

STATE URBAN DEVELOPMENT AUTHORITY, HARYANA
(Department of Urban Local Bodies, Haryana)
Bays No. 11-14, SECTOR-4, Panchkula

No. SUDA/CLC-NULM/2017-18/8679

Dated:12.01.2018

Corrigendum

The SUDA, Haryana floated Expression of Interest (EoI) vide RFP No. EOI No. SUDA/CLC-NULM/2017-18/02 empanelment of Agencies for establishing City Livelihood Centre (CLC) in Public Private Partnership (PPP) mode under National Urban Livelihood Mission (NULM) in different Towns/ULBs. A preliminary meeting was held with prospective bidders/ agencies on 02.01.2018. Keeping in view the suggestions/ queries submitted by the prospective bidders, the following amendments have been made in the EoI document:

Sr. No.	Description	As per EoI	Revised																
1.	Eligibility criterion:	a) The Agency/Firm/NGO/ Company should be formed/ constituted and registered under appropriate Act and have completed 3 years as on 31-03-2017 after its registration.	a) The Agency/Firm/NGO/ Company should be formed/ constituted and registered under appropriate Act and have completed 3 years as on 31-12-2017 after its registration.																
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Sd/-
Mission Director,
State Urban Dev. Authority,
Haryana, Panchkula

RFP No: SUDAH/CLC/2017-18/02-Replies to the queries/suggestions raised by various prospective bidders during Preliminary Meeting held on 02.01.2018 in reference to Expression of Interest (EoI) for the Empanelment of Agencies for establishing City Livelihood Centre (CLC) in Public Private Partnership (PPP) mode under National Urban Livelihood Mission (NULM)

At the outset of the pre-bid meet, it was brought to the kind notice of all the participants that the bid document uploaded under "Latest News Heading" of ULB Department (ulbharyana.gov.in) was having minor discrepancies. Hence, it was requested to kindly refer the final document uploaded on e-procurement on portal <https://www.ulb.haryanaeprocurement.gov.in> and the same will also be made available under "Latest News Heading" of ULB Department (ulbharyana.gov.in)

Sl. No.	Tender Clause & Page Reference	Clarification Required / Suggested Revision	Reply
Firm No. 1: Focal Skill Development Pvt. Ltd.			
1.1	Page 1(Eligibility criterion: The firm/agency/company should have been existent for 3 years as on 31.03.2017	The firm/agency/company should have been existent for 3 years as on date of submission of EoI. The EoI eligibility criterion refers to an old financial year. Date of 31.03.2017. Eligibility should be for latest financial year or at the date of application submission i.e. 17.01.2018.	While, Agency/Firm/Company/NGO should be formed/ constituted and registered under appropriate Act and have completed 3 years as on 31-03-2017 after its registration. However, it may slightly be relaxed to 31.12.2017 (instead of 31.03.2017).
1.2	Page 1, Cost of EoI document: Rs 5000/-	Please mention the details in whose favour the Demand Draft of EoI document fees should be made and attach with response.	The demand draft of Rs. 5000/- should be drawn in favour of Mission Director, State Urban Development Authority, Haryana.
1.3	Evaluation Criterion- Investment proposal with max marks 30	The three criterions mentioned in the proposal has 5, 2.5 and 1 written against it, while max marks is 30. Please clarify how 30 marks are divided since it is expected that the bidder has to submit the self-assessment of evaluation criterion. Please clarify the scoring pattern.	The Agency/Firm/NGO is required to prepare investment Plan for multiple ULBs to score max.marks keeping in view the marks for each parameter.
1.4	Evaluation Criterion- Agency Infrastructure with max marks 30	The three criterion mentioned in the proposal has different marks written against owned and rented options, while max marks is 30. Please clarify how 30 marks are divided, since it is expected that the bidder has to submit the self-assessment of evaluation criterion. Please clarify the scoring pattern.	The Agency/Firm/NGO is required to prepare/ present its infrastructure Plan for multiple ULBs to score max. marks keeping in view the marks for each parameter.
1.5	Evaluation Criterion- Agency Infrastructure with max 30 Proof of owned/rent agreement to be attached along with response for CLC	The EoI expect proof of owned/rent agreement to be attached along with response for CLC Please note that CLC is an innovative concept and dedicated space will be required (approx. 1000 sq ft.) for establishing of CLC. We submit that such space/ premises will be taken by us based on selection/ finalization of proposal during EoI stage. We request you to kindly remove the condition of attaching rent agreement at this stage and should allow undertaking to be submitted from bidder side for engaging such premises on rent/ owned proposal.	The score pattern for owned and rented premises is defined separately. Hence, no change is required.

Sl. No.	Tender Clause & Page Reference	Clarification Required / Suggested Revision	Reply
1.6	Evaluation Criterion-Agency Infrastructure with max marks 30 Difference of marks for owned/ rented infrastructure	We request that there is huge difference of marks in the evaluation criterion of owned and rented infrastructure. However it may be noted that the physical premises to be used for CLC set up has no material difference irrespective of type of ownership and has no role in success of CLC model. We request you to kindly reduce the marks difference or do away with this criterion for a more significant evaluation parameters.	The score pattern for owned and rented premises is defined separately. Hence, no change is required.
1.7	Evaluation Criterion-Existing Manpower-Max marks 20	The two resource criterion mentioned in the proposal has 2 and 2 written against it., while max marks is 20. Please clarify how 20 marks are divided. Since it is expected that the bidder has to submit the self-assessment of evaluation criterion. Please clarify the scoring pattern.	The 2 marks for each experts is assigned and score max. score, the Agency/ Firm/ NGO is required to submit manpower for multiple proposals.
1.8	Evaluation Criterion-Existing Manpower	The MIS resource person is expected to maintain MIS and should have knowledge of excel. Only MCA/BCA qualification is mentioned, Please allow post graduate/graduate/diploma with knowledge if computers for MIS profile.	MIS persons is required to maintain online record. Hence, no change is required.
1.9	List of preferred locations	Is there any priority list of locations of department or the bidder is free to choose any town with population of more than 1 lakh of his choice.	The Firm/Agency/NGO may choose town(s) as per its convenience.
1.10	Number of CLCs	Is there some minimum number of CLCs a bidder is expected to set up or bidder is free to propose any number of CLCs based on its own plan.	There is no minimum or maximum number.
Firm No. 2: LCG Edu Skills Pvt. Ltd.			
2.1	List of ULBs	List of name of ULBs should be there.	22 District HQ towns and Bahadurgarh (Being one lakh plus population)
2.2	Eligibility Criteria	Eligibility of new start up agency in current year should be there.	As defined at point no.1.
2.3	Marks in point 5 i.e. Specific Information	Should be 30 instead of 10 because this is business model and without good business model and sustainability it is not possible to run CLC for long time.	As per EoI. No change required.
2.4	Mark in point 4 i.e. Expert Information	Expert information should be interview basis or knowledge basis of resume how your office can assure the successful implementation of scheme so power point presentation should be there.	As per EoI. No Change required.
2.5	Criteria	Criteria should be fixed for empanelled agency to establish CLC in respective towns.	The concerned ULB will select the proposal(s) of Agency based on merits.

Sl. No.	Tender Clause & Page Reference	Clarification Required / Suggested Revision	Reply								
Firm No.3: Sahyog Handicrafts Society											
3.1	Financial Assistance	We have our own space for (CLC) and we want financial assistance for infrastructure and amendments in your grading format serial no.2 We want 2.5 marks against our own space.Seeks space and financial assistance from ULB/ State 1.0 marks	In view of the valid suggestion, the evaluation criteria has slightly been amended as under: <table border="1"> <thead> <tr> <th colspan="2">Investment proposal:</th> </tr> </thead> <tbody> <tr> <td>100% Agency's Investment (without any kind of assistance from ULB/State) for each CLC</td> <td>5.0</td> </tr> <tr> <td>100% Agency's Investment (without any financial assistance from ULB/State, but seeks space from ULBs) for each CLC Or 100% Agency's Investment (without any space from ULB/State, but seeks financial assistance for Infrastructure (i.e. Computer, internet, table chair, furniture etc. from ULBs) for each CLC</td> <td>2.5</td> </tr> <tr> <td>Seeks Space and financial assistance from ULB/State</td> <td>1.0</td> </tr> </tbody> </table>	Investment proposal:		100% Agency's Investment (without any kind of assistance from ULB/State) for each CLC	5.0	100% Agency's Investment (without any financial assistance from ULB/State, but seeks space from ULBs) for each CLC Or 100% Agency's Investment (without any space from ULB/State, but seeks financial assistance for Infrastructure (i.e. Computer, internet, table chair, furniture etc. from ULBs) for each CLC	2.5	Seeks Space and financial assistance from ULB/State	1.0
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Firm No. 4: The Asoka Handloom & Handicrafts Society											
4.1	Financial Assistance	We have our own space to run the project but want financial assistance from Haryana Government	As explained at point 3.1								

STATE URBAN DEVELOPMENT AUTHORITY, HARYANA
(Department of Urban Local Bodies, Haryana)
BAYS. No. 11-14, SECTOR-4, PANCHKULA.

