**Procurement Procedure of CBUD**

The contract will be signed by the States/ Cities and payment will be made by the MoUD on the basis of certificate issued by the respective State/ULB on successful completion of the project.

The following table explains step wise procedure:

| **S.No.** | **Activity** | **Procedure** | | **Remarks** |
| --- | --- | --- | --- | --- |
| **MoUD** | **State/City** |  |
|  | Preparation of Request for Expression of Interest | √ |  | MoUD shall develop scope and Model REOI |
|  | REOI issue | √ |  | MOUD will publish REOI for common activities for empanelment of Consulting Firms. |
|  | Evaluation of REOI  and Shortlisting of Consulting Firms | √ |  | MoUD will evaluate the REOIs and prepare a panel of shortlisted Consulting Firms. |
|  | Preparation of  model RFP documents | √ |  | A model RFP along with draft Contract for each identified reform activity will be prepared by MoUD and will be shared with the States/ULBs. State/Cities shall customise the model RFP as per project requirement but within the prescribed procurement guidelines. If, any substantial changes are made, the RFP shall   be sent to the MOUD for concurrence |
|  | RFP issue |  | √ | States/ULBs will issue the RFP to the empanelled Consulting Firms. |
|  | Receipt of Proposals |  | √ | The proposals will be received at State/ULB level |
|  | Evaluation of Proposals |  | √ | Evaluation of the proposals will be done at State/ULB level |
|  | Selection of Firm |  | √ | The Selection of the Consulting firm shall be done at the State/ULB level. |
|  | Contract negotiations and award of contract |  | √ | The contract will be negotiated by State/ULB and draft contract will be sent to the MOUD for vetting. The Contract vetted by the MoUD shall be signed. |
|  | Review of Deliverables |  | √ | The State/ULB will review and accept the deliverable and record a certificate for successful completion of the contract. |
|  | Raising of Invoice | √ | √ | The Invoice will be raised by the Consulting Firm in the name of “Project Director, CBUD, Ministry of Urban Development, Government of India”. The State mission Directorate will review the invoices and forward the same to the MoUD along with their recommendations for making payments. |
|  | Payment to Consultant | √ |  | Payments will be made by the Ministry of Urban Development on receipt of certificate of successful completion of Deliverables/Assignment by the concerned State/ULB through State Mission Directorate. A format for Adherence Certificate is given at Annexure 1 & 2. |

The States/Cities shall follow the procurement procedure prescribed above. Any deviation can lead to mis-procurement and the payment in that case will not be made by the Ministry.

**Annexure1:**  **Certificate of Adherence (To be submitted after signing of the Contract Agreement)**

Please tick the appropriate Box.

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Item** | **Remarks** |
| 1 | Whether Procurement is as per Standard RFP Document? | |  | | --- | |  |  |  | | --- | |  |   Yes                            No |
| 2 | Whether Selection is from empanelled firms? | |  | | --- | |  |  |  | | --- | |  |   Yes                            No |
| 3 | Whether Selection is as per Selection Method prescribed in Standard RFP Document? | |  | | --- | |  |  |  | | --- | |  |    Yes                            No |
| 4 | Whether evaluation is as per evaluation criteria prescribed under Standard RFP document. | |  | | --- | |  |  |  | | --- | |  |   Yes                             No |
| 5 | Whether Contract has been signed after incorporating comments of the MoUD | |  | | --- | |  |  |  | | --- | |  |   Yes                             No |

**Municipal Commissioner/Authorised Signatory**

**Annexure2: Certificate of Adherence(To be submitted along with each Invoice to be paid)**

**Name of Assignment:**

**Name of the Consulting Firm:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of State** |  | **Due Date of Deliverable** |  |
| **Name of City** |  | **Date of  submission of Deliverable and its Acceptance** |  |
| **Value of Contract** |  | **Amount due on Acceptance of Deliverable.** |  |

**Certified that the Consulting Firm has submitted the deliverable and the same is as per TOR. The deliverable has been accepted and recommended for payment.**

**Municipal Commissioner/Authorised Signatory**