DIRECTORATE OF URBAN DEVELOPMENT

F.No 16(35)-UDD/DUD/2014

Date: 27.12.2017

SELECTION OF AGENCY FOR SURVEY OF STREET VENDORS, DISTRIBUTION OF PLASTIC I-CARDS AND PREPARATION OF STREET VENDING PLAN IN TRIPURA

Directorate of Urban Development invites "Request for Proposal (RFP) for Selection of Agency for Identification Survey of Street Vendors, Distribution of plastic I-cards and Preparation of Street Vending Plan in Tripura". The RFP documents will be available from 27th December. The RFP documents can be downloaded from www.uddtripura.gov.in and www.tripura.gov.in. The last date of submission of proposals is 18th January till 4 PM. The Pre-bid meeting will be held on 3.01.2018 at 3 P.M in the office of Directorate of Urban Development. Please refer to RFP documents for further details. For any queries please mail at directorurbantripura@gmail.com.

[Signature]
Director
Directorate of Urban Development
REQUEST FOR PROPOSAL

SELECTION
OF AGENCY FOR
SURVEY OF STREET VENDORS,
DISTRIBUTION
OF PLASTIC I-CARD AND
PREPARATION OF STREET
VENDING PLAN
IN TRIPURA
DISCLAIMER

Directorate of Urban Development (DUD), Govt. of Tripura has prepared this document to give the interested parties the background information on survey and preparation of city wide street vending plan in Tripura.

While DUD has taken due care in the preparation of the information contained herein and believe it to be accurate, neither DUD nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely on the information given in this document in submitting the RFP.

DUD reserves the right not to proceed with the selected consultant at any point of time or to change the configuration of the project to alter the timetable reflected in this document or to change the process or procedure to be applied.

It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities requesting for proposal.

[Signature]

(A. K. Bhattacharya)
Additional Secretary (UD)
Government of Tripura.
1. Schedule of Bidding Process

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Information</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Publication of RFP</td>
<td>27.12.2017</td>
</tr>
<tr>
<td>2</td>
<td>Period of availability of RFP document</td>
<td>28.12.2017 to 22.01.2018</td>
</tr>
<tr>
<td>3</td>
<td>Pre bid meeting</td>
<td>3.1.2018 at 3 PM</td>
</tr>
<tr>
<td>4</td>
<td>Last date of receipt of queries</td>
<td>5.1.2018</td>
</tr>
<tr>
<td>5</td>
<td>Address and e-mail for submission of written queries for clarification</td>
<td>Directorate of Urban Development  3rd floor of Khadya Bhawan, Pandit Nehru Complex, Agartala Tripura Pin:799006 Email: <a href="mailto:directorurbantripura@gmail.com">directorurbantripura@gmail.com</a></td>
</tr>
<tr>
<td>6</td>
<td>Date of start of submission of bid</td>
<td>28.12.2017</td>
</tr>
<tr>
<td>7</td>
<td>Last date of receipt of bid</td>
<td>18.1.2018 till 4 PM</td>
</tr>
<tr>
<td>8</td>
<td>Date and Time of Technical Proposal opening</td>
<td>19.1.2018 at 4 PM</td>
</tr>
<tr>
<td>9</td>
<td>Date and Time of Technical Presentation</td>
<td>22.1.2018 at 11 PM</td>
</tr>
<tr>
<td>10</td>
<td>Date and Time of Financial Proposal opening</td>
<td>Will be intimated later</td>
</tr>
<tr>
<td>11</td>
<td>Address at which proposal in response to RFP notice is to be submitted</td>
<td>Directorate of Urban Development  3rd floor of Khadya Bhawan, Pandit Nehru Complex, Agartala Tripura Pin:799006</td>
</tr>
</tbody>
</table>

A. The RFP document containing the details regarding the scope of work and qualification criteria can be downloaded from the website of DUD (www.udd.tripura.gov.in) and www.tripura.gov.in.
2. **Background**

Street Vendors has increased manifold in recent years due to the livelihood in Tripura City. Street vending constitutes a significant section of urban economy. As indicated in the National Policy on Urban Street Vendors, 2009, street vendors constitute approximately 2% of the population of several metropolises.

