

**RFP for  
Durg Chhattisgarh, under NULM**

**REQUEST FOR PROPOSAL (RFP)  
FOR  
THE CONSULTANCY SERVICES FOR SURVEY &  
PREPARATION OF CITY STREET VENDING PLAN (CSVP) UNDER  
SUPPORT TO URBAN STREET VENDORS (SUSV) COMPONENT  
OF NATIONAL URBAN LIVEIHOOD MISSION (NULM)**

Date of release of RFP	15-12-2015
Date of pre-bid meeting	21-12-2015, 04:00 PM
Last date of submission of RFP	28-12-2015, 06:00 PM

**Municipal Corporation Durg Chhattisgarh**

Infront of Labour Court  
Utai Road. Durg (Chhattisgarh)  
**Phone & Fax No.** 0788-2322148  
**E-mail:-** [durgmc@gmail.com](mailto:durgmc@gmail.com)

**Web:** [www.municipalcorporationdurg.com](http://www.municipalcorporationdurg.com)

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FOR  
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URBAN LIVELIHOOD MISSION (NULM)

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**- Tender notice -**

REQUEST FOR PROPOSAL (RFP) FOR THE CONSULTANCY SERVICE FOR PREPARATION OF CITY STREET VENDING PLAN under SUPPORT TO URBAN STREET VENDORS (SUSV) COMPONENT OF NATIONAL URBAN LIVELIHOOD MISSION

**Municipal corporation Durg**

Infront of Labour Court  
Utai Road. Durg (Chhattisgarh)  
**Phone & Fax No. 0788-2322148**  
**E-mail:- [durgmc@gmail.com](mailto:durgmc@gmail.com)**

**Phone/Fax No 0788-2322148 Website [www.municipalcorporationdurg.com](http://www.municipalcorporationdurg.com)**

RFP No. 396

Date 15/12/2015

1. Municipal Commissioner, Municipal Corporation Durg CG, invites technical and financial proposals from eligible Consultancy Firms for survey & preparing street vending plans with respect to guidelines of Urban Street Vendors (SUSV) component of National Urban Livelihood Mission (NULM)
2. Participating Agencies must fulfill the following per-requisites :-
  - i. The consultancy/Agency must have been operation in India for at last 3 years. Proof of registration as a legal entity must be submitted.
  - ii. Average annual turnover of consultants/agencies for the last three financial years should be equal to or greater than 10 Lac.
  - iii. The consultancy/Agency should have experience of working with minimum 1 similar assignment (City Street Vending Plan or Slum Free City Plan of Action, City Development Plan, DPR of Municipal Market, Slum Redevelopment Plan, City Sanitation Plan, Master Plan of Urban Infrastructure) in the last five years.
  - iv. The Consultancy/Agency must be registered in Income Tax department.
  - v. Registered firms/consultancies/agencies under Indian Partnership act, 1932 or registered companies under companies act 1956/2013 firms and society act are only eligible to participate in this RFP. Government (Central & State) agencies may also apply if they full fill above eligibility details.

Note :- Proposals without these documents will be treated as ineligible.

3. Interested Agencies may download the complete Request for proposal (RFP) document from the website <http://www.municipalcorporationdurg.com>.
4. A pre-bid meeting is proposal on 21.12.2015 at 04:00 pm. in Data Center Durg.
5. An EMD/Security Deposit of Rs.50000/- (Fifty Thousand Rs) as prescribed in the RFP document (refundable). No Proposals will be accepted without the Bid security.

Note :- No liability will be accepted for downloading the incomplete document.

6. Proposals received without cost of RFP document & EMD/security Deposit are ineligible.
7. Sealed complete proposal will be received at the address mentioned below on any working day up to 05:00 pm on 28.12.2015. The Technical proposals of bids will be opened on the next day at 04:00 pm.

**Municipal Commissioner,  
Municipal Corporation Durg**  
Infront of Labour Court, Utai Road. Durg (Chhattisgarh)

**Municipal Commissioner,  
S K Sundarani**  
Municipal Corporation Durg, Chhattisgarh

<b>S. No</b>	<b>Content</b>	<b>P. No</b>
1	Letter of Invitation	5
2	Annexure A : Data Sheet	6
3	Instruction to Bidders	7
4	Annexure B : Technical Proposal Submission Forms	14
5	Annexure C : Financial Proposal	19
6	Annexure D : Terms of Reference	21

## Letter of Invitation

1. Municipal Corporation Durg CG, invites proposals to provide Consulting Services for survey & preparation of City Street Vending Plan of Durg Chhattisgarh . Detailed scope of Work is provided in the Terms of Reference.
2. A firm shall be selected under Least Cost Selection (LCS) method and procedures described in this RFP.
3. The RFP includes the following documents :
  - Letter of invitation
  - Data Sheet and Instruction to Consultants, see Annexure A
  - Instruction to Bidders
  - Technical proposal, for standard Forms see Annexure B
  - Financial proposal, for standard Forms see Annexure C
  - Terms of reference (ToR), see Annexure D
4. Please note that while all the information and data regarding this RFP is, to the best of the Client's holds no responsibility for the accuracy of this information and it is the responsibility of the Consultant to check the validity of data included in this document.
5. Bidders are requested to submit following documents along with their proposals :-
  - i. Earnest Money Deposit (EMD)/Bid Security (Refundable) of Rs. 50,000 (Fifty Thousand)
  - ii. Copy of certificate of Incorporation/Registration certificate in the shape of DD/FDR in the name of " Commissioner Muncipal Corporation Durg".S
  - iii. Audited Statement of last 3 year to be enclosed along with ITR.
  - iv. Certificate/Work order/MOU from employer regarding experience should be furnished.

