



GREATER HYDERABAD MUNICIPAL CORPORATION

**EXPRESSION OF INTEREST CUM REQUEST FOR PROPOSAL
FOR
Provision for NGO'S / Consultant to National Special Needs
Park at Louis Braille Flyover Old Malakpet-26
under Div-6, SZ, GHMC.**

NIT No: 21/EE-6/SZ/GHMC/2017-18/

Dated: 13-07-2017

Office Address: O/o. Executive Engineer,
Division No:6, South Zone,
Greater Hyderabad Municipal Corporation
Sardar Mahal, Chaeminar, Hyderabad: 500023

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GHMC - Engineering Department

Invitation for Proposal

GHMC invites from reputed NGO's / Consultant for Provision for NGO'S / Consultant to National Special Needs Park at Louis Braille Flyover Old Malakpet-26 under Div-6, SZ, GHMC.

- ❖ **Section 1:** Prequalification/Eligibility Criteria for NGO's / Consultant
- ❖ **Section 2:** General Terms and Conditions
- ❖ **Section 3:** Registration Requirement
- ❖ **Section 4:** Proposal Format

Your sealed proposal should be complete in all respects should reach the O/o. EXECUTIVE ENGINEER, Division No:6, South Zone, GHMC, Sardar Mahal, Charminar, Hyderabad on or before **19th July, 2017 till 03:00 PM** addressed to:

The EXECUTIVE ENGINEER,
Division No: 6, South Zone, GHMC,
Sardar Mahal, Charminar, Hyderabad -500002

Information on important dates and time related to this EOI cum RFP is given below:

Sr.	Description	Date	Time
1	Release of EOI cum RFP	14-07-2017	03:00 PM
2	Pre-bid Meeting Date	19-07-2017	03:00 PM
3	Proposal submission End Date	22-07-2017	04:00 PM

Proposals received after the due date and time specified will not be accepted.

1: Prequalification /Eligibility Criteria for NGO's / Consultant

The NGO's / Consultant must possess the expertise/knowledge in understanding and must have worked with any Government Organizations / Govt. Undertaking Organizations earlier these must be successfully running. The NGO's / Consultant should be able to maintain the National Special Needs Park at Louis Braille Flyover Old Malakpet-26 under Div-6, SZ, GHMC, every month regularly. The proposal must be complete in all respects. The invitation is open to NGO's / Consultant who qualify the eligibility criteria as given below:

S/N	Description	Supporting Credentials
1	The NGO / Consultant shall be a registered body.	Supporting documents for registration should be enclose.
2	The NGO/ Consultant should possess the track record of serving the special needs persons for minimum of 5 years.	Supporting documents for track record of serving the special needs persons should be enclose.
3	The NGO/ Consultant should submit the audit reports for the last 3 years.	Supporting documents for Audit and financial report should be enclosed.
4	And any other exclusive / Extra ordinary qualification in serving the persons with special needs for this purpose.	-
5	The NGO/ Consultant should appoint dedicated staff to take care of the special needs persons special needs persons.	-
6	The NGO/ Consultant should be responsible for organizing seminars and work shops on special needs to faster the cause of rehabilitation and inclusion of the special needs persons in the society.	-
7	The monthly honorarium to the NGO / Consultant will be sanctioned based on the performance and recommendations of the Committee appointed for monitoring the maintenance of the National friendly Park.	-
8	The tenure of the NGO / Consultant will either be extended or renewed based on the performance and recommendations of the Committee.	-

2: GENERAL TERMS & CONDITIONS

2.1 Proposal details:

The GHMC is funding 75% share of the annual maintenance cost to the tune of Rs. 21.15 Lakhs (Rs Twenty one lakhs fifteen thousands only) and the remaining 25% share of Rs. 7.05 Lakhs (Rs Seven lakhs and five thousands only) has be borne by the NGO / Consultant.

The NGO / Consultant should raise the 25% of its share through nominal user charges for therapeutic services from the persons with special needs, or by a nominal entry fee for the park or can get through sponsorship from any individual or agencies.

Detailed literature on the items offered should be furnished. Important features of the same should be explained.

2.2 Proposal Rejection:

- GHMC reserves the rights to reject the proposals which are incomplete and / or received after the due date.
- GHMC shall not be responsible for non-receipt of proposals by the specified date and time for any reason, including postal holidays or delays.
- GHMC reserve the right to accept or reject any proposal in full or part, and to suspend this process and reject all quotations or part at any time prior to the award of contract, without thereby incurring any liability to the affected NGO's / Consultant on the grounds of the purchaser's inaction.
- GHMC reserves the rights to reject the proposals if it finds that any unfair business practices are being resorted to by the bidders.

2.3 Prices and Validity of Proposal:

You are requested to offer your best prices. The proposal against this RFP should be valid till **30 days** from the last date of submission.

2.4 Cost Details and Validity:

The quoted Rate / Cost should be inclusive of all levies/ taxes if any. The prices must be submitted in the format prescribed in the RFP.

2.5 Provision:

The Selected NGO'S / Consultant shell ensure a satisfied service.

2.6 Payment Terms:

- The payments will be released monthly wise after successfully paid for NGO'S / Consultant.

NGO's / Consultant are requested to ensure that, the attendance certificates issued for payments shall comply with the following requirements:

- Attendance Certificates should contain the Name, Address, PAN Number of concerned NGO's / Consultant.
- Attendance Certificates should contain the Name and Address of the recipient i.e. The Greater Municipal Hyderabad Corporation (short forms like GHMC are not acceptable)
- The amount in figures should match the amount in words.

2.7 Liquidated damages:

In case NGO's / Consultant is not able to provide salaries monthly regularly. The levy of liquidated damages shall not relieve NGO's / Consultant from NGO's / Consultant's obligation to provide Contract / Out Sourcing basis for NGO'S / Consultant. In case the delay exceeds 1 weeks, GHMC reserves the right to cancel the order unconditionally.

2.8 Indemnity:

The NGO's / Consultant shall fully indemnify GHMC against the action, for delaying of NGO'S / Consultant regularly monthly. claim or demand.

2.9 Arbitration:

In case of any dispute or any difference between the parties arising out of or in relation to this contract including disputes or differences as to the validity of this contract or interpretation of any of the provisions of this contract, the same shall be resolved by mutual discussion. If the parties fail to settle the dispute or difference mutually, then the same shall be resolved in accordance with and subject to the provisions of the Arbitration and Conciliation Act, 1996 or any modifications or amendments thereto, or any re-enactment for the time being in force. The venue of Arbitration shall be Hyderabad and only courts at Hyderabad shall have exclusive jurisdiction in all such matters

2.10 Notices:

Any declaration or any other notice given by one party to the other shall be sent by registered letter, to the address specified for this purpose in the contract; such declaration or notice shall be legally effective. GHMC's decision in respect of all or any of the above matter shall be final and binding.

2.11 Applicable Law:

The supply under this contract will be governed by and construed and interpreted in accordance with the laws of India.

2.12 Insolvency:

GHMC may terminate the contract by giving written notice to without compensation, if the NGO's / Consultant becomes bankrupt, goes in liquidation or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue to GHMC.

2.13 Confidentiality:

The existence of the contract and/or any contents thereof shall be kept confidential and shall not be disclosed / used in any form by either party without the written consent of the other party to the contract.

2.14 Compliance with rules and regulations:

The NGO's / Consultant shall at all times during the currency of contract conform to and comply with all the regulations and by the laws of the State or Central Government or of GHMC and of all other local authorities

Proposal Letter

(To be submitted on company's letter head)

To,
The EXECUTIVE ENGINEER,
Division No:6, South Zone,
Greater Hyderabad Municipal Corporation
Sardar Mahal, Charminar, Hyderabad-500002

Sub: "Expression of Interest Cum Request for Proposal - Provision for NGO'S / Consultant to National Special Needs Park at Louis Braille Flyover Old Malakpet-26 under Div-6, SZ, GHMC."

Sir,

We, the NGO's / Consultant, having read and examined in detail all the RFP documents in respect of the subject work, do hereby agree to provide services as specified in the RFP documents number **NIT No.21/EE-6/SZ/GHMC/2017-18 Dated: 13th July 2017** as under:

We hereby confirm that our RFP prices are in accordance to clause 2.4.

