

कार्यालय राष्ट्रीय शहरी आजीविका मिशन धमतरी, जिला-धमतरी (छ.ग.)

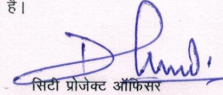
Website - www.nagarnigamdhamtari.com फ़ोन नम्बर - 235400

--: रुचि का अभिवेदन आमंत्रण सूचना (EOI)--:

क्रमांक/CPO/NULM/2016/ 971.

धमतरी, दिनांक 29/02/2016

राष्ट्रीय शहरी आजीविका मिशन योजनान्तर्गत शहरी पथ विक्रेता का सर्वेक्षण किया जाना है। जिसके लिए इस प्रकार के कार्य में अभिरुचि, अनुभव रखने वाले पंजीकृत एजेंसियों/एन.जी.ओ. से योजना का प्रस्ताव EOI दिनांक 15/03/2016 को समय-अपराह्न 5:00 बजे तक स्पीड पोस्ट के माध्यम से बंद लिफाफा में निर्धारित अमानत राशि 2000/- रुपये FDR जो सिटी प्रोजेक्ट ऑफिसर राष्ट्रीय शहरी आजीविका मिशन के नाम से देय हो, आमंत्रित की जाती है। उपरोक्त कार्य की सामान्य शर्त एवं अन्य जानकारी कार्यालयीन अवधि में राष्ट्रीय शहरी आजीविका मिशन धमतरी से प्राप्त की जा सकती है। नगर निगम धमतरी के विभागीय वेबसाइट-www.nagarnigamdhamtari.org में अवलोकन एवं डाउनलोड भी की जा सकती है।

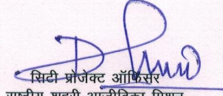


सिटी प्रोजेक्ट ऑफिसर
राष्ट्रीय शहरी आजीविका मिशन
धमतरी

धमतरी, दिनांक 29/02/2016

पृ. क्रमांक/CPO/NULM/2016/ 972.
प्रतिलिपि -

01. कलेक्टोरेट, जिला - धमतरी।
02. अनुविभागीय अधिकारी (राजस्व), धमतरी।
03. कार्यपालन अभियंता, लोक निर्माण विभाग, धमतरी।
04. प्रेषक, नगर पालिक निगम धमतरी को सूचना फलक में चरपा करने हेतु।
05. संपादक, प्रतिनिधि, दैनिक पुस्तक समाचार पत्र समाचार पत्र को 3X से.मी. साईज में उपरोक्त विज्ञापन प्रकाशित किये जाने हेतु प्रेषित।



सिटी प्रोजेक्ट ऑफिसर
राष्ट्रीय शहरी आजीविका मिशन
धमतरी

Municipal Corporation Dhamtari

REQUESTE FOR PROPOSAL (RFP)
FOR
THE CONSULTANCY SERVICE FOR PREPARATION OF CITY STREET
VENDING PLAN (CSVP) UNDER SUPPORT TO URBAN STREET
VENDERS (SUSV) COMPONENT OF NATIONAL URBAN
LIVELIHOOD MISSION (NULM)

REP NO.:- 971

Date of Release of RFP	29-02-2016
Date of Pre-bid meeting	08-03-2016, 11:00am to 1:00PM
Last Date of Submission of RFP	15-03-2016, 05:00PM

Municipal Corporation Dhamtari (C.G.)
(Phone no 07722-235400)
(e-mail ID nulm.dhamtari@gmail.com , www.nagarnigamdhamtari.org)

-Tender Notice-
**REQUEST FOR PROPOSAL (REF) FOR THE CONSULTANCY SERVICES
FOR PREPARATION OF CITY STREET VENDING PLAN under SUPPORT
TO URBAN STREET VENDORS(SUSV) COMPONENT OF
NATIONAL URBAN LIVELIHOOD MISSION**

Municipal Corporation Dhamtari, Chhattisgarh
(Full postal Address)

Phone: 07722235400

Website: www.nagarnigamdhamtari.org

RFP No.- 971

Date 29/02/2015

1. Municipal Commissioner, Municipal Corporation Dhamtari invites technical and financial proposals from eligible Consultancy Firms for preparing street vending plans with respect to guidelines of Urban Street Vendors (SUSV) component of National Urban Livelihood Mission (NULM)
2. Participating Agencies must fulfill the following per –requisites.
 - I. The Consultancy /Agency must have been operation in India for at least 2-3years. Proof of registration as a legal entity must be submitted.
 - II. Average annual turnover of consultants/ agencies for the last three financial years should be equal to or greater than 5 Lac.
 - III. The Consultancy /Agency should have experience of working minimum 1 similar assignments (City Street Vending Plan or Slum Free City Plan of Action City Development Plan ,DRP of Municipal Market , Slum Redevelopment Plan ,City Sanitation Plan Master Plan of Urban Infrastructure)in the last five years.
 - IV. The Consultancy/Agency must be recognized by Income Tax Service Tax Act.
 - V. Registered firms/ consultancies/agencies under Indian Partnership act, 1932 or registered companies under companies act 1956/2013 and Society registration Act are only eligible to participate in this REP. Government (Central & State) agencies may also apply if they fulfill above eligibility details.

Note. Proposals without these documents will be treated as ineligible

3. Interested Agencies may download the complete Request for Proposal (RFP) document from the website [https:// www.nagarnigamdhamtari.org](https://www.nagarnigamdhamtari.org) from 01.03.2016.
4. A per- bid meeting is proposed on 08.03.2016 at 11:00am to 1:00pm.
5. Interested Agencies may submit their proposals along with a non –refundable demand draft of Rs. 1000/- (Rupees One thousand only) and EMD/Security Deposit of Rs. 2,000/- (Rupees Two Thousand only) as Prescribed in the RFP document (refundable) No Proposals will be accepted without the Bid Security .

Note. No liability will be accepted for downloading the incomplete document.

6. Proposals received without Cost of RFP document & EMD/ Security Deposit are ineligible.
7. Sealed complete proposal will be received at the address mentioned below on any working day up to 5.00 pm on 15.03.2016 the Technical Proposals of the Bids will be opened on next day at 2.00 pm.

Municipal Commissioner, NULM Room No 68
Collectorate Dhamtari, Chhattisgarh
(Full Postal Address)



Municipal Commissioner,
Municipal Corporation Dhamtari

Contents

1. Letter of Invitation
2. Annexure A: Data sheet
3. Instructions to bidders
4. Annexure B : Technical Proposal Submission Forms
5. Annexure C : Financial proposal
6. Annexure D : Terms of Reference

Letter of Invitation

1. Municipal corporation Dhamtari invites proposals to provide consulting services for preparation of city street vending plan of Dhamtari Chhattisgarh. Detailed scope of work is provided in the terms of reference.
2. A firm shall be selected under least cost selection (LCS) method and procedures described in this REP.
3. The REP includes the following:
 - Letter of Invitation
 - Data sheet and Instruction to consultants , see Annexure A
 - Instruction to Bidders
 - Technical proposal, for standard form see Annexure B
 - Financial proposal, for standard form see Annexure C
 - Terms of Reference (TOR), see Annexure D
4. Please note that while all the information and data regarding this REP is , to the best of the client's knowledge , accurate within the consideration of scoping the proposed contract , the client holds no responsibility for the accuracy of this information and it is the responsibility of the consultant to check the validity of included in this document .
5. Bidders are requested to submit following documents along with their proposals:
 - I. Documents fee (Non-Refundable) of Rs. 1000.00 (One Thousand)
 - II. Emits money Deposit (EMD)/ Bid security (Refundable)of Rs. 2000.00 (Fifty Thousand)
 - III. Copy of certificate of incorporation/Registration certificate
 - IV. Audited statement of last 3 year to be enclosed along with ITR
 - V. Certificate/work order/MOU form employer regarding experience should be furnished.



Yours sincerely
Municipal commissioner
Municipal Corporation Dhamtari

Annexure A: Data sheet

1.	Name of the client : Municipal Corporation Dhamtari
2.	Method of selection : least cost selection (LCS) method
3.	Financial proposal to be submitted together with technical proposal : Yes Title of consulting service is : Preparation of City street Vending plan for Municipal Corporation Dhamtari
4.	A pre – proposal to conference will be held : Yes date :08.03 2016 Time :11:00am to 1:00 PM Venue : Room No 68 Collectorate Dhamtari CG
5.	Client Representative : Municipal commissioner or Nominated official by municipal commissioner.
6.	Proposals must remain valid for 120 days after the submission date indicated in this data sheet.
7.	The consultant is required to include with its proposal written confirmation of authorization to sign on behalf of the consultant : Yes
8.	Bidders Eligibility criteria : Applicable I. The consultancy /Agency must have been operation for at least 3 years . Proof of registration as a legal entity must be submitted. II. Average annual turnover of consultants/agencies for the last three financial years should be equal to or greater than 5 Lac. III. The consultancy/agency should have experience of working with minimum 1 similar assignments (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. IV. The consultancy/agency must be recognized by income tax/service tax Act/ Society Registration Act. V. Registered firms/consultancies /agencies under Indian partnership act, 1932 or registered companies under companies act 1956/2013 or society registration Act are only eligible to participate in this RFP. Government (central & state) agencies may also apply if they fulfill above eligibility details
9.	For each bid financial and technical proposals are to be submitted in separate sealed envelopes and then enclosed in a single sealed envelope.
10.	Financial and technical proposal should be clearly marked 'FINACIAL (or TECHNICAL) PROPOSAL FOR [Title of Consulting Service] – DO NOT OPEN EXCPT IN THE PRESENCE OF THE EVALUATION COMMITTEE'
11.	A non-refundable RFP cost should be provided with technical: Yes If Yes , the amount of the RFP cost is Rs. 1000/(One Thousand only) Demand Draft favoring the municipal commissioner, municipal corporation, Dhamtari and drawn on a nationalized bank/ scheduled bank, payable at Dhamtari(city name)
12.	A Bid security must be submitted : Yes

RFP for preparation of City Street Vending Plan Under SUSV, NULM, Dhamtari

13.	A Earnest money deposit (EMD) / bid security should be provided with technical : Yes If Yes , the amount of Earnest money deposit (EMD)/ bid security is rs. 2,000/- (Rupees Tow Thousand Only) Demand draft favoring the municipal commissioner, municipal corporation,Dhamtari and drawn on a nationalized bank/ scheduled bank payable at Dhamtari(city name)
14.	The amount of the EMD/bid security is Rs. 2,000.00 (Two Thousand Rupees only) each bid and the duration for validity of bid security is 180 days . bid security shall be refunded to the successful bidder upon signing of agreement with municipal commissioner or nominated Official by municipal commissioner , for unsuccessful bidders the bid security shall be refunded within 30 days of opening of proposals .
15.	A performance bond in the form of bank guarantee is to be submitted by the winning bidder upon signing of contract for each bid. Amount will be 5% of the contract value , this may be provided as 100% bank guarantee . bank guarantee will be made in the name of :municipal commissioner , municipal corporation, Dhamtari and drawn on a nationalized or scheduled commissioner bank ,
16.	Currency for proposals is : Indian rupee
17.	Address for submission of proposals : Municipal commissioner Room No 68 Collectorate Dhamtari, Chhattisgarh.
18.	Expected date for public opening of technical proposals : 16.03.2016
19.	Expected date for public opening of financial proposals : [will be intimated to the qualified bidders separately]
20.	Expected date for commencement of consulting services: (within 15 days of signing the agreement with municipal commissioner , municipal corporation Dhamtari)
21.	The proposals will be evaluated based on the information provided by the applicants and the evaluation will be done per detailed criteria mention in RFP document

Instruction to Bidders

1. Introduction
 - 1.1 The Consultants are invited to Submit a Technical proposal as Specified in the data sheet . The Proposal shall be the basis for a signed Contract with the Selected Consultant.
 - 1.2 The Consultant shall bear all costs associated with the preparation and submission of its Proposal and contract negotiation.
 - 1.3 The Client is not bound to accept any Proposal and reserves the right to annual the selection process at any time prior to award of Contract without thereby incurring any liability to the consultant .
 - 1.4 Eligibility Criteria

The bidders should satisfy the following minimum eligibility and those as specified in the Data Sheet. Who satisfy these criteria should submit the proposal supporting documents:

 - 1.4.1 A firm declared ineligible by the Government of India or Government of Chhattisgarh shall be ineligible to provide consulting service consulting under the project.
 - 1.5 Number of Proposals
 - 1.5.1 Consultants may only submit on proposal. If a Consultant submits or participates in more than one proposal shall be disqualified .
2. Clarifications of RFP Documents
 - 2.1 Consultants may request clarification of any of the RFP documents up to a specified number of days before the submission date as indicated in the Data sheet. Any request for clarification must be sent in writing , including by standard electronic means , to the Client's Representative whose address is provided in the Data sheet. The Client will respond by standard electronic/ self means within the period specified in the Data sheet , and will send written copies of the response (including on explanation of the query, without identifying the source of inquiry) to all Consultants who have formally indicated that they indicated that they intend to submit a proposal Should the Client deem it necessary to amend the RFP as a result of a clarification , it shall do so following the procedure set out under Clause 2.2.
 - 2.2 At any time before the submission of Proposals, the Client may amend the REP by issuing an addendum in writing , by including by standard electronic means.

3. Preparations of Proposals

3.1 The Proposal and all related correspondence exchanged between the Consultant and the Client shall be written in the English language. Supporting documents and printed literature that are part of the Proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for the purposes of interpretation of the proposal, the translated version shall be given.

3.2 the Consultant shall bear all costs associated with the preparation and submission of its proposal the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

4. Introduction for Submission of Proposal

4.1 These instructions should be read in conjunction with information specific to the consulting services contained in the Covering Letter, Data Sheet and accompanying documents.

4.2 Proposals must be received before the deadline specified in the Data Sheet to tender. Proposals must be submitted to the address specified on the Data Sheet and delivered on or before the time specified in the Data sheet.

4.3 Consultants shall submit one sealed envelope, containing the Technical Proposal. The Technical Proposals will be opened at the date and time specified in the Data sheet.

4.4 Technical Proposal (see Annexure B)

The Technical Proposal shall contain the following:

- a. Covering Letter (Format 1);
- b. Legal Constitution & Number of Years of Existence; (use Format 2);
- c. Financial standing (Annual Turnover) of agency; (use Format 3);
- d. Project detail sheets outlining previous experience of the firm in similar type of assignments completed during the last ten years (in prescribed format), (use Format 4);
- e. CVs of personnel to work on this project (in the CV please name of staff, nationality of staff, professional/designation of staff, proposed position in the term, whether employee of the firm, number of years with the firm, key qualifications, education, experience and languages known), restricted to maximum of two (2) pages per CV (use Format5);
- f. List of proposed expert term and summary of CV particular relevant to the project subject to maximum of two (2) pages (use Format6);
- g. Matters not appropriate in any other section. this includes: writer confirmation authorizing the signatory of the Proposal to commit the Consultant;

- 4.5 No mention of your commercial response should be made anywhere in the Technical Proposal, unless specified in the data sheet; non- confirmation will result in automatic disqualification of the Consultant's Proposal.
- 4.6 Financial Proposal (See Annexure C)
The Financial Proposal shall be submitted strictly as per Format 7 given in Annexure C.
- 4.7 Submission Instructions
 - 4.7.1 Consultant are expected to carefully review the contract provision attached in the RFP for preparation of their Proposals.
 - 4.7.2 The Consultant shall submit Proposals using the appropriate submission sheets provided in Annexure B & C. These forms must be completed without any alteration to their format, and no substitutes will be accepted. All fields shall be completed with the information requested.
- 4.8 Proposal Validity
 - 4.8.1 Proposals shall remain valid for the period specified in the Data sheet commencing with the deadline for submission of Proposal as prescribed by the Client
 - 4.8.2 A Proposal valid for a shorter period shall be considered nonresponsive and will be rejected by the Client.
 - 4.8.3 In exceptional circumstances, prior to the expiration of the proposal validity period, the client may request Consultants to extend the period of validity of their Proposals. The request and the responses shall be made in writing. A Consultant may request. A Consultant may refuse the request. A Consultant granting the request shall not be required or permitted to modify its Proposal.
 - 4.8.4 During the proposal validity period, Consultants shall maintain the availability of experts nominated in the proposal. The Client will make its best effort to complete negotiations within this period.
- 4.9 Format and signing of Proposals
 - 4.9.1 Technical proposal (One Original only) shall be pieced in an envelope in on the envelope clearly Marked TECHNICAL PROPOSAL-ORIGINAL''
 - 4.9.2 Financial Proposal (One Original only) shall be placed in a separate sealed envelope and clearly marked as 'FINANCIAL PROPOSAL'
 - 4.9.3 The Proposal shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Consultant. This authorization shall consist of a written confirmation and shall be attached to the Technical proposal. The name and position of each person signing the authorization must be typed or printed below the signature. Any interlineations, erasures, or overwriting shall be valid if signed or initialed by the person signing the Proposal.
 - 4.9.4 All bids must contain original copies of the Technical proposal as described in the Data Sheet

