

State Urban Livelihoods Mission, Bihar
Urban Development & Housing Department, Government of Bihar

PRE – BID MINUTES

- Name of Assignment** : Selection of Agencies for Survey, Preparation of Relocation and Rehabilitation Plan for Urban Street Vendors in all 142 ULBs of Bihar under Support to Urban Street Vendors (SUSV) component of DAY- NULM.
- Tender No.** : **04/NULM-60/16/2872**
- Date of Pre-proposal Meeting** : **9th January, 2018**
- Venue** : #126, Conference Hall,
Urban Development & Housing Department,
Vikas Bhawan, New Secretariat, Patna

A Pre-bid meeting on the above assignment was held in Conference Hall of the UD&HD at 11:30Hrs on 9th January, 2018. The list of participants is attached as **Annexure-A**. The queries and response are listed below:-

	Queries	Response	Remarks
WAPCOS LIMITED, GURGAON, HARYANA			
01.	Please clarify about the submission of Technical and Financial Proposal, "Whether it has to be submitted online or in Hard Copy or both".	Both the proposals (Technical & Financial) are to be submitted in hard copy. Online bid will not be accepted.	--
02.	It is requested kindly provide the format of Bank Guarantee/EMD for amount of Rs. 1,00,000/-.	EMD/Security deposit can be submitted in the form of Bank Draft/Account Payee Cheque. Format for Performance Security is already given in RFP at APPENDIX-I.	--
03.	Request to clarify maximum number of consortium partners allowed in the bid.	Number of partners is not restricted. However, the lead partner should have 40% stake in the JV/Consortium agreement. In case of Joint Venture / Consortium, Lead Partner/ Member should meet minimum 60% of the financial criteria and JV partners/ associated members should meet rest 40% of financial criteria.	--
04.	The Agency should have experience of working with minimum 3 similar assignments (City Street Vending Plan or Slum Free City Plan of Action, City Development Plan, DPR of Municipal Market, Master Plan of Urban Infrastructure) in the last five years". Comment: It is requested to kindly increase the duration of experience in the last five years to experience in the last 10 years for both eligibility/qualification	Should be read as "Agency having experience of "working with minimum 3 similar assignments (City Street Vending Plan or Slum Free City Plan of Action, City Development Plan, DPR of Municipal Market, Master Plan of Urban Infrastructure and/or GIS based survey of more than 50000 persons/ households) in the last ten years" will be eligible for the bids.	The request has been considered as older agencies may have better experience.

	Queries	Response	Remarks
	criteria and Eligibility Criteria for responsiveness and Evaluation Criteria. Kindly Consider.		
05.	Kindly Clarify whether Income Tax Return (ITR) has to be enclosed with audited statement of last 3 years in the bid.	Yes	--
06.	Kindly clarify whether Annual Turnover of Last three years has to be attested by the Statutory Auditor or Chartered Accountant	No	--
07.	As per the Standard Practice, It is requested to you kindly Limit the number of pages of CVs for to 5 pages.	Will remain same as per RFP.	--
08.	Time Extension of a last three weeks may be granted for preparation of a comprehensive proposal from the date of issue of Minutes of the Pre-Bid Meeting.	Last date of submission of proposal will be 14 days after the date of issue of pre bid minutes.	Since enough time is required to prepare the proposal, two weeks' time has been granted

SMS ENVO CARE LIMITED, NAGPUR

	Queries	Response	Remarks
09	It is requested to allow the participants who have experienced in conducting field Survey of entire town, social set up, amenities and infrastructure, socio economic survey and preparation of report as well as maps of the same in the projects of GIS (Geographical Information System) & EIA (Environment Impact Assessment).	Agencies having GIS based survey of more than 50000 persons/households have been considered as eligibility criterion.	Since the survey of street vendors has to be GIS based, similar experience has been considered

ICRA MANAGEMENT CONSULTING SERVICE LIMITED (IMAC), NEW DELHI

	Queries	Response	Remarks
10.	We understand that the concerned ULBs shall provide support in identification of street vendors in terms of providing Office space for identification of street vendors as that would provide authenticity to the surveys. (In case the surveys are conducted in the premises of ULBs, these would be considered as seriously by street vendors). We understand that expenses for propagating that surveys for street vendors are being held in the city are not to be budgeted by the Consultant. The concerned ULB	Wherever possible working space will be provided by the ULBs. However, if it is not available within the premise of the ULB offices, agency will have to make its own arrangements. Consultant agency will conduct survey with prior information to the ULBs. Agency may request to ULB for availability of space for survey camp purpose. The cost of publicity of camps and other activities should be included in the bid.	

	Queries	Response	Remarks
	shall incur the expenses for propagating the message in the respective city that surveys for street vendors are being conducted.		
11.	<p>financial services and providing skill and entrepreneurship training support are very important components of the assignment, we request that in the technical evaluation of the Proposal there should be some marks for</p> <ol style="list-style-type: none"> 1. Experience in Micro-finance and other financial services. 2. Skill development, training and entrepreneurship etc. and for skill gap assessment at district level 	For technical evaluation weightage will be given for experience in microfinance and experience of credit linkage	
12.	<p>Please clarify about how many workshops need to be conducted and who would be incurring the expenses for the same.</p> <p>Also, we understand that No TA/DA would be payable to the participants. Kindly confirm.</p>	<p>Agency will be responsible for organization of trainings of street vendors on aspects such as their rights and responsibilities, specific policies or laws related to street vendors, food safety, maintenance of hygiene, waste disposal, etc</p> <p>50% of total surveyed vendors to be covered for capacity building & training. At least 2 days inclusive training programme shall be organized for each vendor.</p> <p>The maximum cost of training per vendors should not exceed Rs. 750/ person/day.</p> <p>Bidders are advised to include cost of trainings in their financial bids.</p>	
13.	<p>We understand that expenses of procuring material for identity card and printing of identity card are not to be budgeted by the Consultant as separate Agency has been appointed or shall be appointed by the State Government. Kindly confirm.</p>	<p>Responsibility of printing IDs as per the specifications provided by the UD&HD will be of the agencies.</p> <p>Bidders are advised to include the cost of printing and distribution of cards in their financial proposals.</p>	--
14.	<p>Please clarify whether 38 District Co-ordinators shall be based at Patna only. In case these District Co-ordinators are to be posted at respective districts, where shall they be sitting?</p>	<p>38 District Coordinators will be based at the district headquarters. Each District Coordinator will be responsible to cover all ULBs within the respective district.</p> <p>Wherever possible working space will be provided by the ULBs. However, if it is not available within the premise of the ULB offices, agency will have to make its own arrangements.</p>	--

Queries		Response		Remarks																							
15.	<p>Most of the expenses shall be incurred during the earlier stage of assignment where as 50% of payment is towards the end of the assignment.</p> <p>The consultant shall need cash to conduct surveys and other activities during the activities in first 20 weeks.</p> <p>We propose the following payment schedule:</p> <p>(1) Submission of inception report (including detailed Survey strategy of street vendors in city & report of Kickoff workshop) – 25%.</p> <p>(2) Submission and approval of Final Report on completion of Vendor Identification, Aadhar based survey, capturing photograph, and Data entry of all street vendors in NULM & SULM- MIS – 20%</p> <p>(3) Submission of Final Street Vending Plan for all the towns duly approved by ULBs. – 15%</p> <p>(4) Distribution of Identity Cards and Vending Certificates to Street Vendors and submission of Final Detailed Implementation Plan (DIP) – 15%.</p> <p>(5) On Submission of Completion Certificate on Execution of the DIP – 15%</p> <p>(6) Submission and Approval of the Final Report by the Department -10%</p>	<p>Schedule of payment is amended as follow:-</p> <table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Deliverables</th> <th>Total Percentage of payment</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Submission of inception report (including detailed Survey strategy of street vendors in city & report of Kickoff workshop)</td> <td>10% of the Total Fees.</td> </tr> <tr> <td>2.</td> <td>Submission and approval of Final Report on completion of Vendor Identification, Aadhar based survey, capturing photograph, and Data entry of all street vendors in NULM & SULM- MIS.</td> <td>15% of the total fees</td> </tr> <tr> <td>3.</td> <td>Submission of Final Street Vending Plan for all the towns duly approved by ULBs.</td> <td>15% of the total fees.</td> </tr> <tr> <td>4.</td> <td>Distribution of Identity Cards and Vending Certificates to Street Vendors and submission of Final Detailed Implementation Plan (DIP)</td> <td>15% of the total fees.</td> </tr> <tr> <td>5.</td> <td>Capacity building & training of 50% of total surveyed vendors.</td> <td>5% of the total fees.</td> </tr> <tr> <td>6.</td> <td>On Submission of Completion Certificate on Execution of the DIP</td> <td>30% of the total fee.</td> </tr> <tr> <td>7.</td> <td>Submission and Approval of the Final Report by the Department</td> <td>10% of the total fees</td> </tr> </tbody> </table>	Sr. No.	Deliverables	Total 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.	Submission and approval of Final Report on completion of Vendor Identification, Aadhar based survey, capturing photograph, and Data entry of all street vendors in NULM & SULM- MIS.	15% of the total fees	3.	Submission of Final Street Vending Plan for all the towns duly approved by ULBs.	15% of the total fees.	4.	Distribution of Identity Cards and Vending Certificates to Street Vendors and submission of Final Detailed Implementation Plan (DIP)	15% of the total fees.	5.	Capacity building & training of 50% of total surveyed vendors.	5% of the total fees.	6.	On Submission of Completion Certificate on Execution of the DIP	30% of the total fee.	7.	Submission and Approval of the Final Report by the Department	10% of the total fees	--
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STESALIT SYSTEMS LIMITED, KOLKATA																											
Queries		Response		Remarks																							
16.	<p>It is very difficult for any single entity to work in 142 ULBs as it has a high chance of risk associated with it. Suggestion would be to form clusters based on similar geography and consultants can choose Packages as per convenience. It would ensure better execution of the project and minimize risk for both Client and Consultant. Please consider.</p>	<p>Will remain same as per RFP.</p>	<p>Maximum numbers of ULBs (especially in 100 towns) having very less numbers of expected census of street vendors.</p>																								

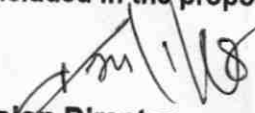
	Queries	Response	Remarks
17.	Include experience of preparation of City Sanitation plans, Slum Free City Plans under RAY, Housing For All under PMAY should also be considered as all these are schemes pertaining to urban poor.	Will remain same as per RFP.	As the assignment is about survey of street vendors and development of City Vending Plans, suggested experience will Not be considered.
18.	Kindly specify the % of data to be validated for these 42 towns. If during validation, the data found is erroneous, what will be the next step? Is the Consultant going to clean it then how much % of data needs to be cleaned?	Around 50% of surveyed data to be validated. Agency will be responsible to clean the erroneous data which has been collected by NASVI wherever required.	--
19.	Clarify whether consultant has to conduct survey of street vendors in 100 cities or part survey has already been conducted in the ULBs and we have to conduct remaining survey.	GIS based survey has to be conducted in 100 towns (New towns where NASVI had not done the survey). For this purpose, agencies will be required to develop mobile based software application which would be able to capture the location, picture, adhaar numbers, and all other details to be filled as per survey formats. Agency would give rights to the UD&HD to use the application, thus developed, for other towns and for future surveys.	--
20.	Formation of associations at sub regional level and State level would involve a lot of time and resource which will delay the process for preparation of City street vending plan and DIP. Hence it is requested that the CMMUs & SMMU& ULBs should be made responsible for this activity simultaneously or prior to project commencement.	Consultant/Agency will be responsible for formation of association at sub regional level i.e. at the Town level. Agency would also be required to form a State level Federation of Street Vendors as per ToR.	-
21.	Assisting street vendors for registration under UID can again be done by CMMUs as if Consultant will get involved in this activity then it would be difficult to maintain project timeline, The vendors without UID will not be considered in the survey but can be registered by ULB upon production of UID later.	Consultant/Agency will be responsible for AADHAR registration and seeding of all the vendors surveyed.	--
22.	Distribution of I cards and Certificates to the registered vendors should not be included within the scope of Consultant. It should be the responsibility of respective ULBs.	Revised as per S. No. 13 above	--

	Queries	Response	Remarks
23.	<p>Validation of the Vendors after the Survey wherein Aadhar, Photos and Mobile Number is collected, is not justifiable. We would like to request that the validation process can disrupt the survey in political and social ways.</p> <p>The Survey can be done through Mobile Application wherein the Location of the Vendors is also collected which can dilute the option of validation of the vendors</p>	GIS based survey has to be conducted As serial No. 19 above.	
24.	<p>Please clarify that role of consultants would only limit to providing support to ULB and TVC in printing ID cards & vending certificates. Consultants should not be made responsible for distribution of Cards and Certificates as this may result in undue and unfavourable condition uncontrolled by authority. Instead this should be done by ULB in order to bring in just in the system.</p>	Revised as per S. NO. 22 above	--
25.	<p>As per SUSV Guidelines, 4.16 & 4.17 Training and Workshops to the Street Vendors is to be conducted by ULB in Support of SULM. It also has its support from TVC. Kindly Consider that the Consultant can be helping the process and not fully feel responsible for the task.</p>	Revised as per S. No. 12 above	--
26.	<p>Implementation of DIP includes strong eminent domain and governance initiative hence it should be a prerogative of the Govt. body as involvement of a consultant may result in mistrust and rage among the street vendors. Kindly consider.</p>	Will remain same as per RFP.	--
27.	<p>The timeline is very stringent as execution of DIP and registration of vendors are dependent on street vendors, their associations etc and from experience Consultant would like to mention that these are time exhaustive processes and usually becomes difficult to adhere to project timeline hence we propose either to exclude these activities from the scope of consultant or remove the penalty of 0.05% for delay.</p>	Duration of assignment has been revised to two years from one year.	--
28.	<p>To be revised as per revised scope of work as 50% of the payment will be held up for execution of DIP & completion of Certificate distribution which often gets delayed since these processes involve a lot of complexity.</p>	Revised as above (S.No.15)	--

	Queries	Response	Remarks
NASVI, NEW DELHI			
	Queries	Response	Remarks
29.	Participation of registered society in Tender/RFP: Provision should be made for participation of the organization registered under Societies Registration Act 1980.	Society registered under "Society Registrations Act 1860" may also apply.	--
30.	Duration of project: Project duration is given for only one year. Suggestion was given for project duration should be two years.	Duration of assignment has been revised to two years from one year.	--
HARYANA NAV YUVAK KALA SANGAM, HARYANA			
	Queries	Response	Remarks
31.	Key Professionals: It is requested that one GIS expert and one architect will be Needed in development of street vending Plan. Remarks: The marks in Team leader category is high therefore may be divided among new key professional i.e GIS expert and Architect	Number of Key Experts increased from 4 to 5. Provision for GIS Expert and 2 MIS Assistants as support staff has been added.	Since development of vending zones require GIS based planning. The provision of GIS Expert has been added.
32.	Survey in 100 towns: Survey work in 100 towns may be allotted on per vendor basis not by quantum of staff as most of them will have very few vendors and hence staff is not required for whole year therefore per unit cost for new survey will be better and economical option to BUDA.	The provision will remain the same as per RFP.	
33.	Training of street vendors The Cost of training will be borne by whom? Please clarify so that budget can be sought accordingly. Remarks: ULB will not provide funds such as Banner Food resource person cost etc.	Revised as per S. No. 12 above	
34.	Payment Schedule: Payment after survey and data entry/validation is very low that is only 15% it should be around 30% because most of the expenditure have been done on this stage. Distribution of ID card is only 10% it should also be increased to 20%. Remarks: Agency will face difficulty in managing funds.	Modified as per S. No 15.	
35.	Survey of remaining vendors of 42 Towns : Please clarify that we have to conduct survey of remaining vendors.	As above (S.No.19)	

	Queries	Response	Remarks
MATHUR & KAPRE ASSOCIATION, NEW DELHI.			
	Queries	Response	Remarks
36.	Provision for hiring of Cluster wise agency should be made.	Will remain same as per RFP.	--
Help Service Pvt. Ltd, Patna			
	Queries	Response	Remarks
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Other Discussion Points			
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These Minutes of Meeting shall become part of the RFP document and be included in the proposal to be submitted. The meeting ended with vote of thanks.


Mission Director,
 State Urban Livelihoods Mission, Bihar
 UH&DH, Govt. of Bihar

No. 04/NULM-60/16/.....148..... UD&HD Dated : ...24/01/18.....

Copy to:

1. All prospective bidders through email.
2. IT Manager, UD&HD for uploading on UD&HD website.


Mission Director,
 State Urban Livelihoods Mission, Bihar

State Urban Livelihoods Mission, Bihar
 Urban Development & Housing Department, Govt. of Bihar
 Vikas Bhawan, Patna- 800 015

Attendance Sheet for pre bid meeting:

Selection of Agencies for Survey and Preparation of Relocation and Rehabilitation Plan for Urban Street Vendors in all ULBs of Bihar under Support to Urban Street Vendors (SUSV) component of DAY- NULM in 142 ULBs

Venue : Conference Hall, UD&HD, Patna

Date: 9th January, 2018

S. No	Name	Organisation/Agency	Phone/Mob. No.	Email id	Signature
1.	Binoda Nand Jg	Dr. Director UD&HD Bihar	977048857	-	[Signature]
2.	Sanjay Pandey	Team leader, PMC Patna	9010222501	-	[Signature]
3.	Sunil Thakur	Stabilif Systems Ltd	9874212310	Sunil3.stabilif@gmail.com	[Signature]
4.	Paaveen kumar	Wapcos Ltd.	9430890703	wapcos.patna@phoos.com patna@wapcos.co.in	Paaveen kumar 9/1/18
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6.	(SUSHIL SHARMA)	NASVI	700386107	vishal@nasviret.org	[Signature]
7.	Dr. Paaveen Chandhary	Sengem. Kampana	9991310000	paaveen1980@gmail.com	[Signature]

8.	Dr. Meena Kumari	Sangam Haryana	946806900	meena_lekha@gmail.com	
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11.	Ravi Kumar	State Mission Manager PNC - NUCH	700858881	-	
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