

**Government of Bihar**  
**BIHAR STATE DISASTER MANAGEMENT AUTHORITY**  
**(DISASTER MANAGEMENT DEPARTMENT)**

**Expression of Interest/Call for Proposal**

Inviting Expression of Interest for the preparation of City Disaster Management Plan (CDMP) in all existing Nagar Nigams of Bihar

- This Expression of Interest and Call for Proposal is issued by the Bihar State Disaster Management Authority (BSDMA) to obtain proposals from reputed and registered Societies/Trusts/Academic and Research Institutions/Consulting Agencies to enter into a contract for preparation of the City Disaster Management Plan (CDMP) for the areas of Nagar Nigams i.e. Ara, Begusarai, Bhagalpur, Bihar Sharif (Nalanda), Darbhanga, Gaya, Katihar, Munger, Muzaffarpur, Patna, Purnia and Saran.
- Considering the importance of issues, BSDMA seeks the services of renowned agencies for preparation of detailed City Disaster Management Plan with emphasis on preparedness, mitigation and response to disasters. It shall also include different aspects of Smart Cities concept in the plan.
- **Pre bid conference:**  
In response to this advertisement of EoI, including recovery regarding the proposal under subject, pre bid conference of potential desirous bidders will be held on **13.08.2019 in the Conference Hall of BSDMA at 11.30 AM.**
- Detailed bid document, ToR, terms and condition can be accessed from the website [www.bsdma.org](http://www.bsdma.org) or one can visit the office/or contact Dr. Pallav Kumar, Project Officer, HRD, CB & Training, e-mail: [pallavkumar@bsdma.org](mailto:pallavkumar@bsdma.org); [info@bsdma.org](mailto:info@bsdma.org) during any working day.
- **Opening of Bid- 28.08.2019 at 03.00 PM**
- The Technical bid and financial bid should be submitted in a sealed envelope separately and must reach the office of BSDMA to **Secretary, Bihar State Disaster Management Authority (BSDMA), 2<sup>nd</sup> Floor, Pant Bhawan, Patna – 800001, on or before 27.08.2019 latest by 05.00 PM.**

  
**Secretary**

Bihar State Disaster Management Authority (BSDMA)

**BIHAR STATE DISASTER MANAGEMENT AUTHORITY**  
**(DISASTER MANAGEMENT DEPTT.)**  
2<sup>nd</sup> Floor, Pant Bhawan, Patna -800001  
Phone No.-0612-2522032, Fax No. - 0612-2532311  
Website - www.bsdma.org

**Expression of Interest and Call for Proposal to Prepare City Disaster Management Plans  
(CDMP) in the selected Cities of Bihar**

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This Expression of Interest and Request for Proposal (RFP) is issued by the Bihar State Disaster Management Authority (BSDMA) to obtain proposals from reputed and registered agencies such as Academic and Research Institutions/Consulting Agencies/Societies/Trusts (or consortium thereof) to enter into a contract for Preparation of the City Disaster Management Plans (CDMPs) for the areas of Nagar Nigams in Ara, Begusarai, Bhagalpur, Bihar Sharif (Nalanda), Darbhanga, Gaya, Katihar, Munger, Muzaffarpur, Patna, Purnia and Saran.

**1. Project Background:**

With the enactment of Disaster Management Act., 2005, a paradigm shift has taken place in the realm of Disaster Management with emphasis on prevention, preparedness and mitigation of Disasters. It is now imperative to have a strategy by integrating all existing resources and opportunities under unified plan to stipulate effective disaster management mechanism.

As per 2011 census, Bihar is having highest population density among all states of India, which is 1102 person per square km. The State is having total urban population of 117 Lakh (11.30%), which was only 87 Lakh (10.48%) in 2001, thus showing an increase of 30 Lakhs in urban areas in just 10 year. As a result of this increase in population, along with unplanned and haphazard settlement, the vulnerability of urban population in cities of Bihar has increased enormously. This has ultimately led to increase in risk of huge losses of lives and property during a disaster.

