

REQUEST FOR PROPOSAL

NIUA/ HRIDAY/ RFP/ 01

Notice Inviting Request for Proposal

“RFP for selection of agency for conducting scheme outcome study on HRIDAY scheme “

National Institute of Urban Affairs (NIUA) on behalf of Ministry of Housing and Urban Affairs intends to engage an agency for conducting scheme outcome study on variety of interventions implemented under HRIDAY Scheme, in city of **Ajmer, Amritsar, Amaravati, Badami, Dwarka, Gaya, Puri, Mathura, Kancheepuram, Varanasi, Velankanni and Warangal** total 12 cities taken in to consideration under the scheme.

Accordingly, NIUA invites Requests for Proposal (RFP) from interested agencies for the same.

The RFP document indicating the scope of work, pre-qualification, and technical criteria, terms and conditions including evaluation criteria and application fee are available on the web-sites www.niua.org and www.hridayindia.in.

The schedule for receipt of the application is as follows: -

1	Issue of RFP notification	22st October 2019
2	Receipt of queries from bidders	29th October 2019
3	Response on queries / pre-bid meeting	1st November 2019
4	Submission of proposals	22nd November 2019
5	Opening of technical bids	27th November 2019
7	Opening of Financial bids	To be intimated

NIUA reserves the right to amend the RFP, tentative schedule and dates in the RFP. Reputed and interested agency may download the RFP from the above website and send in their response to *Mr. Ajay Nigam*.

The technical bid must be accompanied with the proof of payment of fee of INR 5,000 /- (Five Thousand Only) (non-refundable) for purchase of tender document in the form of cash receipt OR bank draft for tender documents either downloaded from website or purchased from NIUA directly; otherwise bid is liable to be rejected.

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**Request for Proposal for
Selection of agency
for
Conducting Scheme
outcome study of HRIDAY
scheme**

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1. Disclaimer

The information contained in this Request for Proposal document ("RFP") or subsequently provided to bidders, whether verbally or in documentary of any other form by or on behalf of the MoHUA or any of its employees or advisers, is provided to bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the MoHUA to the prospective bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the MoHUA in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the MoHUA, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The MoHUA accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein. The MoHUA, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process. The MoHUA also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused, arising from reliance of any Bidder upon the statements contained in this RFP. The MoHUA may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the MoHUA is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Consultancy and the MoHUA reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the MoHUA or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and the MoHUA shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

2. General Conditions of RFP

2.1. RFP Schedule and Critical Dates

RFP tentative schedule and critical dates are shown below:

1	Issue of RFP notification	:	22st October 2019
2	Receipt of queries from bidders	:	29th October 2019
3	Response on queries / pre-bid meeting	:	1st November 2019
4	Submission of proposals	:	22nd November 2019
5	Opening of technical bids	:	27th November 2019
6	Opening of Financial bids	:	To be intimated

NIUA reserves the right to amend the RFP tentative schedule and critical dates.

2.2. Background and Procedure for submission of bids

The RFP is for inviting bids from the reputed expert agencies for conducting Scheme outcome study of HRIDAY Scheme of Ministry of Housing and Urban Affairs. This survey is to be carried out in 12 cities taken in to consideration in country by the selected agency to whom work order will be placed by NIUA on behalf of Ministry of Housing and Urban Affairs

The RFP involves submission of Technical Bids and Financial Bids in separate envelopes. Firstly, the Technical bids will be opened and evaluated. By virtue of evaluation of technical bids, their financial bids will be opened for those bidders who qualify technically. The selection of the successful bidder will be based on the highest marks obtained on the bases of Composite Score.

- 1) The proposals are to be submitted on two-bids system basis in two separate sealed envelopes clearly marked with technical bid and financial bid. The sealed covers clearly marked with "Response to the bid for Selection of Agency for conducting Scheme Outcome study on HRIDAY scheme with Submission Date: 22nd November 2019.
- 2) Bid responses must be addressed and submitted at the following address: - To –: The Director, National Institute of Urban Affairs, 1st/2nd Floor, Core 4B, India Habitat Centre Lodhi Road, New Delhi-03 – 110003, India.
- 3) Bids must be reached to the above address on or before **22nd November 2019 17:00 hrs**. Bids received after the due date & time will not be considered. It shall be responsibility of the bidder to ensure that the bid has been received on time and at proper place before the deadline. Bids submitted through fax and e-mails will not be considered. In case bids are being send through Courier/Speed Post or any other mode, it shall be the responsibility of bidders to submit their bids on or before due date & time. Any delay in Courier/Speed Post or any other mode, NIUA will not accept the bid.
- 4) **The Technical Bids will be opened on 27th November 2019 at 11:00 am in the presence of bidders who may choose to be present.**
- 5) The financial bids will be opened of those bidders who qualify technically and the opening date & time shall be intimated subsequently.
- 6) All bids shall be remained valid for a period of 06 months from the last date of

submission.

- 7) Queries, if any, regarding bids shall be submitted in writing to Mr. Ajay Nigam via email at anigam@niua.org & hriday.rfp@niua.org before 29th Oct 2019 17:00Hrs. It shall be the responsibility of bidder to check NIUA website www.niua.org & www.hridayindia.in time to time for updated information. No queries shall be entertained after due date.
- 8) At any time prior to the last date of submission of bids, NIUA, for any reason whether at its own initiative or in response to a clarification requested by prospective bidder/bidders, may modify the RFP by an amendment or corrigendum. Any modification / amendment shall be notified through the official website of NIUA www.niua.org & www.hridayindia.in and will be binding on the bidders. Therefore, it is advisable that the prospective bidders frequently visit the website and take note on any amendments during the bid process.
- 9) NIUA reserves the right to modify and amend any of the stipulated condition/criterion depending upon project priorities vis-a-vis urgent commitments.
- 10) NIUA reserves the right to alter/ modify the scope of work mentioned in this RFP document at any state of the bidding process.
- 11) Bidder shall specifically confirm their agreement on compliance to all paras as specified in different sections of RFP. Any non-compliance/ deviation shall be clearly mentioned para-wise.
- 12) NIUA reserves the right to seek any clarifications/information on the already submitted bid documents; however, no fresh documents shall be accepted in support of bids.
- 13) Conditional bids shall NOT be accepted on any ground and rejected straightway. If any clarification is required, the same shall be obtained before submission of the bids.
- 14) All pages of the bid being submitted must be **signed by the authorized signatory, stamped and sequentially numbered by the bidder** irrespective of the nature of content of the documents.
- 15) The bidders will bear all costs associated with the preparation and submission of their bids. NIUA will, in no case, be responsible or liable for those costs, regardless of the outcome of the tendering process.

