

**OFFICE OF THE
MANIPUR URBAN DEVELOPMENT AGENCY (MUDA)
PDA COMPLEX, NORTH AOC, IMPHAL**

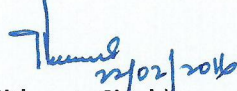
Imphal, the 22nd February, 2016

No. 16/1/2015-MUDA

REQUEST FOR PROPOSAL

The Manipur Urban Development Agency (MUDA), Imphal invites (2nd Invitation) technical and financial proposals from eligible Consultancy Firms as per RFP document to select an agency for preparation of Housing for All Plan of Action (HFAPoA) for 28 Urban Local Bodies of Manipur with respect to guidelines of Pradhan Mantri Awas Yojana - a mission of Housing for All (Urban). The scope of work, instruction to the agencies, eligibility criteria and prescribed format etc. may be downloaded from the website <http://manipur.gov.in> and www.muda.mn.gov.in

The proposal complete in every respect may be delivered to the undersigned by Post/Courier/Registered Post or through special messenger on or before **15.00 hrs of 14.03.2016** in a sealed envelop superscribed with "**RFP –Housing For All Plan of Action for 28 ULBs of Manipur**". Submission of proposal through other mode will not be accepted. Documents received after the above mentioned date will not be entertained. MUDA will not be responsible for any delay/postal delay or bids lost/damaged in transit in receiving the proposal.


(N. Gitkumar Singh)
Member Secretary, MUDA

In case of queries and clarification on the above, please contact:

The Secretary,

Manipur Urban Development Agency (MUDA)
PDA Complex, North AOC, Imphal - 795001

E-mail: hfamanipur15@gmail.com

MANIPUR URBAN DEVELOPMENT AGENCY (MUDA), IMPHAL

REQUEST FOR PROPOSAL (RFP)

For

**PREPARATION OF HOUSING FOR ALL PLAN OF ACTION UNDER PRADHAN MANTRI AWAS YOJANA – A
MISSION FOR HOUSING FOR ALL FOR ALL THE 28 URBAN LOCAL BODIES OF MANIPUR AND ANNUAL
IMPLEMENTATION PLAN FOR SUBMISSION TO MINISTRY OF HOUSING & URBAN POVERTY
ALLEVIATION, GOVERNMENT OF INDIA**

**MANIPUR URBAN DEVELOPMENT AGENCY (MUDA)
PDA COMPLEX, NORTH AOC, IMPHAL-795001**

FEBRUARY, 2016

BIDDERS DATA SHEET

No.	Particular	Details
1.	Name of the Client inviting RFP	Secretary, Manipur Urban Development Agency (MUDA)
2.	Name of the Assignment	Preparation of Housing for All Plan of Action (HPAPoA), Annual Implementation Plan and DPR for all the 28 towns of Manipur.
3.	Date of Issue of RFP	Dt. 22.02.2016
4.	Last date of receiving queries	Dt. 04.03.2016
5.	Last date and time for receipt of RFP	Dt. 14.03.2016 up to 3:00 PM
6.	Date and time of opening of Technical Proposal	Dt. 14.03.2016 at 3:30 PM
7.	Opening of Financial Bids	Dt. 16.03.2016 at 13.00 hrs
10.	Validity of Bids	90 days
11.	LOA (Letter of Award)	Within 30 days of opening of Financial Bid.
12.	Method of Selection	Quality and Cost Based Selection (QCBS)
13.	Earnest Money Deposit (EMD)	Rs 5,00,000/-(Rupees five lakhs only) in the form of Demand Draft (Refundable) from any of the Nationalized Bank or Scheduled Bank in favour of the Secretary, MUDA payable at Imphal to be submitted along with the proposal.
14.	Tender Fee	Rs 10,000/-(Rupees ten thousand only) in the form of Demand Draft (non-refundable) from any of the Nationalized Bank or Scheduled Bank in favour of the Secretary, MUDA payable at Imphal to be submitted along with the proposal.
15.	Name of the Contact Officer	The Secretary, Manipur Urban Development Agency PDA Complex, North AOC, Imphal – 795001 Email:hfamanipur15@gmail.com
16.	Address for Submission of Proposal	The Secretary, Manipur Urban Development Agency PDA Complex, North AOC, Imphal - 795001 E-mail: hfamanipur15@gmail.com (Bidders are requested to submit their proposal through Speed Post / Registered Post / Courier or through special messenger. Submission of proposal through other mode will not be accepted).

Note: Bidders are requested to download the RFP Document and other details from the website:
<http://manipur.gov.in> and www.muda.mn.gov.in

1. DISCLAIMER

The information contained in this Request for Proposal document (the “RFP”) or subsequently provided to Bidders whether verbally or in documentary or any other form, by or on behalf of the Authority or any of its employees or advisors, is provided to Eligible Bidders 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 the Authority to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their application for qualification pursuant to this RFP.

Information provided in this RFP to the Eligible Bidders(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Authority, its employees and advisors, make no representation or warranty and shall have no liability to any person, including an Applicant or Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP. MUDA may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The Applicant shall bear all its cost associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Application. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Application, regardless of the conduct or outcome of the Selection Process.

2. BACKGROUND

The Manipur Urban Development Agency(MUDA), functioning under Municipal Administration, Housing & Urban Development (MAHUD), Government of Manipur(hereinafter ‘the Client’) invites proposals to provide Consulting Services for Preparation of Housing for All Plan of Action (HFAPoA), Annual Implementation Plan for 28 ULBs of Manipur. Detailed Scope of Work is provided in the Terms of Reference.

3. ABOUT PRADHAN MANTRI AWAS YOJANA - A MISSION OF HOUSING FOR ALL (URBAN)

The Ministry of Housing Urban Poverty Alleviation, Government of India has launched Pradhan Mantri Awas Yojana (PMAY) –a mission of Housing for All by 2022, a comprehensive urban housing scheme to achieve the objective that “By the time the Nation completes 75 years of its Independence, every family will have a pucca house”.

The scheme seeks to address the housing requirement of urban poor including slum dwellers and will be implemented through four verticals, giving option to beneficiaries & ULBs. A beneficiary family in this mission will comprise husband, wife, unmarried sons and/or unmarried daughters. The beneficiary family should not own a pucca house either in his/her name or in the name of any member of his/her family in any part of India.

The four verticals of the PMAY-Housing for All (Urban) Mission as per guidelines are:

- Slum rehabilitation of Slum Dwellers with participation of private developers using land as a resource
- Promotion of Affordable Housing for weaker section through Credit Linked Subsidy Scheme
- Affordable Housing in Partnership
- Subsidy for beneficiary-led individual house construction or enhancement

The Pradhan Mantri Awas Yojana (PMAY) will be implemented as a Centrally Sponsored Scheme except for the component of Credit Linked Subsidy which will be implemented as a Central Sector Scheme. The scheme also prescribes certain mandatory reforms for easing up the urban land market for housing, to make adequate urban land available for affordable housing. The scheme will cover all the 28 towns of Manipur viz., Imphal, Thoubal, Kakching, Lilong (Thoubal), Mayang Imphal, Nambol, Moirang, Ningthoukhong, Bishnupur, Kakching Khunou, Yairipok, Kumbi, Wangoi, Kwakta, Wangjing-Lamding, SikhongSekmai, Jiribam, Sugnu, Lamlai, Shamurou, ThongkhongLaxmi, Lilong (I/W), Andro, Lamshang, Oinam, Sekmai, Heirok & Moreh (**Annexure-A**)

The Pradhan Mantri Awas Yojana (PMAY) envisages ‘Housing for All by 2022’ by encouraging ULBs to tackle the problem of urban poor housing in a definitive manner. The Housing for All Plan of Action (HFAPoA) is an important instrument and the foundation for cities to attain the objective of PMAY. It is a citywide plan of action, which will provides the demand of housing by eligible beneficiaries in the ULB along with the interventions selected out of four verticals of the PMAY.As the State of Manipur does not have slums (either notified or un-notified) according to 2011 Census, the first vertical will not be considered for implementation in the State. The third vertical is also not feasible as the urban poor populace is staying in scattered plots owned by expected beneficiaries. Hence only two verticals viz., second vertical and fourth vertical would be considered in the case of the 28 towns of Manipur.

4. SCOPE OF WORK – TERMS OF REFERENCE

This Terms of Reference is to support Manipur Urban Development Agency and Town Planning Department, Govt. of Manipur in the implementation of Pradhan Mantri Awas Yojana (PMAY) as per the guidelines issued by Ministry of Housing Urban Poverty Alleviation, Government of India and to achieve

the ultimate objective of providing Housing For All by 2022. The overall scope of work of the Consultant shall cover the following:

- i. Conducting demand survey of 28 towns as per format provided in the Guidelines of PMAY,
- ii. Based on the demand survey and other relevant data collected, the consultant shall Prepare Housing for All Plan of Action (HFAPoA) covering all the four verticals of PMAY Guidelines for 28 towns and Annual Implementation Plan.
- iii. Preparation of Annual Implementation Plan and DPR based on HFAPoA covering the vertical i.e., Subsidy for beneficiary-led individual house construction by giving options to beneficiaries of 28 towns.

The detailed activities to be carried out under this scope of work are as follows:

TASK 1: DEMAND SURVEY

The consultant will conduct demand survey through suitable means for assessing the actual demand of housing. While validating demand survey, consultant should consider possible temporary migration from rural areas to the city just to take advantage of housing scheme and exclude such migrants from list of beneficiaries. On the basis of demand survey and other available data like Census 2011, Socio-economic and Caste Based Census etc., consultant will prepare Housing for All Plan of Action (HFAPoA). The demand survey involves following steps:

Initiate Demand Survey: The environment for the survey needs to be created by organizing meetings with all concerned stakeholders like elected representatives, Officials, NGOs, CBOs etc., to explain the objective of the demand survey and Housing for All (Urban) Scheme Guidelines.

Survey: Before starting the demand survey, the Consultants will follow the PMAY-HFA (Urban) Guidelines and after that prepare a prioritized list of zones/wards in close consultation with officials of ULBs. On the basis of prioritized list, consultant will conduct demand survey in all zones/wards (which must include urban poor) in consultation with the Chairperson/Executive Officer of the ULBs.

