

Request for Proposal (RFP)

for

Engagement of Agency / Firm

for

CONDUCTING SURVEY OF URBAN HOMELESS POPULATION OF VADODARA CITY

**UCD PROJECT,
DEENDAYAL ANTYODAYA YOJANA –
NATIONAL URBAN LIVELIHOODS MISSION,
VADODARA MUNICIPAL CORPORATION**

Last date for submission of RFP 28.02.2018

BID NOTIFICATION - REQUEST FOR PROPOSAL

**UCD PROJECT – DAY-NULM
Shivaji Chawk, Pulabari naka,
Salatwada Road, Vadodara - 390001**

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**Dy. Municipal Commissioner (H),
Vadodara Municipal Corporation**

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Definitions & Abbreviations

Authority	UCD Project, DAY-NULM, Vadodara Municipal Corporation
Agency / Firm	Refers to experienced Registered Proprietorship / Private Limited / NGO/ Registered Society who delivers required services.
BID	Proposal submitted by Bidder for qualification in response to this document
VMC	Vadodara Municipal Corporation
DAY-NULM	Deendayal Antyodaya Yojana – National Urban Livelihoods Mission
SUH	Shelter for Urban Homeless
Currency	Indian Rupees (INR)
Date Format	DD/MM/YYYY
Financial Year	12-month period – commencing from 1 st day of April of any year and ending on the 31 st March of the following calendar year
MSP	Refers to Master Service Provider – Successful Applicants / Bidders who have been awarded the project for end-to-end implementation of the project scope
PDD	Proposal Due Date / Bid Closing Date
Project Scope	The scope of following services in response to this document at the sites as designated by the Authority from time to time <ol style="list-style-type: none"> 1. Survey of Urban Homeless in VMC 2. Resource Mapping 3. Reporting 4. Sharing
QA / QC	Quality Assurance / Quality Control
Tendering Agency	UCD Project, DAY-NULM, Vadodara Municipal Corporation
BPL	Below Poverty Line
LoA	Letter of Award
MoA	Memorandum of Agreement
DYMC	Deputy Municipal Commissioner
PO	Project Officer
RFP	Request for Proposal
SHGs	Self Help Groups
CO	Community Organiser
UCD	Urban Community Development
CMMU	City Mission Management Unit
ALF	Area level Federation
PBG	Performance Bank Guarantee
GULM	Gujarat Urban Livelihoods Mission
CBO	Community Based Organization

Invitation for the proposal

“Engagement of Agency / Firm for conducting Survey of Urban Homeless Population in Urban Areas of Vadodara City”

UCD Project, DAY-NULM, Vadodara Municipal Corporation, intends to empanel an agency / firm with requisite experience and capabilities for conducting Survey of Urban Homeless Population in Vadodara City Areas.

Accordingly, VMC invites Request for Proposal (RFP) from interested Agencies / Firms for the same. Entities eligible to bid for the empanelment for the ‘Survey of Urban Homeless Population’ shall be any Registered Proprietorship / Private Limited / NGO / Registered Society satisfying the following minimum criteria.

Important dates and information

Sr. No.	Information	Details
1	Request for Proposal (RFP) document made available to bidders from	18.02.2018
2	Last date of receipt of queries	22.02.2018
3	Address and email for submission of written queries for clarifications	The Project Officer UCD Project, DAY-NULM, VMC Address: 1 st Floor, Shivaji Chawk, Pulbari Naka, Salatwada Road, Vadodara-390001 Email: vadodara.gulm@gmail.com
4	Last date for receipt of proposals (Containing Cover 1 & 2)	28.02.2018, 04.00 PM
5	Date and time of Technical proposal opening	01.03.2018, 04.00 PM
6	Earnest Money Deposit value	Rs. 10,000/- EMD shall be submitted in the name of “The Municipal Commissioner VMC” in the form of DD from Nationalized banks having a branch at Vadodara.
7	Performance Bank Guarantee value	5 % of the Project Value
8	Performance Bank Guarantee validity	180 days beyond Project period
9	Period for submission of PBG	Within 7 days of receipt of letter of Notification of Award (NoA)
10	Period for signing contract	Within 7 days from date of receipt of letter of Notification of Award (NoA)
11	Project Period / Survey period	Within 1 Month from date of signing the contract
12	Address at which proposal in response to RFP is to be submitted	The Municipal Commissioner, Record branch, Khanderao market building, Vadodara Municipal Corporation, Vadodara

The RFP documents are available on the web site www.vmc.gov.in

1. INTRODUCTION

VMC is the City Mission Management Unit for implementing Deendayal Antyodaya Yojana – National Urban Livelihoods Mission National level Program

Deendayal Antyodaya Yojana – National Urban Livelihoods Mission under Ministry of Housing and Urban Affairs, Government of India is implementing “Shelter for Urban Homeless” component by providing shelter with all essential services to the Urban Homeless in Vadodara City areas.

To assess the actual number of homeless, no. of shelters required for Homeless in each Zone, and for rehabilitation of homeless, it is proposed to conduct a survey of homeless in Vadodara City area.

Definition of Homeless Persons

Persons who do not have a house, either self-owned or rented, but instead live and sleep on pavements, at parks, railway stations, bus stations and places of worship, outside shops and factories, at constructions sites, under bridges, in Hume pipes, on dividers, road junctions and all other similar places under the open sky or places unfit for human habitation. This also includes people who live in temporary structures without walls, under plastic sheets or thatched roofs on pavements, parks or other Common Places.

Guiding Principles/ guidelines

Deendayal Antyodaya Yojana - National Urban Livelihoods Mission (DAY-NULM) aims at providing permanent shelter equipped with all essential services to the urban homeless in a phased manner under the Scheme of Shelter for Urban Homeless (SUH).

The National Urban Housing & Habitat Policy (NUHHP), 2007 aims at Promoting sustainable development of habitat in the country with a view to ensure equitable supply of land, shelter and services at affordable prices to all sections of the society. However, the most vulnerable of these are the urban homeless.

The Urban homeless persons contribute to the economy of the cities and thus the Nation as cheap labour in the informal sector; yet they live with no shelter or social security protection. The urban homeless survive with many challenges like no access to elementary public services such as health, education, food, water and sanitation.

2. PROJECT AREA:

The present assignment covers Vadodara City area

The Project Area is grouped into 4 Zone / 12 wards.

Zone	Ward No.
North	5, 7, 8
East	1, 2, 9
West	6, 10, 11
South	3, 4, 12

Each selected Agency / Firm / NGO have to do zone/Ward wise survey of homeless persons.

3. SCOPE OF WORK:

As per the guidelines issued by Deenadayal Antyodaya Yojana – National Urban Livelihoods Mission under Ministry of Housing and Urban Poverty Alleviation, Government of India is implementing Shelter for Urban Homeless component by providing shelter with all essential services to the Urban Homeless in Vadodara City area.

To assess the actual number of homeless, shelters required for Homeless in Vadodara City areas, and for rehabilitation of homeless, it is proposed to conduct a survey of homeless in Vadodara City area.

- Prepare Questionnaire in consultation with UCD Project – DAY-NULM, VMC
- To carry out survey of all homeless individuals and families through mobile application without duplication
- Prepare ward wise plan of the survey
- Provide required Manpower, Constitute survey teams and provide training to them
- Reporting and Sharing (Submission of reports – Daily / as per the instruction)

3.1 Objectives of the Survey:

Survey would ensure four objectives, to

- i. Provide planners a detailed mapping of concentration areas of homeless populations in each Zone/Ward ;
- ii. Establish the demographic profile of homeless populations in Zone/Ward;
- iii. Identify official resources such as land and vacant buildings that can be deployed to provide the required infrastructure for shelters in appropriate location in each area; and
- iv. Establish the location and type of shelters (Men/Women/Family/Special) needed in each Zone/Ward by gauging the specific needs of the beneficiaries

3.2 Survey of Homeless persons may be divided into three phases:

a. Planning phase

- Each zone may be divided into smaller, more compact Ward clusters, in line within the administrative set-up of VMC.
- Teams may be deployed depending on size and population of the Zones / ward clusters.
- Each team may comprise of around four persons for the field survey having experience in doing survey earlier.
- In addition, Analysis Specialists / other manpower can be deployed if required.
- Necessary Mobile application software to be developed, duly approved by UCD Project – DAY-NULM, VMC
- Standard questionnaire format will be developed for entire Survey and agency would follow same for collection of information
- A Quality assessment team for correction of errors on data to be deployed and each filled form though online to be verified

A Plan for survey of homeless population in each Ward should be prepared in consultation with the ward Officer of the concerned ward, which includes the following details:

1. Identification of areas with concentration of homeless based on earlier surveys or any other source of information
2. Division of VMC into zones/ ward clusters in which data would be collected
3. Ensure availability of required number of Tablets or forms and other accessories before conducting the survey
4. List of interview questions to be prepared for guiding the focus group discussions as per the guidelines
5. Content and format of reports to be submitted to be finalized as per requirement time to time.
6. Timelines to be fixed within which survey would be completed
7. List of partners to be finalized who would be assisting in the qualitative as well as quantitative collection of data

Prior to the survey, the teams should be trained and oriented on:

1. Purpose of the survey;
2. The profiles and problems of the homeless;
3. Participatory research methods;
4. Data entry of homeless persons through mobile application using tablets ;
5. Expected outcomes;
6. Ethical responsibilities;

Orientation material can be provided a couple of days prior to starting the survey, as material to be ready before the training sessions. The training should include the surveyors, analysis team if any.

b. Field Survey: Mapping and Need assessment

The field survey will commence only after the trained survey teams are in place. The field survey should begin **from 8.00 PM to at least 2.00 AM**, because homeless people can usually be identified and contacted at this time. In addition, to cover homeless persons who work during the night, surveys should also be planned for a couple of days during the daytime, i.e. 10.00 AM to 4.00 PM.

The steps to be followed during the survey

1. Identifying the areas with concentration of homeless population,
2. Profiling the homeless populations in these areas in terms of gender, age, education, occupation, marital status, number of children, history of illness etc. persons with disability should be categorized separately.
3. Identifying the aspirations of the homeless for a shelter and also the deterrents preventing the homeless from using the existing shelters, if any.

4. Broadly identifying the possible buildings and locations where new shelters can be built.

Need assessment of the homeless persons should be done using Focus Group Discussion (FGD) method so as to elicit the best possible responses from them.

In FGD, questions should be asked based on an indicative list / format focusing on the following core areas;

- i. What is roughly the total population of the homeless cluster including women and children?
- ii. What is the predominant age and gender profile of the homeless population in the cluster?
- iii. What are the predominant occupations undertaken by this homeless cluster?
- iv. Do they have any special needs and challenges, such as disability, leprosy, TB, high drug use etc?
- v. Have the majority of homeless residents been at this location for more than one year, or less?
- vi. Do they have access to any shelter? If so, the experience of using such shelters by the homeless
- vii. If the government sets up a shelter for them, would they welcome it; oppose it; or be indifferent? Ask for reasons.
- viii. If they were to have a shelter, what would they seek from it in terms of location; facilities; and management?
- ix. Are there any resources available in the vicinity where these shelters could be built? The resource could be in the form of land or building.

This information should be recorded and collated by each team. To ensure faster survey results, data entry should be done in parallel with the survey along with photograph of each homeless person.

The following deliverables are expected out of this process at this stage:

1. Collated survey results
2. Determination of shelter locations, types, number of shelters required in an area, plus available resources in terms of land and building.
3. Finalized resource mapping questionnaire for the next stage of resource mapping.

c. Resource Mapping

The next step is to conduct a resource mapping exercise. The resources that this phase of the survey seeks to identify in consultation with the Project Officer, UCD Project are

- a) Existing shelters;

- b) Unutilized or underutilized government buildings that can be possibly redeployed as shelters after suitable refurbishing; and
- c) Vacant lands that are suitable potential sites for new shelter buildings.

At the end of this process, the following deliverables are expected:

1. Field resource mapping survey of all the identified potential buildings and shelter locations
2. Determination of the feasibility of the identified buildings and locations for building/upgrading shelters, along with Town Planning dept., VMC
3. Collating results and submitting to UCD Project
4. Discussions on recommendations to be put forth in the report

d. Reporting and Sharing

Once the results of locations are established, the next step is development and finalization of a comprehensive city plan for homeless shelters. This should include sites for homeless shelters and services, types of shelters, converging on homeless concentration areas and aspirations with available resources, buildings and land. This should be done in a participatory manner, with the involvement of Municipal Authorities, homeless communities and collectives, schools of social work and architecture, CBOs, etc.

At the end of this stage, the following deliverables are expected:

1. Analysis and inferences including homeless concentration areas, profiles, needs and aspirations of homeless populations in each concentration area
2. Preparation of Report with the following minimum arenas:
 - a. Types of shelters (working single men; single women and their dependents; special needs shelters such as for drug users, those recovering from grave illnesses, the aged, disabled and infirm)
 - b. Capacity of each shelter
 - c. Facilities and Services to be provided at the shelters
 - d. Resource mapping of needs against existing resources
 - e. Submission of the data set for the project.
 - f. Analysis report on clustered homeless requirements and suggestions for establishment of Shelters based on the need in area/zone

3.3. The Agency shall be responsible for:-

Task-1: Proper Plan for the Survey

Task-2: Provide required Manpower, Constitute survey teams and provide training.

Task -3: Field Survey: Mapping and Need assessment

Task-4: Resource Mapping

Task-5: Reporting and sharing (Submission of reports - Weekly/Monthly or as per the instructions)

Task-6: Making necessary expenditures on travel, lodging, and boarding, stationary and printing, salary and perks and any other such kinds.

Task-7: Other Ancillary works of the Agency

3.4 Deliverables by the Agency:

1. Preparation & submission of **Operation plan report** within 7 days of issue of work order.
2. Weekly/ Monthly submission of reports on survey of homeless, ward wise progress, etc as per requirement of UCD project- DAY- NULM, VMC authorities.
3. Any other Report required by the competent Authority.
4. Completion of survey within 1 month from date of signing of contract.

4. INFORMATION TO THE AGENCY

The Bidders are invited to submit Technical and Financial proposals as per the given formats in separate sealed covers for required work.

The selection would be based on the **Quality-cum-Cost Based Selection (QCBS)** procedure, subject to the Technical Proposal is in substantive compliance with the RFP requirements.

The proposal will form part of the contract with the selected Agency/ NGO/ Firm. The Technical Proposal should be submitted along with a refundable EMD of **Rs. 10,000/-** in form of DD drawn in favour of “**Municipal Commissioner, Vadodara Municipal Corporation**”.

The selected bidder shall provide professional, objective, and impartial advice and at all times hold VMC’s interest paramount

The Technical and Financial proposals to be submitted by the Bidders should be firm and valid for a period of 120 days from the last date of submission of the proposal.

Bidders may request clarifications on the RFP document within 5 calendar days from the date of issue of this RFP.

At any time before the submission of Proposals, VMC may amend the RFP by issuing an addendum. The addendum shall be a part of the original RFP and shall be uploaded in the VMC website.

The proposal (**Technical and Financial**) shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidders themselves. The person who signed the proposal must initial such corrections. Submission letters for Technical qualification, Technical and Financial proposals should respectively be in the prescribed formats.

An authorized representative of the bidders shall sign all pages of the Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign.

The Agency / NGO/ Firm will submit details of Manpower/ Professionals available with them along with the proposal.

4.1 GENERAL CRITERIA for the Agency/NGO/Institution/Firm:

- a. Should have experience in Govt. sector like Municipal Corporation, Govt. Office, and Public sector Department, have given preference & should have adequate technical man power to survey Urban Homeless population.
- b. Should be registered Firm / Society under the Companies Act or Registration of Societies Act at least 3 years from date of issue of RFP.
- c. Should have valid registrations such as Permanent Account Number (PAN) of the Income Tax Department, GSTIN Number; Registration No. of the Agency/ Firm/ Society.
- d. Should have at least 3 years 'of experiences in urban issues, municipal functionary.
- e. Agencies with ISO (9001-2008) are preferred

4.2 ESSENTIAL CRITERIA for the Agency/ Institution/NGO/Firm

- a. An Agency/ NGO/ Firm must not have been blacklisted or placed under funding restriction by any Department of State Government (or its agency) or Vadodara municipal corporation.
- b. The Agency/ NGO/ Firm must have successfully completed at least one urban survey projects in any Municipal or government sectors
- d. The Agency/ NGO/ Firm should not be directly / indirectly related to any employee of VMC.
- e. The Agency/ NGO/ Firm must submit only the audited financial statements/reports as the evidence of turnover. Please note that this proof of turnover must be part of the technical proposal and not the financial proposal.

4.3 Financial Criteria:

Min. annual average turnover of the Applicant (lead partner in case of consortium) shall be **INR 10.00 Lakhs** or more during the last 3 financial years i.e., 2015-16, 2016-17 and 2017-18(provisional). The bidders need to provide audited statements to support their claim.

Note:

- a. Bidder must submit a Proof of registration of the legal entity.
- b. Audited Balance Sheets of the last three financial years must be submitted in support, without the bid may not be considered. The calculation sheet for average annual turnover shall be certified by a Chartered Accountant.
- c. Bidder must submit copy of work orders and its completion certificates of Assignments issued by the concerned authority earlier.

5. PREPARATION OF TECHNICAL PROPOSAL:

The proposal document may be submitted with each page numbered and an index of pages identifying the information contained. The proposal prepared by the Agency/ Firm shall be provided in the following Model Response

The technical proposal should explain the followings strictly in the same order:

- a. Cover letter in prescribed format (Form -1)(Cover-1)
- b. Name & Introduction of the Agency (In case of consortium mention both the agencies with details of Lead partner):
- c. Bidder / Agency Profile (Form - 2)
- d. Executive summary of the proposal (1 - 2 pages maximum)
- e. Profile and background of the Agency / Firm explaining its previous experience, expertise in general, previous achievements, human resource and other technical expertise that makes your Agency / Firm most competent to participate in the RFP process (2 pages maximum)
- f. The detail of the similar experience in other Government Projects (2 pages maximum)
- g. Legal constitution and number of years of existence (Form 3)
- h. Financial Standing / Annual Turnover and last 3 years turnover details (Form 4)
- i. EMD/ Tender Fee Details
- j. Clear plan & methodology for taking up the survey (1 - 2 pages maximum)

k.Details of the staff deploying for managing work

Documents in support of the above may be furnished with page numbers indicate in the index. Please use separate sheets wherever necessary

6. FINANCIAL PROPOSAL:

The financial proposals shall contain proposed pricing for survey. It is the responsibility of the Agency / Firm to find out the area of each zone and probable time to take up survey, probability of homeless numbers find in each zone, mobilizing man power as mentioned in this RFP in each zone and other required costing analysis completely before quoting the price.

a. Covering letter in prescribed format (Form-5)

b. Financial proposal should clearly mention pricing as per Form No. 6

c. A proposal submitted with an adjustable price, quotation will be treated as non-responsive and will be rejected.

d. The Proposal may however contain discounts, if any, offered by the Agency/ Firm.

e. All prices and other information like discount etc having bearing on the price shall be written both in figures and words in the offer form. If there is discrepancy between the price/ information quoted in words and figures, the price/ information in words would be treated as final.

f. Price quotes shall include any necessary service to be provided by the selected proposer (Making necessary expenditures on travel, lodging, and boarding, stationary and printing, salary and perks and any other such kinds)

g. In no case may the selected proposer invoke a hiatus or an oversight in the description of the work components in the proposal documents or claim inadequate explanations for seeking any price increase or any release from contractual liabilities.

h. Payment will be disbursed after the completion of 100% work

7. BID EVALUATION METHODOLOGY

Evaluation of the Technical and financial proposals will be based on **Quality cum Cost Based Selection (QCBS)** mode.

7.1 The technical proposal shall be evaluated on the basis of Minimum eligibility criteria as mentioned above.

7.2 Opening of Financial Proposal

The financial proposals of the top five bidders (after technical evaluation) shall be opened.

7.3 Empanelment

In case the L1 does not take up the bid, L2 would be allotted the job.

VMC reserves the right to ask L2, L3 in that order to match L1 rates in case VMC decides to allot the job to more than one bidder at a time. This will be at the total discretion of VMC depending on the requirement.

L1 bidder or the successful bidder(s) shall sign a contract, primarily for fair trade practices in all dealings with VMC, incorporating RFP terms, delivery mechanism and penalties for default. The incidental expenses of execution of agreement shall be borne by the successful bidder. The conditions stipulated in the contract shall be strictly adhered to and violation of any of these conditions will entail termination of the contract without prejudice to the rights of the VMC

8. NO COMMITMENT:

This RFP does not commit the VMC to award a contract or to pay any costs incurred in the preparations or submission of proposals, or costs incurred in making necessary studies for the preparation thereof or to procure or contract for services or supplies. The VMC reserves the right to reject any or all proposals received in response to this RFP and to negotiate with any of the bidders or other firms in any manner deemed to be in the best interest of the VMC.

The VMC reserves the right to negotiate and award only a portion of the requirements; to negotiate and award separate or multiple contracts for the elements covered by this RFP in any combination it may deem appropriate, at its sole discretion to add new considerations, information or requirements at any stage of the development, delivery, deployment process, including during negotiations with bidders; and reject proposal of any bidder that has previously failed to perform properly or in a timely manner contracts of a similar nature, or of a bidder that, in the opinion of the VMC, is not in a position or is not sufficiently qualified to perform the contract.

This RFP contains no contractual proposal of any kind; any proposal submitted will be regarded as a proposal by the bidder and not as an acceptance by the bidder of any proposal by the VMC. No contractual relationship will exist except pursuant to a written contract document signed by the authorized competent official of the VMC and by the successful bidder(s) chosen by the VMC.

9. SIGNING OF AGREEMENT

The selected firms will have to sign a Contract Agreement on non-judicial stamp paper of adequate denomination with VMC within 7 days from Issuance of Letter of Award.

10. DEFAULT OF SERVICE

Deviation and/ or Refusal and/ or non-Performance towards in any of the obligations described in the

Scope of Services, VMC would reserve the right to forfeit the selected firm and would also have the right to terminate the agreement with the selected firm.

11. VALIDITY OF BID

Proposal shall remain valid for 120 days from the last date of submission of Proposal. A Proposal valid for a shorter period shall be rejected as non-responsive.

12. RIGHT TO REJECT ANY OR ALL PROPOSALS

Not with standing anything contained in this invitation document, VMC reserves the right to accept or reject any Proposal and to annul this selection Process and reject all proposals, at any time without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof.

VMC also, reserves the right to reject any Proposal if:

- a. at any time, a material misrepresentation is made or uncovered, or
- b. the firm does not submit sufficient information as being asked for

13 LANGUAGE

The Proposal and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the formats provided in this invitation document

14. PENALTY

VMC shall deduct 1% of the work order value at each stage for delay of submission of reports beyond 1 week

15. LATE SUBMISSION

Proposal received after the deadline for submission prescribed by VMC will not be entertained and be rejected.

16. MODIFICATIONS AND WITHDRAWAL OF PROPOSALS

No modifications to the Proposals shall be allowed once it is received by VMC.

17. FRAUD AND CORRUPT PRACTICES

The Bidders and their respective Officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, the VMC may reject a Bid without being liable in any manner whatsoever to the Bidder if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.

The following terms shall have the meaning hereinafter respectively assigned to them:

- a) "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process
- b) "fraudulent practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process ;
- c) "Coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the Bidding Process;
- d) "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the VMC with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; and
- e) "restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Bidding Process

18. ACKNOWLEDGEMENT BY THE BIDDER

It shall be deemed that by submitting the Proposal, the bidder has:

- a. made a complete and careful examination of the RFP, general condition of contract, submission formalities and evaluation mechanism;
- b. received all relevant information requested from VMC;
- c. acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in this invitation document or furnished by or on behalf of VMC;
- d. satisfied itself about all matters, things and information necessary and required for submitting the proposal and performance of all of its obligations there under;
- e. acknowledged that it does not have a conflict of interest with any other Agencies/ Firm; and
- f. Agreed to be bound by the undertaking provided by it under and in terms hereof.

19. FORFEIT OF BID SECURITY:

Bid security amount will be forfeited if the bidder withdraws his bid before bid validity period or withdraws from the empanelling process after submitting his willingness to work at the lowest rates (Frozen Rates) or fails to enter into agreement with the allotted ULBs after empanelment.

The bid security amount will be returned to the empanelled consultant only after entering into agreement with all the allotted ULBs. The bid security amount of the bidders who do not accept to work at the lowest rates (Frozen Rates) and who are not technically qualified will be returned after completion of empanelment process.

20. ENQUIRIES & CLARIFICATIONS

Enquiries, if any, shall be addressed to:

**PROJECT OFFICER,
UCD PROJECT – DAY-NULM,
VADODARA MUNICIPAL CORPORATION
Shivaji Chawk, Pulabari naka, Salatwada Road, Vadodara - 390001**

All clarifications that are received on or before the date mentioned above will be addressed by VMC in Pre-bid Meeting. VMC shall aggregate and consider all such clarifications, without specifying the source of clarifications. Only in case of clarifications and suggestions that are considered positively requiring modifications to RFP, response will be communicated to all the Bidders who are present for the pre-bid meeting and entered their contact details in the 'Attendance Register for Pre-Bid Meeting'. No communications or reply will be sent to the concerned or all Bidders in case of repetition of clarifications.

All legal matter should be referred to the court of law subject to Vadodara jurisdiction only.

FORM-1

FORMAT OF THE COVERING LETTER

(The Covering Letter is to be submitted by the Bidder in Cover-1 of the Bid - Printed on their respective Letter Heads)

Date:

Place:

To
The Project Officer,
UCD Project, DAY-NULM
Shivaji Chawk, Pulbari naka,
Salatwada Road,
Vadodara-390001

Dear Madam,

Sub: Empanelment for “survey of urban homeless population in Vadodara City Areas”

Please find enclosed one (1) Original + one (1) Copy of our Bid in respect of the Empanelment for implementing the **“survey of urban homeless population in Vadodara City Areas”** in response to the Request for Proposal (RFP) Document issued by the DAY-NULM, UCD Project, VMC dated_____.

We hereby confirm that:

1. The Bid is being submitted by _____(name of the Agency / Firm / NGO) who is the Bidder, in accordance with the conditions stipulated in the RFP.
2. We have examined in detail and have understood the terms and conditions stipulated in the RFP Document issued by VMC and in any subsequent communication sent by VMC. We agree and undertake to abide by all these terms and conditions. Our Bid is consistent with all the requirements of submission as stated in the RFP or in any of the subsequent communications from VMC.
3. The information submitted in our Bid is complete, is strictly as per the requirements as stipulated in the RFP, and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Bid. We acknowledge that the VMC will be relying on the information provided in the Bid and the documents accompanying such Bid for empanelment of Bidders for the aforesaid programme, and we certify that all information provided in the Application and in Forms 1 to 6 is true and correct; nothing has

been omitted which renders such information misleading; and all documents accompanying such Bid are true copies of their respective originals.

4. We acknowledge the right of the VMC to reject your Bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
5. We satisfy the legal requirements and meet all the eligibility criteria laid down in the RFP. We certify that we have not been blacklisted by any public authority for breach on our part
6. This bid is unconditional and we hereby undertake to abide by the terms and conditions of the RFP.
7. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in Clause 17 of the RFP document,

In witness thereof, we submit this Bid under and in accordance with the terms of the RFP document

For and on behalf of:

(Company Seal)

Signature :

Name :

Designation :

FORM-2**DÉTAILS OF THE AGENCY / FIRM / NGO**

Agency / Firm / NGO Name	
Date of Inception	
Type of legal entity (Proprietor, Partnership, Pvt Ltd, Society etc.)	
Name of Registering Authority	
Registration Number	
Whether any Legal/Arbitration /proceeding is instituted against or the Agency has lodged any claim in connection with works carried out by us	
Corporate office Address	
Name of the top executive with designation:	
*Certifications:	
*Awards & Recognitions:	
Telephone Number(s)	

E-mail Address	
GSTIN No:	
Sales Tax Number:	
PAN Number:	

For and on behalf of:

(Company Seal)

Signature :
Name :
Designation :

FORM-3**LEGAL CONSTITUTION & NUMBER OF YEARS OF EXISTENCE**

Legal Constitution of Agency / Firm / NGO:

(Eligibility Criteria)

(Private Limited / Proprietorship/ Society etc.,)

1. Status / Constitution of the Firm:

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 as given below:

Entity	Sub-standing Documents Required
Proprietorship Firm	<ul style="list-style-type: none"> • Certificate of the Proprietorship duly certified by a Chartered Accountant. • Copy of trade license / sales tax registration / IT registration
Provider ship Firm	<ul style="list-style-type: none"> • Registered Provider ship Deed / Certificate of the Provider ship duly certified by a Chartered Accountant
Private Limited Company	<ul style="list-style-type: none"> • Registration of Certificate and Memorandum & Articles of Association
Society/ Trust / Association	<ul style="list-style-type: none"> • Registration certificate & Bylaws of Society / Trust / Association

FORM-4**FINANCIAL STANDING - ANNUAL TURNOVER**

Certificate from the Statutory Auditor regarding Annual Turnover of the Bidder in the immediately preceding **3 Financial Years**

Based on its books of accounts and other published information authenticated by it, this is to certify that _____ (name of the Agency / Firm / NGO) had, over the last three Financial Years, an **Average** annual Total Turnover of Rs. _____ Lakhs, as per year-wise details noted below:

Financial year ending 31st March	Total Turnover (in Rs. Lakhs)
2015-16	
2016-17	
2017-18 (Provisional)	

Name of the audit firm/ Chartered Accountant:

Seal of the 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 firm for the immediately preceding three financial years. In the case of Printed annual reports certification is not required.

In the event the financial statements for the year 2017-18 is un audited, Provisional financial statements duly certified by CA may be submitted

FORM -5

FINANCIAL PROPOSAL SUBMISSION LETTER

(The Covering Letter is to be submitted by the Bidder in Cover-2 of the Bid - Printed on their respective Letter Heads)

[Location, Date]

To: [Name and address of employer]

Dear Madam,

We, the undersigned, offer to provide the Survey of Homeless in accordance with your Request for Proposal dated [insert date] and our Technical Proposal. Our attached financial Proposal is for the sum of [insert amount(s) in words and figures). This amount is exclusive of GST and is subject to deduction of income tax at source. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

Our financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in

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

For and on behalf of:

(Company Seal)

Signature :

Name :

Designation :

(Authorized Representative and Signatory)

FORM -6**FINANCIAL PROPOSAL FORM**

(To be placed in Cover-2 along with the covering letter of Financial proposal)

(Amount in Rupees)

Sl. No	Municipal Corporation	Amount (Excluding GST)	GST in Rs	Total Amount (including GST)
1.	Vadodara			

For and on behalf of:

(Company Seal)

Signature :

Name :

Designation :

(Authorized Representative and Signatory)

*** End of RFP document *****

**EVALUATION CRITERIA FOR SELECTION OF CONSULTANCY FIRM
(TECHNICAL PROPOSAL)**

Sr.No.	Detail	Marks
1	Agency Registration	10
2	Past experience of the Firm At least 3 years of experience in undertaking Large Scale Surveys and Evaluation Studies on various aspects like Socio-Economic, Livelihood, Slum, Urban Poor etc. involving collection of large-scale primary data through Sample Surveys, processing survey data, preparing survey reports and assignment of similar nature	30
3	Turnover FY 2015-16 FY 2016-17 FY 2017-18 (Provisional)	15
4	Experience of Team Leader <ul style="list-style-type: none"> • Core professionals with experience in above mentioned general sector projects of not less than 3 years • Minimum Qualification: Urban Planner or any equivalent or higher field. Expert in executing similar projects. 	20
5	Approach and Methodology	25
	Total	100

Sample for Homeless Survey Form

Deendayal Antyodaya Yojana – National Urban Livelihoods Mission

UCD Project - Vadodara Municipal Corporation

Agency Name:

Form No. :

1. Location of Homeless Person:

2. Married: Unmarried:

3. Individual: Family:

If Family,

4. How many persons in Family: Male:..... Female:..... Child:..... Total:

Homeless person/
Family Photo

Location photo

Sr. No.	Name of Homeless person	Relation	Gender	Date of Birth	Education	Occupation	Aadhar Card/ Ration Card/ Election Card /any other	ID Proof No.	Personal Identification Mark

5. Caste: (SC/ST/OBC/Minority/Others) :

6. Addiction/ bad habit if any:

7. Phone No. if any:

8. How long have you been living in this Area: Month Year

9. From where they are Migrated? (Describe)

.....

10. Why they are migrated?

.....

- 11. Mental or Physical Disability, if any
- 12. Major Diseases like Chronic Health Condition/ HIV/AIDS/Leprosy/TB/ etc.? If Yes Describe
- 13. Bank Account No. if any..... Bank Name & Branch.....
- 14. Do they have access to any Shelter?
 - If Yes, Name of Shelter
 - What facility you desired from shelter
 - And Experience of using such Shelter
 - If No, Why they did not used any shelter?.....
- 15. They would they welcome it if Government sets up a shelter for them? / Oppose it / be Indifferent.
- 16 Currently they get benefit of any Government scheme? if yes details.....