

Recruitment of Consultants :

Invitation for Expression of Interest and Submission of Proposal for Conducting Baseline Survey for Collection of Data for Basic Urban Services in Capital Cities of Five North Eastern States

Client :

Ministry of Urban Development, Government of India , New Delhi

Web Site : <http://www.urbanindia.nic.in>

Address : Mr. Ashutosh Joshi, Director (UD)
Ministry of Urban Development
Room No. 212-C, Nirman Bhawan
Maulana Azad Road, New Delhi – 110011
TeleFax : +91-011-23062195/23061137
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Brief Description of the Project:

The Ministry of Urban Development (MoUD) has launched a programme to improve urban conditions in North Eastern Region capital cities, namely, Agartala, Aizawl, Gangtok, Kohima and Shillong in water, sewerage sanitation and solid waste management sectors (programme sectors).

The MoUD proposes to establish base lines for the programme sectors in these cities for which proposals are invited from competent firms as per details included in the enclosed Request for Proposal (RFP). Details are available at the Ministry's web site <http://www.urbanindia.nic.in> also.

Expected Duration of Assignment: 3 months

Tentative commencement date: September, 2010

Selection method: Cost Based

Process : Single stage bid process

Earnest Money Deposit : Bank Draft drawn in favour of Pay and Accounts Officer (Sectt.), Ministry of Urban Development, New Delhi for an amount of Rs. 10,000/- (Rupees Ten Thousand only). The Bank Draft will be returned back to unsuccessful firms within one month of completion of selection process.

Payment terms : Full payment on completion of study (no advance payment on mobilization)

Household Survey : with a sample size of 4% households (subject to minimum 500 households) within service area of local urban municipal body

Sd/-
Ashutosh Joshi
Director, Ministry of Urban Development
Government of India

Nirman Bhawan, New Delhi – 110011
Dated 21st June, 2010

Sub.: Request for Proposal (RFP) from the competent consultancy firms/agencies for conducting base line surveys in capital cities of 5 North Eastern States

The Ministry of Urban Development (MoUD) invites proposals for conducting base line surveys from the competent firms who have expertise and experience in conducting baseline surveys in water, sewerage sanitation and solid waste management sectors (programme sectors) in Agartala, Aizawl, Gangtok, Kohima and Shillong cities of the respective States of Tripura, Mizoram, Sikkim, Nagaland and Meghalaya.

1. Scope of Work :

- a. Collection of primary and secondary data on coverage of basic services within the cities in the followings areas
- Water supply
 - Solid Waste Management
 - Sewerage
 - Storm water Drainage
 - Water borne diseases
 - Household expenditure pattern

2. Consultancy Period

The total period of consultancy is 3 months.

3. Eligibility Criteria

Minimum criteria and eligibility is given below.

- i) The Agency/Institution/Consulting firm/organization should be a registered entity with minimum ten years of existence.
- ii) The Agency should have a minimum turnover of Rs. 1 crore during each of the last three financial years.
- iii) Agency/Institution/Consulting firm/Organization must have at least five years experience in data collection, analysis and report writing for extensive research for aforesaid kind of exercise across cites/states preferably in the programme sectors and at household level
- iv) Having minimum ten experienced professionals in the above mentioned field.
- v) Joint venture/ Consortium /MOU will not be considered.
- vi) The offer should be for entire work and not for the part work.
- vii) The survey work should be completed in all the five cities and reported within 90 days from award of the work.
- viii) The price quoted should be all inclusive and not open ended. Tenderer should keep their bid valid for 60 days from the date of submission of the bid.

4. Expression of Interest

Interested Consulting firms will be required to provide the following information showing their eligibility that they are qualified to perform the services (in not more than 5 A4 size papers):

- i) Name, residence and place of business of the firm/agency submitting the bid, signed by the authorized signatory of the Firm duly stamped. Letter of Authority in respect of person signing on behalf of the consultant shall be furnished along with the Bid.
- ii) Background of the firm;
- iii) General and overall experience of the firm in conducting surveys, experience in conducting baseline surveys in programme sectors, if any
- iv) Management Competence

5. Activities required to be undertaken by the Consultancy firm/Agency

In order to collect detailed information from concerned departments of the project city in coordination with MoUD following activities are to be undertaken by the consultancy firm:

- i) Developing a common format for data collection with the approval of MoUD
- ii) Conducting a survey to collect primary (household level) and secondary data within the project cities (within jurisdiction of urban local body of these cities) in respect of
 - a. Coverage of basic services in the followings sectors
 - Water supply
 - Solid Waste Management
 - Sewerage
 - Storm water Drainage
 - b. Incidence of water borne diseases including deaths
 - c. Household expenditure pattern
- iii) A household survey with a sample size of 4% of the households subject to minimum 500 households within service area of local urban municipal body in each of the five cities is a part of the study for collection of primary data on coverage of services, incidence of water borne diseases and consumer expenses.
(The parameters and data formats must *inter-alia* include Service Level Benchmark (SLB) indicators developed by MoUD which are available on MoUD website <http://www.urbanindia.nic.in/programme/uwss/body.htm> or can be obtained from the office of Director (UD), MoUD). Indicative list of base line data requirements/ parameters is also at the Annexure.

6. Submission of Proposal

Interested Firms are hereby requested to submit Expression of Interest (EOI) along with technical & financial proposals giving relevant details addressed to Mr. Ashutosh Joshi, Director, Ministry of Urban Development, Room No. 212-C, Nirman Bhawan Mualana Azad Road, New Delhi-110011, on or before **19th July, 2010** up to **3:00 P.M.** The proposal shall be submitted inside an outer sealed cover containing organization details and two separately sealed envelopes - one for Technical Proposal clearly marked in **BOLD “SECTION A- TECHNICAL PROPOSAL FOR BASE LINE SURVEY IN NORTH EASTERN CITIES”** (written on the top of the envelope.), and the other for Financial Proposals clearly marked in **BOLD “SECTION B – FINANCIAL PROPOSAL FOR BASE LINE SURVEY IN NORTH EASTERN CITIES”** (written on the top of the envelope). The Financial Bid would include the lump-sum fee (inclusive of all incidentals, travel and out of pocket expenses, etc.) for the entire scope of work including all taxes, which are applicable, except service tax. In case on opening the outer sealed cover, the envelopes inside are found open or unlabelled or improperly

labelled, the bid shall be rejected. Proposal received after **3:00 P.M. on 19th July'2010** shall not be entertained and shall be returned unopened. **The Technical bids will be opened at 3:30 PM on 19th July'2010 in the room of Mr.Ashutosh Joshi, Director, Ministry of Urban Development, Room No. 212-C, Nirman Bhawan Mualana Azad Road, New Delhi-110011, in the presence of the bidders or their authorized representatives who choose to attend.**

7. Language of the Proposal

The language of the proposal shall be English

8. Format for Technical Bid

The Technical bid shall contain the following information:

- i) Letter of Submission in the prescribed format **T1**
- ii) Organisation Profile to be given in format **T2**
- iii) Project References: A brief description about work of the organisation and outline of its recent similar experiences is to be given at least for six best projects of a similar nature (**T3**).
- iv) Methodology - a concise, complete and logical description of how the consultant shall carry out the survey to meet all requirements of the Scope of Work is to be submitted.
- v) Project Team – it should indicate the expertise of Key Personnel and supporting staff to be deployed on the project and their qualification and experience.
- vi) Curriculum Vitae of Key Personnel - indicating the name, age, nationality, qualifications, employment record, and professional experience of each expert proposed to be deployed on this project with particular reference to the type of experience required shall be attached in not more than 3 pages each.
- vii) Time frame for conducting the survey, report preparation, submission of draft and final report to MoUD
- viii) **Technical Bid shall not include any financial information. Technical Bid containing financial proposals shall be summarily rejected.**

