उत्तर प्रदेश राज्य आपदा प्रबन्ध प्राधिकरण

INVITATION OF BIDS THROUGH TENDER

Sealed bids are invited through this from FIRM/AGENCY/COMPANY/ORGANISATION for preparation of Kumbh Disaster Management Plan/ Crowd Management Plan of the Kumbh Mela 2019 and facilitate/ support Kumbh Mela Pradhikaran in execution of this plan.

The interested FIRM/AGENCY/COMPANY/ORGANISATION may submit their bids along with supporting documents to the office of Additional CEO, Uttar Pradesh State Disaster Management Authority , B-2 Block, PICUP Bhawan, Gomti Nagar, Lucknow 226001 Uttar Pradesh though speed post by 27 August 2018 (4 P.M.). Tender form can be obtained from Finance Controller, UPSDMA by depositing tender fee Rs. 5,000 cash.

The prescribed tender documents are available on the website http://upsdma.up.nic.in/tender. The authority reserves every right to cancel the tender without any reason thereof.

Additional CEO,
Uttar Pradesh State Disaster Management Authority ,
B-2 Block, PICUP Bhawan, Gomti Nagar, Lucknow 226001

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INVITATION OF BIDS THROUGH TENDER

FOR HIRING SERVICES OF A FIRM/AGENCY/COMPANY/ORGANISATION TO BE ENGAGED FOR PREPARATION OF KUMBH DISASTER MANAGEMENT PLAN/ CROWD MANAGEMENT PLAN OF THE KUMBH MELA 2019 AND FACILITATE/ SUPPORT KUMBH MELA PRADHIKARAN IN EXECUTION OF THIS PLAN.

Terms of reference -

1. Introduction:

Additional CEO, Uttar Pradesh State Disaster management authority, government of uttar pradesh (hereinafter called "borrower") intends to hire a firm/agency/ company/organisation to be engaged for preparation of Kumbh Disaster Management Plan/ Crowd Management Plan of the Kumbh Mela 2019 and facilitate/ support Kumbh Mela Pradhikaran in execution of this plan. This invitation of bids is therefore issued through this tender by Additional CEO, Uttar Pradesh State Disaster Management Authority (UP SDMA).

2. Scope of Work and Responsibilities:

2.1 Collate information from the past documentation on the Kumbh Mela with key stakeholders and make an initial gap analysis.

2.2 Under the supervision of Kumbh Mela Pradhikaran and District Magistrate Allahabad (Chairman DDMA Allahabad), The Firm/Agency/ Company/Organisation, after conducting detailed analysis of the Kumbh Mela-2019 Preparation (from the point of view of various possible disasters) and gaps analysis, will prepare Kumbh Disaster Management Plan/ Crowd Management Plan of the Kumbh Mela 2019 and facilitate/ support Kumbh Mela Pradhikaran in execution of this plan.

2.3 For the smooth and disaster free Kumbh Mela-2019, The Firm/Agency/ Company/Organisation will be support Kumbh Mela Pradhikaran in alert/warning (in and arround Kumbh Mela Ground), training of stakeholders who are involved in the functioning of Mela and overall prevention & mitigation of disasters in the Mela.

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2.4 Support Kumbh Mela Pradhikaran in conduction of mock drills to test the efficacy of the Kumbh Disaster Management Plan/ Kumbh Crowd Management plans and identify further gaps that would need be plugged in.

2.5 Regularly monitor the overall implementation of Kumbh Disaster management plan/ crowd management plan of the Kumbh mela and make suggestions to the Kumbh Mela Pradhikaran.

2.6 Support Mela Pradhikaran in witnessing the overall concourse of the pilgrims at various points during the mela and suggest measures and also help in the implementation of correct measures during the Kumbh Mela 2019.

