

Notice Inviting Request for Proposal

Advertisement No. 13362

Dated: 27.04.2018

The Bhubaneswar Municipal Corporation (BMC) invites proposal for selection of agency/organization for conducting Community Led Total Sanitation (CLTS) programme for making all the slums in Salia Sahi area Open Defecation Free (ODF).

How to apply:

Interested agency / organization can download the documents for the RFP from the official website of Bhubaneswar Municipal Corporation (www.bmc.gov.in). Duly filled in the bid documents must be inserted in sealed envelope along with applicants' name and address in the left hand corner, superscribed as mentioned in the RFP and should be sent to BMC on or before 25.05.2018 by 3:00 PM.

Sd/-

Dy. Commissioner (Sanitation)
Bhubaneswar Municipal Corporation

REQUEST FOR PROPOSAL (RFP) FOR SELECTION OF
AGENCY/ORGANISATION FOR CONDUCTING COMMUNITY LED TOTAL
SANITATION PROGRAM FOR MAKING THE SLUMS INSALIA SAHI AREA
OPEN DEFECATION FREE (ODF)

Bhubaneswar Municipal Corporation
Vivekananda Marg
Near Kalpana Square
Bhubaneswar – 751014

REQUEST FOR PROPOSAL (RFP) FOR SELECTION OF AGENCY/ORGANISATION FOR CONDUCTING COMMUNITY LED TOTAL SANITATION PROGRAM FOR MAKING THE SLUMS IN SALIA SAHI AREA OPEN DEFECATION FREE (ODF)

1. Introduction

The modern city of Bhubaneswar was designed by the German architect Otto Konigsberger in 1946 and is one of the first planned cities of India. The city, with an abundance of greenery and an efficient civic body has become one of the cleanest and greenest cities of the country. It topped the list in the 'Smart City Challenge', an initiative by the Government of India to drive economic growth and improve the quality of life of people in urban areas.

Bhubaneswar Municipal Corporation has a historic tradition of strong civic activism dedicated to the cause of a better life for all its citizens. Right from its inception, BMC as an organization, has traversed through many intricate paths and grown from strength to strength. It has undertaken pioneering work in various fields and perceives its role as principal provider of services in areas like Health & Sanitation, Slum Development, Disaster Management, City Beautification, Solid Waste Management, Underground Sewerage System, Urban Planning & Development etc. to provide a better quality of life to the residents of Bhubaneswar.

As part of these initiatives, BMC wishes to cover all the slums in the Bhubaneswar Municipal area for achieving the Open Defecation Free (ODF) Status, and steadfast efforts are being made in this direction. The plan is to achieve this feat in 3 phases:

- In Phase 1, Bhubaneswar Town Centre District (BTCD) area with 24 slums was taken and in 1 year the slums have become ODF
- In Phase 2, Salia Sahi area is being taken with 39 slums spread across 4 wards viz. Ward No. 16, 20, 21 and 26. BMC plans to achieve ODF status in these slums in a period of 1 year
- In Phase 3, rest of Bhubaneswar would be covered for making the entire BMC area ODF.

This RFP is for Phase 2 and in this regard, it has been planned to engage an agency which has specialized in the Community Led Total Sanitation (CLTS) approach.

BMC invites Expression of Interest (Eoi) from experienced agencies for achieving this objective of ODF in all the slums in Salia Sahi area. It is also proposed that the learning from this project will be utilized for the other slums in Bhubaneswar.

Instructions for bidding

Bidders are requested to respond to sections 4 and 5. If any information or supporting documentation is not easily inserted into this document, bidders are welcome to return separate documentation, clearly indicating which section it corresponds to.

Issue Date: 27.04.2018

Deadline for submission: 25.05.2018

The proposal must be inserted in sealed envelopes along with applicants name and address in the left hand corner of the envelope and send to Bhubaneswar Municipal Corporation by registered post/ Courier. Hand delivery of the proposal shall not be accepted.

* Pre Bid Meeting will be held on 08.05.2018 at 4 PM in Bhubaneswar Municipal Corporation Office.

Tendering Timescales

Activity	Date
Request for Proposal issued on	27.04.2018
Pre-Bid Meeting	08.05.2018 at 4:00 PM
Deadline for submissions	25.05.2018 by 3:30 PM
Presentation by Project Manager with Short listed bidders	To be intimated later by BMC

2. Objectives

The agency selected through this RFP will work towards the objective of making Salia Sahi area Open Defecation Free through engagement of the key stakeholders in the CLTS approach.

The Key tasks are as follows:

Component-1: Creating Open Defecation Free Slums in Salia Sahi area by the end of 6 months from the date of issue of Letter of Award to the selected agency.

Component-2: Institutional Strengthening and Capacity Building of all levels of Stakeholders, Municipality service providers including elected leaders, different grass root level CBOs etc.

In addition baseline data of residents in the city, various slums, Institutions such as Resident Welfare Association, SHGs, Industrial and Commercial Associations etc. need to be collected and documented for result measurement.

3. Eligibility Criteria

- i. The Agency/organization should have at least 5 years of experience in implementing the CLTS based ODF programs.
- ii. The Agency should have experience of successfully implementing at least one similar project in an urban area.
- iii. The Agency should have an annual average financial turnover of at least Rs. 25 lakhs in the last three years.

4. Other Conditions

- I. Even if an applicant firm satisfies the above requirements, it will be subject to disqualification if it has:
 - a. Made a false representation in the form, statement and attachments required in the Registration documents;
 - b. Record of poor performance such as abandoning work, not properly completing contract, financial failures or delayed completion;
 - c. If it has been convicted by any court of law.
- II. An Applicant must not have, during the last two years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitrator or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract by such Applicant.
- III. A self-declaration as a compliance of the above clause 4.1 and 4.2 shall be attached by the agency.

5. Scope of Services

Component 1. Open Defecation Free in slums of Salia Sahi area, Including but not limited to;

- Utilize the principles of community led total sanitation for
 - Large scale community mobilization
 - Triggering community around about ill effects of open defecation especially child open defecation
 - Sensitizing community about various technology options available
 - Encouraging/facilitating community level innovations.
 - Community management of community toilets

- Linkages to put in place for hardware interventions to complement the behaviour change brought about by community mobilization
- Create / strengthen community based groups -SHG, Industrial associations, Rag Pickers & Junk dealers
- Liaison with BMC Sanitation and engineering dept for any renovation/repairing required.
- Motivate community for cluster community toilet households having no land to construct sanitary IHHL.
- Declare the Ward as Open Defecation Free as SBM (Urban) guideline-ODF ready reckoner procedure.
- Submission of oriya video on pre-triggering, triggering of CLTS approach of project area.
- Submission of ODF Evaluation Report.
- Submission of Monthly progress report.
- Ensuring holding at least one monthly review meeting in BMC with regard to ODF programme.

Component -2- Institutional strengthening and Capacity Building at all levels including:

- Capacity building of citizen groups, residential groups, schools, colleges and training institutions, Industrial groups, hospitals, hotel, restaurants, other commercial groups through multiple rounds of capacity building workshops at various levels.

6. Project Area

The proposed interventions will be carried out in the entire Salia Sahi area spread across 4 wards viz. Ward No. 16, 20, 21 and 26.

Total No of Slums	39
Total No. of households	14854

** Data as per preliminary report, needs to be validated

7. Selection Methodology

The Selection will be based on Quality-cum-Cost Based Selection (QCBS) with a ratio of 80:20 for Technical and Financial weightage respectively.

8. Project Duration

The duration of the Project is for a period of one year.

9. Project team

The Agency should give details of the proposed project team to be deployed for the project. The Agency is expected to make a field assessment of the requirement of the manpower for achieving the objectives as per the scope of work. The detailed CVs of the proposed Project team should be provided along with the bid.

10. Technical Evaluation Criteria

The submitted proposals will be evaluated by a Technical Committee based on the experience, team composition and approach and methodology towards implementation of the project. Project Manager of the shortlisted agencies will be required to make a presentation before the Review Committee.

Sl.No.	Minimum Technical Criteria	Max.Points
1	Experience of implementing CLTS projects across The country	20
2	The experience, skills and the quality of the Project Team proposed	30
3	Project Proposal, approach and work plan including (a)listing of information needed to address the issues outlined,(b)details of activities proposed specifically outlining specific information and proposed sequencing of those interventions,(c)time Lines for each activities proposed and (d)any other relevant details to develop greater understanding of Programme.	50

Based on the above Technical evaluation, the Agencies achieving more than 70 Marks out of 100 will become eligible for the next round of opening of the Financial Bids. The agencies qualified will be informed about the date, time and venue for the opening of the financial bids.

11. Final decision making authority

BMC reserves the right to accept or reject any application and to annul the process and reject all applications at any time without assigning any reason thereof and without thereby incurring any liability to the affected applicant or without informing the applicants on the grounds for such action by BMC.

12. Deliverables and Payment Schedule

The Selected Agency will prepare an implementation plan by categorizing the slums in the Salia Sahi area into 7 Clusters - A, B, C, D, E, F and G.

Sl. No.	Deliverables	% Contract Value
1	Inception report including action plan and baseline	5%
2	Completion of CLTS process triggering in Cluster A	5%
3	Converting /defunct/unsafe community toilets full functional and are being used (Cluster A & B)	5%
4	Achieving construction and use of new individual toilets in Cluster A and achieving ODF status	5%
5	Completion of CLTS process triggering in Cluster B	5%
6	Achieving construction of new individual toilets in Cluster B and achieving ODF	5%
7	Completion of CLTS process triggering in Cluster C	5%
8	Converting defunct/unsafe community toilets full functional and are being used in Cluster C and D	5%
9	Achieving construction of new individual toilets in Cluster C and achieving ODF status	5%
10	Completion of CLTS process triggering in Cluster D	5%
11	Achieving construction of new individual toilets in Cluster D and achieving ODF status.	5%
12	Completion of CLTS process triggering in Cluster E	5%
13	Converting defunct/unsafe community toilets full functional and are being used in Cluster E and F	5%
14	Achieving construction of new individual toilets in Cluster E and achieving ODF status	5%
15	Completion of CLTS process triggering in Cluster F	5%
16	Achieving construction of new individual toilets in Cluster F and achieving ODF status.	5%
17	Completion of CLTS process triggering in Cluster G	5%
18	Converting defunct/unsafe community toilets full functional and are being used in Cluster G & Achieving construction of new individual toilets in Cluster G and achieving ODF status	5%
19	Monitoring the continuation of the ODF status. The payment will be divided into 6 equal monthly payments.	5%
20	Submission of Final Report and approval.	5%

Based on the performance of the Agency, the scope of work can be extended to other slums in Bhubaneswar on the same terms and conditions of this project.

13. Submission Requirement

The applicants shall provide evidence satisfactorily to BMC of their eligibility and their capability and adequacy of resources to carry out the services. The applicants shall include the following information while submitting their applications. The application will have to be submitted in two sealed covers.

Cover one should be for the Technical Proposal and it is to be mentioned on top of the cover clearly. The Second cover will be for the Financial Bid and the same should be mentioned clearly - "Financial Bid - To be opened only after the Technical Committee evaluation".

- a. Covering Letter
- b. Technical Proposal
- c. Information of Applicants- Schedule 'A'
- d. Turnover- Schedule 'B'
- e. Applicant's Experience of Relevant Projects - Schedule 'C'
- f. Project Team with qualification, experience details- Schedule 'D'
- g. Approach to the Project work including work plan and methodology- Schedule 'E'
- h. Financial Bid - Schedule 'F'

PROCEDURE FOR SUBMISSION OF TENDER DOCUMENT

Completed and sealed tender documents should be submitted to Bhubaneswar Municipal Corporation (BMC) by Regd. Post/ Courier as per below mentioned Instruction:

"REQUEST FOR PROPOSAL (RFP) FOR SELECTION OF AGENCY/ORGANISATION FOR CONDUCTING COMMUNITY LED TOTAL SANITATION (CLTS) PROGRAM FOR MAKING THE SLUMS IN SALIA SAHI AREA OPEN DEFECATION FREE (ODF)"

The proposal shall be addressed to BMC, Bhubaneswar at the following address:

The Additional Commissioner,
Bhubaneswar Municipal Corporation
Vivekananda Marg, Near Kalpana Square,
Bhubaneswar - 751014

For any further details please contact sbacell.bmc@gmail.com

Hand delivery of the proposal shall not be accepted. If the envelope and the covers are not sealed and marked as mentioned above. BMC will not be responsible for any misplacement or premature opening (Telex. cable or facsimile proposal will be rejected).

Covering Letter

(On the Letterhead of the applicant)

To,

Date:

The Commissioner,
Bhubaneswar Municipal Corporation
Vivekananda Marg, Near Kalpana Square,
Bhubaneswar - 751014

Dear Sir,

Sub: SUBMISSION OF PROPOSAL FOR SELECTION OF AGENCY/ORGANISATION FOR CONDUCTING COMMUNITY LED TOTAL SANITATION (CLTS) PROGRAM FOR MAKING THE SLUMS IN SALIA SAHI AREA OPEN DEFECATION FREE (ODF)

Having examined the advertisement and application form including guidelines for submission, scope of work etc., we hereby submit all the necessary information and relevant documents for our selection for CONDUCTING COMMUNITY LED TOTAL SANITATION (CLTS) PROGRAM FOR MAKING THE SLUMS IN SALIA SAHI AREA OPEN DEFECATION FREE (ODF)

We understand that BMC reserves the right to reject any application without assigning any reason thereof.

(Signature of Authorized Person)

Date:

Information of Applicants

Name of the Agency (In full):
Address:.....
Telephone no.:.....
E-mail address:
Year of establishment:
(Certificate of Registration/Incorporation under relevant Acts)
Place of business:.....
Number of Years of experience:

No. of assignments similar to the project mentioned in this RFP:

(Signature of Authorized Person)

Date:

TURN OVER OF THE APPLICANT OVER LAST THREE YEARS

1) 2016-17 (Y1) Rs.

2) 2015-16 (Y2) Rs.

3) 2014-15 (Y3) Rs.

(Signature of Authorized Person)

Date:

APPLICANT'S EXPERIENCE OF RELEVANT PROJECTS

1.	Project Name	
2.	Location	
3.	Start Date	
4.	End Date	
5.	Present Status of the Project	

N.B: Relevant Work orders and the completion certificates will be attached with the application.

(Signature of Authorized Person)

Date:

Project Team

Proposed team along with the detailed CVs will have to be submitted. The educational qualifications and the relevant work experience should be clearly mentioned.

1. Project Manager:

- a. Name
- b. Date of Birth
- c. Qualifications
- d. Experience

2. Other Proposed project team members:

- a. Name
- b. Proposed Designation
- c. Date of Birth
- d. Educational Qualifications
- e. Experience.

(Signature of Authorized Person)

Date:

Approach to the Project Work including work plan and methodology

Detailed Plan to be enclosed.

(Signature of Authorized Person)

Date:

Financial Bid

Please provide your proposed costing table below.

Item Details	Proposed Details in Unit	Cost/Unit
Total manpower Involved including Project manager		
Administrative cost Including programme management cost		
Total cost (Including All Taxes)		

Total cost in words (INR):

(Signature of Authorized Person)

Date: