

From:

The Director General, Urban Local Bodies-cum-  
Mission Director, State Urban Dev. Authority, Haryana,  
Bays No. 11-14, Panchkula.

To

The Director General,  
Public Relation & Culture Department  
Haryana, Chandigarh

No. SUDA/NULM-CLC/EoI/2017-18/ 7986

Dated: 26/12/17

Sub:- **Expression of Interest (EoI) for Empanelment of Agencies for establishing City Livelihood Centre (CLC) in Public Private Partnership (PPP) mode under National Urban Livelihood Mission (NULM).**

R/sir

Kindly refer to the subject noted above.

2. The State Urban Development Authority, Haryana (SUDA,H) intends to float Expression of Interest (EoI) for empanelment of Agencies for establishing City Livelihood Centre (CLC) in Public Private Partnership (PPP) mode under National Urban Livelihood Mission (NULM)

3. You are, therefore, requested to release the advertisement of 108 sq cm (B&W) at any page in the PAN-India in two English newspapers and in two Hindi. The material of advertisement in soft and hardcopy is also sent herewith. These advertisements may be published during 28.12.2017 to 15.01.2018 and raise the bills to this office for timely payment. You are also requested the intimate the media plan for the above advertisements in hard and through e-mail.

DA: As above

sd/-

Addl. Mission Director  
for Mission Director,  
State Urban Dev. Authority,  
Haryana, Panchkula.

✓ Endst. No. No. SUDA/NULM-CLC/EoI/2017-18/ 7986

Dated: 26/12/17

A copy of the above is forwarded to the Superintending Engineer (IT Cell), Urban Local Bodies, Haryana for kind information and uploading of the EoI on the website of ULB Department.

sd/-  
20/12/17

Addl. Mission Director  
for Mission Director,  
State Urban Dev. Authority,  
Haryana, Panchkula.

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

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**Expression of Interest**

Applications are invited from the interest Agencies/ Firm/Company/NGO for empanelment of Agencies for establishing City Livelihood Centre (CLC) in Public Private Partnership (PPP) mode in different towns of Haryana under National Urban Livelihood Mission (NULM)

**TIME LINES:**

<b>Activity</b>	<b>Scheduled Date</b>
EOI No.	SUDA/CLC-NULM/2017-18/02, Dated: 27.12.2017
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) Conference Room
Due date for EOI document submission	17.01.2018 (4.00 PM)
Opening of EoI	18.01.2018 (2.30 PM) Conference Room
Office and Correspondence address	Mission Director, State Urban Dev. Authority, Haryana, Bays No. 11-14, Sector-4, Panchkula
Phone/ Fax/Email/Website	0172-2570020, 2560316, 2570021 E-mail: <a href="mailto:suda.haryana@yahoo.co.in">suda.haryana@yahoo.co.in</a> <a href="http://www.ulbharyana.gov.in">www.ulbharyana.gov.in</a>

1. For any information regarding EoI, contact Additional Mission Director, State Urban Development Authority, Haryana, Bays No. 11-14, Sector-4, Panchkula (Haryana).
2. The document can be download from website: [www.ulbharyana.gov.in](http://www.ulbharyana.gov.in)

Mission Director,  
State Urban Dev. Authority,  
Haryana, Panchkula.

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

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**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:**

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**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	<b>Average annual turnover for last three years</b> <ul style="list-style-type: none"> <li>Rs. 30 lakh and above – 10 Marks</li> <li>Rs. 20 lakh and above but less than Rs. 30 lakh- 08 Marks</li> <li>Rs. 10 lakh and above but less than Rs. 20 lakh- 06 Marks</li> </ul>			10	
2	<b>Investment proposal:</b>			30	
	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		2.5		
	Seeks Space and financial assistance from ULB/State		1.0		
3	<b>Agency's Infrastructure:</b> (Space-(Min.1000 Sqft. covered area with proper basic amenities like toilet, electricity, telephone, internet, proper access/connectivity, etc.) <b>Note: The Agency has to append sufficient proof of ownership or rent deed and availability of basic amenities.</b>		<b>Owned</b>	<b>Rented</b>	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	<b>Existing Man power/Experts for proposed each CLC:</b> <ul style="list-style-type: none"> <li>CLC Manager (Graduate with five year experience in management) -2 Marks</li> <li>CLC- MIS person (MCA with one experience/BCA with 3 years' experience)-2 Marks</li> </ul>			20	
5	<b>Specific information</b> <ul style="list-style-type: none"> <li>Approach &amp; methodology for setting up CLC-5</li> <li>Approach &amp; methodology for running the CLC-5</li> </ul>			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		
<b>OTHER DETAILS</b>		
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
<b>Rs. Lakhs</b>				

**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
	<b>CLC Manager</b>				
	<b>MIS Person</b>				

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

<b>Please provide responses for each parameter (not more than 1000 words each)</b>	
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	<b>Average annual turnover for last three years</b> <ul style="list-style-type: none"> <li>Rs. 30 lakh and above – 10 Marks</li> <li>Rs. 20 lakh and above but less than Rs. 30 lakh- 08 Marks</li> <li>Rs. 10 lakh and above but less than Rs. 20 lakh- 06 Marks</li> </ul>	10			
2	<b>Investment proposal:</b>		30		
	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	2.5			
	Seeks Space and financial assistance from ULB/State	1.0			
3	<b>Agency's Infrastructure:</b> (Space-(Min.1000 Sq.ft. covered area with proper basic amenities like toilet, electricity, telephone, internet, proper access/ connectivity, etc.) <b>Note: The Agency has to append sufficient proof of ownership or rent deed and availability of basic amenities.</b>	<b>Owned</b>	<b>Rented</b>	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	<b>Existing Man power/Experts for proposed each CLC:</b> <ul style="list-style-type: none"> <li>CLC Manager (Graduate with five year experience in management) -2 Marks</li> <li>CLC- MIS person (MCA with one experience/BCA with 3 years' experience)-2 Marks</li> </ul>	20			
5	<b>Specific information</b> <ul style="list-style-type: none"> <li>Approach &amp; methodology for setting up CLC-5</li> <li>Approach &amp; methodology for running the CLC-5</li> </ul>	10			
6	TOTAL	100			

Signature  
(Authorized Signatory)