2.7 Submit project completion report about Kumbh Mela 2019 along with recommendations for future.

3. Details of the Tender:

	Project title	For selection of FOR HIRING SERVICES OF A FIRM/AGENCY/COMPANY/ ORGANISATION TO BE ENGAGED for preparation of Kumbh Disaster Management Plan/ Crowd Management Plan of the Kumbh Mela 2019 and facilitate/ support Kumbh Mela Pradhikaran in execution of this plan.
	Project Duration	01 September 2018 to 31 March 2019 (For Kumbh Mela 2019)
	Project site	Kumbh Mela Pradhikaran, District Disaster Management Authority Allahabad, Kumbh Mela-2019.
	Implementing Agency	Kumbh Mela Pradhikaran & District Disaster Management Authority Allahabad.
	Responsible Officer	Sri Vijay Kiran Anand, Kumbh Mela Adhikari, Allahabad , Mobile No. 9412050016
	Nodal Agency	Uttar Pradesh State Disaster Management Authority, B-2 Block, Picup Bhawan, Gomti Nagar, Lucknow
	Website	http://upsdma.up.nic.in/

4. EMD:

4.1 EMD amount of Rs. 2,00,000/- (Rs. Two Lacs Only) should be in the form of demand draft/Bank guarantee made from any scheduled/nationalized bank Guarantee issued by a scheduled band located in India in favor of Additional CEO UPSDMA.

4.2 The EMD shall be returned to unsuccessful Bidders within a period of thirty (30) days from the date of announcement of the Successful Bidder. The EMD submitted by the Successful Bidder shall be released upon furnishing of the project completion report before 31 March 2019.

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4.3 The EMD shall be forfeited in the following cases:

(a) If the Bidder withdraws its Proposal during the interval between the Proposal Due Date and expiration of the Proposal Validity Period; and

(b) If the Successful Bidder fails to provide the project completion report before 31 March 2019.

4. Eligibility for Firm/Agency/Company/Organisation:

4.1 The applicant should fulfill the following minimum requirement(s) as give in Table-1 & 2 below

Table-1

Sr. No.	Requirements	Documentary Evidence
1	Firm/Agency/Company/Organisation shall be registered under Indian Companies Act in India, 1956 or a partnership firm registered under Indian Partnership Act 1932 or a LLP registered under the united liability partnership act 2008 or a proprietorship firm or registered under society /trust act.	Certificates of incorporation/registration. The applicant will disclose all the information related to disputes/legal-cases/punishments/penalties/sanctions/ judgment and all related information related to the applicant and its employees responsible for executing the scope of work.
2	The applicant should have a registred number of 1-service Tax registration and clearance, (if applicable) 2- Pan number (mandartory) Sevice Tax clearnce not earlier than 31st Dec. 2017.	i. Service Tax registration, if ii. PAN number ** If not applicable, the applicant should submit a self certified letter for the same and reasons thereof.
3	Applicant Should: a) not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceeding for any of the foregoing reasons; b) not have, and their Directors and Officers not have been convicted of any criminal offence related to their professional conduct or the making of false statement of misrepresentations as to their qualification to enter into a contract within a period of three years preceding the commencement of	A Self Certified letter.

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	tender process, or not have been otherwise disqualified pursuant to debarment proceedings; c) not have a conflict of interest in question as specified in the bidding document. d) Comply with the code of integrity as specified in the bidding document.	

Table-2

Sr. No.	Requirements	Unit	Minimum Requirement	Documentary Evidence
1	No.of years of Existance as on 31st March 2018	Years	Three	Mandatory
2	Organizational Presence in Sate (Head Office/Branch Office)	No. of Office	N/A	Mandatory
3	Total cumulative turnover in the last 3 years (as on 31st March, 2017)	Lacks	25 Lacks	Mandatory
5	No. of Projects implemented for Disaster Management in last 3 years.	No of Projects	Minimum 4	Mandatory
6	Organization/Company has Disaster Experts empanelled with them who have experience of preparation and implementation of Disaster Management Plan/ Crowd Management Plan	No of Experts	Minimum 4	Profile of Experts shall be attached Mandatory
7	Experience of team leader in Disaster Management/ crowed management related works	Years of experience	Minimum 5 years	Relevant experience documents Mandatory

4.2 The bidders should agree to the terms and conditions laid down.

4.3 The applicants should provide their technical experience details in the format as annexure-1

4.4 The applicants should provide their organizational details as per the above mentioned requirement.

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5. Last Date of submitting the tender :

5.1 Sealed Tender shall be submitted at UPSDMA, B-2 Block, Picup Bhawan, Gomti Nagar, Lucknow before 27th August 2018 6:00 PM.

6. Evaluation and Selection Process :

6.1 The Following selection process should be adopted by UPSDMA.

6.2 The tenders receive shall be scrutinized for completeness and fulfillment of minimum requirements for eligibility as detailed out in this document.

6.3 A list of applicants who fulfill the minimum eligibility shall be prepared and called as LIST 1

6.4 The LIST-1 applicants shall be awarded points as per the following criteria given in the following table:

Sl No.	Criteria	Points Allotted	Maximum Points	Remarks
1	Cumulative company turnover in the last 3 years (Audited)	Rs.25 Lacs to 50 Lacks – 10 points, Rs.50 Lakh onwards- 20 points	20	Maximum of 20 points will be allotted
2	No. of Projects implemented for Disaster Management/ crowd management in last 3 years.	For Every project - 05 points	20	Maximum of 20 points will be allotted
3	Organization/Company has Disaster Experts empanelled with them who have minimum 5 years of experience of preparation and implementation of Disaster Management Plan/ Crowd Management Plan	For Every expert - 05 points	20	Maximum of 20 points will be allotted
	Team Leader Qualification	Post Graduation/ Engineering graduate Qualification- 05 Points, MBA or Masters in Disaster or Masters in Fire	10	Maximum of 10 points will be allotted

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		Engineering- 10 Points		
4	Experience of team leader in Disaster Management/crowed management related works	5 to 10 year – 05 points, 10 to 20 years- 10 points	10	Maximum of 10 points will be allotted
5	Project Proposal with details of methodology, Tools, Detailed Approach, Activity Schedule, Deliverables and work plan for preparation of Kumbh Disaster Management Plan/ Crowd Management Plan of the Kumbh Mela 2019 and facilitate/ support Kumbh Mela Pradhikaran in execution of this plan. In addition, details of specific projects related to making of Disaster management/ Crowd Management Plan undertaken in the past may be included.	In the Scale of 1 to 20.	20	Maximum of 20 points will be allotted

7. Rights to the content of the proposal

For all the bids received before the last date and time of bid submission the proposals and accompanying documentation of the Pre-qualification proposal will become the property of the UP SDMA and will not be returned after opening of the pre-qualification proposals. The UP SDMA shall not be bound by any language in the proposal indicating the confidentiality of the proposal or any other restriction on its use or disclosure.

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8. Acknowledgement of Understanding of terms

By submitting a proposal, each bidder shall be deemed to acknowledge that it has carefully read all sections of this Tender, including all forms, schedules and annexure hereto, and has fully informed itself as to all existing conditions and limitations.

9. Language of Proposals

The proposal and all correspondence and documents shall be written in English/ Hindi.

10. The Tenders will be evaluated by a Technical Committee to shortlist eligible and qualified Firm/Agency/Company/ Organisation as per technical bid. All the shortlisted Consultancy Firm will be invited for technical presentation on such date and time as intimated to them by UPSDMA. The shortlisted Technical & Financial bids are to be analyzed and evaluated by the Committee constituted by the Chief Executive Officer, UPSDMA. If needed, the Evaluation Committee may negotiate with the shortlisted organizations to determine a reasonable budget for the study. Additional CEO reserves the right to award the work to one or more organizations as it may feel necessary in the interest of timely completion of the work.

11. The technical and financial proposal must be submitted in two separate sealed covers indicating clearly on top as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL". Financial proposal to indicate a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL". The covers containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer cover shall bear the title of the assignment **"for preparation of Kumbh Disaster Management Plan/ Crowd Management**

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Plan of the Kumbh Mela 2019 and facilitate/ support Kumbh Mela Pradhikaran in execution of this plan."

11.1 Evaluations will be based on documentary evidence submitted by the applicant with respect to evaluation / selection criteria.

11.2 The technically qualified consultancy firm will be ranked based upon their marks obtained.

11.3 The financial proposals of consultancy firm getting, above 60% marks in technical bid, will be opened and the final selection will be made based upon the lowest cost quoted.

12. Tender processing fees:

A non-refundable processing fee for Rs.5000/- (Rupees Five Thousand only) in the form of a Demand Draft drawn in favour of "Additional CEO,UPSDMA" and payable at Lucknow , Uttar Pradesh has to be submitted along with the proposal. Bids received without or with inadequate processing fee shall be liable to get rejected.

13. Proposal Submission:

The Tender is invited from eligible Firm/Agency/Company/ Organisation with technical and financial bid sealed separately as follows.

13.1 Technical bid:- Technical bid shall contain all the details mentioned in the table given in para 6.4.

13.2 Financial bid:- Financial bid shall contain the budget proposal.

Financial proposal (In Indian Rupees) should be in the form of a lump sum amount inclusive of all taxes for the entire Scope of Services. The lump sum quote should be inclusive of all expenses which the consultancy firm may

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incur while executing the assignment including Travel, Boarding & Lodging as required.

13.3 Proposals should be addressed to: Additional CEO, Uttar Pradesh State Disaster Management Authority, B-2 Block, PICUP Bhawan, Gomtri Nagar, Lucknow-226010.

13.4 The bidder should mention his/her complete postal address and telephone number, fax number, e-mail address etc. on the bottom left hand side of the envelope. The agency may submit any other details that he may like to furnish.

13.5 Bids received after the due date and time shall not be entertained. Both the bids completed in all respects (Technical & Financial) should reach in the above address through registered post or speed post on or before 4.00 P.M. dated 27.08.2018. The technical bid will be opened on 5 PM on 27.08.2018. The bidders shall be present at the time of opening. The date of opening of the financial bids shall be intimated to those firms who qualify the technical bid.

13.6 Additional CEO, **Uttar Pradesh State Disaster Management , Lucknow** shall not be liable for any delay in receipt of the Bid by the agencies and no extension of time to the date of bid opening shall be given for this reason.

13.7 The Agency/Bidder failing to submit all the specified documents shall be summarily rejected.

14. GENERAL CONDITIONS:

14.1 No advance payment in any mode will be allowed in favour of the agency for any work during the contract period.

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14.2 Payment of the contract amount for work will be payable to the Firm/Company/ Agency/ Organisation only after submission of the final reports as enumerated [above and acceptance of the same by the Additional CEO, UP SDMA .

15. NOTICE AND COMMUNICATION:

15.1 The Firm/Company/ Agency/ Organisation is required to state its correct full address in the document. All notices, communications to the Firm/Company/ Agency/ Organisation by the Additional CEO, UPSDMA shall be deemed to have been sent or served if delivered or left at or posted to the agency and shall be deemed to have been so performed on the day on which they were so delivered or left.

15.2 All notice and communications addressed by Additional CEO, UP SDMA to the Agency, or by the Agency to Additional CEO, UPSDMA concerning the work to be executed under the contract shall be in writing.

16. The Additional CEO, UP SDMA reserves the right to reject any or all the bids received without assigning any reason thereof and the agency shall not be entitled to get any costs, charges or expenses incidental to or connected with preparation and submission of the bid documents.

(Sanjay Kumar)
Additional CEO
Uttar Pradesh State Disaster
Management Authority

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