

OFFICE OF THE COUNCILLORS OF TAMRALIPTA MUNICIPALITY

TAMLUK, PURBA MEDINIPUR-721636

E- mail: chairman@tamlukmunicipality.org

Memo No- 1038

Date – 01.09.2014

Notice Inviting Expression of Interest through E-Tender

BID NO:-[MAD/ULB/TAMRALIPTA/CCBP (JnNURM)/04/2014-15]

The Chairman, for and on behalf of Tamralipta Municipality invites Expression of Interest for setting up of **City Reforms and Performance Management Cell (RPMC)** under Comprehensive Capacity Building Programme, Jawaharlal Nehru National Urban Renewal Mission (JnNURM) from interested and reputed Agencies/Consulting Firms having experience and acumen in such work as noted below in the eligibility as depicted hereunder for participating in the Bid.

- 1. Name of Work:** “Setting up of City Reforms and Performance Management Cell(RPMC)under Comprehensive Capacity Building Programme, of Jawaharlal Nehru National Urban Renewal Mission (JnNURM) in Tamralipta Municipality, Tamluk, Purba Medinipur, West Bengal”
- 2. Location of Work:** [Tamralipta Municipality]
- 3. Eligibility to Participate in the Bid:** Eols may be submitted by interested bidders as a single entity or **a group of entities (“bidding Consortium).**

AND

The Entity / Bidder must be a company as specified in Companies Act, 1956 / a society registered under The Societies Registration Act, 1860 / a trust registered under the Indian Trusts Act, 1882 / a company as specified in section 25 of Companies Act, 1956/ a Partnership Firm registered under the Indian Partnership Act 1932/ a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008/ research institutions / educational institutions / universities etc.

The time period elapsed from commencement of business should be at least one year as on 1st April 2014.

In case of consortium the number of years from commencement will have to be made by the lead bidder.

AND

In the last 1 year, the bidders should have handled similar types of assignments in the Urban Sector for Central or State or Local Government. Out of these similar types of projects furnished, bidders should ensure at least 50% of the projects have been handled by the lead bidder.

AND

Having sufficient qualified technical personnel with sound knowledge and experience in their relative fields

AND

Average annual revenue of the bidder (Refer Annexure A No. II) over the last 1 financial years (2012-13) should be **at least Rs. 10 Lakh**

In case of a consortium the aggregate financials of all its members will have to meet the threshold limit specified above and at least 50% of the limit specified above will also have to be made by the lead bidder.

Note: Similar types of assignments cover the following:

- a) Programme management experience in urban development projects, preferably with JNNURM
- b) Technical and handholding support to state/cities for urban planning
- c) Technical and handholding support to state/ cities for urban reforms
- d) Technical and handholding support to state/ cities for capacity building of state and ULB officials and staff in relating to urban issues

4. Documents to be produced in support of Credentials for EoI

Following documents shall have to be furnished:

1. **Average annual revenue of the bidder** over the last one financial year (2012-13) certified by a practicing Chartered Accountant (Refer Annexure A No. II)
2. **Statement of Legal Capacity** (Refer the "SLC" in Annexure A No. III)
3. **Details about the Bidder** (Please refer "Structure and

Organization” in Annexure ANo. IV)

- **Lead agency in case of consortium (Annexure A, No. IV.A)**
- **Details about each of the consortium partners (Annexure A, No. IV.B)**

4. Company certificate like i. Certificate of incorporation highlighting the registration details along with the compositions of Boards of Directors and ii. Service Tax Registration No., PAN No. and TAN No etc. (Please refer Table-1 of “Non Statutory Folder” in of Section A)

5. Statement of any Indictment: The bidder should not be under active prosecution for criminal offence, litigation, court receivership or similar proceedings.

It may please be noted that non-provision of this declaration in this EoI **will lead to rejection** of the same.

- Declaration that the Bidder or any of its staff had not been at any point of time **blacklisted** by any Government or its agencies or court of law or any other organization (Please refer Annexure A No. V)
- Brief of court / legal cases pending, if any.

6. Brief write up on understanding of the Terms of Reference (ToR) (write-up should not exceed 500 words)

7. Work Completion Certificates/Work order along with payment certificate issued by competent authority

Note: All documents in original to be produced in due course of time as & when asked by the Tender Inviting Authority

- 5. Earnest Money:** Not Applicable (NA)
- 6. Cost Price of Bid Document:** Nil

7. Date and Time Schedule:

Sl.No.	Particulars	Date and Time
A.	Date of uploading of Eol and Tender Documents (Online Publishing Date)	01.09.2014
B.	Documents download/start date (Online)	02.09.2014
C.	Last date for online submission of queries for pre-bid meeting	09.09.2014
D.	Date and time of Pre Bid Meeting with the intending bidders In the office of the Tamralipta Municipality	12.09.2014
E.	Bid submission starting (On line)	15.09.2014
F.	Eol Submission closing (On line)	22.09.2014
G.	Bid opening date for Eol	24.09.2014
H.	Date of uploading list of shortlisted agencies for RFP submission (online)	To be notified later on

8. **Time of Contract:** The tenure of such contract will be for a period of one (1) year from the date of award of contract, which may be extendable subject to performance and availability of funding.