- 4.9.5 The Envelope marked as Technical Proposal and financial proposal shall be placed in a separate Outer Envelope containing the Name of the Assignment and address for the submission of proposal as mentioned in the Data Sheet.
- 4.9.6 If any envelope is not sealed and marked as instructed, the Client will assume no responsibility for the misplacement or premature opening of envelopes.
- 4.9.7 Proposal must be submitted to the address specified on the data Sheet and delivered on or before the time specified in the Data Sheet
- 4.9.8 The Client may, at its discretion, extend the deadline for the submission of Technical proposal by amending the REP in accordance with Clause 2.2, in which case all rights and obligations of the Client consultants subject to the previous deadline shall thereafter be subject to the deadline as extended.
5. Evaluation of Technical proposals
- 5.1 Criteria for Evaluation of Technical Proposals
- 5.1.1 Technical proposal of all the Applicants will be evaluated based on Agency experience.
- 5.1.2. Technical proposals of all Applicants will be evaluated based on minimum qualifying technical criteria system. Evaluation of the proposals will be done by the evaluation committee as the following parameters mentioned below.

S.N.	Evaluation CRITERIA
1	Number of years in existence of Consultancy/Agency (The consultancy /Agency must have been operation in India for at least 3 years .proof of registration as a legal entity must be submitted.)
2	Average audited annual turnover of last 3 financial years (Average annual turnover of consults/agencies for the last three financial years should be equal to or greater than 5 Lac. Please provide certified copies of Audited Financial Statements of the organization/agency for aver the last three Financial Years)
3	Previous experience of proposer bidder- The consultancy/ Agency should have experience of working with minimum 1 similar assignment (city street vending plan or slum free city plan of action plan master plan/DPR of municipal market Slum Redevelopment Plan, City Sanitation Plan ,Master plan /DPR of urban Infrastructure) in the last five years.
4	Qualification and Experience of team leader & Other key professionals
i	Team leader/urban development specialist(minimum 03 years working experience)
ii	MIS expert (minimum 02 years working experience)
iii	Social development specialist (minimum 01 year working experience)
iv	GIS Expert (minimum 01 year working experience)
v	Project Engineer/Infrastructure specialist (minimum 01 year working experience)
vi	Capacity Building /training/Site coordinator (minimum 01 year working experience)

- 5.2 Evolution of technical proposals
 - 5.2.1 The eligibility criteria will be first evaluated as defined in the notice Inviting Request for proposals for each bidder. Detailed technical evaluation will be taken up in respect of only those bidders, who meet with the prescribed minimum qualifying technical eligibility criteria
 - 5.2.2 The municipal corporation will constitute on an evaluation committee for evaluation of proposal received.
 - 5.2.3 The evaluation committee evaluated the technical proposals on the basis of proposal's responsiveness to the TOR using the evaluation criteria system specified in the RFP. A proposal shall be rejected if it does not achieve the minimum qualifying technical eligibility criteria
 - 5.2.4 A technical proposal may not be considered for evaluation in any of the following cases
 - (i) The consultant that submitted the proposal the failed to make a proper statement to that effect in the cover letter; or
 - (ii) The consultant that submitted the proposal was found not to be legally incorporated or established in India; a
 - (iii) The technical proposal was submitted in the wrong format;
 - (iv) The technical proposal reached the municipal corporation after the submission closing time and date specified in the date sheet
 - 5.2.5 After the technical evaluation is completed is completed the municipal corporation shall notify consultants whose proposals did not meet the minimum qualifying technical eligibility criteria or consultants who's technical proposals were considered non-responsive to the RFP requirements, indicating that their financial proposal will be returned unopened after completion of the selection process the municipal corporation shall simultaneously notify , in writing to the consultants who's technical proposal qualified minimum qualifying technical eligibility criteria indicating the date time and location for opening of financial proposal . (Consultants attendance at the opening of financial is optional)
- 5.3 Public opening and Evaluation of financial proposals
 - 5.3.1 Public opening financial proposals
 - 5.3.1.1 At the Public opening of financial proposals consultant representatives who choose to attend will sign an attendance sheet
 - 5.3.1.2 The qualified of each technical proposal that meets the minimum qualified technical eligibility criteria will be read out aloud.
 - 5.3.1.3 Each financial proposal will be checked to confirm that it has remained and unopened.

5.3.1.4 The Municipal Corporation's representative will open the financial proposal of each of the only qualified technical proposal. Such representative will read out aloud the name of the Consultant and total price shown in the Consultants Financial Proposal. This information will be recorded in writing by the Client's representative. The price quoted by agencies shall be ranked as L1,L2,L3 etc.

