

**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](http://www.bsdma.org)

**Call for Proposal for the Preparation of Office Disaster Management Plan (ODMP) in the  
Offices of Bihar.**

This Call for Proposal is issued by the Bihar State Disaster Management Authority (BSDMA) to obtain proposals from reputed and registered agencies such as NGOs/Academic and Research Institutions/Consulting Agencies (or consortium thereof) to enter into a contract for Preparation of the Office Disaster Management Plans (ODMPs) as per the guidelines issued by BSDMA, Government of Bihar, in all the Government Offices of Bihar at State, Divisional & District level.

**Project Background:**

According to **Section 32 of the Disaster Management Act 2005**, there shall be a plan for disaster management for every Office of the State. In pursuance of this provision of the Act, the Government of Bihar has decided for the preparation of the Office Disaster Management Plan (ODMP) for all offices of Bihar.

The Office Disaster Management Plan (ODMP) shall include –

- (a) the hazard hunt & mapping of areas vulnerable to different forms of disasters like fire (including electrical fire, earthquake, hygiene, e-waste, urban floods etc.);
- (b) the measures to be taken, for prevention and mitigation of disasters, by the Departments of the Government at the Office level and local authorities in the Office;
- (c) the training, capacity-building and preparedness measures required to be taken by the Departments of the Government at the Office level;
- (d) the response plans and procedures, in the event of a disaster, providing for –
  - (i) allocation of responsibilities to the staff at the Office level.
  - (ii) prompt response to disasters;
  - (iii) procurement of essential resources/equipments;
  - (iv) establishment of communication links; and

In addition to the above mentioned provisions of the Act, the ODMP should also include –

1. Strategies for strengthening institutional and functional capacities at office level.
2. The roles and responsibilities for the different staffs during different disasters.



3. Any other important actions/responsibilities as deemed appropriate by relevant authorities.

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

#### Terms of Reference (ToRs):

- A. This 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.
- B. The BSDMA offers no warranties with 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.
- C. 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.
- D. The BSDMA will not be liable for any costs of any applicant participating in this process.
- E. 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.
- F. Only proposals submitted strictly in accordance with this notice or as may be required by the BSDMA will be considered as valid proposals.
- G. This notice is not a Work Order. A separate Work Order will be issued only after selection of the preferred applicant(s).
- H. All information supplied by the BSDMA in connection with this notice shall be treated as confidential.

#### Eligibility Criteria & Conditions

1. Applicants must submit their **proposal in two parts**. The first part will contain the **Technical Proposal**. The second part will contain the **Financial Proposal**.
2. 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**".
3. 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 ODMPs**". 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.

4. The Technical proposal will have the detailed design of the ODMP as per the given ToR.
5. The Approach and Methodology for the preparation of ODMP should be detailed out which will showcase the understanding of the applicant on the requirements of this notice.
6. The agency is also required to indicate their preference for number of Offices and districts where they will like to take up the development of ODMPs. BSDMA, however reserves the right to allocate any Office(s) to the selected agency or agencies irrespective of the preference indicated.
7. 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.
8. The details of the Team Structure should be laid down in the technical bid with CVs of all the listed personnel for this assignment. The project team should preferably have disaster management expert, social sciences experts and other technical experts to meet the requirements of developing an ODMP.
9. The applicant agency is also expected to showcase past experience in making a Disaster Management plan.
10. Agencies having prior work experience of similar nature in Bihar will be preferred based upon, their expertise and satisfactory execution of the same.
11. The agency should have experience of minimum 3 years in the relevant area as on 31 January 2016.
12. The agency should be registered and not blacklisted by any government department or agency. An affidavit to this effect should be furnished with the Technical Proposal.
13. The agency should have completed project of not less than 5 lakhs in any one year spanning a period of 3 year immediately preceding prior to 31 Jan, 2016.
14. The Contract may be terminated with one month notice subject to delay/unsatisfactory performance in the work.

**Mandatory list of Documents to be attached in Technical Proposal:**

1. Audited financial statement & Income Tax Return for the last 3 yrs.
2. List and profile of office bearers, staff, experts with qualification, experience and assigned functions.
3. A short write up about the Agency.
4. Brief about the relevant projects implemented over past 3 years and the outcome along with project completion certificate by the awarding agency.
5. Description in short about the on-going projects.
6. In case of a consortium these mandatory documents will be applicable to the lead agency.





**Last Date for submission of Proposal:**

The Technical bid and Financial bid (as stated above) must reach the office of BSDMA **on or before 11 August 2016 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**. A **pre-bid meeting** will be held on **29 July 2016 at 11 AM** at BSDMA Conference Hall to clarify any related issue.

The Technical Proposal will be opened on **12 August 2016 at 11:00 AM** 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 date and time to be informed later** at BSDMA before the Technical Evaluation Committee of BSDMA constituted for this purpose.

**Evaluation Criteria:**

The evaluation would consist of following phases:

Phase I: Presentation of Technical Bid by applicant agencies and evaluation/shortlisting of technically qualified bids.

Phase II: Evaluation of Financial Bids

In Phase I, the Technical Evaluation Committee of BSDMA will first open the Technical Proposal and will assess the proposals on merit on the basis of technical competence and capability which will be evaluated in terms of:

- (1) Presentation on the Technical bid by the agency before the Technical Evaluation Committee
- (2) Understanding of the requirements of the project and proposed Approach & Methodology
- (3) Project Team and experience of personnel deployed, and
- (4) Prior experience in making Disaster Management Plans at various levels

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

In Phase – II of evaluation, the Financial bids of only those agencies will be opened, which qualify the technical evaluation. In Financial bid the applying agency will quote the rate for built up area on per sq ft basis for offices.

**Earnest Money Deposit:**

Selected agencies will have to deposit an Earnest money in the form of Bank Guarantee which will be 5% of the project value.

**Duration of the Project:**

The ODMPs are required to be prepared/completed within eight weeks per office (handling minimum of 10 offices at a time) from the date of allocation of the work.

**Deliverables:**

1. Inception report within one week of the award of the work order of the assignment for the preparation of ODMP in hardcopy and a softcopy in CD.
2. Mid- term progress report within two weeks of the start of work.
3. Draft ODMP after 6 weeks of the award of the work order of the assignment in hardcopy and a softcopy in CD.
4. Final Report (incorporating the comments/feedback from BSDMA) within 8 weeks of the award of the work order of the assignment in two hardcopies and two softcopies in CDs.

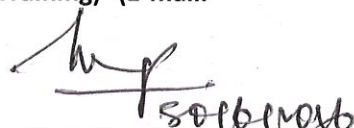
**Payment Terms:**

1. Submission of Inception Report – 20% of the approved budget
2. Submission of mid-term progress report – 30% of the approved budget
3. Submission of Draft Report – 30% of the approved budget
4. Submission and approval of Final Report – 20% of the approved budget

**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 Shri Anuj Tiwari, Senior Advisor (HRD, Capacity Building & Training) (E-mail: [anujtiwari@bsdma.org](mailto:anujtiwari@bsdma.org); M: +91 7763970778) during any working day.

  
(U.K.Choubey)  
Secretary