

Government of Bihar
BIHAR STATE DISASTER MANAGEMENT AUTHORITY
(DISASTER MANAGEMENT DEPARTMENT)

Expression of Interest/Call for Proposal

Inviting Expression of Interest for the preparation of City Disaster Management Plan (CDMP) in all existing Nagar Nigams of Bihar

- This Expression of Interest and Call for Proposal is issued by the Bihar State Disaster Management Authority (BSDMA) to obtain proposals from reputed and registered Societies/Trusts/Academic and Research Institutions/Consulting Agencies to enter into a contract for preparation of the City Disaster Management Plan (CDMP) for the areas of Nagar Nigams i.e. Ara, Begusarai, Bhagalpur, Bihar Sharif (Nalanda), Darbhanga, Gaya, Katihar, Munger, Muzaffarpur, Patna and Purnia.
- Considering the importance of issues, BSDMA seeks the services of renowned agencies for preparation of detailed City Disaster Management Plan with emphasis on preparedness, mitigation and response to disasters. It shall also include different aspects of Smart Cities concept in the plan.
- **Pre bid conference:**
In response to this advertisement of EoI regarding the proposal under subject, pre bid conference of potential desirous bidders will be held on **17 October, 2017 in the Conference Hall of BSDMA at 11.30 AM.**
- Detailed bid document, ToR, terms and condition can be accessed from the website www.bsdma.org or one can visit the office/or contact Dr. Pallav Kumar, Project Officer, HRD, CB & Training, e-mail: pallavkumar@bsdma.org; info@bsdma.org during any working day.
- Opening of Bid- 25 October, 2017 at 03.00 PM
- The Technical bid and financial bid should be submitted in a sealed envelope separately and must reach the office of BSDMA to **Secretary, Bihar State Disaster Management Authority (BSDMA), 2nd Floor, Pant Bhawan, Patna – 800001, on or before 24 October, 2017 latest by 05.00 PM.**


Under Secretary

Bihar State Disaster Management Authority (BSDMA)

**BIHAR STATE DISASTER MANAGEMENT AUTHORITY
(DISASTER MANAGEMENT DEPTT.)**

2nd Floor, Pant Bhawan, Patna -800001

Phone No.-0612-2522032, Fax No. - 0612-2532311

Website - www.bsdma.org

Expression of Interest and Call for Proposal for the Preparation of City Disaster Management Plan (CDMP) in the selected Cities of Bihar.

This Expression of Interest and Call for Proposal is issued by the Bihar State Disaster Management Authority (BSDMA) to obtain proposals from reputed and registered agencies such as Societies/Trusts/Academic and Research Institutions/Consulting Agencies (or consortium thereof) to enter into a contract for Preparation of the City Disaster Management Plans (CDMPs) for the areas of Nagar Nigams i.e. Ara, Begusarai, Bhagalpur, Bihar Sharif (Nalanda), Darbhanga, Gaya, Katihar, Munger, Muzaffarpur, Patna and Purnia.

1. Project Background:

With passing of Disaster Management Act., 2005, a paradigm shift has occurred in realm of Disaster Management with emphasis on plans, preparedness and mitigation of Disasters. It is now imperative to have a strategy by integrating all existing resources and opportunities under unified plan to stipulate effective mitigation mechanism.

"In India out of the total population of 1210.2 million as on 1st March 2011, about 377.1 million are in urban areas. The net addition of population in urban areas over the last decade is 91.0 million. The percentage of urban population to the total population of the country stands at 31.6. There has been an increase of 3.35 percentage points in the proportion of urban population in the country during 2001 – 2011." – Ministry of Urban Development, Government of India.

Bihar is having total urban population of 117 Lakh (11.30%) in 2011 while it was only 87 Lakh (10.48%) in 2001. It has increased by 30 Lakhs in just 10 year. Bihar is having highest population density in all states of India which is 1102 person per square km.

Urban DRR is about multi-sectoral efforts for reducing disaster risks associated in cities and towns. This means assessing exposure to hazards of urban populations due to diffused governance, environmental degradation and overstretching of resources. The overall aim of urban risk management is to reduce vulnerabilities and strengthen resilience of urban communities. This becomes more important in the light of fast growing urban settlements and infrastructures. There is a need to visualise the need of urban resilience in long term perspective and develop strategies for next two to three decades. This attains unprecedented importance due to Smart Cities in India. The futuristic plan for DRR (Disaster Risk Reduction) requires advance planning and researches. Urban settings have some unique characteristics

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which should be kept in mind while developing a DRR strategy. These include population concentrations, infrastructure, complexity of poverty, social inequality, political and economic value, the types of hazard faced and potential impact of those hazards, community integration and social cohesion besides the capacity of communities to cope with disasters.

In addition to natural disasters, urban areas are prone to many other kinds of disasters which are due to the nature of population and settlements in urban setup. There are more incidents of road accidents, fire, stampede, urban flooding, solid waste; e-waste and bio-waste management, safe drinking water and drainage problems etc. in urban areas. Pollution in terms of air, noise and environmental degradation is acute in cities. Dense Population and Overcrowding, Unhygienic Living Standard and Related Health Problem, Growing numbers of Slum Dwellers, Inadequate Public Infrastructure, Inadequate Public Transport, Sewerage Problems, Inadequate Safe Water Supply, Unorganised and non-engineered infrastructure, Lack of Safe Housing, Problem of Public Safety and Urban Crimes are other challenges for Urban resilience.

Further various events of mass gathering such as festivals like Durga Puja, Chhath Puja, ID Celebrations, Moharram Processions or political congregation have been a regular feature in urban areas. This requires specific preparedness and interventions by the Urban Local Bodies (ULBs).

Nagar Nigams cater to very large populations and vast geographical areas. DRR professionals posted in these ULBs will be able to coordinate with other stakeholders, DDMA, Disaster Management Department and BSDMA and work towards effective disaster risk reduction.

The City Disaster Management Plans (CDMPs) will include –

1. Identification of various hazards (natural, human induced and environment & climate change related) in the concerned Municipal Corporation limits roles and responsibilities of concerned stakeholders etc. through HRVCA process.
2. Disaster specific mitigation and response plans in the context of a particular city/urban area.
3. Expected outcome of implementation of plans within a specific time frame.
4. Structural and non-structural issues to be covered with regards to different disasters.
5. Linkage of the Plan with the upcoming concept of Smart Cities.
6. Roles and responsibilities of ULBs/DDMA/SDMA and State agencies.
7. How to make the particular areas as Resilient Cities with Resilient Critical Infrastructure and Resilient Livelihood as per DRR Roadmap of Bihar.
8. Any other important issue, as decided by BSDMA.

The CDMP will be developed in Hindi with commonly used terminologies in English. Agencies will also be required to submit English version of the CDMP for reference.

2. Terms of Reference (ToRs):

- i. This Expression of Interest and Call for Proposal is illustrative in nature and all narrations are intended to be used by the applicant as a preliminary background explanation. This does not necessarily contain all relevant information and the BSDMA reserves the right to amend its requirements or the information contained in this notice at any time during the selection process.
- ii. The BSDMA offers no warranties in regard to the information contained in this notice and shall not be liable for any loss or damage as relates to this notice for any applicant, potential applicant or any other third party arising as a result of reliance on this notice or any subsequent communication.
- iii. The BSDMA 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 notice.
- iv. The BSDMA will not be liable for any costs of any applicant participating in this process.
- v. The submission of a response to this notice by any applicant or potential applicant confirms the applicant or potential applicant's acceptance of all terms and conditions of this notice.
- vi. Only proposals submitted strictly in accordance with this notice or as may be required by the BSDMA will be considered as valid proposals.
- vii. This notice is not a Work Order. A separate Work Order will be issued only after selection of the preferred applicant(s).
- viii. All information supplied by the BSDMA in connection with this notice shall be treated as confidential.

3. Responsibilities of the Agency:

- i. The agency will have to prepare a detailed City Disaster Management Plan for assigned city/cities.
- ii. The format for data collection and field verification will be finalized jointly by BSDMA and the agency which shall be as per the requirement of BSDMA.
- iii. The agency shall deploy necessary resources to arrange for physical verification and data collection to ensure obtaining of all required information as detailed in the format.
- iv. The agency will also submit its analytical report on the physical verification to BSDMA including / along with all the filled in formats of the inspection for different aspects and areas of city.
- v. The exercise is time bound and is to be completed as per the time schedule prescribed by BSDMA.
- vi. To ensure that concerned Municipal Corporation administration owns the plan.

4. Responsibilities of the BSDMA:

- i. To provide letter of introduction for visit to concerned departments/offices.
- ii. To facilitate access to field offices for data collection.

- iii. To coordinate the activities and provide necessary instructions whenever required to avoid any disturbances and loss of time for carrying out the assignment.
- iv. Finalize template of plan in consultation with the stakeholders and concerned agency.
- v. Review the progress from time to time.

5. Methodology:

Participatory City Appraisal Methodology on the lines of PRA shall be followed involving the city people and other stakeholders in preparation of the plan.

6. Reports and Deliverables:

- i. Inception report within one month of the award of the work order of the assignment for the preparation of CDMP in hardcopy and a softcopy in CD.
- ii. Mid-term progress report after 3 months of the award of the work order of the assignment in hardcopy and a softcopy in CD.
- iii. Draft CDMP after 5 months of the award of the work order of the assignment in hardcopy and a softcopy in CD.
- iv. Final Report (incorporating the comments/feedback from BSDMA) within 6 months of the award of the work order of the assignment in two hardcopies and two softcopies in CDs.
- v. The reports will be reviewed by the Review Committee constituted for the same by BSDMA and would be consisting of members from the concerned departments/offices. The Review Committee will provide review and approval report within 15 days after report submission by the agency.

7. Eligibility Criteria & Conditions

- i. Applicants must submit their proposal in two parts. The first part will contain the Technical Proposal. The second part will contain the Financial Proposal.
- ii. The Technical Proposal containing **name and complete contact details with address, phone numbers and E-mail ID** of applicant agency (Lead Agency in case of a consortium) should be kept in a sealed envelope marked "**Technical Proposal**". The Financial Proposal should be kept in a separate, sealed envelope marked "**Financial Proposal**".
- iii. The two sealed envelopes should then be kept in one bigger sealed envelope super scribed with the wordings "**To be opened by Authorised Person only**" and this envelope should be clearly marked "**Proposal for Preparation of CDMPs**". The applicant agency should clearly indicate its **name and complete contact details with address, phone numbers and E-mail ID** on the outer bigger envelop.
- iv. The Technical proposal will have the detailed design of the CDMP as per the given ToR.
- v. The Approach and Methodology for the preparation of CDMP should be detailed out which will showcase the understanding of the applicant on the requirements of this notice.

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- vi. The agency is also required to indicate their preference for number and names of cities where they will like to take up the development of CDMPs. BSDMA, however reserves the right to allocate any district(s) to the selected agency or agencies irrespective of the preference indicated.
 - vii. The applicant agency is also required to provide the details of the key personnel (who are proposed to be deployed on the project and their respective competencies and contributions for this assignment.
 - viii. The details of the Team Structure should be laid down in the technical bid with CVs of all the listed personnel for this assignment.
 - ix. The agency shall produce an affidavit that the employee attached to the assignment shall continue till the completion of the project. Under exceptional circumstances, the change in the employee attached to the project shall be made by the agency with the prior approval of BSDMA.
 - x. The applicant agency is also expected to showcase past experience in making a plan.
 - xi. Agencies having prior work experience of similar nature in Bihar will be preferred based upon, their expertise and satisfactory execution of the same.
 - xii. Agencies must have knowledge of and strict compliance of Smart Cities concept.
 - xiii. The agency should have experience of minimum 5 years in the relevant area as on 1 July 2017.
 - xiv. In case of a consortium these mandatory documents will be applicable to the lead agency.
 - xv. The agency shall be registered and not blacklisted by any government department, organisation or agency. An affidavit to this effect shall be furnished with the expression of interest.
 - xvi. The agency should have completed project of not less than 5 lakhs in any one year spanning a period of 3 year.
 - xvii. The Contract may be terminated with one month notice subject to delay/unsatisfactory performance in the work.

8. Mandatory list of Documents to be attached in Technical Proposal:

- i. A copy of GST No. and PAN No.
- ii. A copy of registration of Institution, Organisation or Agency
- iii. Audited financial statement & Income Tax Return for the last 3 yrs.
- iv. List and profile of office bearers, staff, experts with qualification, experience and assigned functions.
- v. The agency shall produce an affidavit that the employee attached to the assignment will continue till the completion of the project. Any change in the employee attached to the project will be brought to the notice of the BSDMA and this change shall be matching to the qualification and experience of the previous employee.
- vi. A short write up about the Agency.
- vii. Brief about the relevant projects implemented over past 3 years and the outcome along with project completion certificate by the awarding agency.
- viii. Description in short about the on-going projects.

- ix. In case of a consortium these mandatory documents will be applicable to the lead agency.
- x. An affidavit from the agency for not being blacklisted by any government department, organisation or agency in India.

9. Pre Bid Conference:

In response to the advertisement of Expression of Interest (Eoi) regarding the proposal under subject, pre bid conference of potential desirous bidders will be held on 17 October, 2017 in the Conference Hall of BSDMA at 11.30 AM.

10. Last Date for submission of Proposal:

The Technical bid and Financial bid (as stated above) must reach the office of BSDMA on or before 24 October, 2017 latest by 05:00 pm on any working day. The complete proposal document should be sent by courier/registered post/speed post to **Secretary, Bihar State Disaster Management Authority (BSDMA), 2nd Floor, Pant Bhawan, Patna -800001, Phone No.- 0612-2522032.**

The Technical Proposal will be opened on 25 Oct. 2017 at 12:00 noon P.M by the competent authority at BSDMA. The applicant agencies, if interested, can remain present at the time of opening of proposals. The proposals will be opened and scrutinised as per instructions given in this document for basic eligibility criteria (including list of mandatory documents), based on which the proposals will be shortlisted for technical evaluation of their proposals. **It is mandatory for these shortlisted agencies to make a presentation of their Technical Proposals on Approach/Process/Methodology/Team Structure etc. on 25 Oct. 2017 from 11 am** at BSDMA before the Technical Evaluation Committee of BSDMA constituted for this purpose. Late bid i.e. bids received after the specified date and time of receipt shall not be considered.

11. Evaluation Criteria:

The evaluation would consist of following phases:

- 1. Technical Appraisal:** The applicant will required to make presentation at BSDMA Office, Patna at their own cost with their company profile, prior experience and also the methodology to be adopted for conducting the assignment. The eligible agencies shall give presentation in detail on experience, project team, understanding of the assignment and the detailed approach and methodology. Technical appraisal of the agency will be done considering their prior work experience, presentation, Project Team and experience of personnel deployed,, understanding of the requirements of the project and proposed Approach & Methodology. The short listed agencies shall be qualified for opening of financial bid.

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

Bid Component	Weightage in Technical Score	Minimum Qualification Score
Presentation on the Technical bid by the agency before the Technical Evaluation Committee	10	5
Understanding of the requirements of the project and proposed Approach & Methodology	40	20
Project Team and experience of personnel deployed	20	10
Prior experience in making a Disaster Management Plan	30	15
Total	100	50

2. **Financial Appraisal:** The applicants who have been short listed after the technical appraisal will be qualified for opening of their financial bid. The agency which has quoted lowest rate, generally will be accepted. BSDMA, however, reserves the right to reject any or all applications without assigning any reason.

12. How to apply:

- i. The agencies/organizations should send their profile, relevant work experience etc. in the prescribed format (Annexure-I) along with supporting documents and testimonials for a technical appraisals by BSDMA in a cover superscripted, "Technical bid".
- ii. The financial bid will have to be furnished in a separate cover which will be superscribed "Financial bid" as per Annexure-II.

13. Earnest Money Deposit:

Along with the Technical Bid (Envelope-I), the bidder shall have to submit an refundable Earnest Money Deposit (EMD) of Rs. 20,000/- (Rs. Twenty Thousand Only) in the form of a Demand Draft drawn from a Scheduled Bank/Nationalized Bank in favour of "**Bihar State Disaster Management Authority**" payable at Patna failing which the Bids submitted by the Bidder shall be out-rightly rejected.

- No interest will be payable on the amount of EMD irrespective of the outcome of tendering process.

- The EMD of unsuccessful bidder will be returned after expiry of Bid validity period or issue of Letter of Award (LOA) and submission of performance guarantee by successful bidder, whichever is earlier.

14. Agreement:

The agency will have to enter into an agreement with BSDMA. The copy of the agreement shall be made available by BSDMA to the selected agencies and executed before assigning the work.

15. Duration of the Project:

The CDMPs are required to be prepared/completed within six months from the date of allocation of the work.

Damages for Delay:

If the agency fails to adhere to the provisions of clause 6 mentioned here under the subhead of **Reports and Deliverables**, without any proper justification, for which decision of BSDMA shall be final and binding. The BSDMA shall be fully entitled to levy damages for delay @ 10% of the payments to be made to the agency at every stage.

16. Payment Terms:

1. Submission of Inception Report – 20% of contracted amount
2. Submission of Draft Report – 30% of contracted amount
3. Submission and approval of Final Report – 50% of contracted amount

(Note: The agency shall pledge a bank guarantee to BSDMA to the extent of 20% of the total contracts. This guarantee will be returned by BSDMA only after submission of final report by the agency and on approval by BSDMA).

17. Termination of Contract:

At any point of time if BSDMA finds that the performance of the agency is not satisfactory or the agency is unable to carry out the work as per the requirement or the agency has caused or undue delay in submission of the deliverables, BSDMA shall have the right to terminate the contract and award the same to any competent agency/party. In that case, the agency shall be liable to refund the whole amount taken from BSDMA in pursuance of the work order. In addition, the Bank Guarantee paid by the agency/party shall also be forfeited along with interest and the agency shall be black listed by BSDMA.


18. Removal of Difficulties:

In case of any difficulty or difference between the parties arising out of this Agreement or act of the interpretation of any term of this agreement or in respect of the work to be carried out by this agency, the decision of BSDMA shall be final and binding.

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

BSDMA 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 agency or any obligation to inform the affected agency of the grounds for its action.

For any further details, the interested parties/agencies may visit the office/contact the undersigned or **Dr. Pallav Kumar, Project Officer (HRD, Capacity Building & Training)** (E-mail: pallavkumar@bsdma.org; info@bsdma.org M: +91 9540118666) during any working day.


(Sanwar Bharti)
Secretary

Annexure – I

TECHNICAL BID FOR PREPARATION OF CITY DISASTER MANAGEMENT PLAN FOR DIFFERENT CITIES OF BIHAR

1	General
(i)	Name of the Agency
(ii)	Registered / Corporate Office Address
(iii)	Address for communication (including fax and e-mail)
(iv)	Name of the Co-ordinator for contact purpose
2	ORGANIZATION
(i)	Year of Registration
(ii)	Year of operation
(iii)	PAN Number
(iv)	GST Number
(v)	Brief details of Head Office and field/ branch offices
(vi)	Organizational chart
(vii)	Profile of the organization in brief
(viii)	(For point No. (v), (vi) and (vii), separate sheets may be enclosed
3	MANPOWER
(i)	Technical Head office Branch
(ii)	Administrative Head office Branch
(iii)	Whether a team of manpower is exclusively there for undertaking economic survey / study. If yes, a brief details of the numbers / educational qualification and average age group.
(iv)	A brief bio-data of the co-ordinator proposed for undertaking the study
4	PAST EXPERIENCE
(i)	Total no. of survey/studies conducted till date
a)	All India Level
b)	Zonal Level
c)	State Level
ii)	Whether the agency has any work experience in rural areas, other survey / studies? If yes, please give brief details thereof.
iii)	Brief details of major clients
5	Proposed plan of action envisaged by the organization for completing the study within time frame.
6	Any other relevant information the agency /individual has to provide being relevant to the study?

Date

Signature

ANNEXURE – II

FINANCIAL BID FOR PREPARATION OF CITY DISASTER MANAGEMENT PLAN FOR DIFFERENT
CITIES OF BIHAR

Sr. No.	Name of the Nagar Nigam	Total Cost for preparation of City Disaster Management Plan per District including all expenses.
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
	Total (inclusive of all Taxes/GST etc.. *)	

* The above cost includes all taxes and no enhancement is allowed.

Date

Signature