Urban Disaster Risk Reduction (DRR) is about multi-sectoral efforts for reducing all kinds of disaster risks in cities and towns. It tantamounts to assess exposure to hazards of urban populations due to unfocused governance, continuous environmental degradation and regular overstretching of resources. The overall aim of urban risk management is to reduce vulnerabilities and strengthen resilience of urban communities. There is also a need to visualise

the need of urban resilience in long term perspective and develop strategies for next two to three decades. The futuristic plan for DRR requires advance planning and researches. In the Roadmap for DRR, which is approved by Cabinet of Bihar Govt., Resilient Cities have been earmarked as one of the five specific actions to be taken to make Bihar State resilient to various disasters. Developing comprehensive City Disaster Management Plan (CDMP), based upon effective strategy, is one of the major characteristics of Resilient Cities identified in the roadmap.

Urban settings have some unique characteristics which should be kept in mind while developing a DRR strategy. These include population concentrations (including floating population), infrastructure, unplanned development, complexities of poverty, social inequality, political and economic values, types of hazards faced and potential impact of those hazards, community integration and social cohesion besides the capacity of communities to cope with disasters.

In addition to natural disasters, urban areas are also prone to many other kinds of disasters which are due to the nature of population and settlements in urban setup. There are more incidents of *road accidents, fire, stampede, urban flooding, problems of solid waste; e-waste and bio-waste management, safe drinking water and drainage problems etc. specific in urban areas. Pollution in terms of air, noise, soil, water and environmental degradation etc. are acute problems in our cities.* Dense Population and Overcrowding, Unhygienic Living Conditions and Related Health Problem, Growing numbers of Slum Dwellers, Inadequate Public Infrastructure, Inadequate Public Transport, Sewerage Problems, Inadequate Safe Water Supply, Unorganised and non-engineered infrastructure, Lack of Safe Housing, Problem of Public Safety and Urban Crimes are other challenges for Urban resilience.

Further various events of mass gathering such as during festivals of Durga Puja, Chhath Puja, Id Celebrations, Moharram Processions or political congregation have been a regular source of concern as a potent hazard in urban areas. This requires specific preparedness and interventions by the Urban Local Bodies (ULBs). Climate Change is another phenomenon which is having its specific adverse impact in our urban areas and thus making cities, including its satellites more vulnerable to hazards and risks associated.

In this context it is of utmost importance to have a comprehensive city disaster management plan for major cities of the state covering all aspects of disaster management and also of changing climatic conditions.

## **2. Terms of Reference (ToRs):**

- i. This Expression of Interest and Call for Proposal is illustrative in nature and all narrations are intended to be used by the applicant as a preliminary background explanation. This does not necessarily contain all relevant information and the BSDMA reserves the right to amend its requirements or the information contained in this notice at any time during the selection process.
- ii. The BSDMA offers no warranties in regard to the information contained in this notice and shall not be liable for any loss or damage as relates to this notice for any applicant, potential applicant or any other third party arising as a result of reliance on this notice or any subsequent communication.
- iii. The BSDMA reserves the right to disqualify any applicant who provides information which later proves to be incorrect, or which does not supply the information required by this notice.
- iv. The BSDMA will not be liable for any costs of any applicant participating in this process.
- v. The submission of a response to this notice by any applicant or potential applicant will be deemed as the applicant or potential applicant's acceptance of all terms and conditions of this notice.
- vi. Only proposals submitted strictly in accordance with this notice or as may be required by the BSDMA, will be considered as valid proposals.
- vii. This notice is not a Work Order. A separate Work Order will be issued only after selection of the preferred applicant(s).
- viii. All information supplied by the BSDMA in connection with this notice shall be treated as confidential.

