



REQUEST FOR PROPOSAL (RFP)

FOR

THE CONSULTANCY SERVICES FOR

PREPARATION OF CITY STREET VENDING PLAN (CSVP)

UNDER

SUPPORT TO URBAN STREET VENDORS (SUSV) COMPONENT OF

NATIONAL URBAN LIVELIHOOD MISSION (NULM)



-Tender Notice-

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

Directorate of Urban Development

Shimla, Himachal Pradesh

Phone: 0177-2626518 Website: www.ud-hp.in

RFP No..... Date:

1. Director, Urban Development invites technical and financial proposals from eligible Consultancy Firms for preparing street vending plans with respect to guidelines of Urban Street Vendors (SUSV) component of National Urban Livelihood Mission (NULM)

2. Participating Agencies must fulfill the following pre-requisites:

i. The consultancy/Agency must have been operation in India for at least 5 years. Proof of registration as a legal entity must be submitted.

ii. Average annual turnover of consultants/agencies for the last three financial years should be equal to or greater than Rs. 1 Crore.

iii. The Consultancy/Agency should have experience of working with minimum 2 similar assignments (City Street Vending Plan or Slum Free City Plan of Action, City Development Plan, DPR of Municipal Market, Slum Redevelopment Plan, City Sanitation Plan, Master Plan of Urban Infrastructure) in the last five years.

iv. The Consultancy/Agency must be recognized by Income Tax/Service Tax Act.

v. Registered firms/consultancies/agencies under Indian Partnership act, 1932 or registered companies under companies act 1956/2013 are only eligible to participate in this RFP.

Government (Central & State) agencies may also apply if they fulfill above eligibility details.



Note: Proposals without these documents will be treated as ineligible

3. Interested Agencies may download the complete Request for Proposal (RFP) document from the website <https://www.ud-hp.in> from 20.10. 2015. The eligible bidders may submit their bids online at e-tendering portal i.e. <http://www.hptenders.gov.in>. Only online bids shall be accepted.
4. As the tenders are to be submitted online, tender is required to be encrypted and digitally signed. The bidders are advised to obtain Digital Signature Certificate (DSC) from suitable vendors or any authorised agency.
5. A pre-bid meeting is proposed on 29.10.2015 at 03:00 pm.
6. Interested Agencies may submit their proposals along with a non-refundable demand draft of Rs. 5000/- (Rupees Five Thousand only) as cost of RFP and an EMD/Security Deposit of Rs. 1,00,000/- (Rupees One Lakh only) as prescribed in the RFP document (refundable). No proposals will be accepted without the Bid Security.
7. Proposals received without Cost of RFP document & EMD/Security Deposit are ineligible.
8. The last date for submitting the online bids is 20.11.2015 upto 05:00 PM.

Director,
Urban Development,
Palika Bhavan, Talland, Shimla-02.



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Letter of Invitation

1. Directorate of Urban Development (hereinafter the Client) invites proposals to provide Consulting Services for Preparation of City Street Vending Plans of NULM towns in Himachal Pradesh. Detailed Scope of Work is provided in the Terms of Reference.
2. A firm shall be selected under Least Cost Selection (LCS) method and procedures described in this RFP.
3. The RFP includes the following documents:
 - Letter of Invitation
 - Data Sheet and Instructions to Consultants, see Annexure A
 - Instructions to Bidders
 - Technical Proposal, for Standard Forms see Annexure B
 - Financial Proposal, for Standard Form see Annexure C
 - Terms of Reference (ToR), see Annexure D
4. Please note that while all the information and data regarding this RFP is, to the best of the Client's knowledge, accurate within the considerations of scoping the proposed contract, the Client holds no responsibility for the accuracy of this information and it is the responsibility of the Consultant to check the validity of data included in this document.
5. Bidders are requested to submit scanned copies of following documents along with their proposals:-
 - i. Document Fee (Non-Refundable) of Rs. 5000.00 (Five Thousand)
 - ii. Earnest Money Deposit (EMD)/ Bid Security (Refundable) of Rs. 1,00,000.00 (One Lakh)
 - iii. Copy of certificate of Incorporation/Registration Certificate
 - iv. Audited Statement of last 3 year to be enclosed along with ITR
 - v. Certificate/Work order/MOU from employer regarding experience should be furnished.
 - vi. Original draft of EMD and Document fee shall also be submitted physically before the last date.

Yours Sincerely
Director,
Urban Development.

**Annexure A: Data Sheet**

1.	Name of the Client: Director, Urban Development
2.	Method of selection: Least Cost Selection (LCS) method
3.	Financial Proposal to be submitted together with Technical Proposal: Yes Title of Consulting Service is: Preparation of City Street Vending Plan for NULM towns.
4.	A pre-proposal conference will be held: Yes Date: 29.10 2015 Time: 03:00 PM Venue: Directorate of Urban Development.
5.	Client Representative: Director or Nominated Official by Director, Urban Development
6.	Proposals must remain valid for 120 days after the submission date indicated in this Data Sheet.
7.	The Consultant is required to include with its Proposal written confirmation of authorization to sign on behalf of the Consultant : Yes
8.	Bidders Eligibility Criteria: Applicable I. The consultancy/Agency must have been operation in India for at least 5 years. Proof of registration as a legal entity must be submitted. II. Average annual turnover of consultants/agencies for the last three financial years should be equal to or greater than Rs. 1 Crore. III. The Consultancy/Agency should have experience of working with minimum 2 similar assignments (City Street Vending Plan or Slum Free City Plan of Action, City Development Plan, DPR of Municipal Market, Slum Redevelopment Plan, City Sanitation Plan, Master Plan of Urban Infrastructure) in the last five years. IV. The Consultancy/Agency must be recognized by Income Tax/Service Tax Act. V. Registered firms/consultancies/agencies under Indian Partnership act, 1932 or registered companies under companies act 1956/2013 are only eligible to participate in this RFP. Government (Central & State) agencies may also apply if they fulfill above



	eligibility details.
9.	Financial and Technical Proposals are to be submitted in separate envelopes.
10.	Financial and Technical Proposals should be clearly marked FINANCIAL (or TECHNICAL) PROPOSAL FOR [Title of Consulting Service] ó DO NOT OPEN EXCEPT IN THE PRESENCE OF THE EVALUATION COMMITTEEø
11.	A non-refundable RFP Cost should be provided with Technical Proposal: Yes. If Yes, the amount of the RFP Cost is Rs. 5000/ (Five thousand) only Demand Draft favoring the Director, Urban Development Shimla and drawn on a nationalized bank/ scheduled Bank, Payable at Shimla.
12.	A Bid Security must be submitted: Yes An Ernest Money Deposit (EMD)/ Bid Security should be provided with Technical Proposal: Yes If Yes, the amount of the Ernest Money Deposit (EMD)/ Bid Security is Rs. 1,00,000/-(Rupees one lakh only) Demand Draft favoring the Director, Urban Development Shimla and drawn on a nationalized bank/ scheduled Bank, Payable at Shimla.
13.	The amount of the EMD/Bid Security is Rs.1,00,000 (One Lakh Rupees Only) for each Bid and the duration for validity of Bid Security is 180 days. Bid security shall be refunded to the successful bidder upon signing of agreement with Director, Urban Development, For unsuccessful bidders the bid security shall be refunded within 30 days of opening of proposals.
14.	A Performance Bond in the form of Bank Guarantee is to be submitted by the winning Bidder before signing of Contract for each Bid. Amount will be 5% of the contract value; this may be provided as 100% Bank Guarantee. Bank Guarantee will be made in the name of: Director, Urban Development Shimla and drawn on a nationalized or scheduled commercial bank.
15.	Currency for Proposals is: Indian Rupee
16.	Address for communication/ submission of Proposals:



	Director, Urban Development, Palika Bhavan Talland, Shimla-171002. Ph: 0177-2626518, Email: ud-hp@nic.in
17.	Expected date for public opening of Financial Proposals: [Will be intimated to the qualified bidders separately]
18.	Expected date for commencement of consulting services: (Within 7 days of signing the agreement with Director, Urban Development)
19.	The proposals will be evaluated based on the information provided by the applicants and the evaluation will be done as per detailed criteria mentioned in RFP Document.

Instructions to Bidders

1. Introduction

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

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

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

1.4 Eligibility Criteria

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

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

1.5 Number of Proposals

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



2 Clarifications of RFP Documents

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

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

3. Preparations of Proposals

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

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

4. Instructions for Submission of Proposal

4.1 These instructions should be read in conjunction with information specific to the consulting services contained in the Covering Letter, Data Sheet and accompanying documents.

4.2 Proposals must be received before the deadline specified in the Data Sheet to tender. Proposals must be submitted to the address specified on the Data Sheet and delivered on or before the time specified in the Data Sheet.

4.3 Consultants shall submit one sealed envelope, containing the Technical Proposal..



4.4 Technical Proposal (see Annexure B)

The Technical Proposal shall contain the following:

- a. Covering Letter (Format 1);
- b. Legal Constitution & Number of Years of Existence; (use Format 2);
- c. Financial Standing (Annual Turnover) of agency; (use Format 3);
- d. Project detail sheets outlining previous experience of the firm in similar types of assignments completed during the last five years (in prescribed format), (use Format 4);
- e. CVs of personnel to work on this project (in the CV please include name of staff, nationality of staff, profession/designation of staff, proposed position in the team, whether employee of the firm, number of years with the firm, key qualifications, education, experience and languages known), restricted to maximum of two (2) pages per CV (use Format 5);
- f. List of proposed expert team and summary of CV particulars relevant to the project subject to maximum of two (2) pages (use Format 6);
- g. Matters not appropriate in any other section. This includes: written confirmation authorizing the signatory of the Proposal to commit the Consultant;

4.5 No mention of your commercial response should be made anywhere in the Technical Proposal, unless specified in the Data Sheet; non-confirmation will result in automatic disqualification of the Consultant's Proposal.

4.6 Financial Proposal (See Annexure C)

The Financial Proposal shall be submitted strictly as per Format 7 given in Annexure C.

4.7 Submission Instructions

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

4.7.2 The Consultant shall submit Proposals using the appropriate submission sheets provided in Annexure B & C. These forms must be completed without any alteration to their format, and no substitutes will be accepted. All fields shall be completed with the information requested.

4.8 Proposal Validity

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



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

4.8.3 In exceptional circumstances, prior to the expiration of the proposal validity period, the Client may request Consultants to extend the period of validity of their Proposals. The request and the responses shall be made in writing. A Consultant may refuse the request. A Consultant granting the request shall not be required or permitted to modify its Proposal.

4.8.4 During the Proposal validity period, Consultants shall maintain the availability of experts nominated in the Proposal. The Client will make its best effort to complete negotiations within this period.

4.9 Format and signing of Proposals

Scanned copies of following may be uploaded on the portal.

4.9.1 Technical Proposal (One Original only) shall be placed in an envelope clearly marked "TECHNICAL PROPOSAL - ORIGINAL".

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

4.9.3 The Proposal shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Consultant. This authorization shall consist of a written confirmation and shall be attached to the Technical Proposal. The name and position of each person signing the authorization must be typed or printed below the signature. Any interlineations, erasures, or overwriting shall be valid only if signed or initialed by the person signing the Proposal.

4.9.5 The Client may, at its discretion, extend the deadline for the submission of Technical Proposal by amending the RFP in accordance with Clause 2.2, in which case all rights and obligations of the Client and Consultants subject to the previous deadline shall thereafter be subject to the deadline as extended.

5. Evaluation of Technical Proposals

5.1 Criteria for Evaluation of Technical Proposals

5.1.1 Technical proposal of all the Applicants will be evaluated based on Agency experience.

5.1.2 Technical proposals of all the Applicants will be evaluated based on minimum qualifying technical eligibility criteria system. Evaluation of the proposals will be done by the evaluation committee as per the parameters mentioned below:



S.N.	Evaluation Criteria
1.	Number of years in existence of Consultancy/Agency (The consultancy/Agency must have been operation in India for at least 5 years. Proof of registration as a legal entity must be submitted.)
2.	Average audited annual turnover of last 3 financial years (Average annual turnover of consultants/agencies for the last three financial years should be equal to or greater than 1.00 Crore. Please provide certified copies of Audited Financial Statements of the organization/agency for over the last three Financial Years.)
3.	Previous Experience of Proposer Bidder- The Consultancy/Agency should have experience of working with minimum 2 similar assignments (City Street Vending Plan or Slum Free City Plan of Action, City Development Plan, DPR of Municipal Market, Slum Redevelopment Plan, City Sanitation Plan, Master Plan/DPR of Urban Infrastructure) in the last five years.
4.	Qualification and Experience of Team Leader & Other Key Professionals as per format 5.
I.	Team Leader/ Urban Development Specialist (minimum 10 years working experience)
II.	MIS expert (minimum 05 years working experience)
III.	Social Development Specialist (minimum 05 years working experience)
IV.	GIS Expert (minimum 05 years working experience)
V.	Project Engineer/Infrastructure Specialist (minimum 05 years working experience)
VI.	Capacity Building /Training/Site Coordinator (minimum 05 years working experience)

5.2 Evaluation of Technical Proposals

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



eligibility criteria. The bidders securing minimum 70% marks in technical evaluation shall be considered for opening of financial proposals.

5.2.2 The Urban Development Department will constitute an Evaluation Committee for evaluation of Proposals received.

5.2.3 The evaluation committee evaluates the Technical Proposals on the basis of Proposal's responsiveness to the TOR using the evaluation criteria system specified in the RFP. A Proposal shall be rejected if it does not achieve the minimum qualifying eligibility criteria.

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

- (i) the Consultant that submitted the Proposal failed to make a proper statement effect in the cover letter ; or
- (ii) the Consultant that submitted the Proposal was found not to be legally incorporated or established in India; or
- (iii) the Technical Proposal was submitted in the wrong format
- (iv) The Technical Proposal reached the Urban Development after the submission closing time and date specified in the Data Sheet.

5.2.5 After the technical evaluation is completed, the Urban Development department shall notify Consultants whose Proposals did not meet the minimum qualifying technical eligibility criteria or Consultants 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 Urban Development Department shall simultaneously notify, in writing to the consultants whose Technical Proposals qualified minimum qualifying technical eligibility criteria, indicating the date, time, and location for opening of Financial Proposals. (Consultants' attendance at the opening of Financial Proposals is optional).

5.3 Public Opening and Evaluation of Financial Proposals

5.3.1 Public Opening of Financial Proposals

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

5.3.1.2 The client's representative will download the financial proposal of each of only qualified technical 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. The price quoted by agencies shall be ranked as L1, L2, L3 etc.

5.4 Evaluation of Financial Proposals

5.4.1 Financial proposals shall be downloaded publicly and read out; and the lowest priced bidder can be invited for contract negotiations. Urban Development Department reserves the right to award/ the assignment to the bidder quoting lowest price.

5.4.2 Consultants' attendance at the opening of Financial Proposals is optional.

5.4.3 The evaluation committee will review the detailed content of each Financial Proposal. During the review of Financial Proposals, the Committee and representatives of Urban Development Department designated by the Director, Urban Development 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 Financial Proposal are priced, and correct any arithmetical errors.
- ii. computational errors if there are errors these will be corrected;

6. Award of Procurement Services

6.1 Urban Development department will issue Letter of Intent (LoI) in favour of bidder who has offered lowest price. A Letter of Award (the "LOA") shall be issued, in duplicate, by Urban Development to the Selected Agency and the Selected Agency shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof.

7. Execution of Agreement

7.1 After acknowledgement of the LOA as aforesaid by the Selected Applicant, it shall execute the Agreement within the period of 7 days from the date of issuance of LOA.

8. Property Data

8.1 All documents and other information provided by Urban Development / SULM, HP or submitted by an Applicant to Urban Development / SULM, HP shall remain or become the property of Urban Development / SULM, HP. All information collected, analyzed, processed or in whatever manner provided by the agency to Urban



Development, in relation to the Consultancy shall be the property of Urban Development / SULM, HP.

9. Settlement of Disputes

9.1 Amicable Settlement

9.1.1 The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof.

9.2 Dispute Settlement

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

9.2.2 The place of Arbitration shall be at Shimla only.



Annexure B : Technical Proposal Submission Forms

Format 1: Covering Letter

[Location, Date]

To: Director,
Urban Development Department,
Palika Bhavan, Talland, Shimla-02.

Dear Sir,

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 sealed under a separate envelope 2.

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

We hereby declare that all the information and statements made in this Proposal are true and accept that any misleading information contained in it may lead to our disqualification. We confirm that all personnel named in the tender will be available to undertake the services.

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

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

Yours faithfully,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:



Format 2 : Legal Constitution & Number of Years of Existence

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

For and on behalf of: (Company Seal)

Signature :

Name :

Designation :

(Authorized Representative and Signatory)

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



Format 3 : Financial Standing (Annual Turnover)

Certificate from the Statutory Auditor regarding the Average annual turnover of the organization is Rs. 100 lakh for the last 3 financial year ending of month 31 st march 2015. Based on its books of accounts and other published information authenticated by it, this is to certify that (Name of the Bidder) had, over the last three Financial Years, a Total turnover of the organization is Rs. Lakhs as per year-wise details noted below:

Financial Year ending 31st March	Total Turnover (In Rs. Lakhs)
2012-13:	
2013-14:	
2014-15*:	
Total	
Average Annual Turoover	

*In the event the financial statements for the year 2014-15 is un audited, Provisional financial statements duly certified by CA may be submitted.

Name of the audit firm/ Chartered Accountant:

Seal of the audit firm:

(Signature, name and designation and registration Number of the Chartered accountant)

Date:

Note :Please provide certified copies of Audited Financial Statements of the organization/agency for over the last three Financial Years.



Format 4 : Project Detail Sheet

(Please fill separate assignment wise)

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

Authorized Signatory [In full initials and Seal]: _____

Name of the Organization: _____



Format 5 : Curriculum Vitae (CV) for Proposed Experts

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

NAME :

DATE OF BIRTH :

NATIONALITY :

EDUCATION : [year] [name of institution and degree]

MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS :

COUNTRIES OF WORK

EXPERIENCE

LANGUAGES

PROFESSIONAL BACKGROUND

[Description]

EMPLOYMENT RECORD

[Year starting with present position][employer]

PROFESSIONAL EXPERIENCE

[Month and year start to finish]

[Name of project and client]

[Descriptive paragraph of 4-5 sentences on each assignment, position held, responsibilities undertaken and achievements attained.]

í íí

Certification:

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

- (i) This CV correctly describes my qualifications and experience;
- (ii) 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 Technical Bid provided team mobilization takes place within the validity of this Bid or any agreed extension thereof. I understand that any willful misstatement herein may lead to my disqualification or dismissal, if engaged.

[Signature of expert or authorized representative]

_____ [Name of Expert/Authorized signatory].



Format 6 : Expert Team and Summary of CV Information

Family Name, First Name	Position Assigned	Task Assigned	Employment Status with Firm (full-time, or other)	Education/ Degree (Year / Institution)	No. of years of relevant project experience

Authorized Signatory [In full initials and Seal]: _____

Name of the Organization: _____



**Annexure C: Financial Proposal
Format 7 : Financial Proposal**

To,

Director,

Urban Development Department,

Palika Bhavan, Talland, Shimla, HP.-171002.

Dear Sir,

Subject: Consultancy Services for Preparation of City Street Vending Plans of NULM Towns in HP. I/We _____ Consultant herewith enclose the Financial Proposal for selection of my/our firm as Consultant for Subject assignment.

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

The fee mentioned above is inclusive of service tax and all taxes.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal, i.e. 120 days from the last date notified for submission of the proposal.

Sr. No.	Item	Quantity (Tentative)	Unit	Rate (INR, including of all taxes)	Total (INR, including of all taxes)
1.	Consultancy Services for Preparation of City Street Vending Plans of NULM Towns in HP i.e. Shimla, Solan, Nahan, Bilaspur, Una, Hamirpur, Mandi, Kullu, Dharamshala and Chamba as per scope of work given in the RFP.	2000 approx. Actual to be decided after survey only.	Per Vendor		

The quantity in above table shall be tentative (approx.. 2000 vendors, taking 200 vendors in each town approximately) and will be decided only after survey.



Yours faithfully,

Signature:

Full Name:

Designation:

Address:

Tel.: Nos. (O)

(R)

(M)

E-mail:

Fax No:

Annexure D: Terms of Reference

1 Project Background

The National Urban Livelihood Mission (NULM) aims to promote sustainable development of the large informal and unorganized workforce in the urban areas. NULM urges special attention on street vendors as an occupational group in the informal sector and requires that interventions be designed for this group so as to improve their quality of life. It is estimated that in several cities street vendors count for about 2 percent of the population. Women constitute a large segment of these street vendors in almost every city. Street vending is not only a source of self-employment to the poor in cities and towns but also a means to provide affordable as well as convenient services to a majority of the urban population. With this background, the aim of this exercise is to support cities in preparing the City Street Vending Plan (CSVP) in the State. As of now the NULM project is being implemented in 10 district headquarter towns of Himachal Pradesh i.e. Shimla, Solan, Nahan, Bilaspur, Mandi, Hamirpur, Kullu, Una, Chamba and Dharamshala. The consultant has to prepare the Street Vending plans for these 10 NULM towns. The brief description of the tasks to be undertaken in this project is listed as below:

2 Identifying the Street Vendors

The first and foremost task is to identify and profile the street vendors. Street vendors in all 10 district headquarter towns i.e. Shimla, Solan, Nahan, Bilaspur, Mandi, Hamirpur, Kullu, Una, Chamba and Dharamshala have to be identified and estimated and numbered at ground level for Biometric process. Vendors need to be classified under three major categories: **Stationary:** Those who carry out vending on a regular basis at a specific location, e.g. those occupying space on the pavements or other public places and/or private areas either open/covered (with implicit or explicit consent) of the authorities, and operating on usufruct rights.

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

Mobile: Those who move from place to place vending their goods or services on own vehicles like bicycle or mobile units on wheels, motorized and manually driven, as well as in moving buses, local trains etc. While categorizing the street vendor based on the above, care may be taken to ensure that the unique characteristic that differentiates a street vendor from other types of vendors, i.e., that they complete their transactions by the end of the day or part of the day thereof, following which they will wrap up their wares and remove them from the spot till the next time of vending.

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



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

1. Identification of areas where street vendors have been profiled which may be classified as restriction-free, restricted and prohibited vending zones based on set criteria. These criteria may be determined in advance by the ULB in accordance with the broad framework given by the government in the National Street Vending Policy 2009 and the Street Vendors Act 2014
2. Identification of existing natural and emerging markets for considering the possibility of developing them into regular markets and vending zones in a PPP mode to result in a win-win situation - for the vendors, the potential users of the services and the vehicular and pedestrian traffic.
3. Identification of vending zones operating on time-sharing basis as well as weekend market zones
4. Work out the carrying capacity of the vending zones identified
5. Work out procedure of allotment of spaces for vendors' markets for regular as well as vending on time-sharing basis including the period of validity of the allotment of spaces for the vendors
6. Formation of Town Vending Committees in the NULM towns where no TVC has been formed.

3 GIS Base Mapping and Surveys

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

3.1 City Level Mapping

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

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

1. City/Municipal and ward boundaries
2. Vendors/vendor zones will be captured using GPS equipment
3. All water bodies, viz., Stream, creeks, tanks, etc

4. Roads with classification as Arterial /Sub arterial /Slum roads etc
5. Railroads, Other landmarks such as temples, mosques, church etc.

3.2 Vendor Location Level Mapping

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

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

3.3 Capturing Photo and biometric identity of Street vendors

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

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

3.4 Preparing ID cards for Street vendors

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

1. Format preparation for ID cards to print
2. Verify the correctness of data
3. Print Street Vendor Photo ID cards. Such identity cards& license has to be given to the street vendors after approval & in the manner prescribed by the Competent Authority (Street vending Committee/organization).

3.5 Preparing MIS Software

A data base of all street vendors will be maintained by the ULB. So, Consultant will have to prepare software which helps ULB to maintain all records of vendors in future also. As vendors are mobile, the software should be able to track (based on either present/permanent



address or any other criteria) whether the vendor has already been covered and issued an Identity Card. For such purpose, software has to be developed for monitoring after implementation of the street vending Plan to monitor the entire allotment, registration and the whole above process.

3.6 Vendor Census Survey

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

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

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

3.5 Preparing de-duplication software

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

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

4. Preparation of City Street Vending Plan

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



- (i) profile of street vending trades and activities
- (ii) spatial distribution of street vending activities
- (iii) earmarking of space or area for vending zones;
- (iv) determination of vending zones as restriction- free vending zones, restricted vending zones and no-vending zones
- (v) estimates of holding capacity of vending zones, which is the maximum number of street vendors who can be accommodated in any vending zone
- (vi) understanding of key challenges, constraints and issues relating to street vending
- (vii) Possible solutions and potential street vending areas.

The Street Vending Plan will also take into account the natural markets where sellers and buyers naturally congregate for the sale and purchase of products and services. The Plan will be developed after consultations with Street Vendorø representatives and other relevant stakeholders. While preparing the Street Vending Plan, the consultant shall coordinate with the city police, traffic police, planning authority and other local agencies should also devise and promote vendor friendly policies, solutions and strategies to accommodate and facilitate street vending in a manner that is conducive to street vendors and the public at large. This may include policies for traffic management and regulation on market days or at certain times of the day, arrangements for lighting, water, sanitation and waste disposal in street vendor market areas. The ULB may coordinate with planning authorities to develop pro-vending norms and stipulation of vending spaces in new or refurbished roads, markets, office and residential complexes and other public spaces and public infrastructure. This will ensure greater acceptability of Street Vending Plans among the stakeholders.

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

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

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



5. Preparing Detailed Implementation Plan (DIP)

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

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

5.1 DIP should contain:

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

DIPs must be submitted to the State Level Project Sanctioning Committee of SULM, UP for after approval of City Street Vending Plan (CSVP).

6. Outputs and Deliverables

The following outputs are expected to be delivered in stages

Sr. No.	Deliverable	Copies	Due date
1.	Submission of inception report (including detailed Survey strategy of street vendors in city & report of	2 set of hard copies	End of Week 2



	Kickoff workshop)	& 2 set of soft copies	
2.	Vendor Identification, Bio-metric survey, capturing photograph, Vendor census survey and GIS mapping of the existing Vendors	2 set of hard copies, along with all details & 2 set of soft copies	End of Week 15
3.	Establishment of web enabled MIS system with 100 % data uploading of all the MCs	Handover the source code in CD	End of Week 17
4.	Draft Street Vending Plan	2 hard copies & 2 set of soft copies	End of Week 22
5.	Final Street Vending Plan (approved by Municipal Corporation & by SULM)	3 hard copies & 3 set of soft copies	End of Week 26
6.	Draft Detailed Infrastructure Plan (DIP)	2 hard copies & 2 set of soft copies	

Note: Mid Phase meeting with all the EOs after completion of MIS system in place

Sharing the draft SVPs of all the MCs discussion with Eos at the State level , and submission of the final SVPs to the UDD within 15 days of the workshop.

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



7. Experts and Inputs

Sr. No.	Expert Title	Qualification and Skills	Experience
1.	Team Leader/ Urban Development Specialist	<ul style="list-style-type: none"> • Masters or equivalent in planning/ engineering/economics/ other relevant disciplines • Sound knowledge of urban development issues 	Sector experience of more than 10 yrs and experience of project management of similar projects of at least 5 Years
2.	MIS expert	<ul style="list-style-type: none"> • Degree in Computer Science/MCA • Expertise in statistical analysis and software development/ MIS applications 	At least 5 years Experience
3.	Social Development Specialist	<ul style="list-style-type: none"> • Degree or equivalent in social development discipline • Sound understanding on issues of urban poor 	At least 5 years Experience
4.	GIS expert	<ul style="list-style-type: none"> • Masters or equivalent degree in Geoinformatics • Knowledge and experience in GIS mapping 	At least 5 years Experience
5.	Project Engineer/ Infrastructure Specialist	<ul style="list-style-type: none"> • Degree in Civil Engineering • Sound knowledge of municipal services network, design norms, contracting 	At least 5 years experience in Project engineering.
6.	Capacity Building /Training/Site Coordinator	<ul style="list-style-type: none"> • Bachelors/Masters in Urban Planning / Social science • Good understanding of surveys and experience in data collation and analysis • Good communication and networking skills 	5 years experience of working on urban projects.
7.	Surveyor/ Team Coordinator in each MC	<ul style="list-style-type: none"> • Graduate with atleast one year of experience • Good communication and team leading skill. 	

The persons whose CVs are proposed in the bid shall not be allowed to change. In case of any urgency, Director, Urban Development may consider request of the bidder.

8 Working arrangements



8.1 Management and counterpart staff

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

8.2 Items to be provided by the Client

Director, Urban Development will:

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

8.3 Consultant will be responsible to:

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

9. Payment Schedule

Sr. No.	Deliverables	Percentage of payment
1.	Submission of inception report (including detailed Survey strategy of street vendors in city & report of Kickoff workshop)	20% of the total fees
2.	Vendor Identification, Bio-metric survey, capturing photograph, Vendor census survey and GIS mapping of the existing Vendors	30% of the total fees
3.	Development of MIS software and data entry of all street vendors in MIS	10%



4.	Draft Street Vending Plan (Submission of Draft Street Vending Plan to Municipal Corporation)	10% of the total fees
5.	Final Street Vending Plan (After approval from Municipal Corporation & State Level Project Sanctioning Committee of SULM, HP)	20% of the total fees
6.	Draft Detailed Infrastructure Plan (DIP)	
7.	Draft Detailed Infrastructure Plan (DIP) must be submitted to State Level Project Sanctioning Committee of SULM, HP	10% of the total fees