2.3. Terms and Conditions related to RFP

2.3.1 Tender Fee & Earnest Money Deposit (EMD)

- A. RFP Document Fee of **INR 5,000/-** (INR Five Thousand Only) is payable by each bidder in the form of a Demand Draft / Pay Order from a Nationalized /Scheduled / Centralized Bank, drawn in favor of “National Institute of Urban Affairs” and payable at New Delhi.
- B. The bidder is required to enclose proof of payment of fees in case RFP document is purchased from NIUA in cash or Demand Draft. In case the documents are downloaded from NIUA/HRIDAY Scheme website, Demand Draft/ Pay Order is to be submitted at the time of submission of RFP bid.
- C. Bid received without the proof of payment of fees shall be rejected without any further clarification. The fee is non-refundable and once paid shall not be refunded in any condition.
- D. Each bidder is required to submit **INR 1,35,000/- (INR One Lakh Thirty-Five Thousand Only)** as Earnest Money Deposit (EMD) in the form of Demand Draft from Nationalized/Scheduled/ Centralized Bank in favor of “National Institute of Urban Affairs” and payable at *New Delhi*
- E. Bids received without EMD will be rejected without seeking any clarification from the bidder.
- F. No interest shall be payable on the EMD submitted by the bidder.
- G. EMD of successful bidder shall be returned after the issuance and acceptance of Letter of Intent (LOI)/ Work Order (WO) and submission of a Performance Bank Guarantee (PBG). This PBG will be released after successfully completion and execution of all the work mentioned in work orders issued under this RFP and the satisfaction of NIUA/MoHUA, whichever is later.
- H. The EMD can be forfeited if a bidder:
 - i. Withdraws its bid during the bid validity period.
 - ii. Fails to accept work order issued in its favor for execution, and / or violates the terms and conditions of tender / contract after award of work.
 - iii. Successfully get LOI/ Work Order to the basis of submission of wrong information.
 - iv. In case any of the information/declaration furnished by the bidder found to be wrong or any material information is not disclosed by bidder.
- I. Refund of EMD shall take place only for the following conditions:
 - i. In the case of those bidders, whose bids do not qualify, the EMD will be refunded without any interest accrued.
 - ii. In case of those bidder/bidders whose bids are accepted for issuance of LOI/ Work Order, EMD of such bidders will be refunded on receipt of Performance Bank Guarantee (PBG).

2.3.2 Prices

- A. The bidder shall indicate the prices in Indian Rupees only.
- B. Unit and total prices of services offered should be quoted with breakup of all applicable taxes and duties, and all other cost incidental in Financial Proforma.

- C. Prices quoted by the bidder shall be fixed. Bids submitted with adjustable price quotations will be rejected.
- D. The bidder shall submit the quote as per format given in **Annexure – III**.

2.3.3 Invoicing and Payment Schedule

Invoice shall be prepared in the name of “National Institute of Urban Affairs” and sent to NIUA’s Head Office, Delhi.

2.3.4 Payment Schedule

The payment against the invoices will be released on after confirmation of the completion of following targets, milestones and deliverables.

#	Milestone	Deliverable	% of accepted fee	Timeline In days
1	Finalization of Methodology, Questionnaires/tools and work plan for conducting the study.	Formats, Work plan and mobilization of full team	35%	15
2	Submission of city specific field visit report	Completion of field visits and submission of first finding report.	40%	45
3	Submission of Final Report	Final Assessment and Outcome analysis report of the scheme.	25%	75

2.3.5 Time Lines

The duration of engagement for performing the scope of work will be 75 days starting from the date of releasing work order to selected agency.

2.3.6 Budget

The estimated budget for performing the scope of work mentioned in this bid is INR 45 Lakhs. Bidders are expected to quote their financial bid not more than mentioned amount. This amount includes all the expenses occurred in travel, lodging, boarding, stationary, documentation and all other expenses required to furnish the final deliverable.

2.3.7 Performance Bank Guarantee (PBG)

- A. Successful bidder, to whom Work Order (WO) is issued, shall be required to submit the Performance Bank Guarantee for the **amount equivalent to 10% of Work Order Value**. Performance Bank Guarantee will be in the form of Bank Guarantee of any Nationalized / Scheduled / Centralized Bank drawn in the name of “National Institute of Urban Affairs, *New Delhi*”, valid as per point e) below.
- B. NIUA shall have the right to revoke the PBG without assigning any reasons if the selected agency defaults or deemed to have defaulted or in

the case of non-acceptance of the work order or poor performance with respect to deliverables.

- C. Successful bidder shall be required to submit PBG within 7 days of issuance of Letter of Intent (LOI)/Work Order by NIUA.
- D. In the event of default in submission of PBG within the stipulated time, the vendor shall be liable for a **penalty amounting to 0.1% (Zero Point One Percent) of the WO value per day delay.**
- E. The PBG shall be remained valid for an additional period of **30 (thirty) days** beyond the delivery period specified in the work order.
- F. The PBG will be released (**without any accrued interest**) after the completion of all tasks (deliverables) as assigned in the LOI/WO.

2.3.8 Penalty

- A. At any point of time it is found that the bidder has made a statement which is factually incorrect or if the bidder doesn't fulfill any of the contractual obligation, NIUA may take a decision to cancel the Work Order with immediate effect, forfeit the PBG/EMD deposited by the bidder and / or debar the bidder from bidding prospectively for a period as decided by NIUA or take any other action as deemed necessary.
- B. The successful bidder shall render his services as per scope of work and services defined in the subsequent paras.
- C. The successful bidder will not further sub-award this work. NIUA may cancel the work with immediate effect, forfeit the PBG/EMD deposited by the bidder and/or debar the bidder from bidding prospectively for a period as decided by NIUA or take any other action as deemed necessary.
- D. Any unjustified and unacceptable delay beyond the delivery schedule (where applicable) as per Work Order, will render the bidder liable for penalty at the rate as mentioned in the following paras.
 - i. In case the selected agency is not performing as per the requirement of the NIUA, the selected agency will be imposed a penalty up to the 50% amount of payable for the Milestone/Deliverable. The other form of penalty not mentioned in the RFP will be decided by the appropriate authority on the case to case basis.
 - ii. The successful bidder will not refuse to accept NIUA Work Order under any pretext. The bidder shall start the work within 7 days of the date of the LOI/WO.
 - iii. If at any point of time during performance of the work order, the bidder encounter conditions impeding timely performance of the ordered services, the bidder shall promptly notify NIUA in writing of the fact of the delay, its likely duration and its cause(s).

2.3.9 Bid Preparation

The main envelop of the bid should include the following:

1. Proposal Submission format as per [Annexure – III](#)
2. Tender Fee envelop clearly marked on top of cover.
3. Envelope containing EMD amount clearly marked on top of cover.
4. Sealed envelope containing signed copy of the **technical bid** clearly marked on top of cover.
5. Sealed envelope containing signed **financial bid** clearly marked on top of cover.
6. Any additional information as considered relevant by the bidder.

2.3.10 Information on Bid Opening

1. The sealed covers containing Tender Fee & EMD only will be opened in the first instance in the presence of representatives of the bidders at NIUA Office, India Habitat entre, New Delhi.
2. The sealed covers containing technical bid will be opened after opening of Tender Fee & EMD Envelops in the presence of representatives on the same day.
3. **One authorized representative** of each of the bidder would be permitted to be present at the time of aforementioned opening of the bids
4. The representatives of the bidders should be advised to carry the identity card or a letter of authority from the tendering firms to identify their bona-fide for attending the opening of the proposal.

2.3.11 Bid Evaluation

No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, after opening of bid, till selection of the technically qualified bidder(s). However, the Committee / its authorized representative and office of NIUA can make any enquiry / seek clarification from the bidders, which the bidders must furnish within the stipulated time; else the bids of such defaulting bidders will be rejected.

Only those bids will be evaluated which will fulfil the Pre-Qualification criteria. Non-compliance to Pre-Qualification criteria will result in the rejection of bids by NIUA.

Weightage to technical and financial: 80:20

a. Pre-Qualification Evaluation

- i. The Bidders are requested to furnish documents to establish their eligibility (indicating the reference page number in the bid against the proofs submitted) for each of the items given in [Annexure – I: Eligibility Criteria](#). If a bid is not accompanied with all necessary documents, it may be summarily rejected.
- ii. Tender Evaluation Committee (TEC) will be created for bid evaluation on the basis of parameters as indicated in the RFP document.
- iii. Upon verification, evaluation/assessment, if in case any information furnished by the Bidder is found to be false /incorrect, their bid will be

summarily rejected and no correspondence on the same shall be entertained. Submission of false/forged documents will lead to forfeiture of EMD and blacklisting of agency for a minimum period of 3 years from participating in NIUA tenders.

b. Technical Bid Evaluation

- i. Technical Bids of qualified bidders will be evaluated based on the parameters as per **Annexure – II: Technical Criteria**.
- ii. A duly constituted Tender Evaluation Committee (TEC) will shortlist Technical Bids on the basis of technical parameters as indicated in the RFP document.
- iii. At any time during the evaluation of the Technical Bids, the TEC may ask the bidder(s) to provide a live demonstration / presentation of the work experience submitted in the technical bid.
- iv. TEC will examine the bids to determine whether they are complete, whether required information have been provided as underlined in the bid document, whether the documents have been properly signed, and whether bid documents are generally in order.
- v. NIUA has the option to ask the bidder/s for a technical presentation/site visit in a short notice.
- vi. Reasons for rejecting a tender/bid will be disclosed to a bidder only where enquiries have been made.
- vii. Qualified bidder(s) will be identified, based on the Technical Bid as per format given in **Annexure – III: Format 1**.
- viii. The technical evaluation shall be done in two phases –
Phase I – Pre-qualification evaluation (75 marks), and
Phase II - Evaluation of Approach and Methodology (A&M) (25 marks).
- ix. Cut off to qualify for the Phase II of technical evaluation (i.e. A&M) and financial round will be 70% of Phase I marks for technical evaluation (i.e. 70% of 75 = 52.5).

c. Financial Bid Evaluation

- i. Financial bid needs to be quoted separately.
- ii. Bidders should quote financial charges and out of pocket expenses as a lump sum (in Indian rupees). Bid Amount must include all expenses which bidder may incur while executing the assignment, including Travel, Boarding & Lodging as required, but exclude all taxes. Applicable Taxes to be shown separately.
- iii. Comparison will be on the basis of the total lump-sum quoted Bid Amount
- iv. To arrive at the financial score, the bidder's quotation will be normalized on the basis of the lowest quote of the qualifying bidder.

d. Selection of Successful bidder / Calculation of Composite Score

- i. Selection procedure would be made on the basis of combined **Quality - Cost Base Selection (QCBS)**. The technical score will be given a weightage of 80% and the financial score will be given a weightage of 20%
- ii. The selection of the successful bidder will be based on the highest marks on the basis of Composite Score.
- iii. Work Order will be issued to the successful bidder for conducting the exercise mentioned in scope of work.
- iv. Marking methodology to include absolute technical and normalized commercial scores –

The technical quality of the proposal will be given weight of 80%, the method of evaluation of technical qualification will follow the addition of marks obtained by the respective bidder against the technical qualification criteria given in Annexure II. The price bids of only those consultants who qualify technically (i.e.: 70% of 75 i.e. 52.5 Marks) will be opened. The proposal with the lowest cost may be given a financial score of 100 and the other proposal given financial score that are inversely proportionate to their prices. The financial proposal shall be allocated weight of 20%. For working out the combined score, the Client/Employer will use the following formula:

Total points = T (w) x T (s) + F (w) x F(s), where

$$F(s) = 100 - ((EC-LEC/LEC) * 100))$$

T (w) stands for weight of the technical score.

T (s) stands for absolute technical score (out of 100 marks)

F (w) stands for weight of the financial proposal

EC stands for Evaluated Cost of the financial proposal

LEC stands for Lowest Evaluated Cost of the financial proposal.

F(s) stands for financial score of the financial proposal

Composite Score of the Bidders

Composite score of the Bidders for the bid shall be worked out as under:

Bidder	Absolute Technical Score	Normalized Financial Score	Weighted Technical Score	Weighted Financial Score	Composite Score
	(X)	(Y)	(80% of X)	(20% of Y)	(F=D+E)
A	B	C	D	E	F

2.3.12 Eligibility Criteria and Technical Requirements

The eligibility criteria and technical requirements of NIUA are mentioned below:

- A. Eligibility Criteria are given in the **Annexure – I: Eligibility Criteria** and it must be filled up.
- B. Technical Requirements are given in the **Annexure-II: Technical Qualification Criteria** and it must be filled up.
- C. Documentary evidence for compliance to each of the eligibility & technical criteria must be enclosed along with the bid.
- D. If the bids are not accompanied by all the requisite supporting documents, the same would be rejected.
- E. Undertaking for subsequent submission of any of the required document will not be entertained under any circumstances.

2.3.13 Legal Entities

The bidders eligible for participating in the qualification process shall be any one of the following two categories:

1. Category 1: Single Business Entity
2. Category 2: A consortium of Business Entities (hereinafter referred to as "Consortium")

The term bidder would hereinafter apply to both the above-mentioned categories.

For the purpose of this RFP, a Business Entity shall mean a company incorporated in India under the provisions of the Companies Act, 2013 or under LLP Act or under the equivalent law in case of a foreign Company. Copy of such Registration Certificate should be submitted along with the Application.

