



**OFFICE OF THE ROURKELA MUNICIPAL  
CORPORATION**  
**UDITNAGAR, ROURKELA, ODISHA-769012**  
**E-mail ID: rourkelamunicipality@gmail.com**

No. 1651

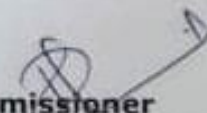
Date. 10/02/21

**Expression of Interest for Door to Door Slum Household Survey  
under PMAY (Urban)**

Rourkela Municipal Corporation invites Expression of Interest (EOI) in prescribed formats (Annexure-A & B) in sealed cover from the intending reputed Non-Government Organizations (NGO) / Community Based Organizations (CBO) / Registered Agency, having credibility and experience in the field of Social Mobilization / Rights Based Activity/ Socio-Economic Household Survey and Spatial Survey for the project to be taken-up in Selected Slums of **Rourkela Steel Township area**, who may carry out the door to door slum House Hold Survey under PMAY (Urban).

01	Available of EOI documents in website	From <u>12.02.2021</u> to <u>23.02.2021</u>
02	Last date and time of submission of EOI	<u>23.02.2021 by 1.00pm</u>
02	Date and time of Opening of EOI	<u>23.02.2021 at 4.0PM</u>
03	For downloading the EOI documents and the set of other terms & conditions of assignment, please visit the Rourkela Municipal Corporation website.	www.rmc.nic.in

The authority reserves right to reject any or all the EOIs without assigning any reason thereof. Any change/correction/corrigendum in respect the above shall be placed in RMC website. All bidders are requested to go through the website before submission of proposal.

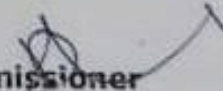
  
Commissioner

Rourkela Municipal Corporation

Date: 10/02/21

Memo No: 1652

Copy to Notice Board/ MIS, RMC to upload the EOI document in Rourkela Municipal Corporation website.

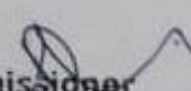
  
Commissioner

Rourkela Municipal Corporation

Memo No: 1653

Date: 10/02/21

Copy to Director, I&PR Dept., Govt. of Odisha, Bhubaneswar for information and requested to publish the copy of above mentioned notice in two numbers of highly circulated Odia daily newspapers on 12.02.2021. The font size should be 8 Points and rate should be as per I&PR.

  
Commissioner

Rourkela Municipal Corporation



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**EOI Schedule**

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**Bid Document Fees**

The EOI document can be downloaded from RMC website i.e www.rmc.nic.in. However, the bidders are required to submit the paper cost @Rs.5000/- (Rupees Five Thousand only) in shape of account payee demand draft from any nationalized/scheduled bank in favour of Commissioner, Rourkela Municipal Corporation, Rourkela payable at Rourkela.

**Scope of Work**

- Conducting house to house survey and collection of data in the prescribed form.
- Entry of Household data in excel sheet.
- Collection of required documents from each household.
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**Pre-Qualification Criteria**

All EOIs will primarily be evaluated on the basis of pre-qualification criteria. The Selection Committee will carry out a detail evaluation of the proposals, only those who have submitted documents as detailed below:

<b>Sl. No</b>	<b>Requirement</b>	<b>Specifics</b>	<b>Documents to be submitted along with the Technical Bid</b>
1	Legal Entity	<ul style="list-style-type: none"><li>• The NGO/CBO/Registered Firm must be registered under S.R. Act-1860 / Indian Trust Act, 1920, Indian Companies Act, 1956 &amp; be inexistence for more than 05 years.</li><li>• The NGO/CBO/Registered Firm must be registered with GST, PAN and have up-to-date IT Returns for last 03 years.</li></ul>	<ul style="list-style-type: none"><li>• Certificate of Registration of Entity</li><li>• GST Registration Certificate</li><li>• PAN/TAN</li><li>• I.T Returns for last 03 years</li></ul>

2	Technical Capability	<ul style="list-style-type: none"> <li>The NGO/CBO/Registered Firm must have successfully undertaken at least one project in Government Sector and primarily related to Socio-Economic Household survey.</li> </ul>	<ul style="list-style-type: none"> <li>Award of Contract / Work Order issued by the Office/ Agency / Client</li> <li>Work Completion Certificate issued by the Office /Agency/ Client</li> </ul>
3	Average Annual Turn Over	<ul style="list-style-type: none"> <li>Annual Turn Over during last three Financial Year (as per the last published Balance Sheet) should be minimum of Rs.15.00 Lakh.</li> </ul>	<ul style="list-style-type: none"> <li>Copy of the Audited Balance Sheet for last three financial years</li> </ul>
4	Local presence of NGO/ CBO	<ul style="list-style-type: none"> <li>The NGO/CBO/Registered Firms local presence is desirable, but not essential.</li> </ul>	<ul style="list-style-type: none"> <li>Self certified letter on existence of local office along with supporting evidence.</li> </ul>

### **Submission of Expression of Interests**

The NGO/CBO/Registered Firm shall submit their EOI as per the format enclosed herewith in the following manner:

- Technical Bid (Annexure-A)- in first envelop
- Financial Bid (Annexure-B)- in second envelop

Response to Technical Bid and Financial Bid should be covered in separate sealed envelopes super scribing **"TECHNICAL PROPOSAL FOR DOOR-TO-DOOR SLUM HOUSEHOLD SURVEY IN SELECTED SLUMS IN RSP AREA"** and **"FINANCIAL PROPOSAL FOR DOOR-TO-DOOR SLUM HOUSEHOLD SURVEY IN SELECTED SLUMS IN RSP AREA "** respectively. The two envelopes containing copies of Technical Bid and Financial Bid shall be put in another single sealed envelope clearly marked **"EOI for Selection and Engagement of NGO/CBO/Registered Firm for House to House Survey in Selected Slums of RSP Area"**.

EOI on its complete form in all respects as specified must be submitted on or before **23.02.2021** at **1.00 PM** addressed to the Commissioner, Rourkela Municipal Corporation, Uditnagar, Rourkela-769012 through speed post/ registered post/ courier or by hand. The EOI will be opened in the same day at 4.00 PM in presence of the bidder, who wish to attend.

### **Criteria for Evaluation**

EOIs will be assessed in accordance with quality and cost-based selection system. All EOIs will primarily be evaluated on the basis of eligibility criteria. The selection committee will carry out a detailed evaluation of the Technical Bid, those who qualifies all eligibility criteria by taking into the account of overall completeness and compliance with the requirement. Qualifying in the technical evaluation will only be considered for further financial bid evaluation.

### **Evaluation of tender**

Initial bid scrutiny will be held and incomplete tender papers will be treated as non-responsive and liable to be rejected.

### **Financial Evaluation**

The bidders who are found qualified in the Technical bid criteria will be considered for further evaluation of their bids and to be invited for opening of financial bid.

### **Final Evaluation**

The bidders will be finally evaluated by taking financial bid.

### **Award of Work**

The contract will be awarded to the successful bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive as per the above criteria. RMC reserves the right to award the work to more than one agency to complete the survey within limited time period.

### **Performance Bank Guaranty**

The selected agency has to submit security deposit worth 10% of the value of the work assignment in shape of account payee demand draft from any nationalized/scheduled bank in favour of Commissioner, Rourkela Municipal Corporation, Rourkela payable at Rourkela. The said security amount will be returned to the agency without interest after one month of successful completion of work.

### **Time period for completion of survey**

The survey should be completed by the CBO/NGO within One calendar month. Weekly review will be done by RMC authority on progress. **The agency should have capability/resource of adequate skilled man power to complete household survey and data collection work within specify period of time i.e., one calendar month.**

### **Payment Terms**

50% Payments will be released by the Rourkela Municipal Corporation to the CBO/NGO/Registered Agency on submission of survey form along with excel sheet of all the household in the mentioned slums and rest 50% will be paid after validation of the data as well as final approval by the committee.

### **Arbitration**

The Selection Committee reserves all rights to reject or accept any or all application(s) without assigning any reason thereof. However, all disputes, differences, claims and demands arising under the assignment shall be referred to Commissioner, Rourkela Municipal Corporation for final decision and the same shall be binding on all the parties.

### **Documents to Collect from the Household and attached with this form**

- Ration Card
- Aadhaar Card of all members of the family
- Passport photo of head of the household

**List of Slums**

<b>LIST OF SLUMS AREA OF ROURKELA STEEL PLANT.</b>			
<b>SL NO.</b>	<b>ROURKELA TOWN UNIT NO</b>	<b>NAME OF BASTI</b>	<b>POPULATION</b>
1	<b>44(Mahatab Road, Deogaon)</b>	Ruptola Basti	306
		Sasi pada	313
		Sital pada	640
		Tarkera Basti Area	399
		Krustapali Basti	433
		Gadabasti	360
		Tata Jhupadi Basti	405
		Gudiatoli Basti	605
2	<b>47(Jharabahal)</b>	Loaknath market area basti	377
		RH colony Basti	261
		Lengda Basa Basti	634
		Kaintha Basa	353
		Modern India Basti	658
		Construction Colony Basti	693
		Auto Colony Basti	492
		Bandha basa Basti	287
		Tarapur gate colony Basti	267
		Lal tanki Basti	353
		Laxmi Market Basti	563
		Tarapur Basti	551
		Anand Bazar Basti	315
		Narayani Market Basti	627
		Jharabahal Basti	409
		Hatingtola Basti	452
3	<b>49(Uharmunda)</b>	Bijubandh	502
		Rengali Basti	363
		Girjatoli	124
		Kate Basti	281
		Bagan Basti	239
		ChirugarhBati_	351
		Burudih Basti	227
		Tungri Basti	638
		Tiwari Basti	429
		Tala Basti	402
		Munda Basti	483
		Sagajodi Basti	409
		Ghasipara	648
		Giri Basti	383
		Tangarpali Basti	391
		Nayak Basti	529
4	<b>49(Jharmunda)</b>	Matiadara Basti	507
		Tangaritola Basti	512
		Britannia Basti	701
		SibKaran Basti	549
		Labour Colony Basti	917

5	<b>50(Barkani)</b>	Barkani Basti	460
		Bahagarh Basti-A	303
		Diesel chowk Khatal Basti	380
		Trangati Basti	430
		Fulbari Basti	463
		Champagarda Basti	359
		Bahagarh Basti	303
		Diesel Colony Basti	405
		<b>Total Household</b>	<b>23441</b>
<b>No. of Household 6000 (Approx.)</b>			

**TECHNICAL BID**

1. Name of the NGO/CBO/ Registered Agency :

2. Registered Office Address:

3. Branch Office address in Sundargarh/ Rourkela(If any):

4. Nodal officers of the NGO/CBO (Address for correspondence)  
Name of the officer: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Address: \_\_\_\_\_

5. Registration No : \_\_\_\_\_ Year \_\_\_\_\_

6. Organization Registration Under (Put Mark in the box provided)

(i) Society Registration Act-1860	<input type="checkbox"/>
(ii) Indian Trust Act-1920	<input type="checkbox"/>
(iii) others (mention the Act):	<input type="text"/>

7. GST Regd. Number: \_\_\_\_\_

8. PAN Number: \_\_\_\_\_

9. Annual turn Over of the last three year.

**Amount in Lakhs**

<b>Financial Year</b>	<b>Amount in Lakhs</b>
<b>2017-18</b>	
<b>2018-19</b>	
<b>2019-20</b>	

10. Number of years of proven experience of providing similar services: .....years (With Certificate).

**DECLARATION**

I do hereby declare that all the information provided above are true and genuine to the best of my knowledge and belief.

**Date:**

**Place:**

**Authorized Signatory & Seal**

**FINANCIAL BID**

Name of the NGO/CBO: \_\_\_\_\_

**Financial Bid Format**

S.N.	Particulars	Rate quoted in Rs.
1	Survey Per Slum Dweller House Hold	
2	Printing of required form for Household Survey (Lump sum price Should be quoted for 6000 forms)	
3	Data entry of Household data in Excel sheet (Price should be quoted per one Household)	

**Note:**

1. The rate shall be quoted including GST & all other applicable taxes.
2. No other statutory dues like TA, DA shall be paid/quoted by the NGO/CBO.

**Declaration**

I do hereby declare that the BID price is for the entire scope of work as specified by Rourkela Municipal Corporation, Rourkela.

**Date:**

**Place:**

**Signature of Authorized Signatory & seal**