

# National Institute of Urban Affairs

First floor, Core 4b, Lodhi Road, New Delhi

Dated: 01 February, 2022

## CORRIGENDUM

**Subject : Corrigendum to the RfP (Number: 667/2022/DIR\_NIUA) for 'Appointment of agency for undertaking data collection and assessment of 250 cities for Ease of Living and Municipal Performance Indices'**

This is with reference to this NIUA's RfP dated 10.01.2022 regarding 'Appointment of agency for undertaking data collection and assessment of 250 cities for Ease of Living and Municipal Performance Indices' and to inform the following amendments to RfP:

S. NO	Section/Clause in RFP	"May be read as"
1	<p><b>Section 3. Criteria for Evaluation</b></p> <p>3.1 Eligibility/ Pre-Qualification Criteria</p> <p>3.1.1 Experience of firm:</p> <p>The Applications will be evaluated on the basis of the following parameters:</p> <p>i. General Experience of the Firm: The agency should have experience of providing consultancy and other services for at least 5 years. The agency (Bidder) should not have been blacklisted by the Central Government, any State Government, a Statutory Authority, or a Public-Sector Undertaking, from participating in any consulting assignment at the time of submission of the bid.</p> <p>ii. Financial Strength of the Firm - The Bidder has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial Years (FY, 2018-19, 2019-20 &amp; 2020-21, Audited statement to be enclosed). The Bidder should have an annual turnover of Rupees 50 crores or above in each of the last 3 consecutive Financial Years (FY 2018-19, 2019-20 &amp; 2020-21,) from services rendered in India</p> <p>iii. Staff having experience of carrying out similar assignments and having performed task related to the assignment: The applicant should have at least 100 full-</p>	<p>3.1.1 Experience of firm:</p> <p>The Applications will be evaluated on the basis of the following parameters:</p> <p>i. General Experience of the Firm: The agency should have experience of providing consultancy and other services for at least 5 years. The agency (Bidder) should not have been blacklisted <b>or debarred</b> by the Central Government, any State Government, a Statutory Authority, or a Public-Sector Undertaking, from participating in any consulting assignment at the time of submission of the bid.</p> <p>ii. Financial Strength of the Firm - The Bidder <b>should have positive net worth</b> in the last 3 consecutive Financial Years (FY, 2018-19, 2019-20 &amp; 2020-21, Audited statement to be enclosed). <b><u>However, positive net worth condition is not applicable in the case of not-for profit organization.</u></b></p> <p>iii. The Bidder should have an annual turnover of Rupees <b>10 crores</b> or above in each of the last 3 consecutive Financial Years (FY 2018-19, 2019-20 &amp; 2020-21,) from services rendered in India.</p> <p><b><u>However, the government/government autonomous bodies or not-for profit organization should submit duly audited</u></b></p>