5.4.5 Evaluation of Financial Proposals.

5.4.1 Financial proposals shall be opened publicly and read out, and the lowest priced bidder can be invited for contract negotiations. The Municipal Corporation reserves the right to award /the assignment to the bidder quoting lowest price.

5.4.2 Consultants' attendance at the opening of the Financial Proposals is optional.

5.4.3 The evaluation committee will review the detailed content of each Financial Proposal. During the review of Financial Proposals, the Committee and representatives of Municipal Corporation designated by the Municipal Commission involved in the evaluation process, will be permitted to seek clarification or additional information from any consultant, who has submitted a Financial Proposal. Financial Proposals will be reviewed to ensure these are.

I. Complete, to see all items of the corresponding Financial Proposal are priced, and correct any arithmetical errors.

II. Computational errors if there are errors these will be corrected.

6 Award of Procurement Services

6.1 Municipal Corporation will issue a Letter of Intent (LoI) in favor of bidder who has offered lowest price. A Letter of Award (the "LOA") shall be issued, in duplicate, by Municipal Corporation to the Selected Agency and the Selected Agency shall, within 7(seven)days of the receipt of the LOA, sign and return the duplicate copy of the Lorain acknowledgement thereof.

7 Execution of Agreement

7.1 After acknowledgement of the LOA as aforesaid by the Selected Application, it shall execute the Agreement within the period of 15 days from the date of issuance of LOA.

8 Property Data

8.1 All documents and other information provided by Municipal Corporation /SULM, C.G. or submitted by an Applicant to Municipal Corporation/SULM,C.G. shall remain or become the property of Municipal Corporation /SULM, C.G. All information collected, analyzed, processed or in whatever manner provided by the agency to Municipal Corporation/SUDA, C.G. in relation to the Consultancy shall be the property of Municipal Corporation/SULM, C.G.

9 Settlement of Disputes

9.1 Amicable Settlement

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

9.2 Dispute Settlement

9.2.1 Any dispute between the Parties as to matters arising pursuant to this Agreement, which cannot be settled amicably thirty(30)days after receipt by one Party of the other Party's request for such amicable settlement, may be submitted by either Party for settlement. If the dispute(5)is not resolved amicably then it shall be referred to arbitration and shall be dealt as per the provisions of the Arbitration Conciliation Act 1996 .For all purpose, the Civil Court, Dhamtari shall have jurisdiction only in exclusion to any other jurisdiction specified under any other Act.

9.2.2 The place of Arbitration shall be at Dhamtari only.

Annexure B: Technical Proposal Submission Forms

Format 1 : Covering Letter

[Location, Date]

To: []

Dear Sir or Madam

We, the undersigned, offer to provide the Consulting Services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical sealed under a separate envelope².

We hereby declare that we have read the Instructions to Consultants included in the RFP, and abide by the same, and specifically to the conditions mentioned in Section 1.5. [In case of any declaration, reference to the concerned document attached must be made].

We hereby declare that all the information and statements made in this Proposal are true and accept that any misleading information contained in it may lead to our disqualification.

We confirm that all personnel named in the tender will be available to undertake the services.

We undertake, if our Proposal is accepted, to initiate the Consulting Services related to the assignment not later than the date indicated in the Data Sheet.

We understand you are not bound to accept any Proposal you receive³.

Yours faithfully,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm/Agency:

Address:

Format 2 : Legal Constitution & Number of years of Existence

Organization Name:	
1. Status/Constitution of the Organization: 2. Name of Registering Authority: 3. Registration No.: 4. Date of Registration: 5. Place of Registration:	

For and on behalf of:

(company seal)

Signature

Name

Designation

(Authorized Representative and signatory)

Note: please provide copy of the registration certificate from the appropriate Registering Authority

Format 3: Financial standing (Annual Turnover)

Certificate from the statutory Auditor regarding the Total turnover of the organization is Rs5 Lac for the last 3 financial year ending month 31th march 2015.

Based on its books of accounting and other published information authenticated by it, this to certify that(Name of the Bidder), had over the last three Financial year, a Total turnover of organization is Rs.....Lakes as year as per-wise detail noted below:

Financial Year ending 31 th march	Total turnover (in Rs. lakes)
2012-13:	
2013-14:	
2014-15*:	
Total	

* in the event the Financial statement for the 2014-15 is un audited, provisional financial statement duly certified by CA may be submitted.

Name of audit firm/chartered Accountant:

Seal of audit firm:

(Signature, name and designation and registration Number of the chartered Accountant)

Date:

Note:

Please provide certified copies of Audited Financial statements of the organization/agency for over the last three Financial Years .

Format 4: Project detail sheet

(Please fill separate assignment wise)

Assignment name:	Approx value of the contract (in current Rs.)
State & city name	
Name of client	
Address of client	
Start date (month/year):	
Completion date (month/year):	
Name of senior staff (project director/ coordinator, team leader) involved from your firm and functions performed indicated whether regular full- time employees of your firm or part time / independent:	
Narrative description of project in brief:	
Description of actual services provided by your firm in the assignment:	

Authorized signatory [In full initials and seal]: _____

Name of the organization: _____

Format 5: Curriculum Vitae (CV) for Proposed Experts

Proposed position [Only one candidate shall be nominated for each position](Please fill separate format 5 for proposed all 6 experts)

NAME:

DATE OF BIRTH:

NATIONALITY:

EDUCATION: *[Year] [Name of Institution and Degree]*

MEMBERSHIP OF PROFESSIONAL ASSOCLATIONS:

COUNTRIES OF WORK

EXPERIENCE

LANGUAGES

PROFESSIONAL BACKGROUND

[Year starting with present position][Employer]

PROFESSIONAL EXPERIENCE

[Month and year start to finish]

[Name of project and client]

[Descriptive paragraph of 4-5 sentences on each assignment position held responsibilities undertaken and achievement attained.]

