

REQUEST FOR PROPOSAL

Selection of Agency for mobilising community in urban slums for using toilets in Puri

Project Director,
District Urban Development Agency,
Puri

A. BIDDING SCHEDULE

Availability of Request for Proposal document.	Download from https://puri.nic.in from 21.10.2019 onwards
Last date for submission of written/online queries for Clarification	28.10.2019
Date, Time and venue for Pre-Bid Meeting	Date: 31.10.2019 at 11.00 A.M. Location: DRDA Conference Hall, Puri.
Last date of uploading of response to Pre-bid Query/Issue of Addendum and Corrigendum (if any)	04.11.2019
Last date for Submission of bids (through speed / Registered post or Courier)	14.11.2019 till 5.00PM
Date and Time for opening of Technical proposals	16.11.2019 at 11.00AM
Date and Time for Technical presentation	19.11.2019 at 11.00AM
Date and Time of opening of Financial proposals	19.11.2019 at 2.00PM

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1. Background

Puri is one of the four most sacred places (Dhaam) for the Hindus & the unique car-festival in the month of June-July, called “Rath Yatra” is a key attraction for religious tourists. It is part of golden triangle circuit (Bhubaneswar-Puri-Konark) offering serene beaches as attractive destination wedding locations. It is sprinkled with the balanced distribution of natural and spiritual amenities in and around the pioneer religious place which enhances the potential of the site. In the district of Puri there are four urban local bodies - 1 Municipality (Puri) and three NACs (Konark, Nimapada and Pipili).

In the district of Puri, like in other districts of Odisha, rapid urbanization has led to basic infrastructural issues in urban areas. Therefore, integration and coordination of various urban development policies and schemes were required to mitigate these problems and facilitate development of urban areas. Hence, District Urban Development Authority (DUDA) has been created as a coordinating agency at the District level in the line of the District Rural Development Agency (DRDA).

2. Objective

As part of various initiatives to make sanitation in the urban areas in Puri district better, District Urban Development Authority (DUDA), Puri has planned to engage professional agencies for mobilizing community in urban slums for using toilets in Puri District. The selected agency(s) shall provide the required services to various urban local bodies in the district as and when required.

Hence, DUDA, Puri invites applications from renowned, experienced agencies , who have prior experience in Conducting Community Led Total Sanitation (CLTS) program. Applicants must note the following:

There shall be Quality cum Cost based Selection (QCBS) separately for above component.

The financial quote for the component shall be in terms of fees per household

basis. The Authority reserves the right allocates any number of households in any of the urban local bodies in the district of Puri.

3. Scope of Work

The Scope of work for the agency is as given below:

- I. To mobilise the community for using toilets in slum areas of urban local bodies of Puri district by utilizing the principles of citizen led total sanitation
- II. Sensitizing community about ill effects of not using toilets especially on women, children and aged members
- III. Sensitizing community about various technology options available
- IV. Encouraging / facilitating community–level innovations;
- V. Community management of community toilets
- VI. Setting –up sustainable O & M systems for public toilets.
- VII. Broad activities to be undertaken under the intervention:
- VIII. Situational and need assessment study of the urban slum
- IX. Pre-triggering and rapport building with the communities and mapping out key stakeholders such as key political leaders, ward councilors, influential leaders and informal rag-pickers.
- X. Triggering event at Slum/schools/AWCs/religious institutions etc.
- XI. Strengthening of WATSAN (Water & Sanitation) committees and establishing linkages for WATSAN(Water & Sanitation) Committee with ULB for necessary repair / construction / up gradation work
- XII. Make sure that the toilets are as per Odisha government guidelines and regulations.
- XIII. Discussion on technology options and facilitating linkages with supply chain for construction of affordable sanitary facilities
- XIV. Hand-washing campaign
- XV. Advocacy with the local authorities as required, to gather buy-in and support.

4. Expected Outcome

The bidder is expected to make sure that all the residents of the slum areas should use the toilets.

5. Eligibility Criteria

a. General Eligibility Criteria:

- i. The applicant for this contract shall be a Company / Firm / Trust / Society registered under relevant law. Appropriate documents supporting their incorporation / registration status must be submitted along with the proposal.
- ii. The firm should be operational for at least five years.
- iii. Consortiums / Joint Ventures are not allowed.
- iv. Applicants must have at least one (1) Office registered in Odisha. Certificate of registration need to be produced.
- v. The bidder must have experience of 5 years of similar domain. Also, the bidder should have successfully completed at least five projects of similar expertise. Completion certificates of the projects need to be produced.
- vi. The bidder should have similar experience in Odisha. Work Completion certificate or work order (only for ongoing projects) need to be produced)
- vii. The applicant shall have an average annual turnover of INR 100 Lakhs (Rupees Hundred Lakhs Only) or more for the year, 2016-17, 2017-18, 2018-19 (Audited annual reports shall be attached along with the proposal)

6. Format and Signing of Proposal:

The proposal shall be submitted in two parts:

Part A: Technical Proposal

While preparing the Technical Proposal ,the bidders are expected to examine the documents comprising this tender in detail. Material deficiencies in providing the information requested may result in rejection of a Proposal.

The Technical Proposal shall provide the following information using the attached Standard Forms (Section 4 – Proposal – Standard forms).

- a) Cover Letter for Technical Proposal (Form A)
- b) Bidders Profile (Form B)
- c) Project Experience (Form C)
- d) Project Experience (Form D)

- e) Team Composition (Form E)
- f) Format for CV (Form F)
- g) Details of representative of bidder interested in site visit (Form G)

Note: The Technical Proposal shall not include any Financial Information. The technical proposals shall be spiral/ hard bound.

Part B: Financial Proposal:

In preparing the Financial Proposal, the bidders are expected to consider the Requirements and Conditions of the tender document. The Financial Proposal shall follow Standard Form (Form H).

The financial quote for both the components shall be in terms of fees per household basis. The Authority reserves the right to allocate any number of households in any of the urban local bodies in the district of Puri.

Note:

- (i). The proposal shall be typed or written indelible ink and shall be signed by the authorized signatory of the bidder.
- (ii). Any interlineations, erasures or overwriting shall be valid only if they are initiated by the person signing the Proposal prior to submission of the Proposal.
- (iii). All Taxes and surcharges as applicable shall be paid by the selected Consultants / Firms. District Urban Development Agency, Puri will only reimburse the GST as applicable.
- (iv). Final quote should be inclusive of out of pocket/reimbursable expenses.
- (v). The Financial proposal shall separately mention the GST amount.

7. Submission of Proposals: Packing, Sealing and Marking of Proposals:

The Technical Proposal (Part A) and Financial Proposal (Part B) must be inserted in separate sealed envelopes, along with bidder's name and address in the left-hand corner of the envelope and super scribed in the following manner.

PART A: TECHNICAL PROPOSAL for Selection of an Agency for mobilising community in urban slums for using toilets in Puri District

PART B: TECHNICAL PROPOSAL for Selection of an Agency for mobilising community in urban slums for using toilets in Puri District

Both the Envelopes must be packed in a bigger sealed outer cover and clearly super scribed with the following:

“ TECHNICAL PROPOSAL for Selection of an Agency for mobilizing community in urban slums for using toilets in Puri District”

The Bidder's Name & Address shall be mentioned in the left-hand bottom corner of the outer envelope. The envelopes shall be addressed to Project Director, District Urban Development Agency (DUDA), Puri at the following Address:

To,
The Project Director,
District Urban Development Agency (DUDA),
Kacheri Road, Harihar Chhaka,
Puri – 752001,
Phone:

If the outer envelope is not sealed and marked as mentioned above, then District Urban Development Agency, Puri will assume no responsibility for the Proposals being misplaced or opened pre-maturely.

8. Application Fee:

Non-refundable Application fee in the form of Demand Draft from any scheduled commercial bank in favour of “Project Director, District Urban Development Agency, Puri”, payable at Puri for INR 10,000/- is to be furnished by the bidder along with the Technical Proposal. Proposals without the requisite Application Fee shall be treated as non- responsive and rejected outright.

9. Bid Security:

Bid Security in the form of Demand Draft/Bank Guarantee from any scheduled Commercial Bank in favour of ‘Project Director, District Urban Development Agency, Puri’ payable/en cashable at Puri for INR 5,00,000/- is to be furnished by the bidder along with the Technical Proposal and shall remain valid till the validity of the Proposal. Proposals without the requisite EMD shall be treated as non-responsive and rejected.

The Bid Security submitted by unsuccessful bidders shall be returned after signing of agreement with successful bidder.

Note:

The Bid Security shall be forfeited:

- i. If a Bidder withdraws its Proposal during the period of validity of the proposal,
- or,
- ii. If the successful Bidder fails to execute the agreement or the work assigned.

10. Validity of Proposal:

Proposals shall remain valid for 180 days from the last date of submission of proposals. A proposal valid for a shorter period shall be rejected as non-responsive.

11. Documents accompanying the Proposal:

PART A (Technical Proposal)

The bidder must submit the following particulars / documents along with the Technical Proposal failing which the Proposal may be treated as non-responsive.

- I. Non-refundable Application Fee of INR 10,000/-exclusive of GST, in shape of DD from any scheduled commercial bank drawn in favour of “Project Director, District Urban Development Agency, Puri”, payable at Puri.
- II. Bid Security amount of INR 5,00,000/- (India Rupees Five lakh only) in shape of DD / bank guarantee from any scheduled bank drawn in favour of “Project Director, District Urban Development Agency, Puri”, payable/ en cashable at Puri.

- III. Copy of the PAN card & GST registration certificate.
- IV. Cover Letter as per the format in Form-A.
- V. Bidder's profile as per the format in Form-B.
- VI. Experience of the Applicant in Form-C and Form-D (Attach photo copies of work orders along with work completion certificate. In cases, where the work completion certificates for the services are not available, a self-declaration by the bidder on its letter head with contact details of client or an interim certificate issued by the client for an ongoing PMU project certifying the basic eligibility criteria, must be submitted)
- VII. Team composition and task assigned along with Curriculum Vitae for all the proposed positions as per the format in Form-E and F.
- VIII. Details of representative of bidder interested in site visit (Form G)
 - a. Annual Financial Statements of previous three financial years (2016-17, 2017-18 and 2018-19)

PART B (Financial Proposal)

The Bidder must submit the Financial Proposal as per the format in Form-G with proper signature and seal of the Bidder.

12. Deadline and mode of submission of Proposals

Proposals filled in all respect must reach Project Director, District Urban Development Agency, Puri at the address, time and date specified in *Section A– Bidding Schedule of the RFP document* through Speed Post, Registered Post or Courier or by hand delivery only. If the specified date for the submission of Proposal is declared as a holiday for District Urban Development Agency, Puri, the Proposals will be received up to the appointed time on the next working day.

13. Late Proposals

Proposals received after the deadline for submission of Proposals prescribed by District Urban Development Agency, Puri will be rejected.

14. Modifications and Withdrawal of Proposals

Any Bidder may modify or withdraw its proposal after submission but prior to the deadline for submission of proposal ,provided that District Urban Development Agency, Puri receives in time the written notice of the modification or withdrawal. The responsibility of submitting the modified bid, within the deadline for submission of proposal will rest solely with the bidder.

- I. No bidder shall be allowed to modify its proposal after the deadline for submissions. Bidder shall be allowed to modify the bid after the last date, only if the same is requested by District Urban Development Agency, Puri, to accommodate clarifications on the proposal submitted, subject to the proposal substantially conforming to the requirements of this solicitation.
- II. In the event of withdrawal of a proposal by any bidder within the validity period, the Bid Security submitted by the bidder shall stand forfeited.

15. Pre-bid Meeting:

A pre-bid meeting as per the Bidding Schedule will be conducted at the 31.10.2019 at 11.00AM at the Conference Hall of the DRDA,Pruri.

16. Proposal Opening:

District Urban Development Agency, Puri will open all the technical Proposals in the presence of Bidders or their authorized representatives who choose to attend the proposal opening, at the date and time mentioned and in the following location.

16.11.2019 at 11.00AM at the office Chamber of the Project Director DRDA-Cum-DUDA, Puri

The Bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of Proposal opening being declared a holiday for District Urban Development Agency, Puri and Proposals shall be opened at the appointed time and location on the next working day.

The Financial Proposals of only those firms fulfilling the eligibility criteria and the

technical requirements of the Proposal shall be opened. The date and time of opening of the Financial Proposals will be intimated to the qualifying Bidders later.

17. Bid Evaluation Methodology

Evaluation of the Technical and Financial proposals will be based on Quality cum Cost Based Selection(QCBS) mode with weightage of 70% and 30% for technical and financial proposals, respectively.

- i. Bids will be checked for responsiveness and eligibility against eligibility criteria mentioned in Clause 5.
- ii. Bids which are found responsive and satisfy the eligibility criteria will be evaluated against the evaluation criteria as per clause 19. Only of a bid scores more than 60% marks in the technical evaluation(60), its financial bid will be considered to be opened.

Table 1: Evaluation Criteria

Sl.no.	Parameters	Maximum Marks
1	Turnover - Average annual turnover (three years not before 2018-19): Rs.100 lakhs – up to Rs.150 lakh. – 10marks, Rs.150 Lakhs – up to Rs.200 Lakhs. – 15marks Rs. 200 Lakhs& above – 20 marks	20
2.	Experience in completion of similar projects (at least two Urban Local Body of 5 Lakh and above population: Five Projects – 10 Marks Six to Ten Projects - 15 Marks More than Ten Projects - 20 Marks	20
3	Experience of working in Odisha (on going or Completed) Two Projects – 5 Marks More than two Projects - 10 Marks	10
4.	Team Composition (To be discussed – Team structure need to be provided)	10
5.	Technical Presentation	40
TOTAL		100

i **Technical Score:** The total score obtained by the Bidder as per sub-point(2)above shall be the technical score (Ts) of the Bidder. The technical score shall be calculated for Bidders after the presentation and shall be out of 100.

iv. **Financial Score:** The financial bid of the bidder would be opened after evaluation

of technical bid. The lowest financial proposal will be given a financial score(Fs)of100points. The financial scores of other proposals will be computed as follows:

$$F_s = x \text{ FM1} / F1$$

(F1=amount of Financial Proposal as quoted by the Bidder; FM 1= Lowest financial quote)

v. Combined and Final Evaluation:

Combined score shall be calculated based on Technical and financial scores of the Bidder as per QCBS system .Proposals will finally be ranked according to their combined Score(S) calculated based on technical (Ts) and financial (Fs) scores as follows:

$$S = T_s \times T_w + F_s \times F_w$$

(Where Tw and Fw are weights assigned to Technical proposal and Financial Proposal as 0.7 and 0.3respectively)

vi. Selection of Bidder:

The Bidder securing the highest combined score would be the Selected Bidder. The Second and third Ranked Bidder shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws, or fails to comply with the requirements specified in the RFP document.

18. Performance Security and Agreement:

District Urban Development Agency, Puri shall issue a Letter of Award (LoA) along with the Draft Contract Agreement to the Selected Bidder within 7 days from the opening of the financial proposals. Within 15 days of such issuance, the selected firm is required to submit a Performance Security in the form of Bank Guarantee for an amount equivalent to 10% of the contract value and enter into the contract agreement with District Urban Development Agency, Puri and start the work on an immediate basis.

19. Termination of Contract:

Either party can terminate the agreement by giving 30 days prior written notice.

20. Right to Accept or Reject

District Urban Development Agency, Puri reserves the right, without any obligation or liability, to accept or reject any or all the proposals at any stage of the process, to cancel or modify the process or any part thereof or to vary any or the term and condition at any time, without assigning any reason whatsoever.

21. Disputes

All legal disputes are subject to the jurisdiction of Puri courts only.

22. Liability

The Liability of the selected Agency in any case shall not be beyond the amount of fees payable to the selected Agency.

23. Indemnity

The Selected agency always during the pendency of this agreement, keep the Government/ District Urban Development Agency, Puri indemnified to an amount not exceeding the total fees payable to the Selected Agency under this agreement.

24. Confidentiality

The Selected Agency shall treat the details of the output of the Assignment and the Services as confidential and for the Selected Agency's own information only and shall not publish or disclose the details of the output, deliverables / milestones submitted to Selected Agency or the Services in any professional or technical journal or paper or elsewhere in any manner whatsoever without the previous written consent of the competent District Urban Development Agency, Puri.

25. Payment Schedule:

The agency needs to raise invoice, which shall be paid to the agency after verification and approval.

Sl.no	Component	Percentage of Total amount to be released
1	Mobilisation & inception	10% of the total project Cost
2	Starting of the Construction of toilets	10% of the total project Cost
3	Completion of the Construction of toilets	50% of the total project Cost
4	Usage of the toilets	30% of the total project Cost

26. Duration of the project:

The duration of the project would be Six month from the issue of the work order.

27. FORM A – COVER LETTER

(To be submitted on letter head of the bidder duly signed by authorized signatory)

To,
The Project Director,
District Urban Development Agency, Puri
Kacheri Road, Harihar Chhaka,
Puri – 752001
Phone:

Subject: Technical Proposal for Selection of an Agency for mobilising community in urban slums for using toilets in Puri District

Sir,

We have examined in detail and have understood the terms and conditions stipulated for eligibility of the Applicant in the RFP Document issued by District Urban Development Agency, Puri. We agree and undertake to abide by all these terms and conditions. We here by submit all the necessary information and relevant documents during submission of our RFP, we undertake, if our Proposal is accepted, to deliver services as specified in the RFP document.

We acknowledge that we have not, during the last three years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitrator or judicial authority or a judicial pronouncement or arbitration award against us, nor been expelled from any project or agreement or have had any agreement terminated for SWM of contract.

We are enclosing Application Fee of INR 10,000 /-in the form of Demand Draft (DD No.....Dt..... drawn on.....) Exclusive of GST in favor of ‘Project Director, District Urban Development Agency’, payable at Puri.

We are enclosing Bid Security of INR 5,00,000/-in the Form of Demand Draft / BG (DD /

BG No.....Dt..... drawn on (.....) in favour 'Project Director, District Urban Development Agency', payable at Puri. As per RFP the validity of the proposal is 180 days from the last date of submission of proposal and we agree that the proposal is unconditional. We understand that District Urban Development Agency reserves the right to reject any application without assigning any reason thereof.

Yours faithfully,

Signature of Authorized

Person and seal Name and

Designation

Name of the Company

28. FORM B – BIDDER’S PROFILE

1. Name of the Firm:
2. Year of Establishment:
3. Registered address of Office:
4. PAN & GST No.:
5. Telephone No. & Fax No:
6. Email Address:

7. Brief description of background of the firm for this assignment.

8. No. of years of proven experience of providing similar services.

9. Average Annual turnover of the Applicant (in INR) during the last three Financial Years. (Please attach copy of three Audited Financial Statements)

Financial Year	Annual Turnover (INR cr.)
2018 -19	
2017-18	
2016-17	

Signature of Authorized Person and seal Name and designation

Name of the Company Dated:

30. FORM C – PROJECT EXPERIENCE SUMMARY

1. Experience Summary

RELEVANT EXPERIENCE OF SIMILAR PROJECT (NO. OF YEARS) AS PER CLAUSE4.II.i					
Sl. No	Name of Project	Number of Years	Name of the ULB	Population of ULB	Status of the Project (Completed / Ongoing)
EXPERIENCE OF SIMILAR PROJECTS AS PER CLAUSE4.II.ii					
Sl. No	Name of the Project	Location	Client	Duration (Start Date and End Date)	Status of the Project (Completed / Ongoing)

Note:

- Please use separate rows for each project
- Same experience details can be submitted by Bidders for projects meeting more than one technical eligibility criteria.
- Completion certificates of all completed or work order of on-going projects must be submitted.

31. **FORM D – PROJECT EXPERIENCE DETAILS**

1. Project Experience

Name of Project:		Location:
Name and address of Employer:		
Start Date (Month / Year):	Completion Date (Month / Year):	Approx. Value of Services (Rs.):
Project Area (in Sq. meter)	Project Cost (in INR Crore):	
Project Area (in Sq m)		
Name of Associated Consultant/ Firms, if any:		
Description of Project and services provided by your staff		

Signature of Authorized Person and seal

Note:

- Please use separate sheets for each project as provided in Form C above.

32. **FORM E – TEAM COMPOSITION**

Sl. No.	Name	Position	Qualifications
1.			
2.			
3.			

33. **FORM F – FORMAT FOR CV**

1. Name of Staff:

2. Position:

3. Date of Birth:

4. Years of Relevant Exp:

5. Number of years with the Firm:

6. Nationality:

7. Membership with professional bodies: Education:

(Summarize College/University and other specialized education of staff Member)

8. Employment Record

(Starting with present position, list in reverse order every employment held)

9. List of Projects/Assignments on which the personnel have worked:

Sl No.	Name of the Client	Sector	Position Held	Key Role	Major Responsibility

10. Languages:

(Indicate proficiency in speaking ,reading and writing of each language by (Excellent, Good, Fair, Poor)

Note: - CVs of only Experts shall be evaluated during bid process management. The CVs should be recently signed by the proposed staff or the Authorized Representative signing the Proposal.

34.

FORMG- FINANCIAL PROPOSAL

(To be submitted on letter head of the bidder duly signed by authorized signatory)

Date:

To,

The Project Director,

District Urban Development Agency, Puri

Kacheri Road, Harihar Chhaka,

Puri – 752001,

Phone: 06752 222 033

Sub: Financial Proposal for Selection of an Agency for mobilising community in urban slums for using toilets in Puri District

Sir,

We, the undersigned, offer to provide the services for Conducting Community Led Total Sanitation (CLTS) program for Urban local Bodies in Puri District in accordance with your RFP at the financial quote as given below,

Financial Quote	Financial Quote per Household
Conducting Community Led Total Sanitation (CLTS) program for Urban local Bodies in Puri District (Exclusive of GST)	
Applicable Goods and Services Tax (GST)	
Total (Inclusive of GST)	

Note: GST will be paid extra at applicable rate.

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid upto 180 days from the last date of submission of

proposal.

This Financial Proposal covers remuneration for all personnel cost, all incidental manpower expenses. The Financial proposal is without any condition.

Yours Faithfully,

Signature of Authorized Person and seal Name & designation: