

# **Technical Bid for Cluster - 1**

**REQUEST FOR PROPOSAL (RFP) THROUGH E-TENDERING  
For  
SURVEY OF STREET VENDORS, PREPARATION OF CITY  
STREET VENDING PLAN (CSVP) AND DETAILED  
IMPLEMENTATION PLAN (DIP) FOR INFRASTRUCTURE  
IMPROVEMENT PROJECTS Etc. UNDER SUPPORT TO URBAN  
STREET VENDORS (SUSV) COMPONENT OF DEENDAYAL  
ANTYODAYA YOJANA-NATIONAL URBAN LIVELIHOOD  
MISSION (DAY-NULM) FOR 30 CITIES/ULB  
OF UTTAR PRADESH**

*(RFP in accordance with Amended Operational guidelines of SUSV component of National Urban Livelihoods Mission (DAY-NULM) issued by MoHUPA, Govt of Uttar Pradesh vide O.M. No. K-14012/14/2016-UPA/FTS-163203 dated 18.02.2016 based on Street Vendors (Protection of Livelihoods and Regulation of Street Vending) Act 2014.*

**State Urban Livelihood Mission (SULM), Uttar Pradesh  
(State Urban Development Agency (SUDA), UP)**

7/23, Sector 7, Gomti Nagar Extension, Lucknow – 226 010

Website: <http://www.sudaup.org>

**-E-TENDER NOTICE-**

**INVITING REQUEST FOR PROPOSALS (RFP) THROUGH E-TENDERING FOR SURVEY OF STREET VENDORS, PREPARATION OF CITY STREET VENDING PLAN AND DETAILED IMPLEMENTATION PLAN FOR INFRASTRUCTURE IMPROVEMENT PROJECTS ETC. UNDER SUPPORT TO URBAN STREET VENDORS (SUSV) COMPONENT OF DEENDAYAL ANTYODAYA YOJANA-NATIONAL URBAN LIVELIHOOD MISSION (DAY-NULM) IN 30 CITIES/ULB OF UTTAR PRADESH**

**RFP No-: 657-A/241/NULM/Teen/2017-18(SUSV-Tender)**

	Particular	Details
1	Name of the Client inviting RFP	Mission Director, State Urban Livelihood Mission (SULM), U.P.
2	Name of the Assignment	Consultancy Services/Work for Survey of Street Vendors, Preparation of City Street Vending Plan and Detailed Implementation Plan for Infrastructure Improvement Projects etc. under Support to Urban Street Vendors (SUSV) component of Deendayal Antyodaya Yojana-National Urban Livelihood Mission (DAY-NULM) in 30 Cities/ULB of Uttar Pradesh
	Participating Agencies must fulfill the following pre-requisites:	<ul style="list-style-type: none"> <li>i. The consultancy/Agency must have been in operation in India for at least 3 years. Proof of registration as a legal entity must be submitted.</li> <li>ii. Average annual turnover of consultants/agencies for the last three financial years should be equal to or greater than <b>Rs. 50 lakh</b>.</li> <li>iii. The Consultancy/Agency should have experience of working with <b>minimum one assignments</b> on subject of (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, House Tax Survey and survey's done of similar nature) in the last five years.</li> <li>iv. The Consultancy/Agency must be recognized by Income Tax/GST Act.</li> <li>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 &amp; State) agencies may also apply if they fulfill above eligibility details.</li> <li><b>vi. The consultancy firm/agency already working with SUSV component of NULM cannot apply under this RFP/Bid.</b></li> </ul> <p><b>Note: Proposals without these documents will be treated as ineligible</b></p>

3	Date of Issue of RFP	15.05.2018
4	Availability of RFP Document:	15.05.2018, 6:00 pm (download from website: <a href="http://www.sudaup.org">www.sudaup.org</a> & <a href="https://etender.up.nic.in">https://etender.up.nic.in</a> )
5	Last date and time for uploading of RFP by Bidders	13.06.2018, 3:00 PM
6	Date of opening Technical Bid	15.06.2018, 11:00 AM
7	RFP Cost	Interested bidders uploaded scan copy their proposals along with a non-refundable Demand Draft of Rs.10,000/- (Rupees Ten thousand only) drawn in favor of Mission Director, State Urban Livelihood Mission, Uttar Pradesh payable at Lucknow, towards the cost of RFP Document. No liability will be accepted for downloading the incomplete document.
8	Earnest Money Deposit (EMD)	Rs 1,00,000/- (Rupees One Lakh only) in the form of refundable Demand Draft from any Nationalized Bank in favor of "Mission Director, State Urban Livelihood Mission, Uttar Pradesh" payable at Lucknow, to be uploaded scan copy along with the proposal.
9	For any further information Contact to	State Urban Livelihood Mission (SULM)- SUDA, UP, Uttar Pradesh, 7/23, Sector 7, Gomti Nagar Extension, Lucknow – 226 010
10	Uploading of Proposal	Bidders may contact to local NIC or U.P. Electronics Corporation Limited, 10, Ashok Marg, Lucknow-226001 for registration of e-tendering & applying process.
11	Address for Submission of Original DD of RFP Cost & EMD	<ul style="list-style-type: none"> <li>i. Bidders are requested to submit their original DD of RFP Cost &amp; EMD in the drop box through only special messenger on or before last date at 3:00 PM.</li> <li>ii. Without original DD of RFP Cost &amp; EMD proposal shall not be considered for empanelment.</li> <li>iii. Drop box facility will be available on working days (Monday to Friday) between 10:00am to 05:00pm.</li> <li>iv. Mission Director, State Urban Livelihood Mission (SULM)-SUDA, UP, 7/23, Sector 7, Gomti Nagar Extension, Lucknow – 226 010</li> </ul>
12	<b>Proposals uploaded without scan copy of cost of RFP &amp; EMD, will be rejected.</b>	
13	Mission Director, SULM, U.P. reserves the all right to accept or reject any or all proposals without incurring any obligation to inform the affected applicant/s. The proposals will be evaluated based on the information provided by the applicants and the evaluation will be done as per detailed criteria mention in RFP Document.	
	<b>Mission Director/Director, SULM-SUDA, U.P.</b>	

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**KEY DATES**

<b>RFP TITLE:</b>	Consultancy Services/work for Survey of Street Vendors, Preparation of City Street Vending Plan and Detailed Implementation Plan for Infrastructure Improvement Projects etc. under Support to Urban Street Vendors (SUSV) component of Deendayal Antyodaya Yojana-National Urban Livelihood Mission (DAY-NULM) in 30 Cities/ULB of Uttar Pradesh
<b>RFP NO.:</b>	<b>657-A/241/NULM/Teen/2017-18(SUSV-Tender)</b>
<b>DATE OF ISSUE:</b>	15/05/2018
<b>AVAILABILITY OF RFP DOCUMENT:</b>	15.05.2018, 6:00 pm (download from website: <a href="http://www.sudaup.org">www.sudaup.org</a> & <a href="https://etender.up.nic.in">https://etender.up.nic.in</a> )
<b>DATE OF PRE-BID MEETING</b>	30/05/2018, 12:00 PM at Meeting hall of SUDA, UP, 7/23, Sector 7, Gomti Nagar Extension, Lucknow – 226 010
<b>LAST DATE AND TIME FOR UPLODING OF RFP BY BIDDER</b>	13/06/2018, 3:00 PM Bidders may contact to local NIC or U.P. Electronics Corporation Limited, 10, Ashok Marg, Lucknow-226001 for registration of e-tendering & applying process.
<b>Date of opening Technical Bid</b>	15-06-2018, 11:00 AM
<b>ADDRESS FOR SUBMISSION OF RFP COST &amp; EMD IN ORIGINAL DD</b>	<ol style="list-style-type: none"> <li>I. Bidders are requested to submit their original DD of RFP Cost &amp; EMD in the drop box through only special messenger on or before last date at 3:00 PM.</li> <li>II. Without original DD of RFP Cost &amp; EMD proposal shall not be considered for empanelment.</li> <li>III. Drop box facility will be available on working days (Monday to Friday) between 10:00am to 05:00pm.</li> <li>IV. Mission Director, State Urban Livelihood Mission (SULM)-SUDA, UP, 7/23, Sector 7, Gomti Nagar Extension, Near U.P. Dial 100/Mother &amp; Child Referral Hospital,Lucknow – 226 010</li> </ol>

## Letter of Invitation

1. Mission Director, SULM, UP invites proposals to provide Consulting Services/work for Survey of Street Vendors Preparation of City Street Vending Plan and Detail Implementation Plan for Infrastructures Projects etc. of the under Support to Urban Street Vendors (SUSV) component of Deendayal Antyodaya Yojana-National Urban Livelihood Mission (DAY-NULM) in 30 Cities/ULB of Uttar Pradesh. Detailed Scope of Work is provided in the Terms of Reference (ToR).
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:
  - i. Letter of Invitation
  - ii. Data Sheet and Instructions to Agency, see Annexure A
  - iii. Instructions to Bidders
  - iv. Technical Proposal, for Standard Forms see Annexure B
  - v. Terms of Reference (ToR), see Annexure C
  - vi. Financial Proposal, for Standard Form 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 upload following scan documents along with their proposals:-
  - i. Document Fee (Non-Refundable) of Rs. 10000.00 (Ten Thousand)
  - ii. Earnest Money Deposit (EMD)/ Bid Security (Refundable) of Rs. 1,00,000.00 (One Lakh only)
  - iii. Copy of certificate of Incorporation/Registration Certificate
  - iv. Audited Statement of last 3 years (2014-15, 2015-16, 2016-17) to be enclosed along with ITR
  - v. Certificate/Work order/MOU from employer regarding experience should be furnished.
  - vi. Qualification and Experience of Team Leader & Other Key Professionals CVs.
  - vii. Financial Proposal