Focus Group Discussion (FGD): In each identified area, the survey shall also include a separate exercise of inspection and focus group discussion to ascertain availability, levels and quality of basic service provision. The focus group discussions need to be conducted for every 25-30 households. Such focus group discussions should cover entire urban poor in the identified areas consolidating the information received at the end of each such discussion. The FGD report should cover all the following points along with details of the suggested by the ULB/ MUDA/ Town Planning Department:

- Discussion on four verticals of PMAY-HFA guidelines
- Size of dwelling units
- Beneficiaries to be covered under project
- Documents to be submitted by beneficiaries to concerned ULBs
- Percentage of households not covered with toilets, and
- Any suggestions/feedback from potential beneficiaries

Data Entry, Data Compilation, Verification and Validation: Survey data has to be collected in the formats prescribed by PMAY-HFA (Urban) Guidelines and the data entry has to be done in the standardized MIS system, data compilation, collation and analysis processes will take place simultaneously as per all the information generated in the demand surveys. In this way, standard routine checks can be easily conducted. Any errors found can then be dealt with while the survey is in progress in the field. Data entry should be carried out as per MIS format suggested by ULB/ MUDA/ Town Planning Department. After data entry of the survey and compilation of the information it should be presented before the community, for ratification to ensure that no households are left out in the survey process and the data collected is accurate.

TASK 2: PREPARATION OF HOUSING FOR ALL PLAN OF ACTION (HFAPoA)

The Consulting Firm will prepare the HFAPoA which will include:

- I. After getting the List of Identified Urban Poor from ULBs, shall assist ULBs in validating list of urban poor and information therein required for preparation of Housing for All Plan of Action.
- II. The consultant shall study Documents, Maps and Reports related to the Housing and Urban Poverty, City Development Plan (only for Imphal city), Statutory Development Plan, City Sanitation Plan and Detailed Project Report for the Housing and Urban Poverty which have been prepared, proposed, under implementation projects and implemented projects for achieving synergy with the other ongoing projects.
- III. The Consultants shall carry out review of urban poor from the existing database of all the 28 towns and if necessary, update the same for the preparation HFAPoA.
- IV. The consultants shall carry out the following analysis on the data provided by the ULBs and the survey results:
 - Location of the plot belonging to urban poor
 - Sizes of the plots
 - Ownership status
 - Socio-Economic condition of the beneficiary &
 - Size of dwelling units

Based on the above mentioned analysis/data, consultant shall determine financial and technical viability of “in-situ” construction of houses under “Subsidy for beneficiary-led individual house construction”. The implementation will be phased during Mission Period (2015-2022).

While estimating fund requirements Consultant shall ascertain that each beneficiary shall get up to 30 Sqm Carpet Area with basic civic infrastructure (water, sanitation, sewerage, road, electricity, transit accommodation during implementation etc.)

Consultant shall estimate fund requirement for Credit Linked Subsidy Scheme (CLSS) and Subsidy for beneficiary-led individual house construction component as per PMAY Guidelines in all ULBs.

Consultant shall assist ULBs in preparing Annual Implementation Plan (AIP) and DPR based on the Priority of Implementation and availability of Financial Resources. **The Annual Implementation Plan (AIP) and DPR for submission to the Appraisal Agency will be part of HFAPoA Report.**

Consultant shall compile all the analysis, recommendations, strategies, proposals, costing, prioritization and phasing and submit Draft Housing for All Plan of Action (HFAPoA) Report.

During the appraisal and approval process of the HFAPoA, the consultant shall assist ULBs/ MUDA/ Town Planning Department in various presentations and meeting at both State and Central Government Departments.

TASK 3: PREPARATION OF ANNUAL IMPLEMENTATION PLAN & DETAILED PROJECT REPORT

Based on the Housing for All Plan of Action (HFAPoA), Consultant shall prepare Annual Implementation Plan and DPRs for all ULBs under Beneficiary Led Construction of PMAY Guidelines, giving options to beneficiaries in each town. The Consultant shall compile various studies, analysis, assessments, drawings and estimates for preparation of DPRs. The consultant shall prepare one DPR for each town based on HFAPoA.

4. OUTPUTS AND DELIVERABLES

- a) All deliverables as given below need to be submitted in hard and soft copies each to Manipur Urban Development Agency, Town Planning Department, Manipur and concerned ULBs. All the reports required by this ToR shall provide a decent and legible presentation and include a detailed "Table of contents", an executive summary of 4 to 10 pages, the main "text" organized into sections and emphasizing the proposals and recommendations and their justification. Supporting data and analysis shall be contained in "Annexes" which shall be referred, as appropriate in the body of the text. The reports shall be illustrated as appropriate with diagrams, sketches, charts, tables, graphs, drawings and maps to aid comprehension and assimilation of their contents. All paragraphs in the executive summary, the text and the annexes shall be numbered.
- b) In summary, the reports and specified outputs of the ToR shall be submitted to Manipur Urban Development Agency, Town Planning Department, Manipur and concerned ULBs with timelines as follows outputs are expected to be delivered in stages.

No	Report	Time Period	Deliverables
1	Inception Report	15 days for 10 towns, 30 days for another 10 towns and 45 days for the rest 8 towns.	✓ Brief of existing situation based on secondary information, collection of maps available with Government Agencies and concerned ULBs. Identification of different stakeholders for preparing HFAPoA. ✓ Organize and document 1st ULB Level stakeholder workshop. ✓ Institutional mechanism formed for stakeholder's participation in implementation of PMAY. ✓ Preparation of City Profile as required for HFAPoA.

