

REQUEST FOR PROPOSAL

ISSUED BY: Assam State Disaster Management Authority

ISSUE DATE: 12th July, 2019

Closing Time: 2nd August, 2019 (4.00 PM)

Contact Person: Chief Executive Officer
Assam State Disaster Management Authority
Ancillary Block,
Janata Bhawan,
Dispur, Guwahati - 6

Summary of Proposal:

This Request for Proposal (RFP) is issued by Assam State Disaster Management Authority (ASDMA) to obtain proposal from Organization / Institution to enter into a contract for updation of the existing State Disaster Management Plan (SDMP).

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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

Project Background

The State of Assam lies at the heart of North-eastern region which is one of the most hazard prone regions in the Asian Sub-Continent, with different areas being prone to multiple hazards like earthquakes, floods, landslides, storms, etc. Assam falls in the highest rainfall intensity zone of the Country where average annual rainfall ranges from 1750 mm in the plains to 6400 mm in the hills making the State highly prone to floods. On the other hand destabilization of hill slope, non-regulated land use practices causes landslide affecting lives and property of people. Moreover, the entire State falls in Zone V, the most vulnerable seismic zone.

Vulnerability to natural disasters combined with socio-economic vulnerability of the people living in the State pose a great challenge to the government machinery and underscores the need for a comprehensive plan for disaster preparedness and mitigation. As per mandate of Disaster Management Act 2005 and also for scientific management of various disasters, ASDMA has prepared the State Disaster Management Plan (SDMP) in the year 2014.

Moreover, according to Disaster Management Act 2005, the SDMP needs to be updated annually which demands urgent updation of the existing SDMP of Assam.

The task ahead is:

To update the State Disaster Management Plan of Assam as per the Terms Of Reference (TOR) in this Request For Proposal (RFP)

2. Terms Of Reference (TOR)

- a) Updation of the State Disaster Management Plan of Assam should cover all natural and man-made disasters that the State is prone to
- b) The updated SDMP would synergize with the framework of National Disaster Management Plan (NDMP), 2016
- c) Updated SDMP would also consider the National Guidelines on the preparation of State Disaster Management Plan
- d) The Organizations / Institutions will acquaint themselves with the statutory provisions as contained in the Disaster Management Act 2005; guidelines and executive instructions on the subject as issued by the Disaster Management Division, Ministry of Home Affairs, Govt of India and other such instructions issued from time to time by both the Central Government and State Government. They will also take into account any good practices / findings from Disaster Management Plans of other States / UTs as value addition to the existing SDMP of the Assam
- e) The Organizations / Institutions are expected to deliver the following outputs:
 - i) The Vulnerability of the different parts of the State to the different kinds of disasters and Risk involved thereof
 - ii) Recommend mitigation and preventive measures for all identified probable hazards of the State including systems and mechanisms for ensuring comprehensive, holistic and prompt action at each phase in Disaster Management

- iii) The Capacity building and preparedness measures to be undertaken considering evolving risk profile of the State with development process
 - iv) Review the roles of the Government Departments / Organizations, which have that have to be performed in a given disaster situation along with the effective structures for time bound coordination with one another
 - v) Roles and responsibilities of each department of the government of the State in relation to the preparedness, mitigation and preventive measures and also with regard to responding to any threatening disaster situation or disaster.
 - vi) The proposed updated SDMP therefore will cover all phases of a disaster and therefore will have three plans - Mitigation Plan, Preparedness Plan and Response & Recovery Plan.
 - vii) It will also have a separate part on disaster specific action plan as given in the NDMA guidelines viz. Floods, Earthquakes, Landslides, etc.
 - viii) Incorporate CBRN aspect in the SDMP with related training activities
 - ix) The updated SDMP will also cover issues on mainstreaming DM concerns into the regular developmental activities of the different departments
 - x) Explore the scope to integrate the updated SDMP with Sendai Framework for Disaster Risk Reduction 2015, Sustainable Development Goals (SDGs), Paris Agreement for Climate Change
 - xi) The updated SDMP shall review & suggest the role & composition of the Crisis Management Groups (CMGs) at the State & District levels
 - xii) Updated SDMP shall integrate the Crisis Management Plans being developed by the Home Department for various man-made disasters
 - xiii) The updated SDMP shall lay down the sequence of actions to be taken by all the relevant departments / agencies in emergency situations i.e. detailed Standard Operating Procedures for all line departments will be laid down
 - xiv) Identification of Trigger Mechanisms in each of the Departments / Organizations and time-lines for responses; actions to be taken within the first 24 hours, the first 48 hours and first 72 hours
 - xv) Participatory community engagement across Mitigation Plan, Preparedness Plan and Response & Recovery Plan
 - xvi) Updated SDMP should suggest a framework for future integration of Departmental Disaster Management Plans for 16 (Sixteen) Departments (Presently, Disaster Management Plans are in draft stage)
 - xvii) Workable Action Plan for implementation of SDMP with timeline
 - xviii) Review the static and dynamic dataset of the existing SDMP
- f) It is the responsibility of the Tenderer that all factors have properly been investigated and considered while submitting the bid proposals and that no claim whatsoever including those for financial adjustment to the contract awarded under the bidding documents will be entertained by the Authority and that neither any change in the time schedule of the contract nor any financial adjustments arising thereof shall be permitted by the Purchaser on account of failure of the Tenderer to apprise themselves of local laws / conditions.

3. 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.
- 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

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 an empanelment Order. A separate empanelment Order will be made available after selection.
- 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.

<i>Activity</i>	<i>Date</i>
Issue of RFP Document	12th July, 2019
Deadline for Proposal submission	2nd August, 2019 (4.00 PM)

C. Submission of RFP

- i) Potential Applicant must complete and sign the Undertaking at **Annexure A**.
- ii) 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.
- iii) 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.
- iv) The proposal submitted must be without any overwriting, corrections, double typing, etc.
- v) Applicant will submit their proposal in two parts. The first part will contain the Technical Proposal. The second part will contain the Financial Proposal.
- vi) The Technical Proposal should be submitted in a sealed envelope marked "Technical Proposal". The Financial Proposal should be submitted in a separate, sealed envelope marked "Financial Proposal".
- vii) The two sealed envelopes should then be submitted in one sealed envelope super scribed with the wordings **“Do not open”** and this envelope should be clearly marked **“Request for Proposal for Updation of existing State Disaster Management Plan of Assam”**
- viii) 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".
- ix) 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.
- x) The sealed envelope containing the proposal must be received in the office of the Chief Executive Officer by **4.00 PM on** any working day up to **2nd August, 2019**. Envelopes /documents received after the stated time and date will be rejected.

D) Preparation of RFP Document

Technical Bid

- i. The technical proposal will have the detailed design of the State Plan as per the TOR already stated at Point No. 2 above.
- ii. The Approach and Methodology for the updation of existing SDMP should be detailed which will showcase the understanding of the tenderer on the requirements of the Authority

- iii. In the technical bid, the Tenderer is required to provide details of the key personnel (who are proposed to be deployed on Project) and clearly & identify the competencies that they bring with them on the project.
- iv. Details of the Team structure should be laid out in the technical bid with the CVs of all the listed personnel in a summary table
- v. The tenderer is also expected to showcase their past experience in the preparation of State Disaster Management Plans.

Forms for Technical Bid is given at Annexures B, C & D.

Financial Bid

- I. The Financial bid will be the cost of Preparation of the Plan only as per the Scope of Work as laid down in the Terms of Reference(TOR).All the prices are to be entered in Indian Rupees INR (%age values are not allowed).
- II. It is mandatory to provide breakup of all Taxes, Duties and Levies wherever applicable and/or payable.
- III. Tenderer should provide all prices as per the prescribed format under this Form.
- IV. Tenderer should not leave any field blank. In case the field is not applicable, Tenderer must indicate "0" (Zero) in all such fields.
- V. All the prices are to be entered in Indian Rupees INR (%age values are not allowed).
- VI. It is mandatory to provide breakup of all Taxes, Duties and Levies wherever applicable and/ or payable.
- VII. The final Financial Bid of the Tenderer shall be inclusive of all Taxes, Duties and Levies including GST, etc. prevailing on the date of tender.
- VIII. Authority shall take into account all Taxes, Duties & Levies for the purpose of Evaluation.

The Financial Bid Summary Form is given at Annexure E

E) Period of Validity

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

5. EVALUATION OF PROPOSAL

- 1) To meet the Authority's requirements, as spelt out in the Tender, the selected Tenderer must have the requisite experience in providing services in the relevant fields specified for the entire period of the contract.
- 2) Evaluation criteria proposed to be adopted will be based on the Quality and superiority of the Technical Bid of the Tenderer. The evaluation would consist of following phases

Phase I: Evaluation of Technical Bids

Phase II: Evaluation of Financial Bids

Phase III: Combined Evaluation of Technical & Financial Bid

Phase I: Evaluation of Technical Bids

Part 1: In this part, the technical bid will be reviewed for compliance of the bids with the necessary technical requirements and Scope of Work of this Tender.

Part 2: In this part, the technical bid will be analysed and evaluated based on specific experience of the tenderer, competence of key personnel, adequacy of the proposed approach and methodology and understanding the requirements of the Authority and prior credentials of the Tenderer as per the following matrix:

SI No	Bid Component	Weightage in Technical Score	Minimum Qualification Score
1	Understanding of the requirements of the Authority and proposed Approach & Methodology	40	20
2	Project Team and experience of personnel deployed	30	15
3	Prior experience in preparing a Disaster Management Plan	30	15

- 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 Bidder(s) at this stage. The Authority shall determine the Bidder that qualifies for the next phase after reviewing the clarifications provided by the Bidder(s).
- The bidder may be asked to make a presentation before the Purchase Committee to explain the points on the basis of which Technical bids will be evaluated.
- Technical Bid Score: The Technical Bid Score ' S_t ' of the Bidder 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

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

Phase II: Evaluation of Financial Bids

In this phase, the Financial Bids of the Bidder, who 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 III: Combined Evaluation of Technical & Financial Bid

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

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

- The Bid of the Bidder, 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 Bidder whose bid has been determined to be substantially responsive and has been determined as the best bid, provided further that the Bidder 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.

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 Bidder 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 Bidder 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 Bidder 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) Performance Guarantee:

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.

11) Confidentiality of the Document:

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

12) 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 in which the total lump sum price quoted by the Tenderer is not inclusive of all taxes, duties, fees, levies, works contract tax and other charges
- Bids made through Telex /Telegraphic / Fax/E. Mail
- Bids which do not confirm unconditional validity of the bid for 90 days from the date of opening of bid
- Bids where prices are not firm during the entire duration of the contract and / or with any qualifications
- 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

13) Payment Terms:

Payment terms will be as follows:

- As per the scope of work, the agency needs to quote the cost per trainee per training and man-day fee for all the modules it is bidding for.
- The agency may raise an invoice on the satisfactory completion of the module and is to be computed on cost per trainee per training and the fee per man-day of the trainer that has been agreed and contracted for.

14) 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 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 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.
- b) The Authority reserves the right to cancel the Empanelment Order of any agency/agencies in case of change in the procedures or unsatisfactory services.
- c) 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 Organisation / 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 Updation of existing SDMP for the State of Assam 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 empanelment 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 from2019.

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

TECHNICAL BID

Form 1. Technical Bid - Bidder Services Spectrum

- In this section, the Tenderer is required to provide details:
 - To showcase understanding of the requirements Standard Approach / Methodology to be followed for updation of existing SDMP
 - Any value added service provided by the Tenderer (Specify the value added services such as follow up service provided, assistance in evaluation of updation of existing SDMP for the State of Assam, refresher session, etc.) that the agency would offer to the Authority.

Annexure C

Form 2:

Technical Bid - Project Team and experience of personnel deployed

- In this section, the Tenderer is required to provide details of the key personnel (who are proposed to be deployed on Project) and clearly & identify the competencies that they bring with them on the project.
- Please also provide the details of the Team structure

- Tenderer should provide detailed CVs of all personnel as listed above in the summary table

a) Detailed Team Structure

b) Summary Table for Key Personnel:

Name	Nationality	Position	Area of Expertise	Task Assigned

c) CVs of Key Personnel

Annexure D

Form 3: Technical Bid – Prior Experience in Preparation of a Disaster Management Plan

In this section the Tenderer is expected to showcase experience and credentials in making Disaster Management Plan

Annexure E

Financial Bid for Updation of existing SDMP for the State of Assam

Sl.No.	Description	Value in INR
1	Professional Fees	
2	Out of Pocket Expenses	
3	Taxes on Professional Fee	
	a. Tax@ %	
	b. Tax@ %	
4	Taxes on Out of Pocket Expenses	
	c. Tax@ %	
	d. Tax@ %	
5	Miscellaneous Expenses 1 Miscellaneous Expenses 2 Miscellaneous Expenses 3 Miscellaneous Expenses ...	
6	Taxes if any on Miscellaneous Expenses	
	_____ Tax@_% Tax@ %	
	Total CommercialBid (In Figures)	
	Total CommercialBid (In Words)	