**Your Sincerely**  
**Municipal Commissioner**  
**Municipal Corporation, Durg chhattisgarh**

## Annexure A: Data Sheet

1	Name of the client : <b>Municipal Corporation Durg CG.</b>
2	Method of selection : Least Cost Selection (LCS) method
3	Financial proposal to be submitted together with Technical proposal : Yes Title of Consulting Service is preparation of City Street Vending Plan for Municipal Corporation Durg
4	A pre-proposal conference will be held : Yes Date : 21.12.2015 Time : 04.00 PM Venue: Data center Durg
5	Client Representative : Municipal Commissioner or Nominated Official by Municipal Commissioner
6	Proposals must remain valid for 120 days after the submission date indicated in this Date Sheet.
7	The Consultant to include with its proposal written confirmation of authorization to sign on behalf of the Consultant : Yes
8	Bidders Eligibility Criteria : Applicable <ul style="list-style-type: none"> <li>i. The consultancy/Agency must have been operation in India for at least 3 year. Proof of registration as a legal entity must be submitted.</li> <li>ii. Average annual turnover of consultants/agencies for the last three financial years should be equal to or greater than 10 Lac.</li> <li>iii. The Consultancy/Agency should have experience of working with minimum 1 similar assignments (City Street Vending plan or Slum Free City Plan of Action, City Development Plan, DPR of Municipal Market, Slum Redevelopment Plan, City Sanitation Plan, Master Plan of Urban Infrastructure) in the last three years.</li> <li>iv. The Consultancy/Agency must be registered in Income Tax dept.</li> <li>v. Registered firms/consultancies/agencies under Indian Partnership act, 1932 or registered companies under companies Act 1956/2013, Firms &amp; Society Act. are only eligible to participate in this RFP. Government (Central &amp; State) agencies may also apply if they fulfill above eligibility details.</li> </ul>
9	For each Bid Financial and Technical are to be submitted in separate sealed envelopes and then enclosed in a single sealed envelope.
10	Financial and Technical proposals should be clearly marked 'FINANCIAL' (or TECHNICAL) PROPOSAL FOR [Title of Consulting Service] – DO NOT OPEN EXCEPT IN THE PRESENCE OF THE EVALUATION COMMITTEE'.
12	A Bid Security must be submitted : Yes
13	A Earnest Money Deposit (EMD)/Bid Security should be provided Technical Proposal : Yes If Yes, the amount of the Earnest Money Deposit (EMD)/Bid Security is Rs. 50000/- (Rupees one lakh only) Demand Draft, FDR favoring the "Commissioner, Municipal Corporation Durg" And drawn on a nationalized bank/scheduled bank, payable at Durg.
14	The amount of the EMD/Bid Security is Rs. 50,000 (Fifty Thousand) for each Bid and the

	duration for validity of Bid Security is 180 days. For unsuccessful bidders the bid security shall be refunded within 60 days of opening of proposals.
15	A performance Bond in the form of Bank Guarantee is to be submitted by the winning Bidder upon signing of Contract for each Bid. Amount will be 5% of the contract value; this may be provided as 100% Bank Guarantee Bank Guarantee will be made in the name of : "Commissioner, Municipal Corporation Durg" and drawn on a nationalized or scheduled commercial bank.
16	Currency fir proposals is : Indian Rupee
17	Address for submission of proposals : Municipal Commissioner, Municipal Corporation Durg CG. Infront of Labour Court Utai Road. Durg (Chhattisgarh) Phone & Fax No. 0788-2322148 E-mail:- <a href="mailto:durgmc@gmail.com">durgmc@gmail.com</a>
18	Expected date for public opening of technical proposals : 28.12.2015
19	Expected date for public opening of Financial Proposals : [will be intimated to the qualified bidders separately]
20	Expected date for commencement of consulting services: (within 15 days of signing the agreement with Municipal Commissioner, Municipal Corporation Durg.)
21	The proposals will be evaluated based on the information provided by the applicants and the evaluation will be done as per detailed criteria mention in RFP Document.

## **Instructions to Bidders**

### **1. Introduction**

1.1 The Consultants are invited to submit a Technical Proposal as specified in the Data Sheet. The Proposal shall be that basis for a signed Contract with the selected Consultant.

1.2 The Consultant shall bear all costs associated with the preparation and submission of its Proposal and contract negotiation.

1.3 The Client is not bound to accept any Proposal and reserves the right to annul the selection process at any time prior to award of contract without thereby incurring any liability to the Consultant.

#### **1.4 Eligibility Criteria**

The bidders should satisfy the following minimum and those as specified in the Data Sheet. Only those who satisfy these criteria should submit the proposal with necessary supporting document:

1.4.1 A firm declared ineligible by the Government of India or Government of Chhattisgarh shall be ineligible to provide consulting services under the project.

#### **1.5 Number of Proposals**

1.5.1 Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified.