EOI No. SUDA/CLC-NULM/2017-18/02

Dated: 27.12.2017

Expression of Interest

For

Empanelment of Agencies for establishing City Livelihood Centre (CLC) in Public Private Partnership (PPP) mode under National Urban Livelihood Mission (NULM)

TIME LINES:

Activity	Scheduled Date
Cost of EOI document	Rs. 5000/-
Publication of EOI	28.12.2017
Preliminary Meeting on EoI with prospective applicants	02.01.2018 (11.00 AM)
Due date for EOI document submission	17.01.2018 (4.00 PM)
Opening of EoI	18.01.2018 (2.30 PM)

STATE URBAN DEVELOPMENT AUTHORITY, HARYANA

Bays No.11-14, Sector 4, Panchkula,

DISCLAIMER

1. Though adequate care has been taken in the preparation of this Expression of Interest Document (EOI document), the Applicant should satisfy themselves that the Document is complete in all respects.
2. Neither SUDA, Haryana nor their employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this EOI document. Each prospective Applicant should conduct their own investigations and analysis and check the accuracy, reliability and completeness of the information in this EOI document and obtain independent advice from appropriate source before submission of this EOI document.
3. Neither SUDA, HARYANA nor their employees will have any liability to any prospective Applicant or any other person under the law of contract, for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this EOI document.

SUDA, HARYANA reserves the right, without any obligation or liability, to accept or reject any or all of the EOIs, at any stage of the process, to cancel or modify the process, or any part thereof, or to vary any of the terms and conditions, at any time, without assigning any reason whatsoever.

4. SUDA, HARYANA reserves the right to modify or amend or add to any or all of the provisions of this EOI document or cancel the present Invitation and call for fresh Invitations.
5. Neither SUDA, HARYANA nor their employees will have any liability in case of non-receipt of any correspondence from them to the Applicants due to the postal delays.
6. The applicable laws for the purpose are the laws of India. Courts of Haryana will have jurisdiction concerning or arising out of this EOI document.
7. The applicant are expected to know the relevant rules and regulations of the respective local authorities / Government of Haryana / Government of India.

Sub: Empanelment of Agencies for establishment of City Livelihood Centres (CLCs) in Public Private Partnership (PPP) mode in 23 ULBs (District HQ towns and one lakh plus population towns) of Haryana

Introduction

The State Urban Development Authority (SUDA), Haryana was constituted by Haryana Government in 1991 for the purpose of identification of urban poor families and implements various urban poverty eradication programmes launched by Govt. of India and Haryana Government from time to time. Presently, the SUDA, Haryana is State Level Nodal Agency (SLNA) for implementation/monitoring the schemes of Integrated Housing & Slum Development Programme (IHSDP), Rajiv Awas Yojana (RAY), Housing For All (HFA) Mission (Urban)-Pardhan Mantri Awas Yojana (PMAY), National Urban Livelihood Mission (NULM) and identification of families living Below Poverty Line (BPL) in urban areas. The SUDA, Haryana gives suitable policy directions and facilitates convergence at the State level. It receives/ draws scheme money from GOI and State Govt. in accordance with the policies/guidelines of various Urban Poverty Alleviation Programme/schemes launched by Govt. of India/State Govt. and further allocates them to ULBs for further implementation of these programmes. In turn, ULBs send various monthly/quarterly progresses & Utilization Certificates to SUDA, Haryana, which are further, consolidated and forwarded to various quarters/Departments and to GOI as well.

National Urban Livelihood Mission (NULM):

The Govt. of India announced the poverty alleviation scheme namely National Urban Livelihood Mission (NULM), which replaced the old scheme of SJSRY. The identification of urban poor based on SECC-2011, is in process with Govt. of India, as such till then the existing urban BPL lists would be used to cover the target group. The NULM will be funded by Govt. of India and State Govt. in the ratio of 60:40.

In Haryana, there are 80 Urban Local Bodies (10 Municipal Corporation, 19 Municipal Councils and 51 Municipal Committees). As per last survey, there are around 4.24 lakh urban BPL families in Haryana. The NULM has to play vital role in improving the living standard of urban BPL families by skilling or enhancing their skills resulting in better opportunity for salaried jobs or establishing their self employment venture.

The aim of this EOI is to Agencies for establishment of City Livelihood Centres (CLCs) in 23 ULBs (District HQ towns and one lakh plus population towns) of Haryana to set up as a permanent service providing centre offering a gamut of fee based services to all residents of the area by engaging local urban poor for the ostensible reason of generating sustainable livelihoods. Based on a set of institutional capacities and their resources, Agencies/NGOs engaged in similar activities are invited to express their interest to set up as a service providing centre in 23 ULBs (District HQ towns and one lakh plus population towns) of Haryana for details in Annexure-1.

Objective City Livelihood Centre (CLC):

The CLC as one of the key sub-components of NULM will have the following objectives.

1. To find a viable market for different marketable goods and services produced by the urban poor;
2. To provide business information and business support services to the urban poor as and when needed by them;
3. To act as information dissemination centre in respect of skill training, bank credit, social security benefits etc. available to the urban poor under different government & other programmes;

4. To provide space & other facilities necessary to the institute/organizations willing to conduct skill training programmes / seminars /meetings sensitization programmes at the ULB;
5. To extend all types of assistance to the urban poor required to access bank loans such as preparation of project proposals, registration of business units, ostentation of trade license, other accounting and legal support wherever necessary;
6. To liaise with local banks & work in tandem with them for achieving the objective of financial inclusion;
7. To assist banks in recovery of loans wherever warranted.

Eligibility Criteria

- a) The Agency/Firm/Company/NGO should be formed/ constituted and registered under appropriate Act and have completed 3 years as on 31-03-2017 after its registration.
- b) The Agency should have proper Firm/ Company/ Institution/ NGO Regn. No., PAN, Service (GST) Tax No. etc. under appropriate Act/Law.
- c) Proposal in consortium shall also be allowed with the following provisions:
 - i. The member of consortium shall not be more than three.
 - ii. The proposal/technical bid should contain the complete details of the members of formed consortium and brief details/description of the roles and responsibilities (w.r.t. financial and technical obligations) of each member should clearly be specified.
 - iii. The members of the consortium shall nominate one member as the Lead Member, who should have an equity shareholding at-least 60% of the paid up equity capital of Special Purpose Vehicle (SPV) until the expiry period of contract agreement.
 - iv. The lead member of the consortium should be authorized to sign all the papers/ agreement.
 - v. The nomination as lead member by the consortium members shall be supported by power of attorney duly signed by all the members.
- d) Average annual turnover of Rs. 10 lakh in last 3 years. This claim should be supported by self-attested annual audited financial statements.
- e) At least one year of experience in providing service in the field of urban poverty eradication/ social sector.
- f) A dedicated team of at-least two permanent staff (CLC Manager and MIS person) at each proposed CLC for social/ urban poverty eradication activities.

TIME LINES:

The indicative timetable for development of this project is as follows:	
Activity	Scheduled Date
Cost of EOI document	Rs. 5000/-
Publication of EOI	28.12.2017
Preliminary Meeting on EoI with prospective applicants	02.01.2018 (11.00 AM)
Due date for EOI document submission	17.01.2018 (4.00 PM)
Opening of EoI	18.01.2018 (2.30 PM)

Evaluation Criteria

The expression of interest (EoI) will be evaluated based on a pre set evaluation criteria outlined below. The Agencies scoring 60 percent or more marks would be considered as qualified and eligible and may be invited for discussions and presentation, if required. The marks distribution is as below.

Sr. No	Head	Marks – Criteria								
1	Average annual turnover for last three years <ul style="list-style-type: none"> • Rs. 30 lakh and above – 10 Marks • Rs. 20 lakh and above but less than Rs. 30 lakh- 08 Marks • Rs. 10 lakh and above but less than Rs. 20 lakh- 06 Marks 	10								
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3	Agency's Infrastructure: (Space-(Min.1000 Sqft. covered area with proper basic amenities like toilet, electricity, telephone, internet, proper access/connectivity, etc.) Note: The Agency has to append sufficient proof of ownership or rent deed and availability of basic amenities.	<table border="1"> <thead> <tr> <th>Owned</th> <th>Rented</th> </tr> </thead> <tbody> <tr> <td>6 Marks</td> <td>3 Mark</td> </tr> <tr> <td>4 Marks</td> <td>2 Mark</td> </tr> <tr> <td>2 Marks</td> <td>1 Mark</td> </tr> </tbody> </table>	Owned	Rented	6 Marks	3 Mark	4 Marks	2 Mark	2 Marks	1 Mark
Owned	Rented									
6 Marks	3 Mark									
4 Marks	2 Mark									
2 Marks	1 Mark									
4	Existing Man power/Experts for proposed each CLC: <ul style="list-style-type: none"> • CLC Manager (Graduate with five year experience in management) -2 Marks • CLC- MIS person (MCA with one experience/BCA with 3 years' experience)-2 Marks 	20								
5	Specific information <ul style="list-style-type: none"> • Approach & methodology for setting up CLC-5 • Approach & methodology for running the CLC-5 	10								
6	TOTAL	100								

Interested Agency may submit their Application (Expression of Interest) for empanelment in the attached Formats [Annexure 2 & 3] providing full information with support documents by 17.01.2018 (4.00 PM).

Confirmation of your firm's intention to submit expression of interest and the duly completed Application should be sent to the following address.

Mission Director,
State Urban Development Authority, Haryana
BAYS No. 11-14, SECTOR-4, PANCHKULA

Annexure 1

The vision of City livelihood Centre is to become a leading agency working to ensure secure and dignified lives to communities dependent on labour. CLC seeks to provide a platform combining direct service delivery, advocacy, research and technical support in advancement of its work on issues of urban poor. CLC intends to provide a broad range of services directly benefiting the urban poor households. Typically, these services will include registration and issuance of Photo ID, skill training and placement, legal aid, collectivization, social security, financial services and family support. The centre will also seek to design new services and interventions for the urban poor. The detailed guidelines of CLC-NULM are attached at Appendix-I

CLC shall be set up as a service providing centre offering a gamut of fee based services to all residents of the area by engaging local urban poor for the ostensible reason of generating sustainable livelihoods. For financial sustainability of the CLC, the organization / Agency managing the centre shall focus on delivery of services for which there are local needs and for which the local urban poor either possess necessary skill sets or likely to develop one such in the near future. It shall be the sole prerogative of Municipal Corporation / Municipality to take final decision on the spectrum of services that shall be rendered by CLC.

Administration of CLC: The activities of CLC shall be closely monitored and supervised by two committees constituted by respective ULBs/Municipalities.

Activities of CLC: Services provided by CLC can be varied in nature depending on local needs, requirements, expectations and choice of the local residents. Broadly CLC may choose to deliver services in the following areas which are only indicative in nature.

1. Providing market linked information to prospective & existing microenterprise units or urban poor;
2. Provide assistance to new micro enterprise units of urban poor in the area of licensing & registration;
3. Marketing products produced by SHGs / SHG members / urban poor;
4. For providing support to the SHGs, an updated data base of information in respect of the following may be maintained at CLC such as, SHG Product list List of Agency list Raw Material Buyer Agency list SHG Product sample on display SHG Product on sale
5. Providing information on Skill Training and Employment;
6. Organizing Entrepreneurial Development Training Programmes for SHGs / urban poor/ Educated Unemployed Youth;
7. Organize career counseling courses for local youth;
8. Conduct random survey of needs & requirements of services in demand and maintain a dossier of such services;
9. Supply of skilled man power to city dwellers as per demand;
10. CLCs may obtain direct work orders or bid for Annual Maintenance Contracts, municipality contracts/ housing Associations service needs viz., plumbing, electricity, carpentry, dispatch of electricity bills, property bills etc. and service the contracts through the registered urban poor offering such services. However, care should be taken that CLC should take up activities relevant for urban poor only to avoid possibility of interest of urban poor pushed into background by other commercial interests;
11. CLCs may charge placement fee from industries/companies, industry associations, etc. for placing the urban poor as per their requirement (e.g. CLCs may tie up with malls or retail outlets for placing basic housekeeping staff or data-entry operators in companies, etc.);
12. The premises may be rented out as a training venue provided sufficient space and infrastructure is available with CLC;
13. CLC may explore the possibility of collaboration with UID for issuance of UID/ Aadhar card for citizens in the CLC area;
14. Provide access to various government departments, banks, insurance agencies and other organizations to communicate with the urban poor and promote programmes that are beneficial to the poor;
15. Information on market demand and market strategy- Urban Poor who run small businesses may be given support to gain a better understanding into market needs, demand of the products produced by them, prices, place of sale etc.

16. Counseling courses in the following areas may be organized by CLC on payment of fee.
- Personality development
 - Self Awareness
 - Communication
 - Interpersonal Relationships
 - Health and Hygiene
 - Goal Setting
 - Gender
 - Our Constitution
 - Migration
 - Laws and Rights
 - Saving and Social Security

Collaboration and Linkages:

CLCs are expected to collaborate with a variety of government departments to provide needed services to its members such as, property tax collection, electricity bills distribution, birth certificates etc.,

Steps for proper & effective delivery of services by CLC:

In order to popularize the services of CLC, following steps may be taken.

1. Wide publicity through banners, posters, hand bills, wall writing, local TV channel or any other mode deemed suitable so as to make the local people sufficiently aware about the concept & utility of CLC ;
2. Publicity campaigns should be undertaken on a regular basis during the initial days and later on at regular intervals, so that the residents feel motivated for using the services of CLC;
3. Sensitization programmes can also be arranged in the wards on a cluster basis with active participation of the local councilors for popularizing the concept & function of CLC;
4. Use of ` Toll-free Help Line' services both for service providers and service seekers as soon as CLC becomes operational for which necessary assistance shall be provided from the State;
5. An application form with a provision for photograph and verification of credential by the local councilor may be introduced by CLC for registering / enrolling names of the service providers in areas which may include, Carpenter, Plumber, Washer-man, Construction Laborer, Stitching/ Tailor, Wool-Knitting, Sweepers, Repair/ maintenance of different electrical appliances, Courier Services, Painters, Drivers, Tourist Guides, Motor Mechanic, Handicrafts, Beautician, Maid (Any) Domestic Help etc. (as decided by ULB), Cook, Nurse/skilled aya, Physiotherapist,
6. CLC shall maintain a proper dossier of the service providers;
7. Charges for registration shall be clearly displayed in the CLC Notice Board;
8. Similarly, CLC should display in a prominent place the fees chargeable for different services detailing therein the nature of service to be provided by service provider;
9. Fee structure should be fixed taking into account the aspects of affordability of the local residents, existing market rates, volume of market demand etc. ;
10. A feedback form from users of services should be introduced as soon as CLC starts functioning;
11. A `Call Book' register should be maintained at CLC. Important details such as date & time call made, name of the client & his / her address, nature of service/s required & name of requested service provider if any, date & time when call attended etc.
12. System of Pucca bills/ vouchers/ receipts should be introduced by CLC right from the beginning;
13. A certificate of job work done by service provider and a `certificate of satisfaction' both should be obtained by CLC & kept on records

Manpower of CLC:-

Staff consisting of 1-2 persons may be recruited to run the CLC. In case any Agency (ALF / CLF / CDS etc.) has been given responsibility of managing the CLC, the agency will need to hire the requisite staff.

- One full time manager
- One multi task helper

Process of manpower Selection:-

If CLC is run by an Agency, the required manpower will be provided by them as per eligibility conditions laid down by ULB. If any ULB runs CLC by itself it will provide manpower from its resources or engaged as per existing norms.

4 PREPARATION AND SUBMISSION OF EOI

Language

The EOI and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by the Applicant with the EOI may be in any other language provided that they are accompanied by appropriate translations of the pertinent passages in the English language. The Agency should submit their EoI in formats attached at Annexure 2 and 3 with supporting materials. The supporting material, which is not translated into English, may not be considered. For the purpose of interpretation and evaluation of the EOI, the English language translation shall prevail. It should be noted that any document in foreign language, not accompanied by an English version and duly authenticated, will be liable for rejection.

Currency

The currency for the purpose of the EOI shall be the Indian Rupee (INR).

Validity of EOI

The EOI submitted by Applicant shall be valid till the completion of bidding process.

Correspondence / Enquiries

All correspondence / enquiries should be submitted to the following in writing by post / courier:

Mission Director,
State Urban Development Authority, Haryana
Bays No- 11-14, Sector-4, Panchkula.

'Sealing and Marking of EOI

The envelope shall indicate the name, address and contact phone number of the Applicant (or the Lead Member in case of a Consortium).

The envelope shall clearly bear the following identification:

"Selection of Agency(ies) for establishing the City Livelihood Centres (NULM) in PPP Mode in Haryana

The envelope shall be addressed to:

**Mission Director,
State Urban Development Authority, Haryana
Bays No- 11-14, Sector-4, Panchkula.**

Right to accept or reject Proposal(s)

The SUDA,H reserves the rights to annul the EoI process, or to accept or reject any or all the Proposals in whole or part at any time without assigning any reasons and without incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

Termination of empanelment

The Agency's empanelment with the SUDA,H will terminate in following ways:

- a) The term of Contract expires
- b) Termination of empanelment by the SUDA,H due to non-performance or deviation from the activities defined for CLC by GoI and State Govt. or interest of urban poor pushed into background, during the execution of Project and on following grounds:
 - i. Performance below the expected level.
 - ii. Non adherence to the timelines of the Project.
 - iii. Quality of work is not satisfactory.

Termination for Insolvency, Dissolution etc.

The SUDA,H may at any time terminate the empanelment by giving written notice to the Agency, if the Agency becomes bankrupt or otherwise insolvent or in case of dissolution of firm/company or winding up of firm/company. In this event termination will be without compensation to the Agency, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the SUDA,H.

Termination for Convenience

The SUDA,H reserves the right to terminate, by prior written notice, the whole or part of the empanelment, at any time for its convenience. The notice of termination shall specify that termination is for the SUDA,H convenience, the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective.

EOI Due Date

EOI should be submitted on or before the due date: timelines at the address provided in this EOI Document. EOI submitted by either facsimile transmission or e-mail will not be acceptable. EOI should be submitted only by Hand/Messenger/Registered post/Courier only. No drop box facility is available.

Late EOI

Any EOI received by SUDA, HARYANA after the due time and date will not be considered and shall be returned unopened to the Applicant.

CHECK LIST

The EOI shall accompany the following:

- 1 Letter of Application duly signed by the Authorized person on the letterhead.
- 2 Details of Applicant along with the Incorporation and commencement of business certificate.
- 3 The details to be provided as per Annexure 2 & 3.
- 4 Self-Assessment Sheets (Eligibility as per Annexure-4 and Technical Evaluation as per Annexure-5)

ANNEXURE 2: COVER LETTER

[On the Letter Head of the Applicant (in case of Single Applicant) or Lead Member (in case of a Consortium)]

Date:

Mission Director,
State Urban Development Authority, Haryana
Bays No- 11-14, Sector-4, Panchkula.

Sub: **Empanelment of Agencies for establishment of City Livelihood Centres (CLCs) in Public Private Partnership (PPP) mode in ULBs (District HQ towns and one lakh plus population towns) of Haryana**

Sir,

Being duly authorized to represent and act on behalf of _____(hereinafter referred to as "the Applicant"), and having reviewed and fully understood the Scope of Work, the undersigned hereby express our interest to undertake the establishment of City Livelihood Centres in Haryana as mentioned in the EOI document.

We are enclosing our EOI in original with the details as per the requirements of the document for your evaluation.

The undersigned hereby also declares that the statements made and the information provided in the EOI is complete, true and correct in every detail and unconditional.

Yours faithfully,

(Signature of Authorized Signatory) (Name,
Title and Address of the Applicant)

Annexure 3

STANDARD FORMAT FOR EXPRESSION OF INTEREST

Agencies are expected to provide the detailed information requested as per the format below.

1. APPLICANT DETAILS (Please attach self attested registration certificate etc.)

Name(s) of Institution	Registered as Society/Trust/ Company/ PSU	Registration Details Number/Date

2 REGISTERED ADDRESS

Address	
City/State	
Telephone	
Fax	
e-mail	

3 CONTACT PERSON (for this application) of Applicant Institution

Name		
Designation		
Organisation		
Address		
Telephone		
Fax		
e-mail		
OTHER DETAILS		
1	PAN No. (Evidence to be attached)	
2	Goods & Service Tax No. (Evidence to be attached)	
3.	Any other information	

Proposal details:

1. Average Annual Turnover (Max. 10 Marks)

Please provide total annual turnover* for the last three years? *Please furnish audited financial statements for the past three years.*

On Agency's Letter-Head

	(FY March 2015)	(FY March 2016)	(FY March 2017)	3 Year Average
Rs. Lakhs				

Note: In case of non- profit making agencies, annual turnover is defined to include all research grants, grants-in-aid and receipts for all activities undertaken within a particular financial year.

2. Investment Proposals (Max. 30 Marks):

On Agency's Letter-Head

Sr. No.	City	No. of proposal(s) under 100% self-reliant pattern (without seeking any kind of assistance from ULBs)	No. of proposal(s) under 100% self-finance pattern (without seeking financial assistance, but space from ULBs)	No. of proposal(s) with financial assistance and space from ULBs)

Note: Please attach brief town-wise investment proposal(s) for establishing CLCs (as required under CLC-SMI&D component of NULM). The proposal should be in brief and on a separate page for each CLC. Non-attaching the investment proposal will lead to zero marks.

3. Infrastructure Details (Max. 30 marks)

Please provide the infrastructure facilities (min. covered area 1000 Sq.ft):

On Agency's Letter-Head

City	Own premises	Rented premises	Proposed in ULB's premises

Note: Please append the supporting documents (such as document of ownership or rent/lease deed of building). Non-attaching the supporting document(s) will lead to zero marks.

4. Manpower/ Expert (Max. 20 marks)

On Agency’s Letter-Head

Expert Team and Summary of CV Information of each proposed CLC

Family Name, First Name	Position Assigned	Task Assigned	Employment Status with Firm (full-time, or other)	Education/ Degree (Year / Institution)	No. of years of relevant project experience
	CLC Manager				
	MIS Person				

On Plain paper

Curriculum Vitae (CV) for Proposed Experts

1. Proposed Position..... [only one candidate shall be nominated for each position] (Please fill separate formats for all the proposed experts)
2. NAME :
3. DATE OF BIRTH :
4. NATIONALITY :
5. EDUCATION : [year] [name of institution and degree]
6. MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS :
7. EXPERIENCE
8. EMPLOYMENT RECORD
9. [Year starting with present position][employer]
10. [Descriptive paragraph of 4-5 sentences on each assignment, position held, Responsibilities undertaken and achievements attained.]
11. Certification:
12. I, the undersigned, certify to the best of my knowledge and belief that:
13. (i) This CV correctly describes my qualifications and experience;
14. (ii) In the absence of medical incapacity I will undertake this assignment for the duration and in terms of the inputs specified for me in the Technical Bid provided team mobilization takes place within the validity of this Bid or any agreed extension thereof. I understand that any willful misstatement herein may lead to my disqualification or dismissal, if engaged.
15. [Signature of expert or authorized representative]
16. _____[Name of Expert/Authorized signatory].

5. SPECIFIC INFORMATION (Max. 10 marks)

On Agency’s Letter-Head

Please provide responses for each parameter (not more than 1000 words each)	
4.1	Approach and methodology for setting up CLC by the Agency]
4.2	Approach and methodology for Running & Maintenance of CLC by the Agency

[To be given on letter head of the firm]

SELF ASSESSMENT SHEET- ELIGIBILITY CRITERIA:

Cl. No.	Description	Fulfilled (Yes=Y, No =N)	Supporting Document available at Technical BID page no(s).
1	The Agency/Firm/Company/NGO should be formed/constituted and registered under appropriate Act and have completed 3 years as on 31-03-2017 after its registration.		PAGE No. ---- to -----
2.	Proposal in consortium shall also be allowed with the following provisions:		
	i. The member of consortium shall not be more than three.		
	ii. The proposal/technical bid should contain the complete details of the members of formed consortium and brief details/description of the roles and responsibilities (w.r.t. financial and technical obligations) of each member should clearly be specified.		
	iii. The members of the consortium shall nominate one member as the Lead Member, who should have an equity shareholding at-least 60% of the paid up equity capital of Special Purpose Vehicle (SPV) until the expiry period of contract agreement.		
	iv. The lead member of the consortium should be authorized to sign all the papers/ agreement.		
	v. The nomination as lead member by the consortium members shall be supported by power of attorney duly signed by all the members.		
3.	The Agency should have:		
	i. Proper Firm/Company/Institution/NGO Regn. No., PAN, TAN, Goods & Service Tax No. etc. under appropriate Act/Law		PAGE No. ---- to -----
	ii. Average annual turnover of at least Rs. 10.00 lakh in last 3 financials years (FY 2014-15, 2015-16, 2016-17). This claim should be supported by self-attested annual audited financial statements.		PAGE No. ---- to -----
	iii. At least one year of experience in providing service in the field of urban poverty eradication/ social sector.		
	iv. A dedicated team of at-least two permanent staff (CLC Manager and MIS person) at each proposed CLC for social/ urban poverty eradication activities.		

Signature
(Authorized Signatory)

[To be given on letter head of the firm]

SELF ASSESSMENT SHEET-TECHNICAL EVALUATION CRITERIA

Sr. No	Head	Marks – Criteria	Self-Assessed score	Supporting document at page No.
1	Average annual turnover for last three years <ul style="list-style-type: none"> Rs. 30 lakh and above – 10 Marks Rs. 20 lakh and above but less than Rs. 30 lakh- 08 Marks Rs. 10 lakh and above but less than Rs. 20 lakh- 06 Marks 	10		
2	Investment proposal: 100% Agency's Investment (without any kind of assistance from ULB/State) for each CLC	5.0	30	
	100% Agency's Investment (without any financial assistance from ULB/State, but seeks space from ULBs) for each CLC	2.5		
	Seeks Space and financial assistance from ULB/State	1.0		
3	Agency's Infrastructure: (Space-(Min.1000 Sq.ft. covered area with proper basic amenities like toilet, electricity, telephone, internet, proper access/ connectivity, etc.) Note: The Agency has to append sufficient proof of ownership or rent deed and availability of basic amenities.	Owned	Rented	30
	Score for infra in the towns of Municipal Corporation, Faridabad and Gurugram.	6 Marks	3 Mark	
	Score for infra in the towns of other eight Municipal Corporations.	4 Marks	2 Mark	
	Score for infra in towns of Municipal Council/ Committee	2 Marks	1 Mark	
4	Existing Man power/Experts for proposed each CLC: <ul style="list-style-type: none"> CLC Manager (Graduate with five year experience in management) -2 Marks CLC- MIS person (MCA with one experience/BCA with 3 years' experience)-2 Marks 	20		
5	Specific information <ul style="list-style-type: none"> Approach & methodology for setting up CLC-5 Approach & methodology for running the CLC-5 	10		
6	TOTAL	100		

Signature
(Authorized Signatory)

STATE URBAN DEV. AUTHORITY-HARYANA
NATIONAL URBAN LIVELIHOOD MISSION
CITY LIVELIHOOD CENTRE TO BE ESTABLISHED

Sr. No.	District	Town	ULB Pop. (Census-2011)	Status
A) District HQ Towns and also having urban population above one lakh				
1	Panchkula	Panchkula	210175	Municipal Corporation
2	Ambala	Ambala	300484	Municipal Corporation
3	Y. Nagar	Yamuna Nagar	341543	Municipal Corporation
4	Karnal	Karnal	286974	Municipal Corporation
5	Panipat	Panipat	294150	Municipal Corporation
6	Hisar	Hisar	301249	Municipal Corporation
7	Rohtak	Rohtak	373133	Municipal Corporation
8	Gurgaon	Gurgaon	876824	Municipal Corporation
9	Faridabad	Faridabad	1404653	Municipal Corporation
10	Kaithal	Kaithal	144633	Municipal Council
11	Sonipat	Sonipat	277053	Municipal Council
12	Jind	Jind	166225	Municipal Council
13	Sirsa	Sirsa	183282	Municipal Council
14	Bhiwani	Bhiwani	197662	Municipal Council
15	Kurukshetra	Thanesar	154962	Municipal Council
16	Rewari	Rewari	140864	Municipal Council
17	Palwal	Palwal	127931	Municipal Council
B) Town(s) having urban population above one lakh, but is not District HQ				
18	Jhajjar	Bahadurgarh	170426	Municipal Council
C) Town(s) having urban population below one lakh, but are District HQ				
19	Fatehabad	Fatehabad	70777	Municipal Council
20	Narnaul	Narnaul	74613	Municipal Council
21	Ch. Dadri	Ch. Dadri	56337	Municipal Council
22	Jhajjar	Jhajjar	48424	Municipal Committee
23	Nuh	Nuh	16260	Municipal Committee