.....

Certification:

I the undersigned certify to the best of my knowledge and belief that:

- (i) This CV correctly describes my qualifications and belief that,
- (ii) In the absence of medical incapacity I will undertake this assignment for the duration and in terms of the inputs specified for me in the technical bid provided team mobilization takes place within the validity Of this bid or any agreed extension thereof.

I understand that any willful misstatement herein may lead to my disqualification or dismissal if engaged.

[Signature of expert or authorized representative]

[Name of Expert/Authorized signatory]

DATE:

PLACE:

Annexure C: Financial Proposal

Format 7: Financial Proposal

To,

Municipal Commissioner,
Municipal Corporation Dhamtari

Dear Sir,

Subject: Consultancy Services for Preparation Of City Street Vending Plant Of Dhamtari City in Chhattisgarh

I/We _____ Consultant here with enclose the Financial Proposal for a selection of my/our firm as a consultant for Subject assignment.

Our fee for providing Consultancy Services is Rs.----- Per vendor (rupee-----per vendor, in words).

The fee mentioned above is inclusive of all taxes, but excluding service tax which shall be payable extra as per the prevailing rates.

Our financial proposal shall be binding upon as subject to the modifications resulting from contract negotiations, up to the expiration of the validity period of the proposal, i.e., ninety (90) days from the last date notified for submission of the proposal.

You're faithfully,

Signature:

Full Name:

Designation:

Address:

Tel: Nos. (O)
(R)
(M)

E-mail:

Fax No.:

Annexure D: Terms of Reference

1. Project Background

The recently launched National Urban Livelihood Mission (NULM) aims to promote sustainable development of the large informal and unorganized workforce in the urban areas. 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. It is estimated that in several cities street vendors count for about 2 percent of the population. Women constitute a large segment of these street vendors in almost every city. Street vending is not only a source of self-employment to the poor in cities and town but also a means to provide “affordable” as well as “convenient” services to a majority of the urban population. With this background, the aim of this exercise is to support Municipal Corporation in preparing the City Street Vending Plan (CSVP) for Dhamtari City. The brief description of the tasks to be undertaken in this project is listed as below:

2. Identifying the Street vendors

The first and foremost task is to identify and profile the street vendors. Street vendors in Municipal Corporation Dhamtari have to be identified and estimated and numbered at ground level for Biometric process. Vendors need to be classified under three major categories:

Stationary: Those who carry out vending on a regular basis at a specific location, e.g. those occupying space on the pavements or other public places and/or provide areas, either open/covered (with implicit or explicit consent) of the authorities, and operating on usufruct right.

Peripatetic/wandering: Those who carry out vending on food and sell their goods and services and include those who carry baskets on their head/slung on their shoulders and those who sell their goods on push carts.

Mobile: Those who move from place to place vending their goods or services on own vehicles like bicycle or mobile units on wheels, motorized and manually driven, as well as in moving buses, local trains etc.

While categorizing the street vendor based on the above, care may be taken to ensure that the unique characteristic that differentiates a street vendor from other types of vendors, i.e., that they complete their transactions by the end of the day or part of the day thereof, following which they will wrap up their wares and remove them from the spot till the next time of vending.

During the identification period, wide publicity of the event will be taken up in the ULB through banners and a mike announcement to ensure that those members not covered by the Municipality and get registered.

Once the vendor list is finalized, the following tasks have to be undertaken:

1. Identification of areas where street vendors have been profiled which may be classified as restriction-free, restricted and prohibited vending zones based on set criteria. These criteria may be determined in advance by the ULB in accordance with the broad framework given by the government in the National Street Vending Policy 2009 and the Street Vendors' Act 2014
2. Identification of existing natural and an emerging market for considering the possibility of developing them into regular market and vending zones in a PPP mode to result in a win-win situation – for the vendors, the potential users of the services and vehicular and zones.
3. Identification of vending zones operating on time-sharing basis as well as market zones.
4. Work out the carrying capacity of the vending zones identified.
5. Work out procedure of allotment of spaces for vendors' markets for regular as vending on time-sharing basis, including the period of validity of the allotment of space for the vendors.
3. GIS Base Mapping and Surveys
GIS mapping has to be undertaken at two levels, namely City level mapping and vendor level mapping.

3.1 City Level Mapping

The geo-referenced base map of the city shall serve as a foundation for preparing Street Vending Plan where all other thematic maps may be overlaid for spatial analysis. Thus, it shall aid, Planners in preparing Vendor Plan. City level GIS mapping has to be done with the help of the latest satellite imagery. For that purpose, Procurement of Cartosat II/Quick Bird/World View satellite image from the National Remote Sensing Agency (NRSC) or any other authorized Agency for the project area has to be purchased by the Consultant and it shall be reimbursed by the client.

The following layers have to be created in city level mapping:

1. City/Municipal and ward boundaries.
2. Vendors/vendor zones will be captured using GPS equipment.
3. All water bodies, viz., Stream, creeks, tanks, etc.
4. Roads with classification as Arterial/Sub arterial/ Slum roads etc.
5. Railroads, Other landmarks such as temples, mosques, church etc.

3.2 Vendor Location Level Mapping

The delineation of vendor zonal boundaries has to be done with the full involvement of the vendors and its association, if any. The delineation of boundaries will be done in GIS with the help of GPS coordinates captured for all the vendors.

