Request for Proposal (RFP) Document for Selection of Project Management Consultant for implementation of National Urban Livelihoods Mission in Bihar

Director
Bihar Urban Development Agency (BUDA)
Urban Development & Housing Department,
Government of Bihar
<table>
<thead>
<tr>
<th>TENDER TITLE</th>
<th>SELECTION OF PROJECT MANAGEMENT CONSULTANT FOR IMPLEMENTATION OF NATIONAL URBAN LIVELIHOODS MISSION IN BIHAR</th>
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<tbody>
<tr>
<td>TENDER No.</td>
<td>04/NULM-25/2019–971 Dated: 27/05/2020</td>
</tr>
<tr>
<td>COST OF RFP DOCUMENT</td>
<td>Rs 5000/-</td>
</tr>
<tr>
<td>CONTRACT PERIOD</td>
<td>One Year</td>
</tr>
<tr>
<td>DATE OF ISSUE</td>
<td>27/05/2020</td>
</tr>
<tr>
<td>DATE OF PRE BID MEETING</td>
<td>01/06/2020 at 5:00 P.M.</td>
</tr>
<tr>
<td>FINAL DATE OF SUBMISSION</td>
<td>15/06/2020 by 1:00 P.M.</td>
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</tbody>
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**Fact Sheet**

<table>
<thead>
<tr>
<th><strong>Method of selection</strong></th>
<th>The method of selection is : QCBS (Quality Cum Cost Based)</th>
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</thead>
<tbody>
<tr>
<td><strong>Tender processing fee</strong></td>
<td>RFP can be download from the following website on or before the date and time as mentioned in the key events and website table <a href="http://www.eproc.bihar.gov.in">www.eproc.bihar.gov.in</a> bidder are required to submit the cost of tender form fee Rs. 5,000/- which is no-refundable. This fee shall be paid in form of demand draft of any nationalized/commercial bank located in India, payable at Patna, drawn in favour of “Director BUDA” before and submit it in the office of BUDA failing which the tender will be rejected. Beltron bid processing fee is mandatory to be paid through online mode i.e. internet payment gateway (credit/ debit card) net banking, NEFT/ RTGS.</td>
</tr>
<tr>
<td><strong>EMD</strong></td>
<td>Earnest Money deposit of amount Rs. 2,00,000/- (Rupees Two Lakh) by demand draft, fixed deposit (FD), Bank Guarantee in favour of “Director BUDA” and payable at Patna from any of the nationalized/commercial bank and submit it in the office of BUDA failing which the tender will be rejected.</td>
</tr>
<tr>
<td><strong>Name of Assignment</strong></td>
<td>Procurement is for services linked to “Selection of Project Management Consultant” (PMC) for implementation of National Urban Livelihoods Mission in Bihar</td>
</tr>
<tr>
<td><strong>E-tendering</strong></td>
<td>Bidders must submit / upload the documents as per the terms and condition of the RFP in the following website: <a href="http://www.eproc.bihar.gov.in">www.eproc.bihar.gov.in</a></td>
</tr>
<tr>
<td><strong>Detail of NIT</strong></td>
<td>Detailed N.I.T. can be seen on website <a href="http://www.eproc.bihar.gov.in">www.eproc.bihar.gov.in</a>.</td>
</tr>
<tr>
<td><strong>Submission of bid</strong></td>
<td>Bidder should submit the Tender Fee/ EMD, pre-qualification bid and the Technical Bid in hard copy also as per Clause of this RFP. The Financial bid should be submitted only online. The Financial bid submitted in hard copy shall be treated as non-responsive and eligible for rejection. The hard copy should be posted/couriered/given in person to the Tender Inviting Authority, within bid submission due date and time as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.</td>
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Notice Inviting Tender For “Selection of Project Management Consultant” (PMC) for implementation of National Urban Livelihoods Mission in Bihar

Urban Development & Housing Department, Govt. of Bihar

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<thead>
<tr>
<th>SN</th>
<th>PARTICULARS</th>
<th>DETAILS</th>
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<tbody>
<tr>
<td>1</td>
<td>TENDER NO</td>
<td>04/NULM-25/2019-971 Dated: 27/05/2020</td>
</tr>
<tr>
<td>2</td>
<td>CONTRACT PERIOD</td>
<td>12 Months</td>
</tr>
<tr>
<td>3</td>
<td>DATE OF ISSUE</td>
<td>27/05/2020</td>
</tr>
<tr>
<td>4</td>
<td>PRE-PROPOSAL MEETING</td>
<td>01/06/2020 at 5:00 P.M.</td>
</tr>
<tr>
<td>5</td>
<td>CLOSING DATE (RECEIPTS OF BIDS)</td>
<td>15/06/2020 up to 1:00 PM ON WEBSITE <a href="http://WWW.EPROC.BIHAR.GOV.IN">WWW.EPROC.BIHAR.GOV.IN</a></td>
</tr>
<tr>
<td>6</td>
<td>DATE AND TIME OF OPENING OF TECHNICAL BIDS</td>
<td>15/06/2020 at 02:30 PM</td>
</tr>
<tr>
<td>7</td>
<td>LAST DATE OF SUBMISSION OF QUERIES</td>
<td>01/06/2020 till 5:00 P.M.</td>
</tr>
<tr>
<td>8</td>
<td>DATE AND TIME OF OPENING OF FINANCIAL PROPOSAL</td>
<td>TO BE NOTIFIED THROUGH WEBSITE <a href="http://WWW.EPROC.BIHAR.GOV.IN">WWW.EPROC.BIHAR.GOV.IN</a></td>
</tr>
<tr>
<td>9</td>
<td>Documentation fee</td>
<td>Rs. 5,000/-</td>
</tr>
<tr>
<td>10</td>
<td>EMD/ Bid Security fee</td>
<td>Rs. 2,00,000/-</td>
</tr>
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For detail download the complete RFP from WWW.EPROC.BIHAR.GOV.IN

The RFP can be postponed or cancelled at any time due to administrative reasons and no claim shall be entertained on this account.

Modifications/Amendments/Corrigendum, if any shall not be advertised in the newspaper but shall be published on the WWW.EPROC.BIHAR.GOV.IN website.

The undersigned reserve the right to change the terms and conditions, select/reject any application without assigning any reason thereof.

The eligible bidder may submit their bid through online on WWW.EPROC.BIHAR.GOV.IN and documentation fee and EMD will be submitted in the form of hard copy in UD&HD.

Director
BUDA, GoB
SECTION 1: LETTER OF INVITATION
Section 1 – Letter of invitation

Ref: 04/NULM-25/2019-971

Date: 27/05/2020

From:
Director, BUDA
Urban Development & Housing Department, GoB
New Secretariat, Bailey Road, Patna-15

To:
All Prospective Bidders

Dear Sir

1. Proposals is invited for:  
   Selection of Project Management Consultant (PMC) for the implementation of National Urban Livelihoods Mission in Bihar

2. The Background Information and Terms of Reference for the Consulting services are provided in Section 5 of the Request for Proposal (RFP)

3. This RFP is available to all eligible firms.

4. A firm will be selected in accordance with the policies of the Govt. of Bihar under Qualitycum Cost Based Selection (QCBS) method and procedures.

5. The RFP includes the following documents:
   Section 1 - Letter of Invitation
   Section 2 - Instructions to Consultants
   Section 3 - Technical Proposal - Standard Forms
   Section 4 - Financial Proposal - Standard Forms
   Section 5 - Terms of Reference

6. A Pre-proposal meeting has been scheduled for 01/06 2020 at the office of the undersigned at 05:00 P.M., where all issues/clarifications could be discussed and finalized.

7. The deadline for receipt of proposals shall be 15/06/ 2020 up to 1:00 P.M.

8. BUDA reserves the right to accept or reject any or all proposals, and to annul the selection process and reject all proposals at any time prior to the award of contract, without thereby incurring any liability or any obligation in any form to the affected firms on any grounds.

Yours sincerely,

Director, BUDA
SECTION 2: INSTRUCTION TO CONSULTANTS

INTRODUCTION

General

1.1 Bihar Urban Development Agency (BUDA), Urban Development & Housing Department (UD&HD), Govt. of Bihar (GoB), Patna, Bihar, INDIA will select a consulting firm /organization (the Consultant) in accordance with the method of selection specified in the Data Sheet.

1.2 Consultants should familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment, Consultants are encouraged to visit the project site and go through the operational guidelines of all components of NULM available on the government website.

1.3 Consultants shall bear all costs associated with the preparation and submission of their Proposals. Costs might include site visit; collection of information; and, if selected, attendance at contract negotiations etc.

1.4 The UD&HD is not bound to accept any Proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Consultants.

1.5 In preparing their Proposals, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

Conflict of Interest

1.6 BUDA requires that Consultants provide professional, objective, and impartial advice and at all times hold the Client’s interests paramount, avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work. Consultants shall not be recruited for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the UD&HD. Without limitation on the generality of the foregoing, Consultants, and any of their associates shall be considered to have a conflict of interest and shall not be selected under any of the circumstances set forth below:

(i) If a Consultant combines the function of consulting with those of contracting and/or supply of equipment; or

(ii) If a Consultant is associated with or affiliated to a contractor or manufacturer; or

(iii) If a Consultant is owned by a contractor or a manufacturing firm with departments or design offices offering services as Consultants. The Consultant should include relevant information on such relationships along with a statement in the Technical Proposal cover letter to the effect that the Consultant will limit its role to that of a Consultant and disqualify itself and its associates from work, in any other capacity or any future project within the next five years (subject to adjustment by UD&HD in special cases), that may emerge from this assignment (including bidding or any part of the future project). The contract with the Consultant selected to undertake this assignment will contain an appropriate provision to such effect; or

(iv) If there is a conflict among consulting assignments, the Consultant (including its personnel and sub-consultants) and any subsidiaries or entities controlled by such Consultant shall not be recruited for the relevant assignment. The duties of the
Consultant depend on the circumstances of each case. While continuity of consulting services may be appropriate in particular situations if no conflict exist, a Consultant cannot be recruited to carry out an assignment that, by its nature, will result in conflict with another assignment of such Consultant. For example, a Consultant engaged to prepare engineering design for an infrastructure project shall not be recruited to prepare an independent environmental assessment for the same project; similarly, a Consultant assisting a client in privatization of public assets shall not purchase, nor advise purchasers of, such assets or a Consultant hired to prepare terms of reference for an assignment shall not be recruited for the assignment in question.

Fraud and Corruption

1.7 The UD&HD requires that consultants observe the highest standard of ethics during the procurement and execution of such contracts. In such pursuance of this policy, the UD&HD:

(i) defines, for the purposes of this provision, the terms set forth below as follows:

(a) “corrupt practice” means behaviour on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves and/or those close to them, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; and

(b) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the borrower, and includes collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the borrower of the benefits of free and open competition.

(ii) will reject a Proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract; and

(iii) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded any UD&HD contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, any UD&HD contract.

Proposal:

1.8 If a Consultant (including a partner in any Joint Venture) submits or participates in more than one proposal, such proposals shall be disqualified. However, this does not limit the inclusion of a Sub-Consultant, including individual experts, in more than one proposal.

Proposal Validity

1.9 The Data Sheet indicates how long the Consultants’ Proposals must remain valid after the submission date. During this period, the Consultants shall maintain the availability of experts nominated in the Proposal. The Client will make its best effort to complete negotiations within this period. In case of need, the Client may request Consultants to extend the validity period of their Proposals. Consultants have the right to refuse to extend the validity period of their Proposals.

Participation of Government Employees

1.10 No current government employee shall be deployed by the consultant without the prior
written approval by the appropriate authority.

1.11 **Bid Security (Earnest Money Deposit)**

a. The bid security of amount indicated in Data Sheet in favour of “Director, Bihar Urban Development Agency” payable at Patna shall be in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the nationalised/commercial banks in an acceptable form. The bid security is to remain valid for a period of forty-five days beyond the final bid validity period.

b. The Employer shall reject any bid not accompanied by appropriate bid security, as non-responsive.

c. The bid security of the successful Bidder shall be returned as promptly as possible once he has signed the Contract and furnished the required performance security.

d. Bid securities of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract to successful bidder.

e. The bid security may be forfeited:

   (a) if a Bidder withdraws its bid during the period of bid validity.
   
   (b) if the successful Bidder fails to:
       
   (i) sign the Contract within required time frame;
   
   (ii) furnish a performance security.

2. **CLARIFICATIONS AND AMENDMENTS TO RFP DOCUMENTS**

2.1 Consultants may request a clarification of any of the RFP documents up to fifteen (15) days prior to the Proposal submission date indicated in the Data Sheet. Any request for clarification must be sent in writing to the address indicated in the Data Sheet. The Client will respond in writing and will send written copies of the response, including an explanation of the query but without identifying the source of inquiry, to all Consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under Sub-Clause 2.2.

2.2 At any time before the submission of Proposals, the Client may, whether at its own initiative, or in response to a clarification requested by a firm, amend the RFP by issuing an addendum. The addendum shall be sent to all Consultants and will be binding on them. To give Consultants reasonable time in which to take an amendment into account in their Proposals, the Client may at its discretion, if the amendment is substantial, extend the deadline for the RFP submission.

3. **PREPARATION OF THE PROPOSAL**

3.1 Consultant’s Proposal (the Proposal) will consist of three (3) components

   (i) Document Fees and Bid Security
   
   (ii) the Technical Proposal, and
   
   (ii) the Financial Proposal

3.2 Document Fees and Bid Security: Document Fees and Bid security shall be placed in Envelope 1. If the document fees and bid security is found proper then only technical and financial proposals will be entertained

3.3 The Proposal, as well as all related correspondence exchanged by the Consultants and the Client, shall be in English. All reports prepared by the contracted Consultant shall also be in English.

3.4 The Power of Attorney to be provided on the Consultant’s official letterhead. The letter should specify all association arrangements, and certify that each associated firm will perform its designated tasks under the assignment if the lead firm is awarded the contract.
The Technical Proposal should clearly demonstrate the Consultant’s understanding of the assignment requirements and capability and approach for carrying out the tasks set forth in the TOR through the nominated experts.

4. THE TECHNICAL PROPOSAL

General

4.1 The Technical Proposal shall not include any information related to financial proposal and any Technical Proposals containing information related to financial proposal shall be declared non-responsive.

Technical Proposal Format

4.2 (i) The consultant shall submit technical proposal as per the data sheet which indicates the format of the Technical Proposal to be used for the assignment. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive.

Technical Proposal Content

4.3 The Technical Proposal shall contain information indicated in the following paragraphs from (i) to (xiii) using the Standard Technical Proposal Forms (Form TECH-1 to Form TECH-6). Such information must be provided by the Consultant and each Associate.

(i) A brief description of the organization and outline of recent experience of the consultant and each associate on assignments of a similar nature is required in prescribed form. For each assignment, the outline should indicate inter alia, the assignment, contract amount and the consultant’s involvement. Information should be provided only for those assignments for which the consultant was legally contracted by the client as a corporate entity or as one of the major participating consulting firms within an association (Joint venture). In case the assignment was carried out in joint venture then the JV agreement is to be submitted. Assignments completed by individual experts working privately or through other consulting firms cannot be claimed as the experience of the Consultant, or that of the Consultant’s Associate(s), but can be claimed by the individuals themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Client.

(ii) A concise, complete, and logical description of how the Consultant’s team will carry out the services to meet all requirements of the TOR.

(iii) A work plan showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverables such as reports required under the TOR.

(iv) An organization chart indicating relationships amongst the Consultant and any Associate(s), the Client, and other parties or stakeholders, if any, involved in the assignment.

(v) Comments, if any, on the TOR to improve performance in carrying out the assignment. Innovativeness will be appreciated, including workable suggestions that could improve the quality/effectiveness of the assignment. In this regard, unless the Consultant clearly states otherwise, it will be assumed by the Client that work required to implement any such improvements, are included in the inputs shown on the Consultant’s Staffing Schedule.

(vi) The Technical Proposal shall not include information related to financial proposal. Technical Proposals containing information related to financial proposal shall be declared non-responsive.

Personnel
(vii) The name, age, background employment record, and professional experience of each
nominated expert, with particular reference to the type of experience required for the
services should be presented in the prescribed CV format.

(viii) Only one CV may be submitted for each position.

(ix) Higher rating will be given to nominated experts from the consulting firm and associated
consulting firms, if any, who are regular full-time employees. The Client defines a regular full-
time employee to be a person who has been employed continuously by the Consultant or one
of its Associates, for more than twelve (12) months prior to the date of submission of the
Proposal.

(x) The Client requires that each expert confirm that the content of his/her curriculum vitae (CV)
is correct and the experts themselves should sign the certification of the CV. Note that the
need to provide address and fax/e-mail details of experts in the CVs of the experts is not
considered mandatory.

(xi) A zero rating will be given to a nominated expert if the expert:

(a) or the firm’s authorised representative has not signed the CV; or
(b) is a current employee of the executing agency.

5. FINANCIAL PROPOSAL

5.1 All information provided in Consultants’ Financial Proposal will be treated as confidential.

5.2 The Financial Proposal is to be submitted in the requisite forms enclosed.

5.3 No proposed schedule of payments should be included in Consultants’ Financial Proposals.

5.4 Consultants shall quote the rates in Indian National Rupees only.

5.5 Form FIN-1 is an acknowledgement that, in preparation and submission of the Technical and
Financial Proposals, Consultants have:

(i) Not taken any action which is or constitutes a corrupt or fraudulent practice; and
(ii) Agreed to allow the Client, at their option, to inspect and audit all accounts, documents,
and records relating to the Consultant’s Proposal and to the performance of the
ensuring Consultant’s Contract.

5.6 The rates to be quoted shall be in the format given in Data Sheet and it shall include all costs /
expenses and statutory taxes excluding GST. The Client shall pay GST as applicable on prevailing
rates.

6. SUBMISSION, RECEIPT AND OPENING OF PROPOSALS

6.1 The present contract would be limited to perform the tasks specified in the Terms of reference
for all the ULBs listed under the Terms of reference. However the services may be extended to
other towns if notified by government during the term of the contract.

6.2 The tender should be submitted through e-tendering / e- procurement website
www.eproc.bihar.gov.in only. No other form of tender submission will be valid for evaluation.

6.3 Request from the bidder in respect of additions, alterations, modification, correction etc, of both
terms and condition or rates after opening of the tender will not be consider.

6.4 The bidder shall submit its bid/ tender on e-procurement platform at www.eproc.bihar.gov.in
7. PROPOSAL EVALUATION

General

7.1 From the time the Proposals are opened to the time the contract is awarded, the Consultant should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by a Consultant to influence the Client in examination, evaluation, ranking of Proposals or recommendation for award of contract may result in rejection of the Consultant’s Proposal.

7.2 The envelope shall be opened first. If the document fees and bid security is not found to be in order then the proposal shall be treated as non-responsive and shall not be evaluated further.

Evaluation of Technical Proposals

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

7.4 The Client’s ‘Consultancy Evaluation Committee’ (CEC) will be responsible for evaluation and ranking of Proposals received.

7.5 The CEC evaluates and ranks the Technical Proposals on the basis of Proposal’s responsiveness to the TOR using the evaluation criteria and points system specified in the Data Sheet. Each Technical Proposal will receive a technical score. A Proposal shall be rejected if it does not achieve the minimum technical mark of 750 from the maximum of 1,000 points.

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

(i) the Consultant that submitted the Proposal or one of its Associated Consultants belongs to one of the cases described in Sub-Clause 5.5(i) to and failed to make a proper statement to that effect in the cover letter; or
(ii) the Consultant that submitted the Proposal or one of its Associated Consultants was found not to be legally incorporated or established in India; or
(iii) the Technical Proposal was submitted in the wrong format; or
(iv) the Technical Proposal included details of costs of the services; or
(v) the Technical Proposal reached the Client after the submission closing time and date specified in the Data Sheet.