Provided that entities are not covered under the definition of Business Entity shall also be eligible to participate as a member of the consortium as long as the experience of the firm stated in **Annexure-II: Technical Qualification Criteria** is met by the lead member and/or other member, who are Business Entities.

A Consortium of a maximum of three (3) members of above such entities including Lead Member shall be allowed and shall hereinafter be referred as "Consortium".

2.3.14 Change in Consortium

Any change in the composition of a Consortium prior to date of opening of bid shall be permitted only with prior written approval from NIUA. After opening of bid, no change in the consortium will be allowed.

2.4. Insurance

Successful bidder(s) shall take out and maintain, at their own cost, insurance against the risk for execution of the project. On NIUA request the bidder(s) shall show that such insurance has been taken out and maintained. It is up to the bidder but NIUA will like to intimate that NIUA will not be responsible to compensate any losses / damages incurred by the bidder/s during the survey. It will be sole responsibility of bidder/s to settle these claims and bidder/s have to indemnify NIUA against any such claims in future.

2.5. NIUA Obligations

NIUA reserves the right to accept any bid, reject any or all bids and to annul the bidding process at any point of time prior to the award of the Work Order without incurring any liability to the affected bidder/bidders or any obligations to inform to the affected bidder/bidders of the grounds for NIUA's action. Bidders are however free to address their queries on bidding conditions, bidding process and/or rejection of their bid by addressing appropriate communication addressed to Sh. Ajay Nigam via email at anigam@niua.org or hriday.rfp@niua.org for any information

2.6. Confidential Information and Trade Secrets

- A. In connection with the services, which bidder(s) will be providing under this RFP, the bidder(s) may come into contact with confidential matters of each other including:
- i) Technical information, such as know-how, formulae, computer programs, drawings, secret processes or machines, inventions or research projects
 - ii) Business information, such as information about costs, profits, markets, sales, lists of customers or business plans
 - iii) Plans for future development or
 - iv) Other information of a similar nature not generally known outside.
- B. The bidder(s), for itself and its employees, agree to keep all such matters confidential, and agree not to disclose them to anyone, either during or after the expiration or termination of Work Order under this RFP, except with the written consent of the NIUA/MOHUA, excepting any information as may be required by law, or any regulatory authority for the parties to perform B The bidder(s), for itself and its employees, agree to keep all such matters confidential, and agree not to disclose them to anyone, either during or after the expiration or termination of Work Order under this RFP, except with the written consent of the NIUA/MOHUA, excepting any information as may be required by law, or any regulatory authority for the parties to perform its obligations under this RFP or such information may come into the public domain otherwise than by a breach of this Agreement.
- C. The parties further agree that upon expiration or termination of this Agreement, they will promptly deliver to each other all materials in its or its employees' possession or control containing such confidential information.
- D. The provisions of this Article shall survive even after expiration or termination of Work Order under this RFP for a period of 2 (Two) years.

2.7. Compliance with Laws

- A. Bidder(s) represents and warrants that it has conducted and will conduct its affairs and activities in respect of the services to be rendered under this RFP in accordance with all applicable laws, rules, regulations, orders and decrees of any court or governmental authority.
- B. Bidder(s) agrees that it shall at all times comply with and that all rights and obligations hereunder shall be subject to applicable laws, and has passed such resolutions by the Board of Directors and Shareholders as required under the

provisions of the Companies Act, 1956.

2.8. Indemnity

- A. The bidder(s) shall indemnify the NIUA/MOHUA against all third-party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied software/ hardware/manpower etc. and related services or any part thereof.
- B. NIUA/ MOHUA stand indemnified from any claims that the hired manpower / bidder's manpower may opt to have towards the discharge of their duties in the fulfilment of the work orders.
- C. NIUA/ MOHUA also stand indemnified from any compensation arising out of accidental loss of life or injury sustained by the hired manpower / bidder's manpower while discharging their duty towards fulfilment of the work orders.

2.9. Force Majeure

- A. For the purposes of the work order under this RFP, "Force Majeure" means an event which is beyond the reasonable control of a bidder, is not foreseeable, is unavoidable and not brought about by or at the instance of the Party claiming to be affected by such events and which has caused the non-performance or delay in performance, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonable to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other extreme adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.
- B. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or by or of such Party's agents or employees, nor any event which a diligent Party could reasonably have been expected both to take into account at the time of the acceptance of the work order under this RFP, and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder.
- C. Force Majeure shall not include insufficiency of funds or manpower or inability to make any payment required for execution of services in respect of the work order under this RFP.
- D. The failure of a Party to fulfil any of its obligations hereunder shall not be considered to be a breach of, or default in respect of the work order under this RFP in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all possible precautions, due care and all measures, with the objective of carrying out the terms and conditions of the Contract.

2.10. Arbitration - Settlement of Disputes

a) Amicable Settlement

Performance of the work orders under RFP shall be governed by the terms and conditions of the RFP. In case of dispute arises between the agency and NIUA/

MOHUA regarding any matter under the work order placed; agency and NIUA/ MOHUA send a written Notice of Dispute to the other Party. The Party receiving the Notice of Dispute will consider the Notice and respond to it in writing within fifteen (15) days after receipt. If that Party fails to respond within fifteen (15) days, or the dispute cannot be amicable settled within Thirty (30) days following the response of that Party, then option under clause 1.11 (b) of this RFP may be considered.

b) Arbitration

In the case of dispute arising upon or in relation to or in connection with the work between NIUA and the bidder, which has not been settled amicably, any Party can refer the dispute for Arbitration under (Indian) Arbitration and Conciliation Act, 1996. The Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these Arbitration proceedings.

Arbitration proceedings shall be held in India at New Delhi and the language of the Arbitration proceedings and that of all documents and communications between the Parties shall be English.

The decision of the arbitrator shall be final and binding upon both Parties. The expenses of the arbitrator as determined by the arbitrator shall be shared equally by NIUA and the bidder. However, the expenses incurred by each Party in connection with the preparation and presentation shall be borne by the Party itself. All Arbitration awards shall be in writing and shall state the reasons for the award.

Notwithstanding any references to arbitration, the parties shall continue to perform their respective work / obligation under the Contract.

1. Supplier code of conduct and business ethics

NIUA is committed to its “values & beliefs” and business practices to ensure that companies and suppliers, who supply goods, materials or services, will also comply with these principles.

2. Bribery and corruption:

Suppliers are strictly prohibited from directly or indirectly (through intermediates or subcontractors) offering any bribe or undue gratification in any form to any person or entity and / or indulging in any corrupt practice in order to obtain or retain a business or contract.