This will be based on the division of the zones for restriction-free vending, as well as vending on a restricted basis and areas where vending is prohibited. This activity will take into account existing norms, if any, in the City level, the authenticity of such a division. Existing norms pertaining to the zoning (green, amber and red zoning) will be studied and relevant norms of the city will be worked out.

3.3 Capturing Photo and biometric identity of Street vendors.

The following steps have to be followed for capturing photo and bio-metric identity of the vendors:

1. Developing and implementation of user interface to capture photos and biometric identity data.
2. Installation or deployment of user interface software in laptops/computers to capture Photo and biometric identity data.
3. Store photo and biometric data into database in appropriate format.
4. Check and validate stored photo and biometric data.

3.4 Preparing ID cards for Street vendors

Each vendor surveyed has to be given photo Id cards and the steps followed are listed as below:

1. Format preparation for ID cards to print
2. Verify the correctness of data
3. Print Street Vendor Photo ID cards.

Such identity cards & license has to be given to the street vendors after approval & in the manner prescribed by the Competent Authority (street vending Committee/organization).

3.5 Preparing MIS Software

A database of all street vendors will be maintained by the ULB So, Consultant will have to prepare software which helps ULB to maintain all records of vendors in future also. As vendors are mobile, the software should be able to track (based on either present/permanent address or any other criteria) whether the vendor has already been covered and issued an Identity Card. For such purpose, the software has to be developed for monitoring after implementation of the street vending Plan to monitor the entire allotment, registration and the whole above process.

3.6 Vendor Census Survey

Consultant has to conduct of survey for identification and enlisting of street vendor and it has to be carried out with trained enumerators in a digital. The survey should preferably be conducted on a whole city basis. Alternatively, the Consultant may also choose to complete the survey in a phased manner, covering one area (ward /zone/specified part of city) at a time. In this case, the area identified should be sufficiently large to accommodate mobility of vendor within the area. The survey must cover all street vendors in the area being surveyed. Consultant has to developed methodology for conducting the survey. At a minimum, the survey must include Name, Name of parents, Permanent Address, Present Address, Identity proof (if any) , Telephone number (if any) , Place of vending , Type of vending activity, Time/Duration of engagement as a vendor, Details of family members, if Identified as beneficiary/proof for. Any of the government schemes like Food Security Act , TPDS SJSRY, etc (using survey format prepared by ULB of finalized with ULB).

During the survey, the original documents pertaining to present/permanent address proof, especially in the case of migratory population may also be verified so that the Identity Cards issued to the surveyed street vendor can act as sufficient documentation for opening of their bank accounts, getting loans from bank, accessing social security benefits, etc.

The ULB will issue Identity Cards to all surveyed/identified street vendors. A database of all street vendors will be maintained by the ULB. Since the vendors are mobile, the software should be able to track (based on either present/permanent address or any other criteria) whether the vendor has already beer, covered and issued an Identity Card.

3.7 Preparing de-duplication software

In order to avoid duplication, consultants have to develop de-duplication software and the steps have to be followed are as listed below :

1. Developing and Implementation of de-duplication software to verify captured biometric data.
2. Generate a report for duplicated (bulk) biometric data.
3. Allow a duplication verification process while capturing biometric data at the later stage.

4. Preparation of City Street Vending Plan

The consultant has to prepare street vending plan which will contain the following :

- i. Profile of street vending trades and activities.
- ii. Spatial distribution of street vending activities.
- iii. Earmarking of space or area for vending zones.
- iv. Determination of vending zones as restriction free vending zones, restricted vending zones and no-vending zones.

- v. Estimates of holding capacity of vending zones, which is the maximum number of street vendors who can be accommodated in any vending zone.
- vi. Understanding of key challenges, constraints and issues relating to street vending
- vii. Possible solution and Potential Street vending areas.

The street vending Plan will also take into account the natural markets where sellers and buyers naturally congregate for the sale and purchase of products and services. The plan will be developed after consultations with street Vendor's representatives and other relevant stakeholders.

While preparing the Street Vending Plan, the consultant shall coordinate with the city police, traffic police, planning authority and other local agencies should also devise and promote vendor friendly policies, solution and strategies to accommodate and facilitate street vending in a manner that is conducive to street vendors and the public at large. This may include policies for traffic management and regulation on market days or at certain times of the day, arrangements for lighting, water, sanitation and waste disposal in street vendor market areas. The ULB may coordinate with planning authorities to develop pro-vending homes and stipulation of vending spaces in new or refurbished roads, markets, office and residential complexes and other public spaces and public infrastructure. This will ensure greater acceptability of street vending Plans among the stakeholders.

The consultant should make every effort to minimize disruption to exiting markets while developing the city street vending plan. Accordingly, the plan may be developed in such a manner that no relocation or eviction of street vendors takes places. Relocation of street vendors, if required, must be based on consultation with the affected vendors. Based on the survey findings, the City Street vending plan may also include a digitized or non digitized map of vending activities, vending trades and existing markets at ward or zone level.

Management Information System – Street Vending Plan has to suggest methods of Monitoring system using MIS software. For such purpose, the software has to be developed in consultation with the Municipal Corporation.

City Street Vending Plans will be submitted to the State Urban Development Authority C.G. (SUDA)

5. Preparing Detail Implementation Plan (DIP)

The Consultant has to detailed Implementation Plan (DIP) for an infrastructure improvement project, which may include improved civic facilities such as paving, water supply, toilets, waste disposal facility, lighting, common storage space, and specialized cards for specific types of trades, temporary sheds and/or parking facilities. The infrastructure requirements of vendor's markets will be assessed based on consultation with street vendors and their associations, local agencies and other stakeholders and will be facilities by the ULB.

The DIP for infrastructure improvement must be prepared only after the street vendor survey and the master plan for the area where the project is located, has been completed. While preparing the DIP, provision for providing specialized cards 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 option utilization of space.

These card may be included through individual loans covered under the SEP component of NULM

5.1 DIP should contain :

- i. Project rationale, detail 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
- ii. Land ownership detail
- iii. Relocation plan, if any must be supported by a letter of consent from the affected street vendors and/or their association
- iv. Specific infrastructure improvement project detail with costs, including operations and maintenance plan
- v. Detailed and complete list of beneficiaries who will benefit from the project
- vi. Safety concerns, if any, relation to fire hazard or other hazards.

DIP must be submitted to be state Level Project Sanctioning Committee of SUDA, Chhattisgarh for after approval of City Street Vending Plan (CSVP).

6. Output and Deliverables.

The following outputs are expected to be delivered in stages

Sr. No.	Deliverable	Copies	Due date
1.	Submission of inception report (including detailed survey strategy of street vendors in city & report of Kickoff workshop)	2 set of hard copies & 2 set of soft copies	End of week 2
2.	Vender Identification, Bio-metric survey, capturing photograph, Vender census survey and GIS mapping of the existing Venders	2 Set of hard copies, along with all detail & 2 set of soft copies	End of week 15
3.	Draft Street Vending Plan	2 set of hard copies & 2 set of soft copies	End of week 22

RFP for preparation of City Street Vending Plan Under SUSV, NULM, Dhamtari

4.	Final Street Vending Plan (approved by Municipal Corporation & by SULM)	3 set of hard copies & 3 set of soft copies	End of week 26
5.	Draft Detailed Infrastructure Plan (DIP)	2 set of hard copies & 2 set of soft copies	

Above given time schedule shall be strictly adhered to. In case of any delay Municipal Commissioner may consider time extension on the merits otherwise a penalty for delay at the rate of 0.25% of total payment per week shall be levied.

7. Experts and Inputs

Sr. No.	Expert Title	Qualifications and Skills	Experience
1.	Team Leader/Urban Development Specialist	<ul style="list-style-type: none"> • Masters or equivalent in planning/engineering/economics/ other relevant disciplines • Sound knowledge of urban development issues 	Sector experience of more than 3 years and experience of project management of similar projects of at least 2 years
2.	MIS Expert	<ul style="list-style-type: none"> • Degree in Computer Science/MCA • Expertise in statistical analysis and software development/MIS applications 	at least 2 years experience
3.	Social Development Specialist	<ul style="list-style-type: none"> • Degree or equivalent in social development discipline • Sound understanding on issues of urban poor 	at least 1 years working experience with urban poor and community development
4.	GIS expert	<ul style="list-style-type: none"> • Master or equivalent degree in Geo-informatics • Knowledge and experience in GIS mapping 	at least 1 years experience
5.	Project Engineer/Infrastructure Specialist	<ul style="list-style-type: none"> • Degree in Civil Engineering • Sound knowledge of the municipal services network, design norms, contracting 	at least 1 years experience in Project engineering
6.	Capacity Building/Training/ Site Coordinator	<ul style="list-style-type: none"> • Bachelors/Master in Urban Planning/Social Science • Good understanding of survey and experience in data collection and analysis • Good communication and networking skills 	1 years experience of working on urban projects.

The persons whose CVs are proposed in the bid shall not be allowed to change. In case of any urgency, Municipal commissioner may consider request of the bidder

8. Working arrangements

8.1 Management and counterpart staff

The assignment will be contracted by the Municipal Corporation..... And will ensure the support of government officials, parastatal agencies wherever necessary.

8.2 Items to be provided by the client

Municipal commissioner, Municipal Corporation..... will:

- a. Designate an “Officer – in charge” responsible for the management and coordination at consultants.
- b. Constitute multi – stakeholder City Level Street Vending Committee.
- c. As a part of this corporation will nominate officers from relevant sections of the agency to participate in the process of stakeholder consultation and CSVP preparation.
- d. Provide the Consultant with existing maps (as available with it) and data on Corporation and service delivery.
- e. Provide the Consultant with the necessary authorization to procure information from line department.

8.3 Consultation will be responsible to:

- a. Arrange its own office space and equipment, surveys
- b. Arrange for all transportation and traveling required
- c. Arrange its own translations, communication, data processing, and printing equipment and necessary stationeries
- d. Work closely with the officer-in charge the corporation

9. Payment Schedule

SR. No.	Deliverable	Percentage of payment
1.	Submission of inception report (including detailed Survey strategy of street vendors in city & report of Kickoff workshop)	20% of the total fees
2.	Vendor Identification, Bio-metric survey, capturing photograph, Vendor census and GIS mapping of the existing vendors	40% of the total fees
3.	Draft Street Vending Plan (Submission of Draft Street Vending Plan to Municipal Corporation)	10% of the total fees
4.	Final street Vending Plan (After approval from Municipal corporation & State Level Project Sanctioning Committee of (SUDA, C.G.)	20% of the total fees
5.	Draft detailed Infrastructure Plan (DIP)	
6.	Draft detailed Infrastructure Plan (DIP) must be submitted to State Level Project Sanctioning Committee of (SUDA, C.G.)	10% of the total fees