd</sup> Floor, Project Building, Dhurwa, Ranchi** on all working days between 29/06/2017, 11.00 am to 8/6/2017 up to 03:00 PM either by **registered post/Speed post or by hand**. Only those bids will be entertained who's cost of bidding document and bid security is received before 03:00 PM on date 09/06/2017. Urban Development Department will not be held responsible for the postal delay, if any, in the delivery of the document or non- receipt of the same.
- The interested bidders should confirm their participation and must submit their queries through post or email (director.ma.goj@gmail.com) in writing. Queries received after the set time limit shall not be considered in the pre bid conference.
- Pre-bid Conference will be held at 03:00 PM on 26/05/2017 at Urban Development Dept, FFP Building, Dhurwa, Ranchi- 834004 to clarify the issues and to answer questions on any matter that may be raised at that stage.
- The undersigned reserves the right to accept or reject all proposals without assigning any reason thereof. It also reserves the right to postpone or to cancel the pre-bid meeting and or invitation.
- For any other clarifications related to bid submission, firms may contact Urban Development Department or telephonically on telephone no. [0651- 2401955](tel:0651-2401955) and Mobile No-. 09431760277 (e- Procurement Cell Helpline No.) before the last date of submission of the bid document during working hours.
- Other details can be seen in the RFP document and instruction to bidders.
- Bids without requisite details/documents are liable for rejection and department shall not entertain any further communication in such cases.
- Only online bids submitted through website <https://jharkhandtenders.gov.in> will be considered.

**Director,**  
Municipal Administration

## **Request for Proposal (RFP)**

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**Selection of Firm / Agencies/ Consultant for Survey of street vendors, Development of city street vending plans, Development of Plan for Infrastructure development of vending zones under Support to Urban Street Vendors Component of DAY-NULM.**

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**RFP Ref No:753/NULM ,**

**Dated 17/05/2017-**



**Submitted to:**

**Director Municipal Administration  
Urban Development and Housing Department, Govt. of Jharkhand  
FFP, Building 3rd Floor, Dhurwa, Ranchi (JHARKHAND)**

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## **1. Introduction**

The recently launched Deendayal Antyodaya Yojana- National Urban Livelihood Mission (DAY-NULM) aims to promote sustainable development of the large informal and unorganized workforce in the urban areas. DAY-NULM seeks to address the needs of the sector through addressing the occupational, residential and social needs in a comprehensive and integrated manner. DAY- NULM urges special attention on street vendors as an occupational group in the informal sector and requires that interventions be designed for this group so as to improve their quality of life. s

Urban street vendors form a crucial link in the supply chain of urban economy and also sustain the demand for goods and services produced by the informal sector. These vendors provide for cheap and convenient distribution of goods and services to a significantly large section of urban population and thus play an important role in city economy. Street vendors have been deprived of commensurate reward for their contribution. They have been perceived as unlawful entities, subjected to continuous harassment especially through police and civic authorities. Recognizing this anomaly, the Government of India has enacted the Street Vendors (Protection of Livelihood & Regulation of Street Vending) Act, 2014. This Act is based on the recognition of the contribution that street vendors make to the urban economy and its main objective is to extend legitimacy to the existence of these vendors, while providing for their access to basic necessities as well as resolve any conflict between the interests of street vendors and that of the rest of the society.

In light the above Directorate of Municipal administration, Urban Development Department, Govt. of Jharkhand seeks to hire the services of a Consulting Agency for Survey of street vendors and issue of Identity Cards, Development of city street vending plans, and Development of Plan for Infrastructure development of vending zones in the city.

### **1.1 Objective**

The objective of DAY- NULM is to address the vulnerabilities of the urban street vendors through a multi-pronged approach. This includes:

- Survey of street vendors and issue of Identity Cards
- Development of city street vending plans
- Infrastructure development of vending zones in the city
- Training and Skill Development
- Financial Inclusion
- Access to credit
- Linkages to social security schemes

## 2. Scope of Work

### 2.1 Roles & Responsibilities of the Firm / Agency / Consultant

The scope of service of the firm / agency / consultant must be within the framework of;

- All guidelines/circulars/notifications/directions/rules/byelaws/schemes duly issued in this regard either by the Central Government or the DMA, Govt. of Jharkhand
- To facilitate ULBs in constitution of Town Vending Committee in accordance with Street Vendors (Protection of Livelihood & Regulation of Street Vending) Act, 2014, Jharkhand Street Vendors (Protection of Livelihood & Regulation of Street Vending) Rules 2015, Jharkhand Street Vendors (Protection of Livelihood & Regulation of Street Vending) Amendment Rules 2016 and Jharkhand Street Vendors (Protection of Livelihood & Regulation of Street Vending) Plan (Scheme) 2017.

### 2.2 Description of Task

#### 1. Conduct survey to identify and update street vendors and issue of Identity Cards :

- The consultants required to undertake Digital survey in 16 Cities to identify and update street vendors as per the GOI guideline. [http://mhupa.gov.in/NULM\\_Mission/NULM\\_Mission.htm](http://mhupa.gov.in/NULM_Mission/NULM_Mission.htm).
- The Consultant facilitates and guides ULBs for issuing Master (Smart) Identity Cards to all the surveyed/identified street vendors.
- The consultant required to prepare a data base of all street vendors and after approval of data from ULB, Consultant facilitate in uploading of the data in MoHUPA portal with the support of DMA.

**2. Constitution of Town Vending Committee in accordance with Street Vendors:** All towns are to create a Town Vending Committee in accordance with Street Vendors (Protection of Livelihood & Regulation of Street Vending) Act, 2014 / Jharkhand Street Vendors (Protection of Livelihood & Regulation of Street Vending) Rules 2015. Jharkhand Street Vendors (Protection of Livelihood & Regulation of Street Vending) Amendment Rules 2016 and Jharkhand Street Vendors (Protection of Livelihood & Regulation of Street Vending) Plan (Scheme) 2017. The agency will facilitate with the support of ULBs in constitution of Town Vending Committee.

#### 3. Awareness Building for Street Vendors :

The agency shall also identify and select volunteers amongst the street vendors who would carry on the awareness building exercise to mobilize more members to constitute committee/ federation etc.

#### 4. Identification of vending zone and development of city street vending plans:

The consultant is required to identify and finalized the vending zones in collaboration with local ULBs in accordance with Street Vendors (Protection of Livelihood & Regulation of Street Vending) Act, 2014 / Jharkhand Street Vendors (Protection of Livelihood & Regulation of Street Vending) Rules 2015. Jharkhand Street Vendors (Protection of Livelihood & Regulation of Street Vending) Amendment Rules 2016 and



Jharkhand Street Vendors (Protection of Livelihood & Regulation of Street Vending) Plan (Scheme) 2017.

The consultant is required to prepare City street vending plan including profile of street vending trades and activities. The agency shall also earmark space or area for vending zones; determine vending zones as restriction- free vending zones, restricted vending zones and no-vending zones, Estimate of holding capacity of vending zones, which is the maximum number of street vendors who can be accommodated in any vending zone. The plan should also incorporate the following component;

- 4.1 The Plan will be developed after consultations with Street Vendor's representatives and other relevant stakeholders.
- 4.2 The plan may be developed in such a manner that no relocation or eviction of street vendors takes place. Re-location of street vendors, if required, must be based on consultation with the affected vendors.
- 4.3 Based on the survey findings, the City Street Vending plan may also include a digitised or non-digitised map of vending activities, vending trades and existing markets at ward or zone level.
5. The agency should also understand the key challenges, constraints and issues relating to street vending; and provide possible solutions and potential street vending areas.
6. Infrastructure development of vending zones in the city:
  - 6.1 The consultant is required to prepare a Detailed Implementation Plan (DIP) for infrastructure improvement projects which may include improved civic facilities as mentioned in Jharkhand Street Vendors (Protection of Livelihood & Regulation of Street Vending) Plan (Scheme) 2017 such as paving, water supply, toilets, waste disposal facility, and specialized carts for specific types of trades and parking facilities. The infrastructure requirements for vendors markets will be assessed based on consultations with street vendors and their associations, local agencies and other stakeholders and will be facilitated by the ULB.
  - 6.2 While preparing the DIP, provision for providing specialized carts to the street vendors for specific types of trades such as food vending etc. may be included with a view to improve the hygiene and optimal utilization of space.

**DIPs should contain:**

- a. Project rationale, details of beneficiaries and stakeholders, how it will contribute to improved street vending in the surrounding area, and how it fits within the overall City Street Vending Plan
- b. Land ownership details
- c. Relocation plan, if any must be supported by a letter of consent from the affected street vendors and/or their association
- d. Specific infrastructure improvement project details with costs, including operations and maintenance plan
- e. Detailed and complete list of beneficiaries who will benefit from the project.
- f. Safety concerns, if any, relating to fire hazard or other hazards.

### **7. Training and Skill Development:**

The consulting agency will prepare module as per the GOI norms and facilitate ULBs to conduct one days training programmes for all street vendors taking one area at a time. The aim of this program will be to orient the street vendors on aspects such as their rights and responsibilities, specific policies or laws related to street vendors, food safety, maintenance of hygiene, waste disposal, etc.

### **8. Financial Inclusion:**

- a. The agency is expected to facilitate linkages with financial Institutions and other funding agencies for leveraging resources for the street vendors, the agency shall undertake all such activities like liaise with banks and other financial institutions to facilitate access to banking and financial services to street vendors and also facilitate the ULBs to do so.
- b. The agency will facilitate ULBs in organizing sessions on financial literacy for identified street vendors.
- c. The agency will facilitate ULBs in opening of Basic Savings Bank Deposit Accounts for all the identified street vendors.

### **9. Linkages to social security schemes:**

The agency will facilitate the ULBs in enrolment of street vendors in insurance schemes of Government of India such as Pradhan Mantri MUDRA Yojana (PMMY), Rashtriya Swasthya Bima Yojana (RSBY) for health insurance, Aam Aadmi Bima Yojna (erstwhile Janashree Bima Yojna) for Life Insurance or any state specific insurance schemes and as per revised guideline of DAY-NULM.

### **10. Output and key deliverables**

The project deliverables under this assignment includes;

- **Identification and update street vendors database and issuing identify card as per the GOI guideline 16 cities.** The number of cities may be increased or decreased.
- **Formation/ Constitution of Town Vending Committees in all towns** in accordance with Street Vendors (Protection of Livelihood & Regulation of Street Vending) Act, 2014 & Jharkhand Street Vendors (Protection of Livelihood & Regulation of Street Vending) Rules 2015, Jharkhand Street Vendors (Protection of Livelihood & Regulation of Street Vending) Revised Rules 2016 and **Jharkhand Street Vendors (Protection of Livelihood & Regulation of Street Vending) Plan(Scheme)2017**
- **Prepare City Street vending plan including profile of street vending trades and activities** as per GOI norms and Jharkhand Street Vendors (Protection of Livelihood & Regulation of Street Vending) Plan (Scheme) 2017 .
- **Prepare a Detailed Implementation Plan (DIP) for infrastructure improvement projects** which includes the details briefed in the Scope of work.
- **Prepare module and provide training to street vendors based on DAY-NULM guidelines and amended guidelines.**
- **Ensure bank linkages of street vendors with the support of ULBs.**

- Ensure enrolment of street vendors with various government social security schemes with the support of ULBs.

### 2.3 Scope of Work for the Firm

The Bidder would engage team of competent and skilled professionals for Survey of street vendors, Development of city street vending plans, Development of Plan for Infrastructure development of vending zones under Support to Urban Street Vendors Component of DAY- NULM for the cluster for which they would be awarded the work.

The team shall be deployed on an exclusive basis, in order to ensure the required coordination with respective ULBs, and to complete the work as per indicated in this document. The lists of clusters are as follows –

| Cluster | S.No.                     | ULB Name      | Population (Census 2011) |
|---------|---------------------------|---------------|--------------------------|
| V       | 1                         | Rajmahal      | 22514                    |
|         | 2                         | Bishrampur    | 42925                    |
|         | 3                         | Jhumritiliya  | 87867                    |
|         | 4                         | Chakardharpur | 56531                    |
|         | 5                         | Basukinath    | 17123                    |
|         | 6                         | Chatarpur     | 28450                    |
|         | 7                         | Mihijam       | 40463                    |
|         | 8                         | Barharwa      | 24133                    |
|         | <b>Total (Cluster-V)</b>  |               | <b>320006</b>            |
| VI      | 9                         | Bundu         | 21054                    |
|         | 10                        | Jugsalai      | 49660                    |
|         | 11                        | Kapali        | 43256                    |
|         | 12                        | Madhupur      | 55238                    |
|         | 13                        | Manjhion      | 18349                    |
|         | 14                        | Hussainabad   | 29241                    |
|         | 15                        | Nagar Untari  | 32725                    |
|         | 16                        | Chakulia      | 16306                    |
|         | <b>Total (Cluster-VI)</b> |               | <b>265829</b>            |

### 2.3 Manpower

#### 2.3.1 Minimum Manpower Requirements for each cluster

The Team should ideally include the following staff:

- Team Leader - 1
- Sr. Programme Manager – 2 (Program & Finance)
- Program Manager - 2
- State Training Specialist - 1
- Documentation Specialist preferably experienced in policy making - 1
- Training Coordinators (4 @ each cluster)

Bidders are expected to provide all details of town and state level staff to be deployed to undertake this assignment. The desired staff will undergo prior interview before the DMA constituted committee. Change in staff is not desirable. However, in case changes are necessary, after the contract has been signed, the Consultant Agency will ensure that professionals with similar or higher qualifications and experience are recruited as replacements. Staff changes require prior approval of the DMA. The desired qualifications and experience of the team members is as given below.

| <b>SI No.</b> | <b>Position</b>                 | <b>Qualification &amp; Skill</b>   | <b>In Nos.</b>    | <b>Experience</b>  |
|---------------|---------------------------------|--|-------------------|--|
| 1.            | Team Leader                     | <ul style="list-style-type: none"> <li>• Master Planner/MBA /Post Graduate in Commerce, Economics, Law, or related discipline or B.Tech.</li> <li>• Computer skills is essential</li> <li>• Knowledge of relevant national and state Acts and policies.</li> </ul> | 1                 | 5 years of experience in relevant sector, experience in working at National / State Level, experience in working on policy framing, state level planning, community mobilization etc |
| 2             | Sr. Programme Manager           | <ul style="list-style-type: none"> <li>• Masters in Social Work/Economics or MBA or B.Tech</li> </ul>  | 1                 | 4 years' experience in working in Social Sector / experience of Livelihood programs, government policies, state level planning etc.  |
| 3             | Sr. Programme Manager - Finance | <ul style="list-style-type: none"> <li>• Masters in Social Work/Economics or MBA - Finance</li> </ul>  | 1                 | 4 years' experience in working in relevant sector / experience of Livelihood programs, program financing, Micro financing government policies & state level planning etc.            |
| 4.            | Programme Manager               | <ul style="list-style-type: none"> <li>• Masters in Social Work/Economics or MBA or B.Tech</li> </ul>  | 2                 | 3 years of experience in Micro Finance/Micro Enterprise/Urban Livelihood with specific experience of working with Vendors if any   |
| 5             | Documentation Specialist        | <ul style="list-style-type: none"> <li>• Masters in Social Work/Communication or B.Tech</li> </ul>   | 1                 | At least 3 years of experience in documentation.   |
| 6.            | Training Specialist             | <ul style="list-style-type: none"> <li>• Masters in Sociology/ Social work/ Rural Development/Rural Management/ Urban and Community Management</li> </ul>  | 1                 | At least 3 years of experience of working with community institutions and on community mobilization with occupational groups preferably vendors if any                               |
| 7.            | Training Coordinator            | <ul style="list-style-type: none"> <li>• Graduates</li> <li>• Knowledge of working in Jharkhand</li> <li>• Understanding of capacity building need assessment, conducting training sessions</li> </ul>   | 2 in each cluster | At least 3 years' experience in community mobilization and capacity building/training  |

### 3. Bidding and Selection Process

- A bidder may submit proposal for maximum two clusters.
- A Single company/firm/ partnership /consultant/agency/Society or Joint Venture or Consortium of companies (**maximum of 3 members**) all registered in India and in existence for at least five (5) years as on 31.3.2017, are eligible to submit proposals against this RFP. Government (Central and State) agencies may also be apply if they fulfill above eligibility details. Proof of registration as a legal entity must be submitted.
- Bidders are advised to study the Bid Document carefully. Submission of the Bid shall be deemed to have been done after careful study and examination of all instructions, eligibility norms, terms and requirement specifications in the tender document with full understanding of its implications. Failure to furnish all information required in the tender Document or submission of a bid not substantially responsive to the tender document in all respects will be at the bidder's risk and may result in a lower technical score or rejection.

**Consultant/Firms/Agencies' Proposal (the Proposal) shall consist of following parts:**

- (i) **Part I:** Letter containing Application for Bid Proposal and the Technical Proposal (clearly mentioning the clusters for which the bid is submitted), and
- (ii) **Part II:** The Financial Proposal (Separate Financial Proposals shall be submitted for each cluster for which the consultant/bidder want to bid clearly indicating the name of the cluster in the Financial Proposal.

#### 3.1 Preparation of the Proposal

- **Bid Security, Cost of RFP Document, and evidences of proving Bid Eligibility:** Bid security and Tender fee as mentioned below shall be placed in one envelop and should be submitted as per the instruction given in the NIT. In addition, the Consultant/Firms/Agencies must enclose all evidences to support the bid eligibility, if any in the technical bid proposal. If the bid security, cost of RFP document are found proper then only technical and financial proposals will be entertained.
- The Proposal, as well as all related correspondence exchanged by the Consultant/Firms/Agencies and the Client, shall be in English.
- The Proposal should include a cover letter signed by person(s) with full authorization to make legally binding contractual (including financial) commitments on behalf of the Consultant/firm/agency. The letter should specify all association arrangements, and certify that each associated firm will perform its designated tasks under the assignment if the lead firm is awarded the contract.
- The Technical Proposal should clearly demonstrate the Consultant/Firm/Agency's understanding of the assignment requirements and capability and approach for carrying out the tasks set forth in the SoW (Scope of Work).

### 3.1.1 Technical Proposal Format

(I) The consultant shall submit technical proposal as per the data sheet which indicates the format of the Technical Proposal to be used for the assignment. Submission of wrong type of Technical Proposal will result in the proposal being deemed non responsive.

(iii) The following table summarizes the content for each type of Proposal.

| Proposal Type Content                              | Full Technical Proposal (FTP)   |
|--|---|
| <b>Experience of the firm</b>                      | (i) Introducing the firm and associate firm(s) background and general experience.<br>(ii) Relevant completed projects in the format of Form Annex 7 illustrating firm and associate(s) firm's relevant experience.<br>No promotional material should be included. |
| <b>General approach and methodology, work plan</b> | Inclusive of charts and diagrams.   |
| <b>Experience Certificates</b>                     | Experience in working with street vendors, geographical area, Infrastructure Development of vending zones, Development of Street Vending Plans or similar plans, formulation of City Street Vending rules as per Annex 7  |
| <b>Experts' CVs</b>                                | For each expert's CV  |
| <b>Work Plan</b>                                   | As per the Annex 8  |

### 3.1.2 Technical Proposal Content

- (i) A brief description of the organization and outline of recent experience of the consultant and each associate on assignments of a similar nature is required in prescribed form. For each assignment, the outline should indicate *inter-alia*, the assignment, contract amount and the consultant's involvement. Information should be provided only for those assignments for which the consultant was legally contracted by the client as a corporate entity or as one of the major participating consulting firms within an association (Joint venture). In case the assignment was carried out in joint venture then the JV agreement is to be submitted.
- (ii) A work plan showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverables such as reports required under the TOR.
- (iii) An organization chart indicating relationships amongst the Consultant and any Associate(s), the Client, and other parties or stakeholders, if any, involved in the assignment.
- (iv) The Technical Proposal shall not include information related to financial proposal. Technical Proposals containing information related to financial proposal shall be declared non-responsive.

### **3.1.3 Work Plan:**

The Technical Proposal shall include the main activities of the assignment, their content and duration, phasing and interrelations, milestones and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. The work plan should be consistent with the Work Schedule as per Annexure –8.

### **3.2 Tender Fee**

The Bidder shall furnish Tender Fee (non-refundable) for the amount of INR 5000.00 in form of Demand Draft drawn on a Nationalized Bank, Payable to "Director, Directorate Municipal Administration, Urban Development and Housing Department" payable at Ranchi.

### **3.3 Earnest Money Deposit**

The Bidder shall furnish Earnest Money Deposit (EMD) for the amount of INR 50000/- Fifty Thousand Only. EMD shall be in form of Demand Draft/ drawn on a Nationalized Bank or a Bank Guarantee (BG) in favor of "Director, Urban Development and Housing Department", payable at Ranchi.

### **3.4 Performance Security**

The Bidder will furnish within 10 days of issue of Letter of Acceptance (LOA), an unconditional Bank Guarantee in favor of DMA from any scheduled commercial bank for an amount equivalent to 5 % of the total contract value towards performance Security valid for a period of six months beyond the date of completion of services. The Bank Guarantee will be released by DMA after six months and rectification of errors if any, and satisfactory report by DMA.

### **3.5 Period of Validity of Bid**

Bids submitted by the bidder shall be valid for a period of six months (180 days) from the last date of submission of the bid/tender. A proposal valid for a shorter period may be rejected as nonresponsive.

In exceptional circumstances, UD&HD may solicit the bidder's consent for an extension of the validity period. The request and the responses thereto shall be made in writing (or by fax or email). The Bid security shall also be suitably extended. A Bidder granting the request is neither required nor permitted to modify the Bid.

### **3.6 Bid Structure and Evaluation Process**

The bid document is not transferable. The selection of the bidder under this RFP will be effected on a three stage evaluation process

- (i) Pre-Qualification
  - a. Tender Fee
  - b. Earnest Money Deposit
- (ii) Technical Bid and
- (iii) Commercial/Financial Bid.

