

## Request for Proposal

Ref No: NIDM/RID/CG-GA/GIZ/2023

Dated: 12<sup>th</sup> February, 2024

**Subject: Request for Proposal (RFP) for selection of a Consultancy Organization for a Study on "Policy Support for Mainstreaming DRR & CCA measures into Development Plans".**

Dear Sir/Madam:

1. Sustainable Urban Development Smart Cities II (SUDSC-II) project is being jointly implemented by GIZ on behalf of the German Federal Ministry of Economic Cooperation and Development (BMZ) and the Ministry of Housing and Urban Affairs (MoHUA), Govt. of India. The project supports MoHUA and the partner cities viz. Mangalore (Karnataka), Kochi (Kerala), Bhubaneswar (Odisha), Coimbatore (Tamil Nadu), Manikonda (Telangana) and Guwahati (Assam) in resilient, sustainable approaches and solutions for urban development including infrastructure that consider disaster risk management and the leave-no-one-behind principle. The objective of the project is to develop climate-induced disaster resilient sustainable habitats.
2. "Enabling Cities on Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA) for Sustainable Urban Development in India" is a sub-project under SUDSC-II. The duration of the project is from 1st March 2023 to 31st August 2024.
3. The activities proposed under the project are as follows:
  - a. Policy Support for mainstreaming DRR & CCA measures into Development Plans
  - b. Risk Assessment Framework for climate induced disasters for cities and development of a roadmap for making cities resilient
  - c. Capacity Building- training modules & training programs
  - d. Knowledge Management
4. The present bid is for the selection of Consultancy Organization for the study on "Policy Support for Mainstreaming DRR & CCA measures into Development Plans" for Coimbatore city.
5. The Consultancy Organization will be selected under the Quality and Cost Based Selection (QCBS) Method.
6. The proposal should include the following documents:
  - o Request for Proposal Letter
  - o Technical Proposal - Standard Forms (Section-4)
  - o Financial Proposal - Standard Forms (Section-5)
  - o Tentative timeline
  - o Details of execution arrangements

7. Limited proposals are invited by the National Institute of Disaster Management (NIDM), Ministry of Home Affairs, Govt. of India, from the bidders under **Two Bid System i.e. Technical Bid and Financial Bid (Should be provided separately in sealed envelopes/covers)** for hiring the Consultant.
8. The selection procedure will be based on the guidance of General Financial Rules (GFR), 2017 and Manual for Procurement of Consultancy and other Services (MoP), 2022.
9. Detailed Bid document is enclosed.



**Surendra Thakur**  
**Joint Director, NIDM**



**Request for Proposal (RFP)**  
**For**  
**Hiring Services of a Consultancy Organization**  
**For**  
**Study on "Policy Support for Mainstreaming DRR & CCA measures into Development Plans"**  
**Under**  
**The project "Enabling Cities on Disaster Risk Reduction and Climate Change Adaptation for Sustainable Urban Development in India"**

**Dated: 12<sup>th</sup> February, 2024**

**NATIONAL INSTITUTE OF DISASTER MANAGEMENT,**  
(Ministry of Home Affairs, Government of India),  
Plot no. 15, Pocket-3, Block-B, Sector-29, Rohini, Delhi -110042  
**Website:** <https://nidm.gov.in>,  
**Tel No. :** 011-20873412

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## Section 1

### Bid Notice

Bids are invited through a two-bid system (Technical and Financial) for hiring services of a Consultancy Organization on the **QCBS (Quality cum cost-based selection) method** for the study on "Policy Support for Mainstreaming DRR & CCA measures into Development Plans" under the project "Enabling Cities on Disaster Risk Reduction and Climate Change Adaptation for Sustainable Urban Development in India" as per details given below:

#### Datasheet

|                                                                                           |                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Website                                                                                   | <a href="https://nidm.gov.in">https://nidm.gov.in</a>                                                                                                                                                                                                                            |
| Bid Submission Start date                                                                 | <b>12<sup>th</sup> February 2024</b>                                                                                                                                                                                                                                             |
| Pre-bid meeting will be held through Video Conferencing for doubts and queries (optional) | <b>19<sup>th</sup> February 2024</b>                                                                                                                                                                                                                                             |
| Email for Queries                                                                         | <b>Email: <a href="mailto:jd.nidm@nic.in">jd.nidm@nic.in</a></b><br><i>(last date of receiving queries – up to 26<sup>th</sup> February 2024)</i>                                                                                                                                |
| Bid Submission End date                                                                   | <b>5<sup>th</sup> March 2024</b>                                                                                                                                                                                                                                                 |
| Bid Opening date                                                                          | <b>7<sup>th</sup> March 2024</b>                                                                                                                                                                                                                                                 |
| Type of bid Sets                                                                          | Two bid sets (as per QCBS method mentioned in GFR 17)                                                                                                                                                                                                                            |
| Offer validity of Bid                                                                     | 180 days from the date of the opening of Bid                                                                                                                                                                                                                                     |
| Earnest Money Deposit                                                                     | Rs. 30000 (Thirty thousand Rupees only)                                                                                                                                                                                                                                          |
| Performance security                                                                      | 5% of the agreed cost of the contract (Applicable only for successful bidder)                                                                                                                                                                                                    |
| Correspondence Address                                                                    | <b><i>The bid should be addressed as below:</i></b><br><br><b>Joint Director,</b><br>National Institute of Disaster Management<br>Ministry of Home Affairs, Government of India,<br>Plot no. 15, Pocket-3, Block-B, Sector-29,<br>Rohini, Delhi -110042<br>Tel No.: 011-20873412 |



**Joint Director,**  
National Institute of Disaster Management (NIDM),  
New Delhi  
E-mail: [jd.nidm@nic.in](mailto:jd.nidm@nic.in)

## DISCLAIMER

The information contained in this Request for Proposal document (the "RFP") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the NIDM or any of its employees or advisors, is provided to Bidder(s) 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 NIDM to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in making their offers (Bids) pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the NIDM in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in the Bidding Documents may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(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 any 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 or arising in any way for participation in this Bid Stage.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise how so ever caused arising from reliance of any Bidder upon the statements contained in this RFP.

The Authority 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 issue of this RFP does not imply that the Authority is bound to select a Bidder or to appoint the Selected Bidder or Consultant, as the case may be, for the Project and the Authority reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid 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 Bid. All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

## Section 2

### 2.1 Definitions

- a) "Authority" means National Institute of Disaster Management (NIDM).
- b) "Bid notice" (Section 1 of the RFP) means the Bid notice being published by the NIDM on the official website of the NIDM: <http://nidm.gov.in>
- c) "Consultant Organization/Bidder/Consultant" means any entity or joint venture (with a maximum of three partners) registered in India who have submitted their proposals that may provide or provide the Services to the NIDM under the Contract.
- d) "Contract" means the Contract signed by the Parties and all the attached documents, that is the General Conditions (UC), the project Specific Conditions (SC), and the Appendices.
- e) "Day" means calendar day.
- f) "Government" means the Government of India
- g) "Personnel" means professionals and support staff provided by the Consultant assigned to perform the Services or any part thereof;
- h) "Proposal" means the Technical Proposal and the Financial Proposal.
- i) "RFP" means the Request for Proposal prepared by the NIDM for the selection of Consultant.
- j) "Assignment /job" means the work to be performed by the Consultant pursuant to the Contract.
- k) "Terms of Reference" (TOR) means the document included in the RFP as Section 3 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the NIDM and the Consultant, and expected results and deliverables of the Assignment/job.

### 2.2 Introduction

- 1) NIDM will select a consultant organization (the Consultant), in accordance with the method of selection specified in the bid document.
- 2) The detailed scope of the assignment/ job has been described in the Terms of Reference in Section 3.
- 3) The date, time and address for submission of the proposals have been given in Data Sheet.
- 4) The Consultants have to submit their Proposal, for consulting Assignment/job named in the RFP. The Proposal will be the basis for a signed contract with the selected Consultant.
- 5) Consultants should familiarize themselves with local conditions and take them into account in preparing their Proposals. To attend a pre-bid meeting as specified in the Data

Sheet is optional.

- 6) NIDM will provide at no cost to the Consultants the inputs and facilities specified in the RFP, assist the Consultants in obtaining licenses and permits needed to carry out the Assignment/job and make available relevant project data and reports.
- 7) Consultants shall bear all costs associated with the preparation and submission of their proposals. The NIDM is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.

### 2.3 Consultant's personnel

- 8) The Consultant shall employ and provide such qualified and experienced Personnel as are required to carry out the Services.

### 2.4 Clarification and Amendment of RFP documents

- 9) Consultants may request clarification on any clause of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing or by standard electronic means to the NIDM's address indicated in the Data Sheet. The NIDM will respond in writing or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Consultants. Should the NIDM deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under point 10 below.
- 10) At any time before the submission of Proposals, the NIDM may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals, the NIDM may, if the amendment is substantial, extend the deadline for the submission of Proposals.

### 2.5 Conflict of interest

- a. NIDM requires that Consultants provide professional, objective, and impartial advice and at all times hold the NIDM's interest paramount, strictly avoid conflicts with other Assignments/jobs or their own corporate interests, and act without any consideration for future work.
- b. Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be engaging, under any of the circumstances set forth below:
  - i. **Conflicting activities:** During the term of this contract and after its termination, the Consultant shall be disqualified from providing services (other than consulting services) resulting from or directly related to the Consultant's services for the preparation or implementation of the project.
  - ii. **Conflicting Assignment/Job:** The Consultant (including its Personnel) shall not engage,

and shall cause their Personnel not to engage, either directly or indirectly, in any business or professional activities that would conflict with the activities assigned to them under this contract.

- iii. **Conflicting relationships:** A Consultant (including its Personnel) that has a business or family relationship with a member of the NIDM's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference (ToR) of the Assignment/job, (ii) the selection process for such Assignment/job, or (iii) supervision of the Contract, may not be awarded a Contract unless the conflict stemming from this relationship has been resolved in a manner acceptable to the NIDM throughout the selection process and the execution of the Contract.
- iv. Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the NIDM, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the Standard forms of the technical proposal provided herewith. If the Consultant fails to disclose said situations and if the NIDM comes to know about any such situation at any time, it may lead to the disqualification of the Consultant during the bidding process or the termination of its Contract during the execution of the assignment.
- v. No agency or current employees of the NIDM shall work as Consultants under their own ministries, departments, or agencies.

## 2.6 Unfair advantage

If a Consultant could derive a competitive advantage from having provided a consulting assignment/job related to the assignment/job in question and which is not defined as a conflict of interest as per 2.5 above, the NIDM shall make available to all Consultants together with this RFP, all information that would in that respect give such Consultant any competitive advantage over competing Consultants.

## 2.7 Proposal

- a) The Consultant firms may submit only one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified.
- b) A Consultant on which liquidated damages have been imposed for the same assignment earlier as per the relevant clause of the contract shall not be eligible to submit the proposal. If such a Consultant submits or participates in the proposal in any form, such proposal shall be disqualified.

## 2.8 Proposal Validity

**Bidders' bids must remain valid for 180 days after the last date of submission of 5<sup>th</sup> March 2024 (17.30 Hrs).** During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal and also the financial proposal unchanged. Should the need arise; however, the NIDM may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the professional staff nominated in the Proposal and that their financial

proposal remains unchanged, or in their confirmation of the extension of validity of the Proposal, Consultants could submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals. Under such circumstances, the NIDM shall not consider such proposal for further evaluation.

