



BID-DOCUMENT

Name of the work:-

EOI for selection and engagement of NGO/ CBO/ Registered Firm for Urban Slum House Hold Area (USHA) Survey for the ULB of Remuna NAC in the District of Balasore.

OFFICE OF THE NOTIFIED AREA COUNCIL, REMUNA, BALASORE

Notice Inviting EOI No. 2505 dt.09.11.2023

Name of the work:- Selection and engagement of NGO/ CBO/ Registered Firm for Urban Slum House Hold Area (USHA) Survey for the ULB of Remuna NAC in the District of Balasore.

Cost of Tender Paper: Rs.500.00

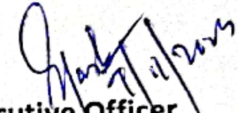
EMD: - Rs.5,000.00

Last Date of Sale/download of Document: Upto 05.00 P.M of dt. 18.11.2023

Last Date of Receipt of Tender: - Upto 05.00 P.M of dt. 18.11.2023

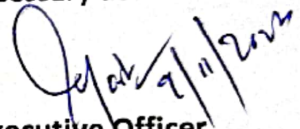
Date of Opening: 11.00A.M of dt. 20.11.2023

Details can be seen/ downloading from the official website of Balasore District www.baleswar.nic.in from 10.11.2023 to 18.11.2023


Executive Officer
Remuna NAC, Balasore

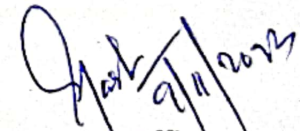
Memo No. 2506 /Dt. 09.11.2023

Copy submitted to Director, I & PR Department, Govt. of Odisha, Bhubaneswar for information with request to publish the same in the two odia daily newspaper with a minimum size for wide publication and EOI Notice may be sent to this office for record & necessary action.


Executive Officer
Remuna NAC, Balasore

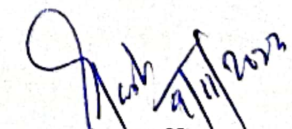
Memo No. 2507 /Dt. 09.11.2023

Copy submitted to the PD, DRDA-Cum-PD, DUDA, Balasore/Sub-Collector, Balasore/ Deputy Director, Dist. Planning & Monitoring Unit/Executive Engineer, Balasore Electrical Division, Balasore/ Executive Engineer, R & B Division, Balasore/ Tahasildar, Remuna Balasore / CDPO, Remuna/ Medical Officer (I/c), Remuna CHC/ D.I.P.R.O, Balasore for information with a request to display the Notice in their respective notice board for wide publication.


Executive Officer
Remuna NAC, Balasore

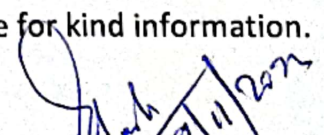
Memo No. 2508 /Dt. 09.11.2023

Copy to this Office Notice Board for wide publication.


Executive Officer
Remuna NAC, Balasore

Memo No. 2512 /Dt. 09.11.2023

Copy submitted to the Collector & District Magistrate, Balasore for kind information.


Executive Officer
Remuna NAC, Balasore



OFFICE OF THE NOTIFIED AREA COUNCIL, REMUNA, BALASORE

e-mail: remuna-nac@gov.in Tel.No. -06782-291978

Letter No 2505 / Dated 7/11/2021

Expression of Interest

The Executive Officer, Remuna NAC invites sealed cover Expression of Interest (EOI) in prescribed format (Annexure-A & B) from intending reputed Non-Government Organizations (NGO) /Community Based Organizations (CBO) / Registered Agency, having credibility with experience and full filling eligibility criteria in the field of Social Mobilization / Rights Based Activity / Socio-Economic Household Survey and Spatial Survey for the project to be taken-up in slum areas of Remuna NAC in the District of Balasore who can carry out a door to door slum House Hold Survey named as "Urban Slum House Hold Area (USHA) Survey" with the involvement of Slum Dwellers Association.

A Slum Dweller refers to "any landless person in occupation within the limits of a slum area" as per **Odisha Land Rights to Slum Dwellers Act 2017**.

Tender Fees

Tender papers can be downloaded from the site of official website of Balasore District, [http:// baleswar.nic.in](http://baleswar.nic.in). The bidders are required to submit cost of tender paper of Rs. 500/- (Rupees Five Hundered) only in shape of account payee demand draft in favour of "Executive Officer, Remuna NAC, Balasore payable at Remuna which will be accompanied with Technical Bid.

Earnest Money Deposit:

The tender shall be deposited Earnest money of Rs. 5,000/- (Five thousand only) in the shape of A/c Payee Demand Draft drawn in favour of "Executive Officer, Remuna NAC, Balasore payable at Remuna which will be accompanied with Technical Bid.

Scope of Work

The illustrative scope of works shall include as given below. However, the detailed scope of work shall be intimated to the selected NGO/CBO/ Registered Agency, at the time of final selection and award of work.

1. Conducting house to house survey and Community Mobilization of the selected slum-both Socio- Economic house hold survey and spatial surveys.
2. To support the Revenue Authorities during the measurement of the land in actual occupation of the Slum Dwellers and preparation of layout plan.
3. Assistance / perspective sharing in preparation of Slum Redevelopment/ Rehabilitation Plans:



OFFICE OF THE NOTIFIED AREA COUNCIL, REMUNA, BALASORE

e-mail: remuna-nac@gov.in Tel.No. -06782-291978

Letter No 2505 / Dated 7/11/2021

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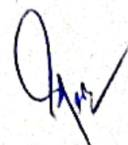
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3. Assistance / perspective sharing in preparation of Slum Redevelopment/ Rehabilitation Plans:



- a. Assisting the Slum Redevelopment and Rehabilitation Committee in analysis of spatial and socio- economic data.
- b. Activities for dissemination of information and dialogues with different stakeholders.
- c. To capture the basic profile of the Slum Dweller and link the beneficiary identification with Aadhaar / Biometric system.

4. Facilitation to the Slum Dwellers Association:

- a. Conducting Meeting with the members of the Slum Dwellers Association.
- b. Preparing the list of eligible Slum Dwellers for issue of certificates of land rights.
- c. Identifying the quantity of land to be settled with each slum dwellers.
- d. To assist in preparing and finalizing plan for re-layout of the slum area if any within the boundaries of the slum fixed by the ULB.
- e. Inviting objection/suggestion to the plan and arriving at consensus.
- f. Compiling the final plan and submit to the Urban Area Slum Re-habitation and Re-development Committee to final approval.

Pre-Qualification Criteria

All EOIs will primarily be evaluated on the basis of pre-qualification criteria. The ULB level Committee will carry out a detail evaluation of the proposals, only those who have submitted documents detailed below:

| SI NO. | Basic Requirement | Specific Requirement | Document Required |
|--------|-------------------|---|---|
| 1 | Legal Entity | <ul style="list-style-type: none"> ➤ The NGO/CBO/Registered Firm must be registered under S.R.Act- 1860/India Trust Act, 1920, India Companies Act, 1956 & be in existence for more than 05 years. ➤ The NGO/CBO/Registered firm must be registered with GST, PAN and Up-to-date IT Return for Last 03 years. | <ul style="list-style-type: none"> ➤ Certificate of Registration of Entity ➤ GST Registration Certificate ➤ PAN/ TAN ➤ I. T return for Last 03 Years. |

| | | | |
|---|--|---|---|
| 2 | Technical Capability | <ul style="list-style-type: none"> ➤ The NGO/CBO/Registered Firm has to successfully under taken at least one project in Govt Sector in India, primarily related to Socio- Economic Household survey of at least 100 households. ➤ The NGO/CBO/Registered Firm has to successfully under taken at least one project in Urban Planning will be given preference. ➤ The NGO/CBO/Registered Firm has to successfully under taken at least one project related to Spatial Survey of patch of land and its measurement, preparation of Layout plan etc. will also be given preference | <ul style="list-style-type: none"> ➤ Award of Contract/ Work Order issued by the Office/ Agency/ Client. ➤ Work Completion Certificate issued by the Office/Agency/ Client. |
| 3 | Average Annual Turn Over | <ul style="list-style-type: none"> ➤ Annual Turn Over during last three Financial Year (as per the last published Balance Sheet) should be minimum of Rs. 10.00 Lakh. | <ul style="list-style-type: none"> ➤ Copy of the Audited Balance Sheet for last three financial year (2019-20,2020-21, 2021-22). |
| 4 | Professional Qualification of key Staffs | <ul style="list-style-type: none"> ➤ CBO/NGO/Registered Firm shall provide No of staffs to be engaged rationally in view of given timeline to complete all the task as per assignment. The details to be submitted in technical bid at Annexure "A | <ul style="list-style-type: none"> ➤ Relevant Educational qualification certificates issued by the Concerned Educational Institutions/Board/Universities. |
| 5 | Local Presence of NGO/CBO/ Registered Firm | <ul style="list-style-type: none"> ➤ The NGO/CBO's local presence is desirable but not essential. | <ul style="list-style-type: none"> ➤ Self-certified letter on existence of local office along with necessary evidence. |

Submission of Expression of Interest

The NGO/CBO/Registered Firm submit their Tender paper as per the format enclosed herewith in the following manner.

- Technical Bid (Annexure "A")-in first envelope.
- Financial Bid (Annexure 'B')-in second envelope.

The response to Technical Bid and Financial Bid should be covered in separate sealed envelopes super-scribing "Technical Bid" and Financial Bid" respectively. The two envelopes containing copies of Technical Bid and Financial Bid shall be put in another single sealed envelope clearly marked "EOI for Selection and Engagement of NGO/CBO/Registered Firm for USHA Survey"

EOI in its complete form in all respects as specified must be submitted on or before Dt: 18.11.2023 upto 5.00 PM addressed to the Executive Officer, Remuna NAC, At-Ganeswarpur, Po-Januganj, PS-Industrial Area, Dist Balasore, Pin-756019 through Registered/Speed Post only. The tender papers will be opened on 20.11.2023 from 11.00 AM onwards.

The sealed applications will be opened in the Office of the Executive Officer, Remuna NAC Balasore in presence of the NGO/CBO/Registered Firm and scrutinize the same. If required original documents with reference to the application shall be called for the produce.

Criteria for Evaluation

EOI will be assessed in accordance with quality and cost-based selection system. EOI will primarily be evaluated on the basis of eligibility criteria. The Committee will carry out a detailed evaluation of the Technical Bid, those who qualifies all eligibility criteria by taking into the account of overall completeness and compliance with the requirement. The bidders qualifying in the technical evaluation will only be considered for further financial bid evaluation.

Evaluation of tender

Initial Bid Scrutiny will be held by the Committee and any incomplete tender papers found will be treated as non-responsive and liable to be rejected.

Technical Evaluation

The Technical evaluation will be done on following criteria

| SI NO. | Criteria | Marks Allotted | Maximum Mark |
|--------|--|---|--------------|
| 1 | Experience of the Firm In relevant field of scope of work. A. Having experience less than 2 years: B. Having experience more than 2 years and less than 5 years: C. Having experience more than 05 years: | A. 15 Marks B. 20 Marks C. 30 Marks | 30 |
| 2 | Competency of Manpower A. Having manpower of more than 05 staffs with professional competency as per Technical Bid: B. Having manpower more than 02 and less than 05 with professional competency as per Technical Bid: C. Having manpower of less than 02 with professional competency as per Technical Bid: | A. 30 Marks B. 20 Marks C. 10 Marks | 30 |
| 3 | Financial strength of the Firm A. Having turnover more than 10 Lakh and less than 20 Lakh: B. Having turnover more than 20 Lakh and less than 50 Lakh: C. Having turnover more than 50 Lakh: | A. 5 Marks B. 7 Marks C. 10 Marks | 10 |
| Total | | | 70 |

- The Firm Securing minimum 50% of total marks in technical evaluation will qualify for opening of Financial BID.



Financial Evaluation:

The Bidder will be evaluated on the price quoted in the financial Bid. The Firm quoting lowest will be awarded maximum mark i.e., 30. The bidder quoting more than the L1 will be awarded on weighted average method.

Final Evaluation

The bidders will be finally evaluated by taking financial bid and technical bid together by adding the marks scored in evaluation rounds. The firms will be ranked in descending order as per their marks secured. The bidder scoring maximum mark will be treated as L1 and contract will be awarded.

Award of Contract

The contract will be awarded to the successful bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive as per the above criteria.

Payment Terms:

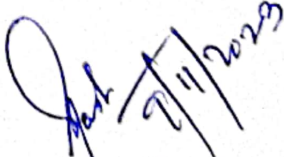
Payments will be released by the Executive Officer, Remuna NAC, Balasore to the CBO/NGR/Registered Agency on final approval by the Slum Rehabilitation and Redevelopment Committee and distributed of Certificate of Land Rights to Slum Dwellers.

Arbitration

The authority reserves all rights to reject or accept any or all application(s) without assigning any reason thereof.

All disputes, difference, claims and demands arising under the contract shall be referred to Executive Officer, Remuna NAC, Balasore for final decision and the same shall be binding on all the parties.

Please visit: www.baleswar.nic.in


Executive Officer
Remuna NAC, Balasore

TECHNICAL BID
APPLICATION FORM

Annexure - "A"

1. Name of the NGO/CBO/Register Agency : _____

2. Registered Office Address:

| |
|--|
| |
| |
| |
| |

3. Branch Office Address in Balasore District _____

| |
|--|
| |
| |
| |
| |

4. Nodal Officer (s) of the NGO/CBO/Register Agency (Address for Correspondence)

| |
|-------------------------------|
| Name & Address _____ |
| _____ |
| _____ |
| FAX No. _____ Mobile No _____ |
| E Mail ID _____ |

5. Registration No. _____ Year _____

6. Address and Designation of Registration Authority; _____

7. Organization Registered under (Put Mark in the box provided)

(i) Society Registration Act- 1860 (ii) Indian Trust Act-1920

(iii) Others : If Others then Mention the Act _____

8. Annual Turn Over of the Last Three Years.

| Financial Year | Amount (In Lakh) | | |
|----------------|------------------|-----|-----|
| | PBT | PAT | ATO |
| 2019-20 | | | |
| 2020-21 | | | |
| 2021-22 | | | |

9. Number of Years of proven experience of providing similar services: Years.

10. List of Project Executed

| Sl No | Name and Address of the Client/Office/Partner | Name of the Project | Project Period | | Total Project Cost | Is this Project Similar to current assignment (Yes/No) |
|-------|---|---------------------|----------------|----|--------------------|--|
| | | | From | To | | |
| | | | | | | |
| | | | | | | |

Note: The Information provided in the above table must be supported by relevant work order copy, work completion certificate etc. Further Information if any, may also be provided in a separate sheet.

11. Approximate timeline to be taken to complete all the activities coming under scope of work for _____ the _____ ULB applied for the Year _____ Month _____ Days _____.

12. Number of key staffs to be deployed for the purpose:

(i). Number of staffs with Minimum professional qualification ITI (E-Survey) or its equivalent. _____

(ii). Number of staffs with Minimum professional qualification M (Draftsman-Givil) or Its equivalent: _____

(iii). Number of staffs with professional qualification of Urban Planning. _____

(iv). Number of staffs with professional qualification of Social Economic Survey/ Right Based Activities/Social Mobilization: _____

N.B: The firm shall attach the certificate (s) issued by Board/College/University of individuals in support of the professional qualification.

13. Name of ULB(s) applied for and number of Person to be engaged.

| SI No. | Name of the ULB Applied for | Number of Person to be engaged | Number of Person with professional qualification | No of person without professional qualification |
|--------|-----------------------------|--------------------------------|--|---|
| | | | | |
| | | | | |

Declaration

I hereby declare that all the information provided above are true and genuine to the best of my knowledge and belief.

Date:

Place:

Authorized Signatory



CHECKLIST

Copy of the Documents submitted (Put ✓ mark in the box provided)

I. Registration Certificate

II. GST Registration Certificate

III. PAN/TAN No.

IV. IT Returns for fast three years.

V. Copy of the Audited Balance Sheet for last three financial year Experience, Certificate (2019-20, 2020- 21,2021-22)

VI. Professional Qualification Certificate of key staffs.

VII. Experience Certificate

a) Work Order of the Projects executed

b) Completion Certificate duly issued by the Client/Office.

VIII. Self-declaration in connection with having no pending disputes or enquires in connection with cheating, misappropriation of funds exploitation of beneficiary, black listed by Govt. Agency.

Authorised Signatory



Annexure-"B"

FINANCIAL BID

Name of the NGO / CBO / Register Agency

Quotation

| Particulars | Rate quoted in Rs. |
|-----------------------------|--------------------|
| Per Slum Dweller House hold | |

(Rupees _____ Only)

Note:

- The Rate shall be quoted excluding GST.
- The GST will be paid as applicable at the time of payment.
- No other statutory dues like TA, DA shall be paid / quoted by the NGO/CBO/Firm agency.

DECLARATION

- I. We declare that our BID price is for the entire scope of work as specified.
- II. We understand that you are not bound to accept the above proposal.
- II. We hereby declare, our tender is made in good faith without collusion or fraud.

Place:

Signature of Authorized Signatory

Date: