



## REQUEST FOR PROPOSAL

**RFP No** : **RGR/ASDMA/21/2015/1**

**RFP on** : **Design & Execution of the Sensitization Programme on Earthquake safety for Apartment Societies**

**Issued By** : **Assam State Disaster Management Authority**

**Issue Date** : **4<sup>th</sup> September 2015**

**Submission Date** : **28<sup>th</sup> September 2015 at 4:00 pm**

### **Summary of Proposal:**

This Request for Proposal is issued by the Assam State Disaster Management Authority to obtain proposal from Agencies/ Firms / NGOs with experience of organizing and conducting sensitization/ awareness generation programmes, for the implementation of the **Sensitization Programme on Earthquake safety for Apartment Societies** within Guwahati City.

*Eushmita Dutta*

### Table of Contents

1.	REQUEST FOR PROPOSAL TERMINOLOGY	3
2.	EXECUTIVE SUMMARY	4
3.	SCOPE OF WORK	4
4.	RFP PROCESS	5
5.	INSTRUCTIONS TO APPLICANT	6
6.	SUBMISSION OF RFP DOCUMENT	6
7.	PREPARATION OF RFP DOCUMENT	7
8.	EVALUATION OF PROPOSAL	8
9.	GENERAL	12
10.	Annexure A -- UNDERTAKING	13
11.	Annexure B -- Technical bid	14
12.	Annexure C -- Financial bid	15

*Sushmita Datta*

## 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.

*Sushmita Chatterjee*

## 1. EXECUTIVE SUMMARY

### (A) Background

Assam fall under the seismic zone V making the entire State prone to earthquake of moderate to very high intensity. The State has experienced two major earthquakes in the year 1897 and 1950. The intensities of these two earthquakes were 8.7 and 8.5 on the Richter scales respectively. Combined with this hazard, is the vulnerability profile of the towns and cities where the growth is haphazard and uncontrolled. Huge urban population combined with poor quality and ill-maintained infrastructure, low quality building stock, and lower resilience of the high-density society increases the risks to earthquakes in the urban centres.

ASDMA, has been working persistently towards making the City Prepared through a number of Capacity Building Exercises and Public Awareness programme along with catalysing effective techno-legal framework and appropriate policy for disaster preparedness. The proposed activity viz. “Sensitisation Programme on Earthquake in the Apartment Societies” is planned to be one of such effort to make the citizens aware and build their capacity to cope with earthquake effectively.

### (B) Vision and Basic requirement from the Apartment Society Sensitization Programme

The “Sensitisation Programme on Earthquake in the Apartment Societies” is planned to enhance the capacity of the apartment dwellers and provide risk reduction education in a participatory and innovative manner, using the module and materials prepared by ASDMA.

The task ahead is to

- (1) Create an inventory of the high rise apartment buildings within Guwahati City
- (2) Prepare a plan of action for sensitization of the 600 of the apartment societies finalized in consultation with ASDMA on earthquake safety in an innovative way; and
- (3) Execution of the Plan of Action after it has been approved by ASDMA

### (C) Scope of work

- a. To build an inventory of the high rise apartment buildings within Guwahati City
- b. To prepare a plan of action for the conduct of the Sensitization Programme on Earthquake safety in 600 high rise buildings.
- c. To disseminate the key messages on Earthquake Safety to the apartment society dwellers of the identified Apartments through a 90 minutes long programme
- d. To design activities that is participatory in nature.
- e. The sensitization programme will cover safety measures to be taken in pre and post-earthquake scenario and when the earthquake has struck.
- f. The execution of the sensitization programme in the selected apartments shall be completed within six months from the date of award of award of work.
- g. Process documentation of the sensitization programme shall be done in both print and audio-visual media

*Sushmita Dutta*



**(D) Eligibility criteria**

1. Agencies/ Firms / NGOs should be registered under relevant Central Government/ State Government
2. Agencies/ Firms / NGOs should have 2 years professional experience in conducting Information, Education and Communication (IEC) programmes
3. Agencies/ Firms / NGOs should have a minimum of 10 number of personnel with professional expertise in conducting IEC programmes
4. The Bidder should not have been barred by any PSU/Government Department in doing business with them. (Please submit self-declaration).
5. Agencies/ Firms / NGOs should submit a list of professionals who will work as Master Trainers for other professionals.
6. Agencies/ Firms / NGOs shall furnish an undertaking that they will attend the meeting convened by ASDMA in connection with the sensitization programme and will not use any material that has not been provided or approved by ASDMA as part of the sensitization programme.

**2. RFP Process:**

- a) The Authority is the Work Order issuing authority as relates to this RFP.
- b) 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.
- c) 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.
- d) 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.
- e) Neither the RFP document nor any other related document shall constitute a contract or agreement with Authority, except as where specifically referenced in ANNEXURE – A.
- f) 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.
- g) The Authority will not be liable for any costs of any applicant participating in this RFP.
- h) 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.
- i) 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) Only proposals submitted strictly in accordance with the RFP Documents or as may be required by the Authority will be considered as valid proposals by the Authority.
- iii) The RFP is not a Work Order. A separate Work Order will be made available only after selection of the preferred applicant.
- iv) 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. The summary of various activities with regard to this invitation of bids are listed in the table below:

<b>Activity</b>	<b>Date</b>
Issue of RFP Document	4 <sup>th</sup> September 2015
Deadline for Proposal submission	28 <sup>th</sup> September 2015 at 4:00 pm

##### C. SUBMISSION OF RFP Document

- 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/PDF format. 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.
- Applicant will submit their proposal in three parts. The first part will contain documents relating to **eligibility criteria** and the second part will contain the documents relating to **technical proposal**. The third part will contain the **financial proposal**.
- The documents containing the Eligibility Criteria, Technical Proposal and Financial Proposal should be submitted in three separate sealed envelope marked "**Eligibility Criteria**", "**Technical Proposal**" & "**Financial Proposal**".
- The three sealed envelopes should then be submitted in one sealed envelope super scribed with the wordings "**Confidential RFP Document - Do not open**" and this envelope should be clearly marked "**Request for Proposal for design and Execution of Apartment Society Sensitization Programme- Assam State Disaster Management Authority**".

*Sushanta Datta*

