

**MISSION FOR ELIMINATION OF POVERTY IN MUNICIPAL AREAS, TELANGANA (MEPMA,  
TELANGANA)**

**DEPARTMENT OF MA&UD, GOVERNMENT OF TELANGANA**

**SELECTSELECTION OF AGENCY/FIRM**

**REQUEST FOR PROPOSAL (RFP)**

**Selection of an agency/firm to conduct a tab based biometric survey in the Urban Local Bodies (ULBs) and develop MIS/mobile application for implementation of Support to Urban Street Vendor (SUSV) program for MEPMA Telangana for a period of 3 years**

Mission for Elimination of Poverty in Municipal Areas  
Government of Telangana  
4th floor, CDMA Office Building  
AC Guards, Masabtank  
Opposite PTI Building  
Hyderabad - 500004

## **CONTENTS**

|  |    |
|--|----|
| CONTENTS.....  | 2  |
| 1 SECTION 1: LETTER OF INVITATION.....                 | 4  |
| 2 SECTION 2: INFORMATION TO AGENCY/ FIRMS.....         | 6  |
| 3 DATA SHEET .....                                     | 11 |
| 4 SECTION 3: TECHNICAL PROPOSAL – STANDARD FORMS.....  | 15 |
| 5 SECTION 4: FINANCIAL PROPOSAL – STANDARD FORMS ..... | 24 |
| 6 SECTION 5: TERMS OF REFERENCE (TOR).....             | 27 |

## Disclaimer

This Request for Proposal (RFP Document) for “Selection of an agency/firm to conduct a tab based biometric survey of street vendors in the Urban Local Bodies (ULBs) and develop MIS/mobile application for implementation of Support to Urban Street Vendor (SUSV) program for MEPMA Telangana for a period of 3 years” contains brief information about the scope of work and selection process for the Successful Bidder (or ‘Agency/Firm’). The purpose of the Document is to provide the Bidders or Applicants with information to assist the formulation of their bid application (“the Application”).

While all efforts have been made to ensure the accuracy of information contained in this RFP Document, this Document does not purport to contain all the information required by the Bidders. The Bidder or Applicant should conduct their own independent assessment, investigations and analysis and should check the reliability, accuracy and completeness of the information at their end and obtain independent advice from relevant sources as required before submission of their bid application. Mission for Elimination of Poverty in Municipal Areas, Telangana (“MEPMA, Telangana” or “the Authority”) or any of its employees or advisors shall incur no liability under any law, statute, rules or regulations as to the accuracy or completeness of the RFP Document.

MEPMA, Telangana reserves the right to change any or all conditions/ information set in this RFP Document by way of revision, deletion, updating or annulment through issuance of appropriate addendum as MEPMA, Telangana may deem fit without assigning any reason thereof.

## 1 SECTION 1: LETTER OF INVITATION

No: <>

MEPMA, Telangana  
4<sup>th</sup> floor, CDMA Office Building  
AC Guards, Masabtank  
Opposite PTI Building  
Hyderabad – 500004  
Telangana, India

### **INVITATION FOR TENDERS (IFT)** **(Two Cover System)** **(Through MEPMA, Telangana Portal)**

The Mission for Elimination of Poverty in Municipal Areas, Telangana, invites Bids from reputed Agency/Firms for Selection for the following services:

Services: Conducting a tab based biometric survey of street vendors in the Urban Local Bodies (ULBs) and develop MIS/mobile application for implementation of Support to Urban Street Vendor (SUSV) program for a period of 3 years for MEPMA Telangana.

#### **Following shall be the calendar events of Tendering: to be read as:**

|  |  |
|--|--|
| Publication of RFP                                       | 10/05/2019   |
| Tender fee   | INR 10,000   |
| Earnest Money Deposit                                    | INR 1,00,000   |
| Last date for submission of proposal (proposal due date) | 25/05/2019, 3:30 PM  |
| Bid validity period                                      | 180 Days   |
| Last date for submission of queries for clarification    | 16/05/2019   |
| Contact person and email id                              | V. Prasanna Kumar, 9701385137<br>susvmepma@gmail.com   |
| Pre bid meeting:- Date, Time and Venue                   | MEPMA, Telangana<br>4 <sup>th</sup> floor, CDMA office building<br>AC Guards, Masabtank<br>Opposite PTI Building<br>Hyderabad – 500004<br>Telangana, India |
| Opening of Technical Proposal                            | 27/05/2019   |
| Date of Technical Presentation                           | 29/05/2019   |
| Date of opening of Financial Proposal                    | 31/05/2019   |
| Letter of Award  | After finalization of successful bidder  |
| Signing of Agreement                                     | Within 15 days of finalization of successful bidder  |

The RFP is open to all agencies/firms. The detailed RFP can be downloaded from the MEPMA, Telangana portal (<http://tmepma.cgg.gov.in>).

- A) Request for Proposal (RFP) Document may be downloaded from the MEPMA, Telangana portal (<http://tmepma.cgg.gov.in>) from the date mentioned in the table above. Only interested bidders shall have to pay Bid Processing fee. The tender document fee will be non-refundable.
- B) Agencies/firm can access tender documents on the website, fill them and submit the completed proposal after submitting the EMD and tender processing fee.
- EMD amount is INR 1,00,000
  - Tender Processing Fee is INR 10,000
  - EMD of the unsuccessful bidders will be refunded only after issue of work order to successful bidder.
- C) Pre-bid meeting will be held in the 4th floor, MEPMA Office, CDMA Office Building, AC Guards, Masabtank, Opposite PTI Building, Hyderabad - 500004
- D) Bidder should submit hard copies of all documents pertaining to their eligibility criteria, qualification information documents, failing which the bid will not be considered.
- E) Any effort by the bidder to influence the client in the bid evaluation, bid comparison or contract award decision results in rejection of the Agency/Firm" sbid.
- F) A successful bidder will have to execute an agreement with MEPMA Telangana within 15 days upon receipt of Letter of Appointment. The work shall be commenced with all earnestness within 7 days from the date of signing of the Contract, failing in such cases action will be taken to get the work executed through alternate agency/firm.
- G) MEPMA, Telangana reserves the right to accept / reject any or all tenders without assigning any reasons.
- H) Corrigendum/ modifications / corrections, if any, will be published on the MEPMA, Telangana website (<http://tmepma.cgg.gov.in>) only.
- I) Visit MEPMA, Telangana portal (<http://tmepma.cgg.gov.in>) for payment details and contact Mr. Prasanna Kumar, State Mission Coordinator at 9701385137 for any further clarification.

MEPMA, Telangana

## **2 SECTION 2: INFORMATION TO CONSULTANT/ FIRMS**

### **1 Introduction**

MEPMA, Telangana shall select an Agency/Firm among those who will submit the Proposals (Technical Proposal and Financial Proposal) for the Assignment mentioned in the Data Sheet, in accordance with the Method of Selection indicated in the Data Sheet.

The Agency/Firm are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Data Sheet for the services required for the Assignment named in the Data Sheet. The Proposal shall be the basis for Contract Negotiations and ultimately for a Signed Contract with the selected Agency/Firm.

The Assignment shall be implemented in accordance with the timelines of the RFP.

The Agency/Firm must familiarize themselves with local conditions and take those conditions into account in preparing their Proposals. To obtain first-hand information on the Assignment and on the local conditions, Agency/Firm are encouraged to pay a visit to the Employer before submitting a proposal and to attend a Pre Proposal Conference if one is specified in the Data Sheet. Attending the Pre Proposal Conference is optional. The Agency/Firm Representatives shall contact the Officials named in the Data Sheet to arrange for their visit or to obtain Additional Information on the Pre Proposal Conference. Agency/Firm shall ensure that these Officials are advised of the visit in adequate time to allow them to make appropriate arrangements.

The Employer shall provide the inputs specified in the Data Sheet, assist the Agency/Firm in obtaining Licenses and Permits needed to carry out the services and make available relevant Project Data and Reports.

Please note that (i) the Costs of Preparing the Proposal and of Negotiating the Contract, including a visit to the Employer, are not reimbursable as a Direct Cost of the Assignment; and (ii) the Employer is not bound to accept any of the Proposals submitted.

MEPMA, Telangana expects the Agency/Firm to conduct the required services by the Employer and at all-time hold the Employer's interest's paramount, without any consideration for future work, and strictly avoid conflicts with other Assignments or his own corporate interests. The Agency/Firm shall not be hired for any Assignment that would be in conflict with his prior or current obligations to other Employers, or that may place him in a position of not being able to carry out the assignment in the best interest of the Employer.

It is MEPMA, Telangana's Policy to require that the Agency/Firm observe the highest standard of ethics during the execution of such Contracts. In pursuance of this Policy, MEPMA, Telangana:

- a. Defines, for the Purposes of this Provision, the Terms set forth below as follows.
  - i. "Corrupt Practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution and
  - ii. "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
- b. Will reject a Proposal for Award if it determines that the Agency/Firm recommended for Award has engaged in Corrupt or Fraudulent Activities in competing for the Contract in question;
- c. Will declare an Agency/Firm ineligible, either indefinitely or for a stated period of time, to be awarded MEPMA Telangana Financed Contract if it at any time determines that the Agency/Firm has engaged in Corrupt or Fraudulent Practices in competing for, or in executing, a MEPMA, Telangana Financed Contract

The Agency/Firm shall be aware of the Provisions on Fraud and Corruption stated in the Standard Contract under the Clauses indicated in the Data Sheet.

## **2 Clarification and Amendment of RFP Documents**

The Agency/Firm may request a Clarification of any item of the RFP Document up to the number of days indicated in the Data Sheet before the Proposal Submission Date. Any request for clarification must be sent through MEPMA, Telangana Website (<http://tmepma.cgg.gov.in>). Employer" s Response will be displayed in the MEPMA, Telangana Website (<http://tmepma.cgg.gov.in>) including a Description of the Query.

At any time before the Submission of Proposals, the Employer may, for any reason, whether at its own initiative or in response to a Clarification requested by a Prospective Agency/Firm, modify the RFP Document by Amendment. Any Amendment shall be issued in writing through Addenda. Addenda shall be displayed in the MEPMA, Telangana Website (<http://tmepma.cgg.gov.in>). The Employer may at its own discretion extend the Deadline for the Submission of Proposal.

## **3 Preparation of Proposal**

The Agency/Firm are requested to submit their Proposals (sub Para 1.2) written in the Language(s) specified in the Data Sheet.

### **Technical Proposal**

While preparing the Technical Proposal, the Agency/Firm are expected to examine the Documents comprising this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a Proposal.

While preparing the Technical Proposal, the Agency/Firm shall give particular attention to the following.

- i. For Assignments on a Staff – Time Basis, the number of Key Professional Staff is given in the Data Sheet. The Proposal shall, however, be based on the Number of Key Professional Person – Months estimated by the Agency/Firm.
- ii. It is desirable that the Majority of the Key Professional Staff proposed be Permanent Employees of the Agency/Firm or has an extended and stable working relation with it.
- iii. Proposed Key Professional Staff shall at a minimum have the experience indicated in the Data Sheet.
- iv. Alternative Key Professional Staff shall not be proposed, and only one Curriculum Vitae (CV) may be submitted for each position unless specified in the Data Sheet.
- v. Reports to be furnished by the Agency/Firm as part of this Assignment must be in the Language(s) specified in the Data Sheet. It is desirable that the Firm" s Personnel have a Working Knowledge of the Employer" s Official Language.

The Technical Proposal shall provide the following information using the attached Standard Forms (**Section 3**).

- i. Cover Letter for Technical Proposal (Section 3A)
- ii. A Brief Description of the Agency/Firm Organization and an Outline of the Recent Experience on Assignments (Section 3B) of a similar nature.
- iii. Any Comments or Suggestions on the Terms of Reference and on the Data, a List of Services and Facilities to be provided by the Employer (Section 3C).
- iv. A Detailed Description of the Methodology and Work Plan for Performing the Assignment (Section 3D).
- v. The List of the proposed Staff Team, the Tasks that would be assigned to each Staff Team Member, and their Timing (Section 3E).
- vi. CVs recently signed by the proposed Key Professional Staffs or the Authorized Representative submitting the Proposal (Section 3F).
- vii. Financial Information of the Agency/Firm (Sections 3G)
- viii. Any Additional Information requested in the Data Sheet.

The Technical Proposal shall not include any Financial Information.

### **Financial Proposal**

In preparing the Financial Proposal, the Agency/Firm is expected to take into account the Requirements and Conditions of the RFP Document. The Financial Proposal shall follow Standard Forms (**Section 4**).

The Agency/Firm shall express the Price of their Services in Indian Rupees.

The Data Sheet indicates how long the Proposals must remain valid after the Submission Date. During this period, the Agency/Firm is expected to keep available the Key Professional Staff proposed for the Assignment. The Employer shall make its best effort to complete Negotiations within this period. If the Employer wishes to extend the Validity Period of the Proposals, the Agency/Firm who do not agree have the right not to extend the Validity of their Proposals.

## **4 Submission, Receipt and Opening of Proposals**

The Tendering System for the Assignment comprises of two Stages (i) Technical Proposal and (ii) Financial Proposal. The Proposals shall be typed or printed and the Bidder shall initial each page. All the alterations, omissions, additions, or any other amendments made to the proposal shall be initiated by the person(s) signing the proposal.

Bidders would provide all the information as per the TOR Document and in the specified formats. In case the Bidder intends to give additional information for which specified space in the given format is not sufficient, it can be furnished in duly stamped and signed enclosed sheets.

The technical and financial proposal shall be sealed in two separate envelope and then in one single outer envelope clearly bearing the following identification: "Selection of an agency/firm to conduct a tab based biometric survey of the street vendors in the Urban Local Bodies (ULBs) and develop MIS/mobile application for implementation of Support to Urban Street Vendor (SUSV) program for MEPMA Telangana for a period of 3 years.

The envelope shall indicate the name, address and contact number of the Bidder. If the envelopes are not sealed and marked as instructed above, the Proposal may be deemed to be non-responsive and would be liable for rejection. The Proposals shall contain no Alterations or Additions, except those to comply with Instructions issued by the Employer that are duly incorporated.

Each page pertaining to the Agency/firms eligibility criteria, essential conditional criteria, financial criteria documents, etc., shall be duly signed by the Agency/firm or a Person(s) duly authorized to sign on behalf of the Agency/firm. Such Authorization shall be indicated by a Written Power – of – Attorney accompanying the Proposal. The Corrections, if any, shall be made by striking of and shall be initiated with date.

All participants shall produce all the original documents for verification wherever necessary/required by the Employer.

Proposals should be submitted on or before 01.05.2019 up to 3:30 PM to the address specified in the Data Sheet. Any Agency/Firm trying to submit the proposal after deadline will not be accepted.

The Bidder will not be allowed to modify, substitute or withdraw its Proposal once submitted to the Employer.

The Employer would open the Proposals in the presence of interested Bidders who choose to be present at the specified time and location.

Financial Proposals will not be opened until Technical Evaluation has been completed and the Result approved and notified.



## **5 Proposal Evaluation**

### **General**

From the time the Proposals are opened to the time the Contract is awarded, if any Agency/Firm wishes to contact the Employer on any matter related to its Proposal, it shall do so in writing at the Address indicated in the Data Sheet. Any effort by the Agency/Firm to influence the Employer in the Employer" s Proposal Evaluation, Proposal Comparison or Contract Award Decisions may result in the Rejection of the Agency/Firm" s proposal.

Evaluators of Technical Proposal shall have no access to the Financial Proposal until the Technical Evaluation, including its Approval by the Competent Authority is obtained.

### **Evaluation of Technical Proposals**

The Evaluation Committee appointed by the Employer as a whole and each of its members individually evaluates the Proposals on the basis of their responsiveness to the Terms of Reference, applying the Eligibility and Evaluation Criteria, Sub Criteria and Point System specified in the Data Sheet. Each responsive Proposal shall be given a Technical Score (St). A Proposal shall be rejected at this stage if it does not respond to Important Aspects of the Terms of Reference or if it fails to achieve the minimum Technical Score indicated in the Data Sheet.

### **Public Opening and Evaluation of Financial Proposals, Ranking**

After the evaluation of all the Technical Proposals are completed, the Employer shall display in the MEPMA, Telangana Website (<http://tmepma.cgg.gov.in>) the Names of those Agency/Firm whose Proposals did not meet the minimum Qualifying Mark or were considered Non Responsive to the RFP and Terms of Reference, indicating that their Financial Proposals shall not be opened. The Employer shall simultaneously display in the MEPMA, Telangana Website (<http://tmepma.cgg.gov.in>) the Names of the Agency/Firm that have secured the minimum Qualifying Mark.

The Financial Proposal shall be opened publicly in the presence of the Agency/Firm" s Representatives who choose to attend. The Name of the Agency/Firm, the Technical Scores and the proposed Prices shall be read aloud and recorded when the Financial Proposals are opened. The Employer shall prepare Minutes of the Public Opening.

The Evaluation Committee shall determine whether the Financial Proposals are complete, (i.e. whether they have coated all Items of the corresponding Technical Proposals, if not, the Employer will cost them and add their cost to the initial price), correct any Computational Errors.

The ranking of the bids will be done on the basis of the process described in the Data Sheet.

## **6 Negotiations**

Negotiations shall be held at the Address indicated in the Data Sheet. The Aim is to reach an Agreement on all Points and sign a Contract.

Negotiations shall include a Discussion of the Technical Proposal, the Proposed Methodology (Work Plan), Staffing and any Suggestions made by the Agency/Firm to improve the Terms of Reference. The Employer and Agency/Firm shall then work out Final Terms of Reference, Staffing and Bar Charts indicating Activities, Staff, Staff Months, and Reporting. The Agreed Work Plan and Final Terms of Reference shall then be incorporated in the "Description of Services" and form part of the Contract. Special Attention shall be paid to get the most the Agency/Firm can offer within the available budget and to clearly defining the Inputs required from the Employer to ensure satisfactory implementation of the Assignment.

Unless there are Exceptional Reasons, the Financial Negotiations shall involve neither the Remuneration

Rates for Staff (no Breakdown of Fee) nor other Proposed Unit Rates.

Having selected the Agency/Firm on the basis of, among other things, an Evaluation of Proposed Key Professional Staff, the Employer expects to negotiate a Contract on the basis of the Experts named in the Proposal. Before Contract Negotiations, the Employer shall require Assurances that the Experts shall actually be available. The Employer shall not consider Substitutions during Contract Negotiations unless both Parties agree that undue delay in the Selection process makes such substitution unavoidable or that such changes are critical to meet the Objectives of the Assignment. If this is not the case and if it is established that Key Staff offered in the Proposal was without confirming their availability, the Agency/Firm may be disqualified.

The Negotiation shall conclude with a Review of the Draft Form of the Contract. To complete Negotiation, the Employer and the Agency/Firm shall initial the Agreed Contract. If Negotiations fail and if it is concluded that a Contract with Reasonable Terms cannot be concluded with the Agency/Firm, the Employer shall invite the Firm who has scored the Second Highest combined marks. The Process shall be repeated till an Agreed Contract is concluded.

## **7 Award of Contract**

The Contract shall be awarded following Negotiations. After Negotiations are completed, the Employer shall promptly notify other Agency/Firm on the shortlist that they were unsuccessful and return the Financial Proposals of those Agency/Firm who did not pass the Technical Evaluation (sub Para 5.3).

The Agency/Firm is expected to commence the Assignment on the Date and at the Location specified in the Data Sheet.

## **8 Confidentiality**

Information related to Evaluation of Proposals and Recommendations concerning Awards shall not be disclosed to the Agency/Firm who submitted the Proposals or to other Persons not officially concerned with the Process, until the successful Agency/Firm has been notified that it has been awarded the Contract.

## **9 Earnest Money Deposit**

The Agency/Firm shall submit, as part of his/her Bid, a Bid security and EMD as given below in the form of a Demand Draft (DD) in favour of MEPMA, Telangana. Bids without Earnest Money in the prescribed form, will not be accepted. Any Bid not secured in accordance with above shall be treated as non-responsive and rejected by the Employer.

Unsuccessful bidder" s EMD will be returned promptly as possible, not later than 15 days after signing of the contract with the selected bidder.

Successful bidder" s Bid EMD will be kept as a deposit by the Employer and shall be returned after one month of completion of the contract.

Any Tender not accompanied by an acceptable EMD and Bid Processing Fee is liable to be rejected by the Employer as Non Responsive.

The Earnest Money Deposit may be forfeited

- a. If the bidder withdraws the Tender after Tender Opening during the Period of Tender Validity;
- b. In the case of a successful bidder, if the bidder fails within the specified time limit to i,  
Sign the Agreement;

### 3 DATA SHEET

#### INFORMATION TO CONSULTANT/ FIRMS

The Data Sheet shows the relevant information corresponding to the Clauses in Section 2 above.

The Name of the Employer: **MEPMA, Telangana**  
**4<sup>th</sup> Floor, CDMA Office Building**  
**AC Guards, Masabtank, Opposite PTI Building**  
**Hyderabad - 500004**  
**Telangana, India**

The Method of Selection: **Quality and Cost Base Selection (QCBS)**

A Technical Proposal and a Financial Proposal are requested: **Yes**.

Name of the assignment is: Conducting a tab based biometric survey of street vendors in the Urban Local Bodies (ULBs) and develop MIS/mobile application for implementation of Support to Urban Street Vendor (SUSV) program for MEPMA Telangana for a period of 3 years

A Pre Proposal Conference will be held: **No**

It will be held at the 4th floor, MEPMA office, CDMA Office building.

The Name (s), Address (es) and Telephone No. (s) Of the Employer" s Official (s) are:

MEPMA, Telangana  
4<sup>th</sup> floor, CDMA Office Building  
AC Guards, Masabtank,  
Opposite PTI building  
Hyderabad - 500004,  
Telangana, India  
Phone: Mr. Prasanna Kumar (9701385137)

The Employer envisages the need for continuity for any Downstream Work: **Yes**

Clarifications may be requested up to the date mentioned in the IFT, through MEPMA, Telangana Website only (<http://tmepma.cgg.gov.in>).

Proposals should be submitted in the following Language(s): **English**.

i. The Estimated Number of Key Professional Staff Months required for the Assignment: **to be furnished by Agency/firm based on the Scope of Work**.

ii. The Minimum Required Experience of the Proposed Key Professional Staff

#### **Survey Team (one CV per position):**

The survey team can be a combination of members from the Agency/Firm and the local community, who can be selected and trained to conduct the survey in the field. It is essential for the survey team to have sound knowledge of the local context and should exhibit proficiency (reading and writing) the local language i.e. Telugu. All survey members should have sufficient level of education to conduct the survey efficiently.

1. **Survey Team Lead:** The survey team lead is Postgraduate with a bachelor" s degree in a relevant

discipline, with minimum experience of 10 years in implementing survey related projects. He/she should have experience of working as a Team Lead for at least two related projects with the government sector in the last 3 years. He/she should have experience of providing strategy support and leading survey related implementation and MIS development projects for government agencies.

2. **Survey coordinator:** University degree holder with a bachelor" s degree in a relevant discipline, with minimum experience of 3 years in implementing survey related projects. The survey coordinator should have experience of working as a Survey Coordinator for at least one survey related project with the government sector in the last 3 years. The survey coordinator should exhibit proficiency in survey design and survey methodologies, survey enumerator staffing and recruiting in addition to conducting field supervision. The Survey coordinator should also be familiar in conducting biometric survey related projects preferably with a government agency.
3. **Project Manager:** Postgraduate with a Bachelor" s degree in a relevant discipline, with minimum experience of 5-8 years in implementing IT based solutions for the government sector. He/she will also demonstrate previous experience on demonstrating leadership on aspects of mobile application development for government organizations. He/she will also have a good experience of overall MIS project monitoring, implementation, roll out and operation and maintenance of the MIS developed.

i. Training is an important Feature of this Assignment: **Yes.**

Proposals must remain valid 180 Days after the Proposal Due Date.

The Address to send Information to the Employer: MEPMA Telangana, 4<sup>th</sup> floor, CDMA Office building, AC Guards, Masabtank, Opposite PTI building, Hyderabad - 500004

#### **Eligibility and Evaluation criteria of Consultant/ Firm for Bidding:**

The Agency/Firm can be a Proprietary or Partnership Firm or a company and joint ventures/consortium or associations are NOT allowed.

The Agency/Firm should have the following threshold qualifications to be eligible for bidding:

#### **Financial:**

- I. Average annual turnover of INR. 50 lakh (Rupees Fifty Lakhs) in the three preceding financial years (2015-16, 2016-17 & 2017-18) with a positive net worth.

#### **Technical:**

1. The Agency/Firm should have been in existence for more than 5 years and Agency/Firm with ISO (9001-2008) & ISO (27001-2013) are preferred
2. The Agency/Firm must not have been blacklisted or placed under funding restriction by any Ministry or Department of the Government of India or by a State Government (or its agency).
3. The Agency/Firm should have valid registrations such as Permanent Account Number (PAN) and GST Registration Number
4. Agency/Firm should have a minimum five years of experience of working with government sector clients
5. The Agency/Firm should have at least three years of experience in conducting urban surveys for government sector clients in India with a tender value of INR 50 Lakhs
6. The Agency/Firm should be able to demonstrate two working mobile applications, which has been developed and deployed for government sector clients in the last three years

**Note:** The Agency/Firm is required to submit at least one of the following supporting documents for each of the projects quoted for eligibility and evaluation.

- Work orders/Agreements from the Government Client
- Completion certificates from the Government Client

Note: MEPMA, Telangana reserves the right to request any further supporting document from the selected Agency/Firm prior to signing of the Contract.

**Table 1: Technical Evaluation (Technical Evaluation of the Proposal)**

| S. No.             | Particulars  | Maximum Marks |
|--------------------|--|---------------|
| <b>I</b>           | <b>Financial Strength:</b> Average annual turnover in the three preceding financial years (2015-16, 2016-17, 2017-18) <ul style="list-style-type: none"> <li>• Between INR. 50 lakh and INR. 100 lakh – 3 marks</li> <li>• More than INR. 100 lakh – 5 marks</li> </ul>                      | 5             |
| <b>II</b>          | <b>Experience of Consultant/ Firm</b>  |               |
| a)                 | Experience in conducting tab based field surveys in Urban Local Bodies for government clients (ongoing and past projects) <ul style="list-style-type: none"> <li>• 1 project – 4 marks</li> <li>• 2-3 projects – 6 marks</li> <li>• More than 3 projects – 10 marks</li> </ul>               | 10            |
| b)                 | Demonstration of successful execution pertaining to deployment and usage of biometric devices in Urban Local Bodies for government clients (ongoing and past projects) <ul style="list-style-type: none"> <li>• 5 projects – 5 marks</li> <li>• 6 – 10 projects – 10 marks</li> </ul>        | 10            |
| c)                 | Experience in undertaking GIS based projects in Urban Local Bodies for government clients (ongoing and past projects) <ul style="list-style-type: none"> <li>• 1 project – 5 marks</li> <li>• 2 – 3 projects – 10 marks</li> <li>• More than 3 projects – 15 marks</li> </ul>                | 15            |
| d)                 | Experience in undertaking projects encompassing development of mobile applications for government clients (ongoing and past projects) <ul style="list-style-type: none"> <li>• 1 project – 4 marks</li> <li>• 2 – 3 projects – 6 marks</li> <li>• More than 3 projects – 10 marks</li> </ul> | 10            |
| e)                 | Experience in development of MIS or web-based dashboards of similar nature (ongoing and past projects) for government clients (ongoing and past projects) <ul style="list-style-type: none"> <li>• 1 project – 5 marks</li> <li>• 2 projects and above – 10 marks</li> </ul>                 | 10            |
| <b>Sub Total</b>   |  | <b>60</b>     |
| <b>V</b>           | <b>Technical Presentation on A&amp;M and plan</b>  | <b>25</b>     |
| <b>V1</b>          | <b>Demo of MIS software/GIS and desktop and mobile applications developed</b>  | <b>15</b>     |
| <b>Grand Total</b> |  | <b>100</b>    |

*Selection of agency/firm to conduct a tab based biometric survey of street vendors in the Urban Local Bodies (ULBs) and develop MIS/mobile application for implementation of Support to Urban Street Vendor (SUSV) program for MEPMA Telangana for a period of 3 years*

**The Evaluation Criteria for the Proposal:**

The Agency/Firm must achieve a minimum of 60% marks overall, for it to be eligible for opening of Financial Proposal.

The weightage given to Technical Evaluation for bid evaluation is 70%. The weightage given to Financial Proposal for bid evaluations 30%.

The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as  $Sf=100 \times Fm/F$  in which Sf is the financial score, Fm is the lowest price offer and F is the price offer of the proposal under consideration. Proposals will be ranked according to their combined Technical (St) and Financial (Sf) scores using the weights (T=0.70 and P=0.30)  $S=St * T + Sf * P$ . The Agency/Firm securing the highest combined technical and financial score will be invited for negotiations

**Agency/Firm" s Organizational set-up:**

It is mandatory that the Agency/Firm provide adequate numbers of key personnel as given above and in TOR.

MEPMA, Telangana reserves the right to effect minor changes in the sub criteria depending on nature and scope of each sub-project.

The Address for Negotiations is: **MEPMA, Telangana, 4th Floor, AC Guards, Masabtank, Opposite PTI building, Hyderabad – 500004, Telangana, India**

Date of commencement: 7 days from Date of Signing of the Contract

Place of commencement: Hyderabad, Telangana

#### **4 SECTION 3: TECHNICAL PROPOSAL – STANDARD FORMS**

- 3A. Technical Proposal Submission Form.
- 3B. Agency/Firm" s profile
- 3C. Comments and Suggestions on the Terms of Reference and on Data, Services and Facilities to be provided by the Employer.
- 3D. Description of the Methodology and Work Plan for Performing the Assignment.
- 3E. Team Composition and Task Assignments.
- 3F. Format of Curriculum Vitae of Proposed Key Professional Staff.
- 3G. Format for submission of Financial Information

**3A. TECHNICAL PROPOSAL SUBMISSION FORM**

[Location, Date]

From: (Name of Agency/Firm)

To: (Name and Address of Employer)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear Sir \_\_\_\_\_

**Subject:**

Selection of an Agency/Firm to conduct a tab based biometric survey of street vendors in the Urban Local Bodies (ULBs) and develop MIS/mobile application for implementation of Support to Urban Street Vendor (SUSV) program for MEPMA Telangana for a period of 3 years.

We, the undersigned, offer to provide Services for the above Work in accordance with your Request for Proposal dated [Date], and our Proposal. We are hereby submitting our Proposals, which include this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the Period of Validity of the Proposal, i.e., before [Date] we undertake to negotiate on the basis of the Proposed Staff. Our Proposal is binding upon us and subject to the Modifications resulting from Contract Negotiations.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely

Authorized Signature:

Name and Title of Signatory:

Name of Agency/Firm:

Address:



**3B. AGENCY/FIRM'S REFERENCES**

**Relevant Services carried out that best illustrate Qualifications**

Using the Format below, provide Information on each Reference Assignment for which your Agency/Firm, either individually as a Corporate Entity or as one of the Major Companies within an Association, was legally contracted.

|  |                                 |                                   |
|--|---------------------------------|-----------------------------------|
| Assignment Name:   |                                 | Location:                         |
| Name and address of Employer:  |                                 |                                   |
| Start Date (Month / Year):   | Completion Date (Month / Year): | Approx. Value of Services (INR.): |
| Name of Associated Agency/Firm, if any:  |                                 |                                   |
| Name of Senior Staff (Project Director / Coordinator, Team Leader) involved and Functions performed: |                                 |                                   |
| Description of Project and services provided by your staff   |                                 |                                   |

Agency/Firm" s Name: \_\_\_\_\_

**3C. COMMENTS AND SUGGESTIONS OF AGENCY/FIRM ON THE TERMS OF REFERENCE AND ON DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY THE EMPLOYER**

On the Terms of Reference

- 1.
- 2.
- 3.
- 4.
- 5.

On the Data, Services and Facilities to be provided by the Employer

- 1.
- 2.
- 3.
- 4.
- 5.

Agency/Firm Name: \_\_\_\_\_

*Selection of agency/firm to conduct a tab based biometric survey of street vendors in the Urban Local Bodies (ULBs) and develop MIS/mobile application for implementation of Support to Urban Street Vendor (SUSV) program for MEPMA Telangana for a period of 3 years*

**3D. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT**

Agency/Firm Name: \_\_\_\_\_

**3E. TEAM COMPOSITION AND TASK ASSIGNMENTS**

**1. Survey team**

| Sl. No. | Name | Position | Task |
|---------|------|----------|------|
| 1.      |      |          |      |
| 2.      |      |          |      |
| 3.      |      |          |      |
| 4.      |      |          |      |
| ..      |      |          |      |
| ..      |      |          |      |

Agency/Firm Name: \_\_\_\_\_

**3F. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY PROFESSIONAL STAFF**

1. **Proposed Position** [only one candidate shall be nominated for each position]: \_\_\_\_\_

2. **Name of Staff** [Insert full name]: \_\_\_\_\_

3. **Date of Birth:** \_\_\_\_\_ **4. Nationality:** \_\_\_\_\_

5. **Education** [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]: \_\_\_\_\_

6. **Membership of Professional Associations:** \_\_\_\_\_

7. **Other Training** [Indicate significant training since degrees under 5 - Education were obtained]: \_\_\_\_\_

8. **Countries of Work Experience:** [List countries where staff has worked in the last ten years]: \_\_\_\_\_

9. **Languages** [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]: \_\_\_\_\_

10. **Employment Record** [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]: \_\_\_\_\_ To [Year]: \_\_\_\_\_

Employer: \_\_\_\_\_

Positions held: \_\_\_\_\_

|   |  |
|---|--|
| <p><b>11. Detailed Tasks Assigned</b></p> <p>[List all tasks to be performed under this</p> | <p><b>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</b></p> <p>[Among the assignments in which the staff has been involved, indicate the following information for those</p> |
|---|--|

|                           |  |
|---------------------------|--|
| <p><i>assignment]</i></p> | <p><i>assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p> |
|---------------------------|--|

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these Data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_  
 [Signature of Staff Member or Authorized Representative of the Agency/ Firm]

