



Assam State Disaster Management Authority

### TENDER NOTICE

Chief Executive Officer, Assam State Disaster Management Authority (ASDMA) invites sealed Request for Proposal from Agencies/Institutions/Organisations for Design & Implementation of Training on-

Sl. No.	Group	Training
1.	Doctors & Hospital Administrators	Hospital Preparedness & Mass Casualty Management including Hospital Disaster Management Plan.
2.	Paramedics/Response Force(Police, Fire Service, Civil Defence)	Mass Casualty Management

Request for Proposal shall be available on ASDMA's website [www.asdma.gov.in](http://www.asdma.gov.in), [www.sdmassam.nic.in](http://www.sdmassam.nic.in)

Date of commencement of issue of Request for Proposal	26 <sup>th</sup> April, 2016
Last date & Time for submission of Request for Proposal	16 <sup>th</sup> May, 2016 (4:00 pm)

Chief Executive Officer  
Assam State Disaster Management Authority  
Assam Secretariat  
Dispur

**REQUEST FOR PROPOSAL**

**ISSUED BY:** Assam State Disaster Management Authority

**ISSUE DATE:** 26<sup>th</sup> April, 2016

**Closing Time:** 16<sup>th</sup> May, 2016 (4.00 PM)

**Contact Person:** Chief Executive Officer  
Assam State Disaster Management Authority  
Ancillary Block,  
Assam State Secretariat,  
Dispur, Guwahati

**Summary of Proposal:**

This Request for Proposal is issued by the Assam State Disaster Management Authority to obtain proposal from Agencies / Institutions/Organizations to empanel suitable Agency / Institution/ Organizations for Design and Implementation of Training on different aspects of Disaster Management.



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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.



## 1. EXECUTIVE SUMMARY

### Project Background

The DM Act, enacted by Parliament in 2005 in the backdrop of the devastating Bhuj Earthquake and the coastal Tsunami, ushered in a strategic shift in both the content and process of disaster management by mandating a holistic, integrated approach to the crucial Disaster Management function of the State and creating a distinct structure for delivering it.

The DM function of the State is now a continuous, integrated process of planning, organising, coordinating and implementing measures for Prevention, Mitigation, Preparedness, Response, Rehabilitation and Reconstruction. The crisis-oriented approach of rescue, relief and rehabilitation has been replaced by a more decentralised approach with equal focus on strategic risk reduction and recovery involving active participation of NGOs, community Volunteers and local bodies.

Further, the essential provision of integrating measures for prevention of disasters and mitigation in all development plans and projects now makes the strategic task of mainstreaming DM in development a statutory obligation.

The personnel involved in performing this new, integrated disaster management function, therefore, not only need to respond effectively to disaster situations for rescue and relief now but also have to engage themselves continuously on prevention, mitigation and reconstruction with equal emphasis.

It is in this context of changed structural-functional arrangement, the roles, tasks and activities of the different functionaries involved in DM has changed significantly, necessitating need-based training interventions to ensure effective performance of concerned functionaries in the changed circumstances. They now have to do 'new and better things.' It is therefore necessary to arrange for appropriate performance-based training interventions for all the stakeholders involved in disaster management at the operational levels to cope with the changed circumstances.

The task ahead is to:

1. **Develop training modules for different target groups, keeping in mind the focus areas mentioned above.**
2. **Develop /mobilize a pool of Master Trainers for multi-layered training programmes.**
3. **Design the training programmes with ample scope for participation and hands-on exercises.**
4. **Identify/ develop appropriate supplementary reading materials.**
5. **Identify/develop appropriate case studies on success stories and inadequate responses to disasters from within and outside the country.**
6. **Develop credible assessment mechanism and submission of reports on outcomes.**



## 2. TERMS OF REFERENCE

a) To design & develop modules and implement training in the following areas of Disaster Management :

Sl. No	Group	Training	Duration *
1	Doctors & Hospital Administrators	Hospital Preparedness & Mass Casualty Management including Hospital Disaster Management Plan	2 days
2	Paramedics/Response Force (Police, Fire Service, Civil Defence)	Mass casualty Management	2 days

\* Please note that the duration provided against each training is only indicative. The actual need may vary and the same can be made in consultation with ASDMA.