## 2.9 Preparation of proposals

- a) The Proposal as well as all related correspondence exchanged by the Consultants and the NIDM, **shall be written in English language**, unless specified otherwise.
- b) In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. **Material deficiencies in providing the information requested may result in the rejection of the Proposal.**
- c) While preparing the Technical Proposal, Consultants must give particular attention to the following:
  - i) **Depending on the nature of the assignment/job, Consultants are required to submit a Technical Proposal (TP) in forms provided in Section 4.** The Technical Proposal shall provide the information using the attached Standard Forms (Section 4). Form 1 in Section 4 is a sample letter of the technical proposal to be submitted. **Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive.**
  - ii) The estimated number of Professional staff months for the assignment/job shall be based on the number of professional staff months or budget estimated by the Consultants. **While making the proposal, the Consultant must ensure that he proposes the experts with relevant experience as per the ToR in Section 3, failing which the proposal shall be considered as non-responsive.** Alternative professional staff shall not be proposed. Only one curriculum vitae (CV) may be submitted for each position mentioned.
  - iii) A brief description of the Consultant's organization and in the case of a **consortium/ joint venture, of each partner (maximum three), will be provided in Form 2.** In the same Form, the Consultant and in the case of a consortium/ joint venture, **each partner will provide details of experience of assignments** which are similar to the proposed assignment/ job as per the TOR. For each assignment/job, the outline should indicate the names of professional staff who participated, the duration of the assignment/job, the contract amount, and the Consultant's involvement. **Information should be provided only for those assignments/jobs for which the Consultant was legally contracted by the NIDM as a corporation or as one of the major Consultancies within a joint venture.** Assignment/jobs completed by individual professional staff working privately or through other consulting Organizations cannot be claimed as the experience of the Consultant, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs. **Consultants should be prepared to substantiate the claimed experience along with the proposal and must submit**

**an award/copy of the contract for all the assignments mentioned in the proposal.**

- iv) A description of the approach, methodology and work plan for performing the assignment/job covering the following subjects: technical approach and methodology, work plan and organization and staffing schedule. **Guidance on the content of this section of the Technical Proposals is provided under Form 3 of Section 4.** The work plan should be consistent with the Work Schedule (Form 7 of Section 4) which will show in the form of a bar chart the timing proposed for each activity.
  - v) The list of the proposed professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks is to be provided in **Form 4 of Section 4.**
  - vi) Estimates of the staff input needed to carry out the assignment/job needs to be given in **Form 6 of Section 4.**
  - vii) CVs of the professional staff as mentioned would be signed by the authorized representative of the Bidder (**Form 5 of Section 4**).
- d) The **Technical Proposal shall not include any financial information.** A Technical Proposal containing financial information may be declared non-responsive.
- e) Financial Proposals: The Financial Proposal shall be prepared using the attached Standard Forms (Section 5). **Financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily. Financial proposal shall be sealed separately.**

## 2.10 Negotiation and Award of Contract

Financial negotiations shall only be carried out if, due to negotiations, there is any change in the scope of work which has a financial bearing on the final prices or if the costs/cost elements quoted are not found to be reasonable. In such negotiations, the selected Consultant may also be asked to justify and demonstrate that the prices proposed in the contract are not out of line with the rates being charged by the Consultant for other similar assignments. However, **in no case such financial negotiation should result in an increase in the financial cost as originally quoted by the Consultant and on which basis the Consultant has been called for the negotiations.** If the negotiations with the selected Consultant fail, the NIDM shall cancel the bidding procedure and re-invite the bids.

## 2.11 Earnest Money Deposit

An EMD of Rs. 30,000/- (Rs. thirty thousand), as a token amount, in the form of Demand Draft/Banker's Cheque or Fixed Deposit Receipt or Bank Guarantee acceptable to the NIDM, on or before last date of bid submission i.e., **5<sup>th</sup> March 2024 (17.30 Hrs)** without which the proposals shall be rejected as nonresponsive. The validity period of such a **Demand Draft/Banker's Cheque or Fixed Deposit Receipt, or Bank Guarantee shall not be less than 90 (ninety) days from the last date of submission of bid.**

## 2.12 Force Majeure Clause.

- Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods/services under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earthquake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.
- In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.
- The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case, not later than 10 (Ten) days from the moment of their beginning.
- If the impossibility of complete or partial performance of an obligation lasts for more than the prescribed time frame, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods/services received.

## 2.13 Penalty Clause

The selected Consultancy organization would be required to meet international standard for all the services set by the NIDM. **Any breach of timelines or failure to carry out any work as per quality requirements will result in imposition of penalty up to 20% of the total agreed price of the contract.** NIDM reserves the right to get the study and other works done by any other agency at the risk and cost of the selected Consultancy. The decision of NIDM in this regard will be sole and final.

## Section 3

### Terms of Reference

#### **Policy Support for Mainstreaming DRR & CCA measures into Development Plans**

Under the project

#### **“Enabling Cities on Disaster Risk Reduction and Climate Change Adaptation for Sustainable Urban Development in India”**

#### Terms of Reference

### 3.1 Background

Climate change has been dominating the discourses across the world. Researchers have projected that, in the absence of corrective measures, the average temperature of the world's surface could well rise over 3 degrees this century. Due to this increase, the chances of droughts and increased rainfall are likely to intensify in the coming times. Extreme weather conditions due to rise in sea levels and increased wind speed in tropical cyclones are other likely effects of climate change. The United Nations Office for Disaster Risk Reduction (UNDRR) highlights that the risk of disasters is magnified by climate change, and it may increase the hazard and decrease the resilience of communities. Similarly, the World Meteorological Organization (WMO) concluded that natural disasters surged five-fold in the last five decades.

The Sustainable Development Goals (SDGs) adopted by the United Nations in 2015 clearly highlight the need for sustainable development of cities for a peaceful and prosperous life for all. SDG 13: 'Climate Action' puts forth the need to integrate disaster risk related measures and sustainable natural management into efforts for vulnerable regions. Further, Target 11.b of SDG 11 suggests that “by 2020, the number of cities and human settlements adopting and implementing integrated policies and plans towards inclusion, resource efficiency, mitigation, and adaptation to climate change, resilience to disasters, and develop & implement, in line with Sendai Framework for Disaster Risk Reduction (SFDRR) 2015-2030”. Further, the Sustainable Development Cooperation represents commitment to eliminate poverty and exclusion and reduce vulnerabilities covering the ones caused by climate change and environmental issues.

Mainstreaming of DRR and CCA is necessary for urban development sector like any other development sector. Various stages and processes of urban development, like policy formulation, land use planning, making building byelaws and development control regulations, infrastructure planning, development of infrastructure, infrastructure service delivery, etc. are required to incorporate DRR and CCA elements. Risk-Sensitive Land Use Planning (RSLUP) is one of the emerging approaches resulting from efforts to mainstream disaster management into the urban land use planning. It is identified as one of the non-

structural mitigation approaches. Mainstreaming of DRR in urban land use planning has been applied in Metro Manila and Kathmandu cities to develop risk sensitive land use plans as a part of one of the pilot projects in Asia.

Disaster Management in India falls under the purview of the Ministry of Home Affairs (MHA). Constituted as per the provisions of the Disaster Management Act 2005, the National Disaster Management (NDMA) is the apex body for disaster management, with the Prime Minister of India as its chairperson. In 2006, the National Disaster Response Force (NDRF) and the National Executive Committee (NEC) were set up by MHA. The National Institute of Disaster Management (NIDM) has been established to focus on capacity building and research activities. The State Disaster Management Authority (SDMA) is the highest body at state level, headed by the Chief Minister of the respective state. SDMA's role is to plan and prepare policies for the state. At district level, there are District Disaster Management Authorities (DDMA), led by the respective District Collectors/Magistrates. DDMA's are responsible for implementation and coordination of disaster management activities. The functions of local authorities (including urban local bodies) have been specified as: ensuring training of its officials, carrying out rehabilitation and reconstruction activities, etc.

The Hon'ble Prime Minister of India has recognized the significance of disaster risk reduction (DRR) and has put forward a 10-point agenda to tackle these challenges. **The points include strengthening early warning systems, capacity building, community participation, women empowerment, promoting innovative technologies, and mainstreaming DRR into development planning.** This forward-thinking agenda underscores the importance of integrating DRR and climate change adaptation (CCA) into every aspect of urban planning and governance, empowering local communities, and leveraging technological advancements for better disaster preparedness and response. The Prime Minister's 10-point agenda aims to create safer and more resilient urban environments for India's growing population, reducing the impact of disasters and adapting to the challenges posed by climate change.

Apart from that, **the principles outlined in the G20 (Group of Twenty) Delhi Declaration** held in September 2023, epitomizes the imperative for global collaboration in confronting the multifaceted challenges of climate change and DRR. Moreover, the project recognizes the indispensable role of gender inclusivity and mainstreaming in promoting resilience and sustainability. Through gender-responsive policy development, active engagement of women in decision-making processes, targeted capacity building, and robust data collection and analysis, the initiative ensures that its interventions are tailored to address the distinct needs and vulnerabilities of diverse populations. **By integrating these principles, the project endeavors to create more resilient, equitable, and inclusive urban environments, prioritizing the safety, well-being, and empowerment of all community members in the face of climate change and disaster risk.**

### 3.2 Need of the project

Urban areas are the 'Engines of growth'. While cities in India contribute over 60 percent to the gross domestic product (occupying just 3 percent of the country's land), they are plagued by numerous challenges arising from higher population and infrastructure densities, particularly in vulnerable areas with old and dilapidated built structures and inadequate infrastructure, making them highly susceptible to climate change events and disasters. The importance of spatial planning particularly for appropriate distribution of land use, density and built form are critical to not only define the character and morphology of the urban area but also crucial in ensuring the cities resilience against disasters. The UNDRR underscores the pivotal role of land use planning, zoning, and building regulations in mitigating risks in urban areas, highlighting the need for gender-sensitive policies that consider the unique vulnerabilities of diverse populations. Moreover, the equitable distribution and management of critical infrastructure facilities, such as hospitals, schools, and transportation networks, require a gender-inclusive lens to ensure that the needs and priorities of all residents are adequately addressed. **Despite strides in urban development, the NITI Aayog report identifies gaps in citizen engagement and community participation, underscoring the necessity of a multi-stakeholder approach that prioritizes gender and inclusion.** By integrating gender-responsive practices into urban planning frameworks and fostering collaboration among institutions, practitioners, and researchers, cities can enhance their capacity to build resilient communities and mitigate the impact of disasters. Sensitizing and training human resources, particularly with a focus on gender-sensitive approaches, are essential steps toward achieving inclusive and sustainable urban development. Moreover, fostering peer-to-peer learning and knowledge dissemination among stakeholders can facilitate the adoption of best practices and innovative solutions to address the complex challenges facing urban environments. Thus, by prioritizing gender inclusivity and mainstreaming across all facets of urban planning and disaster management, cities can pave the way for a more resilient and inclusive future for all residents.

### 3.3 Objectives

- To identify gap areas in existing policies/guidelines requiring for incorporating DRR & CCA measures for disaster resilient urban development.
- To develop step-wise guide to mainstream DRR & CCA measures into urban planning for developing disaster resilient cities that prioritize gender & inclusion.
- To conducting training /capacity building.

### 3.4 Scope of work

Mainstreaming DRR & CCA measures into development planning involves critically evaluating each development activity that is being planned. The evaluation should not only consider the perspective of reducing disaster vulnerability but also focus on minimizing the potential contribution to hazard-specific vulnerability. Suggested measures for mainstreaming DRR into development process are structural measures, non-structural

measures and scheme/ project level interventions.

In the proposed study, it is expected that the Consultant would review the existing techno-legal framework encompassing Urban Development-related guidelines, Town & Country Planning Act, Development Control Regulations (DCRs), policies, schemes/projects, building byelaws, zoning regulations and development plans at different administrative levels (national, state and district/city). The Consultant shall identify both structural as well as non-structural mitigation-related gaps and propose appropriate recommendations to bridge these gaps, thereby strengthening the existing techno-legal framework in the pursuit of sustainable development. Additionally, the study should consider the vulnerable population, gender inclusivity and mainstreaming DRR & CCA measures in National, State and city level policies.

This assessment shall be conducted in alignment with the key guidelines, policies and plans related to disaster management including Disaster Management Act, 2005, Disaster Management Policy 2009, National Disaster Management Plan, 2019 and NDMA guidelines for disaster resilience, covering various disasters such as earthquake, flood, cyclone and fire etc.

The proposed activities under the scope of work are given as below:

- Undertake a detailed research and review of existing policies and guidelines with respect to the centre, state (Tamil Nadu) and city (Coimbatore).
- Capacity and gap assessment of the policies, plans and guidelines at National, State, district and city (Coimbatore) level.
- Selectively revisiting selected schemes/projects/plans to review whether DRR concerns have been properly incorporated.
- Study on multi-dimensional hazards and approaches to DRR & CCA including gender inclusivity and mainstreaming.
- Development of DRR & CCA mainstreaming guidelines for urban planning at national, state and city level.
- Identification, research and documentation of Best Practices.
- Recommendations for mainstreaming DRR & CCA concerns in techno-legal & regulatory regime for urban development, key government schemes, policies and planning at national, state and district/city level for achieving sustainable development that prioritize gender & inclusion.
- Development of training module on the basis of study. Training / capacity-building session/s for officials and relevant stakeholders of the project cities.
- Any other work related to or incidental to achieving the objectives of the study.

### 3.5 Expected Deliverables and Schedule of payment

**Inception Report:** This report should be submitted about two weeks after the commencement date. Any major inconsistency in the ToR that have become apparent during this period should be included. The inception report is designed to give the NIDM confidence that the assignment can be carried out as planned and as agreed upon in the contract. It should bring to its attention major problems that might affect the direction and progress of the work.

**Interim Report:** If the assignment is phased, interim reports are required to inform the NIDM of preliminary results, alternative solutions, and major decisions that need to be made. Since the recommendations of an interim report may affect later phases of the assignment and even influence the results of the project, the NIDM will discuss the draft interim reports with Consultant in the field.

**Draft Report:** It should be submitted ten weeks after contract signed. Completion of all the assigned tasks, findings, and proposals should be incorporated to the report. The NIDM will discuss the draft interim report with Consultant in the field.

**Final Report and Training Modules:** The final report is due at the completion of the assignment. NIDM and Consultant should discuss the report while it is still in draft form. The Consultant alone is responsible for their findings; although changes may be suggested in the course of the discussions, Consultant should not be forced to make such changes. If the Consultant do not accept comments or recommendations from the NIDM, these should be noted in the report. The Consultant should include in the report the reasons for not accepting such changes. Upon the delivery of final report, training modules and capacity building workshops (minimum 1) should be conducted.

| Key Deliverables                                             | Details                                                                                           | Deliverable Due Date                         | % release of payment |
|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------|----------------------------------------------|----------------------|
| Submission of Inception Report with a presentation           | Outline, detailed methodology and structure of the work including the timeline                    | <b>Two weeks</b> after the contract signed   | 20 %                 |
| Interim Report and presentation                              | Preliminary Investigation & Gap Analysis, issues and challenges and review of existing documents. | <b>Seven weeks</b> after the contract signed | --                   |
| Submission of Draft final Report and presentation on the key | Overall completion of the tasks.                                                                  | <b>Ten weeks</b> after the contract signed   | 50%                  |

|                                  |                                                                                                                                                                 |                                               |      |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|------|
| deliverables.                    |                                                                                                                                                                 |                                               |      |
| Submission of Final deliverables | Upon delivering final reports (study reports, training module and report on training programme/s) after suitable incorporation of the suggestions made by NIDM. | <b>Twelve weeks</b> after the contract signed | 30 % |

### 3.6 Terms and Conditions

- The Consultant will report to Project Lead for this assignment and work closely with NIDM project team and partnering cities.
- The entire assignment shall be carried out under the overall guidance of the project team. At all steps, the Consultant will be required to closely engage and seek inputs from the project team.
- The Consultant will facilitate and lead the discussions with the Government of partnering state/city on the key aspects to seek their feedback and inputs.
- The Consultant must organize meetings for data collection and stakeholder consultations on their own. The project team may join some of the consultation meetings.

### 3.7 Data, Local Services, facilities and approval

- The following shall be made available to the Consultants.
  - ✓ Access to reports available with NIDM.
  - ✓ NIDM will help to coordinate with state government to facilitate the study.
  - ✓ NIDM will provide infrastructure and logistic service for training programs.
- The Consultant shall verify the correctness of the data/information provided by the Partnering state and satisfy them about the accuracy of data/information /material before these are used. Data/information /material provided to the Consultant shall remain the property of the originating agency and shall be provided solely for the purpose of the work to be done under this contract. All such borrowed material shall be returned to the NIDM upon completion of the assignment.
- The Consultants shall arrange its own equipment (vehicles, survey equipment, office and computer equipment, telecommunication and document printing and reproduction systems) including office space and furniture required for operational purposes.
- The Consultants shall make own arrangement for travel/stay for performing the assignment.

### 3.8 Professional experience and qualifications

The Consultant is expected to provide the services of a team that should ideally comprise the following competencies:

- The Consultant should be a registered firm/ partnership/ LLP/company in India & Bidder must be in operation for a **period of at least three years in the same field** (except in respect of MSEs/Startups)
- The firm should not be blacklisted by Central/ State Government, undertaking to be submitted.
- Proven experience on disaster risk reduction, governance, policy and urban planning.
- Proven experience in conducting data inventory and acquisition, analysis and processes, and for conducting surveys.
- Proven experience in developing guidelines/ policies in the area of DRR and urban governance/ planning.
- Proven experience in developing training modules and conducting training for officials in this field of work, and stakeholders' consultations.
- Proven experience in project coordination and facilitation, preferably in partnering cities/states.
- Excellent conceptual, analytical and writing skills.
- Excellent networking and facilitation skills.
- The CV/experience of the respective experts assigned to this project by the consultant and copy of GST registration and GST return must be provided.
- Consultant possessing relevant experience in handling Govt. sector projects of the similar nature would be an added qualification.
- The Bidder should not have suffered any financial loss (reflected in Profit & Loss Account) during the last three years. The Bidder should provide details of turnover to meet the obligation under contract. They should submit Audited Balance Sheet and Profit & Loss account for last 03 years duly authenticated by a Chartered Accountant/Cost Accountant in India.

The following certificates/proofs should be attached with the request:

| Sl. No. | Parameters | Requirement                                                                                                                                                                                                                                                                                                                                                                         | Supporting Documents |
|---------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 1       | Bidder     | i. The Consultant should be a company including Limited Liability Partnerships (LLP) registered in India and should have been in operation in India for at least last three years after registration.<br>ii. MSE/Startups registered as per relevant rules are exempted subject to submission of a valid certificate or three years of operation as prescribed by the Government of | Self-certification   |

|   |                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                    |
|---|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
|   |                                             | India.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                    |
| 2 | GST & PAN                                   | The bidder must be registered under GST as on the date of release of this RFP.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | GST Registration Certificate and copy of PAN card (of all members/ parties if applying in a consortium)            |
| 3 | Legal Entity/<br>Registration of<br>Company | <p>The Applicant should be a Company registered under the Companies Act, 1956 / the Companies Act, 2013, or Partnership firm registered under the Partnership Act of 1932 or registered (converted to) under the Indian Limited Liability Partnership Act, 2008, or a society registered under The Societies Registration Act, 1860/ a trust registered under the Indian Trusts Act, 1882/a company as specified in section 700 of Companies Act, 1956; for at least 3 years as of 31.03.2023.</p> <p>Universities/ Institutions established by Govt. of India (GoI) and State Governments/UTs may also apply. <i>University/Institution is required to produce relevant documents issued by the Govt. in support of their claim for seeking any exemption from operation of the clauses of this RFP.</i></p> | Certificate of Incorporation /Copy of Registration Certificate (of all members/ parties if applying in consortium) |
| 4 | Experience of the Consultancy Organization  | Must have hands-on experience in conducting study on disaster risk assessment, policy support to the states/cities and conducting training programmes for the government stakeholders since 2020-21(at least) three years. <i>Relaxation regarding the prior experience is applicable only to the startups recognized by Department of Industry &amp; Internal Trade (DPIIT) subject to meeting of quality and technical</i>                                                                                                                                                                                                                                                                                                                                                                                  | Self-undertaking and a copy of any two work orders and a copy of startup certificate.                              |

|   |                                                       |                                                                                                                                                                                                                                                                                                   |                                                 |
|---|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
|   |                                                       | <i>specifications.</i>                                                                                                                                                                                                                                                                            |                                                 |
| 5 | Turnover                                              | i. The Bidder must submit the details of turnover (not less than 1 crore) of last three financial years ending 2022- 23.<br>ii. <i>Startups registered as per relevant rules are exempted subject to submission of a valid certificate for Turnover as prescribed by the Government of India.</i> | Statutory Auditor Certificate with UDIN number. |
| 6 | Awards/Honors of the Consultancy organization, if any | The bidder should submit relevant awards/honors (if any) along with the technical bid.                                                                                                                                                                                                            | Copies of the proofs.                           |

A compiled list of required documents may be seen in the Annexure-I.

### 3.9 Language requirements

The working language for the purposes of this project is English, thus an excellent command of English is required of the proposed personnel. The command of Tamil language would be a strong asset. The final deliverables must be submitted in **English**.

### 3.10 Procedure to review the proposal

- The selection procedure will be based on the guidance of General Financial Rules (GFR), 2017 and Manual for Procurement of Consultancy and other Services (MoP), 2022.
- Consultancy Evaluation Committee (CEC) will evaluate each proposal on the basis of its responsiveness to the ToR. A proposal shall be considered unsuitable and shall be rejected at this stage if it fails to comply with important aspects as described in the RFP.
- A technical proposal containing any material financial information shall also be rejected.
- Only those **Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the Bid documents** that are acceptable both technically and financially.
- In the second stage evaluation process CEC members will apply the criteria set for evaluation. Each proposal should be judged on its own merits and assigned an absolute - not comparative grade.
- The CEC will evaluate each technical proposal considering criteria as prescribed in the RFP: (a) Technical approach & quality of the methodology proposed; (b) Work Plan & timeline and (c) qualifications of the key staff proposed & relevant experience of the Consultancy. Each of the technical proposals will be evaluated for the criteria prescribed in the RFP by awarding marks so as to make the total maximum technical score of 100 (one hundred).

| Rated criteria                                                                                                                                | Range of percentage for score |
|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Technical Approach & Methodology                                                                                                              | 50 %                          |
| Organization and Staffing<br><i>(It shall include Qualification, relevant experience of key staffs and Consultancy's Specific Experience)</i> | 30 %                          |
| Work plan and timeline                                                                                                                        | 20 %                          |
| <b>Total</b>                                                                                                                                  | <b>100 %</b>                  |

- The technical proposals will be allotted weightage of 70% (Seventy per cent) while the financial proposals will be allotted weightages of 30% (Thirty per cent).
- The proposed weightages for quality and cost shall be specified in the RFP. Proposal with the lowest cost may be given a financial score of 100 (Hundred) and other proposals given financial scores that are inversely proportional to their prices w.r.t. the lowest offer.
- The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up. On the basis of the combined weighted score for quality and cost, the Consultant shall be ranked in terms of the total score obtained.
- An **Abnormally Low Bid** is one in which the Bid price, in combination with other elements of the Bid, appears so low that it raises material concerns as to the capability of the Bidder to perform the contract at the offered price. NIDM may in such cases seek written clarifications from the Bidder, including detailed price analyses of its Bid price in relation to scope, schedule, allocation of risks and responsibilities, and any other requirements of the bids document. **If, after evaluating the price analyses, procuring entity determines that the Bidder has substantially failed to demonstrate its capability to deliver the contract at the offered price, the NIDM may reject the Bid/Proposal. However, it would not be advisable to fix a normative percentage below the estimated cost, which would be automatically be considered as an abnormally low bid. Due care should be taken while formulating the specifications at the time of preparation of bid document so as to have a safeguard against the submission of abnormally low bid from the bidder.**
- No interest shall be payable by the NIDM for the sum deposited as Earnest Money Deposit (EMD).
- The EMD month of signing of the unsuccessful bidders would be **returned back within one month of the contract with successful Bidder.**
- In the case of the selected Bidder, EMD shall be retained till it has Security under the Contract.
- The Selected Bidder's EMD will be returned, without any interest, selected Consultant signing the Contract and furnishing the **Performance Security of 5%** of the value of the contract in accordance with the provisions there of. EMD will not be adjusted against the amount of Performance security to be furnished under the contract.

## Section 4

### Technical Proposal – Standard Forms

#### FORM 1

#### LETTER OF PROPOSAL SUBMISSION

[Location, Date]

To: [Name and address of NIDM]

Dear Sir:

We, the undersigned, offer to provide the consulting Assignment/job for *[Insert title of Assignment/job]* in accordance with your Request for a Proposal dated *[Insert Date]* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal (in separately sealed envelopes). Requisite EMD is sent in a separate envelope. All the important details are attached with the proposal, as indicated in the check list of required documents at **Annexure I.**

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Our proposal is binding upon us and we understand you are not bound to accept any proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory: Name of Consultant:

Address:

## FORM 2

### **CONSULTANT'S ORGANIZATION AND EXPERIENCE**

#### **A - Consultant's Organization**

[Provide here a brief description of the background and organization of your Consultancy/ entity and each associate for this Assignment/job. The brief description should include ownership details, the objectives of the Consultancy Services, etc. Also, if the Consultant has formed a consortium, details of each of the member of the consortium, name of lead members, etc. shall be provided.]

#### **B – Organization Experience**

[Using the format below, provide information on each Assignment/job for which Consultant and each partner in the case of a consortium or joint venture, was legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out consulting Assignment/job similar to the ones requested under this Assignment/job. In the case of a consortium, or association of Consultants, the Consultant must furnish the following information for each of the consortium members separately]

Consultant's name:

|    |                                                                                                  |  |
|----|--------------------------------------------------------------------------------------------------|--|
| 1  | Assignment/job name:                                                                             |  |
| 2  | Description of Projects:                                                                         |  |
| 3  | Approx. value of the contract (in Rupees):                                                       |  |
| 4  | Country:                                                                                         |  |
| 5  | Location within the country:                                                                     |  |
| 6  | Duration of Assignments/jobs (months):                                                           |  |
| 7  | Name of Company/Organization:                                                                    |  |
| 8  | Address:                                                                                         |  |
| 9  | Total no. of staff months of the Assignment/job:                                                 |  |
| 10 | Approx. value of the Assignment/job provided by your consultancy under the contract (in rupees): |  |
| 11 | Start date (month/year):                                                                         |  |
| 12 | Completion date (month/year):                                                                    |  |
| 13 | Name of associated Consultants, if any:                                                          |  |
| 14 | No of professional staff-months provided by associated Consultants:                              |  |
| 15 | Name of senior professional staff of your organization involved and functions performed.         |  |
| 16 | Description of actual Assignment/job provided by your staff within the Assignment/job:           |  |

Note: Please provide documentary evidence for each of the above-mentioned assignments. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.

**DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN FOR PERFORMING THE  
ASSIGNMENT/JOB**

*Technical approach & methodology, work plan and organization & staffing are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:*

- a) Technical Approach and Methodology,
- b) Work Plan, and
- c) Organization and Staffing,

a) **Technical Approach and Methodology.** In this section, you should explain your statement of purpose & understanding of the objectives of the Assignment/job with clarity and depth, approach to the Assignment/job based on present scenario in the subject, methodology for carrying out the activities for obtaining the expected output, and the degree of detailing of such output. You should highlight problems being addressed and depth of the study, details of execution arrangements, use of innovative strategy and tools you would adopt to address them. You should also explain the methodologies and technical approach you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) **Work Plan.** The Consultant should propose and justify the expected deliverables of the Assignment /job as per the ToR, schedule of delivery and timeline/duration, phasing/work schedule and interrelations, milestones (including interim approvals by the NIDM), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing an understanding of the ToR and the ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the **Work Schedule of Form 7**.

c) **Organization and Staffing.** The Consultant should justify their experience & qualifications, team composition and task assignment of their team, their qualifications and relevant experience of key personnel. You should list the main disciplines of the Assignment/job, the key expert responsible, and the proposed technical and support staff (refer Form No. 4 to 6). Also, a list of consultancy specific experience on the relevant subjects should be provided along with the proofs of work award/copies of contracts.

FORM 4

**TEAM COMPOSITION AND TASK ASSIGNMENT/JOB**

Professional Staff

| S. No. | Name of Staff | Qualifications | Experience in the field of relevant assignments | Position/Task assigned for the job |
|--------|---------------|----------------|-------------------------------------------------|------------------------------------|
|        |               |                |                                                 |                                    |
|        |               |                |                                                 |                                    |
|        |               |                |                                                 |                                    |
|        |               |                |                                                 |                                    |
|        |               |                |                                                 |                                    |
|        |               |                |                                                 |                                    |
|        |               |                |                                                 |                                    |

## FORM 5

### **CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

1. Proposed Position:

[For each position of key professional separate form will be prepared]:

2. Name of Staff: [Insert full name]:

3. Date of Birth:

4. Nationality:

5. Education:

[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:

6. Membership of Professional Associations:

7. Other Training:

8. Experience in the field of relevant assignments

9. Employment Record:

[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]: To Year]:

Positions held:

10. Detailed Tasks Assigned

[List all tasks to be performed under this Assignment/job]

11. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

Name of Assignment/job or project:

Year:

Location:

Main project features:

Positions held:

Activities performed:

12. Certification-

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

[Signature of staff member or  
Authorized representative of the staff]

Place:

[Full name of authorized representative]:

## FORM 6

### STAFFING SCHEDULE

| S. No. | Name of Staff input (in the form of a bar chart) | Total weeks |
|--------|--------------------------------------------------|-------------|
| 1.     | 1 2 3 4 5 6 7 8 9 10 11 12                       |             |
| 2.     |                                                  |             |
| 3.     |                                                  |             |

**Note:**

1. For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g. project manager, technical officer, project associates etc.).
2. Months are counted from the start of the Assignment/job. For each staff indicate separately staff input for home and fieldwork.

FORM 7

**WORK SCHEDULE**

| S. No. | Activity                   | Weeks |
|--------|----------------------------|-------|
| 1.     | 1 2 3 4 5 6 7 8 9 10 11 12 |       |
| 2.     |                            |       |

Indicate all main activities of the Assignment/job, including delivery of reports (e.g.: inception, interim, draft, and final reports), and other benchmarks such as NIDM approvals. For phased Assignments/jobs indicate activities and delivery of reports, and benchmarks separately for each phase.

Duration of activities shall be indicated in the form of a bar chart.

## FORM 8

### **COMMENTS / MODIFICATIONS SUGGESTED (Optional)**

[Here the Consultant shall mention any suggestion / views on the RFP document. The Consultant may also mention here any modifications sought by him in the provisions of the Terms of Reference. However, the NIDM is not bound to accept any/all modifications sought and may reject any such request of modification.]

*Note: May submit a 'NIL' report incase of no comments.*

FORM 9

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF**

Are there any activities carried out by your Organization or group company or any member of the consortium which are of conflicting nature as mentioned in para 2.5 of section 2, If yes, please furnish details of any such activities.

If no, please certify,

We hereby declare that our Consultancy, our associate/group Consultancy, or any of the members of the consortium, are not indulged in any such activities which can be termed as the conflicting activities under para 2.5 of section 2. We also acknowledge that in case of misrepresentation of the information, our proposals/contract shall be rejected/terminated by the NIDM which shall be binding on us.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant:

Address:

## Section 5

### Financial Proposal - Standard Forms

FORM 10(a, b, c)

#### **FINANCIAL PROPOSAL SUBMISSION FORM**

[Location, Date]

To: [Name and address of NIDM]

Dear Sirs:

We, the undersigned, offer to provide the consulting Assignment/job for [Insert title of Assignment/job] in accordance with your Request for Proposal dated [Insert Date] and our Technical. Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures]. This amount is inclusive of all applicable taxes. **We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to the financial proposal shall result in rejection of our financial proposal.**

Our Financial Proposal shall be binding upon us up to the expiration of the validity period of the Proposal, i.e., before the date indicated in Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant:

Address:

**Note: Amounts must coincide with the ones indicated under Total Cost of Financial bid in Form 11 of section 5.**

FORM 11(a,b,c)

**SUMMARY OF COSTS**

| S. No. | Particulars                   | Amount in Rupees | Amount in words |
|--------|-------------------------------|------------------|-----------------|
| 1.     | Remuneration                  |                  |                 |
| 2.     | Miscellaneous expenses        |                  |                 |
| 3.     | GST/ Any other applicable tax |                  |                 |
|        | Total                         |                  |                 |

Authorized Signature

Name:

Designation:

Name of Consultant:

Address:

FORM 12(a, b, c)

**BREAKDOWN OF REMUNERATION**

(For details please refer to the Note below)

| S. No. | Name of Staff     | Position | Man Month Rates (A) | Proposed Man Months (B) | Total Amount in Rupees. [(A)*(B)] |
|--------|-------------------|----------|---------------------|-------------------------|-----------------------------------|
| 1      | Key professionals |          |                     |                         |                                   |
|        |                   |          |                     |                         |                                   |
|        |                   |          |                     |                         |                                   |
|        |                   |          |                     |                         |                                   |
|        |                   |          |                     |                         |                                   |
| 2      | Support Staff     |          |                     |                         |                                   |
|        |                   |          |                     |                         |                                   |
|        |                   |          |                     |                         |                                   |
|        | Total             |          |                     |                         |                                   |

\*1 Key Professionals are to be indicated by name

\*2 Support Staff is to be indicated per category

Total Remuneration: Amount in Rupees

(Amount in Words):

Note:

1. Positions of Professional Staff shall coincide with the ones indicated in Forms 4 to 6.
2. Indicate separately staff-month rate for each activity separately.

## Annexure-I

### Checklist of Required Documents

| Sl. No. | Document Name                                                                                                                                          | Mark with tick<br>(✓) | Pg. Nos. |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------|
| 1       | Request of proposal letter                                                                                                                             |                       |          |
| 2       | Technical Proposal as per the section 4 (Form nos. 1-9) of RFP (separately sealed)                                                                     |                       |          |
| 3       | Financial proposal as per the section 5 of RFP (Form nos. 10-12) (separately sealed)                                                                   |                       |          |
| 4       | Consultant/ partnership/ LLP/company/institution registration certificate/ Udyam / Start-up certificate (as applicable)                                |                       |          |
| 5       | Govt. undertaking certificate (under Companies Act/Society Act)                                                                                        |                       |          |
| 6       | Copy of GST registration and GST return                                                                                                                |                       |          |
| 7       | CVs/experience of the respective experts assigned to this project by the Consultant with copy of PAN                                                   |                       |          |
| 8       | ID proof of the respective experts assigned to this project by the Consultant                                                                          |                       |          |
| 9       | Sample of previous assignments                                                                                                                         |                       |          |
| 10      | Self-certification (as mentioned in Section 3.8) along with Experience certificates or proof of work done (preferably with the government departments) |                       |          |
| 11      | Record of yearly turnover of the company (for last 3 years)                                                                                            |                       |          |
| 12      | The copy of EMD/ bid security (Rs. 30,000/-) with validity period of 3 months.                                                                         |                       |          |
| 13.     | Validity period of bids for 180 days                                                                                                                   |                       |          |
| 14.     | Proof of awards/honors (if any)                                                                                                                        |                       |          |

**Note:** The above annexure to be submitted with the letter of proposal submission