**Mission Director/Director  
SULM-SUDA, UP**

### **Instructions to Consultants for participation in e-Tendering**

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

#### **E-Tendering :**

- For participation in e-tendering, it is mandatory for prospective bidders to get registration on website [www.etender.up.nic.in](http://www.etender.up.nic.in). Therefore, it is advised to all prospective bidders to get registration at the earliest.
- All tender documents can be downloaded from the website [www.etender.up.nic.in](http://www.etender.up.nic.in)
- As per the directions of the Controller of Certifying Authorities, Ministry of Communication and Information Technology, Government of India, a class III digital certificate shall be required to bid for all tenders solicited electronically. If the bidder does not have such a certificate, it may be obtained from any of the registering authorities or certification authorities mentioned on [http://cca.gov.in/cca/?q=licensed\\_ca.html](http://cca.gov.in/cca/?q=licensed_ca.html). Or through UP Electronics Corporation, Lucknow. Kindly note that it may take a few business days for the issue of a digital certificate. Bidders are advised to plan their time accordingly. State Urban Development Agency shall bear no responsibility for accepting bids which are delayed due to non-issuance or delay in issuance of such digital certificate.
- If bidder is bidding first time for e tendering, then it is obligatory on the part of bidder to fulfill all formalities such as registration, obtaining Digital Signature Certificate etc. well in advance.
- Bidders are requested to visit our e-tendering website regularly for any clarifications and/or due date extension or corrigendum.
- Bidder must positively complete online e-tendering procedure at [www.etender.up.nic.in](http://www.etender.up.nic.in)
- State Urban Development Agency shall not be responsible in any way for delay/difficulties/inaccessibility of the downloading facility from the website for any reason whatsoever.
- The bidder who so ever is submitting the tender by his Digital Signature Certificate shall invariably upload the scanned copy of the authority letter and also submit the hard copy of the authority letter with the document fees & EMD in drop box.  
Apart from uploading e-tender on website, bidder must submit separate envelopes of
- RFP Document Fees (Demand Draft) of Rs. 10,000/- (Ten Thousand Only) and EMD (Demand Draft) of Rs. 1,00,000/- (Rs. One Lakh Only), Authority Letter to Sign on behalf of Consultant, Authority Letter for use of Digital Signature, etc in an envelope before last date of submission of online bid. The prospective bidders will upload scanned self-certified copies of requisite documents as required in e-tendering process.

#### **Technical bid**

Bidders must positively complete online e-tendering procedure at [www.etender.up.nic.in](http://www.etender.up.nic.in) They shall have to submit the documents as prescribed in the RFP online in the website.

#### **Price bid**

Bidder must submit the Price 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 price of technically qualified bidder shall be opened online at the notified date. The bidder can view the price bid opening date by logging into web-site. The financial bid will be opened only after completing technical evaluation and scoring.

- On the due date of e-tender opening, the technical bid of bidders and EMD and tender fee, will be opened first. SUDA reserves the right for extension of due date of opening of technical bid.

- SUDA reserves the right to accept or reject any or all tenders without assigning any reason what so ever.
- Any change/modifications/alteration in the RFP by the Bidder shall not be allowed and such tender shall be liable for rejection.

For amendment, if any, please visit [www.etender.up.nic.in](http://www.etender.up.nic.in) web site regularly. In case of any bid amendment and clarification, the responsibility lies with the bidders to note the same from web site of SUDA or [www.etender.up.nic.in](http://www.etender.up.nic.in). SUDA shall have no responsibility for any delay/omission on part of the bidder.

### Annexure A: Data Sheet

1	<b>Name of the Client:</b> Mission Director, State Urban Livelihood Mission (SULM)-SUDA, Uttar Pradesh, 7/23, Sector 7, Gomti Nagar Extension, Lucknow – 226 010
2	<b>Title of Consulting Service/Work:</b> Survey of Street Vendors, Preparation of City Street Vending Plan and Detailed Implementation Plan for Infrastructure Improvement Projects etc. under Support To Urban Street Vendors (SUSV) component of Deendayal Antyodaya Yojana-National Urban Livelihood Mission (DAY-NULM) in 30 Cities/ULB of Uttar Pradesh
3	<b>Method of selection: Least Cost Selection (LCS) method</b>
4	<b>Client Representative:</b> Mission Director, State Urban Livelihood Mission (SULM)-SUDA, UP, 7/23, Sector 7, Gomti Nagar Extension, Lucknow – 226 010
5	<b>Cluster to be applied for Survey of Street Vendors, preparation of CSVP &amp; DIP:</b> Cluster list given in 10 no. point of Instructions to Bidders.
6	<b>Date of Pre-Bid Meeting -30/05/2018, 11:00 am</b> At Meeting Hall of SUDA, UP, 7/23, Sector 7, Gomti Nagar Extension, Near U.P. Dial 100/Mother & Child Referral Hospital, Lucknow – 226 010
7	<b>Technical proposal should be uploaded the scan copy of original proposal and legal documents on stamp papers should be both side scanned ): Yes</b>
8	<b>Financial Proposal to be uploaded together with Technical Proposal: Yes</b>
9	<b>The Agency must uploaded the scan copy of original all Technical and Financial proposal.</b>
10	Proposals must remain valid for 180 days after the submission date.
11	<b>A scan copy of non-refundable RFP Cost should be uploaded with Technical Proposal: Yes</b> <b>RFP Cost :</b> Interested bidders uploaded scan copy their proposals along with a non-refundable Demand Draft of Rs.10,000/- (Rupees Ten thousand only) drawn in favor of Mission Director, State Urban Livelihood Mission, Uttar Pradesh payable at Lucknow, towards the cost of RFP Document. No liability will be accepted for downloading the incomplete document.
12	<b>A scan copy of Earnest Money Deposit (EMD) should be uploaded with Technical Proposal: Yes</b> <b>Earnest Money Deposit (EMD) :</b> Rs 1,00,000/- (Rupees One Lakh only) in the form of refundable Demand Draft from any Nationalized Bank in favor of "Mission Director, State Urban Livelihood Mission, Uttar Pradesh" payable at Lucknow, UP to be uploaded scan copy along with the proposal.
13	The Agency is required to include with its proposal written confirmation of authorization to sign on behalf of the Agency : Yes



14	<p><b>Bidders Eligibility Criteria:</b> Applicable</p> <ol style="list-style-type: none"> <li>I. The consultancy/Agency must have been operation in India for at least 3 years. Proof of registration as a legal entity must be submitted.</li> <li>II. Average annual turnover of consultants/agencies for the last three financial years should be equal to or greater than Rs. 50 lakh.</li> <li>III. The Consultancy/Agency should have experience of working with minimum one assignments on subject of (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, House Tex Survey and survey's done of similar nature) in the last five years.</li> <li>IV. The Consultancy/Agency must be recognized by Income Tax/Service Tax Act.</li> <li>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 &amp; State) agencies may also apply if they fulfill above eligibility details.</li> <li>VI. <b>The consultancy firm/agency already working with SUSV component of NULM cannot apply under this RFP/Bid.</b></li> </ol>
15	<p><b>Proposals must be uploaded before the following date : 13/06/2018, 3:00 PM</b></p>
16	<p><b>Address for Submission of Original DD of RFP Cost &amp; EMD:</b></p> <ol style="list-style-type: none"> <li>I. Bidders are requested to submit their original DD of RFP Cost &amp; EMD in the drop box through only special messenger on or before last date at 3:00 PM.</li> <li>II. Without original DD of RFP Cost &amp; EMD proposal shall not be considered for empanelment.</li> <li>III. Drop box facility will be available on working days (Monday to Friday) between 10:00am to 05:00pm.</li> <li>IV. Mission Director, State Urban Livelihood Mission (SULM)-SUDA, UP, 7/23, Sector 7, Gomti Nagar Extension, , Near U.P. Dial 100/Mother &amp; Child Referral Hospital, Lucknow – 226 010</li> </ol>
17	<p>A Performance Bond in the form of Bank Guarantee is to be submitted by the cluster wise winning Bidder upon signing of contract. Amount will be 5% of the contract value; this may be provided as 100% Bank Guarantee.</p>
18	<p><b>Currency for Proposals:</b> Indian Rupee</p>
19	<p><b>Expected date for public opening of Financial Proposals:</b> will be intimated by SULM-SUDA, UP to the qualified bidders.</p>
20	<p><b>Expected date for commencement of services/work:</b> (within 15 days of signing the agreement.</p>
21	<p>The proposals will be evaluated based on the information provided by the applicants. The evaluation will be done as per detailed criteria mentioned in RFP Documents.</p>

## Instructions to Bidders

### 1. Introduction

- 1.1 The Agency/Consultants are invited to upload 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 Agency/Consultants 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 Agency declared ineligible by the Government of India or Government of Uttar Pradesh shall be ineligible to provide consulting services under the project.

### 1.5 Number of Proposals

- 1.5.1 Agency can upload only one proposal.
- 1.5.2 **Agency may apply maximum up to 2 Cluster as mentioned in 10 no. point (cluster list given) of Instructions to Bidders.**
- 1.5.3 Empanelled Agency can be allotted more than 2 Cluster on the basis of project requirement of SULM-SUDA, UP.

## 2 Clarifications of RFP Documents

- 2.1 Agency/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 upload/submission of Proposals, the City Project Officer, City Mission Management Unit (CMMU) may amend the RFP by issuing an addendum in writing, including by standard electronic means.

## 3. Preparations of Proposals

- 3.1 The Proposals and all related correspondences exchanged between the Agency/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 Agency/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 uploading/submission of Proposal

**4.1** These instructions should be read in conjunction with information specific to the consulting services/work contained in the Covering Letter, Data Sheet, and Instructions to Bidders for participation in Tendering and accompanying documents.