7.6 After the technical evaluation is completed, the Client shall notify Consultant whose Proposals did not meet the minimum qualifying technical mark or Consultant whose Technical Proposals were considered non-responsive to the RFP requirements, indicating that their Financial Proposals will be returned unopened after completion of the selection process. The Client shall simultaneously notify, in writing Consultants whose Technical Proposals received a mark of 750 or higher, indicating the date, time, and location for opening of Financial Proposals. (Consultants’ attendance at the opening of Financial Proposals is optional).

8. PUBLIC OPENING AND EVALUATION OF FINANCIAL PROPOSALS

Public Opening of Financial Proposals

8.1 At the public opening of Financial Proposals, Consultant representatives who choose to attend, will sign an Attendance Sheet.

(i) The marks of each Technical Proposal that met the minimum mark of 750 will be read out aloud.

(ii) Each Financial Proposal will be checked to confirm that it has remained sealed and
unopened.

(iii) The Client’s representative will open each Financial Proposal. Such representative will read out aloud the name of the Consultant and the total price shown in the Consultant’s Financial Proposal. This information will be recorded in writing by the Client’s representative.

Evaluation of Financial Proposals

8.2 After the technical evaluation, the evaluation committee shall prepare a list of pre-qualified Applicants for opening of their Financial Proposals. The evaluation committee will not entertain any query or clarification from Applicants who fail to qualify at any stage of the Selection Process. The financial evaluation and final ranking of the Proposals shall be carried out based on the Quality Cum Cost Based Method.

8.3 Consultants’ attendance at the opening of Financial Proposals is optional.

8.4 The evaluation committee will review the detailed content of each Financial Proposal. During the review of Financial Proposals, the Committee and any Client personnel and others involved in the evaluation process, will not be permitted to seek clarification or additional information from any Consultant, who has submitted a Financial Proposal. Financial Proposals will be reviewed to ensure these are:

(i) complete, to see if all items of the corresponding Technical Proposal are priced; if not, for material omissions, the Client will price them by application of the highest unit cost and quantity of the omitted item as provided in the other Financial Proposals and add their cost to the offered price, and correct any arithmetical errors.
(ii) computational errors if there are errors these will be corrected;
(iii) other errors, such as activities which are shown as different time lines in technical proposal and different in financial; price for these will be based on the technical proposal.

8.5 The detailed contents of each Financial Proposal will be subsequently reviewed by the Client.

8.6 The evaluated total price (ETP) for each Financial Proposal will be determined.

8.7 When the QCBS method is used: The score for each Financial Proposal is inversely proportional to its ETP and will be computed as follows:

\[ S_f = \frac{1000 \times F_m}{F} \]

where:

- \( S_f \) is the financial score of the Financial Proposal being evaluated
- \( F_m \) is the ETP of the lowest priced Financial Proposal
- \( F \) is the ETP of the Financial Proposal under consideration

The lowest evaluated Financial Proposal will receive the maximum score of 1,000 marks.

8.8 When the LCS method is used: the Client will select the lowest Financial Proposal of a Consultant whose Technical Proposal has qualified.

9. Ranking of Proposals (QCBS)

9.1 Following completion of evaluation of Technical and Financial Proposals, final ranking of the Proposals will be determined. This will be done by applying a weightage of 0.70 (or Seventy percent) and 0.30 (or Thirty percent) respectively to the technical and financial scores of each evaluated qualifying Technical and Financial Proposals and then computing the relevant combined total score for each Consultant.

9.2 The technical and financial scores shall be added and the Contract will be awarded to the agency which scores maximum points.
10. Contract Negotiations and Award of Contract

10.1 The Consultant who is invited for contract negotiations will, as a pre-requisite for attendance at the negotiations, confirm availability of all experts named in its proposal except in the cases of absence on account of death or medical incapacity. Failure in satisfying such requirements may result in the Client proceeding to initiate the negotiation process with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude the Contract.

10.2 The selected Consultant is expected to commence the Assignment on the date and at the location specified in the Data Sheet. The decision relating to the choice of cluster awarded to the consultant shall rest with the client.

11. Performance Security

The consultant will furnish within 10 days of the issue of Letter of Acceptance (LOA), an unconditional Bank Guarantee in favour of Director, BUDA from any scheduled nationalized/commercial Bank for an amount equivalent to 5% of the total contract value towards Performance Security valid for a period of six months beyond the date of actual completion of services. The Bank Guarantee will be released by BUDA after this time and rectification of errors if any, found during implementation of the contract.
## Section 2: Data Sheet to Instruction to Consultants

<table>
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<tr>
<th>Paragraph Reference</th>
<th>Text</th>
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| **1.1**             | **Name of the Client:**  
Bihar Urban Development Agency, Urban Development & Housing Department (UD&HD), Govt. of Bihar (GoB)  
Client’s Representative:  
Director, Bihar Urban Development Agency (BUDA)  
Method of selection: Quality Cum Cost Based Selection (QCBS) Method |
| **1.2**             | Financial Proposal to be submitted together with Technical Proposal: Yes  
Name of the assignment is:  
*Selection of Project Management Consultant for implementation of NULM in Bihar* |
| **1.3**             | There shall be a **pre-proposal meeting** as under:-  
**Date and Time:** 01/06/2020 at 5:00 PM  
**Venue:** Meeting Hall, Urban Development & Housing Department (UD&HD), Ground Floor, Vikas Bhawan, New Secretariat, Patna – 800 001. |
| **1.4**             | The Client will provide the following inputs and facilities:  
As Mentioned in Terms of Reference (ToR) |
| **1.9**             | Proposals must remain valid for 90 days from the submission date. |
| **1.11 (a)**        | The Bid Security amount is as under in prescribed format:  
**Rs. 2,00,000/- (Rupees Two Lakh only)** |
| **2.1**             | Clarifications may be requested not later than 10 days before the submission date.  
The address for requesting clarifications is:  
**Director, Bihar Urban Development Agency**  
Urban Development & Housing Department, Govt. of Bihar  
Vikas Bhawan, Patna – 800 015  
Phone: (0612) 2215580, 2205101 Fax: (0612) 2223059, 2231566  
Email: urbansec-bih@nic.in  
Website: [http://www.urban.bih.nic.in/](http://www.urban.bih.nic.in/) |
| **4.2 (i)**         | The format of the Technical Proposal to be submitted is:  
Full Technical Proposal (FTP) |
| **5.4**             | Under this contract the Consultant’s payments are **Input based** as mentioned in Terms of Reference (ToR).  
The Consultant shall quote Consultancy Charges for satisfactory performance of the services under the contract in terms of **Lump sum Fees to be made in instalments as specified in ToR**.  
It is expected that consultant has quoted its fee considering all requirements for satisfactory performance of the services included in ToR. If the consultant has not considered any component for performance of the services, no extra payment shall be made on this account. |
| **5.7**             | Amounts payable by the Client to the Consultant under the contract shall be subjected to local taxes if any. The Client will pay GST, on prevailing rates as applicable on the total competitive cost. |
| **6.5**             | Proposals must be submitted no later than the following date and time:  
**Date: 15/06/2020, Time: 01:00 PM** |
7.1 Technical Proposals shall be evaluated on the basis of following pre-identified criteria:
(a) Technical criteria that would be considered for selection of preferred bidder would be as follows:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Criteria</th>
<th>Score Allocated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Firms General Experience &amp; Experience in Similar Assignments</td>
<td>400</td>
</tr>
<tr>
<td>2</td>
<td>Approach and Methodology</td>
<td>200</td>
</tr>
<tr>
<td>3</td>
<td>Qualification and Experience of Team Leader &amp; Other Key Professionals</td>
<td>400</td>
</tr>
<tr>
<td></td>
<td><strong>Total Score</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

(b) The members of the CEC will carry out the evaluation of proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria. Each responsive proposal will be given a technical score.
(c) Narrative Evaluation Criteria and Detailed Marking Scheme is attached at Appendix-I & Appendix-II to Data Sheet.

8.1 Expected date for public opening of Financial Proposals would be communicated to qualified bidders.

9.2 The technical and financial scores shall be added and the Contract will be awarded to the agency which scores maximum points.

10.1 Expected date for contract negotiations would be communicated to selected agency.

10.2 Expected date for commencement of consulting services 1st July, 2020.

10.3 Initially the contract is for duration of One year and may be extended annually for a period of 2 year subject to satisfactory performance of the consultant.
In case of extension of Mission Period; it would be entirely discretionary with department to extend the contract further only subject to satisfactory performance of the consultant and availability of funds with the State.

10.4 The Firm is required to establish a project office in Bihar.
### DETAILED MARKING SCHEME FOR TECHNICAL EVALUATION

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Criteria</th>
<th>Maximum Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>A</strong> Firms General Experience &amp; Experience in Similar Assignments</td>
<td>400</td>
</tr>
<tr>
<td></td>
<td><strong>Experience in Programme Management Unit/ Project Management Consultancy</strong> for Central/ State Government or its undertaking</td>
<td>150</td>
</tr>
<tr>
<td></td>
<td>(i) No prior experience in such projects</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>(ii) At least one project</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>(iii) 2 or more than 2 but less than 5 Projects</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>(iv) 5 or more than 5 Projects</td>
<td>150</td>
</tr>
<tr>
<td></td>
<td><strong>B</strong> Experience in Urban Poverty Alleviation related assignments</td>
<td>150</td>
</tr>
<tr>
<td></td>
<td>(i) No assignments</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>(ii) At least one (1) assignment in any of these areas:</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>a) Social Development, b) Skills &amp; Livelihoods, c) Financial Inclusion &amp; Micro Enterprise d) Institutional Capacity Building e) Monitoring &amp; Evaluation</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>(iii) At least Two (2) assignments in any of the following areas:</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>a) Related to Social Development, b) Skills &amp; Livelihoods, c) Financial Inclusion &amp; Micro Enterprise d) Institutional Capacity Building e) Monitoring &amp; Evaluation</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>(iv) At least Three (3) assignments in any of the following areas:</td>
<td>150</td>
</tr>
<tr>
<td></td>
<td>a) Related to Social Development, b) Skills &amp; Livelihoods, c) Financial Inclusion &amp; Micro Enterprise d) Institutional Capacity Building e) Monitoring &amp; Evaluation</td>
<td>150</td>
</tr>
<tr>
<td></td>
<td><strong>C</strong> Experience in recruitment of professionals for government</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>(i) No Assignment</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>(ii) At least One manpower recruitment projects</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>(iii) Two or more than two but less than five manpower recruitment projects</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>(iv) Five or more than five manpower recruitment projects</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td><strong>D</strong> Experience in Institutional Capacity Building</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>(i) No assignments</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>(ii) At least one project</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>(iii) 2 or more than 2 but less than 5 Projects</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>(iv) 5 or more than 5 Projects</td>
<td>50</td>
</tr>
<tr>
<td>2</td>
<td><strong>Approach and Methodology</strong></td>
<td>200</td>
</tr>
<tr>
<td></td>
<td><strong>A</strong> Understanding of Objectives</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td><strong>B</strong> Quality of Methodology</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td><strong>C</strong> Comments on ToR</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td><strong>D</strong> Work Programme &amp; Schedule</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td><strong>E</strong> Proposal Presentation</td>
<td>20</td>
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<tr>
<td>4</td>
<td><strong>Qualification and Experience of Team Leader &amp; Other Key Professionals</strong></td>
<td>400</td>
</tr>
<tr>
<td></td>
<td><strong>A</strong> Team Leader</td>
<td>80</td>
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<tr>
<td>S. No.</td>
<td>Criteria</td>
<td>Maximum Marks</td>
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<td>--------</td>
<td>--------------------------------------------------------------------------</td>
<td>---------------</td>
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<tr>
<td>(i)</td>
<td>General experience such as academic qualification and the number of years of related experience</td>
<td>30</td>
</tr>
<tr>
<td>(ii)</td>
<td>Project related experience based on the number of relevant projects implemented</td>
<td>40</td>
</tr>
<tr>
<td>(iii)</td>
<td>For assessing full time permanent employment the personnel deployed who has worked for the current employer on a regular/permanent full-time basis continuously for the last 12 months</td>
<td>10</td>
</tr>
<tr>
<td>B-1</td>
<td>Project Coordinator – I</td>
<td>40</td>
</tr>
<tr>
<td>(i)</td>
<td>General experience such as academic qualification and the number of years of related experience</td>
<td>15</td>
</tr>
<tr>
<td>(ii)</td>
<td>Project related experience based on the number of relevant projects implemented</td>
<td>20</td>
</tr>
<tr>
<td>(iii)</td>
<td>For assessing full time permanent employment the personnel deployed who has worked for the current employer on a regular/permanent full-time basis continuously for the last 12 months</td>
<td>5</td>
</tr>
<tr>
<td>B-2</td>
<td>Project Coordinator – II</td>
<td>40</td>
</tr>
<tr>
<td>(i)</td>
<td>General experience such as academic qualification and the number of years of related experience</td>
<td>15</td>
</tr>
<tr>
<td>(ii)</td>
<td>Project related experience based on the number of relevant projects implemented</td>
<td>20</td>
</tr>
<tr>
<td>(iii)</td>
<td>For assessing full time permanent employment the personnel deployed who has worked for the current employer on a regular/permanent full-time basis continuously for the last 12 months</td>
<td>5</td>
</tr>
<tr>
<td>C</td>
<td>State Mission Manager – Social Mobilisation and Institution Development</td>
<td>40</td>
</tr>
<tr>
<td>(i)</td>
<td>General experience such as academic qualification and the number of years of related experience</td>
<td>15</td>
</tr>
<tr>
<td>(ii)</td>
<td>Project related experience based on the number of relevant projects implemented</td>
<td>25</td>
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<tr>
<td>D</td>
<td>State Mission Manager – Shelters and Social Infrastructure</td>
<td>40</td>
</tr>
<tr>
<td>(i)</td>
<td>General experience such as academic qualification and the number of years of related experience</td>
<td>15</td>
</tr>
<tr>
<td>(ii)</td>
<td>Project related experience based on the number of relevant projects implemented</td>
<td>25</td>
</tr>
<tr>
<td>E</td>
<td>State Mission Manager – Skills and Livelihoods</td>
<td>40</td>
</tr>
<tr>
<td>(i)</td>
<td>General experience such as academic qualification and the number of years of related experience</td>
<td>15</td>
</tr>
<tr>
<td>(ii)</td>
<td>Project related experience based on the number of relevant projects implemented</td>
<td>25</td>
</tr>
<tr>
<td>F</td>
<td>State Mission Manager – Financial Inclusion and Micro Enterprises</td>
<td>40</td>
</tr>
<tr>
<td>(i)</td>
<td>General experience such as academic qualification and the number of years of related experience</td>
<td>15</td>
</tr>
<tr>
<td>(ii)</td>
<td>Project related experience based on the number of relevant projects implemented</td>
<td>25</td>
</tr>
<tr>
<td>G</td>
<td>State Mission Manager – MIS &amp; ME</td>
<td>40</td>
</tr>
<tr>
<td>S. No.</td>
<td>Criteria</td>
<td>Maximum Marks</td>
</tr>
<tr>
<td>-------</td>
<td>----------</td>
<td>---------------</td>
</tr>
<tr>
<td>(i)</td>
<td>General experience such as academic qualification and the number of years of related experience</td>
<td>15</td>
</tr>
<tr>
<td>(ii)</td>
<td>Project related experience based on the number of relevant projects implemented</td>
<td>25</td>
</tr>
<tr>
<td>H</td>
<td>State Mission Manager – HR &amp; Capacity Building</td>
<td>40</td>
</tr>
<tr>
<td>(i)</td>
<td>General experience such as academic qualification and the number of years of related experience</td>
<td>15</td>
</tr>
<tr>
<td>(ii)</td>
<td>Project related experience based on the number of relevant projects implemented</td>
<td>25</td>
</tr>
</tbody>
</table>

**TO ENSURE CONSISTENCY IN EVALUATIONS FOLLOWING SCORING TABLE WILL BE USED BY FOR EVALUATION OF PARAMETERS AT 2 & 3:**

<table>
<thead>
<tr>
<th>Rating</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>100%</td>
<td>The proposal substantially exceeds the sub-criteria requirements.</td>
</tr>
<tr>
<td>Very Good</td>
<td>90%</td>
<td>The proposal exceeds the sub-criteria requirements.</td>
</tr>
<tr>
<td>Above Average</td>
<td>80%</td>
<td>The proposal fully meets the sub-criteria requirements.</td>
</tr>
<tr>
<td>Average</td>
<td>60%</td>
<td>The proposal adequately meets the sub-criteria requirements, but there are minor deficiencies.</td>
</tr>
<tr>
<td>Below Average</td>
<td>50%</td>
<td>The proposal has significant deficiencies against the sub-criteria requirements that will probably impact negatively on the implementation of the assignment.</td>
</tr>
<tr>
<td>Non-Complying</td>
<td>0%</td>
<td>The proposal either does not comply with the Sub-criteria requirements or does not provide enough information to allow a higher rating. For example, nominating an expert who is a current employee of the client is non-complying.</td>
</tr>
</tbody>
</table>
SECTION 3: TECHNICAL FORMS
FORM TECH-1: TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To:

Director, BUDA
Urban Development & Housing Department, GoB
New Secretariat, Bailey Road, Patna-15

Dear Sir/Madam:

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

We are submitting our Proposal in individual capacity. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed personnel. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

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 (Please indicate date).

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

Yours sincerely,

Authorized Signature [In full and initials]: __
Name and Title of Signatory: ______
Name of Firm: __
Address: ______
FORM TECH-2: CONSULTANT’S ORGANIZATION AND EXPERIENCE

FORM TECH-2A: Consultant’s Organization

[Provide here a brief (two pages) description of the background and organization of the Consultant and joint venture partner for this assignment, with following summary sheet]

<table>
<thead>
<tr>
<th>Name of the Agency:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address of Registered Office:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Year of Establishment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Relevant Registration Documents to be enclosed)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Person with Contact Details:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Details of JV/Associated Agency(ies):</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Relevant documents to be enclosed)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Annual Turnover* in last three years (₹ in Lakhs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2016-17:</td>
</tr>
<tr>
<td>FY 2017-18:</td>
</tr>
<tr>
<td>FY 2018-19:</td>
</tr>
<tr>
<td>Average Annual Turnover for above three Financial Years:</td>
</tr>
<tr>
<td>*Audited Statements to be enclosed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Net worth of Agency  (Positive/ Negative):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Contract Commitments: (₹ in Lakhs)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Working Capital: (₹ in Lakhs)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Experience in Similar Assignment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Number of years:</td>
</tr>
<tr>
<td>- Total assignments:</td>
</tr>
<tr>
<td>- Assignments completed in last 3 years:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Any Award or Felicitation received by your Agency:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Any Other Relevant Details:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
FORM TECH - 2B - Consultant’s Experience

[The following information should be provided in the format below for each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was legally contracted by the Employer stated below.]