-----  
First the Tender Fee and EMD received by UD&HD and submitted by the Bidders will be opened. UD&HD will open bids (Online) at the place and time as mentioned in Notice Inviting Tender (NIT) or as informed on a later stage.

#### **Evaluation of Technical Bid**

The evaluation of the Technical bids will be carried out in the following manner:

- Technical Bid (Online) will be opened for those bidders whose Tender fee and EMD would be found in order and according to the tender document.
- The bidders technical bid will be evaluated as per the technical qualification criteria specified in the RFP. UD&HD reserves the right to ask for any other supporting document or testimonial at any Point of time, during the evaluation of the Bid.

#### **Evaluation of Financial Bid**

Evaluation of Commercial Bid would be carried out in following manner -

- After opening of the technical bids, those bidders, who are technically found eligible (i.e. who satisfy all the eligibility criteria) and have submitted all the required documents mentioned in technical qualification criteria, the financial bids of the only those technically qualified bidders will be opened.
- Financial Proposal will be opened for those applicants who qualify the minimum technical qualification criteria and get at least 60% marks of total marks as per the technical evaluation criteria.
- The Tendering Authority will award the work to the Successful bidder whose bid has been determined as the **lowest evaluated bid i.e. L1** as per the quoted rate in the financial proposal form (Annexure 9) cluster wise.
- One bidder would be awarded work of maximum two clusters.

### **3.7 Pre-Bid Conference:**

- UD&HD will conduct a pre-bid conference for all potential bidders to clarify the objectives/scope of the project as per the date and time mentioned in RFP.
- The interested bidders should confirm their participation and must submit their queries as per the Performa (**Annexure 3**) through post or email (**director.ma.goj@gmail.com**) in writing 2 business days prior to the Pre-Bid Conference. **Queries received after the set time limit shall not be considered in the pre bid conference.**
- If required, appropriate corrigendum to this RFP document would also be put up on the website. Such corrigendum, if issued, would form part of this RFP and the bidders would be advised to prepare their pre-qualification, technical and financial bids in accordance with such corrigendum.
- **UDD will not entertain any further clarifications regarding the RFP document after the pre-bid conference.**



- **Only one representative of bidder's would be allowed to attend the pre-bid conference.**

### **3.8 Technical Eligibility and Evaluation Criteria:**

The Technical Proposal shall not include any information related to financial proposal and any Technical Proposals containing information related to financial proposal shall be declared nonresponsive.

- 1) The bidder(s) should be registered under Companies Act/Partnership Act/Society ACT/ Trust Act since last 5 years (as of 31.03.2017) with their registered office in India. **[Documentary Proof]**
- 2) The Bidder should have submitted INR 5000.00 towards the cost of the Tender Document. **[Submit DD for the same in favour of Director, Directorate of Municipal Administration, Urban Development and Housing Department Payable at Ranchi.]**
- 3) The Bidder should have furnished the EMD of INR 50,000.00-(Rupees Fifty Thousand only). **[Submit DD/BG for the same in favour of Director, Directorate of Municipal Administration, Urban Development and Housing Department, Payable at Ranchi]**
- 4) The bidder should have at least average annual turnover of Rs. 2 Crores in the last three financial years (2013-14, 2014-15, 2015-16). **[Submit audited Balance Sheet.]**
- 5) The Bidder/bidders (all members of the consortium) should have Income Tax PAN Number and Service Tax number in its name along with latest IT & Service Tax Return Certificate. **[Copies of the proof to be submitted].**
- 6) The Bidder/Bidders (All members of Consortium) shall not be under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government agencies during last three years (as of 31.03.2017). **[Declaration in this regard by the authorized signatory of the bidders]**
- 7) Number of members in a consortium shall not exceed 3. Members of consortium shall nominate one members as the lead member ( the **"Lead Member"** ) , who shall have an equity share holding of at least 26% ( twenty six per cent) of the paid up and subscribed equity of the Special purpose Company(the **"SPC"**).
- 8) The consultancy/ Agency should have experience of working with minimum 3 similar assignment (Mobilization and Survey of City street vendors, development of City Street Vending plan or Slum Free City Plan of action, City Development Plan, DPR of Municipal Market, Slum Redevelopment Plan, City sanitation Plan, Master Plan of Urban Infrastructure) in the last five years in India.

In the technical proposal the Bidder(s)–

- (i) Shall provide general introduction of the firm/consortium maximum two (2) pages introducing the firm and associate firm(s) background and general experience.

- (ii) Shall provide the proposed work plan to complete the project within stipulated timeline. The work plan showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverables.

**Note:**

- (i) UD&HD reserves the right to verify, if it so desires, the correctness of documentary evidence furnished by the bidder/consortium. (In the absence of the above documents along with Annexure as per the RFP, the bid is likely to be rejected.)
- (ii) In case of Consortium, the Prime bidder would be responsible directly to UD&HD/ULBs and they should produce the Memorandum of Agreement (MoA) signed among themselves before the last date of bid submission.

**3.9 Annexure –7 Technical Bid Evaluation Format (100 Points)**

| S. No.   | Criteria  | Weight (%) | Maximum Marks      |
|----------|---|------------|--------------------|
| <b>1</b> | <b>Firms General Experience &amp; Experience in Similar Assignments</b>                       |            | <b>55</b>          |
| <b>A</b> | <b>Experience in working with Street vendors</b>  |            |                    |
|          | Survey of vendors   |            | <b>25</b>          |
|          | On 1 similar assignment   |            | 4                  |
|          | On every 1 additional similar assignment (maximum 21 marks)                                   |            | 3 additional marks |
| <b>B</b> | Skill up gradation of Street vendors and Concerned ULB staff (Minimum 03 assignment/project). |            | <b>5</b>           |
| <b>C</b> | <b>Experience in Institution Building and Infrastructure Development of vending zones</b>     |            | <b>25</b>          |
|          | On 1 similar assignment   |            | 4                  |
|          | On every 1 additional similar assignment (maximum 21 marks)                                   |            | 3 additional marks |
| <b>2</b> | <b>Technical Presentation</b>   |            | <b>25</b>          |
| <b>A</b> | Understanding of Objectives   |            | 7                  |
| <b>B</b> | Methodology   |            | 10                 |
| <b>C</b> | Work Plan   |            | 8                  |
| <b>3</b> | <b>Qualification and Experience of Professional Manpower working with agency currently</b>    |            | <b>20</b>          |
|          | 0-30  |            | 5                  |
|          | 30-50   |            | 10                 |
|          | 50 or more professionals  |            | 20                 |

**3.10 Financial Eligibility and Evaluation Criteria:**

- The Bidder(s) will furnish schedule for cost as per format provide with this RFP (Annexure 8).
- Bidders shall furnish the required information on their financial strengths in the prescribed formats only.
- The rate to be quoted shall be in the format given in Annexure 8 and it shall include all costs / expenses and statutory taxes excluding Service Tax. The Client shall pay Service Tax as applicable on prevailing rates.

### 3.11 Instruction to bidder

#### a. Detailed instruction & documents to be furnished for online bidding

- ✓ Guidelines for online submission of bids can be downloaded from the website <http://jharkhandtenders.gov.in>
- ✓ Interested bidders can download the bid from the website <https://jharkhandtenders.gov.in>
- ✓ Bidders in order to participate in the bidding process have to get 'Digital Signature Certificate (DSC)' as per Information Technology Act-2000 to participate in online bidding. This certificate will be required for digitally signing the bid. Bidders can get the above mentioned digital signature certificate from any approved vendors (CA). Bidders, who already possess valid Digital Certificate, need not procure new Digital Certificate.
- ✓ Bidders have to submit their bids online in electronic format with digital Signature. Bids without digital signature will not be accepted. The bidders are required to submit the technical and financial bid documents latest by the last date and time of submission of online bids.
- ✓ Bids will be opened online as per time schedule mentioned in the Notice Inviting Tender (NIT) or as informed at a later stage.
- ✓ Bidders should be ready with the scanned copies of cost of documents & bid security as specified in the tender document. Before submission of bids online, bidders must ensure that scanned copies of all the necessary documents have been attached with bid.
- ✓ Bidders have to submit original Demand Draft towards tender fee & bid security (EMD) as mentioned in the RFP during the period & time as mentioned in the RFP failing which bid will not be accepted. The details of cost of documents, bid security specified in the tender documents should be the same as submitted online (scanned copies), otherwise bid will summarily be rejected.
- ✓ Uploaded documents of successful bidder will be verified with the original before signing the agreement. The successful bidder has to provide the originals to the concerned authority.
- ✓ The UDD will not be responsible for delay in online submission of bids due to any reason, what so ever.
- ✓ All required information for bid must be filled and submitted online.
- ✓ Details of documents to be furnished for online bidding
- ✓ Scanned copies of the following documents to be up-loaded in. pdf format only on the website <https://jharkhandtenders.gov.in> in Pre-qualification envelop/folder.

#### i. D.D towards Tender fee.

#### ii. D.D or Bank Guarantee towards EMD.

- ✓ Scanned copies of the following documents to be up-loaded in. pdf format only on the website <https://jharkhandtenders.gov.in> in technical bid envelop/folder.

i. **Technical Qualification information and supporting documents as specified in Technical Evaluation Criteria.**

ii. **Certificates, undertakings, affidavits Declarations as required in Technical Qualification Criteria.**

iii. **And following:**

**Annexure-1, Annexure-2, Annexure-4, Annexure-5, Annexure-6, Annexure-7, Annexure-8 and Annexure-9.**

- ✓ Scanned copies of the following documents to be up-loaded on the website <https://jharkhandtenders.gov.in> in financial bid envelop/folder.

**i. Financial Bid proposal [Annexure-9]**

- ✓ Uploaded documents of successful bidder will be verified with the original before signing the agreement. The successful bidder has to provide the originals to the concerned authority on receipt of such a letter, which will be sent though registered post or speed post or delivered by hand.
- ✓ Uploaded documents should be digitally signed by the bidders.

**b) General**

- ✓ Urban Development and Housing Department (UDD) Govt. of Jharkhand, India or respective Urban Local Body (ULB) will select firm /agency/organization (the "Firm") in accordance with the response received from the bidders per criteria set in this RFP.
- ✓ Firms/Agencies should familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local conditions, Firms/Agencies are encouraged to visit the project site.
- ✓ Firms/Agencies shall bear all costs associated with the preparation and submission of their Proposals. Costs might include site visit; collection of information; and, if selected, attendance at contract signing etc.
- ✓ In preparing their Proposals, Firms/Agencies are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

### **3.12 Right to reject any or All Bids**

UD&HD, JHARKHAND reserves the right to reject any Bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for such decision.

### **3.13 Award of Contract**

- a. UDD, JHARKHAND will award the contract to successful bidder whose bid has been determined to be responsive and has been determined to be most competitive provided further that the bidder is determined to be qualified to perform the work satisfactorily.

- b. Prior to expiration of the period of Bid validity, UD&HD, JHARKHAND will notify the successful Bidder in writing that its Bid has been accepted by issuance of Letter of Intent (LOI). Work will be awarded as per cluster to the successful bidder.
- c. Within 7 days of receipt of such LOI, the successful Bidder shall give its acceptance to UDD, JHARKHAND in writing. Subsequently UD&HD, Jharkhand will issue Work Order and or enter into a contract agreement.
- d. On written communication from UD&HD for having qualified for the work, the successful bidder shall sign the SLA (Service Level Agreement) within 15 days. Failing which the offer shall be treated as withdrawn and EMD shall be forfeited.
- e. The successful bidder shall submit the Performance Security /Performance Bank Guarantee within 15 days after issuance of Work Order/Signing of Contract for the value of 10 % of the contract value in the form of Bank Guarantee from a scheduled commercial bank for the duration of the contract or extended period, if any, in favor of the Director, Urban Development Department, Ranchi. On receipt of bank guarantee towards security deposit the EMD of the successful bidder will be returned without any interest. The EMD of unsuccessful bidders shall also be returned at this stage without any interest. UD&HD will have the right to invoke the security deposit without assigning any reasons if performance of the successful bidder is not found up to the mark.

#### **4. Submission of Deliverables and Payment Schedule**

The Bidder is expected to complete the work for the awarded cluster within 1.0 Year (12 months). The term will start from the date of issuance of Purchase Order / signing of the contract agreement. The successful bidder should adhere to the below timeline for the project.

| <b>Sl. No.</b> | <b>Description</b>  | <b>Particular</b>   | <b>Due date from date of agreement</b> | <b>Percentage</b>                                     |
|----------------|---|---|--|---|
| <b>1</b>       | Submission of Team details, Work plan and details strategy for work / inception report and Setting of coordination office at state level. | Within 21 days of signing Contract.   | End of week 3                          | 8 % of the total Contract value of all component.     |
| <b>2</b>       | Conducting of Survey of Street Vendors  | After Submission & Approval of Draft Survey by MC/EO/SO ( Full Coverage of all wards of concerned ULB ) |  | 35 % of the consultancy fee quoted for this component |
|                |   | After Approval of final survey report by local board and published by concerned ULB.                    | End of week 19                         | 50 % of the consultancy fee quoted for this component |
| <b>3</b>       | Formation of Town vending Committee in cluster V / VI   | After final approval of Nominated Members.  |  | 35 % of the consultancy fee quoted for this component |

|   |  |   |                |   |
|---|--|---|----------------|---|
|   |  | After successful election of Elected Member for TVC and Final formation of TVC                      | End of week 25 | 50 % of the consultancy fee quoted for this component |
| 4 | Issuing Identity Cards to Street Vendors                     | After issue of Identity Cards to all Street Vendors.  | End of week 30 | 85 % of the consultancy fee quoted for this component |
| 5 | Updating data base in State / GOI website                    | After Submission & approval of Draft MIS Data   |                | 35 % of the consultancy fee quoted for this component |
|   |  | After Uploading of final approved database in GoI/State Web site                                    | End of week 35 | 50 % of the consultancy fee quoted for this component |
| 6 | Development of Street vending Plans                          | After Submission & approval of Inception report   |                | 35 % of the consultancy fee quoted for this component |
|   |  | After Submission & approval of final SVP report   | End of week 31 | 50 % of the consultancy fee quoted for this component |
| 7 | Training of street vendors and town Vending Committee        | After Completion training to street vendors and town Vending Committee.                             |                | 50 % of the consultancy fee quoted for this component |
|   |  | After submission of Training Report with videography.   | End of week 40 | 35 % of the consultancy fee quoted for this component |
| 8 | Financial inclusion and linkages to social security schemes. | After submission of draft completion report by the agency and duly authorized by the concerned ULB. |                | 35 % of the consultancy fee quoted for this component |
|   |  | After submission of final completion report by the agency and duly authorized by the concerned ULB. | End of week 50 | 50 % of the consultancy fee quoted for this component |
| 9 | Completion of all above activities                           | After Final submission of entire activity report.   | End of week 52 | 7 % of the total contract value of all component      |

| Sl. No. | Description  | Particulars                                     | Due date from date of agreement | Percentage   |
|---------|--|---|---------------------------------|--|
| 1       | Detailed Implementation Plan (DIP) for Infrastructure Development of vending Zones | Inception Report approval                       | End of week 37                  | 10 % of total consultancy fee As per Govt. of Jharkhand office order no. 49 dated 12.4.2017. (Attached) of |
|         |  | Cluster wise DIP report submission and approval | End of week 39                  | 30% consultancy fee as per Govt. of Jharkhand office order no. 49 dated 12.4.2017. (Attached) of BCD.      |

|   |                               |  |                |  |
|---|-------------------------------|--|----------------|--|
| 2 | Dissemination workshop on DIP | Organize workshop and incorporate the feedback   | End of week 41 | 20% consultancy fee as per Govt. of Jharkhand office order no. 49 dated 12.4.2017. (attached) of BCD.  |
|   |                               | Final report submission and approval from state. | End of week 45 | 40% consultancy fee as per Govt. of Jharkhand office order no. 49 dated 12.4.2017. ( attached) of BCD. |

**Payment Method**

- a. The successful bidder will submit Invoices in triplicate to the Directorate of Municipal Administration, Urban Development and Housing Department, Ranchi after achieving the milestones against the payment terms as mentioned above.
- b. Payment would be made on the basis of the services provided by the bidder to ULB/UD&HD as per the Scope of Work under this Tender and the contract signed between the bidder, ULB and UD&HD. The successful bidder shall submit the requisite deliverables and satisfactorily perform work as specified under this Tender or as per the contract agreement. The requisite payment will be released by UD&HD upon acceptance of the deliverables and satisfaction with work performed by the successful bidder.
- c. All payments will be made in Indian Rupee Only.
- d. If the deliverables submitted / work performed by the Bidder is not acceptable to UD&HD, payments shall not be released to the successful bidder. This is without prejudicing the UD&HD’s right to levy any Penalties based on the Service levels agreed between UD&HD and the successful bidder. In such case, the payment will be released to the successful bidder only after it re-submits the deliverable / performs work and which is accepted by UD&HD.

**4.1 Complaints and Corrective Action**

Project Leader of the selected agency will be responsible to resolve any allegations of irregularity/illegal action of any person on behalf of the agency. He will be bound to give his response in writing to the ULB / UD&HD on any alleged irregular or illegal actions taken by the Agency within 7 days of receipt of such complain.

**4.2 Penalties for Non-Performance**

**4.2.1 Penalties**

In case of non- completion of assignment on time by the agency, a penalty of 1 % for each category of assignment/component would be imposed weekly basis to the agency with a maximum cap of 25%.

#### **4.2.2 Termination of Contract**

The contract of engaged agency will be terminated, as decided by DMA under any or all of following situations:-

- If the performance of the engaged agency is found to be non-satisfactory and fall below expectation.
- If the engaged agency resorts to unfair practices in collection & recovery processes
- Provides false information consciously regarding assessment and collection by its staff
- Fails to meet collection targets, as agreed, mutually by engaged agency.

The engaged Agency will be given a warning, in writing, and asked to improve performance. If performance is not improved within three months, UD&HD can replace such engaged Agency after serving a written notice for termination of contract.

The contract can be terminated by written notice from either side in a period of one Month. However, during the currency of contract all parties shall discharge their due obligations. UD&HD reserves the right to cancel the contract due to non-performance by the agency under the contract and/or agency not abiding to the code of conduct.

### **5. SETTLEMENT OF DISPUTES**

#### **5.1 Amicable Settlement**

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or the interpretation thereof.

#### **5.2 Dispute Settlement**

In case the dispute is not resolved amicably, the matter shall be settled by the arbitrator under the Arbitration and Conciliation Act, 1996 and its decision would be final and binding on both the parties. The Arbitration and Conciliation Act, 1996 and the rules made there under and any statutory modification or re-enactments thereof, shall apply to the arbitration proceedings. The venue of the arbitration shall be Ranchi, Jharkhand. Pending the submission of and/or decision on a dispute, difference or claim or until the arbitral award is published; the Consultant shall continue to perform all its obligations under Agreement without prejudice of final adjustment in accordance with such award.

#### **5.3 LEGAL JURISDICTION**

Any legal dispute arising out of the Consultancy Agreement shall be settled at the Court of Law located at Ranchi, Jharkhand.



#### **5.4 GOVERNING LAW**

This Contract shall be governed by and construed in accordance with the laws of India. Neither Client nor the Consultant shall have the right to transfer or assign their responsibilities resulting from this Contract.

### **6. General Terms & Conditions**

#### **6.1 Indemnity**

The bidder will indemnify UD&HD, Ranchi of all legal obligations of its consultants / manpower deployed for survey work.

#### **6.2 Providing Services / Support**

- a. The successful bidder's personnel shall be used for providing work / services as specified by UD&HD in the tender or the contract agreement. In case any personnel of the successful bidder is found engaged in doing any work other than the above or found not capable / useful the successful bidder shall withdraw him/her from service and arrange for replacement immediately within 15 day's time at their own cost.
- b. The successful bidder shall be responsible for any physical damage to equipment's, property and third party liabilities caused by acts on part of its deployed manpower at UD&HD premises. All equipment shall be used only for the purpose of carrying out legitimate business of client organization and shall not be put into any other use.
- c. The manpower deployed by the successful bidder shall maintain office decorum. They shall be courteous, polite and cooperative and able to resolve the users' problems. The successful bidder shall verify the character antecedents before deploying any person at UD&HD.
- d. UDD reserves the right to deduct amount from the Bank Guarantee may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of UD&HD will be final in this regard.
- e. Medical or any other allowances to the consultants / manpower deployed will not be borne by UD&HD. It will be the responsibility of the successful bidder.
- f. For the manpower deployed, the successful bidder shall keep with them, their present and permanent address with contact details, educational and technical qualification details, specimen signature, and two passport size photographs and furnish these details/information to UD&HD, as and when required.

#### **6.3 Other Terms and Condition**

- ❖ The successful bidder shall not, without UD&HD's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, sample of information furnished by or on behalf of UD&HD in connection therewith, to any person other than a person employed by the successful

bidder in the Performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

- ❖ The successful bidder/consortium shall not outsource the work to any other associate/ franchisee/ third party under any circumstances. If it so happens then UD&HD shall impose sanctions which shall include: forfeiture of the security deposit, revocation of bank guarantees (including the ones submitted for other work orders) and termination of the Contract for default.
- ❖ UD&HD may by written notice sent to the successful bidder, terminate the work order and/or the Contract, in whole or in part at any time of its convenience. The notice of termination shall specify that termination is for UD&HD's convenience, the extent to which performance of work under the work order and /or the contract is terminated, and the date upon which such termination becomes effective. UD&HD reserves the right to cancel the remaining part and pay to the selected bidder an agreed amount for partially completed Services.
- ❖ In the event of the bidder's company or the concerned division of the company is taken over / bought over by another company, all the obligations under the agreement with UD&HD, should be passed on for compliance by the new company new division in the negotiation for their transfer.

ANNEXURE

6.4 Annexure 1 - Bidders Profile

| S.No.                                       | Particulars  | Details to be Furnished |
|---|--|-------------------------|
| <b>Details of the Bidders(Firm/Company)</b> |  |                         |
| 1.  | Name of the Agency/ Joint Ventures   |                         |
| 2.  | Year of Establishment (Incorporation Certificate is required)  |                         |
| 3.  | Service Tax Registration Number (Copies required)  |                         |
| 4.  | PAN Details (Copies required)  |                         |
| 5.  | Contact Person with contact details  |                         |
| 6.  | Address  |                         |
| 7.  | Email  |                         |
| <b>Information about the company</b>        |  |                         |
| 8.  | Status of company (Public Ltd/Pvt. Ltd)<br><br>((Provide Ref e.g. Roc Ref#)  | Date:                   |
|   |  | Ref#:                   |
| 9.  | Location and Address of Offices(in Jharkhand and India (Head office))  |                         |
| 10.   | Annual Turnover * in last three years<br><br>FY 2015-16<br><br>FY 2014-15<br><br>FY 2013-14<br><br>Average annual Turnover<br><br>Audited statesman to be enclosed |                         |

## 6.5 Annexure 2- Bidder's Authorization Certificate

To,

**The Director Municipal Administration,  
Urban Development and Housing Department,  
Govt. of Jharkhand,  
3<sup>rd</sup> Floor, FFP Building,  
Dhurwa, Ranchi- 834 004.**

<Bidder's Name> \_\_\_\_\_, <Designation> \_\_\_\_\_ is hereby authorized to sign relevant documents on behalf of the company in dealing with Tender of reference <Tender No. & date> \_\_\_\_\_. He is also authorized to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said tender.

Thanking you,

Authorized Signatory.

\_\_\_\_\_  
<Company Name>

Seal

**6.6 Annexure 3- Performa for Pre Bid Queries**

Bidders requiring specific points of clarification may communicate with UD&HD during the specific period using the following format.

| <b>Bidder's Request for Clarification</b>      |   |   |
|--|---|---|
| <b>Name of Organization submitting request</b> | <b>Name &amp; Position of person submitting request</b> | <b>Address of Org. including phone, Fax, e-mail Points of Contact</b> |
|  |   | <b>Tel:</b><br><b>Fax:</b><br><b>e-Mail:</b>                          |

| <b>S.No.</b> | <b>Bidding Document Reference (Number/Page)</b> | <b>Content of RFP Requiring Clarification</b> | <b>Points of Clarification Required</b> | <b>Suggestions (if Any)</b> |
|--------------|---|---|---|-----------------------------|
| 1.           |   |   |   |                             |
| 2.           |   |   |   |                             |
| 3.           |   |   |   |                             |

Firms/Agencies may request a clarification of any of the RFP documents up to ten (10) days prior to the Proposal submission date indicated. Any request for clarification must be sent in writing to the address indicated only. The Client will respond in writing and will send written copies of the response, including an explanation of the query but without identifying the source of inquiry, to all Firms/Agencies. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the appropriate procedure.

At any time before the submission of Proposals, the Client may, whether at its own initiative, or in response to a clarification requested by a firm, amend the RFP by issuing an addendum. The addendum shall be sent to all Firms/Agencies and will be binding on them. To give Firms/Agencies reasonable time in which to take an amendment into account in their Proposals, the Client may at its discretion, if the amendment is substantial, extend the deadline for the RFP submission.

6.7 Annexure 4 – Proforma of Performance Bank Guarantee

Ref: \_\_\_\_\_ Date \_\_\_\_\_

Bank Guarantee No \_\_\_\_\_

To,

**The Director Municipal administration,  
Urban Development and Housing Department,  
Govt. of Jharkhand,  
3<sup>rd</sup> Floor, FFP Building,  
Dhurwa, Ranchi– 834 004**

Against Contract vide Advance Acceptance of the Tender No..... Dated ..... of the UD&HD covering the **Selection of Firm to provide consultants for Urban Development and Housing Department, Government of Jharkhand** (Hereinafter called " The Said Contract") entered into between the UD&HD and the \_\_\_\_\_ (Hereinafter called the "The Bidder"), this is to certify that at the request of the Bidder we Bank \_\_\_\_\_ are holding in trust in favour of the client, the amount \_\_\_\_\_ (write the sum here in words) to indemnify and keep indemnified the department against any loss or damage that may be caused to or suffered by the UD&HD by reason of the said Contract and / or in the performance thereof. We agree that the decision of the UD&HD, whether any breach of any of the terms and conditions of the said contract and / or in the performance thereof has been committed by the Bidder and the amount of loss or damage that has been caused or suffered by the UD&HD shall be final and binding on us and the amount of the said loss or damage shall be paid by us forthwith on demand and without demur to the UD&HD.

We Bank further agree that the guarantee herein contained shall remain in full force and effect during the period that could be taken for satisfactory performance and fulfillment in all respects of the said Contract by the Bidder i.e. till (viz. The date up to 24 months after the date of contract agreement) hereinafter called the said date and that if any claim arises against us \_\_\_\_\_ Bank by virtue of this guarantee before the said date, the same shall be enforceable against us \_\_\_\_\_ Bank notwithstanding the fact that the same is enforced within six months after the said date, provided that the notice of any such claim has been given to us \_\_\_\_\_ Bank by the purchaser before the said date. Payment under this letter of guarantee shall be made promptly upon our receipt of notice to that effect from the UD&HD.

-----  
It is fully understood that this guarantee is effective from the date of the said Contract and that we \_\_\_\_\_Bank undertake not to revoke this guarantee during its currency without the consent in writing of the UD&HD.

We undertake to pay the UD&HD any money so demanded notwithstanding any dispute or disputes raised by the Bidder in any suit or proceedings pending before any Court or Tribunal relation thereto our liability under this present bond being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge or our liability for payment there under and the Bidder shall have no claim against us for making such payment.

We \_\_\_\_\_Bank further agree that the UD&HD shall have the fullest liberty, without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said Contract or to extend time of performance by the Bidder from time to time or to postpone for any time or from time to time any of the powers exercisable by the UD&HD against the said Bidder and to forbear or enforce any of the terms and conditions relating to the said Contract and we, \_\_\_\_\_Bank shall not be released from our liability under these guarantee by reason of any such variations or extension being granted to the said forbearance and / or omission on the part of the UD&HD or any other matter or thing whatsoever, which under the law relating to sureties, would but for this provisions have the effect of so releasing us from our liability under this guarantee.

The guarantee is for an amount of Rs. \_\_\_\_\_ (In figures Rs. \_\_\_\_\_).

This guarantee shall not be discharged due to the change in the constitution of the Bank or the Bidder.

**DATE: -**

**PLACE:**

**SIGNATURE: -**

**WITNESS: -**

**PRINTED NAME:**

..... **(BANK'S COMMON SEAL)**

## 6.8 Annexure 5 - Self-Declaration

### Self Declaration Format

Ref: \_\_\_\_\_

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

To,

**The Director Municipal Administration,  
Urban Development and Housing Department,  
Govt. of Jharkhand,  
3<sup>rd</sup> Floor, FFP Building,  
Dhurwa, Ranchi– 834 004**

.In response to the tender No. \_\_\_\_\_ dt. \_\_\_\_\_ Of  
Ref. \_\_\_\_\_ as an owner/partner/Director of  
\_\_\_\_\_ I / We hereby declare that our Agency  
\_\_\_\_\_ is having unblemished past record and was not declare ineligible for corrupt &  
fraudulent practices either indefinitely or for a particular period of time.

