

**MUNICIPAL CORPORATION, ROHTAK**  
**EXPRESSION OF INTEREST**

Expression of Interest is invited from reputed firms/consultants for consultancy work for street vending plan. The EOI will be received on 03.02.2014 at 11:00 AM in the office of Zonal Taxation Officer, Municipal Corporation, Rohtak. The EOI shall be submitted in two bids namely technical bid and financial bid. Technical bid shall consist of list of clientages, proven projects, and methodology of completing this project, breakup time frame etc and draft/Pay order/Banker's cheque of j 5,000 /- in favour of Commissioner, Municipal Corporation payable at Rohtak. Financial bid should be lump-sum rate inclusive of all taxes applicable from time to time. A pre-bid meeting shall be held in the office of Joint Commissioner, Municipal Corporation, Rohtak on 30.01.2014 at 11:00 AM. Commissioner, Municipal Corporation shall have the right to reject any one or all the bids without assigning any reason. Bid without earnest money or conditional bids are liable to be rejected straight away. The scope of work is as follows:-

1. Identifying the street vendors (1.Stationary 2.Peripatetic 3.Mobile).
2. Registration of street vendors on the basis of Comprehensive bio metric survey, photographic digitalized census & survey along-with GIS Mapping of the existing Stationary Vendors and their present location.
3. Identifying the Street Vending Zones/restriction free vending Zones/restricted vending zone/no vending Zone on the basis of demand/services of the area in tune with the vending policy.
4. Identifying the places for time sharing basis vending zones at a place after closing of market for main trade (Night –Bazaars).
5. Identification of weekend markets zones.
6. Identifying the street vending markets/outlets along-with the capacity of street vendors. Identification and describe the procedure of allotment of sufficient space for temporary 'Vendors' Markets'(e.g. Weekly Haats, Rehri Markets , Night Bazaars, Festival Bazaars, Food Street Marts etc.)
7. Suggestions for Formulation of fee/license structure. Formulation of terms and conditions for hawking and corrective action against defaulters.
8. Identification of civic facilities present & required in vending zones for appropriate use of vending places.
9. Preparation of location map showing the location of above detailed zones and placing of street vendors in the zones. Also describe the norms on the amount of space to be provided for Vending Zones etc.
10. Preparation of city/town market plans showing specific provision for creating new vending markets.
11. Suggestions/proposal for Method and location for the disposal of solid waste generated in these zones.
12. Suggestions/proposal for Method of allotment of spaces, criteria, period of lease for stationary stalls/Stationary vendors, reservation in allotment, reservation for physically challenged/disabled persons/SCs/STs in accordance with their share in the total population/weaker sections
13. Issuing of identity card & license to the street vendors after approval & in the manner prescribed by the Competent Authority.
14. Suggestions/proposal for Formulation of organization of street vendors i.e. Co-operative Association and their registration.
15. Method of Monitoring system alongwith software to monitor the entire allotment, registration and the whole above process.
16. Suggestions/proposal for Method and procedure of Dispute resolution based on the policy of Urban Street Vendors.
17. Preparation of Detailed Project Report on the basis of above data and Urban Street Vendors Policy. Interim report should be submitted within 15 days of the receipt of work order.

For            Commissioner,  
Municipal Corporation, Rohtak

**Tender Form No:-  
Municipal Corporation Rohtak  
TENDER NOTICE**

Sealed tenders in the prescribed form are invited by the **Commissioner, Municipal Corporation Rohtak** from reputed registered and experienced firms for work for street vending plan of Municipal Corporation Rohtak on the prescribed forms.

A.1 (a) Name of the Firm:- .....

(b) Address of the Firm .....

(c) Name & address of the Prop./Partner .....

2. (a) EPF No/Service Tax No. :- .....

(b) PAN No .....

(c) Attested Copy of EPF Certificate. ....

(d) Attested copy of Service Tax No. Registration.

(e) Attested copies of Registration certificate of Firm or Individual to undertake survey, data entry and GIS mapping work .

(f) Attested copy of PAN Registration

3. Earnest Money deposited vide Demand Draft No. ....

Dated..... for Rs.....

4. (a) Whether any Survey ,data entry and GIS mapping work had been made to Govt. Department in the past.....

(b) If yes, please furnish full details. ....

Year	Details of Work	Name of Deptt.	Detail

**5. Annual Turnover (Minimum Rs. 20.00 lacs per annum)**

Year	Turnover (in Rs.)


Scope of work	EMD In the form of Bank draft	Date & time of submission of tender	Date of opening of Technical Bid
<ol style="list-style-type: none"> <li>1. Identifying the street vendors (1.Stationary 2.Peripatetic 3.Mobile).</li> <li>2. Registration of street vendors on the basis of Comprehensive bio metric survey, photographic digitalized census &amp; survey along-with GIS Mapping of the existing Stationary Vendors and their present location.</li> <li>3. Identifying the Street Vending Zones/restriction free vending Zones/restricted vending zone/no vending Zone on the basis of demand/services of the area in tune with the vending policy.</li> <li>4. Identifying the places for time sharing basis vending zones at a place after closing of market for main trade (Night – Bazaars).</li> <li>5. Identification of weekend markets zones.</li> <li>6. Identifying the street vending markets/outlets along-with the capacity of street vendors. Identification and describe the procedure of allotment of sufficient space for temporary ‘Vendors’ Markets’(e.g. Weekly Haats, Rehri Markets , Night Bazaars, Festival Bazaars, Food Street Marts etc.)</li> <li>7. Suggestions for Formulation of fee/license structure.</li> </ol>	<p>Rs. 50,000/- (Fifty thousand only) + <b>Cost of tender form:-Rs five hundred only(Non refundable)</b></p>	<p>10.2.2014 at 3:00 PM in the office of <b>Commissioner, Municipal Corporation Rohtak</b></p>	<p>10.2.2014 at 3:30 PM in the office of <b>Commissioner, Municipal Corporation Rohtak</b></p>

<p>Formulation of terms and conditions for hawking and corrective action against defaulters.</p> <ol style="list-style-type: none"> <li>8. Identification of civic facilities present &amp; required in vending zones for appropriate use of vending places.</li> <li>9. Preparation of location map showing the location of above detailed zones and placing of street vendors in the zones. Also describe the norms on the amount of space to be provided for Vending Zones etc.</li> <li>10. Preparation of city/town market plans showing specific provision for creating new vending markets.</li> <li>11. Suggestions/proposal for Method and location for the disposal of solid waste generated in these zones.</li> <li>12. Suggestions/proposal for Method of allotment of spaces, criteria, period of lease for stationary stalls/Stationary vendors, reservation in allotment, reservation for physically challenged/disabled persons/SCs/STs in accordance with their share in the total population/weaker sections</li> <li>13. Issuing of identity card &amp; license to the street vendors after approval &amp; in the manner prescribed by the Competent Authority.</li> <li>14. Suggestions/proposal for Formulation of organization of street vendors i.e. Co-operative Association and their registration.</li> <li>15. Method of Monitoring system alongwith software to monitor the entire allotment, registration and the whole above process.</li> <li>16. Suggestions/proposal for</li> </ol>			
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<p>Method and procedure of Dispute resolution based on the policy of Urban Street Vendors.</p> <p>17. Any other work not described above but required as per Street Vending Policy</p> <p>18. Preparation of Detailed Project Report on the basis of above data and Urban Street Vendors Policy. Interim report should be submitted within 15 days of the receipt of work order</p>			
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**The pre-qualification requirement is as under:**

**A. Technical Experience:**

1. The bidder must be a company registered in India and should be in existence for at least 5 years. Proof of such existence should be produced.
2. The Bidder should have experience of carrying out survey work of similar nature within the last two years with proven experience. Proof of such experience should be produced. Preference will be given to bidders who have experience in conducting socio-economic surveys for slums/Households or Street Vending.
3. MCR at its discretion may request the bidders who have qualified the technical bid to furnish samples of survey carried out in past. Bidders who do not furnish samples as per the requirements may be rejected.
4. Consortiums are not allowed.
5. Bidders should have an office in the state of Haryana or should give an undertaking to set-up office in the Haryana state/Rohtak Municipal Corporation Area within 3 weeks of getting Order. Preference may be given to bidders with existing offices in the state of Haryana/MCR jurisdiction.

**B. Financial Capability**

1. An annual turnover of each of the last five years should not be less than 20 Lacs per annum.

**The financial bid of only those who qualify the Technical Bid shall be opened.**

**Details of Work and terms and conditions:-**

1. The bidder should have valid Registration certificate of firm or individual to undertake the undertake survey and data entry and GIS mapping work.
2. The bidder should have PAN card with upto date income Tax Returns.
3. The bidder should have valid service Tax registration certificate with proof of upto date payment and return (please attach photocopy)
4. The bidder shall give the total composite price per Vendor inclusive of Preparation of Survey Profile, Survey of individual Vendor, Preparation of maps with location Plan, GIS survey sheet on a scale of 1:1200, Entry of Data in the prescribed software and all service charges and taxes. The

- whole work shall be completed within Three Months from the date of Issuing of Work Order. Any delay will be punishable with deduction of payment @2% per week.
5. Survey shall be conducted in Rohtak Municipal areas.
  6. The Price/rate quoted by the bidder shall remain unchanged during the entire period of the contract and shall not be subject to variation of any amount.
  7. The **Commissioner, Municipal Corporation Rohtak** reserves the right to accept/reject any/ all tender without assigning any reason.
  8. All the disputes arise in the above case will be preferred to the **Commissioner, Municipal Corporation Rohtak** and his decision will be final.
  9. The rates should be quoted at supplier's risk inclusive of all taxes, duties, all type insurance, service tax, etc.(to pay all taxes and duties supplier's responsibilities).
  10. All documents to be submitted by the firms should be duly attested by a Class I Gazette Officer in case these are copies of the original documents. No un-attested documents will be entertained.
  11. The Earnest Money of the Tenderer will be forfeited, if they withdraw their offer/ rates or modify the terms & conditions of the same during the validity of their offer which are adverse to the business ethics.
  12. Conditional Tender will not be accepted.
  13. The Tenderer shall furnish a certificate in their offer that the rates quoted by them are the lowest possible which they have quoted to any of their customers during the currency of the contract period. However, if they ever feel constrained to quote lower rates to any of their customer during the said period, they undertake to intimate the same immediately to the **Commissioner, Municipal Corporation Rohtak** and allow the deduction in rates automatically. If they violate this undertaking and **Commissioner, Municipal Corporation Rohtak** come to know of such deduction on their own/through their own resources, then the **Commissioner, Municipal Corporation Rohtak**, shall be entitled to recover the double the difference in such rates on the entire amount paid.
  14. It will be at the discretion of the **Commissioner, Municipal Corporation Rohtak** to make any inquiry in order to judge the ability and capacity of any Firm and the decision of **Commissioner, Municipal Corporation Rohtak** in this regard will be final.
  15. In case the Tenderer, whose rates have been approved, and after the order is placed, fails to discharge the obligation of tender so awarded to him, part or in full or on the grounds of quality of staff **Commissioner, Municipal Corporation Rohtak** has the right to place the order to other firm at the risk and cost of Tenderer and the **Commissioner, Municipal Corporation Rohtak** shall have the right to forfeit the security money or to take any legal action against defaulter contractor.
  16. No interest on Earnest Money will be paid .
  17. The Earnest Money of unsuccessful Tenderer will be returned on finalization of the tenders.
  18. The Earnest Money of the successful Tenderer will be retained and treated as security deposit upto expiry of tender without interest.
  19. Any tender which bears cutting, over-writing in the rates, shall not be considered.
  20. Income Tax to be deducted at source in all cases of payment to Tenderer.
  21. These terms and conditions are to be signed by the Tenderers at the place specified below which would be finally and legally binding on him. The Tenderer is not entitled to insert / add / delete any term / condition whether made herein or thereby in separate note / letter and the **Commissioner, Municipal Corporation Rohtak** shall not be bound for any such addition / deletion.
  22. **Commissioner, Municipal Corporation Rohtak** shall also have the right to bifurcate and award the contract to any number of Tenderers and decision of the **Commissioner, Municipal Corporation Rohtak** in this regard shall be final and binding upon the Tenderers.
  23. Finalization of rates would be held with the lowest three Tenderers.
  24. If **Commissioner, Municipal Corporation Rohtak** is not satisfied with the services provided by the firm it may either receive the contractor imposed appropriate cut in the payment as the case may be. Decision of **Commissioner, Municipal Corporation Rohtak** shall be final in this regard.
  25. **Procedure:-**
    - (1) The Technical/price proposals will be opened in the presence of the bidders /authorized representatives. Those who qualify the Technical Bid shall be required to give their Presentation on PPT. Only those Agencies /Firm who are shortlisted on the basis of their presentation will qualify for the opening of Financial Bid.
    - (2) Vendors might be 8000 to 9000 approximately.
    - (3) Rate shall be quoted per vendor including all taxes and charges.

- (4) Procedures for survey of vendors are divided in two stages.
- i) Outdoor / Field Activity ii)  
Indoor / Office Activity
- (5) Outdoor / Field activity consist of following activity.
- i) Identification / Broad delineation of all types of vending areas with respect to Dates, Days and Time, Type / Activity of vending area.
  - ii) Collection of all data and filling up of the data entry as per approved format, and print  
Copy of survey form shall have to be provided by offerer.
  - iii) Digital passport size photograph with face coverage of 60 % of the picture, taken with minimum 10 megapixel standard camera, either Canon or SONY shall have to be used.
  - iv) Collection of street vendor's finger prints (both thumbs).
  - v) Demographic Details, Social Aspects, Occupational Details (Type, Nature, Time) past and present, earning affordability, Location Details (Work Place, Residence), Mobility, Legal Status, Nationality etc of each vendor.
- (6) Indoor / Office activity consist of following activity.
- i) Develop / Design software which would provide features like generating ward wise list of vendors and item sold by vendors.
  - ii) Data entry of collected primary data in standard format.
  - iii) Software should provide searching facilities like getting information of vendors by name, place, thumb impression and all other details collected from primary data.
  - iv) Mapping of collected primary data in Auto Cad Drawing.
  - v) MCR shall provide geo referenced map to have data on GIS platform.
  - vi) Providing training to the Rohtak Municipal Corporation Officials and Operators regarding to the database and software management and maintenance of software.
  - vii) Data Analysis
  - viii) Submission of data in hard copies and also soft copies.
  - ix) Training to minimum three officers of MCR for the use of software.
  - x) Preparation and submission of Detailed Project Report
- (7) The Time periods for procedure are as below.
- i) For Field activity i.e. Survey work should be done within **one Months** from date of giving work Order.
  - ii) For Indoor / Office activity i.e. data entry and Auto CAD/GIS mapping should be complete **Within 2 (Two) Months** from date of giving work order.

- iii) The agency shall have to setup a kiosk/Office for three months at the time of data submission, at a location identified and provided by MCR to manage post-issuance issues like new card issuance, lost-cards, adding new members etc. All software for the kiosk shall be provided by the agency.
  - iv) Outdoor and indoor activities can be done simultaneously.
- (8) Payment Conditions are as mentioned below.
- i) The Offerer has to deposit Rs. 50000/- as an Earnest Money Deposit in Rohtak Municipal Corporation. The Earnest Money Deposit will be refunded without any interest after the security deposit paid by successful offerer. EMD to be submitted in the name of “Commissioner Municipal Corporation Rohtak” payable at Rohtak
  - ii) The Successful agency / firm has to deposit 5% of total cost of project as performance / security and it will be refunded without any interest after **6 months** of completion of work.
  - iii) Payment should be done in stage wise as mentioned below.
    - a) After completion of Photographic digitalized census & survey work, identification of zones, and registration of street vendors and submission of initial report: -

40% of App’ cost of Bid
    - b) after design and developed software and completion of all surveyed data: -

10% of App’ cost of bid
    - c) After Auto cad/ Gis Mapping of collected data and submission of Interim report: -

20% of App’ cost of bid
    - d) After completion of All scope of work mentioned in the tender notice: -

20% of App’ cost of bid
    - e) After Submission of final Detailed Project Report with all software’s/surveyed forms /surveyed data/ maps and all reports in the manner & format as prescribed by MCR: - Remaining amount of total cost.
- (9) The allotment letter for work will be given after the sanction of standing committee and resolution passed for the same.
- (10) Detail Guidelines for the survey will be finalized before the contract is awarded
- (10) Two envelope bidding procedure will be adopted. The bidder is to submit simultaneously two sealed envelopes, one containing the technical proposal and one containing the price proposal.
- (12) Initially only the technical bids will be opened. Technical bids which are submitted by non-qualified bidders or which are not substantially responsive will be rejected.
- (13) No of hard copies to be submitted is “5” sets.
- (14) Only one Kiosk is required in the beginning, the training for the same shall have to be provided to three MCR officers.
- (15) All the software shall have to be submitted to MCR while handing over the data.



- (16) MCR shall verify at least 10% data submitted before accepting the final submission.
- (18) For further information, offerer may contact the Zonal Taxation officer in Taxation Branch of Municipal Corporation Rohtak.

**IMPORTANT:-** Offer without prescribed Tender form/ Tender fee or not supported with Earnest Money/ Authority letter of agency will not be considered in any circumstances.

**Commissioner, Municipal Corporation Rohtak**

**All the above terms and conditions are accepted by me/us.**

**Signature with seal of the firm**

TENDER FORM No.

(TO BE FILLED BY THE TENDERER)

**FINANCIAL BID**

FORM TO BE DEPOSITED: Up to **on or before 10.2.2014 (upto 3.00 P.M)**

TENDER TO BE OPENED: At 3.30 p.m. on - 10.2.2014 (Technical Bid)

- A.1 (a) Name of the Firm.....
- (b) Address of the Firm .....
- (c) Name & address of the Prop./Partner .....

Sr.No.	Items	Rates/Charges	Remarks
1.			
2.			

**NOTE :**

The rates should be indicated per item & inclusive of all govt. levies.

The Tender shall be liable to be rejected if all the columns are not properly & completely filled up.

This financial bid form duly filled in, should be sealed in a separate envelope inscribing FINANCIAL BID FORM "on it & due mentioning name & address of the tenderer on it.

Signature with name & stamp of firm