

RFP Document : 1st September 2021

**Deendayal Antyodaya Yojana-National Urban
Livelihoods Mission (DAY-NULM), ASSAM**

**ASSAM STATE URBAN LIVELIHOOD
MISSION SOCIETY
(ASULMS)**

REQUEST FOR PROPOSAL

for

**“Engagement of Agency / Firm/Company/ Joint Venture for
CONDUCTING SURVEY OF URBAN HOMELESS POPULATION IN
25 HQs (Phase I) URBAN LOCAL BODIES (ULBs) OF Assam”**

Tender No: ASULMS(SMMU)/S&SI-5/252/2021/5469

Dated: 26/08/2021

Issued by ,

**Assam State Urban Livelihood Mission Society
Urban Development Department**

Email Id: nulmassam@gmail.com, spm.ssi.asulms@gmail.com.

GOVERNMENT OF ASSAM

No.F.ASULMS(SMMU)/S&SI-5/252/2021/5469

Dated :-26/8/2021

Notice inviting online Request For Proposal

“Engagement of Agency / Firm for conducting Survey of Urban Homeless Population in 25 HQs ULBs of Assam”

ASULMS, DAY-NULM, Assam , Government of Assam invites online Request for Proposal (RFP) in two bids system from interested Agencies / Firms for conducting Survey of Urban Homeless population in 25 HQs ULBs in Assam. Entities eligible to bid for the empanelment for the ‘**Survey of Urban Homeless Population**’ shall be any Registered Proprietorship / Private Limited COMPANY / Registered Society.

Schedule of Dates:

Sl.No	Information	Details
1	Request for Proposal (RFP) document made available to bidders from	01/09/2021
2	Last date of receipt of queries	10/09/2021
3	Pre bid meeting (date ;time and venue)	13/09/2021
4	Email for submission of written queries for clarifications	nulmassam@gmail.com spm.ssi.asulms@gmail.com spmfi.asulms@gmail.com
5	Last date for receipt of proposals	15/09/2021
6	Date and time of Technical proposal opening	21/09/2021
7	Date and time of Technical Presentation	21/09/2021
8	Date and time of Financial proposal opening	21/09/2021
9	Cost of Bid Document	Rs1,000(One Thousand only)
10	Earnest Money deposit value	Rs.50,000(Fifty thousand only)
11	Project Period / Survey period	125 days

Request for Proposal (RFP) for Conducting Survey of Urban Homeless in Assam under DAY-NULM

12	Address at which proposal in response to RFP notice is to be submitted	Online only at nulmassam@gmail.com spm.ssi.asulms@gmail.com
13	Contact Person	Shri. A M B Rouf- 7002082372 Shri. D.K. Baruah-9706061176 Shri. Pranjit Kakati-9864080937

The bidders are requested to upload & submit their proposals for the above work along with tender fee & EMD before 4 PM , 15/09/2021. Website:- <https://www.nulmassam.in>.

All amendments, time extension, clarifications etc. will be uploaded on the website only and will not be published in newspapers. The bidders should regularly visit the website to keep themselves updated.

1. INTRODUCTION

The scheme of Shelters for Urban Homeless (SUH) under DAY-NULM shall be implemented in all 25 HQs ULBs of the State. It aims at providing permanent shelter with all services to the urban homeless in phased manner under scheme of Shelter for Urban Homeless (SUH).

To assess the actual number of homeless, number of shelters required for Homeless in each SUH implementation towns and for rehabilitation of homeless, it is proposed to conduct a survey of homeless in all the 25 HQs ULBs of the State.

2. PROJECT AREA:

The survey will cover all the 25 HQs ULBs of State of Assam.

3. Objectives of the Survey:

The Objectives of the survey for Shelter for Urban Homeless are:

1. Identification of all the points/places, where the Urban Homeless are found
Identification of Urban homeless families and population of each city.
2. Identification of reasons which lead to homelessness of such identified families/Population.
3. Provide planners a detailed mapping of concentration areas of homeless populations in each city/town.
4. Establish the demographic profile of homeless populations in each city /town.
5. Identify official resources such as land and vacant building that can be deployed to provide the required infrastructure for shelters in appropriate locations in each city / town .

6. Establish the location and type of shelters needed in each city /town by gauging the specific needs of the beneficiaries.
7. The selected bidder would conduct survey and submit report confirming the above objectives.

4. Scope of Work

- i. Training to the employees for conducting survey and operation of software development.
- ii. Data entry in NULM- MIS and software/web- portal development.
- iii. Analysing the data and prepare report.
- iv. Developing the online MIS and data base software/web-portal for data entry of surveyed data by the agency and further use of ULBs/District/State for day to day update and monitoring. The software (including entire database/master files) so developed and entire source data will be the sole property of Municipality.
- v. Sensitization of identified urban homeless persons.
- vi. Apart from the above mentioned points the scope of work expands to fulfilling all the objectives of the survey by the selected bidder and /or any instruction circulated by the authority time to time.

5. Survey of Homeless persons may be divided into three phases:

a. Planning phase

- i. Each Urban Local Body may be divided into smaller, more compact Zones / Ward clusters, in line within the administrative set-up of the ULB.
- ii. Survey Teams may be deployed by selected COMPANY/Agency/Firm depending on size and population of the Zones / ward clusters.
- iii. Each team may comprise of around four persons for the field survey.
- iv. These persons may include COMPANY members or representatives preferably having experience in doing survey earlier.
- v. In addition, a team of two Data Entry Operators and Analysis Specialists should be made available by the selected COMPANY/Agency/Firm at their Headquarter Office for data entry, analysis and preparation of survey report.
- vi. Standard questionnaire format will be developed for entire state and agency would follow same for collection of information.

A Plan for survey of homeless population in each Urban Local Body should be prepared, which will include the following details:

- i. Identification of areas with concentration of homeless based on earlier surveys or any other source of information.
- ii. Division of the ULB into zones/ ward clusters in which data would be collected.

- iii. .Ensure availability of required survey accessories before conducting the survey.
- iv. List of interview questions to be prepared for guiding the focus group discussions as per the guidelines.
- v. Content and format of reports to be submitted to be finalized as per the requirement from time to time.
- vi. Timelines to be fixed within which survey would be completed.
- vii. List of Staffs of ULBs who would be assisting in the qualitative as well as quantitative collection of data.

Prior to the survey, the teams should be trained and oriented on:

- i. Purpose of the survey;
- ii. The profiles and problems of the homeless;
- iii. Participatory research methods;
- iv. Data entry of homeless persons in MIS;
- v. Expected outcomes;
- vi. Ethical responsibilities;

Orientation material can be provided a couple of days prior to starting the survey, as material to be ready before the training sessions. The training should include the surveyors, data entry operators, analysis team and UD&ULB Staffs.

b. Field Survey: Mapping and Need assessment

The field survey will commence only after the trained survey teams are in place.

The steps to be followed during the survey:

- i. Identifying the areas with concentration of homeless population;
- ii. Profiling the homeless populations in these areas in terms of gender, age, education, occupation, marital status, number of children, history of illness etc. persons with disability should be categorized separately;
- iii. Identifying the aspirations of the homeless for a shelter and also the deterrents preventing the homeless from using the existing shelters if any,
- iv. Broadly identifying the possible buildings and locations where new shelters can be built and duly display on the map.

Need assessment of the homeless persons should be done using Focus Group Discussion (FGD) method so as to elicit the best possible responses from them.

In FGD, questions should be asked based on an indicative list / format focusing on the following core areas;

- i. What is roughly the total population of the homeless cluster including women and children?
- ii. What is the predominant age and gender profile of the homeless population in the cluster?
- iii. What are the predominant occupations undertaken by this homeless cluster?
- iv. Do they have any special needs and challenges, such as disability, leprosy, TB, high drug use etc?
- v. Have the majority of homeless residents been at this location for more than one year, or less?
- vi. Do they have access to any shelter? If so, the experience of using such shelters by the homeless
- vii. If the government sets up a shelter for them, would they welcome it; oppose it; or be indifferent? Ask for reasons.
- viii. If they were to have a shelter, what would they seek from it in terms of location; facilities; and management?
- ix. Are there any resources available in the vicinity where these shelters could be built? The resource could be in the form of land or building.

This information should be recorded and collated by each team. To ensure faster survey results, data entry should be done in parallel with the survey along with photograph of each homeless person.

The following deliverables are expected out of this process at this stage:

- i. Map should indicate the locations of all the scattered as well as clusters of homeless people.
- ii. Collated survey results.
- iii. Determination of shelter locations, types, number of shelters required in an area, plus available resources in terms of land and building.
- iv. Finalized resource mapping questionnaire for the next stage of resource mapping.

c. Resource Mapping

The next step is to conduct a resource mapping exercise. The resources that this phase of the survey seeks to identify in consultation with the concerned ULB are:

- i. Existing shelters;
- ii. Unutilized or underutilized government buildings that can be possibly re-deployed as shelters after suitable refurbishing; and
- iii. Vacant lands that are suitable potential sites for new shelter buildings.

At the end of this process, the following deliverables are expected:

Request for Proposal (RFP) for Conducting Survey of Urban Homeless in Assam under DAY-NULM

- i. Field resource mapping survey of all the identified potential buildings and shelter locations.
- ii. Determination of the feasibility of the identified buildings and locations for building/ upgrading shelters, along with government agencies.
- iii. Collating results and submitting to concerned urban bodies at the city level.
- iv. Discussions on recommendations to be put forth in the report.

d. Reporting and Sharing

Once the results of locations are established, the next step is development and finalization of a comprehensive city plan for homeless shelters. This should include sites for homeless shelters and services, types of shelters, converging on homeless concentration areas and aspirations with available resources, buildings and land. This should be done in a participatory manner, with the involvement of municipal authorities , homeless collectives , schools of social work and architecture etc.

At the end of this stage, the following deliverables are expected:

1. Analysis and inferences including homeless concentration areas, profiles, needs and aspirations of homeless populations in each concentration area.
2. Preparation of Report with the following minimum arenas:

Location of shelters

Types of shelters (working single men; single women and their dependents; special needs shelters such as for drug users, those recovering from grave illnesses, the aged, disabled and infirm)

Capacity of each shelter

Facilities and Services to be provided at the shelters Resource mapping of needs against existing resources

Submission of the data set for the project.

Analysis report on clustered homeless requirements

Suggestions for establishment of Shelters based on the need in area/zone & Municipality.

6. The Agency shall be responsible for:-

Task-1: Proper Plan for the Survey

- Task-2:** Develop necessary data analysis formats
- Task -3:** Provide required Manpower, Constitute survey teams and provide training.
- Task -4:** Field Survey, Mapping and Need assessment
- Task-5:** Resource Mapping
- Task-6:** Reporting and sharing
- Task-7:** Other Ancillary works of the Agency

7. EMD, Bid fees , Performance Guarantee Security :

The Technical Proposal should be submitted along with Bid fees of Rs. 1000.00 and refundable EMD of Rs. 50,000/- in favour of "Mission Director, Assam State Urban Livelihoods Mission Society" payable at ASSAM electronically. **Technical Proposal without EMD & Bid fees will be outrightly rejected. The selected bidder shall furnish performance guarantee security for an amount of 10% of the value of work order on signing of agreement for the contract period of finishing of the project whichever is later.**

8. ELIGIBILITY CRITERIA for the Agency/Company/Institution/Firm/Joint Venture:

Should have experience in Govt. sector like Municipal Corporation, Govt. Office, and Public sector Department, have given preference & should have adequate technical man power to survey Urban Homeless population.

- i. Should be registered Firm / Society/ company under the Companies Act or Registration of Societies Act ... at least five years from date of issue of RFP. Registration certificate to be attached / submitted.
- ii. Should have valid registrations such as Permanent Account Number (PAN) of the Income Tax Department, GSTIN Number; Registration No. of the Agency/ Firm/company/ Society. Documents to be attached.
- iii. An Agency/ Company/ Firm/ Joint Venture must not have been blacklisted or placed under funding restriction by any Ministry or Department of the Government of India or by the State Government (or its agency). Documents from authorized signatory.
- iv. The Agency/ Company/ Firm/ Joint Venture must have successfully completed at least two urban survey projects in any Municipal or Government sectors.

Completion certificate of the concerned authority to be attached along with self declaration by authorised signatory.

- v. The Agency/ Company/ Firm/ Joint Venture should not be directly / indirectly related to any employee of ASULMS&UDD under Govt. of Assam.
- vi. The Agency/ Company/ Firm/ Joint Venture must submit only the audited financial statements/reports as the evidence of turnover. Please note that this proof of turnover must be part of the technical proposal and not the financial proposal. The agency should not have incurred any loss for the last three financial years. Min. annual average turnover of the Bidder shall be **INR 3 crore** or more during the last 3 financial years i.e., 25 HQs16-17, 25 HQs17- 18 and 25 HQs1819. The bidders need to provide audited statements to support their claim. The calculation sheet for average annual turnover shall be certified by a chartered Accountant.
- vii. Should have at least five years, experience in this field and follow DAY-NULM guidelines and circulations throughout the procedure.