- b) The trainings will be conducted at both the State level and field level covering all the 27 districts of Assam.
- c) A detailed training calendar is required to be submitted for the trainings proposed to be conducted by the training agency/institute/organization.
- d) The training agency/institute/organization should also detail the minimum number of trainers to be deployed for each module with their names, brief profile etc.
- e) The training agency/institute/organization will submit the lump sum cost for each module inclusive of trainers' fee, travel expenses, training materials, handouts & manuals etc.
- f) The training agency/institute/organization will provide training materials, handouts & manuals etc. for both the State level and the district level trainings.
- g) Working lunch & tea will be arranged by ASDMA/DDMAs with the prior approval of the Authority for all the State level and district level trainings.
- h) The Authority will provide the infrastructure which will include provision for a training room with audio visual facilities, a projector, printer and a single laptop for both the State level and district level trainings.
- i) Should the training mandate require any additional resources, the Authority would consider incurring the cost subject to prior approval of the same. For eg, in Masons training, the need to make wage payment to the masons would be as per the Minimum Wage Act for a skilled labor prevalent at that time.
- j) Further, while the Authority would send out the letters for participation, the training agency/Institute shall be responsible for follow-up and for ensuring participation of the trainees.
- k) These training modules would be conducted till March 2017. The following table illustrates the expected number of employees across each group till March 2017, the number of participants per training and the maximum number of trainings that are envisaged.\*

SI No	Target Group	Name of Training	Total No of persons (Expected to be trained till March 2017)	Number of participant per training	Number of training required per Module	Number of trainer man days required (per training)
1.	Doctors & Hospital Administrators	Hospital Preparedness & Mass Causality Management including Hospital Disaster Management Plan	1080*	40	27	27X2=54
2.	Paramedics/ Response Force (Police, Fire Service, Civil Defence)	Mass casualty Management	1350*	50	27	27X2=54

- Please note that these figures are provided to give an indication of the scope of training initiative. The actual figures may vary.

l) The Authority would require the agency to request each of the participants to fill a training evaluation form at the end of each of the sessions that have been executed. The vendor will be required to support the Authority in the evaluation of training effectiveness post delivery of the program.

m) The Consultants/organizations will acquaint themselves with all the local conditions and factors, which would have any effect on the performance of the contract and / or the cost.

n) It is the responsibility of the Tenderer that all factors have properly been investigated and considered while submitting the bid proposals and that no claim whatsoever including those for financial adjustment to the contract awarded under the bidding documents will be entertained by the Authority and that neither any change in the time schedule of the contract nor any financial adjustments arising thereof shall be permitted by the Purchaser on account of failure of the Tenderer to apprise themselves of local laws / conditions.

### 3. RFP Process:

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

ii) 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.

iii) 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.

iv) 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.

v) Neither the RFP document nor any other related document shall constitute a contract or agreement with Authority.

vi) 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 clarifications and all information will be via e-mail only to [asdmaghy@gmail.com](mailto:asdmaghy@gmail.com)

#### **4. INSTRUCTIONS TO APPLICANT**

##### **A. General Requirements**

- i) The response to RFP is required to address all technical requirements contained within this RFP.
- ii) 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.
- iii) The RFP is not an empanelment Order. A separate empanelment Order will be made available after selection.
- iv) All information supplied by the Authority in connection with this RFP shall be treated as confidential.

##### **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.

<i>Activity</i>	<i>Date</i>
Issue of RFP Document	<b>26<sup>th</sup> April, 2016</b>
Deadline for Proposal submission	<b>16<sup>th</sup> May, 2016 (4.00 PM)</b>

##### **C. Submission of RFP**

- i) Potential Applicant must complete and sign the Undertaking at Annexure A.

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- ii) 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.
- iii) 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.
- iv) The proposal submitted must be without any overwriting, corrections, double typing, etc.
- v) Applicant will submit their proposal in two parts. The first part will contain the Technical Proposal. The second part will contain the Financial Proposal.
- vi) The Technical Proposal should be submitted in a sealed envelope marked "Technical Proposal". The Financial Proposal should be submitted in a separate, sealed envelope marked "Financial Proposal".
- vii) The two sealed envelopes should then be submitted in one sealed envelope super scribed with the wordings **"Do not open"** and this envelope should be clearly marked **"Request for Proposal for Design & Implementation of Training on Disaster Management"**
- viii) 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".
- vii) The 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.
- viii) The sealed envelop containing the proposal must be received in the office of the Chief Executive Officer by **4.00 PM on any working day up to 16<sup>th</sup> May, 2016**. Envelopes /documents received after the stated time and date will be rejected.

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

##### **Technical Bid**

- i) The technical proposal will have the detailed Design and Implementation Strategy of the Trainings as per the Terms of Reference already stated at point 2 above.
- ii) The Approach and Methodology for the Design and Implementation Strategy of the Trainings should be detailed which will showcase the understanding of the Tenderer on the requirements of the Authority
- iii) In the technical bid, the Tenderer is required to provide details of the key personnel (who are proposed to be deployed on Project) and clearly identify the competencies that they bring with them on the project.
- iv) Details of the Team structure should be laid out in the technical bid with the CVs of all the listed personnel in a summary table
- v) The tenderer is also expected to showcase their past experience in the training field.

**Forms for Technical Bid is given at Annexures B, C & D.**

##### **Financial Bid**

- i) The Financial bid will be the cost of Design and Implementation of the Trainings only as per the Scope of Work as laid down in the Terms of Reference.
- ii) All the prices are to be entered in Indian Rupees INR (%age values are not allowed).
- iii) It is mandatory to provide breakup of all Taxes, Duties and Levies wherever applicable and/or payable.
- iv) The final Financial Bid of the Tenderer shall be inclusive of all Taxes, Duties and Levies including Service Tax, etc.
- v) Authority shall take into account all Taxes, Duties & Levies for the purpose of Evaluation.

**The Financial Bid Summary Form is given at Annexure E**

**E) Period of Validity**

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

**5. EVALUATION OF PROPOSAL**

- 1) To meet the Authority's requirements, as spelt out in the Tender, the selected Tenderer must have the requisite experience in providing services in the relevant fields specified for the entire period of the contract.
- 2) Evaluation criteria proposed to be adopted will be based on the Quality and superiority of the Technical Bid of the Tenderer. The evaluation would consist of following phases

***Phase I: Evaluation of Technical Bids***

***Phase II: Evaluation of Financial Bids***

- 3) It is mandatory for the Tenderer to obtain overall 50% Technical marks under each element of the Technical Evaluation Bid Criteria.

**Phase I: Evaluation of Technical Bids**

**Part 1**

1. In this part, the technical bid will be reviewed for compliance of the bids with the necessary technical requirements and Scope of Work of this Tender.

**Part 2**

2. In this part, the technical bid will be analysed and evaluated based on specific experience of the tenderer, competence of key personnel, adequacy of the proposed approach and methodology and understanding the requirements of the Authority and prior credentials of the Tenderer as per the following matrix:



S.No.	Bid Element	Total Marks	Minimum Qualification Marks
1.	<p>Bidder Services Spectrum in terms of:</p> <p>Brief outline of the module, Methodology to be followed for delivering the Training</p> <p>Any value added service provided by the Tenderer (Specify the value added services such as follow up service provided, assistance in evaluation of training programs, refresher session provided free of cost, etc.) that the Tenderer would offer to the Authority.</p>	30	15
2.	Quality of Tenderer credentials ( List all the credentials)	40	20
3.	Quality of CVs of the trainers / individual trainer. CV's with international exposure either in facilitating programmes abroad or any international certification received, etc. would be given higher weightage	30	15

**Phase II: Evaluation of Financial Bids**

1. The Financial Bids of all those Tenderers who are technically qualified shall be opened.
2. The Quoted fee for each of the training would be evaluated separately. The Tenderer with the Lowest Quoted Total Fee for each training would be considered L1 (Lowest bidder). That L1 quote would then be the rate contract of ASDMA for that particular training and also for future references. For the purpose of evaluation of the Lowest Quoted Total Fee, the lump sum amount mentioned in the Form 4 against each training will be considered.

**6) 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 thirty (30) days from the date of the Tenderer's receipt of the Authority's changed order.

**7) 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 Tender process and reject any or all bids at any time prior to award of work, without thereby incurring any liability to the affected Tenderer or Tenderer or any obligation to inform the affected Tenderer or Tenderer of the grounds for the Authority's action.

#### **8) Confidentiality of the Document:**

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

#### **9) Rejection Criteria:**

Besides other conditions and terms highlighted in the Tender 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 Tenderer
- Bids providing information that are found to be incorrect/ misleading at any stage / time during the Tendering 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 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 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 Tender
- Bids in which the Tenderer seeks to influence the Authority's bid evaluation, bid comparison or contract award decisions

#### **10) Payment Terms:**

Payment terms will be as follows:

- As per the scope of work, the agency needs to quote the cost per trainee per training and man-day fee for all the modules it is bidding for.
- The agency may raise an invoice on the satisfactory completion of the module and is to be computed on cost per trainee per training and the fee per man-day of the trainer that has been agreed and contracted for.

#### **11) General**

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i) Tenderer shall not make any alteration / changes in the bid 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 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 be deemed 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 bids.

**v) Other important Information**

- a) 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 Bids will be rejected outright.
- b) The Authority reserves the right to cancel the Empanelment Order of any agency/ agencies in case of change in the procedures or unsatisfactory services.
- c) 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/Organisation/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 Design & Implementation of Training on Disaster Management 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 empanelment 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 .....2016.

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**

**For the Design & Implementation of Training on different aspects of Disaster Management**

**Form 1. Technical Bid - Bidder Services Spectrum**

- In this section, the Tenderer is required to provide details of:
  - Standard Approach / Methodology followed for delivering the training
  - Any value added service provided by the Tenderer (Specify the value added services such as follow up service provided, assistance in evaluation of training programs, refresher session provided, etc.) that the agency would offer to the Authority.



Annexure C

Form 2. Technical Bid - Quality of Tenderer credentials (List all the credentials)

Tenderer should provide the details of all the Trainings handled in the past in the following format:

S. No	Name of the Client Organization	Year in which the client was served	Name of Training Program	No. of employees for Whom Program Conducted	Name, Address & Phone Number of Contact Person in Client Organization*

\* The Authority reserves the right to contact the person mentioned to verify the details of the information provided by the Tenderer.



Annexure D

Form 3. Technical Bid – Quality of CVs of the trainers/ individual trainer

Name of Trainer			
Age			
Educational Qualification			
International Experience			
Professional Experience (in reverse chronological order)			
Area of Expertise			
Number of Training Programmes Conducted Till Date			
Number of People Trained Till Date			
Experience Details			
S. No	Name of Client Organization	Name of Session	Structure of the Programme

**N.B. The training agency/institute should provide documentary proof confirming the availability of the trainer, in case they are not employed by the Agency.**

**Annexure E**

**Form 4. Financial Bid**

1. Tenderer should provide all prices as per the prescribed format under this Form.
2. It is mandatory to provide breakup of all Taxes, Duties and Levies wherever applicable and/or payable.
3. The Authority shall take into account all Taxes, Duties & Levies for the purpose of Evaluation.

SI No	Training	Cost of training (A)	Tax (in INR) (B)	Total cost : (C) (=A+B)
1	Hospital Preparedness & Mass Causality Management including Hospital Disaster Management Plan			
2	Mass casualty Management			