

Directorate of Urban Development
Palika Bhawan, Talland Shimla – Himachal Pradesh

RFP No: UD-H(F)10/97-NULM-SUH-I-LOOSE



REQUEST FOR PROPOSAL (RFP)

For

Empanelment of CONSULTANCY SERVICES FOR GIS BASED SURVEY
OF URBAN HOMELESS IN 54 ULBs of HIMACHAL PRADESH

Under

Shelter for Urban Homeless (SUH)- Deendayal Antyodaya Yojana-
National Urban Livelihood (DAY-NULM)

Directorate of Urban Development Palika Bhawan Talland – Shimla -HP

1. Notice Inviting Tenders (NIT)

Dated:

Invitation for Consultancy Services

1.1 Service

Directorate of Urban Development, Shimla - HP invites online **tender proposal** for: “Consultancy Services for conducting GIS based Survey of Urban Homeless under the Shelter for Urban Homeless (SUH)-Deendayal Antyodaya Yojana- National Urban Livelihood Mission (DAY-NULM)” in 54 ULBs of Himachal Pradesh through e-procurement on portal <https://www.hptenders.gov.in> from reputed, qualified and eligible consultant’s firms as per RFP document. The RFP document may also be downloaded from website (www.ud-hp.in) of Directorate of Urban Development – HP. Minimum eligibility criteria have been given in RFP document.

Sr. No.	Name of Work	Earnest Money	RFP Cost	Period of Completion
1.	Consultancy Services for Survey of Urban Homeless in 54 ULBs of Himachal Pradesh.	₹50,000/- Through DD	₹5,000/- Through DD	15 th March,2018

Key Dates:

Sr. No.	Description	Dates &Time
1.	Release of NIT	19.12.2017
2.	Online tender start Date	19.12.2017, 11:00 AM
3.	Pre-Bid Meet	28.12.2017, 03:00 PM
4.	Online Tender Bid Submission End Date	12.01.2018, 01:00 PM
5.	Last Date of submission of RFP Cost and EMD	11.01.2018 03:00 PM
6.	Opening of Technical Proposal	12.01.2018, 03:00 PM

- Bidders are advised to study the RFP Document carefully. Submission of Bids against this RFP shall be deemed to have been done after careful study and examination of the procedures, terms and conditions of the RFP Document with full understanding of its implications.
- All Bidders are advised to check for any further clarifications and corrigendum related to this project at the website <https://www.ud-hp.in>
- The Bids will be opened in the presence of Bidder’s representatives, who choose to attend, at the venue, date and time mentioned in the Key Dates.
- In the event of date specified for Bids opening being declared a holiday then the due date for opening of Bids shall be the following working day at the appointed time.
- Amendments to NIT/RFP, if any, would be published on e -procurement website and the website of Deptt. of Urban Development only, and not in newspaper(s). The Director, Directorate of Urban Development, Shimla - HP reserves all the rights to accept or reject any or all tenders without assigning any reasons.
- The complete proposals as per the RFP document shall be submitted at above mentioned schedule. For any other information, Bidders may contact the Project Officer, Directorate of Urban Development, Shimla - HP.
- The firm has to submit the undertaking on ₹100 non-judicial stamp paper that the firm is not blacklisted by any State / central government entity/departments.
- Consultant agency will be responsible for carrying out the entire exercise of survey of Urban Homeless in accordance with NULM (SUH) guidelines and must also incorporate any/all the amendments in Guidelines as & when issued by Gol/State.

S/d-

State Mission Director DAY-NULM cum Director Urban
Development Himachal Pradesh
Palika Bhawan, Talland
Shimla, Himachal Pradesh, 171002

1.a Disclaimer

- The information contained in this Request for Proposal (RFP) document or subsequently provided to the bidders, whether verbally or in documentary or any other form by or on behalf of Directorate of Urban Development, Shimla - HP is provided to bidder on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.
- This RFP is not an agreement and is neither an offer nor invitation by Directorate of Urban Development, Shimla - HP to the prospective bidders or any other person. The purpose of this RFP is to provide interested firms with information that may be useful to them in formulation of their Proposals pursuant to this RFP. Information provided in this RFP to the bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Directorate of Urban Development, Shimla - HP accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
- Directorate of Urban Development, Shimla - HP also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance or any bidder upon the statements contained in this RFP.
- Directorate of Urban Development, Shimla - HP may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.
- The issue of this RFP does not imply that Directorate of Urban Development, Shimla - HP is bound to select a bidder or to appoint the Selected Bidder, as the case may be, for the Consultancy and State Mission Director, DAY-NULM, cum Director, Directorate of Urban Development, Shimla - HP reserves the rights to reject all or any of the Proposals without assigning any reasons whatsoever.
- The bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Directorate of Urban Development, Shimla - HP or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the bidder and Directorate of Urban Development, Shimla - HP shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

1.b Checklist for Bidders: Online three envelope systems shall be followed, but bidders have to submit two envelopes in physical also i.e.

o **Envelop A:**

- EMD and Cost of RFP Document
- Affidavit (Authenticity and correctness of information/documents provided in Bid),
- Affidavit regarding delisting/blacklisting, demobilization etc. as required under eligibility criteria.
- Authority Letter to Sign on behalf of firm and
- Authority Letter for use of Digital Signature

Envelop B:

- Technical Bid, as detailed in instructions to bidders. Please note that in any case if price-bid/Financial Offer submitted manually then bid shall be rejected.
- Only those proposals will be considered for opening, who have submitted their BID online form by due date/time (as specified in Bid Data Sheet).
- The following checklist is for the convenience of the bidders. Kindly check the following points before submission of Bids.

Sr. Checklist
No.

1. Whether the proposals have been properly sealed, marked and labelled as required?
2. Have you submitted envelop-A & Envelop-B (online) & Financial Proposal only online?
3. Whether the proposal has been signed by bidder/authorized signatory
4. Joint venture / Consortium proposal is not permitted
5. Whether submitted number of copies as prescribed in the data sheet?
6. Whether submitted the Scanned copy (PDF format) of the technical proposals on e -Procurement Portal?
7. Whether Company Registration & associated Documents are enclosed (Envelop-B)?
8. Have you Submitted Bid Document Fee and EMD?
9. Whether the proof of EMD submitted in Envelope-A?
10. Have all the pages of proposal (Technical) been properly numbered and signed by authority/ authorized person only?
11. Have all the CV"s signed by authorized person of the Agency?
12. Is the CV submitted according to the format given?
13. Have you checked the eligibility Criteria and Enclosed the relevant documents as proof?
14. Whether the number of pages of the proposal properly indexed?
15. Whether undertaking as prescribed is enclosed with technical proposal?
16. Whether authority letter for signing the proposal is enclosed with the technical proposal?
17. Whether evidence of financial eligibility enclosed with Technical Proposal?
18. Whether work Programme/ Personnel Schedule/ Team Structure are enclosed with Technical Proposal?
19. Whether Methodology & Innovativeness are enclosed with Technical Proposal (Envelope -B) as Required in RFP?
20. Whether both the self-assessment (Eligibility and Tech. Evaluation) formats duly filled in and signed are attached/enclosed with Technical Proposal?
21. Whether copy of PAN, TAN, Service Tax Registration etc. is enclosed with Technical Proposal

1. C. DOCUMENT CONTROL SHEET

Request for Proposal (RFP) FOR CONSULTANCY SERVICE for Survey of urban homeless under the Shelter for Urban Homeless (SUH) – Deendayal Antyodaya Yojana-National Urban Livelihood Mission (DAY-NULM)”

Sr. no.	Particular	Details
1.	Release of NIT	19.12.2017
2.	Online Tender Start Date	19.12.2017 at 11:00AM
3.	Pre-Bid Meet	28.12.2017 at 11:00 AM
4.	Online Tender Bid Submission End Date	12.01.2018 by 01:00 PM
5.	Opening of Technical Proposal	12.01.2018 by 03:00 PM
6.	Financial Bid (Envelope-C) Open Date (only of technically qualified bidders)	As notified.
7.	Validity period of Proposal	120 Days
8.	Venue for opening of bids	Directorate of Urban Development, Shimla - HP, Palika Bhawan Talland Shimla - 2
9.	Cost of RFP document (Not refundable)	Rs. 5,000/-
10.	Earnest Money Deposit (EMD) Refundable	Rs. 50,000/- DD in Favour of “Director Urban Development” Payable at Shimla
11.	Office and Correspondence Address	The Director, Directorate of Urban Development, Palika Bhawan, Talland Shimla - HP,
12.	E-mail	Ud-hp@nic.in , himachal.sulm@gmail.com
13.	Website	www.ud.hp.in

Note:

1. In case a Holiday is declared on any day, the event will be held on the next working day at same time and same venue.

1.D Instruction to Bidder for e-Tendering

Note: Following conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

E-tendering:

- i. For participation in e-tendering module of Directorate of Urban Development, Shimla - HP it is mandatory for prospective bidders to get registration on website <https://www.hptenders.gov.in> Therefore, it is advised to all prospective bidders to get registered on the website.
- ii. Tender documents can also be downloaded from Deptt. website i.e. www.ud-hp.in However, the bidders have to upload complete tender document online.
- iii. RFP Document Fee and EMD Shall be deposited by hand/post in the office of Directorate of Urban Development before closing date.
- iv. All prospective bidders are advised to submit their application through online application procedures only. However, a copy of technical proposal may also be submitted to this office. get their digital signatures
- v. If bidder is bidding first time for e-tendering, then it is obligatory on the part of bidder to fulfil all formalities such as registration, obtaining Digital Signature Certificate etc. well in advance.
- vi. Bidders are requested to visit our e-tendering website and Deptts. website regularly for any clarifications and/or due date extension or corrigendum.
- vii. Bidder must positively complete online e-tendering procedure at <https://www.hptenders.gov.in>
- viii. Directorate of Urban Development, Shimla - HP shall not be responsible in any way for delay / difficulties / inaccessibility of the downloading facility from the website for any reason whatsoever.
- ix. The bidder whosoever is submitting the tender by his Digital Signature Certificate shall invariably upload the scanned copy of the authority letter as well as submit the copy of the same in physical form with the offer of this tender.
- x. Apart from uploading e-tender on website, bidder has to deposit EMD and in form of Demand Draft in favour of "Director Urban Development" Payable at Shimla.
- xi. Envelop-A & Envelop-B are to be kept in one sealed envelope in physical form (as well as all the 3 Envelops must be submitted Online, the third envelope refers to financial proposal which has to be submitted online only). This envelope should be properly super scribed that this envelope contains 2 envelops of proof of online deposit of EMD and RFP charges and Technical bid by due date & time of tender opening as per Bid-Data Sheet/Document Control Sheet.).
- xii. Tenders/Proposals received within specified time (e-tender) shall only be opened on the date/time specified in presence of the bidders or their authorized representatives, whosoever may be present.
- xiii. The prospective bidders will upload scanned self-certified copies of requisite documents as required in e-tendering process.
- xiv. No Proposal will be accepted without valid RFP cost and Earnest Money Deposit and shall not be opened online.
- xv. Any mismatch, if found in the documents submitted in physical form and that uploaded online, the documents submitted online shall be considered final and no justification regarding this shall be entertained.

1.E Technical bid: - Bidders must positively complete online e-tendering procedure at <https://www.hptenders.gov.in> They shall have to submit the documents as prescribed in the online RFP in the website. Hard copies of above technical bid/proposal must be submitted to State Mission Director, DAY-NULM, Directorate of Urban Development – HP, in a separate sealed envelope super-scribing "technical bid for Empanelment of Agency/Firm for conducting survey of Urban Homeless"

1.F Financial bid:- Bidder must submit the Price/Financial bid document as per the format given in RFP/available online and uploaded as per instructions therein. **Physical submission of price bid will not be considered.** The financial bids of technically qualified bidders shall be opened online at the notified date. The bidder can view the financial bid opening date by logging into web-site.

- On the due date of e-tender opening, the technical bids of bidders will be opened online. **Directorate of Urban Development, Shimla - HP** reserves the right for extension of due date of opening of technical bid.
- **Directorate of Urban Development, Shimla - HP** reserves the right to accept or reject any or all tenders without assigning any reason what so ever.
- In case, due date for Physical submission & opening of tender happens to be a holiday, the due date shall be shifted to the next working day for which no prior intimation will be given.

2. INTRODUCTION

Ministry of Housing & Urban Poverty Alleviation has issued guidelines of Shelter for Urban Homeless (SUH) under Deendayal Antyodaya Yojana-National Urban Livelihood Mission (DAY-NULM) which aims to providing permanent shelter(s) equipped with essential services to the urban homeless in a phased manner to cater the needs of urban homeless and ensure the availability and access of permanent shelters (including basic infrastructure facilities like water, sanitation, safety security etc.) to urban homeless. The objective of the component is to address the vulnerabilities of the urban homeless, which includes:

- Identification of all the points/places, where the urban homeless are found.
- Identification of urban homeless families and population in the city.
- Identification of reasons which lead to homelessness of such identified families/population.
- Ensure availability and access of the urban homeless population to permanent shelters including the basic infrastructure facilities like water supply, sanitation, safety and security;
- Cater the needs of especially vulnerable segments of the urban homeless like the dependent children, aged, disabled, mentally ill and recovering gravely ill, by creating special sections within homeless shelters and provisioning special service linkages for them.
- Provide access to various entitlements, viz. Social security pensions, PDS, ICDS, identity, financial inclusion, education, affordable housing etc. for homeless populations.
- Formulate structures and framework of engagement for development, management and monitoring of shelters and ensuring basic services to homeless families/persons, by state and civil society organizations including homeless collectives.

2.A Definition of Homeless Persons

Persons who do not have a house, either self-owned or rented, but instead live and sleep on pavements, at parks, railway stations, bus stands. and places of worship, outside shops and factories, at constructions sites, under bridges, in Hume pipes, on dividers, road junctions and all other similar places under the open sky or places unfit for human habitation. This also includes people who live in temporary structures without walls, under plastic sheets or thatched roofs on pavements, parks or other Common Places.

2.B Guiding Principles/ guidelines

The National Urban Housing & Habitat Policy (NUHHP), 2007 aims at Promoting sustainable development of habitat in the country with a view to ensure equitable supply of land, shelter and services at affordable prices to all sections of the society. However, the most vulnerable of these are the urban homeless. The Urban homeless persons contribute to the economy of the cities

and thus the Nation as cheap labour in the informal sector; yet they live with no shelter or social security protection. The urban homeless survive with many challenges like no access to elementary public services such as health, education, food, water and sanitation.

2.C PROJECT AREA:

The present assignment covers all 54 ULBs spread across 10 districts of Himachal Pradesh. Selected Agency / Firm / NGO will be allotted all or part of work for conducting GIS based survey of homeless persons based on their eligibility and capacity.

3. SCOPE OF WORK:

DIRECTORATE OF URBAN DEVELOPMENT - HP as per the guidelines issued by Deenadayal Antyodaya Yojana – National Urban Livelihoods Mission under Ministry of Housing and Urban Poverty Alleviation, Government of India is implementing Shelter for Urban Homeless component to provide shelter with all essential services to the Urban Homeless in 54 Urban Local Bodies in Himachal Pradesh.

To assess the actual number of homeless, shelters required for Homeless in each Urban Local Body, and for rehabilitation of homeless, it is proposed to conduct a GIS based survey of homeless in 54 Urban Local Bodies in Himachal Pradesh.

In future, if Government of Himachal Pradesh notifies any new Urban Local Bodies in Himachal Pradesh, the agency / firm is required to carry out the survey in such Urban Local Body. The rate for survey in such ULB(s) shall be paid as per notified category of that ULB.

3.1 Objectives of the Survey:

Survey would ensure four objectives, to

- i. Provide planners a detailed mapping of concentration areas of homeless populations in each city / town;
- ii. Establish the demographic profile of homeless populations in city / town;
- iii. Identify official resources such as land and vacant buildings that can be deployed to provide the required infrastructure for shelters in appropriate location in each city/town; and
- iv. Establish the location and type of shelters needed in each city/town by gauging the specific needs of the beneficiaries

3.2 GIS based Survey of Homeless persons may be divided into three phases:

a. Planning phase

- Each Urban Local Body may be divided into smaller, more compact Zones / Ward clusters, in line within the administrative set-up of the ULB.
- Teams may be deployed depending on size and population of the Zones / ward clusters.
- Each team may comprise of around four persons for the field survey.
- These persons may include NGO representatives, homeless youth volunteers, students and youth volunteers (such as from the National Service Scheme-NSS, Town Level Federations and Nehru Yuva Kendra-NYK) etc preferably having experience in doing survey earlier.
- In addition, a Data Entry Operator and Analysis Specialists should be attached to each team.
- Standard questionnaire format will be developed for entire state and agency would follow same for collection of information.

- Real time web based dashboard to be provided to DIRECTORATE OF URBAN DEVELOPMENT - HP authorities to view real time progress of survey and geospatial information of the each application on the Map
- A Quality assessment team for correction of errors on data to be deployed and each filled form through online to be verified

A Plan for survey of homeless population in each Urban Local Body should be prepared in consultation with the Municipal Commissioner/Executive Officer/Secretary of the concerned ULB, which includes the following details:

1. Identification of areas with concentration of homeless based on earlier surveys or any other source of information.
2. Division of ULB into zones/ ward clusters in which data would be collected
3. Ensure availability of required number of Tablets / I pads / Smart Phones and other accessories before conducting the survey.
4. List of interview questions to be prepared for guiding the focus group discussions as per the guidelines
5. Content and format of reports to be submitted to be finalized as per requirement time to time.
6. Timelines to be fixed within which survey would be completed.

Prior to the survey, the teams should be trained and oriented on:

1. Purpose of the survey;
2. The profiles and problems of the homeless;
3. Participatory research methods;
4. Data entry of homeless persons through Mobile application using tablets;
5. Expected outcomes;
6. Ethical responsibilities;

Orientation material can be provided a couple of days prior to starting the survey, as material to be ready before the training sessions. The training should include the surveyors, data entry operators, analysis team, plus volunteers, if any.

b. Field Survey: Mapping and Need assessment

The field survey will commence only after the trained survey teams are in place. The field survey should begin **from 8.00 PM Onwards**, because homeless people can usually be identified and contacted at this time. In addition, to cover homeless persons who work during the night, surveys should also be planned for a couple of days during the daytime, i.e. 10.00 AM to 4.00 PM. Information regarding survey and purpose of survey may also be given to local administration before starting field surveys.

The steps to be followed during the survey

1. Identifying the areas with concentration of homeless population,
2. Profiling the homeless populations in these areas in terms of gender, age, education, occupation, marital status, number of children, history of illness etc. persons with disability should be categorized separately.
3. Identifying the aspirations of the homeless for a shelter and also the deterrents preventing the homeless from using the existing shelters, if any.
4. Broadly identifying the possible buildings and locations where new shelters can be built and duly display on the map by geo tagging them.

Need assessment of the homeless persons should be done using Focus Group Discussion (FGD) method so as to elicit the best possible responses from them. In FGD, questions should be asked based on an indicative list / format focusing on the following core areas;

- i. What is roughly the total population of the homeless cluster including women and children?
 - ii. What is the predominant age and gender profile of the homeless population in the cluster?
 - iii. What are the predominant occupations undertaken by this homeless cluster?
 - iv. Do they have any special needs and challenges, such as disability, leprosy, TB, high drug use etc?
 - v. Have the majority of homeless residents been at this location for more than one year, or less?
 - vi. Do they have access to any shelter? If so, the experience of using such shelters by the homeless.
 - vii. If the government sets up a shelter for them, would they welcome it; oppose it; or be indifferent? Ask for reasons.
 - viii. If they were to have a shelter, what would they seek from it in terms of location; facilities; and management?
- ix. Are there any resources available in the vicinity where these shelters could be built? The resource could be in the form of land or building.

This information should be recorded and collated by each team. To ensure faster survey results, data entry should be done in parallel with the survey along with photograph and Geo tagging of each homeless person.

The following deliverables are expected out of this process at this stage:

- Map should indicate the locations of all the scattered as well as clusters of homeless people.
- Collated survey results
- Determination of shelter locations, types, number of shelters required in an area, plus available resources in terms of land and building.
- Finalized resource mapping questionnaire for the next stage of resource mapping.

c. Resource Mapping

The next step is to conduct a resource mapping exercise. The resources that this phase of the survey seeks to identify in consultation with the Municipal Commissioner of concerned ULB are;

- a) Existing shelters;
- b) Unutilized or underutilized government buildings that can be possibly redeployed as shelters after suitable refurbishing; and
- c) Vacant lands that are suitable potential sites for new shelter buildings.

At the end of this process, the following deliverable are expected:

- Field resource mapping survey of all the identified potential buildings and shelter locations
- Determination of the feasibility of the identified buildings and locations for building/ upgrading shelters, along with government agencies
- Collating results and submitting to concerned urban bodies at the city level
- Discussions on recommendations to be put forth in the report

d. **Reporting and Sharing**

Once the results of locations are established, the next step is development and finalization of a comprehensive city plan for homeless shelters. This should include sites for homeless shelters and services, types of shelters, converging on homeless concentration areas and aspirations with available resources, buildings and land. This should be done in a participatory manner, with the involvement of Municipal Authorities, homeless communities and collectives, schools of social work and architecture, CBOs, NSS and college students etc.

At the end of this stage, the following deliverables are expected:

1. Analysis and inferences including homeless concentration areas, profiles, needs and aspirations of homeless populations in each concentration area
2. Preparation of Report with the following minimum arenas:
 - a. Location of shelters with geospatial information
 - b. Types of shelters (working single men; single women and their dependents; special needs shelters such as for drug users, those recovering from grave illnesses, the aged, disabled and infirm)
 - c. Capacity of each shelter
 - d. Facilities and Services to be provided at the shelters
 - e. Resource mapping of needs against existing resources
 - f. Submission of the data set for the project.
 - g. Analysis report on clustered homeless requirements and suggestions for establishment of Shelters based on the need in area/zone & Municipality

3.3. The Agency shall be responsible for :-

- Task-1:** Proper Plan for the Survey
- Task-2:** Develop necessary mobile application software, Web based dashboard and make available required number of Tablets / I Pads / Smart Phones and other accessories to surveyors.
- Task -3:** Provide required Manpower, constitute survey teams and provide training.
- Task -4:** Field Survey with GPS enabled tabs / I Pads / Smart Phones through mobile application: Mapping and Need assessment
- Task-5:** Resource Mapping
- Task-6:** Reporting and sharing (Submission of reports - Weekly/Monthly or as per the instructions)
- Task-7:** Other Ancillary works of the Agency

3.4 Deliverables by the Agency:

1. Preparation & submission of **Operation plan report** within 7 days of issue of work order.
2. Real time web based dashboard to be provided to DIRECTORATE OF URBAN DEVELOPMENT - HP authorities to view real time progress of survey and geospatial information of each application on the Map
3. Weekly/ Monthly submission of reports on survey of homeless, ULB wise progress, etc as per requirement of DIRECTORATE OF URBAN DEVELOPMENT - HP authorities.
4. Any other Report required by the competent Authority.
5. Completion of survey before 3 months from date of signing of contract.

4. **INFORMATION TO THE AGENCY**

The Bidders are invited to submit Technical and Financial proposals as per the given formats in separate sealed covers for required work.

The selection would be based on the **Quality-cum-Cost Based Selection (QCBS)** procedure, subject to the Technical Proposal is in substantive compliance with the RFP requirements.

The proposal will form part of the contract with the selected Agency/ NGO/ Firm. The Technical Proposal should be submitted along with a refundable EMD of **Rs. 50,000/-** in form of DD drawn in favour of “**Director Urban Development, DIRECTORATE OF URBAN DEVELOPMENT - HP**” Payable at Shimla.

The selected bidder shall provide professional, objective, and impartial advice and at all times hold DIRECTORATE OF URBAN DEVELOPMENT - HP’s interest paramount.

The Technical and Financial proposals to be submitted by the Bidders should be firm and valid for a period of 120 days from the last date of submission of the proposal.

Bidders may request clarifications on the RFP document within 7 calendar days from the date of issue of this RFP. Any request for clarification must be sent in writing or by E-Mail to State Mission Director DAY-NULM, DIRECTORATE OF URBAN DEVELOPMENT – HP at ud-hp@nic.in with a copy to himachal.sulm@gmail.com .

At any time before the submission of Proposals, DIRECTORATE OF URBAN DEVELOPMENT - HP may amend the RFP by issuing an addendum. The addendum shall be a part of the original RFP and shall be uploaded on the DIRECTORATE OF URBAN DEVELOPMENT - HP website and e-tendering website i.e. www.hptenders.gov.in

The proposal (**Technical and Financial**) shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidders themselves. The person who signed the proposal must initial such corrections. Submission letters for Technical qualification, Technical and Financial proposals should respectively be in the prescribed formats.

An authorized representative of the bidders shall sign all pages of the Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The Agency / NGO/ Firm will submit Manpower/ Professionals available with them along with the proposal.

4.1 **GENERAL CRITERIA for the Agency/NGO/Institution/Firm:**

- a. Should have experience in Govt. sector like Municipal Corporation, Govt. Office, and Public-Sector Department & should have adequate technical man power to survey Urban Homeless population.
- b. Should be registered Firm / Society under the Companies Act or Registration of Societies Act at least five years from date of issue of RFP.
- c. Should have valid registrations such as Permanent Account Number (PAN) of the Income Tax Department, GSTIN Number; Registration No. of the Agency/ Firm/ Society.
- d. Should have at least 3 years ‘of experiences in urban issues, municipal functionary, Management of Homeless Shelters for Urban Homeless.
- e. Agencies with ISO (9001-2008) are preferred

4.2 **ESSENTIAL CRITERIA for the Agency/ Institution/NGO/Firm**

- a. An Agency/ NGO/ Firm must not have been blacklisted or placed under funding restriction by any Ministry or Department of the Government of India or CAPART or by a State Government (or its agency).
- b. The Agency/ NGO/ Firm must have successfully completed at least two urban survey projects in any Municipal or government sectors.
- c. The Agency/ NGO/ Firm must not have any govt affiliation in any form neither the Head of the Agency/ NGO, nor any employee of the Agency, should be either a Govt. /Semi Govt. employee or the employee of any Govt.-undertaking in any (casually/ contractually directly or indirectly) form.
- d. The Agency/ NGO/ Firm must not have any political affiliation in any form: The head of the Agency/ NGO/ Firm and its employees must not be an elected representative such as MPs, MLAs, Councillors of ULBs, elected representatives of Panchayati Raj Institutions.
- e. The Agency/ NGO/ Firm must submit only the audited financial statements/reports as the evidence of turnover. Please note that this proof of turnover must be part of the technical proposal and not the financial proposal.
- f. Resolution of Executive/ Governing committee meeting authorizing the person to sign tender document.

4.3 **Financial Criteria:**

Min. annual average turnover of the Applicant shall be **INR 50.00 Lakhs** or more during the last 3 financial years i.e., 2014-15, 2015-16 and 2016-17. The bidders need to provide audited statements to support their claim.

Note:

- a. Bidder must submit a Proof of registration of the legal entity.
- b. Audited Balance Sheets of the last three financial years of the proceeding years to be submitted in support, without which the bid may not be considered. The calculation sheet for average annual turnover shall be certified by a Chartered Accountant).
- c. Bidder must submit copy of work orders and its completion certificates of Assignments issued by the concerned authority earlier.

5. **PREPARATION OF TECHNICAL PROPOSAL:**

The proposal document may be submitted with each page numbered and an index of pages identifying the information contained. The proposal prepared by the Agency/ Firm shall be provided in the following Model Response

The technical proposal should explain the followings strictly in the same order:

- a. Cover letter in prescribed format (Form -1)
- b. Bidder / Agency Profile (Form - 2)
- c. Executive summary of the proposal (1 - 2 pages maximum)

- e. Profile and background of the Agency / Firm explaining its previous experience, expertise in general, previous achievements, human resource and other technical expertise that makes your Agency / Firm most competent to participate in the RFP process (2 pages maximum)
- f. The detail of the similar experience in other Government Projects (2 - 3 pages maximum)
- g. Financial Standing / Annual Turnover and last 3 years turnover details (Form 4)
- h. EMD/ Tender Fee Details
- i. Clear plan & methodology for taking up the survey (1 - 2 pages maximum)
- j. Details of the staff deploying for managing work

Documents in support of the above may be furnished with page numbers indicate in the index. Please use separate sheets wherever necessary

6. **FINANCIAL PROPOSAL: (Online Only)**

The financial proposals shall contain proposed pricing for 3 Categories i.e. Municipal Corporation, Municipal Council and Nagar Panchayats indicating price for each category. It is the responsibility of the Agency / Firm to find out the area of each town and probable time to take up survey, probability of homeless numbers finds in each municipality, mobilizing man power as mentioned in this RFP in each municipality and other required costing analysis completely before quoting the price. Details of ULBs are mentioned in Annexure – I for reference.

- a. Covering letter in prescribed format
- b. Financial proposal should clearly mention pricing differently for each of below categories (Form – 6)

(Amount in Rupees, inclusive of all applicable taxes) Online only

Sr. No	ULB	No.	Rate per ULB (inclusive of All applicable Taxes)	Total Amount (inclusive of All Applicable Taxes)
A	B	C	D	E (C x D)
1	Municipal Corporation	2		
2	Municipal Council	30		
3	Nagar Panchayat	22		
Total		54		

C. All prices and other information on the price shall be written both in figures and words in the offer form. If there is discrepancy between the price/ information quoted in words and figures, the price/ information in words would be treated as final.

D. Price quotes shall include any necessary service to be provided by the selected proposer (even if such services are not expressly enumerated) in order to ensure a satisfactory fulfilment of the contract, as well as any other expenses incurred by the selected proposer, e.g. travel, equipment, accommodation, daily subsistence, telecommunication, postal charges, contingencies, etc.

E. In no case may the selected proposer invoke a hiatus or an oversight in the description of the work components in the proposal documents or claim inadequate explanations for seeking any price increase or any release from contractual liabilities.

7. **BID EVALUATION METHODOLOGY**

Evaluation of the Technical and financial proposals will be based on **Quality cum Cost Based Selection (QCBS)** mode with weighted average of **70:30** for technical and financial proposals respectively.

Criteria for Evaluation of Technical Proposals

Sr. No.	Criteria	Max. Marks (100)
1	Completion of any kind of project(s) involving Urban Homeless Survey/ Household/ Socio economic survey and computerization of data of various towns in previous 5 Fin. years (i.e. 2012-13, 2013-14, 2014-15, 2015-16 and 2016-17). Each Project - 10 Marks (Max-40) Note: The consultants should append the copy of work order(s) and satisfactory performance report issued by concerned Agency to support their claim.	40
2.	Experience of developing data base using Management Information System (MIS) and Geographical Information System (GIS). Each project – 2 marks Note: The consultants should append the copy of work order(s) and satisfactory performance report issued by concerned Agency to support their claim in marks.	10
3.	Experience of working with homeless regarding research & policy development, capacity building & training and publications under any State / Centre Govt. Each project – 2 marks Note: The consultants should append the copy of work order(s) and satisfactory performance report issued by concerned Agency to support their claim in marks.	10
4	Experts (As per Table-2)	10
5	Average turnover of last 3 financial years	15
5.1	More than Rs. 100.00 Lakh	15
5.2	More than Rs. 75.00 Lakh, but less than or equal to Rs. 100.00 Lakh	12
5.3	More than Rs. 50.00 Lakh but equal or less than Rs. 75.00 Lakh	8
6	Award for best practices by Central State Govt.: Best practice award(s) received for projects of similar planning aspect (5 Marks for each Max-15)	15
6.1	Innovativeness on TOR	4
6.2	Personnel schedule/team deployment strategy	4
6.3	Methodology and Work Plan	4
6.4	Understanding of the current projects.	3
	Total Marks	100

Table-2 (Marks for Project Execution Team/Key Professionals)

Sr. No.	Expert Title	Qualification and Skills	Experience	Max. Score
1.	Team Leader	Masters or equivalent in Social/economic s /engineering/ other relevant disciplines. Sound knowledge of urban development.	Sector experience of more than 5 yrs. and experience of Project management of similar projects of at least 5 Years	03
2.	M I S Expert	Degree in Computer Science/M C A	At Least 5 year's experience	03
3.	GIS Expert	<ul style="list-style-type: none"> • Master or equivalent degree in Geography/Geo Informatics. • Knowledge and experience in GIS Mapping. 	Two Year's experience in related field.	01
4.	Liaison Officer	<ul style="list-style-type: none"> • Graduate • Good Communication and team leading Skills. 	Two Year's experience in related field.	01

5	A team of at-least ten Field Surveyors	<input type="checkbox"/> 1 0 +2 /Graduate with at least one year of experience <input type="checkbox"/> Good communication and Survey s kill.	Good Experience of survey/ canvassing of schedules	02
Total Marks				10

The Bidder has to submit the CVs of Serial No. 1 to 4 of table-2 only and the successful bidder has to submit CVs of Field Supervisor and Field Surveyors immediately after signing of the Agreement. The persons whose CVs are proposed in the bid shall not be allowed to change, however State Mission Director has the right to consider request of the bidder.

7.1 Opening of Financial Proposal: The financial proposals of those responsive bidders (after technical evaluation) shall be opened, who will secure 70% or more marks in technical evaluation.

7.2 Empanelment

L1 bidder or the successful bidder(s) shall sign a contract, primarily for fair trade practices in all dealings with DIRECTORATE OF URBAN DEVELOPMENT - HP, incorporating RFP terms, delivery mechanism and penalties for default. The incidental expenses of execution of agreement shall be borne by the successful bidder. The conditions stipulated in the contract shall be strictly adhered to and violation of any of these conditions will entail termination of the contract without prejudice to the rights of the DIRECTORATE OF URBAN DEVELOPMENT – HP

DIRECTORATE OF URBAN DEVELOPMENT - HP reserves the right to ask L2, L3 firms in that order to match L1 rates in case DIRECTORATE OF URBAN DEVELOPMENT - HP decides to allot the job to more than one bidder at a time in case of urgency. This will be at the sole discretion of DIRECTORATE OF URBAN DEVELOPMENT - HP depending on the requirement.

Empanelled Bidder(s) has to submit performance Bank Guarantee @ 5% of the contract amount of the respective awarded work before signing of the agreement

8. NO COMMITMENT:

This RFP does not commit the DIRECTORATE OF URBAN DEVELOPMENT - HP to award a contract or to pay any costs incurred in the preparations or submission of proposals, or costs incurred in making necessary studies for the preparation thereof or to procure or contract for services or supplies. The DIRECTORATE OF URBAN DEVELOPMENT - HP reserves the right to reject any or all proposals received in response to this RFP and to negotiate with any of the bidders or other firms in any manner deemed to be in the best interest of the DIRECTORATE OF URBAN DEVELOPMENT - HP.

The DIRECTORATE OF URBAN DEVELOPMENT - HP reserves the right to negotiate and award only a portion of the requirements; to negotiate and award separate or multiple contracts for the elements covered by this RFP in any combination it may deem appropriate, at its sole discretion to add new considerations, information or requirements at any stage of the development, delivery, deployment process, including during negotiations with bidders; and reject proposal of any bidder that has previously failed to perform properly or in a timely manner contracts of a similar nature, or of a bidder that, in the opinion of the DIRECTORATE OF URBAN DEVELOPMENT - HP , is not in a position or is not sufficiently qualified to perform the contract.

This RFP contains no contractual proposal of any kind; any proposal submitted will be regarded as a proposal by the bidder and not as an acceptance by the bidder of any proposal by the DIRECTORATE OF URBAN DEVELOPMENT - HP. No contractual relationship will exist except pursuant to a written contract document signed by the authorized competent official of the DIRECTORATE OF URBAN DEVELOPMENT - HP

and by the successful bidder(s) chosen by the DIRECTORATE OF URBAN DEVELOPMENT - HP.

9. SIGNING OF AGREEMENT

The selected firm(s) will have to sign a Contract Agreement on non-judicial stamp paper of adequate denomination with DIRECTORATE OF URBAN DEVELOPMENT - HP within 7 days from Issuance of Letter of Award.

10. DEFAULT OF SERVICE

Deviation and/ or Refusal and/ or non-Performance towards in any of the obligations described in the Scope of Services, DIRECTORATE OF URBAN DEVELOPMENT - HP would reserve the right to forfeit the selected firm and would also have the right to terminate the agreement with the selected firm.

11. VALIDITY OF BID

Proposal shall remain valid for 120 days from the last date of submission of Proposal. A Proposal valid for a shorter period shall be rejected as non-responsive.

12. RIGHT TO REJECT ANY OR ALL PROPOSALS

Notwithstanding anything contained in this invitation document, DIRECTORATE OF URBAN DEVELOPMENT - HP reserves the right to accept or reject any Proposal and to annul this selection Process and reject all proposals, at any time without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof. DIRECTORATE OF URBAN DEVELOPMENT - HP also, reserves the right to reject any Proposal if:

- a. at any time, a material misrepresentation is made or uncovered, or
- b. the firm does not submit sufficient information as being asked for

13. LANGUAGE

The Proposal and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the formats provided in this invitation document

14: Schedule of Payment for Consultancy Services for Survey of urban homeless families under the Shelter for Urban Homeless (SUH-DAY-NULM)

Payment Schedule

Sr. No	Deliverable	Percentage of payment
1.	Submission of inception report (including detailed survey strategy and approach to identify Urban Homeless)	10%
2.	Conduct of survey for the identification of urban homeless along-with photographs.	30%
3.	Establishment of web enabled MIS system with 100 % data uploading of all the ULBs (cluster-wise) and computerization of canvassed survey schedules and submission of final report including Cluster wise analysis of data of identified urban homeless families/ persons.	40%
4.	On satisfactory completion of entire project work and handholding period of 60 days beyond project period/timelines. (Warranty Period)	20%
	Total	100%

Note:

- The consultant invoice will be supported by the Deliverable Schedule according to the time lines at each stage of payment, duly approved by the Director/ Executive Officer/ Secretary of concerned ULBs.
- The Payments under assignment shall be made on Lump sum fees quoted by the Winning Consultant and shall be based on the Fees quoted by winning Consultant on % of Project Cost.
- Contract Value is inclusive of all type of taxes.
- If any excess payment is made, the excess amount shall be recovered from the performance guarantee given by the Consultant / from its other contracts.
- The payment shall be released within 30 days from receipt of invoice from the Consultant subject to terms and conditions mentioned earlier in this contract.

14(A) PENALTY: DIRECTORATE OF URBAN DEVELOPMENT - HP shall deduct 1% of the work order value at each stage for delay of submission of reports beyond 3 weeks.

15. LATE SUBMISSION

Proposal received after the deadline for submission prescribed by The DIRECTORATE OF URBAN DEVELOPMENT - HP will not be entertained and be rejected.

16. MODIFICATIONS AND WITHDRAWAL OF PROPOSALS

No modifications to the Proposals shall be allowed once it is received by DIRECTORATE OF URBAN DEVELOPMENT - HP.

17. FRAUD AND CORRUPT PRACTICES

The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, the DIRECTORATE OF URBAN DEVELOPMENT - HP may reject a Bid without being liable in any manner whatsoever to the Bidder if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.

The following terms shall have the meaning hereinafter respectively assigned to them:

- a. "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process
- b. "fraudulent practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process
- c. "Coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the Bidding Process;
- d. "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the DIRECTORATE OF URBAN DEVELOPMENT - HP with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; and
- e. "restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Bidding Process

18. ACKNOWLEDGEMENT BY THE BIDDER

It shall be deemed that by submitting the Proposal, the bidder has:

- made a complete and careful examination of the RFP, general condition of contract, submission formalities and evaluation mechanism;
- received all relevant information requested from DIRECTORATE OF URBAN DEVELOPMENT - HP;
- acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in this invitation document or furnished by or on behalf of
- DIRECTORATE OF URBAN DEVELOPMENT - HP;

- satisfied itself about all matters, things and information necessary and required for submitting the proposal and performance of all of its obligations there under;
- acknowledged that it does not have a conflict of interest with any other Agencies/ Firm; and Agreed to be bound by the undertaking provided by it under and in terms hereof.

19. **FORFEIT OF BID SECURITY:**

Bid security amount will be forfeited if the bidder withdraws his bid before bid validity period or withdraws from the empanelling process after submitting his willingness to work at the lowest rates (Frozen Rates) or fails to enter into agreement.

The bid security amount will be returned to the empanelled consultant only after entering into agreement. The bid security amount of the bidders who do not accept to work at the lowest rates (Frozen Rates) and who are not technically qualified will be returned after completion of empanelment process.

20. **ENQUIRIES & CLARIFICATIONS**

Enquiries, if any, shall be addressed to:

State MISSION DIRECTOR, DAY-NULM
DIRECTORATE OF URBAN DEVELOPMENT
Palika Bhawan, Talland, Shimla
Himachal Pradesh- 171002

All clarifications that are received on or before the date mentioned above will be addressed by DIRECTORATE OF URBAN DEVELOPMENT - HP in a Pre-bid Meeting. DIRECTORATE OF URBAN DEVELOPMENT - HP shall aggregate and consider all such clarifications, without specifying the source of clarifications. Only in case of clarifications and suggestions that are considered positively requiring modifications to RFP, response will be communicated to all the Bidders who are present for the pre-bid meeting and entered their contact details in the 'Attendance Register for Pre-Bid Meeting'. No communications or reply will be sent to the concerned or all Bidders in case of repetition of clarifications.

FORM-1

FORMAT OF THE COVERING LETTER

(The Covering Letter is to be submitted by the Bidder in Cover-1 of the Bid - Printed on their respective Letter Heads)

Date:

Place:

To
The State Mission Director, DAY-NULM,
DIRECTORATE OF URBAN DEVELOPMENT
Palika Bhawan, Talland
Shimla - Himachal Pradesh
171002

Dear Sir,

Sub: **Empanelment for “GIS based survey of urban homeless population in Himachal Pradesh”**

Please find enclosed one (1) Original Copy of our Bid in respect of the Empanelment for implementing the **“GIS based survey of urban homeless population in Himachal Pradesh”** in response to the Request for Proposal (RFP) Document issued by DIRECTORATE OF URBAN DEVELOPMENT - HP, Govt. of Himachal Pradesh, dated _____.

We hereby confirm that:

- The Bid is being submitted by _____ (name of the Agency / Firm / NGO) who is the Bidder, in accordance with the conditions stipulated in the RFP.
- We have examined in detail and have understood the terms and conditions stipulated in the RFP Document issued by DIRECTORATE OF URBAN DEVELOPMENT - HP and in any subsequent communication sent by DIRECTORATE OF URBAN DEVELOPMENT - HP. We agree and undertake to abide by all these terms and conditions. Our Bid is consistent with all the requirements of submission as stated in the RFP or in any of the subsequent communications from DIRECTORATE OF URBAN DEVELOPMENT - HP.
- The information submitted in our Bid is complete, is strictly as per the requirements as stipulated in the RFP, and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Bid. We acknowledge that the DIRECTORATE OF URBAN DEVELOPMENT - HP will be relying on the information provided in the Bid and the documents accompanying such Bid for empanelment of Bidders for the aforesaid programme, and we certify that all information provided in the Application and in Forms 1 to 6 is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Bid are true copies of their respective originals.

- We acknowledge the right of the DIRECTORATE OF URBAN DEVELOPMENT - HP to reject our Bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
- We satisfy the legal requirements and meet all the eligibility criteria laid down in the RFP. We certify that we have not been blacklisted by any public authority for breach on our part.
- This bid is unconditional and we hereby undertake to abide by the terms and conditions of the RFP.
- We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in Clause 17 of the RFP document,

In witness thereof, we submit this Bid under and in accordance with the terms of the RFP document

For and on behalf of:

(Company Seal)

Signature :

Name :

Designation :

(Authorized Representative and Signatory)

FORM-2**DÉTAILS OF THE AGENCY / FIRM / NGO**

Agency / Firm / NGO Name	
Date of Inception	
Type of legal entity (Proprietor, Partnership, Pvt Ltd, Society etc)	
Name of Registering Authority	
Registration Number	
Whether any Legal/Arbitration /proceeding is instituted against or the Agency has lodged any claim in connection with works carried out by us	
Corporate office Address	
Name of the top executive with designation:	
*Certifications:	
*Awards & Recognitions:	
Telephone Number(s)	

E-mail Address	
GSTIN No:	
Sales Tax Number:	
PAN Number:	

For and on behalf of:

(Company Seal)

Signature :

Name :

Designation :

(Authorized Representative and Signatory)

FORM-3**LEGAL CONSTITUTION & NUMBER OF YEARS OF EXISTENCE**

Legal Constitution of Agency / Firm / NGO:

(Private Limited / Proprietorship/ Society etc.,)

Status / Constitution of the Firm:

Name of Registering Authority

Registration No.:

Date of Registration:

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 as given below:

Entity	Sub-standing Documents Required
Proprietorship Firm	<ul style="list-style-type: none"> • Certificate of the Proprietorship duly certified by a Chartered Accountant. • Copy of trade license / sales tax registration / IT registration
Provider ship Firm	<ul style="list-style-type: none"> • Registered Provider ship Deed / Certificate of the Provider ship duly certified by a Chartered Accountant
Private Limited Company	<ul style="list-style-type: none"> • Registration of Certificate and Memorandum & Articles of Association
Society/ Trust / Association	<ul style="list-style-type: none"> • Registration certificate & Bylaws of Society / Trust / Association

FORM-4**FINANCIAL STANDING - ANNUAL TURNOVER**

Certificate from the Statutory Auditor regarding Annual Turnover of the Bidder in the immediately preceding **3 Financial Years**, Based on its books of accounts and other published information authenticated by it, this is to certify that _____ (name of the Agency / Firm / NGO) had, over the last three Financial Years, an **Average** annual Total Turnover of Rs. _____ Lakhs, as per year-wise details noted below:

Financial year ending 31st March	Total Turnover (in Rs. Lakhs)
2014-15	
2015-16	
2016-17	

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 firm for the immediately preceding three financial years. In the case of Printed annual reports certification is not required.

In the event the financial statements for the year 2016-17 is un audited, Provisional financial statements duly certified by CA may be submitted

FORM -5

FINANCIAL PROPOSAL SUBMISSION LETTER (Online Only)

(The Covering Letter is to be submitted by the Bidder in Cover-2 of the Bid - Printed on their respective Letter Heads)

[Location, Date]

To: [Name and address of employer]

Dear Sir,

We, the undersigned, offer to provide the GIS based Survey of Homeless in accordance with your Request for Proposal dated [insert date] and our Technical Proposal. Our attached financial Proposal is as uploaded online. This amount is inclusive of GST and all other applicable taxes and is subject to deduction of TDS as per norms. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

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. before the date indicated in

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

For and on behalf of:

(Company Seal)

Signature :

Name :

Designation :

(Authorized Representative and Signatory)

FORM -6**FINANCIAL PROPOSAL FORM**

(To be placed in Cover-2 along with the Covering letter of Financial proposal)

(Amount in Rupees, inclusive of all applicable taxes) Online only

Sr. No	ULB	No.	Rate per ULB (inclusive of All applicable Taxes)	Total Amount (inclusive of All Applicable Taxes)
A	B	C	D	E (C x D)
1	Municipal Corporation	2		
2	Municipal Council	30		
3	Nagar Panchayat	22		
Total		54		

For and on behalf of:

Signature :

Name :

Designation :

(Authorized Representative and Signatory)

Company Seal

ANNEXURE-I**List of ULBs**

Sr. No.	Name of District	Name of ULB
1	Shimla	M. Corporation. Shimla.
2		Municipal Council, Rampur
3		Municipal Council, Theog
4		Municipal Council, Rohroo
5		Nagar Panchayat, Narkanda
6		Nagar Panchayat, Chopal
7		Nagar Panchayat, Kotkhai
8		Nagar Panchayat, Jubbal
9		Nagar Panchayat, Suni
10	Solan	Municipal Council, Solan
11		Municipal Council, Parwanoo
12		Municipal Council, Nalagarh
13		Municipal Council, Baddi
14		Nagar Panchayat, Arki
15	Nahan	Municipal Council, Nahan
16		Municipal Council, Paonta
17		Nagar Panchayat, Rajgarh
18	Mandi	Municipal Council, Mandi
19		Municipal Council, Sundernagar
20		Municipal Council, Nerchowk
21		Nagar Panchayat, Sarkaghat
22		Nagar Panchayat, Jogindernagar
23		Nagar Panchayat, Rewalsar
24		Nagar Panchayat, Karsog
25	Kullu	Municipal Council, Kullu
26		Municipal Council, Manali
27		Nagar Panchayat, Bhunter
28		Nagar Panchayat, Banjar
29	Una	Municipal Council, Una
30		Municipal Council, Santokgarh
31		Nagar Panchayat, Mehatpur
32		Nagar Panchayat, Daulatpur
33		Nagar Panchayat, Tahliwal
34		Nagar Panchayat, Gagret
35		Hamirpur
36	Municipal Council, Sujampur	
37	Nagar Panchayat, Nadaun	
38	Nagar Panchayat, Bhota	
39	Dharmshala	Municipal Corporation, Dharamshala
40		Municipal Council, Kangra
41		Municipal Council, Nurpur
42		Municipal Council, Palampur
43		Municipal Council, Nagrota
44		Municipal Council, Dehra
45		Municipal Council, Jawalamkuhi
46		Nagar Panchayat, Baijnath-Paprola
47		Nagar Panchayat, Jawali
48	Chamba	Municipal Council, Chamba
49		Municipal Council, Dalhousie
50		Nagar Panchayat, Chowari
51	Bilaspur	Municipal Council, Bilaspur
52		Municipal Council, Nainadevi ji
53		Municipal Council, Ghumarwin
54		Nagar Panchayat, Talai