



Government of India
Ministry of Housing and Urban Affairs

Capacity Building for Urban Development

Request for Expression of Interest

For

Shortlisting of Consulting Firms For
Assessment of Liveability in Selected Cities

8th September, 2017

Disclaimer

The information contained in this Request for Expression of Interest (“REOI”) document or subsequently provided to Applicant/s, whether verbally or in documentary form by Ministry of Housing and Urban Affairs (MOHUA) formerly known as Ministry of Urban Development (MoUD), is provided to Applicant(s) on the terms and conditions set out in this REOI Document and any other terms and conditions subject to which such information is provided.

This REOI Document is not an agreement and is neither an offer nor an invitation by the MoHUA to any other party. The purpose of this REOI Document is to provide interested parties with information to assist the formulation of their Application for Shortlisting pursuant to this REOI Document. This REOI Document includes statements, which reflect various assumptions and assessments arrived at by MOHUA in relation to the Project. Such assumptions and statements, in this REOI Document do not purport to contain all the information that each Applicant may require. This REOI Document may not be appropriate for all persons, and it is not possible for MOHUA to consider the investment objectives, financial situation and particular needs of each party who reads or uses this REOI Document. The assumptions, assessments, information and statements contained in this REOI Document may not be accurate, adequate and complete and each Applicant should conduct its own enquiries and analyses, and should check the accuracy, reliability and completeness of the assumptions, assessments, information and statements in this REOI Document, and obtain independent advice from appropriate sources.

MoHUA makes no representation or warranty and shall incur no liability to any person, including any Applicant or Bidder, under any law, statute, rule or regulation, 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 REOI Document or otherwise, including the accuracy, reliability or completeness of the REOI Document and any assessment, assumption or information contained therein or deemed to form part of this REOI Document or arising in any way with qualification of Applicants for participation in the Bidding Process.

The MoHUA may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this REOI Document.

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1 INTRODUCTION

1.1 Background

- a) The Government of India along with State and Local Governments is implementing several flagship urban missions for improving various aspects of urban development in Indian cities. An underlying goal of these initiatives is to make Indian cities more 'Liveable. This will not only providing good quality core infrastructure and services, but also developing cities with ample opportunities for work, entertainment and cultural activities, improved social infrastructure and economic opportunities.
- b) In order to do this through a structured approach it is important to create a common minimum framework, which cities can use to assess their 'Liveability' and measure their progress over time. In this context Ministry of Urban Development has developed a set of 'Liveability Standards of Cities'. These will act as a guiding framework for cities to chart their pathway towards liveability and result in a systematic improvement in the quality of life of citizens in Indian cities. The draft 'Liveability Standards' are available at Smart City website.
- c) A total of 79 different standards are proposed across 15 different categories. The Ministry proposes to conduct an 'Annual Assessment of Liveability in the various standards and develop a 'City Liveability Index' of the liveability standards in selected cities.
- d) A total of 116 Cities have been selected. Shortlisting process is being undertaken to identify a panel of consultants who will be eligible for selection to do assessment of liveability standards in selected cities.

1.2 Brief Terms of Reference

1.2.1 Scope of work for the Smart City Agencies

The broad tasks to be performed and key activities under the assignment (***This is indicative and detailed scope of work will be provided in the RFP to be issued to the shortlisted empanelled Firms***) will include:

- a) Conduct a Reconnaissance Study of all cities included in the project. The study shall include City level kick off meetings with key officials from city government and other stakeholders. Study City demography, socio economic stratification and geography. Identification of data sources.
- b) Prepare and submit to the Ministry of Housing and Urban Affairs (MoHUA), a City wise Inception Report. The Inception Report shall include Plan of Action, timelines for city field visits. Finalised schedule and Plan of Action in consultation with MoHUA.
- c) Data Collection and Field Surveys.
- d) Maintain and submit raw data and data collection forms to MoHUA.
- e) Develop and maintain a digital data base of all data sets collected.

- f) Conduct analysis of the raw data through Analytics team prepare aggregate data sets for all the standards and submit to MOHUA.
- g) Submit Draft Assessment reports to the cities and MoHUA separate for each City along with aggregate data in the prescribed format, all raw data, sources of data, assumptions if any, record of discussions and other relevant documents.
- h) Final City Assessment Report to the MoHUA after including agreed recommendations of the MoHUA,

The Details Terms of reference including payment schedule and implementation arrangement shall be provided in the Request for Proposal (RfP) to be issued by MoHUA to the shortlisted consultants.

1.3 Availability of REOI Document

The document may be downloaded from the following website
<https://eprocure.gov.in/cppp>, <http://moud.gov.in/cms/tendersandcorrigendum.php>
 and <http://smartcities.gov.in/content/innerpage/rfps.php>

1.4 Validity of Applications

The Application shall be valid for a period of not less than 90 (Ninety) days from the Application Due Date hereinafter called “**Application Validity Period**”. MoHUA reserves the right to reject any or all the Applications without assigning any reason whatsoever.

1.5 Scope and Description of Shortlisting Process

- a) MoHUA proposes to adopt a single stage process to evaluate Applications received based on criteria set out in this REOI Document. Based on this evaluation a panel of consultants shall be prepared.
- b) MoHUA proposes to empanel eligible consultants through this process.
- c) **The details of Cities are at Annexure “A”.**
- d) **The ‘Liveability Standards for Cities’ and methodology for assessment is available at link <http://smartcities.gov.in/content/innerpage/others.php>**
- e) The purpose of Shortlisting process is to shortlist a panel of consulting firms that can carry out the assignment of assessment of liveability standards. However, by virtue of getting shortlisted with MoHUA does not entitle shortlisted consultancy firms to claim their expenses incurred, if any, in the process of shortlisted nor to claim for any assignment, whatsoever, it may be.
- f) The MoHUA will invite technical and financial proposals from selected shortlisted consultancy firms by issuing RFP which will contain detailed scope of work and other details related to the assignment.

1.6 Schedule of Shortlisting Process

MoHUA would endeavour to adhere to the following schedule:

Sr. No.	Event Description	Indicative Dates
1.	Date of Issue of REOI	08th -Septemebr-2017
2.	Pre Application Conference	NA
3.	Last Date for receiving queries	NA
4.	MoHUA's response to queries latest by	NA
5.	Last Date of Submission of EOI	by 3:00 p.m on 03rd-October-2017

1.7 Pre-Application Conference

Not Applicable

1.8 Communications

All communications excluding the submission of Application shall be addressed to **Email: g.vijaykumar@nic.in and g.vijaykumar.moud@gmail.com** Telephone No.011-2306 3217.

2 Instructions to Applicants

A. General

2.1 Scope of Application

- a) MoHUA shall receive Applications from eligible entities for the assignment in order to shortlist a panel of consultants.
- b) The Applicant shall submit its Application in the form and manner specified in this REOI.

2.2 Eligible Applicants

- a) The Applicant eligible for participating in the qualification process shall be any one of the following two categories:
 - a. Category 1: Single Business Entity
 - b. Category 2: A consortium of Business Entities (hereinafter referred to as "Consortium")

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

- b) For the purpose of this REOI, 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.
- c) A Consortium of a maximum of Five (5) members of above such entities including Lead Member shall be allowed and shall hereinafter be referred as "Consortium".
- d) The Applicant should submit a Power of Attorney as per the format enclosed at **Appendix 2**, authorising the signatory of the Application to commit the Applicant.
- e) Applications submitted by a Consortium should comply with the following additional requirements:
 - a. The number of members in the Consortium would be limited to Five (5) including the lead member;
 - b. The Application should contain the information required from each member;
 - c. The Application should include a description of the roles and responsibilities of all the members;
 - d. Members of the Consortium shall nominate one member as the Lead Member and that member must be an entity as defined in clause 2.2.(b);
 - e. An Applicant who has applied for Shortlisting in its individual capacity or as part of a Consortium cannot participate as a member of any other Consortium applying for the Shortlisting;
 - f. The members of the Consortium shall execute a Power of Attorney for Lead Member of Consortium as per the format enclosed at **Appendix 1**; and

- g. The members of the Consortium shall enter into a Memorandum of Understanding (MoU), as per the format provided under **Appendix 8** for the purpose of submission of the Application. The MoU should, inter alia,
 - i. Clearly outline the proposed roles and responsibilities of each member of the Consortium; and
 - ii. Include a statement to the effect that all members of the Consortium shall be liable jointly and severally for the assignments arising out of the States, Union Territories and million plus cities, as the case may be and in accordance with the terms of the contract agreement therefore;

A copy of the MoU signed by all members should be submitted with the Application. The MoU entered into between the members of the Consortium should contain the above requirements, failing which the Application shall be considered non-responsive.

- f) An Applicant or member of Consortium which has earlier been barred by MoHUA or blacklisted by any state government or central government / department / agency in India/ from participating in Bidding Process shall not be eligible to submit an Application, either individually or as member of a Consortium, if such bar subsists as on the Application Due Date. The Applicant or the member of Consortium shall be required to furnish an affidavit that there is no such bar imposed and existing as on the Application Due Date as per format provided in **Appendix 7**. In case the Applicant or member of Consortium gets banned by MoHUA blacklisted by any state government or central government / department / agency during the Shortlisting Period such Applicant shall cease to be empanelled with MoHUA.
- g) A firm declared ineligible by the International Bank for Reconstruction and Development (IBRD), Washington, D.C., U.S.A., or the International Development Association, Washington, D.C., U.S.A Bank (“Bank”) in accordance with the Bank Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by IBRD Loans and IDA Credits and Grants or debarred from providing consultancy services by and government agency in India shall be ineligible to submit an Application. In case the Applicant or member of Consortium is declared ineligible by the Bank or any government agency in India during the Shortlisting Period then such Applicant shall cease to be shortlisted with MoHUA.
- h) An Applicant or member of Consortium should have, during the last three years, neither failed to perform on any agreement, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award against the Applicant or member of Consortium, nor been expelled from any project or agreement nor have had any agreement terminated for breach by such Applicant or member of Consortium. In case the Applicant or member of Consortium during period of Shortlisting, fails to perform on any legal agreement, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award against the Applicant or member of Consortium, or been expelled from any project or agreement or have had any agreement terminated for breach by such Applicant or member of Consortium, such Applicant shall cease to be empanelled with MoHUA.
- i) While submitting an Application, the Applicant should attach clearly marked and referenced continuation sheets in the event that the space provided in the specified

forms in the Appendices is insufficient. Alternatively, Applicants may format the specified forms making due provision for incorporation of the requested information.

2.3 Change in Consortium Composition

Any change in the composition of a Consortium during the term of Shortlisting shall be permitted only with prior written approval from MoHUA. After Shortlisting no change in the consortium will be allowed.

2.4 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 for the Shortlisting will be disqualified and will also cause the disqualification of the Consortium of which it is a member.

2.5 Application Preparation Cost

The Applicant shall be responsible and shall bear all costs and expenses associated with the preparation of its Application and its participation in the Shortlisting. It is clarified that MoHUA shall be not responsible or in any way liable for such costs, expenses regardless of the conduct or outcome of the Shortlisting.

2.6 Acknowledgement by the Applicant

- a) It is desirable that each Applicant submits its Application after collection of required information and analysis or any other matter considered relevant by it.
- b) It would be deemed that by submitting the Application, the Applicant has:
 - a. Made a complete and careful examination of the REOI Document; and
 - b. Received all relevant information requested from MoHUA.
- c) MoHUA shall not be liable for any mistake or error on the part of the Applicant in respect of the above.

2.7 Right to Accept or Reject any of the Applications

- a) Notwithstanding anything contained in this REOI Document, MoHUA reserves the right to accept or reject any Application or to annul the Shortlisting Process or reject all Applications at any time, without assigning any reasons thereof and without any liability or any obligation, of any nature whatsoever, for such rejection or annulment.
- b) MoHUA reserves the right to reject any Application if:
 - a. At any time, a material misrepresentation is made or discovered; or
 - b. The Applicant does not respond promptly and diligently to requests for additional information or clarification required for evaluation of the Application.
- c) Rejection of the Application by MoHUA, as aforesaid, would lead to the disqualification of the Applicant. If the Applicant is a part of Consortium, then the entire Consortium would be disqualified.

2.8 Amendment of REOI Document

At any time prior to the Application Due Date, MoHUA may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the REOI Document by the issuance of Addenda posted on the website:

<https://eprocure.gov.in/cppp>, Any Addendum thus issued will also be posted on the website: <http://moud.gov.in/cms/tendersandcorrigendum.php> and <http://smartcities.gov.in/content/innerpage/rfps.php>

- a) In order to provide the Applicants a reasonable time to examine the Addendum, or for any other reason, MoHUA may, at its own discretion, extend the Application Due Date.

2.9 Clarifications

An Applicant requiring any clarification on the REOI Document may request MoHUA online through mail at **Email: g.vijaykumar@nic.in** and **g.vijaykumar.moud@gmail.com** Telephone No.011-2306 3217.

The Applicants should send in their queries latest by the relevant date and time mentioned in Clause 1.7 'Schedule of Shortlisting Process'. MoHUA would endeavour to respond to the queries by the date mentioned in the Schedule of Shortlisting Process. The responses will be uploaded on the website: <https://eprocure.gov.in/cppp>.

B. Preparation and Submission of Application

2.10 Language

The Application and all related correspondence and documents should be furnished by the Applicant with the Application in English or in any other language provided that these are accompanied by appropriate translations of the pertinent passages in the English language. Supporting material, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Application, the translated in English language shall prevail.

2.11 Submission of Application

- a) The Applicant would provide all the information in terms of this REOI Document. Only those Applications shall be evaluated that are received in the required format and complete in all respects. **The Application shall be submitted in maximum 100 pages.**
- b) The Applicant shall submit a digitally signed, encrypted and complete Proposal comprising the documents and forms in accordance with Clause 2.12. The submission shall be done electronically on the portal <https://eprocure.gov.in/cppp>, Proposals submitted by any other means will be rejected.

2.12 Sealing and Marking of Applications

- a) An authorized representative of the Applicant shall digitally sign the submission letters in the required format. The authorization shall be in the form of a written power of attorney scanned and uploaded together with the Application as per Appendix 2.
- b) The Application shall contain the following (check-list):

a.	Letter of Application	Refer Appendix 1
b.	Power of Attorney for signing of the Application (in case of Consortium, this would need to be provided by all the members)	Refer Appendix 2
c.	In case of Consortium, Power of Attorney for signing of Application by the Lead Member	Refer Appendix 3
d.	Details of Applicant including financial strength (in case of Consortium, this would need to be provided by all the members)	Refer Appendix 4
e.	Experience of the Firm in implementing assignments related to market research and field-surveys for Central/ State governments/ departments, para-statal, ULBs and multilateral agencies.	Refer Appendix 5 and 5A
f.	Specific experience of the Firm in implementing assignments related to market research and field surveys in the urban areas detailed in Annexure 1 to this section for Central/ State governments/ departments, para-statal, ULBs and multilateral agencies.	Refer Appendix 6 and 6A
g.	Experience of Applicant in implementing assignments related to development of indices, preparation of national/international reports related to the areas mentioned in the Annexure 1 to this section.	Refer Appendix 7 and 7A
h.	Format for Affidavit Certifying that Entity/Directors(s) of Entity not Blacklisted	Refer Appendix 8
i.	Format for Memorandum of Understanding (MOU)	Refer Appendix 9
j.	Proof of registration of the Applicant (in case of Consortium, proof of registration of all the Members)	-

Annexure 1

CATEGORY	
1. Governance	9. Mixed Land Use and Compactness
2. Identity and Culture	10. Power Supply
3. Education	11. Transportation and Mobility
4. Health	12. Assured Water Supply
5. Safety and Security	13. Waste Water Management
6. Economy and Employment	14. Solid Waste Management
7. Housing and Inclusiveness	15. Reduced Pollution
8. Public Open Spaces	

2.13 Application Due Date

- a) The Application or its modifications must be uploaded on the portal no later than the deadline mentioned in the Schedule of Shortlisting Process (refer Clause 1.7), or any extension to this deadline. The electronic system will not accept any Proposal or its modification for uploading after the deadline. Applications submitted by either facsimile transmission or telex shall not be accepted.
- b) MoHUA may, in exceptional circumstances, and at its sole discretion, extend the Application Due Date by issuing an Addendum in accordance with Clause 2.8 (a), uniformly for all Applicants.

2.14 Late Applications

The electronic system will not accept any Application or its modification for uploading after the deadline.

Evaluation Process**2.15 Opening of Applications**

The MoHUA evaluation committee shall conduct the opening of the Applications online after the Application submission deadline.

2.16 Evaluation of Applications

- a) The Applications, so received, would subsequently be examined and evaluated in accordance with the criteria set out in Section 3.
- b) MoHUA reserve the right to utilise the services of consultant/s or advisor/s, to assist in the examination, evaluation, and comparison of Applications.
- c) MoHUA reserves the right to reject any or all the Applications, if:

- a. At any time, a material misrepresentation is made or discovered; or
- b. The Applicant does not respond promptly and diligently to requests for supplemental information required for the evaluation of the Application.

2.17 Confidentiality

- a) Information relating to the examination, clarification, evaluation, and recommendation for the Shortlisted Applicants shall not be disclosed to any person not officially concerned with the Shortlisting Process. MoHUA will treat all information submitted as part of Application in confidence and would require all those who have access to such material to treat the same in confidence. At the conclusion of the evaluation process, MoHUA shall notify the list of Applicants who have been shortlisted.
- b) MoHUA shall not divulge any such information unless it is ordered to do so by any authority pursuant to applicable law or order of a competent court or tribunal, which requires its disclosure.

2.18 Tests of Responsiveness

- a) Prior to evaluation of Applications, it shall be determined whether each Application is responsive to the requirements of the REOI Document. An Application shall be considered non responsive if the Application:
 - a. is not received online as indicated at 2.11;
 - b. is not digitally signed with the submission letters as stipulated in Clause 2.12 (a);
 - c. does not contains all the information and documents as set out in Clause 2.12 (b) and in the formats set out in this REOI Document; and
 - d. Does not mentions the Application Validity Period as set out in Clause 1.4.
- b) MoHUA reserves the right to reject any Application which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by MoHUA in respect of such Applications.

2.19 Clarifications to Facilitate Evaluation

- a) To facilitate evaluation of Applications, MoHUA, at its sole discretion, seek clarifications in writing from any Applicant regarding its Application. Such clarifications shall be provided within the time specified by MoHUA, as the case may be, for this purpose. Any request for clarifications and all clarifications shall be in writing.
- b) If an Applicant does not provide clarifications sought under Sub-Clause 2.19 (a) above within the prescribed time, its Application shall be liable to be rejected. In case the Application is not rejected, MoHUA may proceed to evaluate the Application by construing the particulars requiring clarification to the best of its understanding, and the Applicant shall be barred from subsequently questioning such interpretation.

2.20 Conflict of Interest

- a) MoHUA requires that the Shortlisted Consultants provide professional, objective, and impartial advice and at all times hold paramount the interests of MoHUA, strictly avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Shortlisted Consultants shall not accept or engage in any assignment that would be in conflict with, or that may place it in a position of not being able to carry out the assignment for which it has been engaged.

C. Shortlisting and Notification

2.21 Shortlisting of Consultants

- a) After the evaluation of Applications, MoHUA shall prepare a list of Applicants who meet the qualification criteria as set out in this REOI Document. Other Applicants may be informed that their Applications have been unsuccessful.
- b) The shortlisted Applicants would be duly notified that they have been shortlisted for the assignment.
- c) The MoHUA reserves the right to make additions in the panel after following due process.

3 Criteria for Evaluation

3.1 Evaluation of Applications

- a) This section provides the details of evaluation process. The Applications will be evaluated on the basis of the following parameters:
 - a. General Experience of the Firm: **Number of years' experience**
 - b. Financial Strength of the Firm
 - c. Staff having experience of carrying out similar assignments and having performed tasks related to the assignment: **Number of such staff.**
 - d. Experience of the Firm in implementing assignments related to market research and field surveys for Central/ State governments/ departments, para-statal, ULBs and multilateral agencies. **Number of assignments.**
 - e. Specific experience of the Firm in implementing assignments related to market research and field surveys in the urban areas detailed in Annexure 1 to section 2.12 for Central/ State governments/ departments, para-statal, ULBs and multilateral agencies.: **Number of assignments**
 - f. Experience of Applicant in implementing assignments related to development of indices, preparation of national/international reports related to the areas mentioned in the Annexure 1 to section 2.12; **Number of assignments.**

- b) The Applications will be evaluated on the basis of the following parameters for each of the three respective areas:

S.No	Parameter	Maximum Marks
1.	General Experience of the Firm	10
2.	Financial Strength of the Firm	15
3.	Staff having experience of carrying out similar assignments and having performed tasks related to the assignment	25
4	Experience of the Firm in implementing assignments related to market research and surveys for Central/ State governments/ departments, para-statal, ULBs and multilateral agencies	10
5	Specific experience of the Firm in implementing assignments related to market research and field surveys in the urban areas detailed in Annexure 1 to section 2.12 for Central/ State governments/ departments, para-statal, ULBs and multilateral agencies.	20
6	Experience of Applicant in implementing assignments related to development of indices, preparation of national/international reports related to the areas mentioned in the Annexure 1 to section 2.12	20
Total		100

(Note: The projects mentioned in the evaluation criteria 4, 5 and 6 are mutually exclusive and will not be counted in more than one category for the purpose of evaluation)

- a) The Applicants (firm) who secure a score of 75 marks or more out of 100 shall be considered for shortlisting.
- b) After evaluation of the Applications and scoring of the same, the Applicants, with at least 75marks shall be ranked in descending order of the scores secured and based on that shortlisted panel will be prepared.
- c) RFP will be issued to the shortlisted firms for selection on QCBS.

4 Fraud and Corrupt Practices

- 4.1 The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Shortlisting Process. Notwithstanding anything to the contrary contained in this REOI, MoHUA shall reject a proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “**Prohibited Practices**”) in the Shortlisting Process.
- 4.2 Without prejudice to the rights of MoHUA under Clause 4.1 hereinabove, if an Applicant or Consultant, as the case may be, is found by the MoHUA to have directly or indirectly or through an agent, engaged or indulged in any corrupt, fraudulent, coercive, undesirable or restrictive practice during the Shortlisting Process, or after the issue of the notification of Shortlisting, such Applicant or Consultant shall not be eligible to participate in any tender or RFP issued by MoHUA during a period of 2 (two) years from the date as the case may be.
- 4.3 For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:
- a. “**corrupt practice**” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Shortlisting Process; or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Shortlisting Process or after the issue of the Notification of Shortlisting as the case may be, any person in respect of any matter relating to the Shortlisting or Notification of Shortlisting, who at any time has been or is a legal, financial or technical consultant/ adviser of MoHUA in relation to any matter concerning the Project;
 - b. “**fraudulent practice**” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Shortlisting Process;
 - c. “**coercive practice**” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Shortlisting Process;
 - d. “**undesirable practice**” means (i) establishing contact with any person connected with or employed or engaged by the MoHUA with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Shortlisting Process; or (ii) having a Conflict of Interest; and
 - e. “**Restrictive practice**” means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Shortlisting Process.

5 Pre-Application Conference

- 5.1 Not Applicable.
- 5.2 Not Applicable.

6 Miscellaneous

- 6.1 The Shortlisting Process shall be governed by, and construed in accordance with, the laws of India and the Courts at New Delhi shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Shortlisting Process.
- 6.2 MoHUA, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
- a. Suspend and/or cancel the Shortlisting Process and/or amend and/or supplement the Shortlisting Process or modify the dates or other terms and conditions relating thereto;
 - b. Consult with any Applicant in order to receive clarification or further information;
 - c. Retain any information and/or evidence submitted to MoHUA by, on behalf of and/or in relation to any Applicant; and/or
 - d. Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Applicant.
- 6.3 It shall be deemed that by submitting the Application, the Applicant agrees and releases MoHUA, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.
- 6.4 All documents and other information supplied by MoHUA or submitted by an Applicant shall remain or become, as the case may be, the property of MoHUA. MoHUA will not return any submissions made hereunder. Applicants are required to treat all such documents and information as strictly confidential.
- 6.5 MoHUA reserves the right to make inquiries with any of the clients listed by the Applicants in their previous experience record.

Appendix 1: Format for Letter of Application

[On the Letter head of the Applicant (Lead Member in case of Consortium)]

Date:

To
The Under Secretary (CBUD)
Office of the Project Director, CBUD Project,
Ministry of Housing and Urban Affairs,
Room No. 202C, Nirman Bhavan,
New Delhi-11001.

Ref: **EOI for Assessment of Liveability standards in selected Cities**

Dear Sir,

Being duly authorized to represent and act on behalf of
(Hereinafter referred to as “the Applicant”), and having gone through and fully understood all of the eligibility and qualification requirements and information provided, the undersigned hereby apply for Shortlisting for the captioned project.

We are enclosing our Application for Qualification in one (1) original, with the details as per the requirements of the REOI Document, for your evaluation.

We confirm that our Application is valid for a period of 90 (Ninety Days) days from
(Application Due Date)

Yours faithfully,

(Signature of Authorised Signatory)
(Name, Title and Address)

**Appendix 2: Format for Power of Attorney for
Signing of Application**

(On Non – judicial stamp paper of Rs 100/- or such equivalent
Document duly attested by notary public)

Power of Attorney

Know all men by these presents, we (name and address of the registered office) do hereby constitute, appoint and authorise Mr. / Ms..... (name and residential address) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our application for “**Assessment of Liveability in Selected Cities**”, including signing and submission of all documents and providing information / responses to MoHUA, representing us in all matters before MoHUA, and generally dealing with MoHUA in all matters in connection with our bid for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For _____
(Signature)

(Name, Title and Address)

Accepted

..... (Signature)

(Name, Title and Address of the Attorney)

Note:

- *To be executed by the Lead Member in case of a Consortium.*
- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- *In case the Application is signed by an authorised Director of the Applicant, a certified copy of the appropriate resolution/ document conveying such authority may be enclosed in lieu of the Power of Attorney.*

**Appendix 3: Format for Power of Attorney for
Lead Member of Consortium**

(On Non – judicial stamp paper of Rs 100/- or such equivalent document
duly attested by notary public)

Power of Attorney

Whereas Ministry of Housing and Urban Affairs, has invited applications from interested parties for **Assessment of Liveability in Selected Cities** (the “Project”),

Whereas, the members of the Consortium are interested in bidding for the Project and implementing the Project in accordance with the terms and conditions of the Request for Expression of Interest (REOI) Document, and other connected documents in respect of the Project, and

Whereas, it is necessary under the REOI Document for the members of the Consortium to designate the Lead Member with all necessary power and authority to do for and on behalf of the Consortium, all acts, deeds and things as may be necessary in connection with the Consortium’s bid for the Project who, acting jointly, would have all necessary power and authority to do all acts, deeds and things on behalf of the Consortium, as may be necessary in connection the Consortium’s bid for the Project.

NOW THIS POWER OF ATTORNEY WITNESS THAT;

We, M/s. (Lead Member), and M/s (the respective names and addresses of the registered office) do hereby designate M/s. being one of the members of the Consortium, as the Lead Member of the Consortium, to do on behalf of the Consortium, all or any of the acts, deeds or things necessary or incidental to the Consortium’s bid for the Project, including submission of Application for Qualification/ Application, participating in conferences, responding to queries, submission of information/ documents and generally to represent the Consortium in all its dealings with MoHUA, any other Government Agency or any person, in connection with the Project until culmination of the process of bidding and thereafter till the Concession Agreement is entered into with MoHUA.

We hereby agree to ratify all acts, deeds and things lawfully done by Lead Member, our said attorney pursuant to this Power of Attorney and that all acts deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us/Consortium.

Dated this theDay of2017

.....

(Executants)

(To be executed by all the members of the Consortium)

Note: The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance g with the required procedure.

Appendix 4: Format for Details of Applicant

1. Details of Applicant

a.	Name of applicant with full address	:	
b.	Tel. No.	:	
c.	Fax No.	:	
d.	Email	:	
e.	Year of Incorporation.	:	
f.	Name and address of the person holding the Power of Attorney.	:	
g.	(i) Place of Business.	:	
	(ii) Date of Registration.	:	
h.	Name of Bankers with full address.	:	
i.	Service Tax Registration Number (copy).	:	
j.	Are you presently debarred / Black listed by any Government Department /Public Sector Undertaking /Any Employer? (If Yes, please furnished details)	:	
k.	Name and details (Tel / Mobile / E mail) of contact persons	:	

2. 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:

Sr. No.	Name of Member	Role (Specify Lead Member/ Other Member)
1.		
2.		
3.		
4.		

3. Organisational Strength (staff strength in numbers)

Total Staff Strength of Organisation (Lead Firm)	
Total Staff Strength of Organisation (Consortium Partner)	
Total Staff Strength of Organisation (Consortium Partner)	

Staff having experience of carrying out similar assignments and having performed tasks mentioned in the TOR (Lead Firm)	
Staff having experience of carrying out similar assignments and having performed tasks mentioned in the TOR (Consortium Partner 1)	
Staff having experience of carrying out similar assignments and having performed tasks mentioned in the TOR (Consortium Partner 2)	

4. Turn-over of the Firm during last 3 years

Financial Year	Turn Over (in Crores)
2014-15	
2015-16	
2016-17	

(To be certified by the Chartered Accountant)

Certified that the above information is correct to the best of our knowledge and no relevant information is concealed. If at any time during or after the Shortlisting, it is proved that the information furnished by us is wrong, MoHUA reserves the right to take necessary action against our firm as per applicable Laws/Rules of the land.

Signature of Authorized Representative of the Firm

Date

Name _____

Place

Designation

Tel No.

Mobile No.

E Mail ID

Seal/Stamp of the Firm

Appendix 5: Experience of the Firm in implementing assignments related to market research and field surveys for Central/ State governments/ departments, para-statal, ULBs and multilateral agencies

Category No.	Criteria ⁱ	Number and Name of Cities
1	Experience of the Firm in implementing assignments related to market research and field surveys for Central/ State governments/ departments, para-statal, ULBs and multilateral agencies (Substantially Completed only¹) (Lead Firm)	
2	Experience of the Firm in implementing assignments related to market research and field surveys for Central/ State governments/ departments, para-statal, ULBs and multilateral agencies. (Substantially Completed only)(Consortium Partner 1)	
3	Experience of the Firm in implementing assignments related to market research and field surveys for Central/ State governments/ departments, para-statal, ULBs and multilateral agencies (Substantially Completed only)(Consortium Partner 2)	
4	Experience of the Firm in implementing assignments related to market research and field surveys for Central/ State governments/ departments, para-statal, ULBs and multilateral agencies (Substantially Completed only)(Consortium Partner 3)....	

1 The Claims of completion shall be self-certified. A copy of work order/ agreement to be submitted with this Application. MoHUA may seek clarifications, if required, as per Clause 2.19.

² Substantially completed shall be considered in case the Applicant has submitted Draft Final Report or achieved equivalent milestone.

Appendix 5A: Format of Assignment Details of the Applicant

List projects (not more than 10) as mentioned in Appendix 5.

Experience of the Firm in implementing assignments related to market research and surveys for Central/ State governments/ departments, para-statal, ULBs and multilateral agencies.

Assignment name:	Value of the contract (in current INR):
Country: Name of City/ Cities:	Duration of assignment (months):
Name of Client:	Total No of staff-months of the assignment:
Address:	Value of the contract per city (in current INR):
Start date (month/year): Completion date (month/year):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Notes: Use separate sheet for each Eligible Project

Appendix 6: Specific experience of the Firm in implementing assignments related to market research and field surveys in the urban areas detailed in Annexure 1 to section 2.12 for Central/ State governments/ departments, para-statal, ULBs and multilateral agencies.

Category No.	Criteria ⁱⁱ	Number and Name of Cities
1	Specific experience of the Firm in implementing assignments related to market research and field surveys in the urban areas detailed in Annexure 1 to section 2.12 for Central/ State governments/ departments, para-statal, ULBs and multilateral agencies. (Substantially Completed only²) (Lead Firm)	
2	Specific experience of the Firm in implementing assignments related to market research and field surveys in the urban areas detailed in Annexure 1 to section 2.12 for Central/ State governments/ departments, para-statal, ULBs and multilateral agencies.. (Substantially Completed only)(Consortium Partner 1)	
3	Specific experience of the Firm in implementing assignments related to market research and field surveys in the urban areas detailed in Annexure 1 to section 2.12 for Central/ State governments/ departments, para-statal, ULBs and multilateral agencies. (Substantially Completed only)(Consortium Partner 2)	
4	Specific experience of the Firm in implementing assignments related to market research and field surveys in the urban areas detailed in Annexure 1 to section 2.12 for Central/ State governments/ departments, para-statal, ULBs and multilateral agencies. (Substantially Completed only) (Consortium Partner).....	

Appendix 6A: Format of Assignment Details of the Applicant

List projects (not more than 10) as mentioned in Appendix6 .

Specific experience of the Firm in implementing assignments related to market research and field surveys in the urban areas detailed in Annexure 1 to section 2.12 for Central/ State governments/ departments, para-statal, ULBs and multilateral agencies..

Assignment name:	Value of the contract (in current INR):
Country: Name of City/ Cities:	Duration of assignment (months):
Name of Client:	Total No of staff-months of the assignment:
Address:	Value of the contract per city (in current INR):
Start date (month/year): Completion date (month/year):	
Narrative description of Project:	

Appendix 7: Experience of Applicant in implementing assignments related to development of indices, preparation of national/international reports related to the areas mentioned in Annexure 1 to section 2.12

Category No.	Criteria ¹	Number and Name of Cities
1	Experience of Applicant in implementing assignments related to development of indices, preparation of national/international reports related to the areas mentioned in Annexure 1 to section 2.12. (Substantially Completed only²)(Lead firm)	
2	Experience of Applicant in implementing assignments related to development of indices, preparation of national/international reports related to the areas mentioned in Annexure 1 to section 2.12.. (Substantially Completed only) (Consortium partner 1)	
3	Experience of Applicant in implementing assignments related to development of indices, preparation of national/international reports related to the areas mentioned in Annexure 1 to section 2.12. (Substantially Completed only) (Consortium partner 2)	
4	Experience of Applicant in implementing assignments related to development of indices, preparation of national/international reports related to the areas mentioned in Annexure 1 to section 2.12.. (Substantially Completed only) (Consortium partner 3).....	

¹ The Claims of completion shall be self-certified. A copy of work order/ agreement is required to be submitted with this Application. MoHUA may seek clarifications, if required, as per Clause 2.19.

² Substantially completed shall be considered in case the Applicant has completed Draft Final Report or has achieved equivalent milestone.

Appendix 7A: Format of Assignment Details of the Applicant

List projects (not more than 10) as mentioned in Appendix 7.

Experience of Applicant in implementing assignments related to development of indices, preparation of national/international reports related to the areas mentioned in Annexure 1 to section 2.12 (**Substantially Completed only**)

Assignment name:	Value of the contract (in current INR):
Country: Name of City/ Cities:	Duration of assignment (months):
Name of Client:	Total No of staff-months of the assignment:
Address:	Value of the contract per city (in current INR):
Start date (month/year): Completion date (month/year):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Notes: Use separate sheet for each Eligible Project

Appendix 8: Affidavit Certifying that Entity / Director/s of Entity are not Blacklisted

(On a Stamp Paper of relevant value)

Affidavit

I M/s. (Sole Applicant / Lead Member/ Other Member /s)), (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s / director/s are not barred or blacklisted by any state government or central government / department / agency/PSU in India from participating in Project/s, either individually or as member of a Consortium as on _____.

We further confirm that we are aware that as per Clause 2.7 (b), our Application for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of Clause 2.2 (f) or 2.2 (g) any stage of the Shortlisting Process or thereafter during the Shortlisting period.

Dated thisDay of, 201....

Name of the Applicant

.....
Signature of the Authorised Person

.....
Name of the Authorised Person

Note:

To be executed separately by all the Members in case of Consortium

Appendix 9: Format for Memorandum of Understanding (MOU)

(On Non – judicial stamp paper of Rs 100/- or such equivalent
Document duly attested by notary public)

This Memorandum of Understanding (MoU) entered into this ____day of _____ 2015 at _____ among _____ and having its registered office at _____, (hereinafter referred as” _____”, which expression unless repugnant to the context or meaning thereof includes its successors and permitted substitutes) of the First Part
and

_____ and having its registered office at _____, (hereinafter referred as” _____”, which expression unless repugnant to the context or meaning thereof includes its successors and permitted substitutes) of the Second Part
and

The parties are individually referred to as Party and collectively as Parties.

WHEREAS MoHUA, has invited Request for Expression of Interest (REOI) from entities interested for **assessment of liveability**, (“Project”) as per the terms contained in the REOI Document.

AND WHEREAS the Parties have had discussions for formation of a Consortium for bidding for the said Project and have reached an understanding on the following points with respect to the Parties’ rights and obligations towards each other and their working relationship.

IT IS HEREBY AS MUTUAL UNDERSTANDING OF THE PARTIES AGREED AND DECLARED AS FOLLOWS:

1. That the roles and the responsibilities of each Party at each stage of the Project shall be as follows:
2. That the Parties shall be jointly and severally liable for the execution of the Projects arising from the States, Union Territories, as the case may be and in accordance with in accordance with the terms of the Contract Agreement to be executed on award of the such Projects.
3. That this MoU shall be governed in accordance with the laws of India and courts in Delhi shall have exclusive jurisdiction to adjudicate disputes arising from the terms herein.

In witness whereof the Parties affirm that the information provided is accurate and true and have caused this MoU to be duly executed on the date and year above mentioned.