### **2. Clarifications of RFP Documents**

2.1 Consultant may request clarification of any of the RFP document up to a specified number of days before the submission date as indicated in the Data Sheet. Any request for clarification must be sent in writing, including by standard electronic means, to be Client's representative whose address is provided in the Data Sheet. The client will respond by standard electronic/self means within the period specified in the Data Sheet, and will send written copies of the response (including an explanation of the query, without identifying the source of inquiry) to all Consultants who have formally indicated that they intend to submit a Proposal. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure set out under Clause 2.2.

2.2 At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum in writing, including by standard electronic means.

### **3. Preparations of Proposals**

3.1 The Proposal and all related correspondence exchanged between the Consultant and the Client shall be written in the English or Hindi language. Supporting document and printed literature that are part of the Proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

3.2 The Consultant shall bear all costs associated with the preparation and submission of its Proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.



#### **4. Instruction for submission of Proposal**

- 4.1 These instructions should be read in conjunction with information specific to the consulting services contained in the Covering Letter, Data Sheet and accompanying documents.
- 4.2 Proposals must be received before the deadline specified in the Data Sheet to tender. Proposals specified in the Data Sheet.
- 4.3 Consultants shall submit one sealed envelope, containing the Technical Proposal. The Technical Proposals will be opened at the date and time specified in the Data Sheet.
- 4.4 Technical Proposal (see Annexure B)

The Technical Proposal shall contain the following:

- a. Covering Letter (Format 1);
  - b. Legal Constitution & Number of Years of Existence; (use Format 2);
  - c. Financial Standing (Annual Turnover) of agency; (use Format 3) ;
  - d. Project detail sheets outlining previous experience of the firm in similar types of assignments completed during the last ten year (in prescribed format), (use Format 4);
  - e. CVs of personnel to work on this project (in the CV please in the team, whether employee of the firm, number of years with the firm, key qualifications, education, experience and languages known), restricted to maximum of two (2) pages per CV (use Format 5);
  - f. List of proposed expert team and summary of CV particulars relevant to the project subject to maximum of two (2) pages (use format 6);
  - g. Matter not appropriate in any other section this includes written confirmation authorizing the signatory of the Proposal to commit the Consultant;
- 4.5 No mention of your commercial response should be made anywhere in the Technical Proposal, unless specified in the Data Sheet; non-commit the Confirmation will result in automatic disqualification of the Consultant's Proposal.
  - 4.6 Financial Proposal (See Annexure C)  
The Financial Proposal shall be submitted strictly as per Format 7 given in annexure C.
  - 4.7 Submission Instruction
  - 4.8 Consultants are expected to carefully review the contract provisions attached in the RFP for preparation of their Proposals
  - 4.9 The Consultant shall submit Proposal using the appropriate submission sheets provided in Annexure B & C. These forms must be completed without any alteration to their format, and no substitutes will be accepted. All field shall completed with the information requested.
  - 4.10 Proposal Validity

**5. Proposals shall remain valid for the period specified in the Data Sheet commencing with the deadline for submission of Proposal as prescribed by the Client.**

- 5.1 A Proposal valid for a shorter period shall be considered nonresponsive and will be rejected by the Client.
  - 5.1.1 In exceptional circumstances, prior to the expiration of the proposal validity period, the Client may request. Consultants to extend the period of validity of their Proposals. The request and the responses shall be made in writing. A Consultant may refuse the request. A Consultant granting the request shall not be required or permitted to modify its Proposal.
  - 5.1.2 During the Proposal validity period, Consultants shall maintain the availability of experts nominated in the Proposal. The Client will make its best effort to complete negotiations within this period.
- 5.2 Format and signing of Proposals
  - 5.2.1 Technical Proposal (One Original only) shall be placed in on envelope clearly marked "TECHNICAL PROPOSAL ORIGINAL".
  - 5.2.2 Financial Proposal (One Original only) shall be placed in a separate sealed envelope and clearly marked as "FINANCIAL PROPOSAL".
  - 5.2.3 The Proposal shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Consultant. This authorization shall consist of a written confirmation and shall be attached to the Technical Proposal. The name and position of each person signing the authorization must be typed or printed below the signature. Any interlineations, erasures, or overwriting shall be valid only if signed or initialed by the person signing the proposal.
  - 5.2.4 All bids must contain original copies of the Technical Proposal as described in the Data Sheet.
  - 5.2.5 The Envelope marked as Technical Proposal and Financial Proposal shall be placed in a separate Outer Envelope containing the Name of the Assignment and address for the submission of Proposal as mentioned in Data Sheet.
  - 5.2.6 If any envelope is not sealed and marked as instructed, the Client will assume no responsibility for the misplacement or premature opening of envelopes.
  - 5.2.7 Proposal must be submitted to the address specified on the Data Sheet and delivered on or before the time specified in the Data sheet.
  - 5.2.8 The client may, at its discretion, extend the deadline for the submission of Technical Proposal by amending the RFP in accordance with Clause 2.2 in which case all right and obligations of the Client and Consultants subject to the previous deadline shall thereafter be subject to the deadline as extended.

**6. Evaluation of Technical Proposals**

- 6.1 Criteria for Evaluation of technical proposals.
- 6.2 Technical proposals of all the applicants will be evaluated based on minimum qualifying technical eligibility criteria system. Evaluation of the proposals will be done by the evaluation committee as the following parameters mentioned below;

S.N.	Evaluation Criteria
1	Number of years in existence of Consultancy/Agency (The consultancy/Agency must have been operation in India for at least 5 years. Proof of registration as a legal entity must be submitted. )
2	Average audited annual turnover of last 3 financial years (Average annual turnover of consultants/agency for the last three financial years should be equal to or greater than 50.00 lacs. Please provide certified copies of audited Financial statement of the organization/agency for over the last three financial years.)
3	Previous experience of Proposer Bidder- The Consultancy/agency should have experience of working with minimum 1 similar assignments (City ?Street Vending Plan or slum Free City Plan Action city Development Plan, DPR of Municipal Market, Slum Redevelopment Plan, city Sanitation Plan, Master Plan/DPR of Urban infrastructure) in the last five years.
4	Qualification and experience of team Leader & other Key Professionals
I.	Team Leader/Urban Development Specialist (minimum 5 years working experience)
II.	MIS expert (minimum 5 years working experience)
III.	Social Development Specialist (minimum 5 years working experience)
IV.	GIS Expert (minimum 5 years working experience)
V.	Project Engineer/infrastructure Specialist (minimum 5 years working experience )
VI.	Capacity Building/Training/Site Coordinator (minimum 5 year working experience )

## 6.2 Evaluation of Technical Proposals

6.2.1 The eligibility criteria will be first evaluated as defined in Notice inviting Request for Proposals, for each bidder. Detailed technical evaluation will be token up in respect of only those bidders, who meet with the prescribed minimum qualifying technical eligibility criteria.

6.2.1 The Municipal Corporation will constitute an evaluation Committee for evaluation of Proposals received.

6.2.2 The evaluation committee evaluates the Technical Proposals on the basis of Proposal's shall be rejected if it does not achieve the minimum qualifying technical eligibility criteria.

6.2.3 A Technical Proposal may not be considered for evaluation in any of the following cases:

- i. the consultant that submitted the proposal failed to make a paper statement to that effect in the cover letter ; or
- ii. the Consultant that submitted the Proposal was found not to be legally incorporated or established in India; or
- iii. the technical Proposal was submitted in the wrong format;
- iv. the technical Proposal reached the Municipal Corporation after the submission closing time and date specified in the Data Sheet.

6.2.4 After the technical evaluation is completed the municipal corporation shall notify Consultants whose Proposals did not meet the minimum qualifying technical eligibility criteria or Consultants who's Technical Proposals were considered non-responsive to the

RFP requirements, indicating that their Financial Proposals will be returned unopened after completion of the selection process. The Municipal Corporation shall simultaneously notify, in writing to the consultants who's Technical Proposals qualified minimum qualifying technical eligibility criteria, indicating the date, time and location for opening of Financial Proposals (Consultants attendance at the opening of Financial Proposal is optional).

### 6.3 Public Opening and Evaluation of Financial Proposals

#### 6.3.1 public Opening of Financial Proposals-

6.3.1.1 at the public opening of financial Proposals, Consultant representatives who choose to attend, will sign an Attendance Sheet.

6.3.1.2 The qualified of each Technical Proposal that meet the minimum qualifying technical eligibility criteria will be read out aloud.

6.3.1.3 Each financial Proposal will be checked to confirm that it has remained sealed and unopened.

6.3.1.4 The Municipal Corporation's representative will open the financial proposal of each of only qualified technical Proposal. Such representative will read out aloud the name of the will be recorded in writing by the client's representative. The price quoted by agencies shall be ranked as L1,L2,L3 etc.

#### 6.4 Evaluation of financial Proposal

6.4.1 Financial Proposal shall be opened publicly and read out; and the lowest priced bidder can be invited for contract negotiation. The municipal Corporation reserves the right to award/the assignment to the bidder quoting lowest price.

6.4.2 Consultants attendance at the opening of financial proposal is optional.

6.4.3 The evolution committee will be review the content of each financial proposal During the review of Financial Proposals, the Committee and representatives of Municipal Corporation designated by the Municipal Commission involved in the evaluation process will not be permitted to seek clarification or additional information from any Consultant, who has submitted a financial Proposal. Financial Proposal will be reviewed to ensure these are:

- i. Complete, to see if all items of the corresponding Financial Proposal are priced, and correct any arithmetical errors.
- ii. Computational errors if there are errors these will be corrected;

## 7. Award of Procurement Services

7.1 Municipal Corporation will issue letter of Intent (LoI) in favour of bidder who has offered lowest price. A letter of award (the "LOA") shall be issued, in duplicate, by municipal corporation to the selected Agency and the Selected Agency shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof.

**8. Execution of Agreement**

8.1 After acknowledgment of the LOA as aforesaid by the selected Applicant it shall execute the Agreement within the period of 15 days from the date of issuance of LOA.

8.2 Property Data

8.3 All documents and other information provided by Municipal Corporation /SULM, CG shall remain or became the property of municipal Corporation/SULM, CG. All information collected, analyzed processed or in whatever manner provided by the agency to Municipal Corporation /SUDA, CG in relation to the consultancy shall be the property of Municipal Corporation /SULM, CG.

**9 Settlement of Disputes**

9.2 amicable settlement

9.2.1 the parties shall use their best efforts to settle amicably all disputes arising of or in connection with this Agreement or the interpretation thereof.

9.3 Dispute settlement

9.3.1 any dispute between the Parties as to matters arising pursuant to this agreement, which cannot be settled amicable thirty (30) days after receipt by one party of the other party's request for such amicable settlement, may be submitted by either Party for settlement. If the dispute (s) is not resolved amicably then it shall be referred to arbitration and shall be dealt as per the provisional of the arbitration Conciliation Act 1996 for all purposes, the Civil Court, ..... (City name), shall have jurisdiction only in exclusion to any other jurisdiction specified under any other Act.

9.3.2 The place of Arbitration shall be at ..... (city name) only.

## Annexure B : Technical Proposal Submission Forms

### Format 1 : Covering Letter

[Location Date]

To : [Name and address of Client]

Dear Sir or Madam

We, the undersigned, offer to provide the Consulting Services for [insert title of assignment] in accordance with your Request for Proposal dated [ Insert Date and our Proposal. We are hereby submitting our Proposal, which included this Technical Proposal sealed under a separate envelope 2.

We hereby declare that we have read the Instructions to Consultants included in the RFP, and abide by the same, and specifically to conditions mentioned in section 1.5 [In case of any declaration, reference to concerned document attached must be made].

We hereby declare that all the information and statements made in this proposal are true and accept that any misleading information contained in it may lead to our disqualification.

We confirm that all personnel named in the tender will be available to undertake the services.

We undertake, if our proposal is accepted to initiate the Consulting Services related to the assignment not later than the date indicated in the Data Sheet.

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

Your faithfully

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Format 2 : Legal Constitute & Number of Years of Existence

Organization Name :	
1. Status/Constitution of the Organization :	
2. Name of Registering Authority :	
3. Registration no. :	
4. Date of Registering :	
5. Place of Registering :	

For and on behalf of :

(Company Seal )

Signature :

Name :

Designation :

(Authorized Representative and Signatory)

Notice : Please provide copy of the registration certificate from the appropriate Registering Authority.

### Format 3 : Financial Standing (Annual turnover )

Certificate from the Statutory regarding, the Total turnover of the organization is Rs. 300 lakh for the last 3 financial year ending of month 31<sup>st</sup> march 2015.

Based on its books of accounts and other published information authenticated by it, this is to certify that ..... (Name of the Bidder) had, over the last three financial years, to total turnover of the organization is Rs. .... Lakhs as per year-wise details noted below:

Financial Year ending 31 <sup>st</sup> march	Total Turnover (In Rs. Lakhs)
2012-13 :	
2013-14 :	
2014-15* :	
Total	

\*in the event the Financial statements for the year 2014-15 is un audited, Provisional financial statements duty certified by CA may be submitted.

None of the audit firm/Chartered Accountant:

Seal of the audit firm:

(Signature, name registration Number of the Chartered account)

Date:

Note:

Please provide certified copies of Audited Financial Statements of the organization/agency for over the last three financial Year.



## Format 4: Project Detail Sheet

(Please fill separate assignment wise)

Assignment name :	Approx value of the (in current Rs.):
State & City name :	
Name of Client :	
Address of Client :	
Start date (month/year):	
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved from your firm and functions performed indicated whether regular full time employees of your firm or part-time/independent:	
Narrative description of Project in brief:	
Description of actual services provided by your firm un the assignment:	

Authorized Signatory [In full initials and Seal]: \_\_\_\_\_

Name of the organization: \_\_\_\_\_

## Format 5: Curriculum Video (CV) for Proposed Experts

Proposed Position .....[only one candidate shall be nominated for each position] (Please fill separate format 5 for proposed all 6 experts)

NAME:

DATE OF BIRTH:

NATIONALITY:

EDUCATION: [year]name of institution and degree]

MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS:

COUNTRIES OF WORK

EXPERIENCE

LANGUAGES

PROFESSIONAL BACKGROUND

[Description]

EMPLOYMENT RECORD

[Year starting with present position][employer]

PROFESSIONAL EXPERIENCE

[Month and year start to finish]

[Name of project and client]

[Descriptive paragraph of 4-5 assignment, position held, responsibility under taken and achievements attained.]

.....

Certification:

I, the undersigned, certify to the best of my knowledge and belief that:

- (i) This CV correctly describes my qualification and experience;
- (ii) In the absence of medical incapacity I will undertake this assignment for the duration and in term of the inputs specified for me in the Technical Bid provided team mobilization takes place within the validity of this Bid or any agreed extension thereof.

I understand that any willful misstatement herein may lead to my disqualification or dismissal, if engaged.

[Signature of expert or authorized representative]

\_\_\_\_\_

[Name of Expert/Authorized signatory]

Date:

Place:



## Annexure C: Financial Proposal

### Format 7: Financial Proposal

To,

Municipal Commissioner,

Municipal Corporation .....

Dear Sir,

Subject: Consultancy Services for preparation of City Street Vending Plan of ..... City in Chhattisgarh

I/we \_\_\_\_\_ Consultant herewith enclose the financial Proposal for selection of my/our firm as Consultant for Subject assignment.

Our fee for Providing Consultancy Services is Rs. \_\_\_\_\_ per vendor (Rupees ----- per vendor, in words).

The fee mentioned above is inclusive of all taxes, but excluding service tax which shall payable extra as per the pre the prevailing rates.

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., ninety (90) days from the last sate notified for submission of the proposal.

Yours Faithfull,

Signature:

Full Name:

Designation:

Address:

Tel.: Nos. (O)

(R)

(M)

E-mail:

Fax No.

## Annexure D: Terms of Reference

### 1. Project Background

The recently launched National Urban Livelihood Mission (NULM) aims to promote sustainable development of the large informal and unorganized workforce in the urban areas. NULM urges special attention on street vendors as an occupational group in the informal sector and requires that interventions be designed for this group so as to improve their quality of life. It is estimated that in several cities street vendors count for about 2 percent of the population. Women constitute a large segment of these street vendors in almost every city. Street vending is not only a source of self-employment to the poor in cities and town but also a means to provide “affordable” as well as “convenient” services to a majority of the urban population. With this background, the aim of this exercise is to support Municipal Corporation in preparing the City Street Vending Plan (CSVP) for Durg City. The brief description of the tasks to be undertaken in this project is listed as below:

### 2. Identifying the Street Vendors

The first and for most tasks is to identify and profile the street vendors. Street vendors in **Municipal Corporation Durg CG**, have to be identified and estimated and numbered at ground level for Biometric process. Vendors need to be classified under three major categories:

**Stationary:** Those who carry out vending on a regular basis at a specific location e.g. those occupying space on the pavements or other public places and/or private areas either open/covered (with implicit or explicit consent) of the authorities, and operating on usufruct rights.

**Peripatetic/wandering:** Those who carry out vending on foot and sell their goods and services and includes those who carry baskets on their head/slung on their shoulders and those who sell their goods on pushcarts.

**Mobile:** Those who move from place to place vending their goods or services on own vehicles like bicycle or mobile units on wheels, motorized and manually driven, as well as in moving buses, local trains etc.

While categorizing the street vendor based on the above, care may be taken to ensure that the unique characteristic that differentiates a street vendor from other types of vendors, i.e., that they complete their transactions by the end of the day or part of the day thereof, following which they will wrap up their wares and remove them from the spot till the next time of vending.

During the identification period, wide publicity of the event will be taken up in the ULB through banners and mike announcement to ensure that those members not covered by the enumerator during the field canvassing of questionnaires can physically come to the Municipal and get registered.

Once the vendor list is finalized, the following tasks have to be undertaken:

1. Identification of areas where street vendors have been profiled which may be classified as restriction-free, restricted and prohibited vending zones based on set criteria. These criteria may be determined in advance by the ULB in accordance with the broad framework given by the government in the National Street Vending Policy 2009 and the Vendors' Act 2014
2. Identification of existing natural and emerging markets for considering the possibility of developing them in to regular markets and vending zones in a PPP mode to result in a win-win situation – for the vendors, the potential users of the services and the vehicular and pedestrian traffic
3. Identification of vending zones operation on time-sharing basis as well as weekend market zones
4. Work out the carrying capacity of the vending zones identified
5. Work out procedure of allotment of spaces for vendor's markets for regular as well as vending on time-sharing basis including the period of validity of the allotment of spaces for the vendors.

### **3 GIS Base Mapping and Surveys**

GIS mapping has to be undertaken at two levels namely City level mapping and vendor level mapping.

#### **3.1 City Level Mapping**

The geo-referenced base map of the city shall serve as a foundation for preparing Street Vending Plan where all other thematic maps may be overlaid for spatial analysis. Thus, it shall aid Planners in preparing Vendor Plan. City level GIS mapping has to be done with the help of latest satellite imagery. For that purpose, Procurement of Cartosat II/Quick Bird/World View satellite image from the National Remote Sensing Agency (NRSC) or any other authorized Agency for the project area has to be purchased by the Consultant and it shall be reimbursed by the client.

The following layers have to be created in city level mapping:

1. City/Municipal and ward boundaries
2. Vendors/vendor zones will be captured using GPS equipment
3. All water bodies, viz., Stream, creeks, tanks, etc
4. Roads with classification as Arterial /Sub arterial/Slum roads etc.
5. Railroads, Other landmarks such as temples, mosques, church etc.

### **3.2 Vendor Location Level Mapping**

The delineation of vendor zonal boundaries has to be done with the full involvement of the vendors and its association, if any. The delineation of boundary will be done in GIS with the help of GPS coordinates captured for all the vendors.

This will be based on the division of the zones for restriction free vending, as well as for vending on restricted basis ;and areas where vending is prohibited. This activity will take into account existing norms, if any, in the -----city level, the authenticity of such a division. Existing norms pertaining to the zoning (green, amber and red zoning) will be studied and relevant norms for the city will be worked out.

### **3.3 Capturing Photo and biometric identity of Street vendors**

The following steps have to be followed for capturing photo and bio-metric identity of the vendors:

1. Developing and implementation of user interface to capture photo and biometric identity data
2. Installation or deployment of user interface software in laptops/computers to capture photo and biometric identity data
3. Store photo and biomatric data into data base in appropriate format.
4. Check and validate stored photo and biometric data.

### **3.4 Preparing ID cards for Street vendors**

Each vendor surveyed has to be given photo ID cards and the steps followed are listed as below:

1. Format preparation for ID cards to print.
2. Verify the correctness of data
3. Print Street Vendor Photo ID cards.

Such identity cards & license has to be given to the street vendors after approval & in the manner Prescribed by the Competent Authority (Street vending committee/organization).

### **3.5 Preparing MIS Software**

A data base of all street vendors will be maintained by the ULB. So Consultant will have to prepare software which helps ULB to maintain all records of vendors in future also. As vendors are mobile, the software should be able to track (based on either present/permanent address or any other criteria) whether the vendor has already been covered and issued an Identity Card. For such purpose, software has to be developed for monitoring after implementation of the street vending Plan to monitor the entire allotment, registration and the whole above process.

### **3.6 Vendor Census Survey**

Consultant has to conduct of survey for identification and enlisting of street vendor and it has to be carried out with trained enumerators in a digital. The survey should preferably be conducted on a whole city basis. Alternatively, the Consultant may also choose to complete the survey in a phased manner, covering one area (word/zone/specified part of city) at a time. In this case, the area survey must cover all street vendors in the area being surveyed. Consultant has to developed methodology for conducting the survey. At a minimum, the survey must include Name, Name of parents, Permanent Address Present Address, Identity proof (if any) Telephone number (if any), Place of vending, Type of vending activity, Time/Duration of engagement as a vendor, Details of family members, if identified as beneficiary/poor for any of the government schemes like Food Security Act. TPDS, SJSRY, etc (using survey format prepared by ULB of finalized with ULB).

During the survey, the original documents pertaining to present/permanent address proof, especially in the case of migratory population may also be verified so that the Identity Cards issued to the surveyed street vendors can act as sufficient documentation for opening of their bank accounts, getting loans from banks, accessing social security benefits, etc.

The ULB will issue Identity Cards to all the surveyed/identified street vendors. A data of all street vendors will be maintained by the ULB. Since the vendors are mobile, the software should be able to track (based on either present/permanent address or any other criteria) whether the vendor has already beer. Covered and issued an identity card.

### **3.7 Preparing de-duplication software**

In order to avoid duplication, consultants have to develop de-duplication software and the steps have to be followed are as listed below:

1. Developing and Implementation of de-duplication software to verify captured biometric data.
2. Generate a report for duplicated (bulk) biometric data
3. Allow duplication verification process while capturing biometric data at the later stage.

## **4. Preparation of City Street Vending Plan**

The consultant has to prepare Street vending plan which will contain the following:

- (i) Profile of street vending trades and activities
- (ii) Spatial distribution of street vending activities
- (iii) Earmarking of space or area for vending zones;
- (iv) Determination of vending zones as restriction- free vending zones, restricted zones and no-vending zones
- (v) Estimates of holding capacity of vending zones, which is the maximum number of street vendors who can be accommodated in any vending zone
- (vi) Understanding of key challenges, constraints and issues relating to street vending



(vii) Possible solution and Potential Street vending areas.

The Street Vending Plan will also take into account the natural where sellers and buyers naturally congregate for the sale and purchase of products and services. The Plan will be developed after consultations with Street Vendor's representatives and other relevant stakeholders.

While preparing the Street Vending Plan, the consultant shall coordinate with the city police, traffic police, planning authority and other local agencies should also devise and promote vendor friendly policies, solutions and strategies to accommodate and facilitate street vending in a manner that is conducive to street vendors and the public at large. This may include policies for traffic lighting, water, sanitation and waste disposal in street vendor market areas. The ULB may coordinate with planning authorities to develop pro-vending norms and stipulation of vending spaces in new or refurbished roads, markets, office and residential complexes and other public space and public infrastructure. This will ensure greater acceptability of Street Vending Plan among the stakeholders.

The consultant should make every effort to minimize disruption to existing markets while developing the city street vending plan. According the plan may be developed in such a manner that no relocation or eviction of street vendors place. Re-location of street vendors, if required, must be based on consultation with the affected vendors. Based on the survey findings, the City Street Vending plan may also include a digitized or non-digitized map of vending activities, vending, vending trades and existing markets at word or zone level.

Management Information system - Street vending plan has to suggest methods of Monitoring system using MIS software. For such purpose, software has to be developed for monitoring after implementation of the street vending Plan to monitor the entire allotment registration and the whole above process. This MIS software has to be developed in consultation with the Municipal Corporation.

City Street Vending Plans will be submitted to the State Urban Livelihood Mission, CG (SULM, CG) for approval, and will be considered final once approved by SULM.

## **5. Preparing Detailed Implementation Plan (DIP)**

The Consultant has to prepare a Detailed Implementation Plan (DIP) for infrastructure improvement projects which may include improved civic facility such as paving water supply, toilets waste projects disposal facility lighting, common storage space, and specialized carts for specific types of trades, temporary sheds and/or parking facilities. The infrastructure requirements for vendors markets will be assessed based on consultation with be facilitated by the ULB.

The DIP for infrastructure improvement must be prepared only after the vendor survey and the master plan for the area where the projects it located, has been complete. While preparing the DIP, provision for providing specialized carts to the street vendors for specific types of trades such as food vending etc. may be included with a view to improve the hygiene and optimal utilization of space. These carts may be funded through individual loans covered under the SEP component of NULM

### 5.1 DIP should contain:

- (i) Project rationale, detail of beneficiaries and stakeholders, how it will contribute to improved street vending in the surrounding area, and how it fits within the overall City Street Vending Plan street vending Plan
- (ii) Land ownership details
- (iii) Relocation plan, if any must be supported project details from the affected street vendors and/their association.
- (iv) Specific infrastructure improvement project details with costs, including operations and maintenance plan
- (v) Detailed and complete list of beneficiaries who will benefit from the project
- (vi) Safety concerns, if any relating to fire hazard or other hazards.

DIP must be submitted to the State Level Project Sanctioning committee of SULM, CG for after approval of City Street Vending Plan (CSVP)

## 6. Outputs and Deliverables

The following outputs are expected to be delivered in stages

Sr. No	Deliverable	Copies	Due date
1	Submission of inception report (including detailed survey strategy of street venders in city & report of kickoff workshop)	2 set of hard copies & 2 set of soft copies	End of week 2
2	Vendor Identification, Bio-metric survey, capturing photograph, Vendor census survey and GIS mapping of the existing Vendors	2 set of hard copies, along with of details & 2 set of soft copies	End of week 15
3	Draft Street Vending Plan	2 hard copies & 2 set of soft copies	End of week 22
4	Final Street Vending Plan (approved by Municipal Corporation & by SULM)	3 hard copies & 3 set of soft copies	End of week 26
5	Draft Detailed Infrastructure Plan (DIP)	2 hard copies & 2 set of soft copies	

Above given time schedule shall be strictly adhered to. In case of any delay Municipal Commissioner may consider time extension on the merits otherwise a penalty for delay at the rate 0.25% of total payment per week shall be levied.

## 7. Experts and Inputs

Sr. no.	Expert Title	Qualification and Skills	Experience
1	Team Leader/Urban/Development Specialist	<ul style="list-style-type: none"> <li>▪ Masters or equivalent in planning/engineering/economics/other relevant disciplines</li> <li>▪ Sound knowledge of urban development issues</li> </ul>	Sector experience of more than 10 yrs experience of project management of similar projects of at least 5 yrs
2	MIS expert	<ul style="list-style-type: none"> <li>▪ Degree in Computer Science/MCA</li> <li>▪ Expertise in statistical analysis and software development/MIS applications</li> </ul>	At least 5 years experience

3	Social Development Specialist	<ul style="list-style-type: none"> <li>▪ Degree or equivalent in social development discipline</li> <li>▪ Sound understanding on issues of urban poor</li> </ul>	At least 5 years working experience with urban poor and community development
4	GIS expert	<ul style="list-style-type: none"> <li>▪ Masters of equivalent degree in Geoinformatics</li> <li>▪ Knowledge and experience in GIS mapping</li> </ul>	At least 5 years experience
5	Project Engineer/infrastructure Specialist	<ul style="list-style-type: none"> <li>▪ Degree in Civil Engineering</li> <li>▪ Sound knowledge of municipal services network, design norms, contracting</li> </ul>	At least 5 years experience in Project engineering
6	Capacity Building/Training/Site coordinator	<ul style="list-style-type: none"> <li>▪ Bachelors/Master in Urban Planning/social science</li> <li>▪ Good understanding of surveys and experience in data collation and analysis</li> <li>▪ Good communication and networking skills</li> </ul>	5 years experience working on urban projects.

The persons whose CVs are proposed in the bid shall not be allowed to change in case of any urgency. Municipal Commissioner may consider request of the bidder.

## 8. Working arrangements

### 8.1 Management and counterpart staff

The assignment will be contracted by the Municipal Corporation Durg, and will ensure the support of government officials, parastatal agencies wherever necessary.

Municipal Commissioner, Municipal Corporation Durg, will;

- a. Designate on "Office in charge" responsible for management and coordination of consultants.
- b. Constitute multi-stakeholder City Level Street Vending Committee,
- c. As a part of this corporation will nominate officers from relevant sections of the agency to participate in the process of stakeholder CSVP preparation.
- d. Provide the Consultant with existing maps (as available with it) data on Corporation and service delivery.
- e. Provide the Consultant with necessary authorization to procure to procure information from line departments.

### 8.3 Consultant will be responsible to:

- a. arrange its own office space and equipment, surveys
- b. arrange for all transportation and travelling required
- c. Arrange its own translations, communication, data processing and printing equipment and necessary stationeries
- d. Work closely with the office in-charge and the Corporation.

## 9. Payment Schedule

Sr. no.	Deliverable	Percentage of payment
1	Submission of inception report (including detailed survey strategy of street vendors in city & report of kickoff workshop)	10% of the total fees
2	Vendor Identification, Bio-metric survey, capturing photograph. Vendor census survey and GIS mapping of the existing Vendors	40% of the Total fees
3	Draft Street Vending Plan (Submission of Draft Street Vending Plan to Municipal Corporation)	10% of the Total fees
4	Final Street Vending Plan (After approval from Municipal Corporation & State Level Project Sanctioning Committee plan of SLUM, CG)	20% of the Total fees
5	Draft detailed Infrastructure Plan (DIP)	
6	Draft detailed infrastructure Plan (DIP) must be submitted to State level Project Sanctioning Committee of SULM, CG	20% of the Total fees