9. Format for financial proposal

The consultant is required to quote the amount for conducting the survey in the prescribed format (F 2) including the following contents:

- i) Covering Letter (Format F1)
- ii) Lump sum charges / fees (Total cost) (Form F2)
- iii) Service Tax

The details and formats are also available on Ministry's web site <http://www.urbanindia.nic.in>

10. Opening of Proposal

Technical Bids of the proposals shall be opened on **11th June'2010** at **15:30 hrs.** in the Ministry of Urban Development, Room No 212, 'C' Wing in the presence of bidders or their authorized representatives who choose to attend the opening of bids.

11. Evaluation of Technical Bid

The Evaluation Committee appointed by the Ministry of Urban Development shall carry out the evaluation of the technical bids on the basis of the criteria applying the following weights:

Competence / relevant experience of the agency	50 points
Qualifications/experience of the professionals	30 points
Proposed methodology	20 points

Minimum technical score required to qualify technically is **60** points out of **100** for subsequent opening of financial proposal.

The technical bid will be considered unsuitable and shall be rejected if it does not respond to the EoI or fails to achieve minimum technical score of **60 out of 100**. Ministry of Urban Development shall notify consultants who fail to score the qualifying technical score and shall also return their financial bids unopened after completing the selection process.

Only those firms which fulfill technical criteria will be considered for opening of financial bids. The date, time and venue for public opening of financial bids will be communicated in due course.

Note: Ministry of Urban Development Government of India reserves all rights to accept or reject all or any of the EOI's at any stage without assigning any reasons thereof as per CVC rule. The decision of the Ministry in the whole process will be final.

12. Opening and evaluation of financial bids

- i) The date of opening of financial bid will be intimated to the technically qualified bidders in due course.
- ii) The Evaluation Committee shall determine whether the financial bids are complete, unconditional and free from any computational errors.
- iii) The cost indicated in the financial bid shall be treated as final and reflecting the total cost of services excluding service tax.

13. Award of Contract

- i) The contract for the survey shall be awarded to the lowest bidder in terms of the aforementioned terms and conditions and the Joint Secretary (Urban Development), Ministry of Urban Development, Government of India shall be the Competent Authority in this regard whose decision shall be final and binding.

ii) Ministry of Urban Development reserves the rights to accept or reject any or all the proposals without assigning any reason. Ministry also reserves the right to call for additional information from consultants.

iii) Notification on Award of Contract for consultant shall be made in writing to the successful bidder.

iv) Standard form of contract shall be made available separately at a later date.

14. Deliverables

The Consultant shall submit separate report in respect of each programme city. The report will *inter-alia* contain aggregate tables in respect of each parameter alongwith detailed analysis. The data/information collected through the assigned work/survey and the reports generated will be the property of the MoUD and shall not be disclosed to any other agency without prior permission of this Ministry and also shall not be used by the consultant in any form for publication or for further research. The consultant shall have to give an undertaking in this regard.

15. Payment terms

Payment of the consultancy charges as per the contract agreement will be made by the Ministry of Urban Development on satisfactory completion of the survey and within 45 days after submission of final reports by the consultants.

Sd/-
Ashutosh Joshi
Director, Ministry of Urban Development
Government of India

(T1)

Letter of Submission

To

The Director (Urban Development)
Ministry of Urban Development
Room No. 212, 'C' Wing
Nirman Bhawan, Maulana Azad Road
New Delhi – 110011.

Sub. : Consultancy for conducting base line surveys in capital cities of 5 North Eastern States.

Ref. : MoUD's request for proposal No. : K-14011/16/2009-NERUD dated -----2010

Sir,

I / We, having examined the EoI document, offer to provide services for “conducting base line surveys in capital cities of 5 North Eastern States” in accordance with the fees indicated in the financial bid. If our offer is accepted, I / we undertake to complete the base line survey as per terms and conditions laid down in the EoI document. I / We agree to abide by this offer till 60 days from the date of opening of financial bids and Ministry of Urban Development may accept it before the expiry of that period.

After a formal contract is prepared and executed, this offer shall be binding on us till completion of the assignment. We hereby declare that we have not been blacklisted by any agency in the country / overseas. In case subsequently found, we understand that we will become ineligible of this offer.

We understand that the Ministry of Urban Development is not bound to accept the lowest bid and reserves the right to reject any bid without assigning any reason whatsoever.

Yours faithfully,

Name of the Firm :
Address
Tele. No.
Fax No.
Email no. / Mobile No.

Authorized Representative
Signature
Name
Designation

(T2)

Organizational Details and financial statement

- i) Organizational chart of the agency / company and brief description, year of establishment and experience in conducting benchmark surveys
- ii) Details of the Indian company / representative of the consultant
 - a. Address of corporate office
 - b. Specify the type of experience in conducting household surveys
 - c. Whether subsidiary or independent or JV with details
 - d. Whether individual, proprietorship, partnership corporation or others
 - e. Corporation Registered under
 - f. Organisational set up
- iii) Technical and Managerial Staff - Names and responsibilities of key personnel
- iv) Financial statement for the last three years.

Year	Turnover (Rs. in million)
2008-09	
2007-08	
2006-07	

Note : Audited financial statements duly signed by a Chartered Accountant should be attached.

Experience of Similar projects

- a. Name of the projects
- b. Area
- c. Scope of work
- d. Copy of satisfactory completion certificate by client / client's representative
- e. Contract particulars (recent) of references for the project
- f. Details of any ongoing project (preferably in programme sectors)

Note : Details of the projects need to be given in prescribed format (Form T-3).

(T3)

Project References

(relevant services carried out in the six best projects)

- Assignment Name
- Location within the country
- Name of Client and address
- Reference area of the assignment
- Scope of work
- Start Date
- Completion Date
- Name of Associated Firm
- Project Leader
- Approx. Value of Services
- Description of the project
- Description of actual services provided by the company
- Present status of the project.

Authorized Representative

Firm's name

(F1)

Covering Letter

To

The Director (Urban Development)
Ministry of Urban Development
Room No. 212, 'C' Wing
Nirman Bhawan, Maulana Azad Road
New Delhi – 110011.

Sub. : Consultancy for conducting base line surveys in capital cities of 5 North Eastern States

Sir,

Enclosed herewith is our financial bid for selection of our agency / company for conducting baseline survey as per the Expression of Interest document. We agree to abide by this offer for 60 days from the date of opening of the financial proposal and after signing of contract our offer shall remain binding upon us till completion of the project.

We understand that Ministry of Urban Development is not bound to accept the lowest offer and the Ministry of Urban Development reserves the right to reject any or all offers without assigning any reasons.

Yours faithfully,

(F2)

Consultancy Fee for conducting base line surveys in capital cities of 5 North Eastern States.

Sr. No.	Description	Fees in Figures (in Rupees)	Fees in Words (in Rupees)
1.	Total lump sum fees for conducting the survey		
2.	Service Tax, if any		

Note

- i) The fees quoted above are inclusive of all taxes, levies, duties, provisional sums, etc. excluding service tax. However, service tax as applicable by law, will be reimbursed by Ministry of Urban Development.
- ii) The lump sum fee includes the entire Scope of Work / Deliverables indicated in the Request for Proposal.
- iii) The fees quoted above are inclusive of all expenses likely to be incurred in carrying out the assignments including material, deliverables as detailed, site visits, out of pocket (travelling, accommodation, subsistence, transportation) expenses and other miscellaneous expenses and all other expenses.

Indicative list of data required

Baseline Surveys

Following parameters have been prepared for collection of relevant information. Secondary data/information is proposed to be collected from ULB/concerned department and primary data/information through field survey. The list is not exclusive and exhaustive. Any other item of importance could be added by the MoUD/Consultant

A. Water Supply projects

1. Coverage
 - i) Total no. of households in the service area – could be a ward or whole ULB area
 - ii) With direct water supply connections – municipal water supply through pipeline
2. Per capita supply
 - i) Water supplied to distribution system (litres/month) – only treated water. Exclude industrial estates/water intensive industries. Aggregate for one month
 - ii) Population served – include tourist popn (bed capacity and occupancy in hotels)
 - iii) No. of days in the month – in the specific month (28 in Feb, 31 in Aug...)
 - iv) Areas where water supplied < 70 lpcd – No. of people. Measured through a scientific method
3. Extent of metering
 - i) Total no. of direct connections {1(ii)}
 - ii) Total no. of public stand posts – currently in use
 - iii) No. of metered connections
 - iv) No. of metered public stand posts
4. NRW
 - i) Total quantity of water measured at inlet of WTP from source
 - ii) Total water produced and put into transmission/distribution system (million litres per day or per month) – daily record be maintained for a month
 - iii) Total water sold – actual volume to billed customers
5. Continuity
 - i) Avg. No. of hours per day at a pressure of 7 m head (from ferrul point) – avg. Of 7 days
6. Quality
 - i) Total no. of samples in a month – at outlet of treatment plant and at consumer point
 - ii) No. meeting standards – all parameters
7. Cost recovery
 - i) Total annual operating expenses – exclude interest and capital expenses
 - ii) Total amount billed
 - iii) Total amount collected

B. Sewerage Management Projects

- 1) Coverage
 - i) Total no. of properties in the service area
 - ii) Total no. of properties with individual toilets in the service area
 - iii) Total no. of properties with access to community toilets within walking distance
 - iv) Total no. of properties without individual toilets or without access to community toilets within walking distance
 - v) Total no. of properties having direct connection with sewage network

- 2) Wastewater Collection
 - i) Quantity of waste water measured at inlet of STP
 - ii) Functional capacity of STP
 - iii) Total number of wastewater samples tested (monthly avg)
 - iv) Number of samples passing the specific standards
 - v) Quantity of waste recycled or reused after treatment
- 3) Cost recovery
 - vi) Total annual operating expenses
 - vii) Total annual operating revenues
 - (a) Billed
 - (b) Collected

C. Solid Waste Management Projects

- 1) Coverage
 - i) Total no. of households in the service area
 - ii) Total no. of establishments in the service area
 - iii) Total no. with daily doorstep collection
- 2) Waste Collection
 - i) Total waste generated
 - ii) Total waste segregated
 - iii) Total waste collected
 - iv) Total waste processed/recycled
 - v) Total waste disposed in authorised landfills (monthly avg.)
 - vi) Quantity of waste water recycled or reused after treatment
- 3) Cost recovery
 - i) Total annual operating expenses
 - ii) Total annual operating revenues
 - (a) Billed
 - (b) Collected

D. Incidence of waterborne diseases

Disease-wise no. of cases (with sex and age) during last three years – incidence and no. of causal deaths

E. Water quality in significant water bodies in the immediate vicinity of the programme city:

Criteria-wise report on current status of Class B and D water standards as prescribed by Central Pollution Control Board (CPCB) http://cpcb.nic.in/Water_Quality_Criteria.php

F. Household consumer expenses and employment survey

No. of persons in the household (adults, children, male, female), literate (male, female)

No. gainfully employed with gross household income (male, female)

Annual expenditure on (i) kitchen including food, (ii) house rent, (iii) taxes (property tax), (iv) user charges (electricity, water, phone), (v) capital expenditure, (vi) medical expenses, (vii) education, (viii) others, (ix) total

(this would also throw data for poverty baseline)

NOTE : Household Schedule/Questionnaire should also be prepared for collection of primary data on coverage of services, incidence of water borne diseases and consumer expenses. Sample size should be 4% of households (subject to minimum 500 households) within service area of local urban municipal body.