

REQUEST FOR PROPOSALS

for

**Empanelment of Consultants / Firms / Agencies / Institutions/
Organizations**

for

**Conducting Demand Survey and
Preparation of Housing for All Plan of Action(HFAPoA)**

for

All ULBs of Telangana under HFA Scheme

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

Information to Bidders

RFP Activities

Activity	Details
INVITATION FOR PROPOALS RFP REFERENCE	EoI No: 75/HFAPoA/HFA/2016/TS, Dated: 11-11-2016
Issue of RFP Document up to	NA
Time and Date for Pre Proposal Conference	NA
Last Date and Time for receipt of sealed Proposals in response to RFP Document	30.11.2016 up to 4:00PM
Time and Date of Opening of Proposals	30.11.2016 up to 4:30PM
Cost of RFP Document	Rs. 2,000/- payable in favour of Mission Director, MEPMA, TS in the form of Demand Draft from scheduled Bank.
Bid Security	Rs. 20,000/- payable in favour of Mission Director, MEPMA, TS in the form of Demand Draft from scheduled Bank.
TIME AND DATE OF OPENING OF COVER - B (Financial Proposal):	Will be intimated to the Qualified Consultants
ADDRESS FOR COMMUNICATION :	Mission Director, MEPMA, 3 rd Floor, E-in-C(PH) Building , AC Guards, Hyderabad, Telangana.

OBJECTIVE

The Government of India have launched Housing for All (HFA) Mission to provide central assistance to States for providing houses to all eligible Urban Poor by 2022. The Government of Telangana have proposed all the ULBs of Telangana as HFA Towns for implementation of the HFA Scheme. To assess the demand of housing in the each ULB under the four verticals as specified in the HFA scheme guidelines and for implementation of the scheme, Housing for All Plan of Action (HFAPoA) is to be prepared. The objective of this RFP is to empanel Consultants / Firms / Agencies / Institutions / Organizations for "Conducting Demand Survey and Preparation of HFAPoA under HFA scheme" for all ULBs of Telangana. This RFP is being issued by MEPMA, the State Level Nodal Agency (SLNA) for HFA scheme to assist the ULBs in preparing the HFAPoA document and in getting various approvals from both state and central Government.

REQUEST FOR PROPOSAL FOR EMPANELMENT

Proposals are invited from Consultants / Firms / Agencies / Institutions / Organizations in response to this RFP.

The Consultants / Firms / Agencies / Institutions / Organizations will be empanelled based on procedure described in this document.

ELIGIBILITY CRITERIA

Sealed bids are invited from the bidders for submission of the proposal for empanelment.

- (i) The Bidder should be in the area of Providing Consultancy services for Conducting demand survey and Preparation of Plan of Action for schemes for at least 5 years with the Central/State Government / Local Bodies
- (ii) The Annual turnover of the bidder should be more than Rs.20.00 lakhs in any one financial year during the last ten years i.e. from 01.4.2006 to 31.3.2016.
- (iii) Past experience in the similar jobs i.e Preparation of Plan of Action for RAY/HFA/Similar nature of schemes which include the activities viz., door to door Survey, data collection, entry, verification and compilation, methodology and work plan for implementation.

The proposals without submission of DDs towards cost of RFP document & Bid Security will not be considered and not evaluated.

Your proposal in response could form the basis for future negotiations and ultimately you will be empanelled for taking up the job in allotted ULBs of the state.

The bidder has to enter in to a contract with the respective Commissioner of the ULB for taking up the Job. The necessary consultancy fee will be paid by the ULB as per payment schedule indicated in the ToR

Please note that the cost of preparing the proposal and/or negotiating the contract including visit to the towns and to the Client's offices are not reimbursable as a direct cost of the Assignment.

To enable you to submit proposal, please find enclosed the Terms of Reference (ToR) for this Proposal. This includes the purpose and scope of the Proposal, the envisaged tasks, the expertise required along with inputs, the outcomes and deliverables and the reporting schedule, timelines and payment terms.

The Bidders are expected to examine the RFP document in detail before submission of proposals.

1. PREPARATION OF PROPOSALS

1.1 Technical Proposal

1. Format-2A for submission of technical proposal and other formats are in Appendix-A.
2. A brief description of the firm's organizational setup and an outline of recent experience on assignments of similar nature. For each assignment, the outline should indicate, inter alia, the profiles and names of the staff provided, duration of the assignment, and firm's involvement.(Format-2B)
3. Description of the methodology and work plan for performing the proposed assignment activity wise is to be furnished (Format-2C)
4. The list of the proposed staff team and specialization, the tasks that would be assigned to each staff member, and their timing. (Format-2D)
5. CVs of the proposed professional key staff duly signed, should be submitted in the prescribed format. Key information should include number of years working for the firm entity, and level of responsibility held in previous assignments etc (Format-2E)
6. Each key staff proposed shall be associated with only one consultant
7. It is desirable that the majority key professional staff proposed shall be permanent employees of the firm or have an extended and stable working relation with it.
8. Alternative professional staff shall not be proposed, and only one CV may be submitted for each position.
9. The technical proposal shall not include any financial information.
10. The bidder shall furnish Plan of Action document (1No) prepared in previous assignments as a sample of their competency.
11. The bidder shall furnish Work completion certificates from the client (or) Work orders + Self declaration of completion/current status of the project for experience in similar nature of work.
12. The bidder shall furnish self declaration in proof of experience in conducting Trainings for survey teams and Stakeholder Work shops.
13. Rs.2,000/- in the form of DD in the name of Mission Director, MEPMA,TS towards cost of RFP Document shall be submitted along with the technical proposal (in Cover-A)
14. Rs 20,000/- in the form of DD in the name of Mission Director, MEPMA,TS towards Bid Security shall be submitted along with the technical proposal (in Cover-A)

1.2 Financial Proposal

1. The bidders should submit their financial quote for consultancy fee in Rupees in lakhs both in figures and in words
2. The financial proposal shall be submitted in the **Form-4A** in Appendix-B
3. The lowest quote in each category will be frozen and accepted.
4. The following "Financial Quote" ceilings (including all Taxes as applicable) are fixed based on the rates approved by GOI considering the population of the ULB as per statement enclosed.

S.No	For Conducting demand survey and Preparation of HFAPoA for ULBs with Population (as per statement enclosed)	Amount per each ULB
1	<1,00,000	
2	1,00,000 to 5,00,000	Rs 7.00 lakhs
3	5,00,001 to 10,00,000	Rs 14.00 lakhs
4	10,00,001 to 15,00,000	Rs 21.00 lakhs
5	>15,00,000	Rs 28.00 lakhs
		Rs 35.00 lakhs

1.3 SUBMISSION, RECEIPT, OPENING AND EVALUATION OF PROPOSALS

1.3.A) Submission of Proposals:

Proposals should be submitted in one original document. Proposals must be prepared in **indelible ink and be signed by the authorized representative of the firm.**

All documents of the technical proposals including two DDs shall be placed in one envelope clearly marked "Technical Proposal, For Empanelment of Consultants/Firms/Agencies/Institutions/Organizations for conducting demand survey and Preparation of HFAPoA for all ULBs of Telangana under HFA Scheme".

The financial proposal shall be placed in separate envelope clearly marked "Financial proposal, For Empanelment of Consultants/Firms/Agencies/Institutions/Organizations for conducting demand survey and Preparation of HFAPoA for all ULBs of Telangana under HFA Scheme".

The above two sealed covers namely technical proposal and financial proposal shall be placed in another cover and addressed to **The Mission Director, MEPMA, TS, 3rd floor, Engineer -in - Chief (PH) Complex, AC Guards, Hyderabad -500004.**

1.3.B) Receipt of Proposals:

Your completed technical and financial proposals must be **delivered to The Mission Director, MEPMA, TS, 3rd floor, Engineer - in - Chief (PH) Complex, AC Guards, Hyderabad -500004 on or before 4:00 PM on 30.11.2016.**

Technical and financial proposals and all communications in relation to the proposal shall be written in English language including project/study reports. The Client reserves the right to modify and extend the deadline for the submission of proposals.

1.3.C) Opening of Proposals:

The Technical Proposals will be opened by the concerned in MEPMA on the date and time as mentioned in the RFP document in the presence of the bidders or their representatives who choose to be present.

The technical bids will be evaluated by the MEPMA prior to opening of any financial proposals.

The Financials proposals of the bidders who are technically qualified will only be opened.

The date and time of opening of the Financial proposals will be intimated to the Technically qualified bidders.

The bidder's representative attending the Financial proposal opening meeting shall be required to present authorization letter from the bidder.

1.3.D) Evaluation of Proposals:

All the technical bids will be evaluated based on their experience. The MEPMA shall carry out its evaluation applying the following evaluation criteria.

The proposals submitted without valid DDs towards cost of RFP document & Bid Security will not be considered and not evaluated.

S.No	Criterion	Max Score	
1	Bidder should be in the area of Providing Consultancy services for Conducting demand survey and Preparation of Plan of Action for schemes for at least 5 years with the Central/State Government / Local Bodies (Furnish Work orders issued by the client)	20	5 –10years - 12marks >10 years - 20 marks
2	Experience in number of similar jobs i.e Conducting demand survey and Preparation of Plan of Action for RAY/HFA/Similar nature of schemes which include the activities viz., door to door Survey, data collection, entry, verification and compilation, methodology and work plan for implementation of the scheme. (Furnish Work completion certificates issued by the client (or) Work orders + Self declaration of completion / current status of the project)	15	1-2 jobs - 5 marks 3-5 jobs - 10 marks >5 jobs - 15 marks

3	Experience in Conducting trainings for Survey teams and Identification of stakeholders and organizing workshops (Self declaration in proof of experience)	10	Survey teams trainings -5Marks Stakeholder workshops - 5Marks
4	Annual turnover in any one year during the last ten financial years i.e. from 01.4.2006 to 31.3.2016. Should have minimum Rs. 20.00 lakhs. (Furnish document Certified by Chartered Accountant)	15	20 lakhs to 30 lakhs - 9 marks >30 lakhs to 50 lakhs - 12 marks. >50 lakhs - 15 marks
5	Description of Methodology for performing the assignment and Work plan for performing the assignment and Sample Plan of Action document prepared in previous assignments -1 No	15	Marks will be awarded by the committee based on the methodology and work plan for performing the assignment and Sample PoA document furnished by consultants.
6	Key Staff (CV in format-2E is to be submitted)		
	i. Team Leader	10	Details given separately
	ii. Other Staff	15	Details given separately
	TOTAL	100	

The bidders will be selected based on the technical score. The Minimum score required for qualifying for opening of financial proposal is 60 %.

The following are the key professionals to be nominated for the Assignment:

Position	No. of persons	Qualifications & skills	Experience
Team Leader : Planning or Engineering Expert 10.0 Marks	1	Masters / Bachelors Degree in Planning / any branch of civil engineering Good knowledge of Preparation of Action plans and can read,write and speak in Telugu language.	5years - 8years - 5 marks >8 years - 10 marks
Finance expert 5.0 Marks	1	Bachelors Degree in Finance/Commerce and Good knowledge of Accounts and can read,write and speak in Telugu language.	5 years - 8 years - 03 marks >8 years - 05 marks
Social Development Expert 5.0 Marks	1	Bachelors Degree in Social Science/Sociology/ Development Studies; Good Knowledge of Community mobilization in ULBs and can read,write and speak in Telugu language.	5 years - 8 years - 03 marks >8 years - 05 marks
MIS specialist 5.0 Marks	1	Graduate/Diploma in Computer Science. Good knowledge of data entry, MIS applications, preparing formats, presentations and can read,write and speak in Telugu language.	5 years - 8 years - 03 marks >8 years - 05 marks

1.4 Bid Validity

The bidders are requested to hold their proposal valid for 90 days from the date of submission, during which time they shall maintain, without change, the personnel proposed for the assignment. The MEPMA reserves the right to accept or reject any or all of the bids. The decision of the Managing Director, MEPMA in this regard shall be final and binding on all the bidders. No correspondence will be entertained in this regard. Furthermore, as quality is the principal selection criteria, the client does not bind itself in any way to select the firm offering the lowest prices.

1.5 Right to cancel and to reject any or all Proposals:

Notwithstanding anything contained in the RFP, the MEPMA reserves the right to accept or reject any proposal or to annul the empanelment process and reject all proposals at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons therefore.

1.6 Facilities to be provided by the Client

The client will provide the following services to the consultant to the extent available in the duration of the assignment:

Access to the available data, Permissions to enter offices as appropriate and necessary to undertake the proposed study. The consultants shall discuss and highlight the requirements essential for the proposed assignment.

1.7 Facilities to be provided by the Consultant

The consultant shall include in the financial proposal for all items necessary to complete the assignment and outputs as defined in the ToR. The consultant shall perform any other relevant item for completion of the assignment as felt necessary by the client in a manner satisfactory to the client.

1.8 Empanelment of Consultants.

The financial proposals of the Consultants who have been technically qualified (as per procedure explained already) will be opened.

The lowest quote in each category will be frozen and accepted.

The technically qualified consultants will be offered to work at the lowest rate (frozen rates) in each category.

The consultants who submit their willingness to work at the frozen rates will be empanelled for conducting demand survey and preparation of HFAPoA for the ULBs of Telangana.

If necessary the empanelled consultants will be allotted district(s) wise through lottery.

1.9 CONFIDENTIALITY

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process until the qualified bidders have been notified that they have been empanelled.

1.10 Forfeit of Bid Security:

Bid security amount will be forfeited if the bidder withdraws his bid before bid validity period or withdraws from the empanelling process after submitting his willingness to work at the lowest rates(frozen rates) or fails to enter into agreement with the allotted ULBs after empanelment.

The bid security amount will be returned to the empanelled consultant only after entering into agreement with all the allotted ULBs. The bid security amount of the bidders who do not accept to work at the lowest rates(frozen rates) and who are not technically qualified will be returned after completion of empanelment process.

COVER A
TECHICAL PROPOSAL

APPENDIX A

2. TECHNICAL PROPOSAL – STANDARD FORMS

- A. Technical Proposal submission form.
- B. Firm's references.
- C. Description of the methodology and work plan for performing the Assignment.
- D. Team composition and task assignments.
- E. Format of Curriculum Vitae of proposed professional staff.

2A. TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

FROM: (Name of Firm)

To: (Name and Address of Employer)

Ladies/Gentlemen:

Subject :- Empanelment of Consultants for _____
_____ Technical Proposal.

We, the undersigned, offer to provide the consulting services for the above in accordance with your request for Proposal dated [Date], and our Proposal. We are hereby submitting our Proposal which includes 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.

We remain,

Yours sincerely,

Authorized Signature [in full and initials]:
Name and Title of Signatory:

Name of Firm:

Address:

Contact No:

Email id:

2B. FIRM'S REFERENCES

**Relevant Services Carried Out in the Last Five Years
That Best Illustrate Qualifications**

Using the format below, provide information on each reference assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/entity (profiles):
Name of Employer:		No. of Staff:
Address:		No. of Staff-Months; duration of assignment:
Start Date (Month/Year):	Completion (Month/Year):	Date
		Approx, Value of Services (in Rs)
Name of Associated Consultants, if any:		No. of months of Professional Staff, provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: _____

Authorized Signature: _____

2 C.DESCRPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING EACH ACTIVITY OF THE ASSIGNMENT

Description of the methodology in detail for performing each activity of the Assignment duly signed by the authorized representative shall be enclosed.

Work Plan showing the time lines for each activity of the Assignment duly signed by the authorized representative shall be enclosed.

Plan of action document (1No) prepared in the previous assignment as a sample duly signed by the authorized representative is to be furnished.