9. BID EVALUATION METHODOLOGY

Evaluation of the Technical and financial proposals will be based on **Basic Scoring mode**.

9.1 The proposal shall be evaluated in two phases.

- a. In the first phase the Technical Proposals shall be evaluated on the basis of minimum eligibility criteria and presentation as mentioned.
- b. In the second phase the bidders , whose proposal secures the minimum qualifying technical score of 70% marks during the technical evaluation stage shall be shortlisted and financial proposals of these shortlisted agencies will be opened and the lowest financial bidder L1 will be selected . The 2nd (L2) , 3rd (L3) lowest bidders will be kept in waiting .

Technical Bid Evaluation Criteria:

Sl. No.	Criteria of evaluation of technical proposal	Maximum Marks	Marks to be awarded
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1. Existence of Organization		10	
a)	5 years		5
b)	>5 to 10 years		10
2. Financial Performance of Organization (Annual Turnover)		10	
a)	3 crore		5
b)	3 crore – 7 crore		7
c)	>7 crore		10
3. Experience in implementation of any Day-NULM scheme in other States.		5	
4. Experience in urban issues, such as Survey / Management of Homeless / Shelters for Urban Homeless / Old age homes / Homes for Orphanages or Livelihood promotion / Social Development work / Human Rights issues / work with Women & Children & disabled Persons/Urban employment projects in last 3 years/continuing with the MoUs submitted. (Based on signed MoUs) .		30	30
a)	3 or less than 3 projects (MoUs)		15
b)	3 to 5 projects		25 HQs
c)	> 5 projects		25 HQs
5. Completed projects on survey with MIS , (for each 4 marks) Based on completion certificate.		25 HQs	4x5
6. Technical Presentation		25 HQs	
Approach and Methodology for the present project based on timeline provided			15
Qualification of team members to do survey and their experience			10
Reporting on earlier completed projects and other continuing projects			5
TOTAL		105	

10. Opening of Financial Proposal

The financial proposals of technically qualified bidders with 70% or 70%+ (after technical evaluation) shall be opened.

11. FINAL EVALUATION

The bidder proposing the lowest cost among the technically qualified (70% or above) bidders will be L1 and awarded the contract. And, the L2 ranked bidder shall be kept in reserve and may be invited for in case the L1 ranked bidder withdraws, or fails to comply with the requirements specified in the RFP document.

12. SCHEDULE OF PAYMENT (Based on outputs and deliverables as per the mentioned in the SUH guidelines)

For Consultancy Services for Survey of urban homeless families under the Shelter for Urban Homeless (SUH-DAY-NULM) (payment will be released according to the following schedule :-

Sl.No	Deliverable	Duration of Work	Percentage of Payment
1	Submission of inception report (including identification of urban homeless and uniform procedure for conducting of survey for the identification of urban homeless families/ persons) 1st phase (Planning phase) completion with documentation & required MIS .	25 HQs days	25 HQs%
2	Conduct of survey for the identification of urban homeless along-with photographs in three rounds. (3 days gap between 1st and 2nd round and 6 days gap between 2nd and 3rd round) . 2nd Phase (Field Survey phase) completion with relevant documents & achievement of all the deliverables of the SUH guidelines)	25 HQs days	25 HQs%
3	Establishment of web enabled MIS system with 100 % data uploading of all the ULBs and computerization of canvassed survey schedules. 3rd phase (Resource Mapping phase) completion with relevant documents & achievement of all the deliverables of the SUH guidelines.	25 HQs days	25 HQs%
4	Analysis of data of identified urban homeless families/ persons . 4th Phase (Reporting and Sharing) completion with relevant documents & achievement of all the deliverables of the SUH guidelines.	25 HQs days	25%
TOTAL		100 Days	100%

The payment will be inclusive of all taxes . The consultant shall be responsible for any kind of tax , duties , fees and levies imposed.