<table>
<thead>
<tr>
<th>Assignment name:</th>
<th>Approx. value of the contract (in current Rs):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country:</td>
<td>Duration of assignment (months):</td>
</tr>
<tr>
<td>Location within country:</td>
<td></td>
</tr>
<tr>
<td>Name of Client:</td>
<td>Total No. of person-months of the assignment:</td>
</tr>
<tr>
<td>Address:</td>
<td>Approx. value of the services provided by your firm under the contract</td>
</tr>
<tr>
<td>Start date (month/year):</td>
<td>No. of professional person-months provided by the joint venture partners or the Sub-Consultants:</td>
</tr>
<tr>
<td>Completion date (month/year):</td>
<td></td>
</tr>
<tr>
<td>Name of joint venture partner or sub-Consultants, if any:</td>
<td></td>
</tr>
<tr>
<td>Name of senior regular full time employees of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):</td>
<td></td>
</tr>
<tr>
<td>Narrative description of Project:</td>
<td></td>
</tr>
<tr>
<td>Description of actual services* provided in the assignment:</td>
<td></td>
</tr>
</tbody>
</table>

*(Certificate from Employer regarding experience should be furnished. In case, the certificates are not available; the consulting firms may also submit copies of work orders/contracts for experience; subject to verification.)*

Firm’s Name: __

Signature of Authorized Representative:
Form TECH-3A: Comments and Suggestions on the Terms of Reference

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding others, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

1. 
2. 
3. 
4. 
5. 

Form TECH-3B: Description of Approach, Methodology and Work Plan for Performing the Assignment [As per the details mentioned in the NARRATIVE EVALUATION CRITERIA]

Objectives

Methodology

Work Plan (Work Programme and Work Schedule)

Organization and Personnel

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-6.

c) Organization and Personnel. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support personnel. You shall also specify if you will be the lead firm in a joint venture or in an association with Sub-Consultants. For joint ventures, you must attach a copy of the joint venture agreement.]
## Team Leader and Key Professionals

<table>
<thead>
<tr>
<th>Surname, First Name</th>
<th>Firm Acronym</th>
<th>Area of Expertise</th>
<th>Position Assigned</th>
<th>Task Assigned</th>
<th>Employment Status with Firm (full-time/ other)</th>
<th>Education/ Degree (Year / Institution)</th>
<th>No. of years of relevant project experience</th>
<th>CV signature (by expert/by other)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

## Support Staff

<table>
<thead>
<tr>
<th>S. No</th>
<th>Surname, Name</th>
<th>Position</th>
<th>Task Assignment</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
FORM TECH-5: CURRICULUM VITAE (CV) FOR PROPOSED EXPERTS

[Summary of CV: Furnish a summary of the above CV. The information in the summary shall be precise and accurate. The information in the summary will have bearing on the evaluation of the CV]

1. Proposed Position [only one candidate shall be nominated for each position]:

2. Name of Firm [Insert name of firm proposing the expert]: ______

3. Name of Expert [Insert full name]: ______

4. Date of Birth: ______ (Please furnish proof of age) Citizenship:

5. Education [Indicate college/university and other specialized education of expert, giving names of institutions, degrees obtained, and dates of obtainment]:

6. Membership of Professional Associations:

7. Other Training [Indicate significant training since degrees under 5 - Education were obtained]:

8. Publication: [List of details of major technical reports/papers published in recognized national and international journals]

9. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]: ______

10. Employment Record [Starting with present position, list in reversed order, every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience period of specific assignment must be clearly mentioned, also give Employer references, where appropriate.]:

   From [Year]: ______ To [Year]: ______

   Employer: ______

   Positions held: ______

10. Detailed Tasks Assigned [List all tasks to be performed under this assignment]

11. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned [Among the assignments in which the expert has been involved, indicate the following information for those assignments that best illustrate the expert’s capability to handle the tasks listed under point 11.]

   Name of assignment or project: ______

   Year: ______

   Location: ______

   Client: ______

   Main project features: ______

   Positions held: ______

   Activities performed: ______

12. Certification:

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

   (i) This CV correctly describes my qualifications and my experience.

   (ii) I am not employed by the Executing /Implementing Agency.

   (iii) I am/I am not in regular full-time employment with the Consultant/Sub-Consultant.

   (iv) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in the Personnel Schedule in Form TECH-6 provided team mobilization takes place within the validity of this proposal or any agreed extension thereof.

   (v) I am willing to work on the project and I will be available for entire duration of the project assignment and I will not engage myself in any other assignment during the currency of this assignment on the project.

   (vi) I, the undersigned, certify that to the best of my knowledge and belief, this bio-data correctly describes myself my qualification and my experience.

   I am committed to undertake the assignment within the validity of Proposal.

   (vii) I did not write the terms of reference for this consulting services assignment.

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

   Date: [Day/Month/Year]

   [Signature of expert or authorized representative of the firm] Full name of authorized representative: ______

---

1 This CV can be signed by a senior representative of the Consultant provided that if the Consultant’s proposal is ranked first, a copy of the CV signed by the expert and/or specialist must be submitted to the Client prior to the commencement of contract negotiations.
**FORM TECH-6: WORK SCHEDULE**

<table>
<thead>
<tr>
<th>N°</th>
<th>Activity¹</th>
<th>Months²</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
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<tr>
<td>1</td>
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<td>4</td>
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<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Indicate all main activities of the assignment, including delivery of reports/deliverables as per Terms of Reference & Scope of Work (e.g.: inception, interim, and final reports), and other benchmarks such as Client approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.

2. Duration of activities shall be indicated in the form of a bar chart.
SECTION 4: FINANCIAL PROPOSAL
FORM FIN-1: FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To:

Director, BUDA
Urban Development & Housing Department, GoB
New Secretariat, Bailey Road, Patna-15

Dear Sir /Madam:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures']. This amount is exclusive of the local taxes, which shall be identified during negotiations and shall be added to the above amount.

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.

No fees, gratuities, rebates, gifts, commissions or other payments have been given or received in connection with this Proposal.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: __
Name and Title of Signatory: ______
Name of Firm: __
Address: ______

1 Amounts must coincide with the ones indicated under Total in Form FIN-2.
## FORM FIN-2: SUMMARY BY COSTS

**Project Title:** Selection of Project Management Consultants to implement National Urban Livelihoods Mission in Bihar

<table>
<thead>
<tr>
<th>S. No</th>
<th>Description of Services</th>
<th>Contract (12 months)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(In figures)</td>
</tr>
<tr>
<td><strong>A</strong></td>
<td>Remuneration/ Fees of SMMU &amp; CMMU Staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(i) Remuneration/ Fees of SMMU Staff for 12 Months (6 Positions – Maximum Rs 75,000/- per position)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(ii) Remuneration/ Fees of CMMU Staff for 12 months (127 Positions – Rs 60,000 per position)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subtotal [A] = (i)+(ii)</td>
<td></td>
</tr>
<tr>
<td><strong>B</strong></td>
<td>TA/ DA expenses for SMMU/ CMMU and Office Support Cost (Maximum limit of 40% of A) - Subtotal [B]</td>
<td></td>
</tr>
<tr>
<td><strong>C</strong></td>
<td>Subtotal [C] = [A]+[B]</td>
<td></td>
</tr>
<tr>
<td><strong>D</strong></td>
<td>Consultancy/Management Fees for technical assistance (Maximum limit of 15% of C) - Subtotal [D]</td>
<td></td>
</tr>
<tr>
<td><strong>E</strong></td>
<td>Total Competitive Cost [E] = [C] +[D]</td>
<td></td>
</tr>
<tr>
<td><strong>F</strong></td>
<td>Contingencies(^2) (Non - Competitive Cost) @ 10% of D Subtotal [F]</td>
<td></td>
</tr>
<tr>
<td><strong>G</strong></td>
<td>Maximum Amount Payable (E+F)</td>
<td></td>
</tr>
</tbody>
</table>

**Note:**

(i) *During Evaluation of Financial proposals, Total Competitive Cost i.e. ‘E’ shall be considered*

(ii) *The client shall pay the Consultant, the Goods & Services Tax (GST), on prevailing rates as applicable on the consultancy Fees and Contingencies, if applicable.*

(iii) *The cost should be without GST. GST shall be paid on the applicable rate at the time of payment.*

(iv) *Do not mention GST in Form Fin – 2.*

\(^2\) Contingencies amount is a non-competitive cost and is inclusive of Goods and Services Tax (GST), if any, payable to the consultant.
TERMS OF REFERENCE

1. ABOUT NATIONAL URBAN LIVELIHOOD MISSION

1.1 Mission

The mission of National Urban Livelihood Mission (NULM), a flagship programme of the Ministry of Housing and Urban Poverty Alleviation, is to reduce poverty and vulnerability of the urban poor households by enabling them to access gainful self-employment and skilled wage employment opportunities, resulting in an appreciable improvement in their livelihoods on a sustainable basis, through building strong grassroots level institutions of the poor. The mission would aim at providing shelter equipped with essential services to the urban homeless in a phased manner. In addition, the Mission would also address livelihood concerns of the urban street vendors by facilitating access to suitable spaces, institutional credit, social security and skills to the urban street vendors for accessing emerging market opportunities.

1.2 Strategy

NULM will adopt the following strategy:

I. Building capacity of the urban poor, their institutions and the machinery involved in the implementation of livelihoods development and poverty alleviation programmes through handholding support;
II. Enhancing and expanding existing livelihoods options of the urban poor;
III. Building skills to enable access to growing market-based job opportunities offered by emerging urban economies;
IV. Training for and support to the establishment of micro-enterprises by the urban poor – self and group;
V. Ensure availability and access for the urban homeless population to permanent 24-hour shelters including the basic infrastructural facilities like water supply, sanitation, safety and security;
VI. Cater to the needs of especially vulnerable segments of the urban homeless like the dependent children, aged, disabled, mentally ill, and recovering patients etc., by creating special sections within homeless shelters and provisioning special service linkages for them;
VII. To establish strong rights-based linkages with other programmes which cover the right of the urban homeless to food, healthcare, education, etc. and ensure access for homeless populations to various entitlements, including to social security pensions, PDS, ICDS, feeding programmes, drinking water, sanitation, identity, financial inclusion, school admission etc., and to affordable housing;
VIII. To address livelihood concerns of the urban street vendors by facilitating access to suitable spaces, institutional credit, social security and skills to the urban street vendors for accessing emerging market opportunities.