**4.2 Proposals must be uploaded before the deadline specified in the Data Sheet/Key Dates. Original DD of RFP cost & EMD 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 Uploading/Submission of Proposals

4.3.1 **The proposal should be as per the prescribed format as given in the RFP Document. Bidders shall upload their proposals through contacting to Local NIC or U.P. Electronics Corporation Limited, 10, Ashok Marg, Lucknow-226001 for registration of e-tendering process.**

4.3.2 **The proposal must be uploaded before the last date and time mentioned in RFP. SULM-SUDA, UP, will not be responsible for any delay/technical error.**

#### 4.4 Format and signing of Proposals

4.4.1 **All Technical & Financial Proposals shall be uploaded in specified technical & financial formats available in RFP only along with photo copy of DD for Cost of RFP & EMD.**

4.4.2 **Original DD of RFP cost & EMD must be submitted to the address specified on the Data Sheet and delivered on or before the time specified in the Data Sheet.**

4.4.3 **Without original DD of RFP Cost & EMD proposal shall not be considered for empanelment.**

4.4.4 The Technical & Financial proposal shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Agency. 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. All pages of the Proposal, except cover page and printed literature, shall be signed or initialed by the person signing the Proposal.

4.4.5 Any interlineations, erasures, or overwriting shall be valid only if signed or initialed by the person signing the Proposal.

4.4.6 **All bids must contain original DD of RFP cost & EMD shall be sealed in an envelope. This envelope shall be sealed, and signed over the seal, and will be clearly labeled with:**

**1. Title of Consulting Services:** “Consultancy Services/Work for Survey of Street Vendors, Preparation of City Street Vending Plan and Detailed Implementation Plan for Infrastructure Improvement Projects etc. under Support to Urban Street Vendors (SUSV) component of DAY-NULM in 30 Cities/ULB of Uttar Pradesh”.

**2. RFP Number:** .....

**3. Applying Cluster No:** 1

**4. Date of submission of original DD of RFP cost & EMD: .....**

**5. Name & Address of the Agency: .....**

**4.5 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;

**4.6** 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.

**4.7 Financial Proposal (See Annexure D)**

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

**4.8 Submission Instructions**

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

4.8.2 The Agency/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.

**4.9 Proposal Validity**

4.9.1 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.

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

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

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

## 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 on the following parameters mentioned below:

Sl. No.	Criteria of evaluation of technical proposal	Maximum Marks	Marks to be awarded
	<b>1. Number of years of existence in Consultancy/Agency</b> (The consultancy/Agency must have its operation in India for at least 3 years. Proof of registration as a legal entity must be submitted.) Fill Form-2	<b>20</b>	
a)	>3 to 5 years		10
b)	>5 to 10 years		15
c)	more than 10 years		20
	<b>2. Average audited annual turnover of last 3 financial years</b> (Average annual turnover of consultants/agencies for the last three financial years should be equal to or greater than Rs. 50 lakh. Please provide certified copies of Audited Financial Statements of the organization/agency for over the last three Financial Years.) Fill Form-3	<b>20</b>	
a)	>50 lakh to 1 crore		10
b)	>1 crore to 1.5 crore		15
c)	>1.5 crore		20
	<b>3. Previous Experience of Proposer Bidder-</b> The Consultancy/Agency should have experience of working with minimum one assignments on subject of (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, House Tex Survey and survey's done of similar nature) in the last five years. Fill Form-4	<b>30</b>	
a)	1 similar assignments		22
b)	2 similar assignments		27
c)	3 similar assignments to >3 similar assignments		30
	<b>4. Qualification and Experience of Team Leader &amp; Other Key Professionals</b> Fill Form-5 & 6	<b>30</b>	
a)	Team Leader/ Urban Development Specialist (minimum 10 years working experience)	<b>5</b>	
	10 years - 12 years		3
	>12 years		5
b)	MIS expert (minimum 05 years working experience)	<b>5</b>	

Sl. No.	Criteria of evaluation of technical proposal	Maximum Marks	Marks to be awarded
	5 years - 7 years		3
	>7 years		5
c)	Social Development Specialist (minimum 05 years working experience)	<b>5</b>	
	5 years - 7 years		3
	>7 years		5
d)	GIS Expert (minimum 05 years working experience)	<b>5</b>	
	5 years - 7 years		3
	>7 years		5
e)	Project Engineer/Infrastructure Specialist (minimum 05 years working experience)	<b>5</b>	
	5 years - 7 years		3
	>7 years		5
f)	Capacity Building /Training/Site Coordinator (minimum 05 years working experience)	<b>5</b>	
	5 years - 7 years		3
	>7 years		5
	<b>TOTAL</b>	<b>100 marks</b>	

5.1.3 The bidders, whose proposal secures the minimum qualifying technical score of **60 marks** during the technical evaluation stage, will be eligible for empanelment by CMMU-DUDA. The bidders are directed to furnish the required information on the prescribed format as mentioned in the RFP. Any deviation to the above instruction, results in outright rejection of the proposal.

#### 5.1.4 Proposed Evaluation Committee

Sl. No.	Members	Designation
1	Mission Director/Director, SULM/SUDA, UP	President
2	Additional Director, SUDA, UP	Member
3	Finance Controller, SUDA, UP	Member
4	NULM In charge Officer	Member Convener
5	State Mission Manager (SUSV), SULM, UP	Member

## 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 technical eligibility criteria.

- 5.2.2 The SULM-SUDA, UP 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 technical eligibility criteria.
- 5.2.4 A Technical Proposal may not be considered for evaluation in any of the following cases. if:
- (i) the Agency/Consultant who that uploaded the Proposal failed to make a proper statement to that effect in the cover letter ; or
  - (ii) the Agency/Consultant who that uploaded the Proposal was found not to be legally incorporated or established in India; or
  - (iii) the Technical Proposal was uploaded in the wrong format;
- 5.2.5 After the technical evaluation is completed, the SULM-SUDA, UP shall notify consultants whose Proposals do not meet the minimum qualifying technical eligibility criteria or the consultants whose Technical Proposals were considered non-responsive to the RFP requirements, indicating that their Financial Proposals will not be downloaded from e-tender website & stands automatically rejected. The SULM-SUDA, UP shall simultaneously notify, in writing to the consultants whose Technical Proposals qualify 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 qualified of each Technical Proposal that meets the minimum qualifying technical eligibility criteria will be read out aloud.
- 5.3.1.3 Each Financial Proposal will be checked to confirm that it has remained sealed and unopened.
- 5.3.1.4 The SULM-SUDA, UP representative will open the financial proposal of only qualified technical Proposal. Such representative will read out aloud the name of the Agency/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 opened publicly and read out; and the lowest priced bidder can be invited for contract negotiations. The SULM-SUDA, UP reserves the right to award/ the assignment to the bidder quoting lowest price.
- 5.4.2 Agency/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 SULM-SUDA, UP will not be permitted to seek clarification or additional information from any

Agency/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 SULM-SUDA, UP will issue Letter of Intent (LoI) in favour of bidder who has offered lowest price after approval of State Level Project Sanctioning Committee at SULM level. A Letter of Award (the "LoA") shall be issued, in duplicate, by SULM-SUDA, UP 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, the selected applicant shall execute the agreement within the period of 15 days from the date of issuance of LoA. The Agreement will be executed separately for all cities as specified in different clusters in the RFP.

## **8. Property Data**

- 8.1 All documents and other information provided by City Mission Management Unit/DUDA/SULM, UP or submitted by the applicant to City Mission Management Unit/DUDA/SULM, UP shall remain or become the property of City Mission Management Unit/DUDA/SULM, UP. All information collected, analyzed, processed or in whatever manner provided by the agency to City Mission Management Unit/DUDA/SUDA, UP in relation to the Consultancy shall be the property of City Mission Management Unit/DUDA/SULM, UP.

## **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 of concerned city, 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 concerned city only.



**10. Cluster to be applied for survey of street vendors, preparation of CSVP & DIP:**

<b>Cluster No.</b>	<b>Divisions</b>	<b>Sl. No.</b>	<b>Districts</b>	<b>Sl. No.</b>	<b>Cities/ULBs</b>	<b>City Status</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>1</b>	Agra Division	1	Firozabad	1	Sikohabad (NPP)	Non DHQ City
		2	Mainpuri	2	Mainpuri (NPP)	DHQ City
	Aligarh Division	3	Etah	3	Etah (NPP)	DHQ City
		4	Hathras	4	Hathras (NPP)	DHQ City
		5	Kasganj	5	Kasganj (NPP)	DHQ City
	Moradabad Division	6	Rampur	6	Rampur (NPP)	DHQ City
		7	Sambhal	7	Chandausi (NPP)	Non DHQ City
	Meerut Division	8	Baghpat	8	Baraut (NPP)	Non DHQ City
		9	Bulandshahar	9	Khurja (NPP)	Non DHQ City
		10	Ghaziabad	10	Modinagar (NPP)	Non DHQ City
	Saharanpur Division	11	Shamli	11	Shamli (NPP)	DHQ City

**Annexure B : Technical Proposal Submission Forms**

**Format 1: Covering Letter**

[Location, Date]

To: [Name and address of Client]

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 uploading our Proposal, which includes this Technical & Financial Proposal.

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/work 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**

<b>Organization Name:</b>	
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:

(Agency 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 Total turnover of the organization is Rs. 50 lakh for the last 3 financial year ending of month 31<sup>st</sup> march 2017.

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:

<b>Financial Year ending 31st March</b>	<b>Total Turnover (In Rs. Lakhs)</b>
2014-15:	
2015-16:	
2016-17:	
Total	

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 Organisation: \_\_\_\_\_

Note :

Please provide self-attested copies of Work orders or Assignment agreement/MoA/MoU (clearly mention assignment name, year and agency name).

**Format 5 : Curriculum Vitae (CV) for Proposed Experts**

**Proposed Position..... [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.]

.....

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]

Date:

Place:

**Format 6 : Expert Team and Summary of CV Information**

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

Authorized Signatory [In full initials and Seal]: \_\_\_\_\_

Name of the Organization: \_\_\_\_\_

## Annexure C: Terms of Reference

### 1 Project Background

The recently launched Deendayal Antyodaya Yojna-National Urban Livelihood Mission (DAY-NULM) aims to promote sustainable development of the large informal and unorganized workforce in the urban areas. DAY-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 City Mission Management Unit/DUDA/Nagar Palika Parishad for Survey of Street Vendors, Preparation of City Street Vending Plans and Detail Implementation Plan for Infrastructure improvement projects. The brief description of the tasks to be undertaken in this project is listed as below:

**1.1 All activities shall be done in accordance with the provisions of the Street Vendors (Protection of Livelihood & Regulation of Street Vending) Act 2014, UP Scheme for Street Vendors 2016 and UP Street Vendors (Protection of Livelihood and Regulation of Street Vending) Rules 2017 and operational Guidelines of Support to Urban Street Vendors (SUSV) under DAY-NULM issued by MoHUPA, Government of India and directions issued by the State Government from time to time.**

### 2 Survey & Identification of Street Vendors

The first and foremost task is to identify and profile the street vendors. Street vendors in City 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 include 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, the Street Vendors' (Protection of Livelihood and Regulation of Street Vending) Act 2014, the Uttar Pradesh Scheme for Street Vendors 2016 and the Uttar Pradesh Street Vendors (Protection of Livelihood and Regulation of Street Vending) Rules, 2017.
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 for the vendors.
3. Identification of vending zones operating on time-sharing basis as well as weekend market zones
4. Work out the holding 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. The survey shall be conducted zone, ward or market wise in the form prescribed in the rules and all the data shall be stored digitally.

### **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/vending 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 Registration certificates & ID cards for Street vendors**

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

1. Format preparation for Registration Certificates & ID cards to print
2. Verify the correctness of data
3. Print Street Vendor Registration Certificates & Photo ID cards.

Such identity card and the certificates of vending shall be given to the street vendors after approval and in the manner prescribed by the Competent Authority (Town vending Committee) and ULB/CMMU/DUDA/SULM-SUDA, UP.

### **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 developed 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 prescribed in the schemes or rules.

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.

Every street vendor to whom the certificate of vending has been issued shall be given an identity card in the prescribed format. A data base of all registered street vendors will be maintained by

the Town vending committee. 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.

### **3.7 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.

### **3.8 Linkages with Aadhar no.**

All details recording street vendors surveyed shall be linked with their Aadhar nos positively. If any vendor is not having his Aadhar number. The consultant shall facilitate in enrolment of Aadhar.

## **4. Preparation of City Street Vending Plan**

- (1) The consultant has to prepare city Street vending plan as per the provisions of the Street Vendors (Protection of livelihood and Regulation of Street Vending) Act, 2014 the Uttar Pradesh (Protection of livelihood and Regulation of Street Vending) Rules, 2017 and the Uttar Pradesh Scheme for Street Vendors 2016.
- (2) The plan shall be prepared to promote the vocation of street vendors covering the matters contained in the First Schedule of the Act 2014.
- (3) 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 Vendor's representatives and other relevant stakeholders.
- (4) 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.
- (5) 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 digitized or non-digitized map of vending activities, vending trades and existing markets at ward or zone level.

- (6) **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.
- (7) The plan for street vending shall be put up to the ULB through CMMU for approval of the State Government.

## 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 DAY-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.

DIP for creation of food streets farmers' markets night market and other such specialized/theme based markets may also be developed.

*DIP must be submitted to the State Level Project Sanctioning Committee of SULM, UP 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	Conduct of Survey for Identification and enlisting of Street Vendors	2 set of hard copies & 2 set of soft copies	End of Week 9
2	Bio-metric survey, capturing photographs,	2 set of hard copies, along	End of

	preparation of Vendors Identity Cards, linkage with Aadhar no. of the vendors and GIS mapping of the existing Vendors.	with all details & 2 set of soft copies	Week 8
3	Draft City Street Vending Plan submission to CMMU/DUDA	2 hard copies & 2 set of soft copies	End of Week 22
4	Final City Street Vending Plan submission for approval by State Level Project Sanction Committee (with recommendation of TVC & ULB board)	3 hard copies & 3 set of soft copies	End of Week 26
5	Draft Detailed Infrastructure Plan (DIP) submission for approval by State Level Project Sanction Committee (with recommendation of TVC/ULB)	2 hard copies & 2 set of soft copies	

Above given time schedule shall be strictly adhered to. In case of any delay City Project officer 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	Qualifications and Skills	Experience
1	Team Leader/ Urban Development Specialist	<ul style="list-style-type: none"> <li>Masters or equivalent in planning/ engineering/economics/ other relevant disciplines</li> <li>Sound knowledge of urban development issues</li> </ul>	Sector experience of more than 10 yrs and experience of project management of similar projects of at least 5 years
2	MIS expert	<ul style="list-style-type: none"> <li>Degree in Computer Science/MCA</li> <li>Expertise in statistical analysis and software development/ MIS applications</li> </ul>	At least 5 years experience
3	Social Development Specialist	<ul style="list-style-type: none"> <li>Degree or equivalent in social development discipline</li> <li>Sound understanding on issues of urban poor</li> </ul>	At least 5 years working experience with urban poor and community development
4	GIS expert	<ul style="list-style-type: none"> <li>Masters or equivalent degree in Geo-informatics</li> <li>Knowledge and experience in GIS mapping</li> </ul>	At least 5 years experience
5	Project Engineer/ Infrastructure Specialist	<ul style="list-style-type: none"> <li>Degree in Civil Engineering</li> <li>Sound knowledge of municipal services network, design norms, contracting</li> </ul>	At least 5 years experience in Project engineering.
6	Capacity Building /Training/Site	<ul style="list-style-type: none"> <li>Bachelors/Masters in Urban Planning / Social science</li> <li>Good understanding of surveys and</li> </ul>	5 years experience of working on urban projects.

	Coordinator	experience in data collation and analysis • Good communication and networking skills	
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The persons whose CVs are proposed in the bid shall not be allowed to change. In case of any urgency, City Project Officer/Project Officer, CMMU/DUDA may consider request of the bidder.

## 8 Working arrangements

### 8.1 Management and counterpart staff -

The assignment will be contracted by the City Project Officer CMMU. He will ensure the support of government officials, parastatal agencies wherever necessary.

### 8.2 Items to be provided by the Client

City Mission Management Unit/DUDA will:

- a. Designate an "Officer-in charge" responsible for management and coordination of consultants.
- b. Support in constitution of Town Vending Committee.
- c. Nominate officers from relevant sections of the agency to participate in the process of stakeholder consultation and CSVP preparation etc.
- 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

**All payments shall be made at the City level after verification by the District Magistrate and the Project Officer.**

Sr. No.	Deliverable	Percentage of payment
1	<b>Conduct of Survey for Identification and enlisting of Street Vendors, Bio-metric survey, capturing photographs, preparation of Vendors Registration Certificates &amp; Identity Cards, linkage with Aadhar no. of the vendors and GIS mapping of the existing Vendors.</b>	<b>50% of the total fees</b>
2	Draft City Street Vending Plan submission to CMMU/DUDA	10% of the total fees
3	Final City Street Vending Plan submission for approval by State Level Project Sanction Committee (with recommendation of TVC & ULB board)	20% of the total fees
4	Draft Detailed Infrastructure Plan (DIP) submission for approval by State Level Project Sanction Committee (with recommendation of TVC/ULB)	
5	<b>After approval of Detailed Infrastructure Plans (DIPs) by State Level Project Sanctioning Committee of SULM, UP</b>	<b>20% of the total fees</b>

**Form - 1**

**Performance Security Form (Bank Guarantee)**

In consideration of the Governor of Uttar Pradesh (hereinafter called "The Government") having agreed to exempt \_\_\_\_\_ (hereinafter called "The said Consultant") from the demand, under the terms and conditions of an Agreement dated \_\_\_\_\_ made between \_\_\_\_\_ and \_\_\_\_\_ for \_\_\_\_\_ (hereinafter called the "The said Agreement") of security deposit for the due fulfilments by the said Consultant(s) of the terms and conditions contained in the said Agreement, on production of a Bank Guarantee for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only), we, \_\_\_\_\_ (hereinafter referred to as "The Bank") at the request of (indicate the name of the bank) (Consultant(s) do hereby undertake to pay to the Government an amount not exceeding Rs. \_\_\_\_\_ against any loss or damage caused to or suffered or would be caused to or suffered by the Government by reason of any breach by the said Consultant (s) of any of the terms and conditions contained in the said Agreement

We \_\_\_\_\_ do hereby undertake to pay the (indicate the name of the Bank) amounts demur payable under this Guarantee without any demur merely on a demand from the Government stating that the amount claimed is due by way of loss or damages caused to or would be caused to or suffered by the Government by reason of any breach by the said Consultant(s) of any of the terms or conditions contained in the said Agreement or by reason of the Consultant(s) failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_

3. We undertake to pay to the Government any money so demanded notwithstanding any dispute or disputes raised by the Consultant(s) in any suit or proceeding pending before any Court or Tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this Bond shall be valid discharge of our liability for payment there under the Consultant(s) shall have no claim against us for making such payment.

4. We \_\_\_\_\_ further agree that the guarantee (indicate the name of Bank) herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Government under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till \_\_\_\_\_ (Office/Department), Ministry of \_\_\_\_\_ certified that the terms and conditions of the said Agreement have been fully and properly carried out by the said Consultant(s) and accordingly discharges the Guarantee. Unless a demand or claim under this Guarantee is made on us in writing on or before the \_\_\_\_\_, we shall be discharged from all liability under this Guarantee thereafter.

5. We \_\_\_\_\_ further agree with the Government (indicate the name of Bank) the Government that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extent time of performance by the said Consultant(s) from time-to-time any of the powers exercisable by the Government against the said Consultant(s) and to forbear or enforce any of terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said Consultant(s) or for any forbearance, act or omission on the part of the Government or any indulgence by the Government to the said Consultant(s) or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

6. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Consultant(s).

7. We \_\_\_\_\_, lastly undertake not to revoke (indicate the name of Bank) this Guarantee during its currency except with the previous consent of the Government in writing. Dated the \_\_\_\_\_ day of 2018 for \_\_\_\_\_ (indicate the name of Bank)

**Note 1:-** The stamp papers of appropriate value shall be purchased in the name of bank that issues the”: Bank Guarantee”

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**Note 2:-** The Bank Guarantee will be accepted which is issued by State Bank of India or its subsidiaries or any Indian Nationalized Bank or any Indian Nationalized Bank.