Note:

i. Above given time schedule shall be adhered to. In case of any delay, Mission Director, ASULMS, UDD may consider time extension on the merits otherwise penalty for delay per se prevailing rules shall be evicted.

ii. All deliverables should be prepared as per guidelines of SUH-DAY-NULM. It must take care of all modified guidelines/instructions, if issued by GOI/State Govt. time to time.

iii. Authority of the ULBs will monitor & validate the progress and completion of the said work.

Experts and Inputs

Sl.No	Expert title
1	Team Leader
2	Any official from ULB /representation / volunteers.
3	GIS Expert
4	Two data entry & analysis specialists.
5	A team of at least 6 field Surveyor

13. SUBMISSION OF PROPOSALS : All technical and financial proposals for the RFP shall be submitted as per formats prescribed later. (Form 1-7).

14. SIGNING OF AGREEMENT

The selected bidder will have to sign a Contract Agreement on non-judicial stamp paper of adequate denomination with ASULMS within 7 days from Issuance of Letter of Award. Agency will perform the work itself and will not sub-let.

15. DEFAULT OF SERVICE

Deviation and/ or Refusal and/ or non-Performance towards in any of the obligations described in the Scope of work, ASULMS would reserve the right to forfeit the selected bidder and would also have the right to terminate the agreement with the selected bidder.

16. VALIDITY OF BID

Proposal shall remain valid for 125 HQs days from the last date of submission of Proposal. A Proposal valid for a shorter period shall be rejected as non-responsive .The project period is valid strictly for 125 HQs days.

17. RIGHT TO REJECT ANY OR ALL PROPOSALS

Notwithstanding anything contained in this invitation document, ASULMS reserves the right to accept or reject any Proposal and to annul this selection Process and reject all proposals, at any time without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof.

ASULMS also, reserves the right to reject any Proposal if:

- a) at any time, a material misrepresentation is made or uncovered, or
- b) the bidder does not submit sufficient information as being asked for

18. LANGUAGE

The Proposal and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the formats provided in this invitation document.

19. PENALTY

ASULMS shall deduct 10 % of the work order value at each stage for delay of submission of reports beyond 3 weeks. No bidder shall communicate with any official of ASULMS or person/persons related to this work after submission of proposal. Any deviation from this will result in rejecting the proposal of the bidder . All queries will be cleared in Pre bid meeting as per schedule. The select bidder will not sub-let the work. Any deviation from this or the guidelines will attract penalty to the bidder.

20. LATE SUBMISSION

Proposal received after the deadline for submission prescribed by ASULMS will not be entertained and be outrightly rejected.

21. MODIFICATIONS AND WITHDRAWAL OF PROPOSALS

No modifications to the Proposals shall be allowed once it is received by ASULMS.

22. FRAUD AND CORRUPT PRACTICES

The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, the ASULMS may reject a Bid without being liable in any manner whatsoever to the Bidder if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.

23. FORFEIT OF EMD:

EMD amount will be forfeited if the bidder withdraws his bid before bid validity period or withdraws from the empanelling process after submitting his willingness to work at the lowest rates (Frozen Rates) or fails to enter into agreement with the allotted ULBs after empanelment.

The EMD amount will be returned to the empanelled consultant only after entering into agreement with all the allotted ULBs. The EMD amount of the bidders who do not accept to work at the lowest rates (Frozen Rates) and who are not technically qualified will be returned after completion of empanelment process.

24. ENQUIRIES & CLARIFICATIONS

Enquiries, if any, shall be addressed to:

STATE MISSION DIRECTOR

Assam State Urban Livelihoods Mission Society

2nd Floor of the Building of Directorate of Municipal Administration

Dispur, Guwahati-781006

All clarifications that are received on or before the date mentioned above will be addressed by ASULMS in Pre-bid Meeting. ASULMS shall aggregate and consider all such clarifications, without specifying the source of clarifications. Only in case of clarifications and suggestions that are considered positively requiring modifications to RFP, response will be communicated to all the Bidders who are present for the pre bid meeting and entered their contact details in the 'Attendance Register for Pre Bid Meeting'. No communications or reply will be sent to the concerned or all Bidders in case of repetition of clarifications.

TECHNICAL PROPOSAL

FORM-1

FORMAT OF THE FORWARDING LETTER

(The Forwarding Letter is to be submitted by the Bidder in Cover-1 of the Bid - Printed on their respective Letter Heads)

Date:

Place:

To

STATE MISSION DIRECTOR
Assam State Urban Livelihoods Mission Society
2nd Floor of the Building of Directorate of Municipal Administration
Dispur, Ghy-781006

Dear Sir/Madam,

Sub: Empanelment for “Survey of Urban Homeless population in Assam”

Please find enclosed one (1) Original of our Bid in respect of the Empanelment for implementing the “**Survey of urban homeless population in Assam**” in response to the Request for Proposal (RFP) Document issued by the Assam Urban Livelihood Mission Society (ASULMS), Urban Development Department, Govt. of Assam , dated _____.

We hereby confirm that:

- a. The Bid is being submitted by _____ (name of the Agency/Firm/Company/Joint Venture) who is the Bidder, in accordance with the conditions stipulated in the RFP).

- b. We have examined in detail and have understood the terms and conditions stipulated in the RFP Document issued by ASULMS and in any subsequent communication sent by ASULMS. We agree and undertake to abide by all these terms and conditions. Our Bid is consistent with all the requirements of submission as stated in the RFP or in any of the subsequent communications from ASULMS.

- c. The information submitted in our Bid is complete, is strictly as per the requirements as stipulated in the RFP, and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Bid. We acknowledge that the ASULMS will be relying on the information provided in the Bid and the documents accompanying such Bid for empanelment of Bidders for the aforesaid programme, and we certify that all information provided in the Application and in Forms 1 to 6 is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Bid are true copies of their respective originals.
- d. We acknowledge the right of the ASULMS to reject our Bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
- e. We satisfy the legal requirements and meet all the eligibility criteria laid down in the RFP. We certify that we have not been blacklisted by any public authority for breach on our part.
- f. This bid is unconditional and we hereby undertake to abide by the terms and conditions of the RFP.
- g. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in Clause 21 of the RFP document,
- h. In witness thereof, we submit this Bid under and in accordance with the terms of the RFP document

For and on behalf of:

(Company Seal) Signature :

Name:

Name:

Designation:

Designation:

(Authorized Representative and Signatory)

Note: Attach all relevant documents .

FORM-2**DETAILS OF THE AGENCY / FIRM / COMPANY/ JOINT VENTURE**

Agency / Firm / COMPANY Name	
Date of Inception	
Type of legal entity (Proprietor, Partnership, Pvt. Ltd, Society etc.)	
Name of Registering Authority	
Registration Number Whether any Legal/Arbitration /proceeding is instituted against or the Agency has lodged any claim in connection with works carried out by us	
Corporate office Address	
Name of the top executive with designation:	
*Certifications:	
*Awards & Recognitions:	
Telephone Number(s)	
E-mail Address	
GSTIN No:	
Sales Tax Number:	
PAN Number:	

(Company Seal) Signature**For and on behalf of:**

:

Name:**Designation:****(Authorized Representative and Signatory)**

Note: Attach all relevant documents.

FORM-3

Request for Proposal (RFP) for Conducting Survey of Urban Homeless in Assam under DAY-NULM

LEGAL CONSTITUTION & NUMBER OF YEARS OF EXISTENCE

Legal Constitution of Agency / Firm / Company/Joint Venture: (Eligibility Criteria) (Private Limited / Proprietorship/ Society etc.,)
1.Status / Constitution of the Firm: 2.Name of Registering Authority: 3.Registration No.: 4.Date of Registration: 5.Place of Registration:

For and on behalf of: (Company Seal)

Signature :

Name :

Designation :

(Authorized Representative and Signatory)

Note: Please provide copy of the registration certificate from the appropriate Registering Authority as given below:

FORM-4

DÉTAILS OF WORK / PROJECT COMPLETED AND PROJECTS CONTINUING BY THE BIDDER:

Sl.No.	Name of Bidder	Name of Work & Sanction Memo Date	Total Project Cost	Status completed/incomplete	If complete, completion certificate (Please mention if complete on time)	If continuing when to be completed

For and on behalf of:

(Company Seal) Signature :

Name:

Designation:

(Authorized Representative and Signatory)

Note: Attach all relevant documents .