**Name of the Bidder: -**

**Signature: -**

**Seal of the Company: -**



**6.9 Annexure 6 – CV Format for the Proposed Resources**

| S.No | Particulars   | Details   |
|------|---|---|
|      | Name  |   |
|      | Specify role to be played by him/her                              |   |
|      | Current Job Title   |   |
|      | Date of Birth   |   |
|      | Gender  |   |
|      | Languages Known   |   |
|      | Educational Background  |   |
|      | Training/ Certifications  |   |
|      | Total Years of Experience   |   |
|      | Details of Experience   | Name of Organization<br>From Date<br>To Date<br>Role  |
|      | Current Job Responsibilities                                      |   |
|      | Summary of Professional / Domain experience                       |   |
|      | Skill Sets  |   |
|      | Highlights of assignments handled and significant accomplishments | Name of the Assignment<br>Client Name<br>Project Brief<br>Role Played<br>Period<br>Activities Undertaken by the personnel |

I, the undersigned, certify that above profiles correctly describe about qualifications and experiences about my staff to best of my knowledge. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

**Date.....**

**Place.....**

**Signature and Seal of Bidder**

## 6.10 Annexure –7 Technical Bid Evaluation Format (100 Points)

| S. No.   | Criteria  | Weight (%) | Maximum Marks      |
|----------|---|------------|--------------------|
| <b>1</b> | <b>Firms General Experience &amp; Experience in Similar Assignments</b>                       |            | <b>55</b>          |
| <b>A</b> | <b>Experience in working with Street vendors</b>  |            |                    |
|          | Survey of vendors   |            | <b>25</b>          |
|          | On 1 similar assignment   |            | 4                  |
|          | On every 1 additional similar assignment (maximum 21 marks)                                   |            | 3 additional marks |
| <b>B</b> | Skill up gradation of Street vendors and Concerned ULB staff (Minimum 03 assignment/project). |            | <b>5</b>           |
| <b>C</b> | <b>Experience in Institution Building and Infrastructure Development of vending zones</b>     |            | <b>25</b>          |
|          | On 1 similar assignment   |            | 4                  |
|          | On every 1 additional similar assignment (maximum 21 marks)                                   |            | 3 additional marks |
| <b>2</b> | <b>Technical Presentation</b>   |            | <b>25</b>          |
| <b>A</b> | Understanding of Objectives   |            | 7                  |
| <b>B</b> | Methodology   |            | 10                 |
| <b>C</b> | Work Plan   |            | 8                  |
| <b>3</b> | <b>Qualification and Experience of Professional Manpower working with agency currently</b>    |            | <b>20</b>          |
|          | 0-30  |            | 5                  |
|          | 30-50   |            | 10                 |
|          | 50 or more professionals  |            | 20                 |

6.11 Annexure –8 - Work Plan

| S. N° | Activity <sup>1</sup> | Months <sup>2</sup> |   |   |   |
|-------|-----------------------|---------------------|---|---|---|
|       |                       | 1                   | 2 | 3 | N |
| 1     |                       |                     |   |   |   |
| 2     |                       |                     |   |   |   |
| 3     |                       |                     |   |   |   |
| 4     |                       |                     |   |   |   |
| 5     |                       |                     |   |   |   |
|       |                       |                     |   |   |   |
|       |                       |                     |   |   |   |
|       |                       |                     |   |   |   |
|       |                       |                     |   |   |   |
|       |                       |                     |   |   |   |
|       |                       |                     |   |   |   |
|       |                       |                     |   |   |   |
|       |                       |                     |   |   |   |
|       |                       |                     |   |   |   |
|       |                       |                     |   |   |   |
|       |                       |                     |   |   |   |
|       |                       |                     |   |   |   |
|       |                       |                     |   |   |   |
|       |                       |                     |   |   |   |

1 Indicate all main activities of the assignment, including delivery of reports/ deliverables as per Terms of Reference & Scope of Work (e.g.: inception, interim, and final reports), and other benchmarks such as Client approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.

2 Duration of activities shall be indicated in the form of a bar chart.

Annexure –9 Financial Bid Format

| Cluster | Sl No.                    | ULB Name      | Population (Census 2011) | Consultancy fee for conducting survey (Rate should be quoted per person wise) | Consultancy fee for issue of identity card (Rate should be quoted per person wise) | Consultancy fee for update the MIS data (Rate should be quoted per person wise) | Formulation of Town Vending Committee (Rate should be quoted per person wise) | Consultancy fee for development of street vending plans (Rate should be quoted per person wise) | Consultancy Fee for preparation of Detailed Implementation Plan (DIP) for Infrastructure development of vending Zones (for each vendors) and dissemination workshop on DIP (Rate should be quoted per person wise) | Consultancy Fee for Training and awareness of street vendors (rate should be quoted per person wise) | Consultancy Fee for financial inclusion of street vendors to financial institution and linkages to social security schemes. (rate should be quoted per person wise) | Total Consultancy Fee (Per Person Wise) |
|---------|---------------------------|---------------|--------------------------|---|--|---|---|---|--|--|---|---|
| 1       | 2                         | 3             | 4                        | 5   | 6  | 7   | 8   | 9   | 10   | 11   | 12  | 13                                      |
| V       | 1                         | Rajmahal      | 22514                    |   |  |   |   |   |  |  |   |   |
|         | 2                         | Bishrampur    | 42925                    |   |  |   |   |   |  |  |   |   |
|         | 3                         | Jhumritiliya  | 87867                    |   |  |   |   |   |  |  |   |   |
|         | 4                         | Chakardharpur | 56531                    |   |  |   |   |   |  |  |   |   |
|         | 5                         | Basukinath    | 17123                    |   |  |   |   |   |  |  |   |   |
|         | 6                         | Chatarpur     | 28450                    |   |  |   |   |   |  |  |   |   |
|         | 7                         | Mihijam       | 40463                    |   |  |   |   |   |  |  |   |   |
|         | 8                         | Barharwa      | 24133                    |   |  |   |   |   |  |  |   |   |
|         | <b>Total (Cluster-V)</b>  |               | <b>320006</b>            |   |  |   |   |   |  |  |   |   |
| VI      | 9                         | Bundu         | 21054                    |   |  |   |   |   |  |  |   |   |
|         | 10                        | Jugsalai      | 49660                    |   |  |   |   |   |  |  |   |   |
|         | 11                        | Kapali        | 43256                    |   |  |   |   |   |  |  |   |   |
|         | 12                        | Madhupur      | 55238                    |   |  |   |   |   |  |  |   |   |
|         | 13                        | Manjhion      | 18349                    |   |  |   |   |   |  |  |   |   |
|         | 14                        | Hussainabad   | 29241                    |   |  |   |   |   |  |  |   |   |
|         | 15                        | Nagar Untari  | 32725                    |   |  |   |   |   |  |  |   |   |
|         | 16                        | Chakulia      | 16306                    |   |  |   |   |   |  |  |   |   |
|         | <b>Total (Cluster-VI)</b> |               | <b>265829</b>            |   |  |   |   |   |  |  |   |   |

- (i) During Evaluation of Financial proposals, the quoted Consultancy excluding service tax shall be considered.  
(ii) Financial Bid Rate should be quoted per identified vendor in ULB

|   |   | Cluster V | Cluster VI |
|---|---|-----------|------------|
| A | <b>Total Consultancy Fees</b>                     |           |            |
| B | <b>Service Tax at prevailing rates</b>            |           |            |
| C | <b>Total Fees including Service Tax [A] + [B]</b> |           |            |

*The Consultancy Fee shall incorporate all the costs related to manpower, training, travel, manual and module development, mobilization, livelihood promotion, social security coverage etc.*

**Total Fee in words**

1. **Without Service Tax:**
2. **Including Service Tax:**