## **3. Objective of the Assignments**

The specific objectives for this assignment would be as follows:-

- I. CDMP shall account for the vulnerabilities of the city for disasters based on its geo-climatic condition, demography, past history of disasters and its social, economic and environmental aspects including identifying potential hazards in future due to the sustained development and the expected climate changes.

- II. The CDMP covers inter alia identification of areas in the city vulnerable to different forms of disasters, through proper investigation and measures to be taken for prevention and mitigation of present and future disasters in a long term, mid term and short term span.
- III. CDMP shall be framed as a set of guidelines to be followed for effective disaster management and thus forms an action plan for the city.

#### 4. Cities and break up of assignment

The CDMP is to be formulated for 12 cities of the state having Municipal Corporations. These cities have been grouped into 6 groups having one big and one small city as follows -

Group 1	Patna & Ara
Group 2	Muzaffarpur & Saran
Group 3	Bhagalpur & Munger
Group 4	Gaya & Bihar Shariff (Nalanda)
Group 5	Purnia & Katihar
Group 6	Darbhanga & Begusarai

One agency may bid for all groups of cities but they shall be allotted only one group.

#### 5. Scope of the Work

The City Disaster Management Plans (CDMPs) will include –

1. Profile of the city which will include –
  - a. Overview – History, Geography, Demography, Weather / Climatic Conditions, Topography, Geology, Hydrology etc.;
  - b. Organizational and Administrative Structure of the City Governance
  - c. Economic Development – Land Use Analysis, Urban Economy, Pattern of Urban Development etc.;
2. Identification and analysis of various hazards (natural, human induced, social and environmental & climate change induced), risk, vulnerability and capacity in the concerned Municipal Corporation limits as indicated below –

- a. Hazard Profile of City;
  - b. Potential Hazards in City (due to various factors i.e. haphazard development, population increase, climate change etc.);
  - c. Hazard Analysis and Mapping of hazards in the City;
  - d. History of Previous Disasters (10-15 years);
  - e. Probability Period / Seasonality of Disasters;
  - f. Risk Assessment;
  - g. Elements at Risk;
  - h. Vulnerability to various hazards identified and also future risks;
  - i. Capacity analysis
3. Identification of roles and responsibilities of ULBs/DDMAs/SDMA/State agencies/Line Departments and other concerned stakeholders during different phases of disaster management.
  4. Disaster specific Prevention, Mitigation, Preparedness and Response plans in the context of a particular city/urban area and roles/responsibilities of different stakeholders during various phases of disaster management.
  5. Expected outcome of implementation of plans within a specific time frame.
  6. Structural and non-structural issues to be covered with regards to different disasters.
  7. The comparatively more vulnerable areas (like slums) and sections of urban population (like destitute, orphans etc.) will be given specific attention.
  8. Linkage of the Plan with the upcoming concept of Smart Cities.
  9. How to make the particular areas as Resilient Cities with Resilient Critical Infrastructure and Resilient Livelihood as per DRR Roadmap of Bihar.
  10. Provisions of capacity building through training and awareness generation.
  11. Plan for recovery through reconstruction and rehabilitation based on build back better concept.
  12. Budget and financial resources for implementation of plan, indicating payback period (based on cost-benefit analysis)
  13. Provision of monitoring and evaluation in the plan at various stages of implementation.
  14. Resource Inventory & Capability Analysis –
    - a. Details of resources available,
    - b. List of Resource Person & Institutions, also indicating gaps if any
  15. Any other important issues, as decided by BSDMA.

**The CDMP will be developed in Hindi with commonly used terminologies in English.**

## **6. Responsibilities of the Agency:**

- i. The agency will have to prepare a detailed City Disaster Management Plan for assigned city/cities.
- ii. The format for data collection and field verification will be finalized jointly by BSDMA and the agency, which shall be as per the requirement of BSDMA. The tools to be used for data analysis will be consulted with and sought approval from BSDMA.
- iii. The agency shall deploy necessary resources to arrange for physical verification and data collection to ensure obtaining of all required information.
- iv. The agency will set up an office in the concerned city within 15 days of the award of the work and continue it till full duration of plan formulation period. The agency will also deploy required staffs/experts. BSDMA has the right to inspect the office as and when required.
- v. The agency will also submit its analytical report on the physical verification to BSDMA including / along with all the filled in formats of the inspection for different aspects and areas of city.
- vi. The exercise is time bound and is to be completed as per the time schedule prescribed by BSDMA.
- vii. The agency shall ensure that concerned Municipal Corporation administration approves and owns the plan.