	<p>time professionals on its payroll.</p> <p>iv. Experience of the Firm in implementing at least 3 assignments of Rs. 2.5 crore and above each; or 2 assignments of Rs. 4 crore and above each; or 1 assignment of Rs. 6 crore and above in the last 5 years for Central/ State governments/ departments, para- statals, ULBs, multilateral agencies.</p> <p>v. Specific experience of the Firm in implementing at least 2 assignments in the last 5 years, related to research and field surveys, consultancy / technical assistance in the urban areas detailed in Annexure 1 to this section for Central/ State governments/ departments, parastatals, ULBs and multilateral agencies.</p> <p>vi. Experience of Firm in implementing at least 1 assignment in last 5 years related to development of indices, preparation of national/international reports related to the areas mentioned in the Annexure 1 to this section.</p>	<p><b><u>income-expenditure statement / financial statement to support their Financial Strength.</u></b></p> <p>iv. Staff having experience of carrying out similar assignments and having performed task related to the assignment: <b><u>The Key Personnels of the firm should be on full time payroll.</u></b></p> <p>v. Experience of the Firm in implementing at least 3 assignments of Rs. 2.5 crore and above each; or 2 assignments of Rs. 4 crore and above each; or 1 assignment of Rs. 6 crore and above in the last 5 years for Central/ State governments/ departments, para- statals, ULBs, multilateral agencies/<b><u>national or international foundation/aid agencies/non-profit organisation.</u></b></p> <p>vi. Specific experience of the Firm in implementing at least 2 assignments in the last 5 years, related to research and field surveys, consultancy / technical assistance in the urban areas detailed in Annexure 1 to this section for Central/ State governments/ departments, parastatals, ULBs and multilateral agencies/<b><u>national or international foundation/aid agencies/ non-profit organisation.</u></b></p> <p>vii. Experience of Firm in implementing at least 1 assignment in last 5 years related to development of indices, preparation of national/international reports related to the areas mentioned in the <b><u>Annexure I attached</u></b> to this section.</p>
2	<p>4.4.3 Submission of Proposals</p> <p>a) Bidders should submit their responses by email. The items to be uploaded on the email include all the related documents such as:</p> <ul style="list-style-type: none"> <li>● EMD</li> <li>● Pre-qualification response</li> <li>● Technical Proposal</li> <li>● Financial proposal</li> <li>● Additional certifications/documents e.g. Power of Attorney, CA certificates on turnover, etc.</li> </ul> <p>b) The bidder must ensure that the bid is digitally signed by the Authorized</p>	<p>4.4.3 Submission of Proposals</p> <p>a) Bidders should submit their responses by email and <b><u>as well as in hardcopy</u></b>. The items to be uploaded on the email include all the related documents such as:</p> <ul style="list-style-type: none"> <li>● EMD</li> <li>● Pre-qualification response</li> <li>● Technical Proposal</li> <li>● Financial proposal (<b><u>hard copy only</u></b>)</li> <li>● Additional certifications/documents e.g. Power of Attorney, <b><u>Statutory Auditor (SA) certificates on turnover, etc.</u></b></li> </ul> <p>b) The bidder must ensure that the bid is digitally signed by the Authorized</p>

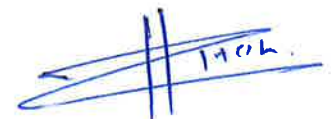
<p>Signatory of the bidding firm and has been duly submitted within the submission timelines.</p> <p>c) All the pages of the Proposal document must be spirally bound, sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bidder's Proposal.</p>	<p>Signatory of the bidding firm and has been duly submitted within the submission timelines.</p> <p>c) All the pages of the Proposal document must be spirally bound, sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bidder's Proposal.</p> <p>d) <b><u>The Response to Pre-Qualification/Eligibility criteria and Technical Proposal should be covered in separate sealed envelopes super-scribing "Pre-Qualification/Eligibility Proposal" and "Technical Proposal" respectively.</u></b></p> <p>e) <b><u>Please note that Prices should not be indicated in the Pre-Qualification/Eligibility Proposal or Technical Proposal but should only be indicated in the Commercial Proposal.</u></b></p> <p>f) <b><u>The two envelopes containing Pre-qualification/Eligibility Proposal and Technical Proposal should be put in another single sealed envelope clearly marked "Response to RFP for 'Appointment of agency for undertaking data collection and assessment of 250 cities for Ease of Living and Municipal Performance Indices' and rfp no. &lt;&lt;&gt;&gt;</u></b></p> <p>g) <b><u>The envelope thus prepared should also indicate clearly the name, address, telephone number, E-mail ID and fax number of the bidder to enable the Bid to be returned unopened in case it is declared "Late". This envelope must be submitted to the office of the Director, National Institute of Urban Affairs, first floor, Core 4B, India Habitat Centre, Lodhi Road, New Delhi, Delhi 110003 by the same time as proposal submission deadline as per the schedule of dates.</u></b></p>
<p>Form 4: Compliance Sheet for Technical Proposal, Page-52, point 4</p> <p>3 As per requirement specified in Technical evaluation;</p> <p>Documents Required: A note and demonstration of the Tools Assets"</p>	<p><b><u>Specific Requirements: Approach &amp; Methodology (A&amp;M) for undertaking the assignment as specified in the RfP</u></b></p> <p><b><u>Documents Required: A note on A&amp;M for undertaking the assignment</u></b></p>
<p>4 <b>Section 3.1.2 Experience of Key Personnel (Page-17)</b></p>	<p>Education qualification</p> <p>Team leader: A Post graduate in</p>

<p>Education qualification Team leader: A Post graduate in Management / Engineering /Science / Public Policy/ Urban Planning (PhD candidate will be preferred) from a recognized University</p> <p>Deputy team leader: Post graduate in Planning/ /Architecture/ Management/ Economics from a recognized University / Institution</p> <p>Project implementation and management: A Post graduate in Management / Economics / Urban Planning from a recognized University / Institution</p> <p>Survey Lead: Post graduate degree/ PhD in Statistics/Market Research/ Management or any other relevant discipline from a recognized University / Institute</p>	<p>Management / Engineering /<b><u>Social Sciences</u></b>/Public Policy/ Urban Planning (PhD candidate will be preferred) from a recognized University</p> <p>Deputy team leader: Post graduate in Planning/ /Architecture/ Management/ <b><u>Social Sciences</u></b> from a recognized University / Institution</p> <p>Project implementation and management: A Post graduate in Management / <b><u>Social Sciences</u></b>/Urban Planning from a recognized University / Institution</p> <p>Survey Lead: Post graduate degree/ PhD in Statistics/Market Research/ <b><u>Social Sciences</u></b>/Management or any other relevant discipline from a recognized University / Institute</p>
<p>5.5 Performance Guarantee NIUA will require the selected bidder to provide a Performance Bank Guarantee (PBG), within 15 days from the Notification of Award, for a value equivalent 5% of the total cost of contract</p>	<p>5.5 Performance Guarantee NIUA will require the selected bidder to provide a Performance Bank Guarantee (PBG), within 15 days from the Notification of Award, for a value <b><u>equivalent 3%</u></b> of the total cost of contract</p>
<p>0.1 Important Dates Last date and time for RFP Submission = 10/02/2022</p>	<p>Last date and time for RfP submission = <b><u>24/02/2022, 17:00 Hrs</u></b></p>
<p>Section 4. Instructions to the Bidders 4.4 Key Requirements of the Bid 4.5.4 Number of Applications Each Applicant shall submit only one (1) Application for the assignment. Any Applicant, who submits or participates in more than one Application will be disqualified and will also cause the disqualification of the Consortium of which it is a member.</p>	<p>4.5.4 Number of Applications Each Applicant shall submit only one (1) Application for the assignment. Any Applicant, who submits or participates in more than one Application will be disqualified.</p>
<p>4.7 Consortiums 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</p>	<p>4.7 Consortiums The bidders eligible for participating in the qualification process shall only <b><u>be Single Business Entity/Entity. Joint ventures and Consortiums are not eligible for participation. Where ever the term consortium/venture is mentioned in the rfp will no longer be applicable.</u></b></p>

<p>hereinafter apply to both the above-mentioned categories.</p> <p>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.</p> <p>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".</p> <p>4.7.1 Change in Consortium Composition Any change in the composition of a Consortium prior to the 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.</p>	<p>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.</p> <p><b><u>Provided that entities that are not covered under the definition of Business Entity shall also be eligible to participate as long as the experience of firm as stated in clause 3.1.1 is met by the bidder</u></b></p>
<p>Section 2 Terms of Reference, (v) Citizen Feedback, Page-12</p> <p>"As outlined in the methodology document, citizen feedback is an integral component of the Ease of Living Index. Towards this, the technical agency should collect citizen feedback form each city following a robust methodology"</p>	<p><b><u>The sample size of at least 0.1% of city population or minimum 1000 feedbacks from cities with more than 1 lakh population must be covered. For cities with less than 1 lakh population, the minimum sample size would be 250 citizens feedback.</u></b></p>

*\*Text underlined is the amended/modified version*

2) The last date of submission of RfP has been extended from 10.02.2022 to 24.02.2012 upto 1700 hours. The responses to pre-bid queries are at Annex-II.



**Hitesh Vaidya**

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Annexure-1

Categories

<b>Education</b>	<b>Recreation</b>	<b>Green spaces &amp; buildings</b>
<b>Health</b>	<b>Economic Development</b>	<b>Energy Consumption</b>
<b>Housing and Shelter</b>	<b>Economic Opportunities</b>	<b>City Resilience</b>
<b>WASH &amp; SWM</b>	<b>GINI Coefficient</b>	<b>Infrastructure</b>
<b>Mobility</b>	<b>Environment</b>	<b>Digital Governance</b>
<b>Safety &amp; Security</b>	<b>Technology</b>	<b>Financial Management</b>
<b>Planning</b>	<b>Fiscal Decentralization</b>	<b>Digital Literacy</b>
<b>Transparency &amp; Accountability</b>	<b>Capacity Building</b>	<b>Citizen Participation</b>

## Responses to pre-bid queries

## Annexure II

S. No.	Query	Response/Remark
1	Looking at the nature of the assignment, we feel the turnover from social/development sector research should only be considered (and not from market research/any other services). If only turnover of social/development sector research be considered, hardly any agency will meet the eligibility criteria of 50 crore. Hence, we request for relaxation of the criteria to 20 Crores so that more agencies can participate in the bidding process.	Please Refer corrigendum dated 01.02.2022 for amended section no. 3.1.1
2	We request for modification of the clause as follows. This will allow more agencies to participate in the bidding process. iii. Staff having experience of carrying out similar assignments and having performed task related to the assignment: The applicant should have at least 80 full-time professionals on its payroll.	Please Refer corrigendum dated 01.02.2022 for amended section no. 3.1.1
3	We request for modification of the clause as mentioned below. iv. Experience of the Firm in implementing at least 3 assignments of Rs. 2.5 crore and above each; or 2 assignments of Rs. 4 crore and above each; or 1 assignment of Rs. 6 crore and above in the last 5 years for Central/ State governments/ departments, para-statal, ULBs, bilateral/multilateral agencies/national or international foundation/aid agencies.	Please Refer corrigendum dated 01.02.2022 for amended section no. 3.1.1
4	We request for modification of the clause as mentioned below. v. Specific experience of the Firm in implementing at least 2 assignments in the last 5 years, related to research and field surveys, consultancy / technical assistance in the urban areas detailed in Annexure 1 to this section for Central/ State governments/ departments, para-statal, ULBs, bilateral/multilateral agencies/national or international foundation/aid agencies.	Please Refer corrigendum dated 01.02.2022 for amended section no. 3.1.1
5	The pay-out amount to the field teams for data collection is quite high and the payment would be made upfront. Hence, we request the following changes in the payment terms for your consideration. : Phase Billable fee (% of contract value) 1. Approval of Phase 1 -Submission of Inception Report by NIUA- 30% 2. Approval of Phase 2- Data collection and Citizen Perception Survey completed by NIUA- 35% 3. Approval of Phase 3- Submission of draft report by NIUA- 20%	Please refer section "8.3 Terms of Payment"

	4. Approval of Phase 4- Submission of final report by NIUA- 15%	
6	Is the methodology for assessing the data already fixed, according to EoI and MPI, is the consultant for this assignment expected to analyse the datasets with a fresh perspective according to the data availability in the newer cities? Please clarify.	Please refer section 1.3(iv), 2.1 (i) and 2.2 (iv)
7	Section 4.4.3 indicates hard copy spiral bound submission and 4.5.3 mentions about online submission. Request to clarify the mode of submission. If need to submit proposal in both hardcopy and softcopy formats, kindly update the timeline for hardcopy and soft copy submission including submission of the EMD	Please refer corrigendum dated 01.02.2022 for amended section no. 4.4.3
8	The education qualifications mentioned for key personnel (Team Leader, Deputy Team leader, Project implementation and management and Survey Lead) do not include social sciences in RFP. Please clarify if social science qualifications can be included for these role.	Please Refer corrigendum dated 01.02.2022 for amended Section 3.1.2 Experience of Key Personnel (Page-17)
9	While the RFP asks for proposing the survey methodology, it would be helpful to understand if the agency is expected to follow the previous design (EoL 2019) and components to ensure comparison and ranks from previous rounds. Please clarify if we can propose a methodology that is different.	Please refer section 2.2 .Suggestions can be accepted upon discussion and approval of MoHUA and NIUA
10	What entails in tools and assets, please provide a brief explanation.	Please Refer corrigendum dated 01.02.2022 for amended section Form 4: Compliance Sheet for Technical Proposal, Page-52, point 4
11	In regard to the data collection, will the organization be required to develop a portal/platform for Citizen Perception Survey specifically? If not, would MOHUA provide a platform even for the same.	Please refer section 2.2 , initiation activities point number V, page 12
12	The RFP does not mention the amount of the document fee. Please provide the same along with the method of payment.	No tender or document fee

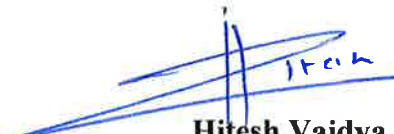


13	Since the Quality Council of India (QCI) is a society so what should we input in ROC as it is meant for Companies only.	Please Refer corrigendum dated 01.02.2022 for amended section no. 3.1.1
14	Is the bidder required to fill it completely and submit the document since the same is not specified in the Pre-Qualification and Technical Proposal?	Agency supposed to fill SA once selected/hired
15	We request you to kindly provide an extension of three weeks after the issue of the pre-bid responses.	Please Refer corrigendum dated 01.02.2022
16	Due to the COVID scenario and lockdowns which resulted in stalling majority of field works, several companies have booked some losses in the last two financial years, even though the Net Worth remains positive. Hence we request you to amend the clause to the following: “Consultant should have a positive net worth in last three years from the date of publication of the RFP.”	Please Refer corrigendum dated 01.02.2022 for amended section no. 3.1.1
17	We request to kindly consider experience in the last 10 years Since the occurrence of such projects with National and International clients is very limited, only a few consultants may have this experience. In order to invite better competition, we request to amend the clause as mentioned please..	Please refer section 3.1.1 (V)
18	We request you to provide a link to join the Pre-bid meeting online.	Conducted online on 27.01.2022
19	We expect the 248 and 432 data points against which data needs to be collected will be provided by NIUA. Please clarify	Please refer section 1.1.2 (v)
20	Is preparation / drafting of survey forms or questionnaire part of scope of the agency?	Please refer section 1.1.2 (v), footnote of bullet 3
21	Kindly modify the requirement to 10 years	Please refer section 3.1.2
22	Kindly modify the requirement to 8 years	Please refer section 3.1.2
23	Kindly modify as below: A Post graduate degree/ PhD in Management / Statistics /Mathematics/ Economics from a recognized University / Institution	Please refer section 3.1.2

24	Kindly modify the requirement to 8 years	Please refer section 3.1.2
25	As per notification from the GoI, due to ongoing CoVID pandemic the PBG of 3% shall be considered. We would request you to modify the PBG to 3%	Please Refer corrigendum dated 01.02.2022 for amended section no. 5.5
26	Please confirm to which all ministries access will be provided	Please refer section 1.1.2 (v), bullet 2 and 3
27	NIUA will provide the data collection instrument. Please clarify the assumption. Also at the bottom of page 9 it is mentioned that "The selected agency will be required to develop the research instrument for Citizen Perception Survey". Please clarify how this research instrument will be different from the data collection instrument to be provided by NIUA	Please refer section 1.1.2, 2.2 (initiation activities, v)
28	Please explain the type of support to be provided to NIUA or third party agencies	Please refer section 2.2 and 2.3
29	Who will set up the TAGs. Will it will be responsibility of the selected agency? Please clarify	Please refer 2.3 Other Support Activities Point 2 Page 12
30	1. We would request to elaborate more on the audience through which the secondary data collection would be done 2. Will the ownership of data collection at city level will be with city authority or NIUA or Selected Agency? Please clarify	Please refer section 2.2
31	Please extend the submission date by 2 weeks	Please Refer corrigendum dated 01.02.2022 for amended section no. 0.1
32	· How many such training are expected from the selected agency? · What is total number of participants from ULBs and other departments, line agencies	Please refer section 2.3
33	Request for more clarification in terms of nature of CB and number of such CBs	Please refer section 2.2 , Initiation Activities section i.

34	Whether agency have to include cost (like venue, TA/DA, etc) national and six regional workshops in the financial proposal?	The agency is not required to bear the cost for the workshops (like venue, TA/DA, etc). However, the trainings have to be led/ conducted by the agency.
35	<ul style="list-style-type: none"> <li>· Whether application of consortium will be evaluated with credentials of lead organization or jointly (i.e. lead and its members)</li> <li>· we need to meet eligibility criteria (esp exp criteria III, IV, V &amp;VI) jointly with consortium partner or Lead alone has to meet these criteria.</li> </ul>	Please Refer corrigendum dated 01.02.2022 for amended section no. 4.7
36	Annexure 1 is missing. Please provide the annexure 1	Please Refer corrigendum dated 01.02.2022 for amended section no. 3.1.1
37	Request for more details on the intermittent services and whether applicant is required to budget for the same in financial proposal	Please refer to section 2.5(i) The agency is required to budget for intermittent services in the financial proposal
38	Does the agency require to submit CVs of non-key experts as well? Will that be evaluated?	The Agency is not required to submit CVs of non-key experts
39	Is it fair to include the cost of creating and maintaining the online/ offline survey platform as a component in the project budget? ( as it is not specifically mentioned in the deliverables)	Please refer section 2.2 , initiation activities point number V, page 12
40	Please extend the deadline for one week	Please Refer corrigendum dated 01.02.2022

41	<ul style="list-style-type: none"> <li>· Did you allow the joint venture?</li> <li>· Whether application of joint venture will be evaluated with credentials of lead organization or jointly (i.e. lead and its members)</li> </ul>	Please Refer corrigendum dated 01.02.2022 for amended section no. 4.7
42	We request you to provide clarification regarding the data which will be made accessible through MoHUA. Will this data be pertinent to the Ease of Living Index (EoLI) and Municipal Performance Index (MPI) and the selected Agency will be required to update the same for all cities?	Please refer to section 1.1.2
43	Given that the Covid-19 guidelines are still prevalent in some cities, we would like to suggest that the training of ULBs be allowed to be conducted via both online and offline modes. We request for clarification as the RfP doesn't specify the modalities of conducting such trainings.	Please refer to section 1.1.2
44	As per our understanding these gaps will be identified during the data collection stage and alternate methods will be suggested at the time of inception meeting. Requesting clarification if such solutions are required to be presented at the Technical Evaluation stage.	Please refer to section 1.1.2
45	Looking at the nature of the assignment, we suggest that minimum eligibility criteria for non-key experts should be included in the RfP as well.	The Agency is not required to submit CVs of non-key experts



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