1.3 NULM Components

I. Social Mobilization & Institution Development (SM&ID)
II. Capacity Building & Training (CB&T)
III. Employment through Skills Training & Placement (EST&P)
IV. Self-Employment Programme (SEP)
V. Support to Urban Street Vendors (SUSV)
VI. Scheme of Shelters for Urban Homeless (SUH)

For details on these components please refer to the website of Ministry of Housing & Urban Poverty Alleviation (http://mhupa.gov.in/)

1.4 NULM Mission Cities and Coverage in Bihar

NULM will be implemented in all Urban Local Bodies in the Bihar. However the city mission management unit will be established in the towns having population of 50,000 or more as per 2011 Census.

The primary target of NULM is the urban poor, including the urban homeless. The Socioeconomic and Caste Census (SECC), 2011 for identification of urban poor is currently under progress. Accordingly, as an interim measure, the target of NULM will be the urban population identified presently as below poverty line population in urban areas by the States/UTs. The coverage may be broadened to include families of disadvantaged groups like SCs, STs, women, minorities, disabled etc. subject to a maximum of 25 percent of the above urban poor population.

2. SCOPE OF WORK

State Urban Livelihood Mission (SULM)/ Urban Development & Housing Department seeks to appoint a Project Management Consultant (PMC) for facilitation and monitoring the implementation of NULM and its components in Bihar³.

The PMC shall establish a State Mission Management Unit (SMMU), a dedicated support team at the state level, and City Mission Management Unit (CMMU) at the city level. The SMMU at the State level and CMMU at the ULB level will work closely with the SULM at the State level and Urban Local Bodies at the city level to facilitate the implementation of NULM and its components.

SMMU and CMMU will be staffed with technical specialists having expertise in various fields like poverty alleviation, social mobilisation, financial inclusion, livelihoods promotion, human resources etc. The overall responsibilities of the PMC will include, but not be limited to, the following:

- To facilitate implementation of NULM in the state through ULBs
- To provide professional and technical inputs on specific components of NULM
- To prepare Urban Poverty Reduction Strategy/Livelihood Development Plan for the state
- To establish and run the City Livelihood Centres in towns.
- To support cities in preparation of City Livelihood Development Plans
- To coordinate and develop convergence with other Missions and programmes in the state
➢ To organize state level capacity building programmes, workshops, seminars and cross-learning visits etc. of key government staff as well as technical experts involved in implementation of NULM at CMMU and SMMU levels

➢ To document the progress and process of implementation and best practices of NULM

➢ To undertake/commission studies to assess the impact of the NULM

➢ To coordinate with various departments of state government, central government, banks and such organisations to help implementation of NULM at the state level.

➢ To plan and organize the events and meetings required to facilitate decision making and implementation of NULM components.

➢ To undertake IEC activities through a comprehensive communication strategy.

3. NULM STRUCTURE

Total staff requirement as per NULM guidelines for the State of Bihar is 133. The break-up of the requirements is as follows:

STATE MISSION MANAGEMENT UNIT (SMMU)  
Total staff - 6

1. State Mission Manager – Social Mobilization & Institution Development (1)
2. State Mission Manager – Shelters & Social Infrastructure (1)
3. State Mission Manager – Skills & Livelihoods (1)
4. State Mission Manager – Financial inclusion & Micro Enterprises (1)
5. State Mission Manager – HR & Capacity Building (1)
6. State Mission Manager – MIS & ME (1)

CITY MISSION MANAGEMENT UNIT (CMMU)  
Total Staff – 127

<table>
<thead>
<tr>
<th>Large Town</th>
<th>Medium Town</th>
<th>Small Town</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager – Social Development &amp; Infrastructure (1)</td>
<td>Manager - Social Development &amp; Infrastructure (3)</td>
<td>Manager - Social Development &amp; Infrastructure (57)</td>
<td>61</td>
</tr>
<tr>
<td>Manager - Skills and Livelihoods (1)</td>
<td>Manager - Skills and Livelihoods (3)</td>
<td>Manager - Skills and Livelihoods (57)</td>
<td>61</td>
</tr>
<tr>
<td>Manager –Financial Inclusion &amp; Micro Enterprises (1)</td>
<td>Manager –Financial Inclusion &amp; Micro Enterprises (3)</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Manager – MIS &amp; ME (1)</td>
<td></td>
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<td>1</td>
</tr>
</tbody>
</table>
STATE MISSION MANAGEMENT UNIT (SMMU)

State Mission Director

State Mission Additional Director/ Deputy Director

Team Leader PMC

Project Coordinator PMC

Finance & Administrative Officer

State Mission Manager SM&ID

State Mission Manager S&SI

State Mission Manager S&L

State Mission Manager FI&ME

State Mission Manager HR&CB

State Mission Manager MIS&ME

CITY MISSION MANAGEMENT UNIT

City Project Officer (MC/ EO)

City Manager

Manager (SD&I)

Manager (S&L)

Manager (FI&ME)

Manager (MIS&ME)
4. TASKS UNDER THE ASSIGNMENT

4.1 Procurement of Staff for CMMU

The agency will be responsible for deploying suitable and qualified manpower in the CMMU

- The manpower deployed by the agency for the SMMU and CMMU will be dedicated full time staff.
- Composition of manpower to be deployed by the agency will be based on the standard functions of the CMMU as described above.
- The agency will ensure the selection of only those candidates who fulfil the eligibility criteria prescribed. Under no circumstances, should the selection and recruitment process be diluted.
- The agency will ensure that in case a person on the team leaves, a replacement is made available in the shortest possible time.
- The agency will carry out the entire procurement process viz., advertising, conducting written tests, interviews etc. However the selection process has to be provided in the inception report and approved by SULM.
- The consultant may adopt a phase wise selection of CMMU staff starting with the Municipal Corporation towns and extending to Municipal Councils and Nagar Panchayats or may adopt a role based recruitment starting with selection of Managers for either of the 4 roles as prescribed above.
- The selection of CMMU staff should be completed within a period of 2 months from the date of starting the assignment.
- Final selection of the candidates will be made after approval of SULM.

4.2 Component wise Support – The PMC shall provide the required services, as required by SULM, under the components of NULM. A few activities under each component are listed below. However, the activities would be based on the NULM operational guidelines and may vary as per the requirement.

a) SM&ID – UD&HD has appointed field agency for the formation of SHG and other associated activities under this component. The PMC shall coordinate with the field agency and ensure the following activities are carried out in a planned manner:
   - SHG Formation
   - SHGs assisted with revolving fund
   - Formation of City/ Town level Federations
   - Opening of SHG Saving Accounts
   - financial literacy programmes/ Camps to be organized with banks
   - Maintenance of database of beneficiaries

b) CB&T – The PMC shall identify and take suitable steps to enable the SULM to select suitable agencies to organize Capacity Building & Training programmes events for the SMMU and CMMU staff and other concerned officials at the State and ULB level as suggested under the NULM operational guidelines for this component. The PMC shall assist the SULM to develop various mechanisms for monitoring the progress and quality of training programmes organised by the training agencies and evaluate the impact of trainings.
c) **EST&P** – UD&HD is in the process of empanelment of Skill Training Providers and Certification agencies for carrying out the training, certification and employment of youth in all ULBs. The PMC shall provide technical support to the officials at the State and Urban Local Body level and coordinate with the STP and certification agencies. Some of the identified activities are given below:

- Training Needs Assessment and screening proposal for new trades and courses.
- Empanelment of Skill Training Providers
- Mobilising applicants, Screening of applications and maintaining a database of applicants, placements, trainers and STPs.
- Liaison with certification agencies, vocational training councils and other agencies.
- Designing a method of evaluation of performance of STPs
- Initiate the Training Programme and support ULBs in preparing Training Calendar
- Monitoring the training activities and assisting in the proper conduct of exams and certificate distribution in all ULBs.
- Toolkit and study material design, procurement support and distribution in coordination with STPs.
- Placement Verification
- Record keeping of all activities for monitoring and evaluation purposes

d) **SEP** – The PMC shall carry out the implementation of this component by providing technical support and coordination to ensure the following:

- Assistance for setting up individual & Group enterprises
- Loans to be disbursed to individual & Group Enterprises
- Loans to SHG based enterprises
- Database maintenance

e) **SUSV** – UD&HD has appointed field agency for the survey of Street Vendors and the formation of Town and State Level federation of Street Vendors. The PMC shall coordinate with the field agency and Urban Local Bodies to ensure the following activities are carried out in a planned manner:

- Survey of Street Vendors
- ID cards issued to Street Vendors
- Preparation of City Street Vending Plans
- Development of vendor market development
- Street vendors to be involved in support under EST&P and SEP component
- Financial linkages (Bank accounts, credit cards, Insurance) and Financial literacy programmes
- Social Security Convergence

f) **SUH** – The PMC shall be responsible for coordinating with the ULBs for the following activities:

- identify and propose construction of new shelters for Urban Homeless in NULM towns
- Identify and propose refurbishment in existing shelters
- Technical assistance in the selection of O&M agency for these shelters.
- Assistance in setting up Shelter Management Committees
- Linkages with entitlements
 Monitoring of shelters constructed and maintained under the scheme.

4.3 **IEC** – The PMC shall provide the required IEC support such as training for functionaries/officers, organising seminars & workshops, data base management, dissemination/ documentation of best practices on urban poverty alleviation, information, publicity measures and advertisement campaigns connected with NULM etc.

The PMC shall prepare a comprehensive communication strategy as a part of the work plan within one month of start of the assignment and propose the activities to be undertaken under the IEC component with a detailed budget. NULM funds earmarked for the IEC activities shall be provided separately on the approved activities and associated costs. Such costs of undertaking IEC activities shall not be a part of the financial proposal.

4.4 **MIS** - The PMC shall coordinate with the field agencies where applicable and its CMMU to access information on the progress made under each component. The PMC shall be responsible for regular reporting on progress under the components of NULM as per the formats prescribed under the guidelines or as required by UD&HD, Government of Bihar or NULM under Ministry of Housing & Urban Affairs, Government of India.

The PMC shall also maintain the website of SULM and shall regularly update information on the support provided under NULM. All expenses related to these activities including administration, hardware, software, servers, hosting fees etc. shall be borne by the consultant.

