



## REQUEST FOR PROPOSAL

RFP No : RGR/ASDMA/24/2015/3  
RFP on : Designing, developing and executing Mass Awareness programme through Street plays, on themes related to Disaster Management and training of Block level teams in the selected districts.

ISSUED BY: : Assam State Disaster Management Authority.

ISSUE DATE: : 20<sup>th</sup> May, 2015

Closing Time: : 20<sup>TH</sup> June 2015 (3:00 pm)

Contact Person: : Chief Executive Officer  
Assam State Disaster Management Authority  
Ancillary Block, Opp. SBI, Secretariat Branch  
Assam State Secretariat  
Dispur, Guwahati

### **Summary of Proposal:**

This Request for Proposal is issued by the Assam State Disaster Management Authority to obtain proposals from Non-Governmental Organizations (NGOs)/ Agencies /Firms with experience in designing, developing and executing Mass awareness programmes through Street Plays on social and environmental themes to design and develop Street Plays, on themes related to disaster management and train block level

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Assam State Disaster Management Authority (ASDMA),

teams to perform the plays in Urban and Rural areas and in various Educational institutions of the State.

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## 1. REQUEST FOR PROPOSAL TERMINOLOGY

Throughout this document, the following definitions apply:

- a) "Applicant" means a party that submits, or intends to submit, a Proposal;
- b) "Work Order" means the written order resulting from this RFP issued by the Authority ;
- c) "The Authority" means the Assam State Disaster Management Authority;
- d) "Must", or "mandatory" means a requirement that must be met in order for a Proposal to receive consideration;
- e) "Proposal" means a proposal submitted in response to this RFP;
- f) "RFP" means this Request for Proposal; and
- g) "Should" or "desirable" means a requirement having a significant degree of importance to the objectives of RFP.



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*Assam State Disaster Management Authority (ASDMA),*

## 1. EXECUTIVE SUMMARY

### (A) Background

The State Disaster Management Authority in Assam was notified by the Government in the year 2007 under the Disaster Management Act, 2005 and has the responsibility inter alia to take steps to build a disaster resilient community in the state.

Awareness generation on disaster management issues is critical to active Citizen engagement in the conservation and management of natural resources and ensuring preparedness to cope with natural or man-made disasters.

Assam State Disaster Management Authority (ASDMA) has, therefore, adopted a multi-pronged approach to the task of creating an informed community. Given the efficacy of Street Play as an instrument of transforming knowledge to the larger audience in an engrossing manner, ASDMA wishes to use Street Plays to transfer knowledge on critical disaster management issues.

### (B) Scope of work

- I. To design and develop one street play on each of the following themes related to disaster management :
  - (a) Preparing to face earthquake
  - (b) Preparing to face floods
  - (c) Preserving Village common lands & open spaces
  - (d) Preserving our wetlands, hills, forest cover and green cover.
- II. Duration of each of the above themes related to Street Plays should be approximately 30 minutes in the selected districts.
- III. To perform each of the above themes related to street Plays, one in every Block of the selected districts on the places/venues decided by the committee constituted by DDMA concerned for this purpose.
- IV. To train Block Level Teams for each of the Street Plays; Teams will be created with students drawn from Colleges and schools and other interested youth, and will perform the Street Plays in various parts of the Blocks.
- V. There will be 10-12 persons in each of the Block Level Teams.
- VI. Ten (10) Districts: Kamrup (Metro), Kamrup, Nagaon, Jorhat, Sonitpur, Barpeta, Dibrugarh, Cachar, Bongaigaon and Dhemaji shall be taken up for the implementation of this project.



- VII. The bidders may submit proposals for all the ten (10) districts or one or more than one districts.
- VIII. Selection of venues for the performance of the Street Plays and constitution of Block Level Teams shall be decided by the DDMA's under the Chairmanship of Deputy Commissioner.
- IX. Selected party shall be required to organise Block Level workshop for the training of Block level Teams and each training shall consist of one live performance of each of the Street Plays.
- X. The selected party shall be required to produce and share with ASDMA, 50 copies of each of the Street Plays developed.
- XI. The script of the Street Plays shall be finalized under the direction of Committee constituted by ASDMA for the purpose.
- XII. Detailed Schedule for performances and training shall be decided under the direction of the committee constituted by ASDMA for the purpose.

