



REQUEST FOR PROPOSAL

RFP No. : ASDMA/69/2015/1

RFP on : Engaging an institutional partner for appraisal of
Departmental Plans on Disaster Management.

Issued By : Assam State Disaster Management Authority

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Submission Last Date : 26.11.2015

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Summary of Proposal:

This Request for Proposal is issued by the Assam State Disaster Management Authority to obtain proposal from Firms/Institutions/Organisations having expertise and experience of carrying out plan appraisal, evaluation and impact assessment studies in Disaster Management, socio-economic or environmental sectors.

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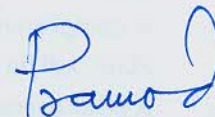
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1. REQUEST FOR PROPOSAL TERMINOLOGY

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.



2. EXECUTIVE SUMMARY

2.1 The enactment of the Disaster Management Act 2005 has brought about paradigm shift in the concept of disaster management. Section 39 of the Disaster Management Act requires that each of the State Government departments shall prepare Disaster Management Plan and in pursuance of this, following 16 government departments have prepared draft Disaster Management Plans both at the State and district levels.

1. Agriculture 2. Soil Conservation 3. Public Health Engineering (PHE) 4. Veterinary & Animal Husbandry 5. Health & Family Welfare 6. Irrigation 7. Water Resources 8. PWD (Building & NH) 9. PWD (Roads) 10. Social Welfare 11. Environment, Forests & Climate Change 12. Panchayat & Rural Development 13. Urban Development Department and Town & Country Planning 14. Power 15. Industry 16. Education

2.2 These 16 state level and 432 district level Departmental Disaster Management Plans have been submitted to Assam State Disaster Management Authority (ASDMA) out of which 16 state level and 80 district level Departmental Disaster Management plans (5 each of these 16 departments) have been decided to be appraised by the agency, selected on the basis of the RFP in the light of the guidelines and parameters fixed by ASDMA.

2.3 This Request For Proposal (RFP) is floated for selection of a firm/ institution/ organisation to conduct the appraisal of the Departmental Disaster Management Plans as mentioned above.

3. TERMS OF REFERENCE :

3.1 Scope of work:

The selected bidder shall be required to undertake following tasks-

- i. Each of the 16 State level and 5 district level draft Disaster Management Plans of each of the 16 departments, as selected by ASDMA, will have to be appraised in accordance with the guidelines and parameters laid down by ASDMA.
- ii. The appraisal will be a consultative process. The successful bidder will have to involve the departmental officials in the appraisal process through a time-bound programme chalked out in consultation with ASDMA keeping the timeframe for the completion of the work in mind.
- iii. A comprehensive appraisal report in respect of each of the draft Disaster Management Plans will be prepared in the format finalised with the approval of ASDMA.
- iv. A brief executive summary encapsulating salient features and findings shall be the integral part of the appraisal report.
- v. The appraisal report after it has been approved by ASDMA shall be shared with the departments and DDMA as per the time bound programme.



3.2 Time line

The work will have to be completed in a period of six months from the date of award of contract as per the following schedule (All time-lines are from the date of award of contract.

- I. Finalization of the guidelines and parameters for the appraisal of the draft plans- 7days.
- II. Appraisal of draft State level Departmental Disaster Management Plans-60 days.
- III. Appraisal of Draft district Departmental Disaster Management plans-120 days.
- IV. Submission of draft appraisal reports for State level plans- 75 days.
- V. Submission of draft appraisal reports for District level plans- 135 days.
- VI. Submission of the final appraisal report- 150 days.
- VII. Sharing of the appraisal report with the State departments- 180 days from the date of award of contract.

3.3 Eligibility criteria and Experience:

- i. The firm/organisation/institution shall be a registered entity under the relevant central/state law.
- ii. Minimum five years of experience in the field of plan appraisal, evaluation and impact assessment studies in Disaster Management, socio-economic or environmental sectors.
- iii. Experience of carrying out at least three works of similar nature and scale within the country for either the public or private sectors.
- iv. At least five personnel in the field of research and evaluation studies should be employed with the agency on long term basis and their CVs should be furnished.
- v. List of personnel who will be engaged for the study should be submitted along with their CVs.

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

4. RFP Process:

- 4.1 The Authority is the Work Order issuing authority as relates to this RFP.
- 4.2 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.
- 4.3 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.
- 4.4 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.
- 4.5 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.**

- 4.6 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.
- 4.7 The Authority will not be liable for any costs of any applicant participating in this RFP.
- 4.8 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.
- 4.9 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 clarifications and all information will be via e-mail only to asdmaghy@gmail.com

5. INSTRUCTIONS TO APPLICANT

5.1 General Requirements

- 5.1.1 The response to RFP is required to address all technical requirements contained within this RFP.
- 5.1.2 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.
- 5.1.3 The RFP is not a Work Order. A separate Work Order will be made available only after selection of the preferred applicant.
- 5.1.4 All information supplied by the Authority in connection with this RFP shall be treated as confidential.

5.2 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.

<i>Activity</i>	<i>Date</i>
Issue of RFP Document	03.11.2015
Last date for submission queries/date of pre-bid meeting	16.11.2015 (By 4 PM)
Deadline for Proposal submission	26.11.2015 (By 4 PM)
Opening of Technical proposal	To be notified later
Opening of Financial proposal	To be notified later

5.3. Submission of RFP

- 5.3.1 Potential Applicant must complete and sign the Undertaking at **ANNEXURE - 1**
- 5.3.2 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.
- 5.3.3 Applicants are required to submit one printed original hard copy of the proposal document and one electronic copy in Microsoft Word. The printed copy of the



documents will be taken to be correct if there is any inconsistency between the versions.

- 5.3.4 The proposal submitted must be without any overwriting, corrections, double typing, etc.
- 5.3.5 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.
- 5.3.6 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**”.
- 5.3.7 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 “**Engaging an institutional partner for appraisal of departmental Plans on Disaster Management**”.
- 5.3.8 The cover thus prepared should also indicate clearly the name, address and telephone number of the Tenderer to enable the Bid to be returned unopened in case it is declared "Late".
- 5.3.9 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.
- 5.3.10 The sealed envelope containing the proposal must be received in the office of the Chief Executive Officer by **4.00 PM** on any working day up to **26.11.2015**. Envelopes /documents received after the stated time and date will be rejected even if it is delayed by postal or courier service providers.

5.4. Preparation of RFP Document:

5.4.1 Technical Proposal:

- i. The technical proposal will have a detailed action plan for carrying out the work. It will include the approach and strategy to be adopted for undertaking various tasks, requirement of manpower for each of the tasks and timeframe for completing the tasks.
- ii. Details of team structure should be laid out in the technical paper with the CVs of all the listed personnel.
- iii. Details of similar works carried out with documentary proof.

Form for Technical Proposal is given at ANNEXURE 2 & 3.

5.4.2. Financial proposal:

- i) The financial proposal will be the Overall Cost of the study and report there on as laid down in the Terms of Reference.
- ii) Tenderer should provide all prices as per the prescribed format under this Form. Tenderer should not leave any field blank. In case the field is not applicable, Tenderer must indicate “0” (Zero) in all such field.
- iii) All the prices are to be entered in Indian Rupees INR (%age values are not allowed).
- iv) It is mandatory to provide breakup of all Taxes, Duties and Levies wherever applicable and/or payable.
- v) The final financial proposal of the Tenderer shall be inclusive of all Taxes, Duties and Levies including Service Tax, etc.
- vi) Authority shall take into account all Taxes, Duties & Levies for the purpose of Evaluation.

The Financial Bid Summary Form is given at ANNEXURE – 4

5.4.3. Period of Validity

Proposals must remain open for acceptance for a minimum of 90 days.

7. EVALUATION OF PROPOSAL

7.1 The evaluation would consist of following phases:

Phase I: Evaluation of Eligibility Criteria.

Phase II: Evaluation of Technical proposal.

Phase III: Evaluation of Financial proposal.

Phase IV: Combined Evaluation of Technical and Financial proposals.

7.2 Evaluation of Eligibility Criteria:

In this part, the Agency will be evaluated for the fulfillment of the conditions specified in the **Eligibility Criteria.**

7.3 Evaluation of Technical proposals:

7.3.1 The technical proposal will be analyzed and evaluated on:

- a) Approach and strategy to be adopted.
- b) Time line for work completion.
- c) Expertise of the agency in terms of experts proposed to be engaged for doing the work.
- d) Experience of having done similar works.

7.3.2 The technical proposal shall be analyzed and evaluated and the technical proposal marks shall be assigned to each bid on the basis of following evaluation matrix

Bid Component	Weightage in Technical Score	Minimum Qualification Score
Approach and strategy to be adopted	40	24
Professional Expertise	25	15
Time line for work completion	10	6
Experience	25	15

7.3.3 Analysis of technical bid

In this part, the technical proposal will be analyzed and evaluated and the technical proposal marks (S_{tm}) shall be assigned to each bid on the basis of following evaluation matrix:

- i. 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 proposals. If required, the Authority may seek specific clarifications from any or all Tenderer(s) at this stage. The Authority shall determine the Tenderer that qualify for the next phase after reviewing the clarifications provided by the Tenderer(s).
- ii. Technical proposal Score: The Technical proposal Score ‘St’ of the Tenderer shall be derived as under

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

S_t is the Technical proposal Score

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

S_H = Highest total technical proposal marks amongst all evaluated proposals

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

7.4 Evaluation of Financial Proposals:

In this phase, the financial proposal of the Tenderer, 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 financial proposal

F is the price quoted in the proposal under consideration

7.5 Combined Evaluation of Technical & Financial proposal

- i. The Total score of the Tenderer will be determined as under

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

- ii. The proposal of the Tenderer, who obtains the highest T_s value, will be rated as the best proposal. In the event of a tie, the proposal with the highest technical score (S_t) will be rated as the best proposal. Beyond that, Authority will decide the matter in its full discretion.
- iii. The Authority will award the Contract to the successful Tenderer whose proposal has been determined to be substantially responsive and has been determined as the best bid, provided further that the Tenderer is determined to be qualified to perform the Contract satisfactorily. The Authority shall however not bind itself to accept the best proposal or any proposal and reserves the right to accept any proposal, 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 Tenderer, 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 Tenderer’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 Tenderer for adjustment under this Clause must be asserted within 15 days from the date of the Tenderer’s receipt of the Authority’s changed order.

9. Right to accept any proposal and to reject any or all proposal:

The Authority reserves the right to accept any proposal, and to annul the Tender process and reject any or all proposals at any time prior to award of work, without thereby incurring any liability to the affected Tenderer or any obligation to inform the affected Tenderer or 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 Tenderer 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 Tenderer that its proposal 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 Tenderer 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 Tender is confidential and anything contained in this Tender shall not be disclosed in any manner, whatsoever.

14. Rejection Criteria:

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

- Incomplete proposal 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 Tenderer
- Bids providing information that are found to be incorrect/ misleading at any stage / time during the Tendering Process
- Technical proposal containing financial details
- Bids that reveal prices in any form or by any reason before opening the Financial proposal
- Bids not submitted in Two Bid systems in separate envelopes.
- Bids in which the total lump sum price quoted by the Tenderer 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 proposal
- 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 Tender
- Bids in which the Tenderer seeks to influence the Authority's bid evaluation, bid comparison or contract award decisions.

15. General

i) Tenderer shall not make any alteration / changes in the proposal after the closing time and date. Unsolicited correspondences from Tenderer will not be considered.

ii) If at any stage of Tendering 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 Tenderer.

iii) The Tenderer shall deem to have complied with all clauses in the Tender 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 proposals.

v) Other important Information

- a) The ownership of the outcome/ report and all its elements will at all times vest with Authority and the agency will have no proprietary or other rights or other rights in respect of the same
- b) The Authority is not bound to accept the lowest or any tender or to assign any reason for non-acceptance. The Authority reserves its right to accept the RFP either in full or in part. Conditional proposals will be rejected outright.
- c) The Authority reserves the Right to place an order for the full or part quantities under any items of work under Scope of work
- d) After issue of the Work Order the Performance Guarantee will be forfeited in case of undue delays in performance by the agency.
- e) The Authority reserves the right to cancel the Work Order of any agency/ agencies in case of change in the procedures or unsatisfactory services.
- f) 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.



ANNEXURE - 1

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 **Engaging an institutional partner for appraisal of departmental Plans on Disaster Management** and preparation of the report 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 the date of opening of the RFP.

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:



ANNEXURE - 2

(On Company/Firm Letter Head)

TECHNICAL PROPOSAL

REQUEST FOR PROPOSAL FOR ENGAGING AN INSTITUTIONAL PARTNER FOR APPRAISAL OF DEPARTMENTAL PLANS ON DISASTER MANAGEMENT.

Form A: Technical Bid - Approach and strategy to be adopted

In this section the Tenderer is expected to showcase the approach and methodology to be adopted to prepare and share the appraisal report.



Annexure - 3

Form B: Technical proposal - Time line for work completion.

In this section the Tenderer is expected to provide completion period for the entire work comprising appraisal of the drafts, report writing, submission of the draft reports, submission of the finalized draft reports and sharing the final reports with the departments and the authority in detail with an action plan.



Annexure - 4

(On Company/Firm Letter Head)

Financial proposal

Sl.No.	Description	Value in INR
1	Cost of the work	
2	Taxes	
	a. _____ Tax @ __%	
	b. _____ Tax @ __%	
	Total Commercial Bid (In Figures)	
	Total Commercial Bid (In Words)	

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Annexure-5

CVS OF EXPERTS

A handwritten signature in blue ink, appearing to read "Samol", is located in the lower right quadrant of the page.

Experience Details

Annexure-6

James