2	100 % Demand Survey and Draft HFAPoA as per PMAY Guidelines.	Within 30 days of the approval of the Inception Report.	✓ At this stage 100% demand survey of all beneficiaries should be completed. ✓ Validate and data entry of demand survey for preparation of HFAPoA. ✓ Study of available relevant records including maps/secondary information for preparation of HFAPoA. ✓ The demand survey should be cross-checked with the Socio-Economic & Caste Census, 2011 and applications received from the public. ✓ Policy Reforms on the demand/supply side especially for improving credit linkages for the urban poor. ✓ Analysis of demand survey along with the interventions selected out of four verticals of the mission for preparation of HFAPoA. ✓ Financing strategy must be proposed by the consultant with reference to the total Investment required for implementation of HFAPoA and available resources & gaps must also be identified. ✓ Stakeholders' Consultation and Presentation of Draft HFAPoA at ULB Level.
3	Final HFAPoA (Incorporating Suggestions of All stakeholders And ULBs as per PMAY Guidelines)	45 days from the approval of the inception report.	✓ Presentation of Final HFAPoA before State level Sanctioning & Monitoring Committee (SLSMC) as scheduled by the State. ✓ Preparation of Model Housing Drawings with Layout Plans/Construction Drawings including Cross-Sections and Longitudinal Sections with 3to 4 Drawing Options for EWS (30 sq.mt.) ✓ Preparation of Detailed Cost Estimate as per prevailing SOR and rates analyzed for Non-SOR items.
4	Approval of HFAPoA by CSMC.	As schedule of MoHUPA, GoI	✓ Support to Manipur Urban Development Agency, Town Planning Department, Manipur and concerned ULBs in appraisal of HFAPoA by central appraisal agency (BMTPC/HUDCO). ✓ Revision in HFAPoA as per observations of central appraisal agency and submission of compliance report to the MoHUPA or appraisal agency. ✓ Presentation of HFAPoA before CSMC. ✓ Final approval of HFAPoA by the CSMC and submission of any other compliance if requested by CSMC.

5	Final DPR	15 days after approval of HFAPoA	✓ Support to Manipur Urban Development Agency, Town Planning Department, Manipur and concerned ULBs in appraisal of DPRs by the SLAC. ✓ Presentation of Final DPRs before State Level Appraisal Committee (SLAC) as scheduled by the State. ✓ Revision DPRs as per observations of SLAC and submission of compliance report to the State Level Nodal Agency.
6	Approval of DPR by SLSMC	As scheduled by the State	✓ Presentation of DPR before SLSMC. ✓ Final approval of DPRs by the SLSMC and submission of any other compliance if requested by SLSMC.

Note:

- a) All deliverables should be prepared as per guidelines of PMAY-HFA (Urban) and consultant must incorporate any modifications if issued by GoI/State Government.
- b) The respective ULBs may provide the data on urban poor or EWS, if already surveyed; otherwise consultant will be responsible to conduct the complete demand survey as per ToR/guidelines of PMAY-HFA (Urban). However, the consultant will be responsible to verify the surveyed data if provided by the ULB.
- c) The ULBs shall provide the consultant access to the records, maps, drawings, reports and other technical data in their possession to assist the consultant in the execution of the work.
- d) The consultant shall be responsible for Documentation and proceedings of Community Mobilization and Community Participation during various stages of HFAPoA in appropriate format (Soft and Hard) as per the PMAY-HFA (Urban) Guidelines.

6. ELIGIBILITY CRITERIA FOR THE BIDDERS:

Technical Qualification:

- i. The Consultancy /Agency should have experience of Preparation of Slum Free City Plan of Action under Rajiv Awas Yojana and DPR for Housing under BSUP/ IHSDP of JNNURM and RAY.
- ii. Experience of Preparation of Detailed Project Report under JnNURM
- iii. Registered firms/Consultancies/Agencies under Indian partnership act/Societies Registration Act or Registered companies under companies registration act are only eligible to participate in this RFP.
- iv. Government (Central & State) agencies may also apply if they fulfil the above eligibility details.

Financial Qualification:

- **Turnover:** Applicant shall have minimum annual average turnover of Rs 5.00 crores over the last three financial years. Consultants must ensure that evidence of eligibility criteria of turnover in the form of audited financial statements for the last three financial years together with the Auditors' Report must be enclosed with their Technical proposal in the prescribed format (**Annexure-B**).

Note: proposals without these documents will be treated as ineligible.

7. REQUISITE DOCUMENTS TO BE SUBMITTED ALONG WITH THE PROPOSAL:

The interested bidders have to furnish the attested copies of requisite documents and other statutory instruments along with their technical proposal:

- The covering letter on bidder's letterhead requesting to participate in the selection process
- Earnest Money Deposit (EMD) as applicable
- Tender Fees as applicable
- Copy of Certificate of company registration
- Documents of company profile
- Audited annual statement of Income and Expenditure for the last 3 years certified by Chartered Accountant along with turnover certificate for last three financial years.
- Authorization Letter/Power of Attorney in favour of the person signing the proposal documents on behalf of the bidder. All the pages of the proposals should be duly signed and sealed by the authorized person on behalf of the bidder.
- Documentary evidence regarding engagement letter or letters from the clients served in similar assignments.