4.5 **Establishment of City Livelihood Centres** – The agency will be required to submit a detailed proposal on the establishment of CLC and identify space/premises for establishing the CLC in all ULBs. It is essential that the CLC is located at a central and convenient location which the urban poor can access easily. The requisite infrastructure viz. i.e. chairs, computers, phones, tables, racks etc. should be placed at the CLC. The suggested space for establishing CLC is 1000 sq.ft. with two rooms and a wash room. These details have to be provided in the proposal.

The PMC is required to prepare a proposal for establishing the CLC which will be submitted to SULM for approval and sanction. Documentary proof of allotment of building premises (own/rental) from urban local bodies/private party should be attached with the proposal submitted to SULM. The proposal must list out the services that the CLC intends to offer and the business model of the CLC. The proposal should contain details as provided in Annexure I. SULM will scrutinise the proposal and accord sanction of the proposal, the cost of establishing the CLC shall be provided as per NULM norms and the cost of CLC establishment shall not be included in the financial proposal.

4.6 **Preparation of Innovative and Special Projects** – The PMC shall work in coordination with the field agencies and other stakeholders to identify and prepare Special Projects under NULM as per the NULM guidelines.

4.7 **Annual Reports of NULM Training** – The PMC shall prepare a comprehensive annual report on the physical and financial performance of NULM in Bihar. The report will cover all the NULM components and project achievements in the next year.
5. **SELECTION OF AGENCY**

The selection will follow quality and cost based selection (QCBS). As part of the proposal, the agency will be required to submit a technical proposal that meets the evaluation criteria to be detailed in the RFP as well as a financial proposal. 70% weight will be given to technical scores and 30% weight shall be given to financial scores.

6. **REPORTING**

For all purposes the agency will report to the State Mission Director, NULM, Government of India or his/her designee.

7. **COMPETENCY AND EXPERTISE OF THE CONSULTANT/AGENCY**

The agency should fulfill the following basic eligibility criteria:

- The Agency should be registered and operational in India for a minimum period of Seven (07) years as on 31st March 2020.
- The Agency should have a minimum Average annual turnover of Rs. Ten (10) Crores during the last three financial years ending on 31st March, 2020 and the audited balance sheets of last three (03) years till FY 2018-19.
- The agency should have past experience of handling at-least one Programme Management Units / one Project Management Consultancy of Government of India / State Governments.
- The firm should have experience in institutional capacity building programs.
- Bidder should not be blacklisted and debarred from Central government & State government.
8. DETAILS OF PROPOSED CORE TEAM MEMBERS AND SMMU

The Project Team at State level will have 3 team members and State Mission Management Unit (SMMU) will have six experts in State. CVs of these NINE (9) experts has to be provided in the technical proposal in the format provided in Tech 5 and summary in Tech 4.

<table>
<thead>
<tr>
<th>S. No</th>
<th>Position</th>
<th>Required qualification and experience</th>
<th>Competencies</th>
<th>Key Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Team Management</td>
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</tbody>
</table>
| 1     | Team Leader       | Two year full time Post graduate diploma in Management/ MBA or Masters in any other relevant discipline with 10 years of experience | The person should have experience of team management, partnership management; strong analytical, conceptual and strategic thinking skills; ability to handle large scale planning; Experience of working with government institutions will be given preference. | i. Managing the establishment of MMUs at the State and City level and coordinating with SULM and ULBs to ensure the MMUs are operationalized  
ii. Finalization of work plan and reports to be submitted under the assignment  
iii. Identification of agencies and resource persons for providing support services under the assignment  
iv. Recruitment of CMMU personnel and assessment of performance of team members in the MMUs.  
v. Perform any other related tasks assigned by the State Mission Director, SULM. |
| 2     | Project Coordinator (2 positions) | Two year full time Post graduate diploma in Management/ MBA in any discipline with 5 years of experience | The person should be Proficient with MS Office; should have acknowledged capabilities in partnership management, team coordination. Experience of working with government institutions in a PMU/ PMC set up will be given preference. | vi. Recruitment of CMMU personnel  
vii. Working closely with the Team Leader and the MMUs at the State and City Level.  
viii. Communicate the work plan to the MMUs and interface with the MMUs for Organizing programs and events  
ix. Arranging for appropriate linkages with relevant agencies/ departments such as banks, STPs, Certification agencies and other field agencies implementing NULM & ensuring implementation of planned activities  
x. Finalize Monthly and Quarterly Reports by coordinating with ULBs, STPs and other field agencies. |
<table>
<thead>
<tr>
<th>No.</th>
<th>Position</th>
<th>Qualification</th>
<th>Additional Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>State Mission Manager – Social Mobilization and Institution Development</td>
<td>Two year full time Post graduate diploma in Management/ MBA or Masters in any other relevant discipline with 5 years of experience Or Graduate from government recognized institutes with 8 years of experience in Social Development work with poverty reduction programmes of considerable size and scale.</td>
<td>The person should be Proficient with MS office; should have acknowledged capabilities in partnership management; strong analytical, conceptual and strategic thinking skills; ability to handle large scale planning; handling MIS etc. Experience of working with government institutions will be given preference.</td>
</tr>
</tbody>
</table>

i. Ensure that state and cities adhere to the guidelines prescribed by NULM
ii. Develop work plan for implementation of Social mobilisation component in the state
iii. Responsible for the SM&ID targets of the state with respect to community mobilisation, SHGs, Federations and Revolving Fund
iv. Identification and empanelment of Resource Organisations (ROs) under NULM
v. Ensure the SHGs, ALF and CLF structures are established across all cities in the state
vi. Identifying technical and capacity building resource agencies, regular interface with them and engage them in implementation of NULM
vii. Responsible for providing need based Technical Assistance to the CMMUs
viii. Support the resource agencies in capacity building/ sensitization of CMMUs with in or across the states. S/he will also oversee the development of capacity building modules, arranging cross learning workshops related to KRAs as and when required
ix. Arranging for appropriate linkages with relevant agencies/ departments and integrate Social mobilisation agenda in implementing of NULM
x. Ensure reporting of the Social mobilisation and institution Development component
xi. Work closely with other State Mission Managers at the state level for successful implementation of NULM
xii. Perform any other related tasks assigned by the State Mission Director, SULM.

4 | State Mission | Two year full time Post | i. Ensure that cities adhere to the guidelines prescribed by NULM |
<table>
<thead>
<tr>
<th><strong>Manager – Shelters and Social Infrastructure</strong></th>
<th><strong>State Mission Manager - Skills and Livelihoods</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager must be graduate diploma in Management/ MBA or Masters in any other relevant discipline with 5 years of experience Or Graduate from government recognized institutes with 8 years of experience in poverty reduction programmes involving social development and establishment/monitoring/maintenance of community infrastructures.</td>
<td>Two year full time Post graduate diploma in Management/ MBA or Masters in any other relevant discipline with 5 years of experience Or Graduate from government recognized</td>
</tr>
</tbody>
</table>

**Tasks:**

- Planning, establishment and operationalization of CLCs in the state
- Ensure implementation of USVs & SUH components in the state
- Identification of facilitation organisations for promotion of CLCs and implementation of the same through PPP mode
- Work closely with ULBs with regard to CLCs, Vendor Markets and Shelters for Urban homeless
- Ensure that all the city vendor development plan are prepared and operationalized at city level
- Responsible for providing need based Technical assistance to the CMMUs
- Responsible for ensuring linkages with other line departments at the state level for integrating the social infrastructure agenda for effective coordination and implementation of the mission at the state level
- Support the resource agencies in capacity building/sensitization of CMMUs with in or across the states. S/he will also oversee the development of capacity building modules, arranging cross learning workshops related to KRAs as and when required
- Ensure reporting against KRAs
- Work closely with other State Mission Managers at the state level for successful implementation of NULM
- Perform any other related tasks assigned by the State Mission Director, SULM