**Date:** Day / Month / Year

Agency/ Firm Name: \_\_\_\_\_

Selection of agency/firm to conduct a tab based biometric survey of street vendors in the Urban Local Bodies (ULBs) and develop MIS/mobile application for implementation of Support to Urban Street Vendor (SUSV) program for MEPMA Telangana for a period of 3 years

### 3G. FINANCIAL INFORMATION

|                             | FY 2015-16 | FY2016-17 | FY2017-18 |
|-----------------------------|------------|-----------|-----------|
| Annual Turnover (INR Lakhs) |            |           |           |

**Note:**

- The Agency/Firm is expected to submit audited financial statements, certificate from Chartered Accountant for these years along with their Technical Proposal

Agency/Firm Name: \_\_\_\_\_

## **5 SECTION 4: FINANCIAL PROPOSAL – STANDARD FORMS**

### **4A. Financial Proposal Submission Form**



**4A. FINANCIAL PROPOSAL SUBMISSION FORM**

[Location, Date]

From: (Name of Agency/Firm)

To: (Name and Address of Employer)

\_\_\_\_\_

\_\_\_\_\_

Dear Sir

**Subject:–Selection of an agency/firm to conduct a tab based biometric survey of street vendors in the Urban Local Bodies (ULBs) and develop MIS/mobile application for implementation of Support to Urban Street Vendor (SUSV) program for MEPMA Telangana for a period of 3 years**

We, the undersigned, offer to provide the Services for the above in accordance with your Request for Proposal dated [Date], and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [Amount in Words and Figures] (excluding taxes).

Our Financial Proposal shall be binding upon us subject to the Modifications resulting from Contract Negotiations, up to expiration of the Validity Period of the Proposal, i.e., [Date].

We undertake that, in competing for (and, if the award to us, in executing) the above Contract, we will strictly observe the Laws against Fraud and Corruption in force in India namely “Prevention of Corruption Act 1988”.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely

Authorized Signature:

Name and Title of Signatory:

Name of the Agency/Firm:

Address:

| S.No | Population of ULB (in Lakhs) as per 2011 Census   | Amount (INR) (Excluding Taxes) | Applicable taxes & % | Total Amount (INR)(including Taxes) | Amount in Words |
|------|---|--------------------------------|----------------------|-------------------------------------|-----------------|
| 1    | With Population <50,000   |                                |                      |                                     |                 |
| 2    | With Population >50,000 to <1,00,000  |                                |                      |                                     |                 |
| 3    | With Population >1,00,000 to <10,00,000   |                                |                      |                                     |                 |
| 4    | With Population More than 10,00,000   |                                |                      |                                     |                 |
| 5    | One time cost for Design, Development and updating MIS as specified in Scope                |                                |                      |                                     |                 |
| 6    | One time cost for Design, Development and updating mobile application as specified in Scope |                                |                      |                                     |                 |
| 6    | O&M cost of MIS System from 2 <sup>nd</sup> year onwards per year                           |                                |                      |                                     |                 |

## **6 SECTION 5: TERMS OF REFERENCE (TOR)**

### **Background**

Telangana is a fairly new State in India that was constituted on 2<sup>nd</sup> June 2014. Census 2011 estimated the approximate urban population of Telangana to be 39% of the total population. Estimates also indicate that the urban population of the State to be one of the fastest growing in the country. Administratively, the State is constituted into 33 districts and demographically the urban population is spread across 141 Urban Local Bodies (ULBs).

The Mission for Elimination of Poverty in Municipal Areas (MEPMA) under the Department of Municipal Administration and Urban Development, Government of Telangana has initiated the implementation of the Scheme in the State. MEPMA, Telangana was established in 2007 to eliminate poverty and vulnerability and improve the quality of life of the urban poor in a sustainable manner. MEPMA is also the state level nodal agency for implementing the following national level programs:

- Deenadayal Antyodaya Yojana – National Urban Livelihood Mission (DAY-NULM)
- Housing for All

Given this, MEPMA is currently implementing both the national level programs in the State in accordance to the guidelines issued by the Government of India” s Ministry of Housing and Urban Affairs under the DAY-NULM. Of the various components of the DAY-NULM program, MEPMA is implementing the Support to Urban Street Vendor (SUSV) program across all Urban Local Bodies (ULBs) in the state.

The various components of the Support to Urban Street Vendor program are:

1. Survey of street vendors and issuance of identity cards
2. Development of city street vending plans
3. Infrastructure development of vending zones in the city
4. Training and skill development
5. Financial inclusion
6. Access to credit
7. Linkages to social security schemes

As a first step to better govern urban street vending activity in the State, the Government of Telangana commissioned the 2016 Telangana Street Vending Scheme. The scheme was commissioned for state level implementation of the Government of India mandated “The street vendor (Protection of Livelihood and Regulation of Street Vending) Act of 2014”. The program seeks to address the concerns of urban street vendors by facilitating access to suitable spaces for vending, institutional credit, improved skills and social security linkages.

Since the inception of the SUSV program in 2014, the Government of Telangana has identified about 69,000 urban street vendors across 67 ULBs in the State. The identified street vendors have been classified into three categories such as:

- **Stationery vendors** – Vendors carrying out vending on a regular basis at a specific location, e.g. those occupying space on the pavements or other public places and/or private areas either open or covered with implicit or explicit consent of the authorities, and operating on usufruct rights
- **Mobile vendors** – Vendors moving from place to place vending their goods or services on own vehicles like bicycle or mobile units on wheels, motorized and manually driven
- **Peripatetic vendors** – Vendors carrying out vending activity on-foot and sell their goods and services and includes those who carry baskets on their head/shoulder

## Detailed Scope of Work

In order to assist MEPMA with the identification of street vendors in the new ULBs, the scope of work for the survey agency is to undertake the following activities in a sequential manner as mentioned below:

- **Step 1:** Software development of the Management Information System (MIS) encompassing various programmatic facets, which needs to be captured in the MIS
- **Step 2:** Development of the mobile application software, encompassing various programmatic facets, which needs to be captured in the mobile application
- **Step 3:** Conduct a pre-preparation survey in the proposed survey areas (ULBs) as given by the Employer to familiarize the ULBs on the survey process
- **Step 4:** Conduct the tab based field survey in the proposed survey areas (ULBs) as given by the Employer in addition to the implementation of GIS mapping and biometric implementation
- **Step 5:** Submission of field survey reports (ULB wise) to the Employer (MEPMA)

Given the sequence of activities, the detailed list of activities to be undertaken is outlined below:

### *Capturing the street vending landscape of the Urban Local Body (ULB)*

The objective of this track is to identify and conduct a street vendor census survey, which captures the socioeconomic information of the vendors, geo coded location of street vendors with photographs of street vendors. In order to achieve the desired objectives, proposed are the following activities, which needs to be undertaken:

- Finalize survey questionnaire in consultation with MEPMA stakeholders
- The various components, which has be to be a part of the survey questionnaire are:

|  |
|--|
| Personal details   |
| Residential details  |
| Educational qualifications   |
| Details about goods sold   |
| Family members details   |
| Information on inclusivity (disability, visually impaired, mentally challenged etc.) |
| Social security linkage information  |
| Migratory information details  |
| Vendor category  |
| Other business details of the street vendor  |
| Linkages to SHG associations/ seller associations                                    |
| Entitlements   |
| Loan information   |
| Skill development programs   |
| Police station details   |