Urban Street vending is not only a source of employment for the poor masses but it also provides affordable goods and services to the considerable fraction of urban population. Street vendors deserve credit for their contribution to urban economy, however, in practice; they are perceived as unlawful entities and are subjected to continuous harassment by police and civic authorities. The national policy takes note of this irregularity, recognizes the importance of street vendors and lays down a framework for mainstreaming them. Subsequently, the Govt. of Tripura has also taken several initiatives to start the policy process for regulating and supporting street vendors in the state.

The main purpose of the vending sector assessment is to map the vending activities across trades, capture the socio-economic and business profiles, understand the problems experienced by them and identify possible areas of development interventions required. The perspectives emerging from this assessment would be helpful in devising policies targeted at street vendors and also in formulating implementation guidelines thereby.

3. **The Objective**

DUD invites technical and financial proposals from prospective bidders/Agencies for identification of Street Vendors in the city by conducting detailed survey and prepare a Detailed Plan of Action for regulating, relocation and rehabilitation of street vendors in the Agartala City, as per the STREET VENDORS (PROTECTION OF LIVELIHOOD AND REGULATION OF STREET VENDING) ACT, 2016.

4. **Scope of work**

The broad scope of work shall cover the following activities and the Agency is expected to adequately detail out these activities/components as part of their Technical Proposal. The bidders should submit two separate proposals for each of the activities/work listed below:

- **A. SURVEY OF STREET VENDORS AND DISTRIBUTION OF PLASTIC I-CARDS.**
- **B. PREPARATION OF STREET VENDING PLAN.**
A. Phase-I: SURVEY OF IDENTIFYING THE STREET VENDORS THROUGH DETAILED SURVEY

Task 1: Study of existing data/report

The Consultant shall refer and study the existing data/report available with the ULBs and make a list of the existing street vendors.

Task 2: Identifying the street vendors

Street vendors in ULB areas have to be identified and estimated and numbered at ground level for Biometric process. The vendor has to be divided into three categories:
   a) Stationary
   b) Peripatetic
   c) Mobile

Once the vendor list is finalized, the following tasks have to be undertaken:
   a) Identifying the places for time sharing basis vending zones at a place after closing of market for main trade (Night - Bazaars).
   b) Identification of weekend markets zones.
   c) Identifying the street vending markets/outlets along-with the capacity of street vendors.

Task 3: Validation of Survey Data:

1. The surveys are to be conducted in a very transparent process. One Supervisor will head a team consisting of 5 Statistical Enumerator / Investigator depending upon the vendors and area to be covered for the survey.

2. Quality Assurance: It is envisaged that the supervisor will personally check at least 30% of the information collected by the Statistical Enumerator / Investigator going to the site and approve the collected data under his seal and signature certifying about the correctness of the data. Even during the survey, the supervisor has to invigilate the survey by random inspections to ensure that the Statistical Enumerator / Investigator are not skipping any process.

3. Approval of Survey Data: The survey data along with report of Supervisor is to be placed before the Town Vending Committee (TVC) for approval. If TVC desires, it will cross check the survey data by the officials of DUD/ULB or outsourcing any agency for doing the same before approval to ensure absolute correctness of data.
Task 4: Preparation of final list of survey after validation:

After validation the consultant shall prepare the final list of street vendors and hand it over to Directorate of Urban Development.

Task-5: Issuance of Certificate of vending and Identity Cards for the Street Vendors:

Every street vendor, identified under the survey carried out shall be issued a certificate of vending subject to certain terms and conditions. Every Street vendor who has been issued certificate of vending shall be issued Plastic identity cards in such form and manner as may be prescribed by DUD.

B. Phase-II: PREPARATION OF STREET VENDING PLAN

Task-1: Compilation of Survey Data, Preparation of Inventory of existing documents and Base Report.

The agency have to compile the survey data, collect all existing information, documents and data available either with DUD/ULB and to prepare a base report stating the method of survey, and outlining the planning concept, methodology and future course of action to complete the plan.

Task-2: Preparation of City Street Vending Plan

Under this sub-component, preparation of City Street Vending Plan shall contain the following:

a) Profile of street vending trades and activities;
b) spatial distribution of street vending activities;
c) earmarking of space or area for vending zones;
d) determination of vending zones as restriction- free vending zones, restricted vending zones and no-vending zones;
e) estimates of holding capacity of vending zones;
f) vendors who can be accommodated in any vending zone;
g) understanding of key challenges, constraints and issues relating to street vending, and;
h) Possible solutions and potential street vending areas.
It also contains the Road Side Vending Mapping, Multi-Product Vendors Market, Single-Product Vendors Market, Integration of Vending with Public Interest, No Vending Zones.

The Street Vending Plan will also take into account the natural markets where sellers and buyers naturally congregate for the sale and purchase of products and services. The Plan will be developed after consultations with Street Vendor’s representatives and other relevant stakeholders. While preparing the Street Vending Plan, coordination with the city police, traffic police, planning authority and other local agencies it should also devise and promote vendor friendly policies, solutions and strategies to accommodate and facilitate street vending in a manner that is conducive to street vendors and the public at large. This may include policies for traffic management and regulation on market days or at certain times of the day, arrangements for lighting, water, sanitation and waste disposal in street vendor market areas. The ULB may coordinate with planning authorities to develop pro-vending norms and stipulation of vending spaces in new or refurbished roads, markets, office and residential complexes and other public spaces and public infrastructure. This will ensure greater acceptability of Street Vending Plans among the stakeholders.

(A. K. Bhattacharya)
Additional Secretary (UD)
Government of Tripura.
5. **Instruction to Bidders**

A. The Bidders are invited to submit Technical and Financial proposals as per the given formats in separate sealed covers for consulting services required for the assignment. The selection would be based on the **Quality cum Cost based Selection (QCBS)** procedure. The selected bidder should follow Tripura Street Vendors (Protection of Livelihood and Regulation of Street Vending) Rules, 2016 and Tripura Street Vendors (Protection of Livelihood and Regulation of Street Vending) Scheme, 2016.

B. The Technical Proposal should be submitted along with a refundable EMD of Rs.25,000/- in form of DD drawn in favour of “Director of Urban Development”.

C. The Bidders shall bear all costs associated with the preparation and submission of their proposals and contract negotiations. DUD 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 Agency.

D. The selected Agency shall provide professional, objective, and impartial advice and at all times hold DUD’s interest paramount.

E. The Technical and Financial proposals to be submitted by the Bidders should be firm and valid for a period of 180 days from the last date of submission of the proposal.

F. Bidders may request clarifications on the RFP document within 4 calendar days from the date of issue of this RFP. Any request for clarification must be sent in writing, or by E-Mail.

G. At any time before the submission of Proposals, DUD may amend the RFP by issuing an addendum. The addendum shall be a part of the original RFP and shall be uploaded in the DUD website.

H. The proposal (Technical and Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidders themselves. The person who signed the proposal must initial such corrections. Submission letters for Technical qualification, Technical and Financial proposals should respectively be in the prescribed formats given in the annexure.

I. An authorized representative of the bidders shall initial all pages of the Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign.
J. Two Technical Proposals shall be placed in a separate sealed envelope clearly marked as,

"TECHNICAL PROPOSAL FOR SELECTION OF AGENCY FOR SURVEY OF STREET VENDORS, DISTRIBUTION OF PLASTIC I-CARDS IN AGARTALA MUNICIPAL CORPORATION AND OTHER ULBS IN TRIPURA"

"TECHNICAL PROPOSAL FOR PREPARATION OF STREET VENDOR PLAN IN AGARTALA MUNICIPAL CORPORATION AND OTHER ULBS IN TRIPURA"

Similarly, 4 Financial Proposal shall be placed in a sealed envelope clearly marked as,

"FINANCIAL PROPOSAL FOR SELECTION OF AGENCY FOR SURVEY OF STREET VENDORS, DISTRIBUTION OF PLASTIC I-CARDS FOR AGARTALA MUNICIPAL CORPORATION IN TRIPURA".

"FINANCIAL PROPOSAL FOR SELECTION OF AGENCY FOR SURVEY OF STREET VENDORS, DISTRIBUTION OF PLASTIC I-CARDS FOR OTHER ULBS IN TRIPURA".

"FINANCIAL PROPOSAL FOR PREPARATION OF STREET VENDORS PLAN FOR AGARTALA MUNICIPAL CORPORATION IN TRIPURA".

"FINANCIAL PROPOSAL FOR PREPARATION OF STREET VENDORS PLAN FOR OTHER ULBS IN TRIPURA".

The two envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. The total financial proposals for each ULB shall not be beyond 2.8 lakhs in any case. Failure to this, the financial proposal will be rejected. This outer envelope shall be clearly marked as,
"PROPOSAL FOR SELECTION
OF AGENCY FOR SURVEY OF STREET VENDORS,
DISTRIBUTION OF PLASTIC I-CARDS AND
PREPARATION OF STREET VENDING PLAN
IN TRIPURA

K. The Proposals must reach DUD office at the below mentioned address latest by 9.1.2018
till 3PM. The proposals shall be sent by Registered Post/Courier/speed post. Proposals sent
through facsimile, email, hand delivery is not allowed.

Director
Directorate of Urban Development
3rd floor of Khadya Bhavan
Pandit Nehru Complex
Agartala, Tripura (W)
Email: www.udd.tripura.gov.in

6. Minimum Eligibility Criteria

To participate in the bidding process, the applicant (lead partner in case of consortium)
shall meet the minimum technical and financial criteria:

I. Technical Criteria

a. The bidder shall either be a company or a partnership firm registered under relevant
Acts of India and must have been in operation in India for at least 5 years after
registration.

b. In case of a company, Registration Certificate issued by Registrar of Companies
along with Memorandum of Association (MOA) and Article of Association (AOA)
should be submitted. In case of a partnership firm, Registration Certificate issued by
Registrar of Firms along with power of attorney in favor of one partner duly signed
by all the partners of the firm

c. The bidder must have successfully completed (Globally/locally) at least three
*similar project for an area-measuring not less than 500 acres in the last five years.

*Similar project shall mean preparation of Master Plan / City Development Plan / Urban,
Planning/Slum Free City Planning.
II. Financial Criteria:

d. Min. annual average turnover of the Applicant (lead partner in case of consortium) shall be INR 3 Crore or more during the last 3 financial years i.e., ____________. The bidders need to provide audited statements to support their claim.

Note:

I. Bidder must submit a Proof of registration of the legal entity.

II. Audited Balance Sheets of the last three financial years must be submitted in support, without which the bid may not be considered. The calculation sheet for average annual turnover shall be certified by a Chartered Accountant.

III. Bidder must submit copy of work orders/completion certificates of assignments issued by the client.

7. Consortium: The lead partner can form a consortium with another agency to participate in the bid. The consortium partners shall fulfill the minimum technical and financial criteria.

8. Bid Evaluation Methodology

Evaluation of the Technical and financial proposals will be based on Quality cum Cost Based Selection mode with weighted average of 80:20 for technical and financial proposals respectively.

A. Evaluation of Technical Bid

The technical proposal shall be evaluated in three phases.

a) In the first phase the Technical Proposals shall be evaluated on the basis of minimum technical and financial eligibility criteria as mentioned in Clause 6.

b) In the second phase the firms which satisfy the minimum eligibility criteria shall be given marks based on Table: 1 of this RFP. Accordingly, firms will be ranked based on the marks allotted to them.
c) In the third phase the top five ranked firms shall be shortlisted and will be invited for presentation in DUD. The presentation format is elaborated in Table No. 2.

<table>
<thead>
<tr>
<th>Sl.no</th>
<th>Evaluation Parameter</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Past experience of the firm described as follows</td>
<td>20 marks for 1 project and 10 marks for each additional project subject to maximum marks of 50</td>
</tr>
<tr>
<td></td>
<td>(a) Preparation of slum free city plan of Action/City plan of Action/City Development Plan/TOD Plans/DPR for infrastructure works under IHSDP/UIDSSMT/RAY/WB/ADB</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>(a) Average Turnover</td>
<td>10 marks for minimum average turnover and 5 marks for each additional 1 crore subject to maximum 25 marks</td>
</tr>
<tr>
<td>3</td>
<td>Presentation before the Technical Committee</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>TOTAL MARKS</td>
<td>100</td>
</tr>
</tbody>
</table>

Table 1

B. Technical Presentation:

The top ranked 5 bidders shall be required to make presentations of all categories up to 30 minutes to demonstrate their relevant credentials before the DUD. The presentation shall broadly cover the following aspects:

I. Approach and methodology
   - Deliverables & Time Schedule
   - Profile of Manpower to be utilized

II. Understanding of scope of work and way forward

The Technical scoring (Ts) of participants shall be as per the point scoring methodology. DUD may include a panel of experts to evaluate the technical presentation. The bidders shall be invited for a PowerPoint presentation in front of the committee.

(A. K. Bhattacharya)
Additional Secretary (UD)
Government of Tripura
## Survey and Preparation of City Wide Street Vending Plan in Tripura

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Evaluation Criteria</th>
<th>Maximum Score</th>
<th>Basis of marks to be allotted</th>
</tr>
</thead>
</table>
| I     | Approach & methodology  
- Deliverables and Time schedule  
- Profile of Manpower to be utilized | 25 | As per the presentation held in DUDC Conference Hall |
| II    | Understanding of scope of work and way forward if selected | | |

### C. Opening of Financial Proposal

The financial proposals of the top three bidders of all categories who will be invited for presentation shall be opened.

**Financial Score:** The lowest financial proposal will be given a financial score of 100 points. The financial scores of other proposals will be computed as follows:

\[ Fs = 100 \times \frac{FM1}{F1} \]

(F1 = amount of Financial Proposal as proposed by the applicant; FM1 = Lowest financial quote)

### Combined and Final Evaluation

Proposals will finally be ranked according to their combined technical (Ts) and financial (Fs) scores as follows:

\[ S = Ts \times Tw + Fs \times Fw \]

(Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be 0.80 and 0.20 respectively).

The Selected Applicant shall be the First Ranked Applicant (having the highest combined score). The Second Ranked Applicant shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws, or fails to comply with the requirements specified in the RFP document.

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(A. K. Bhattacharya)  
Additional Secretary (UD)  
Government of Tripura
9. Deliverables and Payment Schedule:

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Deliverables</th>
<th>Submission from the start of work in weeks (M = date of issue of Work Order)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submission of inception report</td>
<td>M+2 Weeks</td>
<td>10% of Total Fees</td>
</tr>
<tr>
<td>2</td>
<td>Validation of survey data</td>
<td>M+6 Weeks</td>
<td>15% of Total Fees</td>
</tr>
<tr>
<td>3</td>
<td>Preparation of final list of survey after validation</td>
<td>M+8 Weeks</td>
<td>10% of Total Fees</td>
</tr>
<tr>
<td>4</td>
<td>Compilation of survey data, preparation of Inventory of existing documents and base report</td>
<td>M+12 Weeks</td>
<td>15% of Total Fees</td>
</tr>
<tr>
<td>5</td>
<td>Preparation of spatial plans</td>
<td>M+16 Weeks</td>
<td>10% of Total Fund</td>
</tr>
<tr>
<td>6</td>
<td>Preparation of draft City Street Vending Plan</td>
<td>M+20 Weeks</td>
<td>10% of Total Fund</td>
</tr>
<tr>
<td>7</td>
<td>Preparation of final City Street Vending Plan</td>
<td>M+22 Weeks</td>
<td>10% of Total Fund</td>
</tr>
<tr>
<td>8</td>
<td>Existing vendors relocation and rehabilitation plan</td>
<td>M+22 Weeks</td>
<td>5% of Total Fund</td>
</tr>
<tr>
<td>9</td>
<td>Draft Allotment plan</td>
<td>M+24 Weeks</td>
<td>5% of Total Fund</td>
</tr>
<tr>
<td>10</td>
<td>Issuance of Certificate of vending and Identity cards for the pilot wards</td>
<td>M+26 Weeks</td>
<td>10% of Total Fund</td>
</tr>
</tbody>
</table>

Table: 3

10. Period of Consultancy:
The Contract period with the selected Firm shall be valid for a period of 24 months from the execution of the contract agreement.

11. Completion of work
The selected consultant shall complete the work within 6 months from the signing of the Contract Agreement. The selected consultant shall also maintain the software/web application for a period of 18 months after the completion of the assignment/project.

12. Performance Security
After receiving the Letter of Award (LoA) the selected consultant shall deposit to DUD an amount of 10% of the value of the work as performance security within 7 days from the issuance of the LoA. The terms and conditions, validity etc. of the performance security will be detailed in the LoA.
13. Site Visit & Verification of Information
The interested bidders are encouraged to submit their proposal after visiting the Project site and ascertaining themselves the site conditions, location, surroundings, climate, access to the site, applicable laws, guidelines, regulations or any other matter considered relevant by them.

14. Signing of Agreement
The selected firm will have to sign a Contract Agreement in non-judicial stamp paper of adequate denomination with DUD within 7 days from Issuance of Letter of Award.

15. Work Order
The selected firm shall be sent a work order after signing the Agreement with DUD.

16. Default of service
Deviation and/ or Refusal and/ or non-Performance towards in any of the obligations described in the Scope of Services would be treated as default of service of the selected Firm. Upon default of service, DUD would reserve the right to forfeit the Performance Security and the payment outstanding for the said job. In addition, DUD would also have the right to terminate the agreement with the selected firm.

17. Number of Proposals
A bidder is eligible to submit only one proposal for one category for this project.

18. Tender Document Fee
Non-refundable Tender Document (downloaded from www.dud.gov.in) cost in shape of Demand Draft/Pay order from any scheduled commercial bank in favour of "Director of Urban Development", Tripura payable at Tripura for Rs. 500/- (Rupees Five Hundred only) is to be furnished by the bidder along with the technical Bid. Bid without the requisite tender Document cost shall be treated as non-responsive and rejected. The mentioned Tender cost is inclusive of the VAT of 5%.

19. Earnest Money Deposit (EMD)
EMD in shape of Demand Draft / Pay order from any scheduled commercial bank in favour of Director of Urban Development, Tripura payable at Tripura for Rs. 25,000/- (twenty five thousand only) is to be furnished by the bidder along with the Technical Bid. Bid without the requisite EMD shall be treated as non-responsive and rejected. No exemption from submission of EMD is allowed. No adjustment of EMD with respect to other works previously lying in DUD is allowed. Unsuccessful bidder’s EMD will be
returned within 30 days from the date of execution of the agreement between DUD and the selected firm. No interest will be paid on EMD. The EMD may be forfeited:

a) if a Bidder withdraws its Bid during the period of validity of the Bid,
b) in case of a successful bidder, if the bidder fails to execute the work assigned.

20. Validity of Bid
Proposal shall remain valid for 180 days from the last date of submission of Proposal. A Proposal valid for a shorter period shall be rejected as non-responsive.

21. Disputes
All legal disputes are subject to the jurisdiction of Tripura court only.

22. Acknowledgement by Bidder
It shall be deemed that by submitting the Proposal, the bidder has:

a. made a complete and careful examination of the RFP, general condition of contract, submission formalities and evaluation mechanism;
b. received all relevant information requested from DUD;
c. acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in this invitation document or furnished by or on behalf of DUD;
d. satisfied itself about all matters, things and information necessary and required for submitting the proposal and performance of all of its obligations there under;
e. acknowledged that it does not have a conflict of interest with any other Agencies/Firm; and
f. agreed to be bound by the undertaking provided by it under and in terms hereof.

DUD shall not be liable for any omission, mistake or error on the part of the firm in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to this invitation document or the selection process, including any error or mistake therein or in any information or data given by the DUD.

23. Right to reject any or all Proposals
Notwithstanding anything contained in this invitation document, DUD reserves the right to accept or reject any Proposal and to annul this selection Process and reject all proposals, at any time without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof.

DUD, also, reserves the right to reject any Proposal if:

at any time,
a material misrepresentation is made or uncovered, or
b. the firm does not submit sufficient information as being asked for

24. Penalty
DUD shall deduct 1% of the work order value at each stage for delay of submission of reports beyond 4 weeks.

25. Language
The Proposal and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the formats provided in this invitation document.

26. Late Submission
Proposal received after the deadline for submission prescribed by DUD will not be entertained and be rejected.

27. Modifications and Withdrawal of Proposals
No modifications to the Proposals shall be allowed once it is received by DUD, Tripura.

28. Award of Consultancy
After selection, a Letter of Award (the “LOA”) shall be issued, in duplicate, by DUD to the selected bidder and the bidder shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the selected bidder is not received by the stipulated date, unless it consents to extension of time for submission thereof, the right to signing of the agreement would be forfeited by DUD and the next eligible firm may be considered for the project.

29. Execution of Agreement
After acknowledgement of the LOA as aforesaid by the selected firm, it shall execute the Contract Agreement within the period of 7 days from the date of issuance of LOA. The selected bidder shall also deposit the performance security before the execution of the contract agreement. The successful bidder shall not be entitled to seek any deviation in the Agreement.

30. Commencement of Assignment
The selected bidder shall commence the assignment within 7 days from the date of signing of the Agreement. If the bidder fails to commence the assignment as specified herein, DUD

(A. K. Bhattacharyya)
Additional Secretary (UD)
Government of Tripura.
may, unless it consents to extension of time thereof may forfeit the Performance Security and appropriate the same by DUD.

31. Consortium
The bidders are allowed to form consortium for participating in the project.

32. Proprietary data
All documents and other information provided by DUD or submitted by the bidder to DUD shall remain or become the property of DUD. The bidders are to treat all information as strictly confidential. The DUD will not return any Proposal or any information related thereto. All information collected, analysed, processed or in whatever manner provided by the Consultant to DUD in relation to the Consultancy shall be the property of DUD.

33. Bidding Parameter
The bidding parameter shall be Lump-sum Project Cost, inclusive of all taxes.
Covering Letter
(On the Letterhead of the applicant)

To:

The Director,
Directorate of Urban Development
3rd floor of Khadya Bhavan
Pandit Nehru Complex
Agartala, Tripura (W)

Sir,

Sub: “TECHNICAL PROPOSAL FOR SELECTION OF AGENCY
FOR..........................................................................

We, the undersigned, offer to provide the consultancy services in accordance with your Request for Proposal dated .... We are hereby submitting our Proposal, which includes this Technical and Financial Proposal sealed under a separate envelope.

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

We also hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unconditional in all respects and we agree to the terms and conditions of the Request for Proposal.

We hereby certify and confirm that in the preparation and submission of our Proposal, we have not acted in concert or in collusion with any other applicant or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

Thanking You,

Yours Sincerely,

Duly signed by the Authorised Signatory of the Applicant
(Name, Title and Address of the Authorised Signatory)

N.B: Separate proposals for different categories should be submitted as per the criteria mentioned in Clause 5 point 1.
Details of Applicant
(On the Letter Head of the Applicant)

(a) Name of the firm/company:

(b) Name of the contact person:

(c) Designation:

(d) Company/Firm:

(e) Address:

(f) Telephone number:

(g) E-mail address:

(h) Fax number:

(i) Mobile number:

(j) Annual Turnover:

________________________

Duly signed by the Authorised Signatory of the Applicant

(Name, Title and Address of the Authorised Signatory)

________________________

Signed and sealed by a Chartered Accountant
Membership No.
Annexure- III

Format for Project Data Sheet

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Parameters</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Project Title</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Project Description</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Name of Client</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Total Project Cost (In Indian Rupees)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Period and nature of services rendered by the Applicant (Start date and End date)</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Consultancy Fees of the Applicant (In Indian Rupees)</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Present Status of the Project (Completed/ Ongoing)</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Other Information relating to Project</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Copy of Appointment Letters and Completion Letter</td>
<td></td>
</tr>
</tbody>
</table>

Note: The work order along with the completion certificates shall be attached with every project. Experience of only completed projects will be considered for evaluation.

Duly signed by the Authorised Signatory of the Applicant (Name, Title and Address of the Authorised Signatory)
Financial Proposal Submission Form

To,
The Director,
Directorate of Urban Development
3rd floor of Khadya Bhavan
Pandit Nehru Complex
Agartala, Tripura (W)

Sir,

Sub: “FINANCIAL PROPOSAL FOR SELECTION OF AGENCY FOR SURVEY OF………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………”

We, the undersigned, offer to provide the Consultancy Services in accordance with your Request for Proposal dated __________. Our attached Financial Proposal is INR __________ inclusive of Service tax.

Our Financial Proposal is without any condition and shall be binding upon us up to expiration of the validity period of the Proposal.

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

Thanking You,

Yours Sincerely,

Duly signed by the Authorised Signatory of the Applicant
(Name, Title and Address of the Authorised Signatory)

N.B: Separate proposals for different categories should be submitted as per the criteria mentioned in Clause 5 point J.)
### Financial Bid Format

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Consultancy fee for conducting survey (rate should be quote per person wise)</th>
<th>Consultancy fee for issue of identity card (rate should be quote per person wise)</th>
<th>Consultancy fee for development of street vending plan (rate should be quote per person wise)</th>
<th>Total Consultancy fee (per person wise)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

N.B: The rate quoted shall be inclusive of all taxes.