**(C) Timeline:**

<b>i</b>	Submission of 1 <sup>st</sup> Draft of the Script	30 days from the date of award of project.
<b>ii</b>	Submission of final draft of the script	45 days from the date of award of project
<b>iii</b>	Submission of Final Script	60 days of the date of award of project
<b>iv</b>	Block Level Performances of Street Plays	To be completed by 120th days of the date of award of project.
<b>v</b>	Training of Block Level Teams	To be completed by 150th day of the date of award of project.
<b>vi</b>	Performance by Block Level Teams	To be completed by 180th day of the date of award of project.

**(D) Eligibility criteria**

- i. Non-Governmental Organizations (NGOs), Agencies /Firms should have at least 3 years of professional experience in designing and developing Street Plays and executing Mass awareness programmes through Street Plays on social and environmental themes . (Details of Street Plays developed and programmes conducted shall be submitted).
- ii. Non-Governmental Organizations (NGOs) and Agencies /Firms should have submitted their IT returns of three years ending 31<sup>st</sup> March,2014 (Copies to be submitted).
- iii. Non-Governmental Organizations (NGOs) and Agencies /Firms should submit the proposal as per the specification mentioned in clause **4C & 4D** below.

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## 2. RFP Process:

The Authority is the Work Order issuing authority as relates to this RFP.

- i. This RFP is illustrative in nature and all narrations are intended to be used by the applicant as a preliminary background explanation. This RFP does not necessarily contain all relevant information and the Authority reserves the right to amend its requirements or the information contained in this document at any time during the RFP process.
- ii. The Authority offer no warranties in regard to the information contained in this RFP and shall not be liable for any loss or damage as relates to this RFP for any applicant, potential applicant or any other third party arising as a result of reliance on this RFP's information or any subsequent communication.
- iii. If the Authority decides to select an applicant for the services, at that time a detailed Work Order will be issued to the applicant selected. This Work Order will not be made available until the selection of a successful applicant.
- iv. Neither the RFP document nor any other related document shall constitute a contract or agreement with Authority, except as where specifically referenced in **ANNEXURE – 1**.
- v. The Authority reserves the right to disqualify any applicant who provides information which later proves to be incorrect, or which does not supply the information required by this RFP.
- vii) The Authority will not be liable for any costs of any applicant participating in this RFP.
- viii) The submission of a response to this RFP by any applicant or potential applicant confirms the applicant or potential applicant's acceptance of all terms and conditions of this RFP.
- ix) Respondents to this RFP or their agents may not make any contact with any party employed or directly associated with the Authority as relates to this RFP. ***Any query/ requests for clarifications on the RFP by the Applicant should be sent via e-mail (only) to asdmaghy@gmail.com.***



#### 4. INSTRUCTIONS TO APPLICANT

##### A. General Requirements

- a) The response to RFP is required to address all technical requirements contained within this RFP.
- b) Only proposals submitted strictly in accordance with the RFP Documents or as may be required by the Authority will be considered as valid proposals by the Authority.
- c) The RFP is not a Work Order. A separate Work Order will be made available only after selection of the preferred applicant.
- d) All information supplied by the Authority in connection with this RFP shall be treated as confidential.
- e) Last date for submission of queries and date of Pre-bid meeting is 2<sup>nd</sup> June, 2015 (4 PM). Pre-bid meeting shall be held in the Conference Hall of ASDMA State Office, **Dispur**.
- f) The copyright of the Street Plays shall rest with ASDMA and can be used by the successful bidder only with the prior approval of ASDMA.

##### B. Timetable

The RFP timetable is given below. The Authority retains the right to vary or discontinue the process or any part thereof at its absolute discretion. The summary of various activities with regard to this invitation of bids are listed in the table below:

<b>Activity</b>	<b>Date</b>
Issue of RFP Document	20 <sup>th</sup> May, 2015
Deadline for Proposal submission	20 <sup>th</sup> June, 2015 (3:00 pm)
Pre-bid Meeting and submission of queries/requests for clarification	02 <sup>nd</sup> June, 2015 (4:00 pm)
Opening of Eligibility Criteria	Will be notified later
Opening of Technical Bid	Will be notified later
Opening of Financial Bid	Will be notified later

**C. SUBMISSION OF RFP Document:**

1. Potential Applicant must complete and sign the Undertaking at **ANNEXURE - 1**
2. Only one original form of proposal signed by the authorised signatory in ink is required by the Authority. No typed or pencil signatures will be accepted.
3. Applicants are required to submit one printed original hard copy of the proposal document and one electronic copy in Microsoft Word/PDF format. The printed copy of the documents will be taken to be correct if there is any inconsistency between the versions.
4. The proposal submitted must be without any overwriting, corrections, double typing, etc.
5. Applicant will submit their proposal in three parts. The first part will contain documents relating to **eligibility criteria** and the second part will contain the documents relating to **technical proposal**. The third part will contain the **financial proposal**.
6. The documents containing the Eligibility Criteria, Technical Proposal and Financial Proposal should be submitted in three separate sealed envelope marked "**Eligibility Criteria**", "**Technical Proposal**" & "**Financial Proposal**".
7. The three sealed envelopes should then be submitted in one sealed envelope super scribed with the wordings "**Confidential RFP Document - Do not open**" and this envelope should be clearly marked "**Designing, Developing and executing Mass Awareness programme through Street plays, on themes related to Disaster Management and training of Block level teams in the selected districts**".
8. The cover thus prepared should also indicate clearly the Name, Address, Email id and telephone number of the Bidder to enable the Bid to be returned unopened in case it is declared "Late".
9. The Eligible Criteria, Technical Bid and Financial Bid should be a complete document and should be bound as a volume separately. The document should be page numbered and appropriately flagged and contain the list of contents with page numbers. The deficiency in documentation may result in the rejection of the Bid.
10. The sealed envelope containing the proposal must be received in the office of the Chief Executive Officer by **3.00 PM** on any working day up to **20<sup>th</sup> June 2015**. Envelopes /documents received after the stated time and date will be rejected.





## **D) Preparation of RFP Document**

### **1. For Eligibility Criteria:**

- a. Copies of IT return of three years of the firm/ professional.
- b. Details regarding the experience of similar work carried out by the Applicant in the form of completion reports.
- c. Self - declaration certificate that the NGO, Agency/ Firm was not barred by any PSU/Govt. Department in doing projects with them.
- d. Samples of similar works done.
- e. C. V.s of the people who would be actually engaged to implement the project

The technical bid of only those Agencies who qualifies the above eligibility criteria will be analyzed and evaluated.

**Note: Agency must provide necessary supporting documents as proof in respect of the eligibility criteria mentioned above**

### **1) Technical Bid**

The technical bid will be submitted separately. The technical bid should contain:

- a. Concept Note as described in the Scope of Work;
- b. Broad outlines of the scripts on each of the themes.
- c. Methodology to be adopted for the performance of street plays.
- d. Methodology for conducting training programmes.
- e. Timeline.

### **2) Financial Bid**

- a. The financial bid will be the Overall Cost of the Project.
  - b. Bidder should provide all prices as per the prescribed format under this Form and should not leave any field blank. In case the field is not applicable, Bidder must indicate "0" (Zero) in all such fields.
  - c. All the prices are to be entered in Indian Rupees INR (%age values are not allowed).
  - d. It is mandatory to provide breakup of all Taxes, Duties and Levies wherever applicable and/or payable.
  - e. The final Financial Bid of the Bidder shall be inclusive of all Taxes, Duties and Levies including Service Tax, etc.
11. Authority shall take into account all Taxes, Duties & Levies for the purpose of Evaluation.

## **E) Period of Validity**

Proposals shall remain open for acceptance for a minimum of 180 days.



## 5. EVALUATION OF PROPOSAL

The evaluation would consist of following phases:

*Phase I: Evaluation of Eligibility Criteria.*

*Phase II: Evaluation of Technical Bids.*

*Phase III: Evaluation of Financial Bids.*

*Phase IV: Combined Evaluation of Technical and Financial Bids.*

### **Phase I: Evaluation of Eligibility Criteria:**

In this part the Agency will be evaluated for the fulfillment of the conditions specified in the **Eligibility Criteria** under **Clause 1(D)**.

### **Phase II: Evaluation of Technical Bids:**

1) In this part the technical bid of only those agencies who have qualified the Phase I i.e **Eligibility Criteria** shall be evaluated.

The technical bid will be analyzed and evaluated on:

- i. Concept Note as described in the Scope of Work;
- ii. Broad outlines of the scripts on each of the themes.
- iii. Methodology to be adopted for the performance of street plays.
- iv. Methodology for conducting training programmes.
- vi. Timeline.

2) The technical bid will be analysed and evaluated and the technical bid marks shall be assigned to each bid on the basis of following evaluation matrix

<b>Bid Component</b>	<b>Weightage in Technical Score 100 marks</b>	<b>Minimum Qualification Score: 60 marks</b>
Concept Note as described in the Scope of Work	<b>30</b>	<b>18</b>
Broad outlines of the scripts on each of the themes	<b>20</b>	<b>12</b>
Methodology to be adopted for the performance of street plays	<b>20</b>	<b>12</b>
Methodology for conducting training programmes	<b>20</b>	<b>12</b>
Timeline	<b>10</b>	<b>06</b>
<b>TOTAL</b>	<b>100</b>	<b>60</b>

Each element criterion will considered while evaluating the bids. Technical bids receiving marks greater than the minimum Qualification Score will qualify for the second phase.



### 3) Analysis of technical bid

- In this part, the technical bid will be analyzed and evaluated and the technical bid marks ( $S_{tm}$ ) shall be assigned to each bid on the basis of following above evaluation matrix
- Each competency group will have Minimum Qualification Score and only those Technical Bids receiving marks greater than or equal to cut-off marks in each competency group will be eligible for consideration in financial bids. If required, the Authority may seek specific clarifications from any or all Bidder(s) at this stage. The Authority shall determine the Bidder that qualify for the next phase after reviewing the clarifications provided by the Bidder(s).
- The bidder may be asked to make a presentation before the Purchase Committee to explain the points on the basis of which Technical bids will be evaluated.
- Technical Bid Score: The Technical Bid Score 'St' of the Bidder shall be derived as under

$$S_t = (S_{tm}/S_H), \text{ where}$$

$S_t$  is the Technical Bid Score

$S_{tm}$  = Total technical bid marks of the bid under consideration

$S_H$  = Highest total technical bid marks amongst all evaluated bids

- 4) The Authority reserves the right to modify the evaluation process at any time during the RFP process, without assigning any reason, whatsoever, and without any requirement of intimating the Bidder of any such change. At any time during the process of evaluation the Authority may seek specific clarifications from any or all Bidder.

#### **Phase III: Evaluation of Financial Bids:**

In this phase, the Financial Bids of the Bidder, who are technically qualified in Phase II, shall be opened. Formula to determine the scores for the Financial Bids shall be as follows

$$S_f = (F_L / F),$$

**Where**

$S_f$  is the Financial Score

$F_L$  is the value of lowest Commercial Bid

$F$  is the price quoted in the bid under consideration

#### **Phase IV: Combined Evaluation of Technical & Financial Bid**

- The Total score of the Bidder will be determined as under

$$\text{Total Score } (T_s) = (70 \times S_t) + (30 \times S_f)$$

- The Bid of the Bidder, who obtains the highest  $T_s$  value, will be rated as the best Bid. In the event of a tie, the bid with the highest technical score ( $S_t$ ) will be rated as the best bid. Beyond that, Authority will decide the matter in its full discretion.

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- The Authority will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the best bid, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily. The Authority shall however not bind itself to accept the best bid or any bid and reserves the right to accept any bid, wholly or in part.

**8. Right to Vary Scope of work at the time of Award:**

The Authority may at any time, by a written order given to the Bidder, make changes within the general scope of the Work. If any such change causes an increase or decrease in the cost of, or the time required for, the Bidder's performance of any part of the work, whether changed or not changed by the order, an equitable adjustment shall be made in the agreed Price or delivery schedule, or both, and the Work Order shall accordingly be amended. Any claims by the Bidder for adjustment under this Clause must be asserted within 15 days from the date of the Bidder's receipt of the Authority's changed order.

**9. Right to accept any Bid and to reject any or all Bids:**

The Authority reserves the right to accept any bid, and to annul the RFP process and reject any or all bids at any time prior to award of work, without thereby incurring any liability to the affected Bidder or Bidder or any obligation to inform the affected Bidder or Bidder of the grounds for the Authority's action.

**10. Notification of Award:**

Prior to the expiration of the period of bid validity, the Authority will notify the successful Bidder by e-mail or in writing, by registered letter that its bid has been accepted.

**11. Issuing the Work Order:**

At the same time as the Authority notifies the successful Bidder that its bid has been accepted, the Authority will send the Work Order, incorporating its requirements including the conditions laid down in the RFP. Within 7 days of receipt of the Work Order, the successful Bidder shall sign and date the Work Order and return a copy to the Authority as a token of acceptance of the requirements laid down.

**12. Performance Guarantee:**

The successful agency will execute a Performance Guarantee for **10 %** of the total value of the contract in the form of Account Payee Demand Draft or a Bank Guarantee from a Nationalized Commercial Bank in an acceptable form. The Performance Guarantee should remain valid for a period of 60 days beyond the date of completion of the project.



### 13. Confidentiality of the Document:

This RFP is confidential and anything contained in this RFP shall not be disclosed in any manner, whatsoever.

### 14. Rejection Criteria:

Besides other conditions and terms highlighted in the RFP document, bids may be rejected under following circumstances:

- Incomplete bids that do not quote for the complete Scope of Work as indicated in the bidding documents, addendum (if any) and any subsequent information given to the Bidder
- Bids providing information that are found to be incorrect/ misleading at any stage / time during the RFP Process
- Technical Bid containing financial details
- Bids that reveal prices in any form or by any reason before opening the Financial Bid
- Bids not submitted in Two Bid systems in separate envelopes.
- Bids in which the total lump sum price quoted by the Bidder is not inclusive of all taxes, duties, fees, levies, works contract tax and other charges
- Bids made through Telex /Telegraphic / Fax/E. Mail
- Bids which do not confirm unconditional validity of the bid for 90 days from the date of opening of bid
- Bids where prices are not firm during the entire duration of the contract and / or with any qualifications
- Bids that do not confirm unconditional acceptance of full responsibility of executing the 'Scope of Work' of this RFP
- Bids in which the Bidder seeks to influence the Authority's bid evaluation, bid comparison or contract award decisions.

### 15. General

- i) Bidder shall not make any alteration / changes in the bid after the closing time and date. Unsolicited correspondences from Bidder will not be considered.
- ii) If at any stage of RFP process or during the currency of the Work, any suppression / falsification of such information is brought to the knowledge of the Authority, the Authority shall have the right to reject the bid or cancel the Work Order, as the case may be, without any compensation to the Bidder.
- iii) The Bidder shall deem to have complied with all clauses in the RFP under all the sections/chapters of the Bidding document, unless otherwise stated in the deviation statement. Evaluation will be carried out on the available information in the bid.
- iv) Any other point, which may arise at the time of evaluation, will be decided by Authority for assessment of the bids.



**v) Other important Information**

- a) The Authority reserves the Right to place an order for the full or part quantities under any items of work under Scope of work
- b) After issue of the Work Order the Performance Guarantee will be forfeited in case of undue delays in performance by the agency.
- c) The Authority reserves the right to cancel the Work Order of any agency/ agencies in case of change in the procedures or unsatisfactory services.
- d) In the event of any dispute, the tribunals and courts in Guwahati will have the exclusive jurisdiction in respect of all matters pertaining to the agreement between the Consultant/Organization/Institute and the Authority.



**UNDERTAKING**

TO: The Chief Executive Officer  
Assam State Disaster Management Authority  
Assam State Secretariat  
Dispur, Guwahati

I/We \_\_\_\_\_

Of (insert business address)

\_\_\_\_\_

Hereby submit our proposal in response to the Request for Proposal (RFP) for **Designing, developing and executing Mass Awareness programme through Street plays, on themes related to Disaster Management and training of Block level teams in the selected districts** and undertake to execute and complete the services as we will be reasonably required to be performed, in accordance with our proposal, the RFP requirements and the final work order to be issued by the Authority.

This RFP shall remain valid to be accepted by the Authority and shall not be withdrawn for a period of 90 days from \_\_\_\_\_.

I/We understand that the Authority reserves the right to accept / reject any application and the selection is at their sole discretion.

Authorized Signature

Name in full:

Agency Name

Title

Date



**TECHNICAL BID**

**Designing, developing and executing Mass Awareness programme through Street plays, on themes related to Disaster Management and training of Block level teams in the selected districts.**

The technical bid will be analyzed and evaluated on:

- i. Concept Note as described in the Scope of Work;
- ii. Broad outlines of the scripts on each of the themes.
- iii. Methodology to be adopted for the performance of street plays.
- iv. Methodology for conducting training programmes.
- V. Timeline.





## Financial Bid

For Designing, developing and executing Mass Awareness programme through Street plays, on themes related to Disaster Management and training of Block level teams in the selected districts  
 Concept 1: .....

Sl. No.	Description	Value in INR
1	Professional Fees / Conceptualization Cost	
2	Taxes on Professional Fee	
	a. _____ Tax @ __%	
	b. _____ Tax @ __%	
3	Execution Cost Expenses 1: Expenses 2: Expenses 3: Expenses ...	
4	Administrative Expenses	
5	Miscellaneous Expenses	
6	Taxes if any on Administrative & Miscellaneous Expenses _____ Tax @ __% _____ Tax @ __%	
	<b>Total Financial Bid (In Figures)</b>	
	<b>Total Financial Bid (In Words)</b>	

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