9. **General Information:** Tamralipta Municipality wishes to engage an agency to establish City Reforms and Performance Management Cell (RPMC) which shall provide requisite technical and managerial support to Tamralipta Municipality to effectively coordinate urban development activities including the planning, implementing and monitoring urban development schemes and projects. Where directed by the State Government, the City RPMC may also be required to provide capacity building and other support to other municipalities in the district and take up other assignments related to urban development, planning, implementation and monitoring of urban development schemes and projects.

An advertisement has already been issued in selected newspapers inviting interested parties to submit their Expression of Interest (Eol) to participate for establishing City Reforms and Performance Management Cell(RPMC) in Tamralipta Municipality, a copy of which is enclosed as Annexure A No.VII.

Bidders are expected to mobilize a competent team of following six (6) specialists to set up City RPMC,

- Urban Planner(Team Leader) (1)
- Procurement Specialist (1)
- Social Development Specialist (1)
- Urban Infrastructure Expert (1)
- Solid Waste Management Specialist (1)
- Municipal Finance Specialist (1)

All the 6 positions are full time positions for a period of one (1) year and they are expected to input a minimum of 240 working days in a calendar year. Working in close coordination with Tamralipta Municipality, specialists are expected to adhere to the usual working days of Tamralipta Municipality. The specialists may be required to come to office on Saturdays/Holidays subject to urgency or as may be required by Tamralipta Municipality for any purposes pertaining to this assignment.

For all the positions, those with prior experience of working with municipalities of West Bengal and those with basic ability to communicate in Bengali, shall be preferred.

NOTE: CVs of the specialists are not required at this stage.

10. Eol Document:

The complete Eol document consists of 2 parts. These are:

1. Part-I containing all the documents in relation to the agency applied for and credentials possessed by them along with all other documents.

Section A: Instruction To The Bidders

Section B: Description of the Project

Section C: Conditions and requirements for bidding

Section D: Definitions and Interpretations

AND

2. Part-II contains the following:

Annexure A

- i. Qualification Application
- ii. Financial Statement
- iii. Statement of Legal Capacity
- iv. Structure and Organization
- v. Statement of any Indictment
- vi. Project Experience in last 1 years
- vii. Press Advertisement inviting Expression of Interest

Annexure B

- i. Detailed Project Experience in the last 1 years

11. Validity of Eol:

The current tendering process will be done on a two stage system. In

the first stage, Expression of Interest (Eoi) to be floated through e-tender mode based on which the number of bids received to be evaluated by the City level selection Committee (CLSC), who will prepare a list of the most eligible agencies.

Eoi submitted shall remain valid till the time tendering authority announces list of the shortlisted agencies. In the second stage, RFP will be issued to the short listed agencies.

- 12. Withdrawal of Bid:** A Bid once submitted shall not be withdrawn within the validity period.
- 13. Acceptance of Bid:** CLSC of Tamralipta Municipality reserves the right to accept or reject any or all Eols without assigning any reason thereto.
- CLSC of Tamralipta Municipality reserves the right to withdraw from the process or any part thereof, to accept or reject any/ all offer(s) at any state of the process and/or modify the process or any part thereof or to amend any terms without assigning any reasons.
- Since this is an e-tendering process, all the required documents are to be submitted through online only. CLSC of Tamralipta Municipality shall not entertain any other mode of submission (post/courier/fax etc.) of EOI other than e-tender mode.
- 14. Intimation:** The qualified Bidder will be notified through email of the acceptance of Bid. If at any time during the evaluation process, CLSC of Tamralipta Municipality requires any clarification, they reserve the right to request such information from any or all of the Bidders and the Bidders will be obliged to provide the same within the reasonable time frame as stipulated.
- CLSC of Tamralipta Municipality may also call for a presentation on the Eoi from any or all of the Bidders who have submitted their Eols.
- 15. Influence:** Any attempt to exercise undue influence in the matter of acceptance of Bid is strictly prohibited and any Bidder who resorts to this will render their Bid liable to rejection.
- 16. Name and Address of the EOI/ Tender inviting authority:** **Chairman,
Tamralipta Municipality
Tamluk, Purba Medinipur**
- 17. Execution of work** Bidders are liable to execute the service as mentioned in "Description of the Project" in Section-B.
- 18. Evaluation:**
- **Opening of Eoi:** - Eols will be opened electronically from the website using Digital Signature Certificate.

- Cover (folder) of statutory documents (vide Clause No. V.A of Section A) shall be opened first and if found in order, cover (Folder) for non-statutory documents (vide Clause No. V.B of Section A) will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.
- Decrypted (transformed in to readable formats) documents of the non-statutory cover will be downloaded and handed over to the Eol Evaluation Committee.
- Scrutiny of Eol and recommendation thereafter will be made by the CLSC of Tamralipta Municipality.

19. Disqualifications:

An Eol that has been found to be incomplete in content or attachments or authenticity shall not be considered for the purpose of qualification.

If any information (false/ un acceptable) is received by CLSC of Tamralipta Municipality after the Bidder has been qualified to receive the Request for Proposal, the CLSC of Tamralipta Municipality reserves the right to reject the Bidder at that time or at any time after such information becomes known to CLSC of Tamralipta Municipality.

The bidders not satisfying the requisite qualification criteria specified in the above sections are not eligible.

20. Special Terms and Conditions:

- A. This notice constitutes no form of commitment on the part of Tamralipta Municipality other than to provide further information on the specific tasks to be undertaken as part of the Eol. Furthermore, this notice confers neither the right nor an expectation on any party to participate in the proposed process. Mere submission of EOI shall not entitle the participant for being shortlisted.
- B. Bidders may only submit one Expression of Interest. If a bidder (including any member of consortium) submits or participates in more than one Expression of Interest, all such Expression of Interest shall be disqualified.
- C. Tamralipta Municipality will not normally consider any request of the Bidder for substitution of the specialists after signing of the Consultancy Agreement. No change or substitutions may be made to the team without prior written consent of Tamralipta Municipality. Replacement of personnel will only be considered under exceptional circumstances (e.g.: death, prolonged illness etc.) and will be subject to prior approval by Tamralipta Municipality.

- D. The Bidder shall bear all costs associated with the preparation and submission of the EoI. Tamralipta Municipality shall not, under any circumstances, be responsible or liable for any such costs, whether direct, incidental or consequential.
- E. Only the courts at Tamluk [Purba Medinipur District judges Court] (with exclusion of all other courts) shall have the jurisdiction to decide or adjudicate on any matter, which may arise out of or in connection with the bidding procedure.
- F. Intending bidder may download the tender document from the website <http://etender.wb.nic.in>, directly with the help of Digital Signature Certificate & necessary through, (scanned copy to be submitted) (Details of which has been narrated in Section A under “Instruction to Bidders”). EoI will be submitted concurrently duly digitally signed in the website <http://etender.wb.nic.in> as per Tender Schedule.
- G. Prospective Bidders are advised to note carefully the minimum qualification criteria as mentioned in ‘Instructions to Bidders’ before bidding.
- H. At any stage of bid process and before and issuance of the work order, the bid inviting authority may verify the credential & other documents with the original of the lowest bidder if found necessary. After verification, if it is found that such documents submitted by the lowest bidder is false or misleading; in that case, work order will not be issued in favor of the bidder under any circumstances and if issued it will be withdrawn with necessary consequences under law.
- I. Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading any tender for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favor, by the rest of the directors of such company or the partners of such firm, to upload such tender. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.
- J. Bidder would be at liberty to point out any ambiguities, contradictions, omissions etc. seeking clarifications thereof or interpretation of any of the conditions of the Tender documents before the Tender Inviting Authority in writing 48 hours prior to Pre Bid Meeting, beyond such period no representation in that behalf will be entertained by the bid Inviting Authority. No further clarifications will be entertained from the

bidders after the completion of pre-bid meeting.

- K. The Bid Inviting Authority reserves the right to have pre Bid conference with the intending Bidders if deemed necessary depending upon the nature of clarifications sought from Bidders within stipulated deadline.

**Chairman
Tamralipta Municipality**

SECTION – A

INSTRUCTION TO THE BIDDERS

I. General Guidance for e-tendering

Instructions/ Guidelines for bidders for electronic submission of the tenders have been annexed for assisting them to participate in e-tendering.

II. Registration of Bidder

Any bidder willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-procurement system, through logging on <https://etender.wb.nic.in>. The bidder is to click on the link for e-tendering site as given on the web portal.

III. Digital Signature Certificate (DSC)

Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the service provider of the National Information's Centre (NIC) or any other bonafide service provider on payment of requisite amount. Details are available at the Web Site stated in Clause II of Guideline to bidder. DSC is given as a USB e-Token.

IV.

The consulting firms/agencies can search and download EoI and other tender Documents electronically from computer once by logging into the website mentioned in Clause II above using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

V. Submission of EoI

EoI to be submitted through online to the website stated in Clause II (above) in one folder at a time before the prescribed date and time using the Digital Signature Certificate (DSC). The documents to be uploaded should be virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

The EoI should contain scanned copies of the following further two covers (sub folders):

A. Statutory Cover Containing

1. Prequalification Document

- i. Qualification Application (Annexure A No. I)

2. Technical Document (To be filled, scanned and uploaded as multiple page scanned file)

i. Certified Financial Statement (Annexure A No. II)

Note: these document is divided into two parts, Part –I is for bidder, who is single entity and Part-II is for bidding consortium. Bidder bidding as a single entity should fill up only part –I of the annexure and in case of Bidding Consortium, the Part-II of the annexure needs to be uploaded.

ii. Statement of Legal Capacity (Annexure A No. III)

iii. Details about the Bidder (Annexure A No. IV)

- Single Entity/ Lead Agency in case of consortium (Annexure A No.IV A)
- Details about each of the consortium partners (Annexure A No.IV B)

NOTE: Bidders must ensure that the Email id provided in the registered office address is same with which they have registered at the e-procurement portal <https://etender.wb.nic.in>.

iv. Statement of Any Indictment (Annexure A No. V)

Note: The Bidder should not be under active prosecution for criminal offence, liquidation, court receivership or similar proceedings. In case of a consortium the indictment criteria will have to be met by all the bidders. It may please be noted that non provision of this declaration in this EoI **will lead to rejection** of the same.

- Declaration that the Bidder (LAD as also its partner) or any of its / their staff had not been at any point of time **blacklisted** by any Government or its agencies or court of law or any other organization
- Brief of **court / legal cases** pending, if any.

v. Experience in last 1 years (see the format in Annexure A No. VI)

B. Non-Statutory Cover Containing/ My Space

1. Certificates: Service Tax Registration No., PAN No. and TAN No.(Scanned copies to be provided)

Note: Bidders are require to make two separate folders as “ Lead Bidder” and “Consortium partners”. All the required certificates for Lead Bidders and Consortium Partners should be placed in respective folders and these two folders should be uploaded as a single folder in zipped format in “ **CERTIFICATES**” (please refer Table I on “Non Statutory Folder” in clause V of Section A)

In case of bidder who is single entity, all the required documents need to be uploaded in single folder under the folder name “**Single Entity**”.

2. Organisation Details: Registration details along with the composition of Board of Directors or details of lead partner or governing authority or trust as the case may be. It is to be noted that depending upon the legal nature of the bidder; the corresponding documents need to be submitted.

Note: Bidders are required to make two separate folders as “Lead Bidder” and “Consortium Partners”. All the required certificates for Lead Bidder and Consortium Partners should be placed in respective folders and these two folders should be uploaded as a single folder in zipped format in “ **COMPANY DETAILS**” (please refer Table I on “Non Statutory Folder” in clause V of Section A). In case of bidder who is single entity, all the required documents need to be uploaded in single folder under the folder name “**Single Entity**”.

3. Credentials: Details of work experience in the last 1 year as per table provided in Annexure B No. I along with documentary evidence.

Note:

a. Bidders are required to give details of only those projects which have been mentioned in Annexure A-No VI : Project Experience in the last 1 years

b. Bidders **MUST** ensure that **name and sequence of projects remains the same** as given Annexure A VI: Project Experience in the last 1 years.

c. **Bidders must ensure that page limit is restricted to maximum of one (1) page per project.**

4. Brief write up on understanding of the Terms of Reference (ToR).

Note: The write up should be concise and must **not exceed 500 words.**

Intending Bidders should upload above documents as per following folders in My Document:

NOTE: Bidder must ensure that they upload documents in black and white & resolution (DPI) of the scanned document should not exceed 300.

Table 1 List of Documents to be uploaded in My Documents (Non-Statutory Folder)

E-tendering System of Government of West Bengal			
Bidder Document Sub Category Master			
Sl. No.	Category Name	Sub Category Name	Sub Category Description
A.	CERTIFICATES[Every folder corresponds to one single file (multiple page scanned file) and the file size should not be more than 1 MB]	A1. CERTIFICATES a.In case of single bidder name the attachment as “Single Entity” b.In case of bidding consortium, documents will be uploaded with separate heading marked for “Lead Bidder” and “Consortium Partners”.	1. Service Tax Registration No. 2. PAN No. and TAN No
B.	COMPANYDETAILS [Every folder corresponds to one single file (multiple page scanned file) and the file size should not be more than 1 MB]	B1.COMPANY DETAILS 1	1. Certificates of incorporation highlighting registration details 2. Composition of Board of Directors
C.	CREDENTIAL[Every folder corresponds to one single file (multiple page scanned file) and the file size should not be more than 1 MB]	C1. CREDENTIAL 1	1. Work Experience in details. (Please refer Annexure B. No. I)
		C1. CREDENTIAL 2	2. Work Completion Certificates along with work order/payment certificate issued by competent authority for the projects mentioned. [For completed projects, provide payment certificate in case work completion certificate is not available]
D.	DECLARATION	DECLARATION 1 Write up on Understanding TOR(Not exceeding 500 words)	1. Brief write up on understanding of the Terms of Reference (ToR)

Note: - Failure of submission of any of the above mentioned documents will render the tender liable to summarily rejected.

All Corrigendum & Addendum Notices, if any, have to be digitally signed & uploaded by the contractor in the Declaration Folder of My Documents.

VI. Qualification Criteria

The Bidders must meet the following criteria:

A. General Criteria:

The bidders may be a single entity or a group of entities ("Bidding Consortium"), coming together to bid the project. The interested firm should meet the following eligibility/prequalification criteria for submitting their Eols.

The bidders can be:

- Company as specified in Companies Act, 1956

Or

- Society as specified in Societies Registration Act, 1860

Or

- Trust as specified in Indian Trusts Act, 1882

Or

- Company as specified in section 25 of Companies Act, 1956

Or

- Partnership Firm registered under the Indian Partnership Act 1932

Or

- Limited Liability Partnership registered under 'The Limited Liability Partnership Act 2008

The time period elapsed from commencement of business should be at least one years as on 1st April 2014. In case of a consortium the number of years from commencement will have to be met by the Lead Bidder.

B. Technical Criteria :

In the last 1 year the Bidders should have handled similar types of projects in the following areas:

- i. **Programme management experience in urban development projects, preferably with JNNURM**
- ii. **Technical and handholding support to state/cities for urban planning**
- iii. **Technical and handholding support to state/ cities for urban reforms**
- iv. **Technical and handholding support to state/ cities for capacity building of state and ULB officials and staff in relating to urban issues**

Out of these similar types of projects furnished, bidders should ensure at least 50% of the projects have been handled by the lead bidder.

C. Financial Criteria:

Average annual revenue of the bidder (Refer Annexure A No. II) over the last 1 financial years (2012-13) should be **at least Rs. 10 Lakh**

In case of a consortium the aggregate financials of all its members will have to meet the threshold limit and at least 50% of the limit specified above will also have to be made by the lead bidder.

Average annual revenue will have to be certified by a Chartered Accountant (Please refer Annexure A No. II).

VII. Evaluation of Eol

• **Opening of Eol**

- a. Eols will be opened electronically from the website using Digital Signature Certificate.
- b. Decrypted (transformed into readable formats) documents will be downloaded and handed over to the officials for evaluation.

• **Evaluation:**

- a. Cover (sub-folder) of statutory documents (vide Clause No. V.A of Section A) shall be opened first and if found in order, cover (Folder) for non-statutory documents (vide Clause No.V.B of Section A) will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.
- b. Scrutiny of Eol and recommendation thereafter will be made by the CLSC of Tamralipta Municipality.

• **Uploading of summary list of technically qualified bidders-**

- a. Pursuant to scrutiny and decision of the CLSC, the summary list of eligible bidders will be uploaded in the web portal.
- b. During the process of evaluation, the CLSC may summon the bidders and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their Eols will be liable for rejection.

- c. Any document has been found to be incomplete in content or attachments or authenticity shall not be considered for the purpose of qualification.
- d. If any information (false/ un acceptable) is received by CLSC of Tamralipta Municipality after the Bidder has been qualified to receive the Request for Proposal, the CLSC of Tamralipta Municipality reserves the right to reject the Bidder at that time or at any time after such information becomes known to CLSC of Tamralipta Municipality.
- e. Bidders not satisfying the requisite qualification criteria specified in the above sections are not eligible.

**Chairman
Tamralipta Municipality**

SECTION – B

DESCRIPTION OF THE PROJECT

1. INTRODUCTION

The implementation of Phase-I of JnNURM has led to creation of a large number of assets and induced many urban reforms across the country. Evaluation exercises undertaken by various appointed committees and agencies have unanimously pointed to the large capacity gapplugging Urban Local Bodies (ULBs) as the primary impediment to speedy implementation of projects and reforms under the Mission. The report on the Mid-term Appraisal of the Eleventh Five Year Plan (2010) stated that more emphasis should be given on proactive assistance to cities and states to build their “soft infrastructure” and to support identified governance, financing, planning, professionalization of service delivery. It also recognized the need for accelerating the development of local capacity and knowledge as key building blocks to strengthen the urban sector reforms process and improve capacities for management and local governance. The High Powered Expert Committee of the Planning Commission has recommended a strong programme of capacity creation and training which should include creation of institution and human resource capacity at all base levels particularly in the smaller ULBs.

With an objective to implement the above, the Working Group on Capacity Building for the Twelfth Plan (2011) recommended creation of a multi-level institutional framework for capacity building at the central level, with a specialized Urban Management Cell (UMC) and a Reforms and Performance Management Cell (RPMC) at state capital, as well as RPMCs at the city-level for selected cities. Accordingly, the Ministry of Urban Development, Govt. of India (MoUD) has designed the Comprehensive Capacity Building Programme (CCBP) to support States and ULBs to plan and implement capacity building activities.

One of the key admissible components of the CCBP is creation of supporting structures and mechanisms at State/ City level to facilitate capacity building of ULBs. Tamralipta Municipality has been identified as one of the selected cities for establishment of a city-level RPMC.

Tamralipta Municipality has decided to establish a City Level RPMC having 6 specialists whose skills and qualifications are detailed below. Further, Tamralipta Municipality has decided to engage services of an agency (firm, company, partnership or other institution) to provide technical specialists for the city-level RPMC.

In this regard, an advertisement has been published in selected news papers inviting interested parties to submit their ‘Expression of Interest’ to set up city-level RPMC, a copy of which is enclosed as Annexure A No. VII.

The detailed Scope of the work for the assignment is set out below.

2. SCOPE OF WORK

The City Level RPMC is meant to be a technical unit supplementing and enhancing the existing skill mix of the municipality. The City Level RPMC is expected to work in tandem with the existing staff with primary focus on strengthening capacity building programmes. Accordingly, the city-level RPMC shall provide the requisite technical and managerial support to Tamralipta Municipality to effectively coordinate the urban development activities of Tamralipta Municipality and other municipalities in the district and also to take up other assignments as may be directed by the municipality and State Government.

The City RPMC shall carry out the following activities:

- a. Capacity need assessment and preparation of city Capacity Building Plan.
- b. Plan, implement and monitor capacity building programmes, projects and reforms.
- c. Capacity Building support for preparation of Integrated City Plans for the City and the appurtenant peri urban area (commonly called the “Local Planning Area”). Capacity Building for preparation of Detailed Project Reports for the sectoral projects such as for water supply, sanitation, city transport, city roads etc. (In this regard, Pooled Finance mechanisms may be explored for funding of preparation of DPRs and implementation of projects.)
- d. Capacity Building support for preparation of financial plans and putting in place fiscal tools for revenue enhancement through different instrumentalities such as land leveraging, tax collection etc.
- e. Monitor projects, reform and capacity building activities in coordination with other departments including parastatals.
- f. Provide knowledge inputs and dissemination on latest technology on implementation of infrastructure projects, PPP and financial management.
- g. Engaging and managing service providers and external experts for implementation of projects, reforms and capacity building activities.
- h. Provide technical support to explore alternative long term municipal finance options available for financing urban infrastructure in cities and leveraging JnNURM/ UIDSSMT funds, and advise on innovative financing and financial management strategies, where ever appropriate.
- i. Identify and plan for enhancing the technical and managerial capacity for selected financial reforms such as accounting, budgeting, expenditure management, internal controls, revenue mobilization including improvements in property tax administration, asset management and asset valuation.
- j. Review the current financial status of city and suggest measures to make them more creditworthy.

- k. Assess ULBs institutional conditions and develop individual action plans for the implementation of financial reforms.
- l. Enhance financial viability by improving revenue streams and exploring potential mechanisms for raising debt capital for projects.
- m. Provide guidelines for fiscal strengthening and Capital Investment Planning including assessment of financial viability of investment plans, etc.
- n. Develop systems and their internalization, for example, financial and managerial manuals for municipalities, policy reviews, constitution of decision making bodies, logistics.
- o. Provide regular feedback (e.g. written reports) to the State Government/State RPMC. This would be done through collection of information, occasional studies / reviews / surveys & assessing the outcomes of interventions etc.
- p. Develop IEC materials in local languages; and assist in undertaking sector specific research studies.
- q. Submit aggregate quarterly reports to the State Government/ State RPMC on the progress of reforms, financial disbursements, and other relevant indicators and final report upon the conclusion of the project.
- r. Consolidate annual work plans, release budgets and monitor project expenditures at all levels.
- s. Any other related activities as decided by the Chairman, Tamralipta Municipality.

(The above scope of services is based on the “JNNURM–in Toolkit for Comprehensive Capacity Building Programme, published by Ministry of Urban Development, Government of India.)

3. TIME – FRAME

The tenure of such contract will initially be for a period of one (1) year from the date of award of contract, which may be extendable subject to performance and availability of funding.

4. TEAM COMPOSITION

Based on the scope of work and deliverables, the agency shall mobilise a competent team comprising of six (6) specialists for City RPMC as described in Table 2 below.

Table 2 Details of 6 Specialists required in City RPMC

Sl. No.	Name of Post	Qualification & Experience
1	Team Leader/ Urban Planner	<p>Education: Bachelor of Planning /Social Science/Architecture / Civil Engineering OR Post Graduate in Social Science Subjects having specialization / paper in Urban Development or Planning or Environment related subjects</p> <p>Experience: 3-5 yrs. in a similar position in State level/ULB level.</p> <p>Other Qualifications:</p> <ul style="list-style-type: none"> • Experience in working with various urban development projects /programmes in ULBs. • Experience in urban reforms and capacity building programmes for ULBs • Fluency in English and Bengali or Local languages of West Bengal
2	Procurement Specialist	<p>Education: Engineering degree with experience in procurement and project preparation and management.</p> <p>Experience: Should have at least 3-5 years experience in managing procurement on infrastructure projects, preferably urban infrastructure.</p> <p>Other Qualifications:</p> <ul style="list-style-type: none"> • Skills to assist ULBs in ensuring that standard documentation and detailed operating procedures for procurement, contract management etc. Specifically: detailing specifications, compiling terms of reference, packaging bidding material, defining evaluation criteria, preparing standard forms of contract, designing payment certificates. • Fluency in English and Bengali or Local languages of West Bengal
3	Social Development Specialist	<p>Education: Bachelors degree in Social Sciences, with practical experience of working in the development areas, preferably in urban development.</p> <p>Experience: Should have at least 3-5 yrs. experience in undertaking social and</p>

		<p>community development initiatives and appraisals in the municipal environment, especially in relation to urban infrastructure projects</p> <p>Other Qualifications:</p> <ul style="list-style-type: none"> • knowledge in implementing governance reforms • Experience in social analysis/ resettlement and rehabilitation • Fluency in English and Bengali
4	Urban Infrastructure Expert	<p>Education: Graduate Engineer from recognized university.</p> <p>Experience: Have at least 3-5 yrs. experience in designing and managing municipal infrastructure projects at ULB level;</p> <p>Other Qualifications:</p> <ul style="list-style-type: none"> • Have a broad range of experience in urban infrastructure and a background in public health engineering, especially water supply and sanitation; • Be very familiar with procedures of the municipal environment. • Fluency in English and Bengali
5	Solid Waste Management Specialist	<p>Education: Bachelor Degree in Environmental engineering/Public Health Engineering/P.G. Diploma in Environment Management/Science with experience in Municipal Waste Management.</p> <p>Experience: Should have at least 2-5 yrs. experience for solid waste management in urban areas.</p> <p>Other qualification :</p> <ul style="list-style-type: none"> • Fluency in English and Bengali or Local languages of West Bengal. <p>Prior experiences as municipal engineer will be added advantage.</p>
6	Municipal Finance Specialist	<p>Education: Graduate degree in Commerce from recognized university</p> <p>Experience: 3-5 yrs. experience to advice and train ULB staff in municipal finance, project finance, resource mobilization, public private partnerships etc.</p> <p>Other Qualifications:</p>

		<ul style="list-style-type: none"> • Skills to evaluate urban infrastructure investments, and helping city governments to examine and use a range of options for financing projects. • Fluency in English and Bengali or Local languages of West Bengal.
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[The 6 Posts to be decided by ULB at their City Level Selection Committee Meeting]}

Maximum age limit of the Specialists should be within 40 years.

All the 6 positions are full time positions for a period of one (1) year (may be extended annually after reviewing performance of the Specialists and agency) and expected to input a minimum of 240 working days in a calendar year. Working in close coordination with the Tamralipta Municipality, Specialists are expected to adhere to the usual working days of Tamralipta Municipality. The Specialists may be required to come to office on Saturdays/holidays subject to urgency or as may be required by Tamralipta Municipality for any purposes pertaining to this assignment.

**Chairman
Tamralipta Municipality**

SECTION – C

CONDITIONS AND REQUIREMENTS FOR BIDDING

1. Submission of Bid document will not be allowed beyond the schedule time indicated in the EoI document.
2. Any conditional Bid will be liable for rejection.
3. CLSC reserves the right to reserve or amend the Bid documents prior to the date notified for submission of the Bid or also to extend the time mentioned in the NIT under intimation to the bidders.
4. Bids, which have been considered valid on the result of general examination (Prequalification stage) at the time of opening, shall be subjected to subsequent detail scrutiny. Notwithstanding the general examination carried out earlier, the Bid Inviting authority reserves the right of rejection of any Bid, which may be found to be defective during the detail scrutiny.
5. CLSC reserves the right to accept or reject any or all of the Bids received or to relax any clause without assigning any reason thereof.

**Chairman
Tamralipta Municipality**

SECTION – D

DEFINITIONS AND INTERPRETATIONS

In the EoI, as hereinafter defined, the following words and expressions shall have the meanings hereby assigned to them, except where the context otherwise requires:

- a) "Revenue" = Gross receipts derived from sales or services - returns and allowances - non-operating receipts, such as dividends and interest income.

**Chairman
Tamralipta Municipality**

Annexure – A

I. Qualification Application

(To be written on the letterhead of the interested entity / lead entity in case of a consortium submitting the Eol)

From:

.....
.....

To

The Chairman,
Tamralipta Municipality
Tamluk, Purba Medinipur-721636

Subject: Submission of EOI to Establish City Reforms and Performance Management Cell (RPMC) under JNNURM

Sir/ Madam,

This is with reference to the tender dated2014 inviting Expressions of Interest to Establish City Reforms and Performance Management Cell (RPMC) under JNNURM. As specified in the Eol, having examined the Statutory, Non statutory documents, I /we hereby submit all the necessary information and relevant documents for evaluation.

We propose to submit our Eol as a consortium with _____ (insert company name) as the lead bidders and _____ (insert company name) as other member(s) of the consortium.

We declare that we have not been convicted by a Court of law or indicted or adverse orders passed by a regulatory authority against us which would adversely impact our ability to manage the project if awarded or which relates to a grave offence that outrages the moral sense of the community.

We also declare that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our sister concerns .

We further declare that no investigation by a regulatory authority is pending either against us or against our sister concerns or against our CEO or any of our Directors/Managers/ Employees.

We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct and complete. I/We have furnished all information and details necessary for EOI and have no further pertinent information to supply.

We understand that:

(a) Tender Inviting and Accepting Authority/ CLSC of Tamralipta Municipality can amend / modify the scope of this project.

(b) Tender Inviting and Accepting Authority/ CLSC of Tamralipta Municipality reserves the right to reject any application without assigning any reason. And also withdraw or cancel the bid process at any stage without any liability of whatsoever nature therefore.

I/We shall be glad to receive further communication on the subject.

Yours faithfully,

Enclosure: e-filing:-

1. Statutory Document
2. Non- Statutory Document

Authorized Signatory

Date of Submission

Signature of applicant agency including title and capacity in which application is made.

II. Financial Statement

Part I: Certified Financial Statement of Single Entity

1. Name of Bidder (Single Entity)

2. Summary of revenue generated on the basis of the audited financial statement of the last three financial years.

	2012-13 (Rs. In Lakhs)
Annual Revenue of the bidder	

Average Annual Revenue is XXXX (Rs in Lakhs)

Signed by an Practicing Chartered Accountant

Name:

Membership No.

Name of the Bidder with Seal

Date _____

Signed by an Practicing Chartered Accountant

Name:

Note: This form is required to be certified by a practicing Chartered Accountant

Part II: Certified Financial Statement of Group of Entities (“Bidding Consortium”)

1.Name of Lead Bidder:

2. Summary of revenue generated on the basis of the audited financial statement of the last one financial years.

	2012-13 (Rs. In Lakhs)
Annual Revenue of Lead Bidder	
Annual Revenue of Consortium Partner 1	
Annual Revenue of Consortium Partner 2	
Annual Revenue of Consortium Partner 3	
Annual Revenue of Consortium Partner 4	

AggregateAverage Annual Revenue is XXXX (Rs in Lakhs)

Average Annual Revenue of Lead Bidder is XXXX (Rs in Lakhs)

Name of the Lead Bidder with Seal

Name of the Consortium Partners with seal..... 1.

2.

3.

4.

Date_____

Signed by an Practicing Chartered Accountant

Name:

Membership No.

Note: This form is required to be certified by a practicing Chartered Accountant

III. Statement of Legal Capacity

(To be forwarded on the letterhead of the interested entity/ each entity of the consortium submitting the Eol)

Reference No. _____

Date _____

To

The Chairman,
Tamralipta Municipality
Tamluk, Purba Medinipur-721636

Sub: Submission of EOI to Establish City Reforms and Performance Management Cell (RPMC) under JNNURM

Sir,

This is with reference to the advertisement dated2014 inviting Expressions of Interest (EOI) to establish City Reforms and Performance Management Cell (RPMC) under JNNURM.

We have read and understood the contents of the Invitation for Eol and the advertisement and pursuant to this hereby confirm that:

- We satisfy the eligibility criteria laid down in the Eol.
- We have agreed that _____ (insert individual's name) will act as our representative and has been duly authorized* to submit the Eol.
- We have agreed to submit Eol as a consortium with _____ (insert entity name) as the lead bidder (delete in case not applicable)

Yours faithfully,

Authorised Signatory

For and on behalf of (Name of the agency)

**Please attach a true copy of the Letter of Authorization / Board resolution certified by the authorized Signatory for the individual bidding company.*

IV.A: Details about the Bidder (Single Entity/Lead Agency in case of consortium)

1. Name of the Entity/Lead Agency:
2. Registered Office Address:
Telephone No.:

Fax No. :

E mail#:

Website:
3. Kolkata Office Address (if any):
Telephone No.

Fax No. :

E mail:
4. District Office Address (if any):
Telephone No:

Fax No. :

E mail:
5. Name of the Contact Person for this assignment:
Designation:
Address:
Telephone No.:
Cellphone No.:
E mail:

Bidders must ensure that the Email id provided in the Registered Office Address is same with which they have registered at the e-procurement portal (<http://etender.wb.nic.in>).

IV.B: Details about the Consortium Partners

1. Name of Consortium Partner:
2. Registered Office Address:
Telephone No.:

Fax No. :

E mail#:

Website:
3. Kolkata Office Address (if any):

Telephone No.

Fax No. :

E mail:
4. District Office Address (if any):

Telephone No:

Fax No. :

E mail:

Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation,

Signature of applicant including title
and capacity in which application is made.

V. Statement of any Indictment

*(By any Income Tax, Sales Tax, Customs and Excise Authorities and other Regulatory Authorities)
(To be forwarded on the letterhead of the interested entity/ each entity of the consortium submitting the EOI)*

Date:

To

The Chairman,
Tamralipta Municipality
Tamluk, Purba Medinipur-721636

We solemnly declare that there has been no conviction by a court of law or indictment or adverse order or investigation or charge sheet by an agency of the Government, any income tax, sales tax, customs, excise authorities and other regulatory authorities including but not limited to Reserve Bank of India (RBI) and Securities Exchange Board of India (SEBI) against us or our Promoter Group.

We have not been declared ineligible by the Government of India or any State/UT/ Local Government for corrupt and fraudulent practices or blacklisted by them.

Yours faithfully,

Signature(s) of Applicant(s)

Seal of applicant Name:

Designation:

VI. Project Experience in the Last 3 Years

Please categorize all the projects into four broad heads given in the table below and mark a tick (✓) for each of the projects.

Sl. No.	Name of Project/Assignment and year of completion (write 'ongoing' in case of ongoing project)	Categories				Project Location
		Programme management experience in urban development projects, preferably with JNNURM (A)	Technical and handholding support to state/cities for urban planning (B)	Technical and handholding support to state/cities for urban reforms (C)	Technical and handholding support to state/cities for capacity building of state and ULB officials and staff in relating to urban issues (D)	
1.						
2.						
3.						
4.						
5.						
----- so on.						

(Bidders MUST maintain the same name and sequence in "detailed project experience" in Annexure B No. I)

VIII. Press Advertisement inviting Expression of Interest

Tamralipta Municipality
Tamluk, Purba Medinipur-721636
'INVITATION FOR EXPRESSION OF INTEREST'
FOR

Establishment of City Reforms and Performance Management Cell (RPMC) under JNNURM

Tamralipta Municipality, invites Expression of Interest from reputed Agency/Consulting firm for setting up City Reforms and Performance Management Cell (RPMC) under JNNURM. Interested Agencies/consulting firms having experience in the services envisaged are hereby invited to submit their **Expression of Interest (EOI)**.

Intending bidder may download the tender document **(Bid No. MAD/ULB/TAMRALIPTA/CCBP (JnNURM)/04/2014-15** from the website <http://etender.wb.nic.in> which shall be uploaded on the website by _____, 2014. EOI will be submitted concurrently duly digitally signed in the Website <http://etender.wb.nic.in> as per Tender Schedule.

Note: Last date and time for submission of Eois _____ 2014 within 1700 hrs.

Chairman,
Tamralipta Municipality

Annexure – B

I. Detailed Project Experience in the Last 1 Years

(Bidders MUST maintain the same name and sequence of projects as it has been given Annexure A. No. VI)

Assignment name:	Approx. value of the contract (in current Rs):
Country:	Location within Country:
Name of Client:	Total No of person-months of the assignment:
Address of Client:	Approx. value of the services provided by your firm under the contract (in current Rs.):
	No of person-months provided by your firm:
Start date (month/year): Completion date (month/year):	No of professional person-months provided by the JV partners or the Sub-Consultants:
Name of Joint Venture partner or sub-Consultants, if any:	
Name of Senior Staff involved from your firm and positions held in this project:	
Narrative description of project in brief:	
Description of actual services provided by your firm in the assignment:	
Whether the assignment is completed or continuing:	
Explanation on how it meets the eligibility criteria:	