

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

**Minutes of the Pre-Bid Meeting**

- Name of Assignment** : Selection of Agency for Development of City Vending Plan for Urban Street Vendors in all 11 Municipal Corporations of Bihar under Support to Urban Street Vendors (SUSV) component of Deendayal Antyodaya Yojana- National Urban Livelihood Mission(DAY-NULM).
- Tender No.** : **04/NULM-01/19**
- Date of Pre-proposal Meeting** : **11.03.2018**
- Venue** : Chamber, Director, BUDA.  
Urban Development & Housing Department,  
Vikas Bhawan, New Secretariat, Patna

A Pre-bid meeting on the above assignment was held in Chamber of the Director, BUDA. Urban Development & Housing Department, Vikas Bhawan, New Secretariat, Patna at 03:30Hrs on 11<sup>th</sup> March, 2019. The list of participants is attached as *Annexure-A*. The RFP Particulars with queries are listed below:-

S. No.	RFP Particulars	Query	Response
<b>ALL INDIA INSTITUTE OF LOCAL SELF GOVERNMENT (AIILSG) AND OPTIMIZE IT SYSTEMS</b>			
01.	Page no.5 ,Point no.18 Data sheet The amount of Bid security is Rs.5000/(Rupees Five thousand only)	Please confirm the EMD Amount.	As per RFP
02.	Page no. 21, Point no. 3, sub point no. 3.1, Annexure D: Terms of reference. GIS Based mapping and surveys, city level mapping.	Kindly specify the GIS layers to be prepared under the scope of work.	As per RFP
<b>SMS ENVOICARE LIMITED, NAGPUR</b>			
S. No.	RFP Particulars	Query	Response
03.	Clause No. 12 (4) / Page No. 5- Applicant organization should have experience of preparation of at least one similar project/assignment such as preparation of City Development Plan/ City Vending Plan or Town Planning.	a) It is requested to allow the agencies who have experience of zonal development plan and GIS Base map preparation experience.  b) It is requested to accept the ongoing project of zonal development plan as it is a new concept and most of the projects are on-going.	Query Accepted to the extent of experience of Zonal Development plan..  Not Accepted.

S. No.	RFP Particulars	Query	Response
	Page 21, Point.3 GIS Mapping has to be undertaken at two levels namely City Level Mapping and Vendor Level Mapping.	c) It is requested to allow the agencies who have experience of GIS Base map preparation as there is a scope of preparation of GIS Map.	Not Accepted
04.	Clause No. 21/ Page no. 5 Proposal must be submitted no later than the following date & time: 25 <sup>th</sup> March 2019 by 15:00 hrs.	It is requested to extend the proposal submission date by one more week.	Revised date of submission is 09/04/2019.
05.	Clause No. 4/ Page No. 24 GIS Expert: Graduate or Equivalent degree in Geoinformatics.	It is requested to consider Graduate or Equivalent degree in Geography also.	Not Accepted.
06.	Clause No. 6/ Page No. 24 Bachelor/Master in Urban Planning/ Social Science.	It is requested to consider Bachelor/ Master in Environmental Science also as this subject is also related to social surveys.	Not Accepted.

#### NASVI, BIHAR

	RFP Particulars	Query	Response
07.	Page no- 21. Point no.3, para 2 In the meantime, GIS mapping marking the vendor location, updation of the vendors list has to be undertaken.	Mapping of GIS based location of each and every vendor is time consuming process.	As per RFP
08.	Page no- 21, Point no 3.4 Updating of Vendors Census Survey.	Validation of data previously done by the department should be taken up separately, not as a part of the city vending plan itself.	As per RFP
09.	Page no 23 - point-5. Outputs and Deliverables.	Numbers of weeks are conflicting-18 weeks vs 36 weeks.	It will be 84 Weeks.
10.	Page no 23 , Point no.-5, Sl. No. 4 Final City Vending Plan (Approved by the ULBs)	Provision should be given to include Town Vending Committee in the vending Plan approval as it is the constitutional body created for taking decisions related to street vending. Also, the stakeholders can have a	Accepted

S. No.	RFP Particulars	Query	Response
		say in the vending plan, making the plan more inclusive.	
11.	Page no 25 Point no.8 Final City Vending Plan(Approved by Urban Development and Housing Department)	Increasing the percentage to 30% as more of the field activities will be covered to achieve this deliverable.	As per RFP
12.	Provision for incorporating street vendors is not given.	While identifying the street vendors through survey by geo referencing, how we incorporate street vendors who were left out or not enrolled in the previous survey.	As per RFP
13.	11 ULBs	Names of the ULBs not indicated in the RFP. Can any town be considered?	Names of the 11 Nagar Nigams will be mentioned.
14.	Maximum 4 ULBs	Do we need to send separate Technical and Financial bid for each ULB?	As per RFP.

