



## **REQUEST FOR PROPOSAL**

**ISSUED BY:** Assam State Disaster Management Authority

**ISSUE DATE:** 14<sup>th</sup> November 2013

**Closing Time:** 5<sup>th</sup> December 2013 (4.00 PM)

**Contact Person:** Chief Executive Officer  
Assam State Disaster Management Authority  
Ancillary Block, Opp SBI, Secretariat Branch  
Assam State Secretariat  
Dispur, Guwahati

### **Summary of Proposal:**

This Request for Proposal is issued by the Assam State Disaster Management Authority to obtain proposal from NGOs/ Agencies/ Firms for providing and executing Creative Concepts of events to generate awareness on Disaster Risk Reduction.

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## 1. REQUEST FOR PROPOSAL TERMINOLOGY

Throughout this document, the following definitions apply:

- a) “Applicant” means a party that submits, or intends to submit, a Proposal;
- b) “Work Order” means the written order resulting from this RFP issued by the Authority ;
- c) “The Authority” means the Assam State Disaster Management Authority;
- d) “Must”, or “mandatory” means a requirement that must be met in order for a Proposal to receive consideration;
- e) “Proposal” means a proposal submitted in response to this RFP;
- f) “RFP” means this Request for Proposal; and
- g) “Should” or “desirable” means a requirement having a significant degree of importance to the objectives of RFP.

## 1. EXECUTIVE SUMMARY

### (A) Background

The State Disaster Management Authority in Assam was notified by the Government in the year 2007 and it has become functional with its Secretariat in 2009.

The Assam State Disaster Management Authority has planned to carry out creative campaign/events/activities in order to generate awareness among people. These activities will help in impacting the minds of the people on various DRR preparedness measures and at the same time achieve the second stage of communication which is registration of the messages.

### (B) Vision and Basic requirement from the Creative Concepts for events

Assam State Disaster Management Authority has adopted a shift in approach to the concept of Disaster management. The government is now committed to a holistic approach to disaster management encompassing all phases – Prevention, mitigation and preparedness as well as Response, Relief and rehabilitation.

The task ahead is:

- To design five different creative concepts for a campaign on disaster risk reduction and execute it.
- The concepts should keep the target audience in mind which could be either rural as in case of riverine flood or urban as in the case of earthquake and this should be clearly mentioned in the proposal
- The Concepts should be innovative and participatory in nature

### (C) Scope of work

The intention of Authority is to select an NGOs/ Agencies/ Firms who can effectively work with the Authority to disseminate the key messages to the general public

#### Scope Elements

- Concepts should be creative
- The concepts should be participatory in nature. It should go a step further from simple information dissemination to involvement of an audience
- Target audience to be reached : 2000 for each concept
- The Plan should be comprehensive and should include all details necessary to carry out the work.
- The Plan activities should have a mechanism to measure the reception of the key messages among the masses.
- The proposal should also include the approach adopted for the execution of the plan.

**(D) Eligibility criteria**

1. NGO/Agency/ Firm should be a registered one
2. NGO/Agency/ Firm should have professional experience in designing and conducting Awareness Campaigns
3. Should have at least five person under your payroll
4. NGO/Agency/ Firm should submit the proposal as per the specification mentioned in clause **4C & 4D** below

**2. RFP Process:**

i) The Authority is the Work Order issuing authority as relates to this RFP.

ii) This RFP is illustrative in nature and all narrations are intended to be used by the applicant as a preliminary background explanation. This RFP does not necessarily contain all relevant information and the Authority reserves the right to amend its requirements or the information contained in this document at any time during the RFP process.

iii) The Authority offer no warranties in regard to the information contained in this RFP and shall not be liable for any loss or damage as relates to this RFP for any applicant, potential applicant or any other third party arising as a result of reliance on this RFP's information or any subsequent communication.

iv) If the Authority decides to select an applicant for the services, at that time a detailed Work Order will be issued to the applicant selected. This Work Order will not be made available until the selection of a successful applicant.

v) Neither the RFP document nor any other related document shall constitute a contract or agreement with Authority, except as where specifically referenced in **Appendix A**

vi) The Authority 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 RFP.

vii) The Authority will not be liable for any costs of any applicant participating in this RFP.

viii) The submission of a response to this RFP by any applicant or potential applicant confirms the applicant or potential applicant's acceptance of all terms and conditions of this RFP.

ix) Respondents to this RFP or their agents may not make any contact with any party employed or directly associated with the Authority as relates to this RFP. Any clarifications and all information will be via e-mail only to [asdmaghy@gmail.com](mailto:asdmaghy@gmail.com)

#### 4. INSTRUCTIONS TO APPLICANT

##### A. General Requirements

- i) The response to RFP is required to address all technical requirements contained within this RFP.
- ii) The RFP is not a Work Order. A separate Work Order will be made available only after selection of the preferred applicant.
- iii) All information supplied by the Authority in connection with this RFP shall be treated as confidential.

##### B. Timetable

The RFP timetable is given below. The Authority retains the right to vary or discontinue the process or any part thereof at its absolute discretion.

<i>Activity</i>	<i>Date</i>
Issue of RFP Document	14 <sup>th</sup> November 2013
Deadline for Proposal submission	5 <sup>th</sup> December 2013 (4.00 PM)

##### C. SUBMISSION OF RFP Document

- The Applicant is required to submit the proposal for providing Creative Concepts of events to generate awareness on disaster risk reduction. Potential Applicant must complete and sign the Undertaking at Annexure A.
- Only one original form of proposal signed by the authorised signatory in ink is required by the Authority. No typed or pencil signatures will be accepted.
- Applicants are required to submit one printed original hard copy of the proposal document and one electronic copy in Microsoft Word. The printed copy of the documents will be taken to be correct if there is any inconsistency between the versions.
- The proposal submitted must be without any overwriting, corrections, double typing, etc.
- The RFP should include the experience of similar work carried out by the Applicant in the form of either work order or completion reports.
- Applicant will submit their proposal of in two parts. The first part will contain the Design/Concept and the execution plan. The second part will contain the Financial Requirement. These will be put in two **separate sealed envelope** (i. Technical & ii. Financial). The two sealed envelopes should then be put in one Envelope along with the documents relating to Eligibility Criteria. The Envelope should then be sealed and super scribed with the wordings **“Confidential RFP Document - Do not open : Creative Concepts of events to generate awareness on disaster management”**

- The cover thus prepared should also indicate clearly the name, address and telephone number of the Tenderer to enable the Bid to be returned unopened in case it is declared "Late".
- The sealed envelope containing the proposal must be received by **4.00 PM** on any working day up to **5<sup>th</sup> December 2013** in the office of the Chief Executive Officer. Envelopes /documents received after the stated time and date will be rejected.
- The Technical Bid and Financial Bid should be a complete document and should be bound as a volume separately. The document should be page numbered and appropriately flagged and contain the list of contents with page numbers. The deficiency in documentation may result in the rejection of the Bid.

#### **D) Preparation of RFP Document**

##### **1. For Eligibility Criteria:**

- i. Registration Certificate/ trade licence and Details regarding the year of establishment of the Agency.
- ii. Details regarding the experience of similar work carried out by the Applicant in the form of either work order or completion reports
- iii. Self - declaration certificate that the Agency was not barred by any PSU/Govt. Dept. in doing projects with them.
- iv. Details regarding qualification and experience of the 5 number professionals on their pay roll

The technical bid of only those Agencies who qualifies the above eligibility criteria will be analyzed and evaluated.

**Note: Agency must provide necessary supporting documents as proof in respect of the eligibility criteria mentioned above**

##### **1) Technical Bid**

The technical bid for Campaign will be submitted separately. The technical bid should contain

- i) The five different Concepts of the Campaign
- ii) Execution Plan for each of the concepts

**Forms for Technical Bid are given at Annexures B & C**

##### **2) Financial Bid**

- i) The Financial bid will be the cost of the plan and execution of each of the concept separately as per the Scope of Work as laid down in the Terms of Reference.

- ii) Tenderer should provide all prices as per the prescribed format under this Form. Tenderer should not leave any field blank. In case the field is not applicable, Tenderer must indicate "0" (Zero) in all such fields.
- iii) All the prices are to be entered in Indian Rupees INR (%age values are not allowed).
- iv) It is mandatory to provide breakup of all Taxes, Duties and Levies wherever applicable and/or payable.
- v) The final Financial Bid of the Tenderer shall be inclusive of all Taxes, Duties and Levies including Service Tax, etc.
- vi) Authority shall take into account all Taxes, Duties & Levies for the purpose of Evaluation.

**The Financial Bid Summary Form is given at Annexure D1, D2, D3, D4, D5.**

#### **E) Period of Validity**

Proposals must remain open for acceptance for a minimum of 90 days.

### **5. EVALUATION OF PROPOSAL**

The evaluation would consist of following phases:

*Phase I: Evaluation of Eligibility Criteria.*

*Phase II: Evaluation of Technical Bids.*

*Phase III: Evaluation of Financial Bids.*

*Phase IV: Combined Evaluation of Technical and Financial Bids.*

#### **Phase I: Evaluation of Eligibility Criteria:**

In this part the Agency will be evaluated for the fulfillment of the conditions specified in the **Eligibility Criteria** under Clause 1(D).

#### **Phase II: Evaluation of Technical Bids:**

- 1) In this part the technical bid of only those agencies who have qualified the Phase I i.e. **Eligibility Criteria** will be evaluated.

The technical bid will be analyzed and evaluated on:

- a) Creativity of the concepts
- b) Approach adopted for the execution of the concept.

***\* Each Concept will be evaluated separately***



- 2) 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
Creativity of the concepts	70	42
Approach adopted for the execution of the concept.	30	18

Each element criterion will have Minimum Qualification Score as mentioned above. Technical bids receiving marks greater than the minimum Qualification Score in each criterion and greater than 60% on an aggregate basis will qualify for the second phase.

3) Analysis of technical bid

- In this part, the technical bid will be analyzed and evaluated and the technical bid marks ( $S_{tm}$ ) shall be assigned to each bid on the basis of following above evaluation matrix
- Each competency group will have Minimum Qualification Score and only those Technical Bids receiving marks greater than or equal to cut-off marks in each competency group will be eligible for consideration in financial bids. If required, the Authority may seek specific clarifications from any or all Tenderer(s) at this stage. The Authority shall determine the Tenderer that qualify for the next phase after reviewing the clarifications provided by the Tenderer(s).
- Technical Bid Score: The Technical Bid Score 'St' of the Tenderer shall be derived as under

$$S_t = (S_{tm}/S_H), \text{ where}$$

$S_t$  is the Technical Bid Score

$S_{tm}$  = Total technical bid marks of the bid under consideration

$S_H$  = Highest total technical bid marks amongst all evaluated bids

- 4) The Authority reserves the right to modify the evaluation process at any time during the Tender process, without assigning any reason, whatsoever, and without any requirement of intimating the Tenderer of any such change. At any time during the process of evaluation the Authority may seek specific clarifications from any or all Tenderer.

**Phase III: Evaluation of Financial Bids:**

In this phase, the Financial Bids of those Tenderers, whose concepts are technically qualified in Phase II, shall be opened. Formula to determine the scores for the Financial Bids shall be as follows

$$S_f = (F_L / F),$$

**Where**

$S_f$  is the Financial Score

$F_L$  is the value of lowest Commercial Bid

$F$  is the price quoted in the bid under consideration

**Phase IV: Combined Evaluation of Technical & Financial Bid**

- The Total score of the Tenderer will be determined as under

$$\text{Total Score } (T_s) = (70 \times S_t) + (30 \times S_f)$$

- The Bid of the Tenderer, who obtains the highest  $T_s$  value, will be rated as the best Bid. In the event of a tie, the bid with the highest technical score ( $S_t$ ) will be rated as the best bid. Beyond that, Authority will decide the matter in its full discretion.
  - The Authority will award the Contract to the successful Tenderer whose bid has been determined to be substantially responsive and has been determined as the best bid, provided further that the Tenderer is determined to be qualified to perform the Contract satisfactorily. The Authority shall however not bind itself to accept the best bid or any bid and reserves the right to accept any bid, wholly or in part.
- i) **The Authority reserves the right to modify the evaluation process at any time during the Tenderer process, without assigning any reason, whatsoever, and without any requirement of intimating the Tenderer of any such change. At any point of time during the process of evaluation the Authority may seek specific clarification from any or all Tenderer**

**6. Right to Vary Scope of work at the time of Award:**

The Authority may at any time, by a written order given to the Tenderer, make changes within the general scope of the Work. If any such change causes an increase or decrease in the cost of, or the time required for, the Tenderer's performance of any part of the work, whether changed or not changed by the order, an equitable adjustment shall be made in the agreed Price or delivery schedule, or both, and the Work Order shall accordingly be amended. Any claims by the Tenderer

for adjustment under this Clause must be asserted within thirty (30) days from the date of the Tenderer's receipt of the Authority's changed order.

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

The 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 Tenderer or Tenderer or any obligation to inform the affected Tenderer or Tenderer of the grounds for the Authority's action.

#### **8. Notification of Award:**

Prior to the expiration of the period of bid validity, the Authority will notify the successful Tenderer by e-mail or in writing, by registered letter that its bid has been accepted.

#### **9. Issuing the Work Order:**

At the same time as the Authority notifies the successful Tenderer that its bid has been accepted, the Authority will send the Work Order, incorporating its requirements including the conditions laid down in the RFP. Within 7 days of receipt of the Work Order, the successful Tenderer shall sign and date the Work Order and return a copy to the Authority as a token of acceptance of the requirements laid down.

#### **10. Confidentiality of the Document:**

This Tender is confidential and anything contained in this Tender shall not be disclosed in any manner, whatsoever.

#### **11. Rejection Criteria:**

Besides other conditions and terms highlighted in the Tender document, bids may be rejected under following circumstances:

- Incomplete bids that do not quote for the complete Scope of Work as indicated in the bidding documents, addendum (if any) and any subsequent information given to the Tenderer
- Bids providing information that are found to be incorrect/ misleading at any stage / time during the Tendering Process
- Technical Bid containing financial details
- Bids that reveal prices in any form or by any reason before opening the Financial Bid
- Bids not submitted in Two Bid systems in separate envelopes.
- Bids that providing information that are found to be incorrect/misleading at any stage/time during the Tenderer Process

- Bids that do not confirm unconditional acceptance of full responsibility of executing the 'Scope of Work' of this Tender
- Bids in which the Tenderer seeks to influence the Authority's bid evaluation, bid comparison or contract award decisions

## 12. General

i) Tenderer shall not make any alteration / changes in the bid after the closing time and date. Unsolicited correspondences from Tenderer will not be considered.

ii) If at any stage of Tendering process or during the currency of the Work, any suppression / falsification of such information is brought to the knowledge of the Authority, the Authority shall have the right to reject the bid or cancel the Work Order, as the case may be, without any compensation to the Tenderer.

iii) The Tenderer shall be deemed to have complied with all clauses in the Tender under all the sections/chapters of the Bidding document, unless otherwise stated in the deviation statement. Evaluation will be carried out on the available information in the bid.

iv) Any other point, which may arise at the time of evaluation, will be decided by Authority for assessment of the bids.

### v) Other important Information

- a) The successful agency will execute a **Performance Guarantee for 10% of the total value of the contract** in the form of Account Payee Demand Draft or a Bank Guarantee from a Nationalized Commercial Bank in an acceptable form. The Performance Guarantee should remain valid for a period of 60 days beyond the date of completion of the project.
- b) The Authority is not bound to accept the lowest or any tender or to assign any reason for non-acceptance. The Authority reserves its right to accept the RFP either in full or in part. Conditional Bids will be rejected outright.
- c) The Authority reserves the Right to place an order for the full or part quantities under any items of work under Scope of work
- d) After issue of the Work Order the Performance Guarantee will be forfeited in case of undue delays in performance by the agency.
- e) The Authority reserves the right to cancel the Work Order of any agency/ agencies in case of change in the procedures or unsatisfactory services.
- f) In the event of any dispute, the tribunals and courts in Guwahati will have the exclusive jurisdiction in respect of all matters pertaining to the agreement between the Consultant/Organization/Institute and the Authority.

**UNDERTAKING**

TO: The Chief Executive Officer  
Assam State Disaster Management Authority  
Assam State Secretariat  
Dispur, Guwahati

I/We \_\_\_\_\_

Of (insert business address)

\_\_\_\_\_

\_\_\_\_\_

Hereby submit our proposal in response to the Request for Proposal (RFP) for Preparation and Execution of Creative Concepts for Campaign on Disaster Management and undertake to execute and complete the services as we will be reasonably required to be performed, in accordance with our proposal, the RFP requirements and the final work order to be issued by the Authority.

This RFP shall remain valid to be accepted by the Authority and shall not be withdrawn for a period of 90 days from \_\_\_\_\_.

I/We understand that the Authority reserves the right to accept / reject any application and the selection is at their sole discretion.

Authorized Signature

Name in full:

Agency Name

Title

Date

**Annexure B**

**TECHNICAL BID**

**1. Technical Bid - Concepts**

## **Annexure C**

### **2. Technical Bid – Execution Plan & Approach**

## Annexure D1

**Financial Bid**  
**For Creative Concepts & Execution Plan**

Concept 1: .....

Sl.No.	Description	Value in INR
1	Professional Fees / Conceptualization Cost	
2	Taxes on Professional Fee	
	a. _____ Tax @ __%	
	b. _____ Tax @ __%	
3	Execution Cost Expenses 1: Expenses 2: Expenses 3: Expenses ...	
4	Administrative Expenses	
5	Miscellaneous Expenses	
6	Taxes if any on Administrative & Miscellaneous Expenses _____ Tax @ __% _____ Tax @ __%	
	<b>Total Financial Bid (In Figures)</b>	
	<b>Total Financial Bid (In Words)</b>	



## Annexure D2

**Financial Bid**  
**For Creative Concepts & Execution Plan**

Concept 2: .....

Sl.No.	Description	Value in INR
1	Professional Fees / Conceptualization Cost	
2	Taxes on Professional Fee	
	a. _____ Tax @ __%	
	b. _____ Tax @ __%	
3	Execution Cost Expenses 1: Expenses 2: Expenses 3: Expenses ...	
4	Administrative Expenses	
5	Miscellaneous Expenses	
6	Taxes if any on Administrative & Miscellaneous Expenses _____ _____ Tax @ __% _____ Tax @ __%	
	<b>Total Financial Bid (In Figures)</b>	
	<b>Total Financial Bid (In Words)</b>	

## Annexure D3

**Financial Bid**  
**For Creative Concepts & Execution Plan**

Concept 3: .....

Sl.No.	Description	Value in INR
1	Professional Fees / Conceptualization Cost	
2	Taxes on Professional Fee	
	a. _____ Tax @ __%	
	b. _____ Tax @ __%	
3	Execution Cost Expenses 1: Expenses 2: Expenses 3: Expenses ...	
4	Administrative Expenses	
5	Miscellaneous Expenses	
6	Taxes if any on Administrative & Miscellaneous Expenses _____ _____ Tax @ __% _____ Tax @ __%	
	<b>Total Financial Bid (In Figures)</b>	
	<b>Total Financial Bid (In Words)</b>	

## Annexure D4

**Financial Bid**  
**For Creative Concepts & Execution Plan**

Concept 4: .....

Sl.No.	Description	Value in INR
1	Professional Fees / Conceptualization Cost	
2	Taxes on Professional Fee	
	a. _____ Tax @ __%	
	b. _____ Tax @ __%	
3	Execution Cost Expenses 1: Expenses 2: Expenses 3: Expenses ...	
4	Administrative Expenses	
5	Miscellaneous Expenses	
6	Taxes if any on Administrative & Miscellaneous Expenses _____ _____ Tax @ __% _____ Tax @ __%	
	<b>Total Financial Bid (In Figures)</b>	
	<b>Total Financial Bid (In Words)</b>	

## Annexure D5

**Financial Bid**  
**For Creative Concepts & Execution Plan**

Concept 5: .....

Sl.No.	Description	Value in INR
1	Professional Fees / Conceptualization Cost	
2	Taxes on Professional Fee	
	a. _____ Tax @ __%	
	b. _____ Tax @ __%	
3	Execution Cost Expenses 1: Expenses 2: Expenses 3: Expenses ...	
4	Administrative Expenses	
5	Miscellaneous Expenses	
6	Taxes if any on Administrative & Miscellaneous Expenses _____ Tax @ __% _____ Tax @ __%	
	<b>Total Financial Bid (In Figures)</b>	
	<b>Total Financial Bid (In Words)</b>	