8. EARNEST MONEY DEPOSIT (EMD) :

The bidder shall furnish, as part of the Technical Proposal, an Earnest Money Deposit (EMD) amounting to Rs. 5,00,000/- (Rupees five lakhs) only. The EMD shall be in the form of Demand Draft from any of the Nationalized Bank or Schedule Bank in favour of the Secretary, Manipur Urban Development Agency payable at Imphal. The EMD of unsuccessful bidder shall be refunded without any interest after finalization of the successful party by MAHUD. EMD of the successful bidders will be retained till the bidder completes the assigned task. The Earnest Money will be forfeited on account of one or more of the following reasons:

- Bidder withdraws its proposal during the selection process
- Bidder does not respond to requests for clarification of its proposal.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or to have submitted false information in support of its qualification.

9. TENDER FEE:

The bidder shall also furnish, as part of the Technical Proposal, non-refundable Tender Fee amounting to Rs. 10,000/- (Rupees ten thousand) only in the form of Demand Draft from any of the Nationalized Bank or Schedule Bank in favour of the Secretary, Manipur Urban Development Agency payable at Imphal..

10. EVALUATION OF TECHNICAL PROPOSALS

Technical proposal of all the Applicants to be submitted with a forwarding letter on the Company letterhead as prescribed in **Annexure-C** will be evaluated based on the following Criteria by the evaluation committee.

No	Evaluation Criteria	Score (QBS)
1	Specific Experience of consultant related to the present assignment Preparation of Slum Free City Plan of Action / Housing For All Plan of Action (5 marks per project) Preparation of Detailed Project Report for Housing and Basic Services for Urban Poor under RAY/BSUP/IHSDP (5 marks per project) Experience of Preparation of Detailed Project Report under JnNURM & 10% Lumpsum Scheme of MoUD/MoHUPA, Government of India in North-Eastern region (2 marks per project) <i>(Project wise details to be furnished in the prescribed format given in Annexure-D)</i>	20 20 10
2	Approach and Methodology Methodology and Work Plan <i>(To be submitted as suggested in Annexure-E)</i>	10
3	Local Experience (Agencies who has already worked in Manipur in any of the works mentioned in No. 1 of this table would be considered as an additional qualification)	10
4	Relevant experience of Management (Team Leader) Experience of the Team Leader in the format (Annexure-F) 05 to 10 years 10 to 15 years Qualification of the Team Leader in the format (Annexure-F) PhD MBA/PG Graduate	 05 10 10 07 05
4	Other Experts in the format (Annexure-G) Project Engineer/Infrastructure Specialist Social Development GIS Expert MIS Expert Capacity Building /Training/Site Coordinator	 2 2 2 2 2
	Total	100

10.1 The Technical Proposal must include an undertaking by the bidder stating that none of the Consultant proposed in the present proposal have been demobilized for poor/unsatisfactory performance from any project during the last three years. The undertaking must be a separate document and forms an indispensable part of the Technical Proposal.

10.2 The eligibility criteria will be first evaluated as defined in Notice Inviting Request for Proposals for each bidder. Detailed technical evaluation will be taken up in respect of only those bidders, who meet with the prescribed minimum qualifying eligibility criteria. ***The bidders securing minimum 60% marks in technical evaluation shall be considered for opening of financial proposals. The selection process will be based on Quality and Cost based selection (QCBS) – wherein 70% weightage will be given to the technical proposal and 30% to the financial proposal.***

10.3 Government of Manipur will constitute an Evaluation Committee for evaluation of Proposals received. The evaluation committee evaluates the Technical Proposals on the basis of Proposal's responsiveness to the TOR using the evaluation criteria system specified in the RFP. A Proposal shall be rejected if it does not achieve the minimum qualifying eligibility criteria.

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

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

10.5 After the technical evaluation is completed, MUDA shall notify Consultants whose Proposals did not meet the minimum qualifying technical eligibility criteria/score or Consultants who's Technical Proposals were considered non-responsive to the RFP requirements, indicating that their Financial Proposals will not be opened. The date of opening of the Financial Bid is **16.03.2016 at 13.00 hrs** (Consultants' attendance at the opening of Financial Proposals is optional).

11. EVALUATION OF FINANCIAL PROPOSALS

- Consultants' attendance at the opening of Financial Proposals is optional.
- The evaluation committee will review the detailed content of the Financial Proposals submitted in the prescribed format for HFAPoA (**Annexure-H**) submitted with a forwarding letter (**Annexure-I**). During the review of Financial Proposals, the Committee Members involved in the evaluation process will not be permitted to seek clarification or additional information from any Consultant, who has submitted a Financial Proposal.

12. METHOD & PROCEEDURE OF SELECTION

A firm shall be selected under Quality and Cost Based Selection (QCBS) method and procedures described in this RFP. ***The amount quoted along with applicable taxes for preparation of HFAPoA should not exceed the cost admissible for sanction recommended by the Ministry of Housing & Urban Poverty Alleviation, Government of India.***

13. METHOD OF SELECTION

The technical quality of the proposal will be given weight of 70%, the method of evaluation of technical qualification will follow the procedure given in Para 9 above. The price bids of only those consultants who qualify technically (Minimum Qualifying Marks: 60%) will be opened. The proposal with the lowest cost may be given a financial score of 100 and the other proposal given financial score that are inversely proportionate to their prices. The financial proposal shall be allocated weight of 30%. For working out the combined score, the employer will use the following formula:

Total points = T (w) x T (s) + F (w) x LEC / EC, where

T (w) stands for weight of the technical score.

T (s) stands for technical score

F (w) stands for weight of the financial proposal

EC stands for Evaluated Cost of the financial proposal

LEC stands for Lowest Evaluated Cost of the financial proposal.

The proposals will be ranked in terms of total points scored. The proposal with the highest total points (H-1) will be considered for award of contract and will be called for negotiations, if required.

14. SUBMISSION OF PROPOSAL

Bidders shall submit their proposals through Registered Post / Speed Post/ Courier or through special messenger at the office address on or before the last date and time for receipt of proposals mentioned in **Bidders Data Sheet**. MUDA will not be responsible for any delay / postal delay in receiving of the proposal.

The **Technical Proposal** must be submitted in a sealed envelope (with marking in bold letter). The sealed envelope super scribed as “**Technical Proposal –Housing For All Plan of Action**” should include the required information and documents duly signed in each page by the authorized representative of the bidder.

The **Financial Proposal** envelope cover shall be sealed and super scribed with the name of work as “**Financial Proposal - Housing For All Plan of Action**” along with the information required as per the formats given in the RFP document.

Both envelopes (Technical & Financial Proposals) should be placed in a sealed mother envelope super scribed with “**RFP - Housing For All Plan of Action**”

15. VALIDITY OF THE PROPOSAL

Proposals shall remain valid for a period of 90 (Ninety) days from the date of opening of the technical proposal. MUDA reserves rights to reject a proposal valid for a shorter period as non-responsive. Secretary, Manipur Urban Development Agency will make the best efforts to finalization of the selection process within this period.

16. TERMS AND CONDITIONS

16.1 Amendments to the RFP

At any time before submission of proposals, MUDA may amend the RFP by issuing an addendum through webhosting on the website www.muda.mn.gov.in

The bidders are required to check the given web site www.muda.mn.gov.in for Addendum, if any, before 48 hours of tender submission date and time. The bidders who quote the tender without attaching the addendum will be rejected.

To give bidders reasonable time in which to take an addendum into account in preparing their proposals, MUDA may, at its discretion, extend the dateline for submission of the proposals.

16.2 LANGUAGE OF RFP

The RFP and all correspondence and documents related to RFP exchanged by the agency should be in English.

16.3 DISQUALIFICATION OF RFP

The RFP submitted by agency is liable to be disqualified if

- i. Not submitted in accordance with the RFP document
- ii. RFP received in incomplete form
- iii. RFP received after due date and time
- v. RFP not accompanied by all requisite documents

16.4 MUDA RESERVE THE RIGHT TO THE FOLLOWING

- i. Reject any or all proposals received in response to the RFP without giving any reason whatsoever
- ii. Extend the time for submission of RFP

17. CLARIFICATION ON PROVISIONS OF THE RFP DOCUMENT

Interested bidders may seek clarification on any of the provisions in the RFP document through e-mail to hfamanipur15@gmail.com addressed to the Secretary, MUDA. Such request for clarification shall be entertained up to **04.03.2016**. Response to all clarifications received through e-mail shall be mailed back to the concerned bidder only.

18. AWARD OF CONTRACT NOTIFICATION

Prior to expiration of the proposal validity period, MUDA shall notify the successful bidder in writing that its proposal has been accepted. At the same time, MUDA shall notify all other bidders of the results of the bidding. Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.

19. NEGOTIATIONS/CLARIFICATIONS

The successful bidder may be informed in writing of the date, place and time for negotiations/clarifications, if any. Representatives conducting negotiations on behalf of the Bidder must have written authority to negotiate and conclude a contract.

20. SIGNING OF CONTRACTS

- I. After notification, MUDA shall communicate to the successful bidder to sign a contract Agreement based on the conditions of RFP.
- II. Pursuant to negotiations, the successful bidder shall sign, date and return the contract along with necessary supporting documents to MUDA.
- III. All formalities of negotiation and signing of contract will be completed within 30 (thirty) days of notification of award.

21. PAYMENT SCHEDULE

NO.	DELIVERABLES	PERCENTAGE OF PAYMENT
1	On approval of HFAPoA of a town by SLSMC	70% of the total fees for preparation of HFAPoA of the town
2	Approval of HFAPoA by CSMC and approval of DPR.	Balance 30% of the total fees for preparation of HFAPoA of the town

22. PROPERTY DATA

All documents and other information provided by Manipur Urban Development Agency or any other Department/s of Government of Manipur or submitted by an Applicant to the Concerned ULB shall remain or become the property of Manipur Urban Development Agency/Concerned ULB. All information collected, analyzed, processed or in whatever manner provided by the agency to Manipur Urban Development Agency, in relation to the Consultancy shall be the property of Department of MAHUD, Govt. of Manipur/ Manipur Urban Development Agency/Concerned ULB.

23. PENALTY FOR DELAY

Time allowed for preparation of HFAPoA including AIP along with DPR is **60 (sixty) days** only for the first 10 towns, **75 (Seventy five) days for the next 10 towns** and the balance 8 towns in **90 (ninety) days** from the date of issue of appointment letter by MUDA. If the consultant failed in submission of the HFAPoA including AIP along with DPR within the given time, **deduction at the rate of Rs 20,000/-** (Rupees twenty thousand) only per ULB will be made **for every 15 days of delay** at the time of release of payment to the consultant or adjusted from the Earnest Money.

24. SETTLEMENT OF DISPUTES

24.1 AMICABLE SETTLEMENT

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.

24.2 DISPUTE SETTLEMENT

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, Imphal shall have jurisdiction only in exclusion to any other jurisdiction specified under any other Act.

The place of Arbitration shall be at Imphal, Manipur only.

25. DOCUMENTS IN THE RFP

The RFP includes the following documents:

- List of Towns, Population and Number of Households (Annexure-A)
- Format for Financial Standing (Annexure-B)
- Technical proposal covering letter(Annexure-C)
- Project Detail Sheet (Annexure-D)
- Description of Approach and Methodology (Annexure-E)
- CV of the Team Leader (Annexure-F)
- Team and summary of CV information (Annexure-G)
- Format for submission of Financial Bid for HFAPoA (Annexure-H)
- Financial proposal covering letter (Annexure-I)
- Checklist for Bidders (Annexure-J)

Note: 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.

URBAN POPULATION OF MANIPUR (2011 CENSUS)

Sl. No	Name of City/ town	Urban Population (2011 Census)	HHs as per 2011 Census
A: MUNICIPAL CORPORATION			
1	Imphal Municipal Corporation	2,68,243	57,764
B: MUNICIPAL COUNCILS			
2	Thoubal Municipal Council	45,947	9,454
3	Kakching Municipal Council	32,138	7,144
4	Lilong (Thoubal) Municipal Council	24,900	4,430
5	Mayang Imphal Municipal Council	24,239	4,501
6	Nambol Municipal Council	22,512	4,678
7	Moirang Municipal Council	19,893	3,723
8	Ningthoukhong Municipal Council	13,078	2,780
9	Bishnupur Municipal Council	12,167	2,501
10	Kakching Khunou Municipal Council	11,379	2,278
11	Yairipok Municipal Council	9,569	2,027
12	Kumbi Municipal Council	9,546	1,859
13	Wangoi Municipal Council	9,106	1,836
14	Kwakta Municipal Council	8,579	1,430
15	Wangjing Lamding Municipal Council	8,055	1,779
16	Sikhong Sekmai Municipal Council	7,390	1,578
17	Jiribam Municipal Council	7,343	1,406
18	Sugnu Municipal Council	5,132	1,094
19	Lamlai Municipal Council	4,601	924
C: NAGAR PANCHAYATS			
20	Samrounagar Panchayat	16,582	3,224
21	Thongkhong Laxmi Nagar Panchayat	14,878	2,926
22	Lilong (I/W) Nagar Panchayat	12,427	3,777
23	Andro Nagar Panchayat	8,744	1,669
24	Lamshang Nagar Panchayat	8,130	1,783
25	Oinam Nagar Panchayat	7,161	1,582
26	Sekmai Nagar Panchayat	5,065	1,111
27	Heirok Nagar Panchayat	2,974	668
D: SMALL TOWN COMMITTEE			
28	Moreh Small Town Committee	16,847	3,231
Total		6,36,625	1,33,157

Financial Standing (Annual Turnover)

Certificate from the Statutory Auditor regarding the Average annual turnover of the organization is **Rs. 500 lakh** for the **last 3 financial year** ending of month **31st March 2015**. Based on its books of accounts and other published information authenticated by it, this is to certify that..... (Name of the Bidder) had, over the last three Financial Years, a Total turnover of the organization is Rs.Lakhs as per year-wise details noted below:

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

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

Name of the audit firm/ Chartered Accountant:

Seal of the audit firm:

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

Date:

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

Technical Proposal Covering Letter

[Location, Date]

To:

The Secretary,
Manipur Urban Development Agency (MUDA)
PDA Complex, North AOC
Imphal-795001

Subject: Technical Proposal for **Preparation of Housing for All Plan of Action (HFAPoA) for 28 ULBs of Manipur under Pradhan Mantri Awas Yojana**

Sir,

We, the undersigned, offer to provide the Consulting Services for Preparation of Housing for All Plan of Action (HFAPoA) for 28 ULBs of Manipur under Pradhan Mantri Awas Yojana in accordance with your Request for Proposal dated 22.02.2016. We are hereby submitting our Technical Proposal sealed under a separate envelope.

We hereby declare that we have read the Instructions to Consultant included in the RFP, and abide by the same.

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 undertake, if our Proposal is accepted, to initiate the Consulting Services related to the assignment not later than the date indicated in the Bid 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:

Contact No.

E mail id:

Attachments:

1. Power of Attorney in the name of the authorized representative to be enclosed
2. Undertaking

Project Detail Sheet

Category: [Insert similar assignment category as specified under Eligibility and Evaluation criteria mentioned]	
Assignment name:	Value of the contract (in current Rs.):
Country: Name of City/ Cities	Duration of Assignment (months):
Name of Client:	Total No of staff-months of the assignment:
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:	
Address of Client:	
Start date (month/year): Completion date (month/year):	
Narrative description of Project in brief:	
Description of actual services provided by your firm in the assignment:	

Authorized Signatory

Name of Firm:

Description of Approach and Methodology

A description of the approach and methodology for performing the assignment, including a detailed description of the proposed methodology.

1. Innovativeness of comments on TOR
2. Personnel schedule/team structure
3. Methodology and Work Plan

Innovativeness of comments on TOR, Team Structure etc: Please explain your understanding of the Objectives of the assignment as outlined in the Terms of Reference (TORs) and the team structure you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.

Methodology and Work Plan: Please outline the plan for the implementation of all the activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.

Curriculum Vitae (CV) of the Team Leader

1	Proposed Position	
2	Name of Personnel	
3	Name of Firm	
4	Date of Birth	
5	Nationality	
6	Educational Qualification [<i>Indicate college/ university & other specialized education of staff member, giving names of institutions, degrees obtained, & date of obtainment</i>]	
7	Employment Record [<i>Starting with present position list in reverse order every employment held</i>]	
8	Membership of Professional Association	
12	List of projects on which the Personnel has worked [<i>Works undertaken that best illustrates capability to handle the tasks assigned</i>] Year: Location: Client: Main Project Features: Position held: Activities performed:	
Certification: I, the undersigned, certify that this CV correctly describes myself, my qualifications and my experience. Place: _____ [<i>Signature of staff member or authorized signatory of the Consultant</i>] Full name of authorized signatory: Date: _____		

Authorized Signatory:**Name of Firm:**

Team and Summary of CV Information

Sl. No	Name of Proposed Expert	Position Assigned	Employment status with Firm (<i>full-time or other</i>)	Educational Degree (Year/ <i>Institution</i>)	No. of years of relevant project experience	No. of Similar Project Experience
1						
2						
3						
4						
5						
6						
7						
...						
...						
...						

Authorized Signatory:**Name of Firm:**

PRESCRIBED FORMAT FOR SUBMISSION OF FINANCIAL BID - HFAPoA

The bidder shall provide financial offer in the following format on bidder's letterhead duly signed and sealed by the authorised person on behalf of the bidder for preparation of Housing For All PLAN of Action:

No.	Name of ULBs	No. of House Holds (2011 Census)	Rates Quoted (in Figure)	Rates Quoted (in Words)
1	2	3	4	5
A. Municipal Corporation				
1	Imphal Municipal Corporation	57,764		
B. Municipal Council				
2	Thoubal Municipal Council	9,454		
3	Kakching Municipal Council	7,144		
4	Lilong Thoubal Municipal	4,430		
5	Mayang Imphal Municipal	4,501		
6	Nambol Municipal Council	4,678		
7	Moirang Municipal Council	3,723		
8	Ningthoukhong Municipal	2,780		
9	Bishnupur Municipal Council	2,501		
10	Kakching Khunou Municipal	2,278		
11	Yairipok Municipal Council	2,027		
12	Kumbi Municipal Council	1,859		
13	Wangoi Municipal Council	1,836		
14	Kwakta Municipal Council	1,430		
15	WangjingLamding Municipal	1,779		
16	ShikhongSekmai Municipal	1,578		
17	Jiribam Municipal Council	1,406		
18	Sugnu Municipal Council	1,094		
19	Lamlai Municipal Council	924		
C. Nagar Panchayat				
20	Samurou Nagar Panchayat	3,224		
21	ThongkhongLaxmi Nagar	2,926		
22	Lilong (IW) Nagar Panchayat	2,668		
23	Andro Nagar Panchayat	1,669		
24	Lamshang Nagar Panchayat	1,783		
25	Oinam Nagar Panchayat	1,582		
26	Sekmai Nagar Panchayat	1,111		
27	Heirol Nagar Panchayat	668		
D. Small Town Committee				
28	Moreh Small Town Committee	3,231		
	Total	1,32,048		

Financial Proposal Covering Letter

[Location, Date]

To:

The Secretary,
Manipur Urban Development Agency (MUDA)
PDA Complex, North AOC
Imphal-795001

Subject: Financial Proposal for **Preparation of Housing for All Plan of Action (HFAPoA) & DPRs for 28 towns of Manipur under Pradhan Mantri Awas Yojana**

Sir,

We, the undersigned, offer to provide the Consulting Services for Preparation of Housing for All Plan of Action (HFAPoA) including Annual Implementation Plan and DPRs for 28 ULBs of Manipur under Pradhan Mantri Awas Yojana in accordance with your Request for Proposal dated 22.02.2016. We are hereby submitting our Financial Proposal sealed under a separate envelope.

We hereby declare that we have read the Instructions to Consultant included in the RFP, and abide by the same.

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 undertake, if our Proposal is accepted, to initiate the Consulting Services related to the assignment not later than the date indicated in the Bid 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:

Contact No.

E mail id:

Attachments:

1. Power of Attorney in the name of the authorized representative to be enclosed
2. Undertaking

CHECKLIST FOR BIDDERS

The following checklist is for the convenience of the bidders. Kindly check the following points before submitting the bids.

SL No	Check List	Check Box
1	Whether the proposals have been properly sealed, marked and labeled as required?	
2	Whether the Technical & Financial proposals are kept in Separate Envelopes and enclosed in another outer Envelope?	
3	Whether the proposal has been signed by the concerned authority?	
4	Whether the proposal is submitted in the number of copies as prescribed in the data sheet?	
5	Whether the soft copies of the technical and financial proposals are submitted in PDF format?	
6	Whether the Bid Security is enclosed in Technical proposal?	
7	Whether the Bid Security was drawn on a nationalized bank?	
8	Have all the pages of the proposal been signed?	
9	Have all the CVs been Signed by Concerned person and properly authorized?	
10	Have the CVs been submitted according to the format given?	
11	Have the Eligibility Criteria been checked & the relevant documents enclosed as proof?	
12	Whether the number of pages of the proposal properly indexed?	