

## **RFP Document:**

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

---

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

## **REQUEST FOR PROPOSAL** *for*

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

**Tender No: ASULMS (SMMU)/S&SI-5/288/2022/8875**

**Dated: 09-11-2023**

**Issued by ,**

**DAY-NULM, Assam  
Department of Housing and Urban Affairs, Govt. of Assam**

---

**Email Id:nulmassam@gmail.com**

## GOVERNMENT OF ASSAM

No.F.ASULMS(SMMU)/S&SI-5/288/2022/8875

Dated :- 8/11/2023

### **Notice inviting Request For Proposal**

“Engagement of Agency / Firm for conducting Survey of Urban Homeless Population in 25 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 ULBs (Phase II) 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	9/11/2023
2	Last date of receipt of queries	20/11/2023
3	Pre bid meeting (date ;time and venue) :- Office of the State Mission Directorate, DAY-NULM	21/11/2023
4	Email for submission of written queries for clarifications	<a href="mailto:nulmassam@gmail.com">nulmassam@gmail.com</a> <a href="mailto:spm.ssi.asulms@gmail.com">spm.ssi.asulms@gmail.com</a>
5	Last date for receipt of proposals	04/12/2023, 11 am
6	Date and time of Technical proposal opening	07/12/2023, 3 PM ONWARDS
7	Date and time of Technical Presentation	07/12/2023
8	Date and time of Financial proposal opening	07/12/2023
9	Cost of Bid Document	Rs.1,000/-
10	Earnest Money deposit value	Rs.50,000/-
11	Project Period / Survey period	60 days or before.
12	Address at which proposal in response to RFP notice is to be submitted	State Mission Director, DAY-NULM, Assam Dispur, GHY-781006 Email:- <a href="mailto:nulmassam@gmail.com">nulmassam@gmail.com</a>
13	Contact Person	State Project Manager (S&SI)- 9706962203, <a href="mailto:spm.ssi.asulms@gmail.com">spm.ssi.asulms@gmail.com</a>

The bidders are requested to submit their proposals for the above work along with tender fee & EMD before 4 PM , 06/12/2022. 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 the State. In Phase-I, HQ ULBs have been surveyed and now survey shall be done in remaining 25 ULBs of the State. Also, if there are additional ULBs, they may also be considered at the same rate as proposed per ULB or the average cost per ULB for any additional ULB. SUH Component 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 the second phase of survey of homeless in 25 ULBs of the State. And if need arises to survey in additional notified ULBs, but work can be given in the FY 2022-23 at the same rate per ULB or average cost.

## **2. PROJECT AREA:**

The survey will cover 25 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. Creating a **GIS based Web Dashboard** to display the spread of the Homeless in Towns and State wise.
- vii. 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 therequirement 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:

- 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 Web Application, Mobile App, WebGIS System and 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 **“MissionDirector, Assam State Urban Livelihoods Mission Society”** payable at **ASSAM in the form of Demand Draft.**

**Technical Proposal without EMD & Bid fees will be outrightly rejected. The selected bidder shall furnish performance guarantee security for an amount of 5% of the value of work order on signing of agreement for the contract period of finishing of the project whichever is later.**

***ELIGIBILITY CRITERIA for the Agency/Company/Firm:***

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. Proposals from Consortiums and Joint Ventures will not be accepted.
- iii. 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.
- iv. An Agency/ Company/ Firm 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.
- v. The Agency/ Company/ Firm 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.
- vi. An Agency/ Company/ Firm must be an ISO 9001 Certified Company for quality Management from IAF recognised or reputed Body.
- vii. An Agency/ Company/ Firm must be an ISO 27001 Certified Company for Information Security Management from IAF recognised or reputed Body.
- viii. An Agency/ Company/ Firm must be an ISO 20000-1 Certified Company for Information Technology-Service management from IAF recognised or reputed Body.
- ix. The Agency/ Company/ Firm should not be directly / indirectly related to any employee of ASULMS&DOHUA under Govt. of Assam.



- x. The Agency/ Company/ Firm 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., 2020-21, 2021-22 and 2022-23. 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.
- xi. The Agency / Firm should have minimum 20 manpower on their payroll, provide last 6 months ESI&PF statements to prove the same.
- xii. The Agency / Firm should have multi state experience in managing the DAY-NULM Projects in India.
- xiii. Should have at least five years, experience in this field and follow DAY-NULM guidelines and circulations throughout the procedure.

## 8. BID EVALUATION METHODOLOGY

Evaluation of the Technical and financial proposals will be based on **Quality cum Cost Based Selection (QCBS)** mode.

### 9.1 The proposal shall be evaluated in two phases.

The technical 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 as mentioned above.
- b. In the second phase, the shortlisted agency will be invited for presentation in our office.

#### Technical Bid Evaluation Criteria:

Sl. No.	Criteria of evaluation of technical proposal	Maximum Marks	Marks to be awarded
1.	<b>Existence of Organization</b>	<b>10</b>	
a)	5 years		5
b)	>5 to 10 years		10
2.	<b>Financial Performance of Organization (Annual Turnover)</b>	<b>10</b>	
a)	3 crores		5
b)	3 crore – 5crores		7
c)	>5 crore		10

<b>3. Experience in implementation of any survey under Day-NULM scheme in other States.</b>		<b>15</b>	
a)	1state		5
b)	2 States		10
b)	>3 or more states		15
<b>4.</b> <b>4.a ) 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 &amp; Children &amp; disabled Persons/Urban employment projects in last 3 years along with MIS (Based on signed MoUs/Work orders)</b>		<b>20</b>	<b>30</b>
a)	3 or less than 3 projects		15
b)	3 to 5 projects		25
c)	> 5 projects		30
<b>5. Experience in Survey in Assam State- ( MIS Based )</b>		<b>10</b>	<b>10</b>
<b>6. Technical Presentation</b>		<b>25</b>	
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
<b>TOTAL</b>		<b>100</b>	

### 1. Evaluation as per Quality and Cost Basis Selection (QCBS)

Threshold for short listing agencies for technical evaluation will be 70% of 100 marks (seventy marks). The technical evaluation carried out by MD (ASULMS) shall be final in all aspects. The financial proposals of only technically shortlisted consultants will be opened and will be ranked in terms of their total evaluated cost.

#### **Technical Points**

Technical Points will be awarded to the bidder based on their technical evaluation score.

#### **Financial Points**

In case of financial bid, agency with lowest fee/price will be given 100 as Price Point and Price Points of other two bidders will be calculated with formula as below:

Lowest Price/Individual Price X 100. If price quoted by B is 90 (lowest one) and price quoted by A and C are 120 and 96 respectively, then Price Point of B = 100

and Price Point of A =  $90/120 \times 100 = 75$  and price point of C =  $90/96 \times 100 = 93.75$ .

Agency	Financial Quote/Price	Financial Points
A	120	75
B	90	100
C	96	93.75

### **Total Points**

For evaluating the Total Points, quality and cost basis selection shall be applied with below mentioned weights

Parameters	Weight
Technical Points	80%
Financial Points	20%
Total	100%

The Total Points shall be calculated using the formula as (Technical Point x 0.80+ Price Point x 0.20) The Proposals/Bids securing the highest Total Points in the above evaluation will be ranked as H-1 followed by the proposals securing lesser marks as H2, H3, etc. Illustration of the same is as below

Agency	Technical Points (T)	Financial Points (F)	Total Points (0.8T+0.2F)	Ranking
A	53.33	75	57.66	H3
B	83.33	100	86.66	H1
C	75	93.75	78.75	H2

The agency with the Highest ranking (H1) shall be recommended for project. In scenario of a tie in Total Points, agency with higher Technical Points will be ranked higher.

## 9. Opening of Financial Proposal

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

## 10. 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 the designing & Development of the questionnaire, Survey Mobile App, MIS system & Web GIS system) 1 <sup>st</sup> phase (Planning phase) completion with documentation. Field Survey phase) completion with relevant documents & Achievement of all the deliverables of the SUH guidelines) in 5 ULBs	10-20 days	20%
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) . 2 <sup>nd</sup> Phase (Field Survey phase) completion with relevant documents & Achievement of all the deliverables of the SUH guidelines) in other 10 ULBs	10-20 days	40%
3	Establishment of web enabled MIS system with 100 % data uploading of all the ULBs and computerization of canvassed survey schedules. 3 <sup>rd</sup> phase ( Resource Mapping phase) completion with relevant documents & achievement of all the deliverables of the SUH guidelines in remaining 10 ULBs (other than completed in phase 2)	10-20 days	40%
<b>TOTAL</b>		<b>30-60 Days</b>	<b>100%</b>

The survey is to be completed in 30 days and the work can be extended maximum up to 90 days with prior information to SMD in case of any issue etc. In case of any unforeseen circumstances, it has to be informed to the office of the SMD . The decision lies with the SMD for such matters for acceptance.

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, DoHUA 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**

<b>Sl.No</b>	<b>Expert title</b>
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

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

### **12. 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.

### **13. EXTENSION INSCOPE OF WORK**

Currently this work is assigned for 25 ULBs as defined in this document. However, if ASULM desires to extend the work to be taken up in remaining ULBs in the state, the selected agency should take up the work in the same cost approved under same rate contract for next 1 year and terms shall remain same as mentioned in this document. If the cost quoted by the agency is on lump sum basis, for all 25 ULBs the cost for new

ULBs shall be divided on average cost per ULB and will be applicable for new extension work to be taken up. If the cost quoted is per ULB basis, same per ULB cost will be applicable for new ULBs newly taken up.

#### **14. 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.

#### **15. VALIDITY OF BID**

Proposal shall remain valid for 173 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 173 days.

#### **16. 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 an 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

2<sup>nd</sup>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 any 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**

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:	

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

:

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

Note: Attach all relevant documents.

**FORM-3**

**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 COMLETED 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:

<b>Financial year ending 31st March</b>	<b>Total Turnover (in Rs. Lakhs)</b>
2019-20	
2020-21	
2021-22	

**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.

## **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 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 for CONDUCTING SURVEY OF URBAN HOMELESS POPULATION IN 25 URBAN LOCAL BODIES (ULBs) OF ASSAM”, **our fee per ULB is Rs.\_\_\_\_\_ (in figures) (Rs. \_\_\_\_\_ in words).**

The fee mentioned above is inclusive of service tax and all taxes. We also agree that this price is binding on us for 1 year and will be applicable to any additional ULB you may assign to us.

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. 173 days from the last date notified for submission of the proposal.



Item		Rate per ULB including of all type of taxes (Amount in Rs.)
Engagement of Agency / Firm/Company for CONDUCTING SURVEY OF URBAN HOMELESS POPULATION IN 25 URBAN LOCAL BODIES (ULBs) OF ASSAM Inclusive of all taxes.		<p>In Rupee_____</p> <p>In Word_____</p>

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 2<sup>ND</sup> PHASE SURVEY IS IN ANNEXURE-IA****ULBs Selected for PHASE II Based on URBAN Population as per Census 2011**

SL. No.	District Name	Name of ULB	Urban Population
1	HOJAI	Lanka	36,805
2	HOJAI	Hojai	36638
3	BARPETA	Barpeta Rd. MB	35571
4	HOJAI	Lumding	31347
5	DHUBRI	Bilasipara MB	31171
6	TINSUKIA	Margherita MB	27913
7	KAMRUP (R)	Rangia MB	27889
8	DHEMAJI	Silapathar MB	25662
9	DHUBRI	Gauripur MB	25002
10	TINSUKIA	Digboi MB	21791
11	SONITPUR	Dhekiajuli MB	21579
12	TINSUKIA	Doom Dooma MB	21572
10	DIMA HASAO	Maibong MB	20496
14	GOLAGHAT	Dergaon MB	20059
15	JORHAT	Moriani MB	20000
16	KARBI-ANGLONG	Bokajan MB	19877
17	CHARAIDEO	Sonari MB	19810
18	NAGAON	Dhing	19235
19	BISWANATH	B. Chariali MB	19145
20	DIBRUGARH	Naharkatia	18937
21	DHUBRI	Chapar MB	18558
22	DARRANG	Kharupetia MB	18500
23	SONITPUR	Rangapara MB	18393
24	BARPETA	Howly MB	18301
25	BARPETA	Pathsala	18233

N.B.:-

In case of addition of any new ULB by the Government and if work under DAY-NULM is Started in the new ULBs, then the firm may be given work order for survey in the additional ULBs in the approved rate divided by the number of ULBs. The firm shall be asked officially, if they shall do the same in the approved rate. In case of any additional cost due to inflation etc., has to be informed to SMD, and the decision remains with the SMD for the same. However, the increase in cost shall not be accepted if more than the average inflation rate/cost of the nation or 10% whichever is less.

## Checklist and details

S.No.	Description	Compliance (Yes/No)	Abstract Details Page No.	Proof Documents , Page No's
1	The Bidder shall have average Annual Financial Turnover of not less than INR 300.00 Lakhs in the last three financial years from 2019-20, 2020-21, 2021-22, Audited Balance Sheet & CA Certificate			
2	Bidder should have positive net worth for last 3 financial years			
3	Bidder must be in profits for last 3 financial years			
4	The Agency/ Firm should be in existence for more than 5 years			
5	The Agency/Bidder must have previous work experience with ULBs/Government organisations (Form-IV- Web/MIS based Govt. Projects)			
6	The Bidder should have ISO 9001 Certification			
7	The bidder should have ISO 27001 Certification			
8	The Bidder should have ISO 20000-1 certification			
9	The worked for DAY-NULM projects earlier preferred			
	The Agency/ Company/ Firm must have successfully completed at least two urban survey projects in any Municipal or Government sectors.			
10	The Agency/firm must not have been blacklisted or placed under funding restriction by any Ministry or Department of the Government of India or by a State Government (or its agency). -Declaration			
11	The Agency / Firm should have minimum 20 manpower on their payroll, provide last 6 months ESI&PF statements			
12	Latest GST return copies			
13	Latest TDS return copies			
14	Form-I			
15	Form-II			
16	Form-IV			
17	Details of dedicated resources and CVs			
18	DD for Processing Fee of Rs.3,000			
19	DD for EMD of Rs.50,000			