We hereby agree that if any income tax, surcharge on Income Tax, Professional and any other corporate Tax is altercated under the law, we shall pay the same.

Qualifying Data

We confirm having submitted the information as required by you in your Instruction to NGO's / Consultant. In case you require any other further information/ documentary proof in this regard before evaluation of our RFP, we agree to furnish the same in time to your satisfaction.

We understand that our RFP is binding on us and that you are not bound to accept a RFP you receive.

Thanking you,

Yours faithfully,

(Signature of the NGO's / Consultant)

Printed Name

Designation

Seal

SCHEDULE – ‘A’

4: NGO’s / Consultant Details

S.N	Description	Qty
1	Coordinator	1
2	Rehabilitation Councilor	5
3	Computer Operator	1
4	Junior Assistant	1
5	Office Sub-Ordinate	1
6	Guides	2
7	Sweepers	4
8	Watchmen	2

SCHEDULE B SERVICE DESCRIPTION

FEATURES

- Receive and send work related alerts and notifications
- Support for Attachment of Documents as part of the NGO’s / Consultant
- Document management of the important documents related to works example agreements, sanctions, and payments

4.1 NGO’s / Consultant Profile Form:

NGO’s / Consultant should be meeting all the requisite prequalification criteria as detailed in section 1 and furnish the requisite details as per the following format:

1	Name of the Company	
2	Registered office	
3	Services offered	
4	Area of expertise	
5	Skill sets & competencies	
6	Credentials/Major Clientele List	
7	Additional copies if any, if any	
8	Contact details	
9	Have you been black listed any time by any organization	

4.2 Proposal Validity

Proposals shall remain valid for 30days from the last date of submission. A proposal valid for a shorter period may be rejected as non-responsive. GHMC reserve the right to request the NGO's / Consultant to extend the validity of the proposal through official correspondences.

4.3 Liability of the GHMC:

GHMC will not be liable to pay expenses or losses which may be incurred by any NGO's / Consultant direct or indirect in preparing and or submitting this RFP. No responsibility will be attached to any officer of GHMC for premature opening or the failure to open a RFP not properly addressed and identified.

The NGO's / Consultant are required to submit the Prequalification as per the prescribed formats. This section provides the outline, content and the formats that the NGO's / Consultant are required to submit in their proposals.

4.4 Envelope Format:

- Pre-qualification Eligibility Criteria, NGO's / Consultant profile along with the supporting documents (1 copy) in one sealed cover super-scribing "Pre-qualification Criteria".

The covers containing Pre-qualification Eligibility Criteria should be put in another single sealed envelope super-scribed "REQUEST FOR PROPOSAL Provision for NGO'S / Consultant to National Special Needs Park at Louis Braille Flyover Old Malakpet-26 under Div-6, SZ, GHMC."

Each copy of the RFP should be a complete document and should be bound as a volume. The document should be page numbered and appropriately flagged and must contain the list of contents with page numbers. Different copies must be bound separately. Any deficiency in the documentation may result in the rejection of the proposal.

The NGO's / Consultant is expected to examine all instructions, forms, terms & conditions in the RFP Document and furnish all requisite information as stipulated herein.

4.5 Prequalification checklist:

Sr. No	Description	Document Attached (Yes/No)
1	Company Registration document	Yes
2	Year of Incorporation Certificate	Yes
3	NGO's / Consultant Profile Form	Yes
4	Earnest Money Deposit 1% on Estimated Cost (in shape of Demand Draft in Commissioner, GHMC) (This will be returned to the unsuccessful bidder after opening of the bid)	Yes
5.	Security Deposit 5% on Estimated Cost (in shape of Demand Draft / BG in Commissioner, GHMC) (This will be returned to the unsuccessful bidder after opening of the bid)	Yes
6.	VAT Registration	--
7.	VAT Clearance	--
8.	Income Tax Returns (Assessment Year -2016-17)	Yes

Note:

If any deviations are warranted, reasons for such variation should be specified.