## **7. Responsibilities of the BSDMA:**

- i. To provide letter of introduction for visit to concerned departments/offices.
- ii. To facilitate access to field offices for data collection.
- iii. To coordinate the activities and provide necessary instructions whenever required to avoid any disturbances and loss of time for carrying out the assignment.
- iv. Finalize template of plan in consultation with the stakeholders and concerned agency.
- v. Review the progress from time to time.

**8. Methodology:**

Participatory City Appraisal Methodology on the lines of PRA shall be followed involving the city dwellers and other stakeholders in preparation of the plan.

1. The BSDMA will develop an appropriate template for preparing the plan and to gather various important information to assess hazard, risk, vulnerability and capacity of city; its dwellers and various stakeholders in close consultation with Municipal Corporation and the agency.
2. The information so gathered will be analyzed jointly by concerned Municipal Corporation and BSDMA.

**9. Reports and Deliverables:**

All reports and deliverables will be submitted to concerned Municipal Corporation with copy to BSDMA in hard copy and a soft copy in CD/Pen Drive.

The main deliverables include:

- i. Inception report within one month of the award of the work order of the assignment for the preparation of CDMP.
- ii. Mid-term progress report after 3 months of the award of the work order of the assignment.
- iii. Draft CDMP (in Hindi) in the template as mentioned in para 8 after 5 months of the award of the work order of the assignment to the BSDMA and concerned Municipal Corporation.
- iv. Final Draft Report (in Hindi) (incorporating the comments/feedback from concerned Municipal Corporation and BSDMA) within 7 months of the award of the work order of the assignment in two hardcopies and two softcopies in CDs/Pen Drive to the BSDMA and concerned Municipal Corporation.
- v. All the reports will be reviewed by a Review Committee constituted for the same purpose having proper representation from concerned Municipal Corporation and BSDMA. The observation and comments of the committee shall be made available to the agency within 30-45 working days after the receipt of report. In case of delay in response/comments/ feedback from the committee, appropriate extension of time shall be given.



- vi. The agency shall submit the Final Report after incorporating the aforesaid observation and comments to the BSDMA and concerned Municipal Corporation within 30 working days after receipt of the same.
- vii. The BSDMA and concerned Municipal Corporation may require the presence of the team of the agency engaged in CDMP preparation for briefing, discussion after reports have been submitted.

#### **10. Eligibility Criteria & Conditions**

- i. Applicants must submit their proposal in two parts. The first part will contain the Technical Proposal. The second part will contain the Financial Proposal.
- ii. Depending on the nature of the assignment, the applicants are required to submit a Full Technical Proposal. Annexure-I indicates the format of the Technical Proposal to be submitted. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed as non-responsive.
- iii. The Technical Proposal containing **name and complete contact details with address, phone numbers and E-mail ID** of applicant agency (Lead Agency in case of a consortium) should be kept in a sealed envelope marked "**Technical Proposal**". The Financial Proposal(s) should be kept in a separate, sealed envelope marked "**Financial Proposal**".
- iv. The sealed envelopes (technical and financial bids) should then be kept in one bigger sealed envelope super scribed with the wordings "**To be opened by Authorised Person only**". This envelope should be clearly marked "**Proposal for Preparation of CDMPs**". The applicant agency should clearly indicate its **name and complete contact details with address, phone numbers and E-mail ID** on the outer bigger envelop.
- v. The Technical proposal will have the detailed design of the CDMP as per the given ToR.
- vi. The Approach and Methodology for the preparation of CDMP should be detailed out which will showcase the understanding of the applicant on the requirements of this notice.
- vii. The applicant agency is also required to provide the details of the key personnel. The list of the proposed Professional staff team by area of expertise, the position

that would be assigned to each staff team member, and their respective tasks along with duration for which they shall be engaged.

- viii. The details of the Team Structure should be laid down in the technical bid with CVs of all the listed personnel for this assignment.
- ix. In the envelope of the technical bid itself the agency shall submit an affidavit (**on the Non-judicial stamp of Rs. 100/-**) that the employee attached to the assignment shall continue till the completion of the project or completion of the tasks assigned to each individual. Under exceptional circumstances, the change in the employee attached to the project shall be made by the agency with the prior approval of BSDMA.
- x. The applicant agency is also expected to showcase past experience for undertaking survey / study in disaster management or social sciences and allied fields.
- xi. Agencies having prior work experience of similar nature in Bihar will be preferred based upon, their expertise and satisfactory execution of the same.
- xii. Agencies must have adequate knowledge of 'Smart Cities' concept.
- xiii. The agency should have experience of minimum 5 years in the relevant area (developing disaster management plans, guidelines / training materials, studies and research in social issues pertaining to urban sectors, urban development etc.) as on March 2019.
- xiv. In case of a consortium, mandatory documents will be applicable to the lead agency.
- xv. The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared as non responsive.
- xvi. The Financial Proposal shall be prepared using the attached Standard Forms (Annexure-II). It shall list all costs associated with the assignment, including (a) Office establishment and associated costs; (b) Costs involved in field visits/workshops/meetings/Focussed Group Discussions (FGD)/interviews etc.; (c) Breakdown of Remuneration for experts/staffs along with duration of engagement; (d) Documentation and (e) Miscellaneous. These costs should be broken down by activity. All activities and items described in the Technical Proposal must be priced separately; activities and items described in the

Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

- xvii. An authorized representative of the Agency / Consultant shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been dully authorized to sign.
- xviii. The agency shall be registered and not blacklisted by any government department, organisation or agency. An affidavit **(on the Non-judicial stamp of Rs. 100/-)** to this effect shall be furnished with the expression of interest in the envelope containing the technical bid.
- xix. The agency must have completed in all respect, including removal of defects, similar integrated project(s) of not less than Rs. 5 Lakhs in any one financial year spanning between April 2016 to March 2019.
- xx. The agency selected for the tasks will comply with the labour laws of Bihar Govt.
- xxi. The Contract may be terminated by BSDMA by giving one month notice, subject to delay/unsatisfactory performance in the work.

**11. Mandatory list of Documents to be attached in Technical Proposal:**

- i. A copy of GST No. and PAN No.
- ii. A copy of registration of Institution, Organisation or Agency
- iii. Audited financial statement & Income Tax Return for the last 3 years.
- iv. List and profile of office bearers, staff, experts with qualification, experience and assigned functions.
- v. The agency shall produce an affidavit that the experts/staffs attached to the assignment will continue till the completion of the project. Any change in the employee attached to the project or completion of the tasks assigned to one individual will be brought to the notice of the BSDMA and this change shall be matching with the qualification and experience of the previous employee.
- vi. A short write up about the Agency.
- vii. Brief about the relevant projects completed over in past 3 years and the outcome along with satisfactorily project completion certificate by the awarding agency.
- viii. Description in short about the on-going projects.

- ix. In case of a consortium these mandatory documents will be applicable to the lead agency.
- x. An affidavit from the agency for not being blacklisted by any government department, organisation or agency in India.

#### **12. Pre Bid Conference:**

In response to the advertisement of EoI regarding the proposal under subject, pre bid conference of potential desirous bidders will be held on **13 August, 2019** in the Conference Hall of BSDMA at 11.30 AM.

