

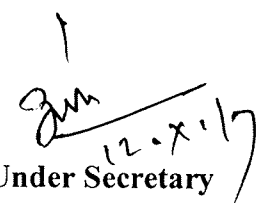
Government of Bihar

**BIHAR STATE DISASTER MANAGEMENT AUTHORITY**  
(DISASTER MANAGEMENT DEPARTMENT)

**Expression of Interest/Call for Proposal**

Inviting Expression of Interest (EoI) for the preparation of Departmental Disaster Management Plan (DDMP) for Departments of Government 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 Departmental Disaster Management Plan (DDMP) for all Departments of Government of Bihar.
- Considering the importance of issues, BSDMA seeks the services of renowned agencies for preparation of detailed Departmental Disaster Management Plan (DDMP) to mainstream all issues concerned with prevention, mitigation, preparedness and response to disasters at the department level. It shall also include the strategies for strengthening institutional and functional capacities during disasters at departmental level.
- **Pre bid conference:**  
In response to this advertisement of Expression of Interest (EoI) regarding the proposal under subject, pre bid conference of potential desirous bidders will be held on **24 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](http://www.bsdma.org) or one can visit the office/or contact Dr. Pallav Kumar, Project Officer, HRD, CB & Training, e-mail: [pallavkumar@bsdma.org](mailto:pallavkumar@bsdma.org); [info@bsdma.org](mailto:info@bsdma.org) during any working day.
- 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), 2<sup>nd</sup> Floor, Pant Bhawan, Patna – 800001, on or before 30 October, 2017 latest by 05.00 PM.**

  
**Under Secretary**

Bihar State Disaster Management Authority (BSDMA)

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

2<sup>nd</sup> 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 Departmental Disaster  
Management Plans (DDMPs) for departments of Govt. of Bihar**

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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 Departmental Disaster Management Plans of Departments of Govt. of Bihar.

**1. Project Background:**

**Chapter V of the Disaster Management Act (Sec: 35 – 40) provides for the “Measures by the Government for Disaster Management”.** Whereas Sections 35 to 37 are for the measures to be taken, roles and responsibilities and making of the Disaster Management Plan by the Government of India and its various Ministries and Departments, **Sections 38 – 40 delineate the same responsibility to the State Governments and their departments and agencies.**

Section 38 (1) states as follows: Subject to the provisions of this Act, each State Government shall take measures specified in the guidelines laid down by the National Authority and such further measures as it deems necessary or expedient, for the purpose of disaster management.

**Section 39 of the Act provides for the responsibilities of the departments of the State Government and Section 40 of the Act makes it mandatory for every department of the State Government to have its Disaster Management Plan.**

The preparation of such plans will inter alia fulfil the statutory requirements as laid down in the Disaster Management Act and would trigger an effort to mainstream all issues concerned with emergency preparedness, response and mitigation/risk reduction activities related to the department concerned. The department should include the following components in the department plan:

- Ensure mandated service delivery continuity during disasters
- Planning on Emergency Response at all levels,
- Planning on providing Relief and Recovery support (post disaster)
- Planning on Prevention, Mitigation and Preparedness issues (Including mainstreaming mitigation into the development programmes supported by schemes financed by the central / state government, multilateral/bilateral and donor institutions)



- Planning for resources such as material, financial and human resource to accomplish the above objectives
- Planning to ensure data and information security, including classification of files in ABC categories
- Mainstreaming of Departmental DM Plans into Departmental Developmental Plans to mitigate disaster impacts and ensure build back better recovery.
- Provisions for regular mock drills and capacity building of departments and assessment of need for additional capacities, including creation of a cell in each department.
- Linkage with DRR Roadmap of Bihar and SDMP
- Any other important issue, as directed by BSDMA.

The roles and responsibilities (in fulfilling the above components) of all the actors and agencies within the department should be clearly spelt out in the plan. This will avoid ambiguity and confusion while executing the plan in the times of crisis. Thus, the roles and responsibilities under the above listed heads/sections should be prepared and the responsibilities assigned. Departmental plan must clearly identify and assess the current capacity of the department. In other words, the departments assess the availability of human resources /manpower, equipment, need for training and further capacity building through human resource development plan.

## **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. Role of the Agency**

- i. The agency will have to prepare a detailed Departmental Disaster Management Plan for assigned Government of Bihar departments.
- ii. The format for data collection and verification will be finalized jointly by BSDMA and the agency which shall be as per the requirement of BSDMA.
- iii. The agency has to arrange for professionals for data collection and verification and has to ensure obtaining of all required information as detailed in the format.
- iv. The agency will also submit its analytical report on the data and information so collected to BSDMA including / along with all the filled in formats.
- v. The exercise is time bound and is to be completed as per the time schedule prescribed by BSDMA.
- vi. To ensure that concerned Department owns the plan.

### **4. Responsibilities of the BSDMA:**

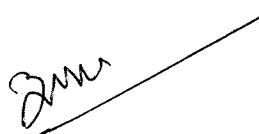
- i. To provide letter of introduction for visit to concerned departments/offices.
- ii. To facilitate access to field offices for data collection.
- iii. To coordinate the activities and provide necessary instructions whenever required to avoid any disturbances and loss of time for carrying out the assignment.
- iv. Finalize template of plan in consultation with the stakeholders and concerned agency.
- v. Review the progress from time to time.

### **5. Methodology:**

A methodology based on participatory process and focus group consultation involving all stakeholders shall be followed.

### **6. Reports and Deliverables:**

- i. Inception report within one month of the award of the work order of the assignment for the preparation of DDMP 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 DDMP 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. 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 DDMPs**". 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 DDMP as per the given ToR.
- v. The Approach and Methodology for the preparation of DDMP should be detailed out which will showcase the understanding of the applicant on the requirements of this notice.
- vi. The agency is also required to indicate their preference for departments where they will like to take up the development of DDMPs. BSDMA, however reserves the right to allocate any department(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. The agency should have experience of minimum 5 years in the relevant area as on 1 July 2017.
- xiii. In case of a consortium these mandatory documents will be applicable to the lead agency.
- xiv. 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.
- xv. The agency should have completed project of not less than 5 lakhs in any one year spanning a period of 3 year.

- xvi. 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 **24 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 30 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 **31 October, 2017 at 12:00 noon** 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 31 October, 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.

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

<b>Bid Component</b>	<b>Weightage in Technical Score</b>	<b>Minimum Qualification Score</b>
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
<b>Total</b>	<b>100</b>	<b>50</b>

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 DDMPs 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, it shall be liable to pay damages 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 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.

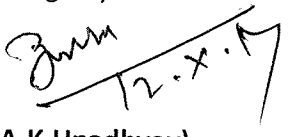
**18. Removal of Difficulties:**

If any difficulty or differences arises between the parties out of this Agreement or due to the interpretation of any term of this agreement or in respect of the work to be carried out by the selected agency, the decision of BSDMA shall be final and binding.

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

BSDMA reserves the right to accept any bid, or 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](mailto:pallavkumar@bsdma.org); [info@bsdma.org](mailto:info@bsdma.org) M: +91 9540118666) during any working day.

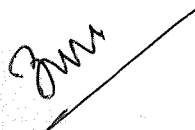
  
(A.K.Upadhyay)  
Under Secretary

**TECHNICAL BID FOR PREPARATION OF DEPARTMENTAL DISASTER MANAGEMENT PLAN FOR  
DEPARTMENTS OF GOVT. 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 making Disaster Management Plans, other survey / studies? If yes, please give brief information thereof.
iii)	Brief information of major clients
5	Proposed plan of action envisaged by the organization for completing the project 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 DEPARTMENTAL DISASTER MANAGEMENT PLAN FOR DEPARTMENTS OF GOVT. OF BIHAR

Sr. No.	Name of the Department	Total Cost for preparation of Departmental Disaster Management Plan for departments of Govt. of Bihar including all expenses.
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
	Total (inclusive of all Taxes/Service Tax etc.. *)	

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

Date

Signature