**Tasks for State Mission Manager - Skills and Livelihoods:**

- Ensure that state and cities adhere to the EST & P guidelines prescribed by NULM
- Prepare work plan for EST & P agenda across the state
- Responsible for the EST & P targets of the state
- Responsible for Identification and empanelment of Skill Training Providers (STPs), agencies for accreditation and certification
- Monitoring the performance quality of the STPs and other agencies involved
| 6 | State Mission Manager – Financial Inclusion & Micro Enterprises | Two year full time Post graduate diploma in Management/ MBA or Masters in any other relevant discipline with 5 years of experience or Graduate from government recognized institutes with 8 years of experience in dealing with credit linkages, social security and/or micro enterprises promotion in poverty reduction programmes / financial institutions. | vi. Responsible for providing need based Technical assistance to the City Mission Management Units  
 vii. Support the resource agencies in capacity building/ sensitization of CMMUs. S/he will also oversee the development of capacity building modules, arranging cross learning workshops related to KRAs as required  
 viii. Ensure linkages with industry associations, skill development mission, sector skill councils, line departments, resource institutes, and other relevant agencies  
 ix. Ensure reporting against KRAs  
 x. Work closely with other State Mission Managers at the state level for successful implementation of NULM  
 xi. Perform any other related tasks assigned by the State Mission Director, SULM |
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>7</td>
<td>State Mission</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Two year full time Post</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>The person should have,</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| | i. Ensure that state and cities adhere to the guidelines prescribed by NULM  
 | ii. Prepare work plan for Universal Financial Inclusion (UFI) and Self-Employment Programme (SEP) agenda across the cities  
 | iii. Responsible for UFI & SEP targets of the state  
 | iv. Ensure the bank linkages for SHGs and its members  
 | v. Facilitate access to credit for micro enterprises set up by the urban poor  
 | vi. Responsible for providing need based Technical Assistance to the CMMUs  
 | vii. Support the resource agencies in capacity building/ sensitization of CMMUs  
 | viii. Arranging for appropriate linkages with relevant agencies/ departments and integrate Universal Financial Inclusion and Self-employment programme agenda in implementing of NULM  
 | ix. Ensure reporting against KRAs  
 | x. Work closely with other State Mission Managers at the state level for successful implementation of NULM  
<p>| xi. Perform any other related tasks assigned by the State Mission Director, SULM |</p>
<table>
<thead>
<tr>
<th>8</th>
<th>State Mission Manager – MIS &amp; ME</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Manager – HR &amp; Capacity Building</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The person should have, in addition to the above mentioned competencies, very good documentation skills and should be very good at preparation of reports; Proficient with Project Management software; Database Management systems; website development and management.</td>
</tr>
</tbody>
</table>
| | i. Prepare work plan for monitoring of the components of NULM  
ii. Responsible for the ensuring proper implementation of MIS at the state level, compilation of information across the cities and submission of the same to the national level  
iii. Undertake field visit to cities /ULB’s for real time monitoring of the scheme  
iv. Ensure timely information is submitted by ULB’s (CMMU’s) for accessing the percolation of the program at grass root level at state level  
v. Responsible for providing need based Technical Assistance to the CMMUs  
vi. Support capacity building of CMMUs with in or across the states in implementation of MIS and M&E. S/he will also oversee the development of |
| | in addition to the above mentioned competencies, acknowledged capabilities in client management; excellent negotiation skills; ability to handle large scale recruitment; developing a theme based capacity building strategy and modules etc. |
| | ii. Prepare work plan for implementation of CB&T component in the state  
iii. Responsible for the CB&T targets of the state  
iv. Ensure CMMU structures are established and staffed across all cities in the state  
v. Identifying technical and capacity building resource agencies, regular interface with them and engage them for building the capacities of the stakeholders of NULM  
vi. Responsible for providing need based Technical Assistance to the City Mission Management Units  
vii. Support the resource agencies in capacity building/ sensitization of CMMUs within or across the states. S/he will also oversee the development of capacity building modules, arranging cross learning workshops related to KRAs as and when required  
viii. Arranging for appropriate linkages with relevant agencies/departments in order to strengthen the capacities of the staff and other stakeholders of NULM  
ix. Reporting against KRAs  
x. Work closely with other State Mission Managers at the state level for successful implementation of NULM  
xii. Perform any other related tasks assigned by the State Mission Director, SULM |
| | Two year full time Post Graduate diploma / Masters in Computer Science, M.Sc. (computer science), B.Tech (computer science) or MCA from government recognized institute / university with at least 5 years of experience in designing and implementation of MIS and ME for large  
State Mission Manager – MIS & ME |
| | |
| | The person should have, in addition to the above mentioned competencies, very good documentation skills and should be very good at preparation of reports; Proficient with Project Management software; Database Management systems; website development and management. |
| | i. Prepare work plan for monitoring of the components of NULM  
ii. Responsible for the ensuring proper implementation of MIS at the state level, compilation of information across the cities and submission of the same to the national level  
iii. Undertake field visit to cities /ULB’s for real time monitoring of the scheme  
iv. Ensure timely information is submitted by ULB’s (CMMU’s) for accessing the percolation of the program at grass root level at state level  
v. Responsible for providing need based Technical Assistance to the CMMUs  
vi. Support capacity building of CMMUs with in or across the states in implementation of MIS and M&E. S/he will also oversee the development of |
development projects, preferably poverty reduction project and full understanding of Data Analysis Technique. capacity building modules related to MIS etc.

vii. Ensure adherence to all monitoring and reporting systems like baseline study, MPRs, Process documentation etc.

viii. Work closely with other State Mission Managers at the state level for successful monitoring of NULM

ix. Perform any other related tasks assigned by the State Mission Director, SULM

NOTE: The person selected for these positions will assist the State Mission Director, SULM in operationalizing the respective components of NULM at the state level. S/he will work closely with and support the teams at the city level responsible for respective component of NULM. The person will need to travel extensively to NULM cities of the state. The person should have good command on writing and speaking both English and Hindi.

9. INPUTS OF THE CORE TEAM AND MMU STAFF

<table>
<thead>
<tr>
<th>S. No</th>
<th>Position</th>
<th>Input</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Team Leader</td>
<td>Full Time</td>
<td>CVs to be provided in the technical proposal.</td>
</tr>
<tr>
<td>2</td>
<td>Project Coordinator – 2</td>
<td>Full Time</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Finance and Administrative officer</td>
<td>Full Time</td>
<td>CV not required</td>
</tr>
<tr>
<td>3</td>
<td>State Mission Managers – 6</td>
<td>Full Time</td>
<td>CVs to be provided in the technical proposal.</td>
</tr>
<tr>
<td>4</td>
<td>City Mission Management Unit – 127</td>
<td>Full Time</td>
<td>To be recruited within 2 months of start of the assignment. CV not required in proposal.</td>
</tr>
<tr>
<td>5</td>
<td>Support Staff</td>
<td>As required by PMC</td>
<td>CV not required</td>
</tr>
</tbody>
</table>
10. DELIVERABLES UNDER THE ASSIGNMENT

The deliverables are as follows:

I. Report on IEC plan and establishment of CLC
The consultant shall submit the detailed proposal on establishment of CLC and IEC activities as mentioned in the scope of work within the first month of the assignment.

II. Submission of Monthly Progress Report
To be submitted at the end of each month for the entire duration of the contract. The report shall cover details of the month ended and action plan for next month.

III. Submission of Quarterly Progress Report
To be submitted at the end of each quarter for the entire duration of the contract. The report shall cover details of the quarter ended and action plan for next month. The consultant should provide the details of monthly activities and quarterly goals in the proposed work plan as part of the technical proposal.

11. COSTING AND DISBURSEMENT

11.1 Costing
The Agency shall take into considerations the following cost while submitting the financial proposal;

A. Remuneration/ Fees of SMMU & CMMU Staff for the entire contract period of 12 months
These costs are subject to the following terms and conditions:

- In case of technical experts recruited for SMMU level a maximum remuneration of Rs. 75,000 per month and in case of technical experts recruited for CMMU level a maximum remuneration of Rs. 60,000 per month is allowed.

- These are the ceilings for remuneration; however the actual amount payable as salaries shall be based on the amount quoted in the financial proposal of the selected agency.

- It is expected that the CMMU staff shall be recruited and mobilized by the end of 2nd month of the assignment and shall work for a minimum term of 10 months during the contract period. However in case all the 127 CMMU staff are not recruited and mobilized by the beginning of the 3rd month suitable deductions shall be made from the Remuneration/ Fees based on average CMMU salary for the number of CMMU staff not mobilized and other cost components i.e. B, C and D given below shall be adjusted proportionately. Resulting deductions shall be made in the next quarterly payment to the consultant and, if required, from the final payment and/ or performance security.

- In case of extension of the contract for a period extending 2 years from the date of start of assignment, the rates of remuneration paid to Technical Experts may be reviewed, if necessary and suitably modified as per the market conditions prevailing at that point of time subject to maximum of 10% of the salary paid.
B. TA/ DA expenses for SMMU/ CMMU and Office Support Cost for the entire contract period of 12 months.

These costs are subject to the following terms and conditions:

- A maximum of 40% of the total salary paid to the technical experts (a) shall be payable to the consultants for TA, DA expenses for the entire team of the consultant and for office support (viz., support staff, accountant, data entry operator, multi-tasking officials etc.)
- Rates for TA/DA for travel, accommodation, and food etc. for technical experts will be fixed by the consultant and mentioned in the HR policy.

The consultant can quote an amount lower or equivalent to 40% of the total amount quoted under A as given above.

C. Consultancy Fees for technical assistance for the entire contract period of 12 months

The consultant shall be paid a maximum of 15% of the total amount paid on account of a) Remuneration/ Fees of SMMU & CMMU Staff and b) TA/ DA expenses for SMMU/ CMMU and Office Support Cost as consultancy fees for the assignment. The consultant can therefore quote an amount lower or equivalent to 15% of the total amount quoted under a) and b) as consultancy fees.

These costs shall cover the following:

- Remuneration and other costs associated with the services of Team Leader, Project Coordinator, Finance & Administrative Officer and other support staff.
- All costs incurred on procurement of staff and their replacement, if required such as advertisement, conducting tests and interviews, training etc.
- All costs on the travel, food, accommodation and other expenses of Core Team and support staff.
- All costs on the development of necessary software and procurement of hardware.
- All costs related to any other activity as specified in the ToR.
- The consultant shall claim GST at prevailing rates on the total consultancy fees.

D. Contingencies

- An amount equivalent to 10% of the total Consultancy Fees shall be provisioned for contingencies.
- This amount shall be paid on additional activities and expenses not specified in the Terms of Reference subject to approval of State Mission Director, SULM.
- The total amount under contingencies is inclusive of GST.

NOTE: Payment for IEC Activities and establishment & maintenance of City Livelihood Centres shall not be considered for the financial proposal. These costs shall be paid on submission and approval of separate proposals to be submitted after the start of the assignment.
11.2 Disbursement

The consultant shall be paid as per the following timeline:

<table>
<thead>
<tr>
<th>S. No</th>
<th>Deliverable/Invoice</th>
<th>Payable Amount</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Monthly Report</td>
<td>7% of the total contract amount payable monthly. Total amount = 84%</td>
<td>To be made monthly on submission of monthly report and invoice.</td>
</tr>
<tr>
<td>2</td>
<td>Quarterly Report</td>
<td>4% of the total contract amount to be paid quarterly. Total Amount = 16%</td>
<td>To be made monthly on submission and approval of quarterly report and invoice.</td>
</tr>
<tr>
<td>3</td>
<td>Contingency Invoice</td>
<td>At actuals on approval</td>
<td>As required.</td>
</tr>
</tbody>
</table>

12. DURATION AND ROLLING OUT THE CONTRACT

Initially the contract is for duration of One year and may be extended annually for a period of 2 years subject to satisfactory performance of the consultant.

In case of extension of Mission Period; it would be entirely discretionary with department to extend the contract further only subject to satisfactory performance of the consultant and availability of funds with the State.