#### **13. Last Date for submission of Proposal:**

The Technical bid and Financial bid (as stated above) must reach the office of BSDMA **on or before 27 August, 2019 latest by 05:00 PM** on any working day. The complete proposal document should be sent by courier/registered post/speed post/by hand to **the Secretary, Bihar State Disaster Management Authority (BSDMA), 2nd Floor, Pant Bhawan, Patna - 800001, Phone No.- 0612-2522032.**

The Technical Proposal will be opened on **28 August, 2019 at 10:30 AM** by the competent authority at BSDMA. The applicant agencies, if interested, can remain present at the time of opening of proposals. The proposals will be opened and scrutinised as per instructions given in this document for basic eligibility criteria (including list of mandatory documents), based upon which the proposals will be shortlisted for technical evaluation of their proposals. **The shortlisted agencies will be informed and will make a presentation of their Technical Proposals on Approach/Process/Methodology/Team Structure etc. on 03 September, 2019 from 11 AM** at BSDMA before the Technical Evaluation Committee of BSDMA constituted for this purpose. Late bid i.e. bids received after the specified date and time of receipt shall not be considered.

#### **14. Evaluation Criteria:**

The evaluation would consist of following phases:

##### **1. Technical Appraisal:**

- a. The Technical Proposals shall be evaluated on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria/sub-criteria. Each

responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the request for proposal (RFP), and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Evaluation Matrix.

- b. The selected agencies will be informed about their selection and be required to make presentation at BSDMA Office, Patna at their own cost discussing their company profile, prior experience, project team, understanding of the assignment and the detailed approach and methodology for the present assignment. Technical appraisal of the agency will be done considering their prior work experience, presentation, Project Team and experience/expertise of personnel deployed, understanding of the requirements of the project and proposed Approach & Methodology. Only the short listed agencies shall be qualified for opening of financial bid.
- c. The technical bid will be analyzed and evaluated and the technical bid marks shall be assigned to each bid on the basis of following evaluation matrix

Bid Component	Weightage in Technical Score	Minimum Qualification Score
Presentation on the Technical bid by the agency before the Technical Evaluation Committee	10	5
Understanding of the (i) Subject (ii) Approach to solution (iii) Methodology (iv) Conclusion	40	20
Project Team, qualifications and experience of personnel deployed	30	15
Prior experience in making a Disaster Management Plan/ social sciences and allied fields	20	10
<b>Total</b>	<b>100</b>	<b>50</b>

Note 1: Presentation on the technical bid shall be allowed to the agency, who fulfill "Eligibility Criteria and Conditions" as mentioned in para 10 and the "Mandatory List of Documents" enlisted in para 11 of the RFP.

Note 2: To be technically eligible and for considering opening of its financial bid, one agency has to secure minimum qualifying score under each bid components as mentioned in the table above.

## 2. Financial Appraisal:

- a. The Financial Bid of those bidders who have been found to be technically eligible shall only be opened. The Financial bids of ineligible bidders shall be returned to them without opening. The Financial Bids shall be opened in the presence of representatives of technically eligible bidders, who may like to be present. Bihar State Disaster Management Authority shall inform the date, place and time for opening of the Financial Bid. The agency which has quoted lowest rate (L1), generally will be accepted.
- b. If one agency's financial bids are lowest for two or more group of cities, in such case the agency shall be allocated tasks of developing CDMPs for one group of cities as per the choice of the agency and rest groups of cities shall be allocated to L2 bidding agency and so on after negotiations with the bidders at rate quoted in L1.
- c. BSDMA reserves the right to negotiate bid price with the technically qualified agencies.
- d. BSDMA also reserves the right to reject any or all applications without assigning any reason.

## 15. How to apply:

- i. The agencies/organizations should send their profile, relevant work experience etc. in the prescribed format (Annexure-I) along with supporting documents and testimonials for a technical appraisals by BSDMA in a cover superscripted, "Technical bid".
- ii. The financial bid shall have to be furnished in a separate cover which will be superscribed "Financial bid" as per Annexure-II. One agency can bid for all groups, but BSDMA shall award assignment for developing disaster management plans for one group of two cities to one agency.
- iii. Single common technical bid shall be submitted for developing CDMPs. However, separate financial bids shall be required to be submitted for developing CDMPs for each group.

#### **16. Agreement:**

The agency will have to enter into a tripartite agreement with BSDMA and the concerned city municipal corporation. The copy of the agreement shall be made available by BSDMA to the selected agencies and concerned city Municipal Corporation and executed before assigning work.

#### **17. Duration of the Project:**

The assignment should be completed within 06 month time from date of signing of MoU.

##### **Penal Provision for Delay:**

If the agency fails to adhere to the provisions mentioned here under the subhead of **Reports and Deliverables as per Para 9**, without any proper justification, for which decision of BSDMA shall be final and binding, the BSDMA shall be fully entitled to levy penalty for delay as shown below:

- one month delay @ 2%;
- two month delay @ 5% and
- three month and more @ 10% of the payments to be made to the agency at every stage.

#### **18. Payment Terms:**

1. After awarding the contract – 5% of contracted amount
2. Submission of Inception Report – 5% of contracted amount
3. Submission of Draft Report – 10% of contracted amount
4. Submission of Final Report – 30% of contracted amount
5. Approval of Final Report – 50% of contracted amount

(Note: The agency shall submit the performance guarantee in the form of bank guarantee to BSDMA to the extent of **10%** of the total contract amount and **10%** additional guarantee in the form of bank guarantee as against the payment mentioned in para – 18 (1) and (2). This guarantee will be returned by BSDMA only after approval of final report by BSDMA. In case of non-performance of the agency or non-observance of the provisions contained in para – 9 without any valid reasons or unsatisfactory performance. BSDMA reserves the right to forfeit the performance guarantee and black list the agency after offering a reasonable opportunity to explain.)

#### **19. Termination of Contract:**

At any point of time if BSDMA finds that the performance of the agency is not satisfactory or the agency is unable to carry out the work as per the requirement or the agency has caused undue delay in submission of the deliverables, BSDMA shall have the right to terminate the contract and award the same to any competent agency/party. In that case, the agency shall be liable to refund the whole amount taken from BSDMA in pursuance of the work order. In addition, the Bank Guarantee paid by the agency/party shall also be forfeited along with interest and the agency shall be black listed by BSDMA.

#### **20. Removal of Difficulties:**

In case of any difficulty or difference between the parties arising out of this Agreement or act of the interpretation of any term of this agreement or in respect of the work to be carried out by this agency, the decision of BSDMA shall be final and binding.

#### **21. Settlement of Disputes:**

“In case of any dispute arising out of the terms and conditions of contract or assignment, the matter shall be referred to the Sole Arbitrator to be appointed by the Secretary, BSDMA and the award of the Sole Arbitrator will be binding on both the parties. The cost of such arbitration shall be shared by both the parties equally. Further any legal dispute arising shall be settled in the court of competent jurisdiction location within the local limits of Patna.”

#### **22. Right to accept any Bid and to reject any or all Bids:**

BSDMA reserves the right to accept any bid, and to annul the Tender process and reject any or all bids at any time prior to award of work, without thereby incurring any liability to the affected agency or any obligation to inform the affected agency of the grounds for its action.

For any further details, the interested parties/agencies may visit the office/contact the undersigned or Dr. Pallav Kumar, Project Officer (HRD, Capacity Building & Training) (E-mail: [pallavkumar@bsdma.org](mailto:pallavkumar@bsdma.org); [info@bsdma.org](mailto:info@bsdma.org) M: +91 9540118666) during any working day.

  
(Sanwar Bharti)  
Secretary



**TECHNICAL BID FOR PREPARATION OF CITY DISASTER MANAGEMENT PLAN FOR DIFFERENT CITIES OF BIHAR**

1. Technical Proposal Submission Letter
2. General Information as per below format

1	General
(i)	Name of the Agency
(ii)	Registered / Corporate Office Address
(iii)	Address for communication (including fax and e-mail)
(iv)	Name of the Co-ordinator for contact purpose
2	ORGANIZATION
(i)	Year of Registration
(ii)	Year of operation
(iii)	PAN Number
(iv)	GST Number
(v)	Brief details of Head Office and field/ branch offices
(vi)	Organizational chart
(vii)	Profile of the organization in brief
(viii)	(For point No. (v), (vi) and (vii), separate sheets may be enclosed
3	MANPOWER
(i)	Technical Head office - Branch -
(ii)	Administrative Head office - Branch -
(iii)	A brief bio-data of the team leader / co-ordinator proposed for undertaking the study.
(iv)	Whether a team of manpower is exclusively there for undertaking survey / study in disaster management or social sciences and allied fields.
(v)	Team Composition (The mandatory team composition (minimum for one group) is: Team Leader, DM Expert, Engineer/Urban Planner, Social Scientist, Gender Expert, Data Analyst, Surveyor and Data Entry Operator) - Staffing Schedule Task Assignments - Work Schedule for individual experts / staffs during the project period i.e. for 06 months
(vi)	Curriculum Vitae (CV) for Proposed Professional Staff
4	PAST EXPERIENCE
(i)	Total no. of survey/studies conducted till date
a)	All India Level
b)	State Level

ii)	Whether the agency has similar work experience, other survey / studies ? If yes, please give brief details thereof.
iii)	Brief details of major clients
5	<p>Description of Approach, Methodology and Work Plan for Performing the Assignment within time frame.</p> <p><i>Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (10-15 pages, inclusive of charts and diagrams) divided into the following three chapters:</i></p> <p>a) <u>Technical Approach and Methodology.</u> <i>In this section you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach / solutions you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.</i></p> <p>b) <u>Work Plan.</u> <i>In this section you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here.</i></p> <p>c) <u>Organization and Staffing.</u> <i>In this section you should propose the structure and composition of your team. You are required to provide the details of the key personnel. The list of the proposed Professional staff team by area of expertise, the position that would be assigned to each staff team member, their tasks/duties and period /duration, individual shall be engaged for, preferably in accordance to the mandatory team structure (Section 3 – V).</i></p>
6	Any other relevant information
Note : Please add separate sheet wherever required	

Date

Signature

FINANCIAL BID FOR PREPARATION OF CITY DISASTER MANAGEMENT PLAN FOR DIFFERENT  
CITIES OF BIHAR

1. Financial Proposal Submission Letter
2. Financial proposal (Lump sum) (One bidder can bid for all group of cities but BSDMA shall award one group of cities (or maximum two group of cities)

Sr. No.	Group	Name of the Nagar Nigam	Total Cost for preparation of City Disaster Management Plan including all expenses.
1	1	Patna	
2		Ara	
3	2	Muzaffarpur	
4		Saran	
5	3	Bhagalpur	
6		Munger	
7	4	Gaya	
8		Bihar Shariff (Nalanda)	
9	5	Darbhanga	
10		Begusarai	
11	6	Purnia	
12		Katihar	
			(Exclusive of all Taxes/GST etc.. )

3. Breakdown of Costs by Activity:

- a. Office establishment and associated costs for whole duration of the assignment - (Lump-Sum)
- b. Costs involved in field visits/workshops/meetings/FGD/interviews etc. - (Lump-Sum)
- c. Breakdown of Remuneration for experts/staffs along with duration of engagement - (Lump-Sum)  
(The mandatory team composition (minimum for one group) is: Team Leader, DM Expert, Engineer/Urban Planner, Social Scientist, Gender Expert, Data Analyst, Surveyor and Data Entry Operator)
- d. Documentation - (Lump-Sum)
- e. Miscellaneous - (Lump-Sum)

Date

Signature