- Mobilize and identify survey enumerators in the new ULBs (preferably members of the communities such as existing Resource Persons) to conduct the survey of street vendors at the field level
- Conduct trainings to the identified Resource Persons (RPs) on the survey methodology, survey questionnaire, vendor interview mechanism and data collection process
- Develop a tab based application (preferably compatible with Android devices) with the finalized survey questionnaire to conduct the vendor census survey
- Provide a biometric device to every ULB and train resources to facilitate the capture of biometric information of street vendors at the ULB
- Carry out the vendor census survey by using the finalized survey questionnaire. The survey is preferably to be conducted on a ULB basis, which captures street vendors in at the ward/zone level. The street vendor census survey is to be conducted in Boduppall, Peerzadiguda, Jalpally, Jillelaguda, Meerpet, Banswada, Karimnagar Corporation, Warangal Corporation and Greater Hyderabad Municipal Corporation (GHMC) and all 67 new ULBs as listed in the table below:

**New ULBs:**

| S. No | Name of the Municipality and District | Approximate street vendor population |
|-------|---------------------------------------|--------------------------------------|
| 1     | Boddupal                              | 874                                  |
| 2     | Peerzadiguda                          | 1034                                 |
| 3     | Jalpally                              | 1607                                 |
| 4     | Jillelaguda                           | 549                                  |
| 5     | Meerpet                               | 640                                  |
| 6     | Banswada                              | 568                                  |

| S. No       | Name of the Municipality and District | Approximate street vendor population |
|-------------|---------------------------------------|--------------------------------------|
| <b>I</b>    | <b>Jagityal</b>                       |                                      |
| 1           | Raikal                                | 308                                  |
| 2           | Dharmapuri                            | 315                                  |
| <b>II</b>   | <b>Jogulamba Gadwal</b>               |                                      |
| 3           | Waddepalle                            | 265                                  |
| 4           | Alampur                               | 265                                  |
| <b>III</b>  | <b>Karimnagar</b>                     |                                      |
| 5           | Choppandandi                          | 329                                  |
| 6           | Kothapally                            | 221                                  |
| <b>IV</b>   | <b>Kamareddy</b>                      |                                      |
| 7           | Yellareddy                            | 395                                  |
| <b>V</b>    | <b>Khammam</b>                        |                                      |
| 8           | Wyra                                  | 602                                  |
| <b>VI</b>   | <b>Mahabubabad</b>                    |                                      |
| 9           | Dornakal                              | 289                                  |
| 10          | Maripeda                              | 354                                  |
| 11          | Thorrur                               | 382                                  |
| <b>VII</b>  | <b>Mahabubnagar</b>                   |                                      |
| 12          | Makthal                               | 443                                  |
| 13          | Bhoothpur                             | 279                                  |
| 14          | Kosgi                                 | 426                                  |
| <b>VIII</b> | <b>Mancherial</b>                     |                                      |
| 15          | Nasipur                               | 1533                                 |
| 16          | Chennur                               | 472                                  |
| 17          | Kyathanpally                          | 694                                  |
| 18          | Luxettipet                            | 433                                  |
| <b>IX</b>   | <b>Medak</b>                          |                                      |
| 19          | Thoopran                              | 423                                  |
| 20          | Ramayampet                            | 357                                  |
| 21          | Narsapur                              | 376                                  |
| <b>X</b>    | <b>Medchal Malkajigiri</b>            |                                      |
| 22          | Jawaharnagar                          | 964                                  |
| 23          | Dhammaiguda                           | 431                                  |
| 24          | Nagaram                               | 592                                  |
| 25          | pocharam                              | 439                                  |
| 26          | Ghatkesar                             | 456                                  |
| 27          | Gundlapochampally                     | 274                                  |
| 28          | Thumkunta                             | 482                                  |
| 29          | Nizampet                              | 1235                                 |
| 30          | Kompally                              | 448                                  |

|              |                            |     |
|--------------|----------------------------|-----|
| 31           | Dundigal                   | 760 |
| <b>XI</b>    | <b>Nalgonda</b>            |     |
| 32           | Nandikonda                 | 318 |
| 33           | Chityal                    | 300 |
| 34           | Haliya                     | 347 |
| 35           | Chandur                    | 258 |
| <b>XII</b>   | <b>Nirmal</b>              |     |
| 36           | Khanapur                   | 411 |
| <b>XIII</b>  | <b>Nizamabad</b>           |     |
| 37           | Bheemgal                   | 297 |
| <b>XIV</b>   | <b>Peddapalli</b>          |     |
| 38           | Manthani                   | 320 |
| 39           | Sulthanabad                | 395 |
| <b>XV</b>    | <b>Rangareddy</b>          |     |
| 40           | Shamshabad                 | 893 |
| 41           | Turkayamjal                | 837 |
| 42           | Manikonda                  | 340 |
| 43           | Narsingi                   | 504 |
| 44           | Bandlaguda jagir           | 703 |
| 45           | Adibatla                   | 309 |
| 46           | Shankarpally               | 416 |
| 47           | Thukkuguda                 | 384 |
| 48           | Amangal                    | 403 |
| <b>XVI</b>   | <b>Sangareddy</b>          |     |
| 49           | Narayankhed                | 365 |
| 50           | Bollaram                   | 693 |
| 51           | Tellapur                   | 483 |
| 52           | Ameenpur                   | 729 |
| <b>XVII</b>  | <b>Siddipet</b>            |     |
| 53           | Cherial                    | 331 |
| <b>XVIII</b> | <b>Suryapet</b>            |     |
| 54           | Neredcherla                | 297 |
| 55           | Tirumalagiri               | 369 |
| <b>XIX</b>   | <b>Vikarabad</b>           |     |
| 56           | Parigi                     | 365 |
| 57           | Kodangal                   | 286 |
| <b>XX</b>    | <b>Warangal Rural</b>      |     |
| 58           | Wardhannapet               | 275 |
| <b>XXI</b>   | <b>Wanaparthy</b>          |     |
| 59           | Kothakota                  | 381 |
| 60           | Pebbair                    | 312 |
| 61           | Atmakur                    | 301 |
| 62           | Amarchinta                 | 201 |
| <b>XXII</b>  | <b>Yadadri Bhuvanagiri</b> |     |
| 63           | Mothkur                    | 318 |
| 64           | Choutuppal                 | 624 |
| 65           | Alair                      | 342 |
| 66           | Pochampally                | 341 |
| 67           | Yadagirigutta              | 314 |

**Corporations:**

| S. No | Name of the Corporation                 | Approximate street vendor population |
|-------|---|--------------------------------------|
| 1     | Greater Hyderabad Municipal Corporation | 1,35,000                             |
| 2     | Greater Warangal Municipal Corporation  | 16, 000                              |
| 3     | Karimnagar Municipal Corporation        | 5,868                                |

\*The proposed street vendor figures in the ULBs are approximate only. The approximate street vendor population can be anywhere ranging from 0.8% - 2% of the total ULB population

- Identify street vendors in prime vending hotspots in a ULB such as public spots such as busstands, parks, railway stations, prime junctions, main roads, prime commercial areas and residential areas
- Identify street vendors and categorize the street vendors into three categories namely stationery vendors, mobile vendors and peripatetic vendors
- Identify weekly markets, night bazaars/night markets and seasonal markets and identify street vendors operating in vending markets and Daily markets
- Conduct the survey with the identified Resource Persons in a manner, which captures the following:
  - Photograph of the street vendor
  - Photo graph of the street vendor with vending activity
  - Photograph of the family
  - Biometric information of the street vendor with the help of a biometric device

The survey agency should also plan on the logistics of conducting the survey in consultation with the respective ULB officials in order to conduct the survey from 5:00 AM to 11:30 PM to capture the entire gamut of street vending (day markets, night markets, weekly markets and seasonal markets) in an ULB. Once the survey has been completed, documents and reports pertaining to the pre-preparation survey and the ULB wise survey data and the ULB wise survey report in a sanitized format to be shared with MEPMA.

#### *Development of MIS and de-duplication software*

The objective of this track is to avoid data redundancy in the collected street vendor census data. Specifically, the deduplication software should be able to assess the registration status of mobile vendors in the respective ULB. In order to achieve the desired objectives, proposed are the following activities, which needs to be undertaken:

- Develop MIS prototype to facilitate street vendor data capture and storage, which would be further utilized for data analytics and preparation of street vending plans and finalize the prototype in consultation with MEPMA. Few components to be included in the prototype are: bank linkages, self-employment loans, social security details, bank account details, trainings and skill development, information on access to credit and insurance schemes.
- Develop a MIS system to have transactional logins at the state and the ULB level
- Develop MIS to facilitate street vendor data capture and storage, which would be further utilized for data analytics and preparation of street vending plans
- Roll out of the developed de-duplication software to verify captured biometric data of the identified street vendors in real-time.
- Generate a report for duplicated (bulk) biometric data
- Host, operate and maintain the mobile application (bug fixes, data update etc.) for a period of 1 year
- Integration of street vendor data of existing 67 ULBs with the latest MIS

#### *Issuance of Smart Street vending cards and vending certificates*

The objective of this track is to register the identified street vendors by issuing street vending identity cards and vending certificates in the respective ULBs. In order to achieve the desired objectives, proposed are the following activities, which needs to be undertaken:

- Prepare a format of street vending identity card in consultation with MEPMA officials. The ID card with unique QR code should have provisions for a photo of the street vendor, vending information and family details
- Verify the approval status of the identified street vendor at the ULB level to mark the eligibility criteria for obtaining a street vending identity card
- Obtain required approvals from MEPMA and the ULB prior to commencing the process of issuing smart street vending identity cards
- Print and issue smart street vending identity cards to the identified street vendors after conducting a biometric validation and verifying the authenticity of the vendor by developing a de-duplication software
- Verify street vendor information from time to time (Via custom developed Mobile app to be provided by agency)
- Vending certificate shall carry the family photograph, vending area of vendor and other information specified by MEPMA

*Development of a mobile application for SUSV*

The objective of this track is to develop a street vending mobile application for the State. In order to achieve the desired objectives, proposed are the following activities, which needs to be undertaken:

- Develop a Telangana SUSV mobile application prototype for different users (ULB officials, street vendors, state government officials and customers) and finalize the prototype in consultation with stakeholders MEPMA
- Include features such as a QR code/Bar code for ULB officials to scan street vendor ID cards
- Develop other features of the mobile application in consultation with MEPMA based on the need
- Operate and maintain the mobile application (bug fixes, data update etc.)
- Provide open access for the mobile application to be integrated with other third party applications

**Service Level Agreements**

As per the agreement, the Agency/Firm is required to complete the set of activities defined as per the scope of work as outlined in Section 6.2 in defined period of **9 months** since the issue of the work order to the Agency/Firm by MEPMA. Basis the defined timelines the Agency/Firm is required to deploy the required personnel on and off the field to carry out the activities as defined in the scope of work by adhering to timelines as mentioned below.

| S.No | Activity   | Timelines |
|------|--|-----------|
| 1    | Development of the MIS application   | 2 months  |
| 2    | Development of the mobile application  | 1 month   |
| 3    | Field survey in 67 new ULBs  | 6 months  |
| 4    | Field survey in GHMC   | 3 months  |
| 5    | Field survey in Warangal Corp.   | 1 month   |
| 6    | Field survey in Karimnagar Corp.   | 15 days   |
| 7    | Field survey in Boddupal, Peerzadiguda, Jalpally, Jillelaguda, Meerpet, Banswada | 15 days   |

**Quality audit and reviews**

MEPMA shall make Periodic Reviews of the Progress of the Work carried out by the Agency/Firm and provide all necessary approvals as required. The quality audit of the field survey conducted by the Agency/Firm (Section 6.2.1) should be conducted in three stages as mentioned below:

**Stage 1:** A 100% self-certification of the survey work conducted in the field by the Agency/Firm conducting the survey

**Stage 2:** A random audit of 3-5% of the sample size by the Agency/Firm conducting the survey

**Stage 3:** A random audit of 1-2% of the sample size by the MEPMA

The quality audit and reviews of the survey work is deemed to be complete with a certification from the Chairman of the Town Vending Committee (TVC) of the respective ULB. This certification is necessary for MEPMA to evaluate the Agency/Firm for payment release purposes.



**Reports and Time Schedule**

*Reports*

The Agency/Firm shall submit the Reports both in Hard and Soft Copies in English and printed format presented on Metric A4 Size Paper. As and when required, the Agency/Firm may be asked to present its report as a Presentation to the Employer and other concerned staff to the department.

*The Various Outputs required from the Work carried out as stated in the Scope of Services are as follows.*

| S.No | Deliverables                   | Timeline  |
|------|--------------------------------|---|
| 1    | Inception report               | 15 days since inception                               |
| 2    | MIS application development    | 2 months since inception                              |
| 3    | Mobile application development | 3 months since inception                              |
| 4    | ULB wise survey report         | 1 week post completion of the field survey in the ULB |

The reports pertaining to vendor identification, bio-metric survey, capturing photograph and GIS mapping of the existing vendors shall be submitted as and when a ULB is completed. For the reports to be deemed complete, a checklist on the parameters of completion assessment would be prepared basis consultation with MEPMA stakeholders.

**Key Staff Requirement – Minimum requirement**

The Agency/Firm may be asked to deploy team members as per requirement.

**Contract Schedule**

The Selection of the Agency/Firm to conduct a tab based biometric survey of street vendors in the Urban Local Bodies (ULBs) and develop MIS/mobile application for implementation of Support to Urban Street Vendor (SUSV) program for MEPMA Telangana will be for a period of 3 years. The successful bidder shall be required to sign contract agreement within 15 days from the day of awarding letter of acceptance.