FORM-5

FINANCIAL STANDING - ANNUAL TURNOVER

Certificate from the Statutory Auditor regarding Annual Turnover of the Bidder in the immediately preceding **3 Financial Years**

Based on its books of accounts and other published information authenticated by it, this is to certify that _____(name of the Agency / Firm / COMPANY) had, over the last three Financial Years, an **Average** annual Total Turnover of Rs._____ Lakhs as per year-wise details noted below:

Financial year ending 31st March	Total Turnover (in Rs. Lakhs)
2017-18	
2018-19	
2019-20	

Name of the Audit Firm/ Chartered Accountant:

Seal of the Audit Firm:

(Signature, name and designation and registration Number of the Chartered accountant) Date: Note:

Please provide certified copies of Audited Financial Statements of the firm for the immediately preceding three financial years. In the case of Printed annual reports certification is not required.

Request for Proposal (RFP) for Conducting Survey of Urban Homeless in Assam under DAY-NULM

FORM -6

FINANCIAL PROPOSAL SUBMISSION LETTER

(The forwarding Letter is to be submitted by the Bidder in **Cover-2** of the Bid - Printed on their respective Letter Heads)

[Location, Date]

To: [Name and address of employer]

Dear Sir,

We, the undersigned, offer to provide the Survey of Homeless in accordance with your Request for Proposal dated [insert date] and our Technical Proposal. Our attached financial Proposal is for the sum of [insert amount(s) in words and figures). This amount is exclusive of GST and is subject to deduction of income tax at source. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

Our financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in

We understand you are not bound to accept any Proposal you receive.

For and on behalf of:

(Company Seal) Signature :

Name:

Designation:

(Authorized Representative and Signatory)

Note: Attach all relevant documents .

FORM -7

FINANCIAL PROPOSAL FORM

To,

The STATE MISSION DIRECTOR
Assam State Urban Livelihoods Mission Society
2nd Floor of the Building of Directorate of Municipal Administration
Dispur, Ghy-781006

Subject: Financial Bid/Proposal for survey of Urban Homeless of Assam.

Dear Sir,

We are pleased to quote/submit our financial proposal for “Engagement of Agency/ Firm/Company/ Joint Venture for CONDUCTING SURVEY OF URBAN HOMELESS POPULATION IN 25 HQs URBAN LOCAL BODIES (ULBs) OF ASSAM” I/We_____ Consultant herewith enclose the Financial Proposal for selection of my/our firm as Consultant for Subject assignment.

For Providing “Engagement of Agency / Firm/Company/ Joint Venture for CONDUCTING SURVEY OF URBAN HOMELESS POPULATION IN 25 HQs URBAN LOCAL BODIES (ULBs) OF ASSAM”, **our fee is Rs._____ (in figures) (Rs. _____ in words).**

The fee mentioned above is inclusive of service tax and all taxes.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal, i.e. 125 HQs days from the last date notified for submission of the proposal.

Item		Rate including of all type of taxes (Amount in Rs.)
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Engagement of Agency / Firm/Company/ Joint Venture for CONDUCTING SURVEY OF URBAN HOMELESS POPULATION IN 25 HQs URBAN LOCAL BODIES (ULBs) OF ASSAM Inclusive of all taxes.		In Rupee_____ In Word_____
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Yours faithfully,

Signature_____ Full Name_____ Designation_____

Complete Address (with name) of the bidder_____

Tel.No (O)_____ Fax No_____ (R)_____ (M)_____

E-mail:_____

List of ULBs for the Survey
The coloured are Head quarter ULBs.

Assam ULBs

SL. No.	District Name	Name of ULB	URBAN POPULATION
1	DIBRUGARH	Dibrugarh	139565
2	DIBRUGARH	Naharkatia	18937
3	DIBRUGARH	Chabua MB	7230
4	DIBRUGARH	Namrup MB	15483
5	SIVASAGAR	Sivasagar	50781
6	SIVASAGAR	Nazira MB	13304
7	SIVASAGAR	Amguri MB	8000
8	SIVASAGAR	Simaluguri MB	8286
9	SIVASAGAR	Demow MB	10228
10	CHARAIDEO	Sonari MB	19810
11	CHARAIDEO	Moran MB	8434
12	GOALPARA	Goalpara	53430
13	GOALPARA	Lakhipur MB	15633
14	KAMRUP METRO	GMC	962334
15	KAMRUP METRO	North Guwahati	10328
16	KAMRUP (R)	Palasbari MB	4935
17	KAMRUP (R)	Rangia MB	27889
18	NALBARI	Nalbari	27389
19	NALBARI	Tihu MB	4599
50	GOLAGHAT	Golaghat	41989
51	GOLAGHAT	Bokakhat MB	10143
52	GOLAGHAT	Sarupathar MB	9931
53	GOLAGHAT	Barpathar MB	7657
54	GOLAGHAT	Dergaon MB	20059
20	BARPETA	Barpeta MB	42649
21	BARPETA	Barpeta Rd. MB	60000
22	BARPETA	Pathsala	11242
23	BARPETA	Howly MB	18301
24	BARPETA	Sarthebari MB	6913
25	BARPETA	Sorbhog MB	8112
26	BARPETA	Patacharkuchi	5320
27	DARRANG	Mangaldai	25 HQs989
28	DARRANG	Kharupetia MB	18501
29	MORIGAON	Morigaon	29164