2D TEAM COMPOSITION AND TASK ASSIGNMENTS

Technical / Managerial Staff

S.No.	Position	Name	Task
1.	Team Leader Planning or Engineering Expert		
2.	Financial Expert		
3.	Social Development Expert		
4.	MIS Specialist		

Details of Tasks Assigned:

1. _____

2. _____

3. _____

4. _____

[Signature of authorized representative of the Firm]

Day/Month/Year

2E.FORMAT OF CURRICULUM VITAE (CV) FOR

PROPOSED PROFESSIONAL STAFF (Technical Staff)

i)Proposed Position: _____

ii)Name of Firm: _____

iii)Name of Staff: _____

iv)Profession: _____

v)Date of Birth: _____

vi)Years with Firm/Entity: _____ Nationality: _____

vii)Membership in Professional Societies: _____

viii)Key Qualifications:[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments Use about half a page.]

ix)Education:[Summarize college/university and other specialized education of staff member, giving educational qualification obtained. Use about one quarter of a page.]

x)Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and Employer references, where appropriate. Use about three-quarters of a page.]

xi) Languages:

[For each language(Telugu,Hindi,English)indicate proficiency: excellent, good, or poor; in speaking, reading and writing]

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]
Day/Month/Year

Full name of staff member

[Signature of authorized representative of the Firm]
Day/Month/Year

Full name of authorized representatives

Note: CV of each individual should be signed in original by the respective staff member along with the date and endorsed by the authorized representative of the lead firm.

3. Terms of Reference

1. Introduction:

The Government of India have launched Housing For All (HFA) Scheme launched to provide housing for all eligible Urban Poor. The Government of Telangana have considered all the ULBs of Telangana as HFA Towns for implementation of the HFA Scheme. The PMAY-HFA(U)scheme will cover the entire urban region and will be implemented as a centrally sponsored scheme except the credit linked subsidy component, which will be implemented as a central sector scheme.

To assess the demand of housing in each ULB, Housing for All Plan of Action (HFAPoA) is to be prepared.

HFAPoA is a city wide Plan of Action, which will provide the demand of housing by eligible beneficiaries in the ULB along with the interventions selected out of the following four verticals of the PMAY-HFA(U) Scheme.

1. "In-situ" Slum Redevelopment using land as Resource with private participation.
2. Credit – Linked Subsidy Scheme
3. Affordable Housing in Partnership.
4. Beneficiary-led individual house Construction (or) Enhancement.

It is required to assist the ULB- department in getting the HFAPoA prepared for various approvals from both state and central Government. The HFAPoA shall be in line with guidelines issued by MoHUPA, Gol under PMAY-HFA(U) Scheme.

2. Scope of the Job:

To implement the PMAY-HFA(U) Scheme for achieving the ultimate objective of providing Housing for All by 2022, the overall scope of the job of the consultant shall cover the following:

- Conducting demand survey and to collect the details of the beneficiaries in the prescribed format (Annexure-4A/4B) provided in the guidelines of PMAY-HFA Scheme.
- Based on the demand survey and other available data, Preparation of Housing for All Plan of Action (HFAPoA) covering all the 4 verticals of PMAY-HFA in the prescribed formats (Annexure-5) provided in the guidelines of PMAY-HFA Scheme.
- To facilitate the ULBs in getting approvals from various State and Central committees

Consultant is responsible for conducting the Demand survey and preparing the HFAPoA in accordance with guidelines of the PMAY-HFA Mission and shall also follow all the amendment in guidelines and when issued by GOI/GOT

3. **Detailed Tasks to be carried out under the scope of the job:**

- **(i) Demand Survey:**

The consultant shall conduct demand survey covering entire area of the ULB by suitable means for assessing the actual demand of housing under the 4 verticals of HFA Scheme following the guidelines of PMAY-HFA Scheme.

The three verticals viz., In-situ Slum Redevelopment, Affordable Housing in Partnership, Beneficiary Led individual Construction or Enhancement are meant for eligible urban poor under EWS category (Income < Rs 3 lakhs)

The other vertical viz., Credit Linked Subsidy Scheme is meant for eligible urban poor under EWS category & LIG category (Income < Rs 6 lakhs)

The demand survey involves the following steps:

a) Initiation of demand survey:

The environment for the survey is to be created through suitable means by the consultant in consultation with stakeholders like elected representatives, NGOs, CBOs, etc to explain the necessity and objective of the demand survey.

Consultant shall collect the list of Notified slums and Non-notified slums from the ULB and shall also identify new slum(s) if any.

Consultant shall also devise suitable means in consultation with the Commissioner/nodal officer of the ULB to conduct demand survey for identification of non-slum urban poor in need of housing.

b) Survey Training:

Consultant shall develop survey administration protocols, training design, guidelines/manuals in consultation and approval from the Commissioner/Nodal officer. The Consultant shall also make available

the copies of prescribed formats(Annexure 4A/4B Translated to Telugu and Hindi) for conducting the survey.

Consultant shall engage sufficient number of surveyors (to complete the demand survey in the entire area of ULB within the timelines fixed) who can explain the beneficiaries about the four verticals under HFA Scheme in the language of the choice of the householder and can obtain and fill the information

Consultant shall provide training to all the engaged surveyors by giving prior intimation to the Commissioner/Nodal officer about the Training programme.

c) Pilot Survey:

Consultant shall prepare a prioritized list of zones/wards in consultation with the Commissioner and shall conduct pilot survey in any one such prioritized zone/ward by engaging all the trained surveyors.

Pilot zone/ward must include slum and non slum beneficiaries.

The information of the slum and non-slum beneficiary shall be collected in the prescribed format (Annexure4A/4B)

Based on the Pilot survey findings, the Consultant shall submit a report to the ULB proposing changes if any in the questionnaire, refinement in the survey methodology etc for approval.

d) Completing the Demand survey:

Before conducting the demand survey in the entire area of the ULB, the Consultant shall give publicity announcement on the purpose, content and timing of the survey in each slum and non-slum area.

Consultant shall allot the zones/wards/areas to each surveyor to complete demand survey in that allotted areas as per the changes in the survey format or methodology if any approved by ULB based on Pilot survey report.

As per the timings announced the surveyors shall begin the demand survey by collecting the information of the households in slum and non-slum areas in the prescribed format (Annexure-4A/4B) and shall complete the demand survey as per the scheduled time.

e) Quality Assurance / Quality Control:

During the entire survey the consultant shall monitor the quality indicators on an ongoing basis to document critical issues viz., response rates, missing data, test reliability through random checks etc which will give essential information about the quality of a survey.

f) Data Entry, Verification, Compilation and Collation:

The information collected from the beneficiaries in the prescribed annexure shall be entered daily in the suggested MIS format by the ULB and shall simultaneously verified, compiled, collated and validated. In this way routine checks can be easily done and any error found can then be dealt with while the survey is in progress in the field.

g) Data Validation, Comparison with other data and Consultations with community:

While validating demand survey, consultant should consider possible temporary migration from rural areas to the city just to take advantage of housing scheme and exclude such migrants from the list of beneficiaries.

The Consultant shall compare the data with that of the list of beneficiaries finalized if any by the District Collectors for allotment of 2BHK houses in urban areas as per GO Ms No:12 Housing(RH&C A1) Department Dated 26-11-2015 and the consultant shall also verify with the list of beneficiaries who have availed benefit under CLSS component of HFA (available with HUDCO / NBA), so as to avoid taking advantage of more than one component as per guidelines of HFA Scheme.

After completion of data entry and its verification, validation and comparison as mentioned above, the information shall be presented before the community for ratification to ensure that no households are left out in the survey process and the data collected is accurate.

- **(ii) Preparation of Housing for All Plan of Action (HFAPoA):**

The Consultant shall prepare the HFAPoA in the prescribed formats [Annexure -5(i) to 5(v)] following the guidelines of PMAY-HFA Scheme and keeping in view of the 2BHK Programme taken up by the State Government for BPL population.

The Preparation of HFAPoA involves the following steps:

- a) Based on the available list of slums (notified and non-notified), collected data in the survey and by review of Slum Free City Plan of Action (SFCPoA) if any prepared earlier for the ULB, the Consultant in consultation with the Commissioner shall validate slums and carry out Tenability analysis.
- b) The Consultant shall then carry out the following in respect of Tenable slums
 - Location, No of eligible slum dwellers, area of slum
 - Market Potential of land
 - FAR available
 - Density against norms
- c) Based on the above analysis / data, the Consultant shall determine financial and technical viability of "In-situ" Slum Redevelopment on PPP basis using land as a resource for all Tenable Slums
- d) The Consultant shall propose the financial viable slums (after considering additional FSI/FAR, TDR etc & other incentives at State/ULB level) in consultation with Commissioner for development under "In-situ" Slum Redevelopment on PPP basis using land as a resource
- e) The Consultant shall analyze the non-viable slums and un-tenable slums for implementation under any other slum rehabilitation strategy or as per the beneficiary preference out of other three verticals of the Scheme
- f) The Consultant shall consider the other urban poor requirement for implementation under any of the other three verticals as per the preference indicated by the beneficiary in the Annexure 4B
- g) Consultant shall broadly estimate fund requirement under various programme verticals
- h) While estimating fund requirement Consultant shall take into consideration of 2BHK Programme by State Govt for BPL population and ascertain that each EWS household shall get upto 30 sqm Carpet area with basic civic infrastructure.
- i) Consultant shall compile all the analysis, recommendations, strategies, proposals, costing, prioritization and phasing and submit Draft Housing for All Plan of Action (HFAPoA) Report

- j) Study of Documents, Maps and Reports related to the Housing and Urban Poverty including Slum Free City Plan of Action under RAY, City Development Plans under JnNURM, Statutory Development Plan, Detailed Project Report for the Housing and Urban Poverty which have been prepared, proposed, under implementation and implemented Projects
- k) Consultant shall assist ULB in carrying out consultations on the draft HFAPoA with stakeholders in accordance with the PMAY-HFA Guidelines
- l) Consultant shall in co-ordination with ULB incorporate comments and suggestions from the stakeholders and revise the draft HFAPoA Report
- m) Final HFAPoA shall be sent to SLNA after getting approval from the Commissioner for obtaining approval from SLSMC & CSMC under HFA Mission
- n) During the appraisal and approval process of the HFAPoA, Consultant shall assist the ULB in preparation of various presentations for the meetings at both State and Central Governments
- o) Consultant shall also assist ULB in preparing Annual Implementation Plan (AIP) based on the priority of implementation and availability of financial resources

4. **Project Activities:**

The Key activities to be carried out for conducting Demand survey and for preparation of HFAPoA are detailed out in the following table.

S.No.	Activities
1.	Door to Door slum/non-slum survey including printing of forms, canvassing etc.
2.	Data entry of slum and non-slum survey, data verification, cleaning and scrutinization, compilation and collation
3.	Assessment of Urban Poor Status in slum and non-slums
4.	Devising development options for beneficiaries for verticals
5.	Implementation Methodology
6.	Formulation of Financial Plans
7	Engagement of consultation with community for survey and preparation of HFAPoA as well as discussion with local representative including MLAs and MPs to factor in their views in the HFAPoA

5. **Time lines:**

The Consultant shall complete the assignment in all respect including submission of final HFAPoA document in a period of 60 days from the date of entering into agreement with the ULB

S.No	Deliverable	Time Period
1	Completing the tasks specified from 3(i)(a) to 3(i)(c) in the TOR and to submit report on Pilot survey.	10 days
2	Completing the tasks specified from 3(i)(d) to 3(i)(f) in the TOR and to submit draft report on Demand survey	20 days
3	Completing the tasks specified at 3(i)(g) in the TOR and to submit final report on Demand survey approved by the Commissioner to SLNA along with soft copy of the validated data	10 days
4	Completing the tasks specified from 3(ii)(a) to 3(ii)(i) in the TOR and to submit Draft HFAPoA Document	10 days
5	Completing the tasks specified from 3(ii)(j) to 3(ii)(m) in the TOR and to submit Final HFAPoA Document approved by the Commissioner to SLNA(3 copies) along with soft copy of the document	10 days

6. **Payment schedule:**

S.No	Acceptance of	Payment as % of total amount to be paid for completion of job in that ULB as per agreement.
1	Report on Pilot survey by the Commissioner of the ULB	15%
2	Draft report on Demand Survey by the Commissioner of the ULB	15%

3	Final draft report on Demand Survey by the Commissioner of the ULB and submission of the same to SLNA along with soft copy of the validated data	10%
4	Draft HFAPoA document by the Commissioner of the ULB	10%
5	Final HFAPoA document by the Commissioner of the ULB and submission of the same to SLNA (3 copies) along with soft copy of the document	10%
6	Approval of HFAPoA by the Central Sanctioning cum Monitoring Committee for Housing for All Mission	40%

COVER B

FINANCIAL PROPOSAL

APPENDIX B

4.FINANCIAL PROPOSAL – STANDARD FORMS

A.Technical Proposal submission form.

4A.FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

FROM: (Name of Firm)

To: (Name and Address of Employer)

Ladies/Gentlemen:

Subject: Empanelment of Consultants for

Financial Proposal.

We, the undersigned, offer to provide the consulting services for the above in accordance with your Request for Proposal date [Date], and out (technical and Financial Proposals). We submit our financial proposal in the format attached:

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].

For Conducting demand survey and Preparation of HFAPoA for ULBs with Population (as per statement enclosed)	Amount per each ULB (including all taxes as applicable)	
	in figures	in words
<1,00,000	Rs_____ lakhs	
1,00,000 to 5,00,000	Rs_____ lakhs	
5,00,001 to 10,00,000	Rs_____ lakhs	
10,00,001 to 15,00,000	Rs_____ lakhs	
>15,00,000	Rs_____ lakhs	

We undertake that, in competing for (and, if the award is made 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.

We remain,

Yours sincerely,

Authorized Signature
Name and Title of Signatory:
Name of the Firm:

Note:

- Ceiling of rate is as fixed in information to bidders (under Financial Proposal)

12/11
Addl. Mission Director, MEPMA

Population of ULBs in Telangana		
S. No	Name of the ULB	Population in lakhs
1	Achampet	0.21
2	Adilabad	1.17
3	Armur	0.64
4	Bhongir	0.53
5	Bhodhan	0.78
6	Gajwel	0.25
7	GHMC	69.93
8	jangaon	0.52
9	Karimnagar	2.90
10	Khammam	1.96
11	Mahabubabad	0.43
12	Mahabubnagar	1.90
13	Medak	0.47
14	Metpalle	0.51
15	Miryalaguda	1.05
16	Nagarkurnool	0.27
17	Nalgonda	1.54
18	Nirmal	0.88
19	Nizamabad	3.11
20	Palwancha	0.80
21	Sangareddy	0.72
22	Siddipet	0.67
23	Sircilla	0.83
24	Suryapet	1.07
25	Vikarabad	0.53
26	Wanaparthy	0.61
27	Warangal	7.05
28	Zahirabad	0.71
29	Bellampally	0.56
30	Gadwal	0.63
31	Jagital	1.04

32	Kagaznagar	0.58
33	Kamareddy	0.80
34	Koratla	0.67
35	Kothagudem	0.80
36	Mandamarri	0.52
37	Manugur	0.32
38	Narayanpet	0.42
39	Sadasivpet	0.48
40	Sathupalle	0.32
41	Tandur	0.65
42	Yellandu	0.35
43	Bhainsa	0.50
44	Dubbaka	0.32
45	Husnabad	0.28
46	Huzurabad	0.43
47	Jammikunta	0.39
48	Kollapur	0.33
49	Mancherial	0.90
50	Ramagundam	2.43
51	Shadnagar	0.66
52	Andole-Jogipet	0.24
53	Badangpet	0.16
54	Badepally	0.56
55	Bhupalpalli	0.42
56	Devarakonda	0.30
57	Huzurnagar	0.40
58	Ibrahimpatnam	0.29
59	Ieeja	0.30
60	Kalwakurthy	0.28
61	Kodada	0.66
62	Madhira	0.23
63	Medchal	0.36
64	Narsampet	0.26
65	Parakal	0.34
66	Pedda Amberpet	0.33
67	Peddapalle	0.41
68	Vemulawada	0.34