**2. Performance Security:** It was decided that a new Clause with regard to submission of Performance Security shall be added as Clause No. 9 in the RFP. Successful Bidder will furnish within 10 days of the issue of Letter of Acceptance (LOA), an Account Payee Demand Draft/ Fixed Deposit Receipt/ Unconditional Bank Guarantee (in prescribed format)/ in favour of "Director, BUDA "payable/en-cashable at Patna, from any nationalised in India for an amount equivalent to 5% (Five percent) of the total contract value towards Performance Security valid for a period of **three (3) months** beyond the stipulated date of completion of services. The Bank Guarantee will be released after three months and rectification of errors, if any, found during appraisal/approval of Reports by competent authorities whichever is later.

**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.**

*[Signature]*  
27.3.19

**Mission Director,**

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

No. 04/NULM-01/19/..... 890 UD&HD Dated : 27-3-19

Copy to:

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

*[Signature]*  
27.3.19

**Mission Director,**

State Urban Livelihoods Mission, Bihar



State Urban Livelihoods Mission (SULM) – Bihar  
Urban Development & Housing Department, Govt. of Bihar  
Vikas Bhawan, Patna – 800 015, Phone: 0612 – 2547876, Website: www.urban.bih.nic.in

F.No. 04/NULM-01/19/889/UD&HD

Addendum-1

27  
Dated: 26.03.2019

**Addendum for “REQUEST FOR PROPOSAL FOR THE CONSULTANCY SERVICES FOR PREPARATION OF CITY VENDING PLAN ACROSS 11 NAGAR NIGAMS” under Support for Urban Street Vendors(SUSV) component of DAY- NULM.**

(NIP No. 04/NULM-01/19/656 Dated: 1<sup>st</sup> March 2019)

S. No.	Clause No. & Page No.	As per Bid Document	As amended
1	Annexure A: Data Sheet, Sl. No. 2 at Page No 4	Title of Consulting Service is : Preparation of City Vending Plan Across 11 Nagar Nigam	Title of Consulting Service is : Preparation of City Vending Plan Across 11 Nagar Nigam City Vending namely (1) Bhagalpur (2) Biharsharif (3) Begusarai (4) Ara (5) Purnea, (6) Muzaffarpur (7) Katihar (8) Chapra (9) Munger (10) Gaya (11) Darbhanga
2	Annexure A: Data Sheet, Sl. No.	Bidders Eligibility Criteria: <b>Applicable</b>	Bidders Eligibility Criteria: <b>Applicable</b>

S. No.	Clause No. & Page No.	As per Bid Document	As amended
12 point 4 at Page No 4	4. Applicant organization should have experience of preparation of at least one similar project/assignment such as preparation of city development plan/city vending plan or town planning.	4. Applicant organization should have experience of preparation of at least one project/assignment of <b>zonal development plan/city vending plan / town planning.</b>  Addition:  <b>7. In case of association or consortium, the sub-clause 2, 3 and 4 applies only for the lead agency.</b> Proposals must be submitted no later than the following date and time: Date: 9 <sup>th</sup> April 2019 by 1500 hours.	
3. Annexure A: Data Sheet, Sl. No. 21 at Page No, Page no. 5	Proposals must be submitted no later than the following date and time: [Date: 25 <sup>th</sup> March 2019 by 1500 hours].	Expected date for public opening of technical proposals : 9 <sup>th</sup> April 2019 by 1700 hours	
4 Annexure A: Data Sheet, Sl. No. 23 at Page No 5	Expected date for public opening of technical proposals : 25 <sup>th</sup> March 2019 by 1700 hours	Expected date for public opening of technical proposals : 9 <sup>th</sup> April 2019 by 1700 hours	
5 Clause 4.4 Technical Proposal (See Annexure B) Page 9	-----	<b>Section 1 to 7 should be read as Section 1 to 6 (Section 5 should be read as Section 4, Section 6 should be read as Section 5 and Section 7 should be read as Section 6)</b>	
6. Annexure D: Terms of Reference, 3.1 City Level Mapping, Page 21	The Following layers have to be created in city level mapping: 1. City/municipal boundaries 2. Vendors/vendors zones will be captured using GPS equipment 3. All water bodies, viz streams, creek, tanks etc. 4. Roads with classification as arterial/sub arterial/slum road etc. 5 Rail roads, other landmarks such as temples, mosques, church, etc.	<b>Agency will be required to create layer for the vendors and vending zones that will be captured using GPS equipment in the city maps (GIS) provided by the department.</b>	



As per Bid Document		As amended																									
S. No.	Clause No. & Page No.																										
6.	Annexure D: Terms of Reference, 4.2 Infrastructure provision/Plan, Page 22	<p>-----</p> <p>Following addition has been made:</p> <p><b>The Infrastructure provision/Plan prepared by the agency should take into consideration the aesthetic designs and provisions. It should include the societal and cultural aspects of the town and be clearly marked in the plans.</b></p>	<p>-----</p> <p>Following addition has been made:</p> <p><b>The Master Plan prepared by the agency should take into consideration the aesthetic designs and provisions. It should include the societal and cultural aspects of the town and be clearly marked in the plans.</b></p>																								
8	Clause 5 : Output and Deliverables Page No-23	<p>The following outputs are expected to be delivered in stages in 18 weeks.</p> <table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Deliverable</th> <th>Due date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Submission of inception report(including report of Kickoff workshop)</td> <td>End of Week 2</td> </tr> <tr> <td>2</td> <td>Updation of Vendor's data provided by the client and identification of vendors those who had not been covered during the previous survey, vendor census survey and GIS mapping of the existing Vendors</td> <td>End of Week 16</td> </tr> <tr> <td>3</td> <td>Draft City Vending Plan</td> <td>End of Week 20</td> </tr> </tbody> </table>	Sr. No.	Deliverable	Due date	1	Submission of inception report(including report of Kickoff workshop)	End of Week 2	2	Updation of Vendor's data provided by the client and identification of vendors those who had not been covered during the previous survey, vendor census survey and GIS mapping of the existing Vendors	End of Week 16	3	Draft City Vending Plan	End of Week 20	<p>The following outputs are expected to be delivered in stages in 84 weeks.</p> <table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Deliverable</th> <th>Due date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Submission of inception report(including report of Kick off workshop)</td> <td>End of Week 4</td> </tr> <tr> <td>2</td> <td>Updation of Vendor's data provided by the client and identification of vendors those who had not been covered during the previous survey, vendor census survey and GIS mapping of the existing Vendors</td> <td>End of Week 20</td> </tr> <tr> <td>3</td> <td>Draft City Vending Plan</td> <td>End of Week 28</td> </tr> </tbody> </table>	Sr. No.	Deliverable	Due date	1	Submission of inception report(including report of Kick off workshop)	End of Week 4	2	Updation of Vendor's data provided by the client and identification of vendors those who had not been covered during the previous survey, vendor census survey and GIS mapping of the existing Vendors	End of Week 20	3	Draft City Vending Plan	End of Week 28
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S. No.	Clause No. & Page No.	As per Bid Document		As amended	
		4 Final City Vending Plan (Approved by the ULBs) Implementation of the city wards of the respective ULBs  5 End of week 36	End of Week 24  End of week 36	4 Final City Vending Plan approved by the respective TVCs.  5 Implementation of the city vending plans in the 4 wards of the respective ULBs  End of week 84	End of Week 32 be approved by the TVC.
9		Above given Time schedule shall be strictly adhered to. In case of any delay, Director, BUDA may consider time extension on the merits otherwise a penalty for delay at the rate of 1% of total payment per week shall be levied.	-----	Above given Time schedule shall be strictly adhered to. In case of any delay, Director, BUDA may consider time extension on the merits otherwise a penalty for delay at the rate of 1% of total payment per week shall be levied.	<b>9. Agency will be required to submit Performance Security equivalent to 5% of the final financial bid amount. Performance Security should be valid till the 88<sup>th</sup> week from the date of issuing LOI.</b>

*Handwritten signature and date: 29.3.19*

**Mission Director**  
 State Urban Livelihoods Mission, Bihar  
 UD&HD, Govt. of Bihar

REQUEST FOR PROPOSAL FOR THE CONSULTANCY SERVICES FOR  
PREPARATION OF CITY VENDING PLANACROSS 11 NAGAR NIGAMS

URBAN DEVELOPMENT AND HOUSING DEPARTMENT

FEB 2019



URBAN DEVELOPMENT AND HOUSING DEPARTMENT **TENDER NOTICE**

The bids for the appointment of Consultant for the Preparation of City Vending Plans (CVPS) are invited from Consultants and the Request for Proposal (RFP) document for the same can be downloaded from Urban Development and Housing Department, Patna website: [www.udhd.bihar.gov.in](http://www.udhd.bihar.gov.in) The bid document fee of Rs.2000/- should be deposited with the each bid in the shape of Bank Draft payable in favor of Director, Bihar Urban Development Agency, at Patna in case the RFP is downloaded from the website. The last date for submission of bids is 25<sup>th</sup> March 2019. Other Terms & Conditions may be seen from RFP document.

*[Handwritten signature]*  
28.2.19

Director  
Bihar Urban Development Agency

## Letter of Invitation

1. Urban Development and Housing Department, Government of Bihar (hereinafter 'the Client') invites proposals to provide Consulting Services for Preparation of City Vending Plans across 11 Nagar Nigams in Bihar. Detailed Scope of Work is provided in the Terms of Reference.
2. Agency can submit separate proposals for preparation of city vending plans for up to four towns only.
3. A firm shall be selected under *Least Cost Based Selection* and procedures described in this RFP.
4. The RFP includes the following documents:
  - (i) Letter of Invitation
  - (ii) Data Sheet and Instructions to Consultants, see Annexure A
  - (iii) Technical Proposal, for Standard Forms see Annexure B
  - (iv) Financial Proposal, for Standard Form see Annexure C
  - (v) Terms of Reference (ToR), see Annexure D
5. Please note that while all the information and data regarding this RFP is, to the best of the Client's knowledge, accurate within the considerations of scoping the proposed contract, the Client 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.
6. Proposals will be evaluated technically, and the qualifying firms would be invited for opening of Financial Proposals.
7. Proposals would be evaluated on the basis of Least Cost based Criteria and the technically qualified firm quoting lowest cost would be awarded the work.

**Annexure A:DataSheet**

1.	<b>Name of the Client:</b> Urban Development and Housing Department
2.	<b>Title of Consulting Service is:</b> Preparation of City Vending Plan Across 11 Nagar Nigams
3.	<b>Proposal :</b> Participating agency/firm can submit proposals for four towns only. However, proposal for each town should be submitted separately along with Bid fee and Bid Security.
4.	<b>Method of selection:</b> Least Cost Based Selection (LCS)
5.	<b>Financial Proposal to be submitted together with Technical Proposal :</b> Yes (Separately for each city)
6.	<b>A pre-proposal conference will be held:</b> Yes Date: 11 <sup>th</sup> March 2019 Time: 15.00 Venue: O/o The, Director, BUDA, Vikas Bhawan, New Sachivalay, Patna However, if the invitee firm wishes to seek clarification it may do so in writing to the Client with copy to the Client's Representative.
7.	<b>Client Representative:</b> Director, BUDA, Vikas Bhawan, New Sachivalay, Patna
8.	Proposals must remain valid for 120 days after the submission date indicated in this Data Sheet.
9.	Clarifications may be requested not later than seven (07) days before the submission date. All requests for clarifications will be directed to Client's representative. The Client will respond to requests for clarifications by electronic means within five (5) days prior to the proposal submission date.
10.	The Consultant is required to include with its Proposal written confirmation of authorization to sign on behalf of the Consultant : Yes
11.	Joint Ventures/Associations are permissible : Yes
12.	<b>Bidders Eligibility Criteria:</b> Applicable  1. Applicant should be a registered firm, company or joint venture. Government and semi-government organizations can also apply. 2. Applicant organization should be in operations for last 3 years. 3. Applicant organization should have experience of working with government agencies.

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	<p>4. Applicant organization should have experience of preparation of at least one similar project/assignment such as preparation of city development plan/city vending plan or town planning.</p> <p>5. Applicant organization should have an average annual turnover of Rs. 15 lac for last three years i.e. 2015-16, 16-17 and 17-18.</p> <p>6. Applicant organization should have not been blacklisted by any government or semi-government department/agencies.</p>
13.	<p><b>Technical Presentation:</b> Bidders scoring 700 marks out of 1000 marks will be eligible for opening of their financial proposal. The overall qualifying marks for being eligible to participate in opening of the financial proposal will also be 700.</p> <p>Date, Time and Venue of the presentation will be notified to the bidders scoring 700 and more marks.</p>
14.	The Consultant must submit the original and One Copy of the Technical Proposal and the original copy of the Financial Proposal.
15.	For each Bid Financial and Technical Proposals are to be submitted in separate sealed envelopes and then enclosed in a single sealed envelope.
16.	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'.
17.	A Bid Security must be submitted: Yes
18.	If Yes, the amount of the Bid Security is Rs. 5, 000(Rupees five thousand only) for each Bid and the duration for validity of Bid Security is 180 days. Bid security shall be refunded to the successful bidder upon signing of agreement with UD&HD, GoB. For unsuccessful bidders the bid security shall be refunded within 15 days of opening of financial proposals.
19.	Format for Bid Security: Demand Draft favoring the Director, BUDA, Patna and drawn on a nationalized bank/ scheduled Bank, Payable in Patna.
20.	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 3% of the contract value; this may be provided as 100% Bank Guarantee. Bank Guarantee will be made in the name of: Director, BUDA, Patna and drawn on a nationalized or scheduled commercial bank.
21.	Proposals must be submitted no later than the following date and time: [Date: 25 <sup>th</sup> March 2019 by 1500 hours].
22.	<p><b>Address for submission of Proposals:</b></p> <p>Director, BUDA, UD&amp;HD, GoB, New Secretariat, Patna.</p>
23.	Expected date for public opening of Technical Proposals:[25 <sup>th</sup> March 2019 by 1700 hours ]



24.	Expected date for public opening of Financial Proposals:[Will be intimated to the qualified bidders separately]
25.	Expected date for commencement of consulting services:[Within 10 days of signing the agreement]
26.	Evaluation of the proposal will be based on the marks given below.

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**Marking provisions for Technical Evaluation:**

<b>S. No</b>	<b>Criterion</b>	<b>Maximum Marks</b>
1	Experience of undertaking following.	250
1.1	<b>Experience in terms of years.</b>	
1.1.1	No of years in operations 3 Years = 40 marks More than 3 Years = 50 marks	50
1.1.2	Similar Experience One project = 70 marks 2-3 projects = 85 marks More than 3 projects = 100 marks	100
	Experience with government organization One project – 70 marks More than one - 100	100
2	<b>Personnel (CVs)</b>	600
3	<b>Approach and Methodology</b>	150
4	<b>Total Marks (1 to 3)</b>	1000

Handwritten marks and signatures, including a large signature and some initials.



## **Instructions to Bidders**

### **1 Introduction**

- 1.1 The Consultants are invited to submit Technical Proposals as specified in the Data Sheet. The Proposal shall be the basis for a signed Contract with the selected Consultant.
- 1.2 The Consultancy will be awarded for each city separately. Each participating agency can apply for up to four Nagar Nigams only.
- 1.3 The Consultant shall bear all costs associated with the preparation and submission of its Proposal and contract negotiation.
- 1.4 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.

### **1.5 Eligibility Criteria**

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

- 1.5.1 A firm declared ineligible by the Government of India, or any state government shall be ineligible to provide consulting services under the project.

### **1.6 Number of Proposals**

- 1.6.1 Consultants may submit one proposal for each Nagar Nigam. If a Consultant submits or participates in more than one proposal for the same Nagar Nigam, such proposals shall be disqualified. Proposals for more than four Nagar Nigams by a single agency will not be accepted.

## **2 Clarification of RFP Documents**

- 2.1 Consultants may request clarification of any of the RFP documents 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 the Client's Representative whose address is provided in the Data Sheet. The Client will respond by standard electronic 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 Preparation of Proposals

- 3.1 The Proposal and all related correspondence exchanged between the Consultant and the Client shall be written in the English language. Supporting documents 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 Instructions 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 must be submitted to the address specified on the Data Sheet and delivered on or before the time 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. Section 1: Covering Letter, subject to maximum of two (2) pages (Format 1);
- a. Section 2: Experience/ Capacity of Firm to undertake tasks, subject to maximum two (2) pages;
- b. Section 3: Project detail sheets outlining previous experience of the firm in similar types of assignments (in prescribed format), subject to maximum of fifteen (15) pages (Format 2) should be submitted with technical proposal.
- c. Section 5: CVs of personnel to work on this project (in the CV please include name of staff, nationality of staff, profession/designation of staff, proposed position 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 (Format 3);
- d. Section 6: List of proposed expert team and summary of CV particulars relevant to the project subject to maximum of two (2) pages (use Format 4);
- e. Section 7: Matters 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 financial response should be made anywhere in the Technical Proposal, unless specified in the Data Sheet; non-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 5 given in Annexure C.

#### 4.7 Submission Instructions

4.7.1 Consultants are expected to carefully review the contract provisions attached in the RFP for preparation of their Proposals.

4.7.2 The Consultant shall submit Proposals 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 fields shall be completed with the information requested.

#### 4.8 Proposal Validity

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

4.8.2 A Proposal valid for a shorter period shall be considered non responsive and will be rejected by the Client.

4.8.3 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.

4.8.4 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.

#### 4.9 Format and signing of Proposals

4.9.1 Technical Proposal (original plus the number of copies specified in the Data Sheet) shall be placed in an envelope clearly marked "TECHNICAL PROPOSAL - ORIGINAL + COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.

4.9.2 Financial Proposal (One Original only) shall be placed in a separate sealed envelope and clearly marked as "FINANCIAL PROPOSAL".

- 4.9.3 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.
- 4.9.4 All bids must contain original copies of the Technical Proposal as described in the Data Sheet.
- 4.9.5 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.
- 4.9.6 If any envelope is not sealed and marked as instructed, the Client will assume no responsibility for the misplacement or premature opening of envelopes.
- 4.9.7 Proposals must be submitted to the address specified on the Data Sheet and delivered on or before the time specified in the Data Sheet.
- 4.9.8 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 rights and obligations of the Client and Consultants subject to the previous deadline shall thereafter be subject to the deadline as extended.

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## 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] for [Insert name of the Nagar Nigam] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal sealed under a separate envelope<sup>2</sup>.

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.

Yours faithfully,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

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**Format2: Project Detail Sheet**

<b>Assignment name:</b>	<b>Approx. value of the contract (in current Rs):</b>
<b>Country:</b>	
<b>Name of Client:</b>	
<b>Address of Client:</b>	
<b>Start date (month/year):</b>	
<b>Completion date (month/year):</b>	
<b>Name of Joint Venture partner, if any:</b>	
<b>Narrative description of Project in brief:</b>	
<b>Description of actual services provided by your firm in the assignment:</b>	

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✓  
Lr



**Format3: Curriculum Vitae (CV) for Proposed 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 sentences on each assignment, position held,  
Responsibilities undertaken and achievements attained.]

... ..

...

Certification:

I, the undersigned, certify to the best of my knowledge and belief that:  
(i) This CV correctly describes my qualifications and experience;





**Format4: Expert Team and Summary of CV Information**

Name	Position Assigned	Task Assigned	Employment Status with Firm (full-time, or other)	Education/ Degree (Year / Institution)	No. of years of relevant project experience
	Team Leader				
	MIS expert				
	Application Development Engineer				
	GIS expert				
	Municipal Engineer/ infrastructure specialist				
	Site Coordinator				

*Handwritten marks:*  
 A checkmark and the number "16" are visible.  
 Below the checkmark, the letters "Lir" are written.  
 To the left of these marks, there is a small scribble that appears to be the letter "u".

### **Format 5: Approach and Methodology**

(Briefly describe the approach to be adopted for completing the assignment. Agencies should clearly mention the methodology for collection of primary and secondary data, adaptation of existing database, validation, conducting surveys, GIS mapping etc. The methodology should also include, in clear terms, the mechanism for quality checks.

Agencies should also mention work plan, staff deployment schedule, timelines and other relevant information relevant to conduct the assignment.)

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**Annexure C: Financial Proposal**

**Format5: Financial Proposal**

To,

Director,  
BUDA  
Urban Development and Housing Department  
Government of Bihar  
Patna (Bihar)

Dear Sir,

Subject: Consultancy Services for Preparation of City Vending Plan for [*Insert name of Nagar Nigam*] in Bihar

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. \_\_\_\_\_ /vendor (Rupees \_\_\_\_\_ per vendor (in words).

The fee mentioned above is inclusive of all taxes but excluding service tax which shall be payable extra as per 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 date notified for submission of the proposal.

Yours faithfully,

Signature:

Full Name:

Designation:

Address:

Tel.: Nos. (O)

(M)

E-mail:



## **Annexure D: Terms of Reference**

### **1 Project Background**

Street Vendors form a very important segment of the unorganized sector in the country. 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 towns but also a means to provide "affordable" as well as "convenient" services to a majority of the urban population.

- 1) Street vendors contribute directly to the overall level of economic activity, and to the provision of goods and services.
- 2) Citizens have constitutional rights to choose their occupations and to engage in entrepreneurial activities.
- 3) Street vending is an actual or potential source of government tax revenues.
- 4) Street vending serves as a social safety-net.
- 5) Street vending is a laboratory for entrepreneurship, family business and social interaction.
- 6) Street vending provides entrepreneurial opportunities to people who cannot afford to buy or rent fixed premises.
- 7) Street vendors greatly expand the range of places and times where goods and services can be provided, and sometimes they also offer goods and services which are not available in off-street locations.
- 8) Street vendors bring life to dull streets.
- 9) Because of its low capital requirements and its potential mobility, street vending is a very effective way to cater for seasonal, sporadic and special demands.
- 10) Street vending offers its workers considerable flexibility in hours and levels of activity.
- 11) Street vending is a remarkable example of self-help and grass-roots initiative.

### **The sixteen major arguments commonly used against street vending as:**

- 1) Street vendors are not evenly spread across the city. They concentrate very heavily in a few locations, and those locations are typically the points with the highest levels of pedestrian and vehicular congestion.
- 2) By contributing to vehicular and pedestrian congestion, street vendors may cause traffic accidents, increase the levels of vehicle-generated air pollution, and impede the flow of police, fire, ambulance and other emergency vehicles.
- 3) Street vending reduces the number of routes available to motor vehicles, it impedes door-to-door deliveries and collections, and it may create access problems for emergency vehicles.

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- 4) Street vendors may block the routes from crowded buildings like theatres, stadiums and department stores, increasing the scale of the tragedy in the event of a major fire, explosion, toxic gas escape or mass hysteria.
- 5) Street vendors can and often do "forestall" off-street businesses, attracting potential purchasers as they walk into a concentration of on- and off-street business activity.
- 6) Street vendors often fail to give receipts and keep accounts, to pay taxes on their earnings, and to charge sales or value added taxes to their customers.
- 7) Because they can leave or relocate their businesses more easily, street vendors have greater opportunity to swindle their customers and avoid official regulation than vendors in fixed retail establishments.
- 8) Street vendors of food and drink pose major public health problems.
- 9) Street vendors may be less professional, committed, and responsible than off-street vendors.
- 10) Street vendors often include substantial numbers of minors.
- 11) A small minority of street vendors engage in such highly disreputable and often illegal trades as ticket-touting, pimping, prostitution, and the retailing of narcotics.
- 12) Street vendors contribute to the underground economy of undocumented cash transactions, not only through their sales, but also through the bribes they are often required to pay to police and municipal inspectors.
- 13) Through the activity and congestion that they generate, street vendors provide opportunities for pick-pocketing, snatch thefts and armed assaults.
- 14) Some pedestrians and many motorists are disturbed, irritated and even frightened by street vendors' solicitations.
- 15) Street vendors are often considered unsightly, they may generate a lot of noise with their announcements, and they and their customers often leave garbage on the streets.

With this background, the aim of this exercise is to support Urban Development and Housing Department in preparing the City Vending Plan (TVP) for Patna 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 foremost task is to recheck and validate the data of street vendors identified and listed during survey conducted by the department. Agency will be required to complete the Adhar Seeding of the surveyed vendors.

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

1. Identifying the places for time sharing basis vending zones at a place after closing of market for main trade (Night –Bazaars).

2. Identification of weekend markets zones.
3. Identifying the street vending markets/outlets along-with the capacity of street vendors. Identification and describe the procedure of allotment of sufficient space for temporary 'Vendors' Markets'(e.g. Weekly Haats, Rehri Markets , Night Bazaars, Festival Bazaars, Food Street Marts etc.)

In the meantime, GIS mapping marking the vendor location, updation of the vendor's list has to be undertaken. The approach of the same is listed below:

### **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 City 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 already been done for all the Nagar Nigams. However, agency will be required to make modifications /corrections if required. Department will provide the soft copies of the base map of the towns.

**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 any GIS tool with the help of GPS co-ordinates captured for all the vendors.

#### **3.3 Updation of list of Street vendors (city wise list to be provided by the client)**

The following steps have to be followed for updating detailed of the vendors:

1. Check and validate stored vendor's data.
2. Updation of records on the database
3. Survey and inclusion of the vendors data who have not been included in the list during the last survey conducted by the ULBs.

#### **3.4 Updating of Vendor census survey**

Vendor census survey has to be updated as per the survey data made available to the agency and additional data captured through validation exercise by the agency directly in the MIS Software which has to be developed by the consultant for this purpose.

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### 3.5 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/updated data.
2. Generate a report for duplicated (bulk) data.
3. Allow duplication verification process while capturing aadhaar based data at the later stage.

## 4 Preparation of City Vending Plan

The Street vending plan will be prepared after assessing and incorporating the following components mentioned below:

### 4.1 Formulation of fee/ license structure.

City vending plan has to formulate a fee/license structure for regulating street vending in the various zones mentioned above and the terms and conditions for hawking and corrective action against defaulters also has to be formulated in consultation with the varied stakeholders of the city directly or indirectly related to street vending.

### 4.2 Infrastructure provision/Plan

Infrastructure demand supply gap in the existing street vending areas has to be assessed and arrived. Civic facilities currently available in the proposed vending zones (all types) and the future requirements has to be estimated and provision has to be made for appropriate use of vending places. Suggestions/proposal for Method and location for the disposal of solid waste generated in these zones has to be given in the Infrastructure Plan.

### 4.3 City Vending Master Plan

City Vending Master Plan has to be prepared in GIS platform showing the location of proposed zones and placing of street vendors in the zones. The plan has to illustrate the norms on the amount of space to be provided for Vending Zones etc. Future Market Plan has to be prepared in a GIS platform in a separate layer superimposed over the city level base map showing specific provision for creating new vending markets.

City vending Master Plan has to suggest/propose various method of allotment of spaces, criteria, period of lease for stationary stalls/Stationary vendors, reservation in allotment, reservation for physically challenged/disabled persons/SCs/STs in accordance with the share in the total population/weaker sections of the town/city. Street vending committee/organization has to be formed drawing members from varied stakeholders directly or indirectly related to street vending which will oversee the implementation and monitoring of the various methods suggested in the City vendor master Plan. Street vendor master Plan has to Suggest/propose method and procedure of Dispute resolution based on the policy of Urban Street Vendors.

### 4.4 Implementation of city vending plans in at least 4 wards <sup>Porwal</sup> (to be selected by the ULBs)

Selected agency would be required to implement the city vending plan prepared by it in at least 4 wards of each assigned Nigam to assess the feasibility of plans prepared. The wards would be suggested by the ULBs in consultation with the department.

#### 4.5 Management Information System

City 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 City vending Plan to monitor the entire allotment, registration and the whole above process. This MIS software has to be developed in consultation with the Urban Development and Housing Department.

#### 5 Outputs and Deliverables

The following outputs are expected to be delivered in stages in 18 weeks.

Sr. No.	Deliverable	Due date
1	Submission of inception report(including report of Kickoff workshop)	End of Week 2
2	Updation of Vendor's data provided by the client and identification of vendors those who had not been covered during the previous survey, vendor census survey and GIS mapping of the existing Vendors	End of Week 16
3	Draft City Vending Plan	End of Week 20
4	Final City Vending Plan (Approved by the ULBs )	End of Week 24
5	Implementation of the City Vending Plan in 4 wards of the respective ULBs	End of Week 36

Above given Time schedule shall be strictly adhered to. In case of any delay, Director, BUDA may consider time extension on the merits otherwise a penalty for delay at the rate of 1% of total payment per week shall be levied.

#### 6 Experts and Inputs

Sr. No.	Expert Title	Qualifications and skills	Experience	Marks
1	Team Leader	<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 and experience of project management of similar projects of at least 5 years	150
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 of experience	100
3	Application Development Engineer	<ul style="list-style-type: none"> <li>• Degree or equivalent Information Technology</li> <li>• Sound understanding on</li> </ul>	At least 5 years of working experience with urban poor and	100

Sr. No.	Expert Title	Qualifications and skills	Experience	Marks
		issues application development	community development	
4	GIS expert	<ul style="list-style-type: none"> <li>• Graduate or equivalent degree in Geo-informatics</li> <li>• Knowledge and experience in GIS mapping</li> </ul>	At least 5 years of experience	100
5	Municipal 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 of experience in municipal engineering.	100
6	Site Coordinator	<ul style="list-style-type: none"> <li>• Bachelors/Masters 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 year's experience of working on urban projects.	50

- (i) Team proposed should be different in case of agency applying for more than one Nagar Nigam.
- (ii) The persons whose CVs are proposed in the bid shall not be allowed to change. In case of any urgency, Director, BUDA, UD&HD Patna may consider request of the bidder but that would attract a deduction of 1% of the fees payable per change.

## 7 Working arrangements

### 7.1 Management and counterpart staff

The assignment will be contracted by the Urban Development and Housing Department and will ensure the support of government officials, parastatal agencies wherever necessary.

### 7.2 Items to be provided by the Client

Department will:

- a. Designate an "Officer-in charge" responsible for management and coordination of consultant.
- b. As a part of this corporation will nominate officers from relevant sections of the agency to participate in the process of stakeholder consultation and SVP preparation.
- c. Provide the Consultant with existing base maps (as available with it) and data on street vendors and service delivery.
- d. Provide the Consultant with necessary authorization to procure information from line departments.

### 7.3 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 officer-In charge and the Corporation.

**8 Payment Schedule**

Sr.No.	Deliverable	percentage of payment
1.	Submission of inception report (including report of Kickoff workshop)	15% of the total fees
2.	Vendor Identification, Bio-metric survey, capturing photograph, vendor census survey and GIS mapping of the existing Vendors	25 % of the total fees
3.	Draft City Vending Plan	25% of the total fees
4.	Final City Vending Plan (Approved by Urban Development and Housing Department )	20 % of the total fees
5.	Implementation of the City Vending Plan in 4 wards of the respective ULBs	15% of the total fees

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