Request for Proposal (RFP) for Conducting Survey of Urban Homeless in Assam under DAY-NULM

30	DHUBRI	Dhubri	64168
31	DHUBRI	Gauripur MB	25 HQs002
32	DHUBRI	Bilasipara MB	31171
33	DHUBRI	Chapar MB	18558
34	DHUBRI	Sapatgram MB	12126
35	BONGAIGAON	Bongaigaon	67322
36	BONGAIGAON	Abhayapuri MB	15847
37	NAGAON	Nagaon	117722
38	NAGAON	Dhing MB	19235
39	NAGAON	Kampur MB	10371
40	NAGAON	Raha MB	11,030
41	HOJAI	Hojai MB	37349
42	HOJAI	Lanka MB	36,805
43	HOJAI	Lumding MB	31347
44	HOJAI	Doboka MB	13118
45	SONITPUR	Tezpur	59101
46	SONITPUR	Rangapara MB	18393
47	SONITPUR	Dhekiajuli MB	21579
48	BISWANATH	Gohpur MB	12223
	BISWANATH	B. Chariali MB	19145
55	JORHAT	Jorhat	71782
56	JORHAT	Moriani MB	20000
57	JORHAT	Titabar MB	17920
58	JORHAT	Teok MB	8795
59	LAKHIMPUR	N. Lakhimpur	59814
60	LAKHIMPUR	Bihpuria MB	12016
61	LAKHIMPUR	Dhakuakhana	13502
62	LAKHIMPUR	Narayanpur MB	6001
63	TINSUKIA	Tinsukia	99448
64	TINSUKIA	Doom Dooma MB	21572
65	TINSUKIA	Makum MB	16923
66	TINSUKIA	Digboi MB	21791
67	TINSUKIA	Margherita MB	27913
68	TINSUKIA	Chapakhowa MB	10302
69	HAILAKANDI	Hailakandi	33671
70	HAILAKANDI	Lala MB	11771
71	CACHAR	Silchar	171000
72	CACHAR	Lakhipur MB	10000
73	CACHAR	Sonai MB	17677
74	KARIMGANJ	Karimganj	56854
75	KARIMGANJ	Badarpur MB	13298

77	DHEMAJI	Silapathar MB	25 HQs662
76	DHEMAJI	Dhemaji	12816
78	UDALGURI	Udalguri	15268
79	UDALGURI	Tangla MB	17183
80	CHIRANG	Kajalgaon	26487
81	CHIRANG	Bijni MB	1325 HQs3
82	CHIRANG	Basugaon MB	13849
83	KOKRAJHAR	Kokrajhar	34136
84	KOKRAJHAR	Gossaigaon MB	9068
85	KARBI-ANGLONG	Diphu	61797
86	KARBI-ANGLONG	Dokmoka MB.	5478
87	KARBI-ANGLONG	Bokajan MB	19877
88	KARBI-ANGLONG	Bokolia MB	14433
89	KARBI-ANGLONG	Howaraghat MB	5443
90	KARBI-ANGLONG	Langhin MB	10040
91	West KARBI-ANGLONG	Hamren MB.	8747
92	West KARBI-ANGLONG	Donkamokam	9116
93	DIMA HASAO	Haflong	43756
94	DIMA HASAO	Umrangshu MB	10208
95	DIMA HASAO	Mahur MB	7302
96	DIMA HASAO	Maibong MB	20496
97	BAKSA	Goreswar MB	5631

TOTAL	3479564
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NOTE:-

THE FIRST PHASE SHALL CONSIST OF THE HEADQUARTER ULBS ONLY, WHICH ARE COLOURED.

THE SECOND PHASE SHALL INCLUDE THE OTHER TOWNS.