1. First Party
2. Second Party
3. Third Party

Witness:

Annexure A- List of Cities

Sl. No.	Name of State	Name of City	Population
1	Andaman Nicobar	Portblair	1,40,572
2	Andhra Pradesh	Kakinada	3,12,538
3	Andhra Pradesh	Visakhapatnam	17,28,128
4	Andhra Pradesh	Tirupati	2,87,482
5	Andhra Pradesh	Amaravati	NA
6	Andhra Pradesh	Vijayawada	10,34,358
7	Arunachal Pradesh	Itanagar	59,490
8	Arunachal Pradesh	Pasighat	24,656
9	Assam	Guwahati	9,57,352
10	Bihar	Bhagalpur	4,10,210
11	Bihar	Muzaffarpur	3,54,462
12	Bihar	Biharsharif	2,97,268
13	Bihar	Patna	16,84,222
14	Chandigarh	Chandigarh	9,61,587
15	Chattishgarh	Bilaspur	3,31,030
16	Chhattisgarh	Naya Raipur	NA
17	Chhattisgarh	Raipur	10,47,389
18	Dadar & Nagar Haveli	Silvassa	98,265
19	Daman & Diu	Diu	23,991
20	Goa	Panaji	40,017
21	Gujarat	Ahmadabad	55,77,940
22	Gujarat	Surat	44,67,797
23	Gujarat	Vadodara	16,70,806
24	Gujarat	Gandhinagar	2,02,776
25	Gujarat	Dahod	NA
26	Gujarat	Rajkot	12,86,678
27	Haryana	Karnal	2,86,827
28	Haryana	Faridabad	14,14,050
29	Himachal Pradesh	Dharamshala	22,580
30	Himachal Pradesh	Shimla	1,69,578
31	Jammu & Kashmir	Jammu	5,02,197
32	Jammu & Kashmir	Srinagar	11,80,570
33	Jharkhand	Ranchi	10,73,427
34	Jharkhand	Dhanbad	11,62,472

35	Karnataka	Davanagere	4,34,971
36	Karnataka	Belagavi	4,88,157
37	Karnataka	Hubballi-Dharwad	9,43,788
38	Karnataka	Mangaluru	4,88,968
39	Karnataka	Shivamogga	3,22,505
40	Karnataka	Tumakuru	3,02,143
41	Karnataka	Bangalore	84,43,675
42	Kerala	Kochi	6,02,046
43	Kerala	Thiruvananthapuram	7,43,691
44	Lakshadweep	Kavaratti	
45	Madhya Pradesh	Indore	19,64,086
46	Madhya Pradesh	Bhopal	17,98,218
47	Madhya Pradesh	Ujjain	5,15,215
48	Madhya Pradesh	Satna	2,80,222
49	Madhya Pradesh	Sagar	2,73,296
50	Madhya Pradesh	Jabalpur	10,55,525
51	Madhya Pradesh	Gwalior	10,69,276
52	Maharashtra	Solapur	9,51,558
53	Maharashtra	Pune	50,57,709
54	Maharashtra	Aurangabad	11,75,116
55	Maharashtra	Kalyan-Dombivali	12,47,327
56	Maharashtra	Nagpur	24,05,665
57	Maharashtra	Amravati	6,47,057
58	Maharashtra	Nashik	14,86,053
59	Maharashtra	Thane	18,41,488
60	Maharashtra	Greater Mumbai	1,24,42,373
61	Maharashtra	Navi Mumbai	11,20,547
62	Maharashtra	Pimpri Chinchwad	17,27,692
63	Maharashtra	Vasai-Virar City	12,22,390
64	Manipur	Imphal	2,68,243
65	Meghalaya	Shillong	1,43,229
66	Mizoram	Aizawl	2,93,416
67	Nagaland	Kohima	99,039
68	NCT of Delhi	NDMC	2,57,803
69	Odisha	Bhubaneswar	8,40,834
70	Odisha	Rourkela	3,20,000
71	Puducherry	Oulgaret	NA
72	Punjab	Jalandhar	8,62,886

73	Punjab	Ludhiana	16,18,879
74	Punjab	Amritsar	11,32,383
75	Rajasthan	Udaipur	4,51,100
76	Rajasthan	Ajmer	5,42,321
77	Rajasthan	Jaipur	30,46,163
78	Rajasthan	Kota	10,01,694
79	Rajasthan	Jodhpur	10,33,756
80	Sikkim	Namchi	12,194
81	Tamil Nadu	Salem	8,29,267
82	Tamil Nadu	Thanjavur	2,22,943
83	Tamil Nadu	Vellore	1,85,803
84	Tamil Nadu	Dindigul	2,07,327
85	Tamil Nadu	Erode	1,57,101
86	Tamil Nadu	Tiruchirappalli	8,47,387
87	Tamil Nadu	Thoothukkudi	2,37,830
88	Tamil Nadu	Tiruppur	4,44,352
89	Tamil Nadu	Tirunelveli	4,73,637
90	Tamil Nadu	Chennai	46,46,732
91	Tamil Nadu	Coimbatore	10,50,721
92	Tamil Nadu	Madurai	10,17,865
93	Telengana	Warangal	8,19,406
94	Telengana	Hyderabad	67,31,790
95	Tripura	Agartala	4,00,004
96	Uttar Pradesh	Lucknow	28,17,105
97	Uttar Pradesh	Agra	15,85,704
98	Uttar Pradesh	Moradabad	8,87,871
99	Uttar Pradesh	Aligarh	8,74,408
100	Uttar Pradesh	Rampur	3,25,313
101	Uttar Pradesh	Rae Bareli	1,91,316
102	Uttar Pradesh	Bareilly	9,03,668
103	Uttar Pradesh	Jhansi	5,05,693
104	Uttar Pradesh	Saharanpur	7,05,478
105	Uttar Pradesh	Kanpur	27,65,348
106	Uttar Pradesh	Varanasi	11,98,491
107	Uttar Pradesh	Ghaziabad	16,48,643
108	Uttar Pradesh	Meerut	13,05,429
109	Uttar Pradesh	Allahabad	11,12,544
110	Uttarakhand	Dehradun	5,69,578

111	West Bengal	New Town Kolkata	36,541
112	West Bengal	Durgapur	5,66,517
113	West Bengal	Bidhan Nagar	6,18,358
114	West Bengal	Haldia	2,00,827
115	West Bengal	Kolkata	44,96,694
116	West Bengal	Haora	10,77,075