3. Integrity, indemnity & limitation:

Suppliers shall maintain high degree of integrity during the course of its dealings with business/contractual relationship with NIUA. If it is discovered at any stage that any business/ contract was secured by playing fraud or misrepresentation or suspension of material facts, such contract shall be voidable at the sole option of the competent authority of NIUA. For avoidance of doubts, no rights shall accrue to the supplier in relation to such business/contract and NIUA or any entity thereof shall not have or incur any obligation in respect thereof. The supplier shall indemnify NIUA in respect of any loss or damage suffered by NIUA on account of such fraud, misrepresentation or suspension of material facts.

4. Reporting Misconduct:

Suppliers are required to report any misconduct/violations/improper demands from NIUA employees to the Director NIUA. All communication in this regard should be directed only to above as per below mentioned email ids

Director : director@niua.org

No Communication shall be encouraged to any other authority / external sources in this regard.

3. Terms of Reference

3.1. Introduction

Ministry of Housing and Urban Affairs, Government of India, launched the Heritage City Development and Augmentation Yojana (HRIDAY) scheme, with a focus on holistic development of heritage cities. The scheme aims to preserve and revitalize soul of the heritage cities in India to reflect the city's unique character by encouraging aesthetically appealing, accessible, informative & secured environment.

3.2. About the Scheme

The National Heritage City Development and Augmentation Yojana (HRIDAY) Scheme was launched on 21st January 2015 with the aim of bringing together urban planning, economic growth and heritage conservation in an inclusive manner with the objective of preserving the heritage character of each Heritage City. The Scheme is implemented in 12 identified cities namely - **Ajmer, Amaravati, Amritsar, Badami, Dwarka, Gaya, Kanchipuram, Mathura, Puri, Varanasi, Velankanni and Warangal.**

HRIDAY was a central sector scheme, where 100% funding was provided by Government of India. The duration of this scheme was 4 years and 3 months i.e. from December 2014 to March 2019. The scheme broadly focused on four theme areas i.e. physical infrastructure, institutional infrastructure, economic infrastructure & social infrastructure for reviving and revitalizing the soul of heritage city.

In order to effectively plan & implement the Scheme in the identified cities, a team of expert organizations in the field of Urban Planning, Architecture and Heritage Conservation known as 'HRIDAY City Anchors' were appointed in each of the 12 cities who have prepared the City HRIDAY Plan along with the shelf of projects to be implemented under the Scheme. The City HRIDAY Plan (CHP) is an area-based planning document prepared to uplift the physical condition of surrounding areas of the identified prominent heritage assets of the cities. Infrastructural gaps and other issues were identified through surveys and discussions with local stakeholders and government officials. The final plan, addressing the issues, was prepared with an identified shelf of projects to be implemented through the scheme for each city.

To maintain the unique heritage character of the cities, every CHP has come up with city specific HRIDAY Design Toolkits. The Toolkit for the cities includes design components and elements for various project features and specifications inspired by the heritage characteristics of the respective city.

Till 31st March 2019, 77 projects amounting ~INR 423 Crores have been approved for all the 12 cities. For detailed information on physical and financial progress on the scheme, please visit <https://www.hridayindia.in>

3.3. Scope of Work

It is desired from the bidders to assess and examine the HRIDAY scheme based on its outcomes achieved through various interventions of the program. The final deliverable will be a detailed assessment report covering following aspects of the scheme:

1. Assessment of effectiveness of planning, documentation and implementation framework adopted under the scheme through assessment of planning & development frameworks and approaches, developed and adopted under the scheme.
2. Assessment of visual, physical & socio-economic impact and overall cumulative impact of interventions under the scheme.
3. Assessment of citizen/tourist sentiments post HRIDAY interventions, through perception surveys.

Note: Refer to Annexure - A, a sample reference framework based on the desired objectives & envisaged outcomes of the scheme and expectation from the study is attached with this document.

The consultant shall:

- Prepare a set of questionnaires for citizens, tourists and other stakeholders to perform surveys.
- Visit the 12 cities identified under the scheme to document the outcome of the projects, conduct the surveys and other assessment exercises.
- Provide recommendations on improvements or lessons learnt for future programs of similar nature.

NIUA Support

NIUA will provide following support to the selected consultant:

1. NIUA will provide the required city specific documents created under the scheme for review and assessment.
2. NIUA will communicate all the city mission directorates about the proposed survey and scheduled visit at their cities so that necessary cooperation can be given to consultants for performing the exercise.

3.4. Work Schedule and Timelines for Deliverables

#	Timelines	Deliverables	
1	D0	Awarding of Contract	
2	+7 days	Work Plan, formats & questionnaires	Draft Format to be shared for questionnaires and other tools for survey and data collection, ToC of final report, field/site visit plans
3	+15 days		Formats to be finalized after incorporating the changes suggested by NIUA.
4	+45 days	Submission of city specific field visit report	Completion of field visits and submission of first finding report.
5	+60 days	Final Report	First draft of final assessment report
6	+75 days		Final Assessment and Outcome analysis report

- List all the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client’s approvals. Indicate the activities, delivery of reports, and benchmarks separately for each phase in the table below.
- Duration of activities shall be indicated in a form of a bar chart.
- Include a legend, if necessary, to help read the chart.

Format for Workplan:

Component	Activity	Sub Activity	Month 1				Month 2				Month 3		
			W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11

4. Annexure – A: Sample Approach Framework

HRIDAY – Scheme Impact Study: Sample Approach Framework

A. PLANNING		
Scheme objective	Outlook	Approach
Planning, development and implementation of heritage sensitive infrastructure.	Effectiveness of Governance and adoption of the implementation framework (Effectiveness & Efficiency)	Stakeholder Consultations, structured interviews and review of Documents/ Plans/ Guideline/ Frameworks, etc.
Develop and document a heritage asset inventory of cities - natural, cultural, living and built heritage as a basis for urban planning, growth and service provision & delivery.	Overall approach and quality of planning document (CHP) with respect to Tangible and Intangible heritage of city The principles of Urban planning and heritage management taken in to consideration while preparing the same. (Relevance & Sustainability)	Stakeholder Consultations, structured interview and review of Documents/Plans/Guideline/Frameworks etc.
Preserve and revitalize heritage wherein people/visitors can connect directly with city's unique character.	Themes/designs of aesthetically appealing components reflect the character of city Sentiments of the citizens with respect to their heritage improved Visitors are now informed about the heritage of the city through promotions/marketing/social media interventions Enhancement of visitor experience (Sustainability & efficiency)	Review of city specific Plans/proposals/Documents and Sample based user Perception Survey with FGDs

A. PLANNING		
Scheme objective	Outlook	Approach
Implementation and enhancement of basic services delivery with focus on civic infrastructure	Improved basic services in terms of accessibility, urban design quality, felicities to enhance quality of life of the communities (like parks and open spaces, waterbodies, etc.) (Relevance & Sustainability)	Comparison of before and after data of cities with respect to HRIDAY project components, Sample based user Perception Survey with FGDs
Local capacity enhancement for inclusive heritage-based industry / Development and promotion of core tangible economic activities to enhance avenues of livelihoods amongst stakeholders.	Enhanced Local Economic Development Channels and opportunities (Sustainability & Effectiveness)	Comparison of before and after data of cities with respect to HRIDAY project components, Sample based user Perception Survey with FGDs.
Making cities informative and communicative with use of modern ICT tools and making cities secure with modern surveillance and security apparatus Urban heritage adaptive rehabilitation and maintenance, including appropriate technologies for historic buildings retrofitting	Interventions for creating awareness about tangible and intangible heritage of respective cities implemented Social media interventions (Effectiveness) Promotion of adaptive reuse and rehabilitation in the shelf of projects (Sustainability & effectiveness)	Comparison of before and after data of cities with respect to HRIDAY project components, Sample based user Perception Survey with FGDs
Create effective linkages between tourism and cultural facilities	Enhanced Information and Communications Channels (Sustainability & Effectiveness)	Comparison of before and after data of cities with respect to HRIDAY project components, Sample based user Perception Survey with FGDs

B. Capacity building		
Activity	Parameter/Indicator	Approach
Workshops & Exposure Visits Anchor support to each city for the scheme duration	Numbers and adequacy for the various stages and aspects of the scheme Diversity and adequacy of organizations partnered with for the exposure visits and knowledge exchange: Adequacy in terms of technical support, frequency, scheme duration. Measures to cater to fulfil the need for technical support beyond the scheme.	Survey/interview of the City PMU
C. Execution/Implementation		
Name of the Project:		
Choose category of outcome from below:		
Improved basic urban infrastructure	Improved sanitation standards at natural and cultural tourist attractions with convenience and safety for visitors	Improvement in the service level benchmarks indicators for urban service delivery
Greater participation by local communities in tourism-related economic and livelihood activities	Properly conserved, revitalized and beautified heritage monuments	Heritage resources mainstreamed with city management systems and city economy
Increase in the inflow of the tourist	Increase in the duration of stay of the tourist	Improvement in social safety and reduction in crime
Improvement in local economy and quality of life of communities in intervention areas		

Outcome	Parameter/Indicator (based on the shelf of projects)	Approach
Improved basic urban infrastructure	a) Total length of street infrastructure improved (pedestrian pathway, drainage, etc.) b) Total number of street lights installed/upgraded (segregate energy efficient (if applicable)) c) Total number of signage's installed d) Total area of public spaces/heritage precincts developed/improved.	Survey/interview of the City PMU Field report and documentation
Improved sanitation standards	a) Length of storm water drains constructed. b) Improvement in the sullage treatment capacity (pre and post) c) Improved collection/segregation/recycle & reuse of solid waste.	Survey/interview of the City PMU Field report and documentation
Greater participation by local communities in tourism-related economic and livelihood activities	Overall extent of continued community involvement and sense of ownership in the created assets	Survey/interview of the City PMU and documentation
Properly conserved, revitalized and beautified heritage monuments	a) No. of heritage buildings/monuments restored or adaptively reused. b) Number of facades upgraded	Field report and documentation
Heritage resources mainstreamed with city management systems, communities, and city economy	a) City HRIDAY Plan incorporated in the Master Plan/Development Plan/other statutory plans b) O&M plan formulated for the created heritage assets/developments. Is it through - . Municipal budget? . Community funding, etc.? . Special levy like user charges, etc.? . Others, please specify	Survey/interview of the City PMU and documentation
Increase in the inflow of the tourist	%age increase in the inflow of tourists/month & tourists/year to the city/heritage sites	Sample based primary survey

Increase in the duration of stay of the tourist	Number of nights increase in the duration	Sample based primary survey
Improvement in social safety and reduction in crime at the sites of intervention	a) Yearly number of accidents/cases of crime recorded in the areas of intervention (2015-2018) b) % increase/decrease	Documentation/ Sample based primary survey based on data availability
Improvement in local economy and quality of life of communities in intervention areas	a) % increase in the footfall at public spaces b) Improvement in quality of life of communities in intervention areas c) % increase in the local economic development (LED), factors like earnings of businesses at the local markets d) Any gender-sensitive or age-sensitive impact? e) Any impact responding to energy efficiency and environmental aspects?	Sample based primary survey

Note – Parameters/indicators included above are not exhaustive in nature and may be revised/added to the list based on the projects evaluated under the HRIDAY scheme in the relevant cities.

The approach suggested in the above table is not absolute and the agency may choose to propose different tools/approaches as may seem fit to complete the scope of work.

5. Annexure I: Eligibility Criteria

#	Specific Requirement	Documentary Proof to be submitted
I	Registration Details	
1.	Legal Entity	
a.	Bidder should be a registered company under Indian Companies Act, 1956 or Companies Act 2013 or Societies Registration Act 1860 and should have been in existence for a minimum of 10 years as on 31 st December 2018	Copy of Certificate of Incorporation or registration certification along with Memorandum and Articles of Association (In case of consortium all partners are required to submit the same)
II	Declarations	
1.	Mandatory Declarations/Certifications	
a.	Bidders/ any member of the consortium should not have been blacklisted by any of the Central Government or State Government or any organization under Central/State Government. Should not have been found guilty of any criminal offence by any court of law in India or abroad.	Undertaking on a non-judicial stamp paper of INR 100/- duly certified by Notary.
b.	The Company, its directors and officers/ any member of the consortium/ directors/ officers of the consortium member should not have been convicted of any criminal offence related to their professional conduct or the making of false statement or misrepresentations as to their qualifications to enter into procurement contract within a period of three years preceding the commencement of the procurement process or not have been otherwise disqualified pursuant to debarment proceedings	Undertaking on a non-judicial stamp paper of INR 100/- certified by Notary.
c.	Bidder/ any member of the consortium should not have a conflict of interest in the procurement in question as specified in the bidding documents. Comply with the code of integrity as specified in the bidding document	Self-Declaration / Certification on letter head
III	Financial Criteria	
	Tax registration/ clearance	
	The bidder should have registered	Copies of each of the documents

		a) GST No.	
		b) PAN No.	
		c)TAN No.	
IV	Business turnover		
	i)	Bidder/ Lead member of the consortium should have an average turnover of INR 3 Crores for the last three consecutive financial years i.e. 2016- 17, 2017-18 & 2018-19. The company should be a profit - making company and not have incurred loss in the above stated FYs.	Copies of the audited Balance sheets duly audited by the statutory auditors of the Company.
V	Net Worth		
		The bidder/ each member of the consortium should have Positive Net Worth as on March 2019.	Net worth Certificate as certified by the statutory auditors or Audited report for the FY 2017-18 shall be submitted.

6. Annexure II: Technical Qualification Criteria

#	Specific Requirement	Documentary Proof to be submitted	Maximum Marks
Experience			
1	Work Experience in preparation of Impact assessment report-based Survey / Data collection etc.		
a.	The bidder must be engaged in similar kind of work in India; During last 10 years, bidder/agency must have successfully conducted at least three assignments of 0.5 cr. and above, OR two assignments of 0.75 cr. and above OR at least one assignment of 1.cr. and above for an Impact assessment studies including Survey / Data collection / citizen feedback in India with respect to Urban Infrastructure development schemes/initiatives/projects etc. for Any Central Govt./State Govt./ULBs/PSUs. (3 Marks per project)	Copy of work order and performance certificate from the customer as of 31.03.2019 should be submitted along with details of each project as per Technical experience format (Phase Completion Certificate from client i.e. Services that are currently running for more than six months will also be considered)	15
b.	During last 10 years, bidder/agency must have successfully conducted at least three assignments of 0.5 cr. and above, OR two assignments of 0.75 cr. and above OR at least one assignment of 1.cr. and above for an Impact assessment studies including Survey / Data collection / citizen feedback in India with respect to Tourism/Heritage development related schemes/initiatives/projects etc. for Any Central Govt./State Govt./ULBs/PSUs. (3 Marks per project)		15
c.	During last 10 years, bidder/agency must have successfully conducted at least three assignments of 0.5 cr. and above, OR two assignments of 0.75 cr. and above OR at least one assignment of 1.cr. and above for a perception survey or customer satisfaction survey or citizen feedback survey for Govt. or any client in India (5 Marks per project)		15
Total Marks (A)			45

2 Team Composition						
	Position	Unit/s	Roles and responsibilities	Min. Qualification	Min. Experience	Marks
Key Experts						
1	Team Leader	1	<ol style="list-style-type: none"> 1. Lead and drive the assignment and serve as the focal point of contact with NIUA on overall activities by participating in client meetings and other meetings suggested by the authority. 2. Overall project monitoring including tracking of project progress against agreed milestones, undertaking quality reviews and identifying project requirements. 3. Project monitoring including tracking of project progress against agreed milestones, undertaking quality reviews and identifying project requirements 4. Planning and overall management of the team 	Conservation Architect or Urban Planner with Masters in Architecture Conservation /Urban Planning/ B.Arch./B. Plan	12	10
2	Urban Infrastructure Expert	1	<ol style="list-style-type: none"> 1. Determine data readiness of selected Cities and Departments 2. Day to day planning and execution of tasks 3. Provide support to the cities on data definitions, processes and methods 4. Advise on design and development of the data collection methodology and analysis 5. Overall troubleshooting of issues arising during the assessment period 6. Preparation of draft and final assessment reports 7. Dissemination of findings 	B.E./B.Tech in Civil Engineering or B.Arch.	6	7

3	Social Development Expert	1	<ol style="list-style-type: none"> 1. Review the set of proposed indicators, data collection instruments, and formats across the indices in consultation with NIUA. 2. Define the identified set of indicators and suggest standard methodologies for its collection, validation, reconciliation 3. Prepare for adequate methodologies to facilitate data collection at the city level 4. Advise and / or identify various sources of data pertinent to the identified indicators/ use cases 5. Suggest avenues / mechanisms for plugging the data gaps through identification of existing sources 	Master's degree in social sciences or equivalent in social development disciplines from a recognized university/institute	6	5
4	Landscape Architect	1	<ol style="list-style-type: none"> 1. Study in detail the DPRs of the projects with a landscape component & develop a list of indicators or parameters for assessment 2. Guide the Data Enumerators on field visits to undertake a qualitative assessment of the executed projects 3. Facilitate the preparation of a detailed assessment report of the projects based on the review of the DPRs and field visits 	Master degree in Landscape Architecture or equivalent degree from a recognized university/institute	8	3

Non-Key Experts						
1	Data Enumerator	6	1. Provide necessary ground level support to the key experts in collection and collation of primary and secondary data. 2. Coordinate with city and state governments for collection of data relevant to the scope of work. 3. Validation of data through secondary evidence/research 4. Coordination of surveys/field data enumeration as per agreed methodology 5. Cleaning, processing and performing adequate quantitative and qualitative analysis on the datasets for preparation of reports.	A graduate degree or higher in Social Science/ Statistics/Market Research/ or any other relevant discipline from a recognized University / Institute	5	5
Total Marks (B)					30	

3	Approach & Methodology				
	Proposed methodology and work plan in response to the scope of work mentioned in the document. Selected bidders may be invited to give a presentation.				
				Technical approach & methodology	20
				Work plan	5
Total Marks (C)					25
Grand Total (A+B+C)					100

7. Annexure III: Formats

7.1. F0: Compliance Sheet for Prequalification Proposal*

#	Pre-qualification Requirement	Document Required	Provided	Reference & Page #
1	Document Fee	Copy of Transaction Receipt or Demand Draft	Yes / No	
2	Power of Attorney	Power of Attorney in the name of the Authorized signatory	Yes / No	
3	Particulars of the Bidders	As per Form 2	Yes / No	
4	Earnest Money Deposit	Transaction Receipt/Demand Draft	Yes / No	
5	Financial Capacity	Audited Balance sheet and Profit & Loss statements; & Net worth certificates from a statutory auditor	Yes / No	
8	Consortiums	Confirmation that the bidder is bidding as a single entity / consortium	Yes/No	
9	Legal Entity	Copy of Certificate of Incorporation or registration certification along with Memorandum and Articles of Association (In case of consortium all partners are required to submit the same)	Yes / No	
10	Debarment	Undertaking on a non-judicial stamp paper of INR 100/- duly certified by Notary.	Yes / No	
11	Conflict of Interest	Self-Declaration / Certification on letter head	Yes / No	
12	Tax Registration	GST/PAN/TAN Registration Certificate	Yes / No	

*** Mandatory submission for all bidders. To be submitted along with all other prerequisite documents defined in the RFP document.**

7.2. F1: Format for Technical Experience:

Assignment Name:		Country:	
Location within Country:		Duration of Assignment:	
Name of Client:		Approximate value of the Project (CAPEX) Capital cost of the project:	
Address:		Approx. value of the services provided by your firm under the contract:	
Start Date (month/year)	Completion Date (month/year)	No. of person-months of the assignment:	
Name of joint venture partner or sub-consultants, if any:			
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:			
Narrative Description of Project:			
Description of Actual Services Provided by Company Staff:			

7.3. F2: Format for Bidders Information:

1	Name of Agency	
2	Registered Address	
3	Year of establishment	
4	A profile of the agency clearly declaring the domain specific expertise/experience of the agency	
5	Profile of key persons of organizations having relevant domain knowledge who would be assigned with the drawing up and overseeing the implementation of the study.	
6	GST No.	
7	Provide Permanent Account Number (PAN).	
8	Annual turnover of the company Furnish copies of audited balance sheet and profit & loss account (audited) for the last three years i.e. 2016-17, 2017-18 & 2018-19.	
9	Status and details of disputes/ litigation/ arbitration, if any.	
10	Name, Designation and address of the officer to whom all references shall be	
11	Details of Bank and Account No.	
12	Power of Attorney	

In case of a Consortium:

- a. The information above should be provided for all the members of the consortium.
- b. Information regarding role of each member should be provided as per table below:

S.No.	Name of The Firm	Role (Specify the Lead Member and Other Members of the consortium)

Signatures (Prime Bidder)

(Date)

Signatures (Consortium Partner, if any)
Terms of Reference

(Date)

7.4. F3: Format for CV for Team Members:

1. *Proposed Position:*
2. *Name of Firm:*
3. *Name of Staff:*
4. *Brief Profile of Proposed Staff:*
5. *Date of Birth:*
6. *Nationality:*
7. *Educational Qualification:*
8. *Membership of Professional Associations:*
9. *Other Training:*
10. *Countries of Work Experience:*
11. *Languages:*

Language	Read	Write	Speak

12. *Employment Record:*

	From	To
<i>Employer Name</i>		
<i>Positions Held</i>		

13. *Detailed Tasks Assigned:*
14. *Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned*

Project Name		
Employed for		
Designation		
Location		
Duration To	<i>From</i>	<i>To</i>
Major Responsibilities		
Activities Performed		

Certification

I, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Additionally, I also certify that I shall be available for the entire duration of the contract.

Date: _____
Day/Month/Year

Signature of staff member

7.5. F4: Format for Technical Proposal Submission Letter

TECHNICAL PROPOSAL SUBMISSION COVERING LETTER

The Director
National Institute of Urban Affairs
Core-4B, India Habitat Centre
Lodhi Road, New Delhi, 110003

Dear Sir,

We, the undersigned on behalf of **(name of the agency)**, wish to submit our offer **(title of project)** in accordance with your Request for Proposal **(RFP reference)** dated **(insert Date)**. We are hereby submitting our Proposal.

We hereby declare that all the information and statements made in this Proposal **(Technical Bid and Financial Bids)** are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to start the services with immediate effect or as stipulated in the work order.

We understand you are not bound to accept any proposal you receive. Yours sincerely,
Authorized Signature [In full and initials and attach authorization to represent the company]

Name and Title of Signatory
Name of Firm Address

7.6. F5: Format for Financial Proposal Submission Letter

FINANCIAL PROPOSAL SUBMISSION COVERING LETTER

The Director
National Institute of Urban Affairs
Core-4B, India Habitat Centre
Lodhi Road, New Delhi, 110003

Dear Sir,

We, the undersigned on behalf of (**name of the agency**), wish to submit our offer (**title of project**) in accordance with your Request for Proposal (**RFP reference**) dated (**insert Date**). We are hereby submitting our Proposal.

#	Item	Qty	Unit	Final Fee for performing the Scope of Work (Rs.) (A1+A2=A)	Taxation (B)	Overall Fee (A+B)
1.	Total Manpower cost for all the Deliverables as per Scope of Work	(Nos.)	Man months	A1	On A1	
2.	Expenses for lodging, boarding, travel, printing and all the other	OPE	Job	A2	NA	

We undertake, if our Proposal is accepted, to start the services with immediate effect or as stipulated in the work order.

We understand you are not bound to accept any proposal you receive. Yours sincerely,
Authorized Signature [In full and initials and attach authorization to represent the company]

Name and Title of Signatory
Name of Firm Address

7.7. F6: Format for not being blacklisted

(Undertaking on a non-judicial stamp paper of INR 100/- duly certified by Notary.)

To,
The Director
National Institute of Urban Affairs
Core-4B, India Habitat Centre
Lodhi Road, New Delhi, 110003

Date:

Subject: Declaration for not been blacklisted

We, (**Name of the firm**) the consortium member/Lead member have not been black listed/ debarred/ termination of contract except for reasons of convenience of client by any Government/ Government board/ Corporation/ Company/ Statutory Body/ PSU Company/ Non-Government/ Government of any sovereign countries/ Private agencies and Funding Agencies in the last 10 years.

Name and Title of Signatory
Name of Firm Address
Seal

7.8. F7: Format for Financial Capability of the Bidder

(Equivalent in Rs. crores)

To,

Sub: Reference of RFP

Consultant	Name of the firm					
	FY	2015-16	2016-17	2017-18	Total	Average
Annual Turnover (in Cr.)						
Net Worth (in Cr.)						

Certificate from Statutory Auditor

This is to certify that Name of the firm has received the payments and earned net profit shown above against the respective years.

Name of The Audit Firm

Seal of the Audit Firm

Date

(Signature, name and designation of the authorized signatory)

7.9. F8: Format for letter of JV/Consortium (If applicable)

(Undertaking on a non-judicial stamp paper of INR 100/- duly certified by Notary.)

To

The Director
National Institute of Urban Affairs
Core-4B, India Habitat Centre
Lodhi Road, New Delhi, 110003

Date:

Subject: Ref. of RFP

Dear Sir,

We **(Name of the firm as lead bidder)**, **(Name of the firm as consortium member)** hereby confirm the willingness to associate by forming Joint Venture/Consortium for the purpose of submitting Technical Proposal for name of the RFP

1. **(Name of the firm)** will act as the lead firm in this Joint Venture/Consortium.
2. We look forward to a successful outcome of the submission and a continued cooperation among our three firms.

Yours sincerely,

Authorized Signature, address, seal and name of Lead Member

Authorized Signature, address, seal and name of Other Members.

7.10. F9: Format for Power of Attorney

To

The Director
National Institute of Urban Affairs
Core-4B, India Habitat Centre
Lodhi Road, New Delhi, 110003

Date:

Subject: Ref. of RFP

Dear Sir,

Whereas <<name of the power of attorney of the bidder>> (hereinafter referred as 'the Bidder') has submitted the bid in response to the <<RFP Number>> dated <<insert date>> for <<name of the assignment>> (hereinafter called "the Bid") to the National Institute of Urban Affairs.

Note – The bidding agency can attach their internal resolution for Power of Attorney for authorized signatory, duly signed and stamped by competent authorities.

7.11. F10: Format for Performance Bank Guarantee

To be shared with successful bidder post declaration of evaluation results.

END OF DOCUMENT