



REGIONAL CENTRE FOR URBAN AND ENVIRONMENTAL STUDIES, LUCKNOW

(Ministry of Housing & Urban Affairs, Government of India)

EXPRESSION OF INTEREST FOR EMPANELMENT



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I. INTRODUCTION:

The Regional Centre for Urban & Environmental Studies (RCUES), Lucknow was established at Lucknow in the year 1968 by the Ministry of Housing & Urban Affairs, Government of India. It is one of the one of the premiere centre in the field of urban management.

II. BACKGROUND

The key activities of the Centre includes Training, Capacity Building, Research, Policy Advocacy, Dissemination of Information, Advisory Services and Project Implementation Support to the National, State and Local Governments across in ten States of India viz. Uttar Pradesh, Madhya Pradesh, Bihar, Orissa, Uttarakhand, Jharkhand, Chhattisgarh, Manipur, Sikkim and UT Chandigarh. Since inception RCUES, Lucknow has expanded and diversified its activities by providing expertise and services to the National as well as the State Governments in various aspects of urban management & governance. Over the years the Centre has established itself as one of the premiere centre in the field of urban management.

RCUES Lucknow has decided to empanel agencies to create a pool of capacity that can provide technical support to implement various projects/Research studies/evaluations/trainings & Capacity Building and project implementation support in the field of **Disaster Management and Skill Development**.

RCUES Lucknow hereby, invites EoI from eligible Consultancy Firms, Joint Ventures, Consortiums, Individual Professionals, Agencies and NGOs to indicate their interest to be empanelled for providing support to the RCUES, Lucknow in field of Disaster Management and Skill Development.

The agencies/firms/individual professionals which are already empanelled at earlier occasions with RCUES Lucknow for same or for other sectors or schemes are also required to apply afresh for this empanelment.

- **EOI should be submitted online on www.eprocure.gov.in.**
- **The last date for submission of EOI is 06/03/2019 by 3:00 pm.**
- **In case of any queries, the bidders/applicants may send their queries via email on rcueslucknow@gmail.com latest by 25/02/2019.**
- **TOR for Empanelment is at Annexure- I.**
- **Pre Requisite Qualification & Eligibility Criteria is at Annexure II.**
- **Formats for submission of EOI is at Annexure- III.**

III. TERMS OF REFERENCE FOR EMPANELMENT

1. IMPORTANT NOTICE DISCLAIMER

- i. This Expression of Interest (EOI) does not constitute an offer or an invitation by "The Regional Centre for Urban & Environmental Studies, Lucknow to the prospective consultant nor should the same be treated as a bid document. The purpose of this EOI is to elicit information from interested parties/individuals, as regards their eligibility to bid, with a view to shortlist and empanel pre-qualifying prospective Consultancy Firms, Joint Ventures, Consortiums, Individual Professionals, Agencies and NGOS

- ii. RCUES, Lucknow does not make any representation or warranty as to the accuracy, reliability or completeness of the information in this TOR document and it is not possible for RCUES, Lucknow to consider particular needs of each party who reads or uses this TOR document. This EOI document does not purport to contain all the information, a prospective applicant may require. Each prospective applicant should conduct an independent assessment of the information in this document and, if required, retain advisors to provide the necessary professional advice.

- iii. Neither RCUES, Lucknow, nor their employees or consultant, make any representation or warranty as to the accuracy, reliability or completeness of the information in this EOI.
- iv. RCUES Lucknow reserves the right to accept or reject any or all of the offers at any stage of the process. RCUES, Lucknow reserves the right to change any or all of the provisions of this EOI. Such a change would be intimated on the website of RCUES, Lucknow.
- v. RCUES Lucknow reserves the right to change, modify, add to or alter the bidding process including inclusion of an additional stage for short listing of pre-qualified bidder based on detailed evaluation of capabilities. Any change in the bidding process shall be intimated on the e-procure and RCUES, Lucknow website.

2. PURPOSE OF THE EXPRESSION OF INTEREST

- i. The purpose of empanelment is to create a pool of capacity that can provide technical support to RCUES Lucknow to implement various consultancy projects/research studies/evaluations/trainings & capacity building and project implementation support in the mentioned fields.
- ii. The objective is to empanel Consultancy Firms, Joint Ventures, Consortiums, Individual Professionals, Agencies and NGOS who have proven track record, experience and financial strength to undertake various tasks and to assist RCUES Lucknow in the field of Disaster Management and Skill Development.

3. WHO CAN APPLY

- i. **Any Consultancy Firms, Joint Ventures, Consortiums, Individual Professionals, Agencies and NGOs have experience and expertise in the field of Disaster Management and Skill Development can apply for empanelment.**

4. CATEGORIES FOR EMPANELMENT

The Expression of Interest from reputed and experienced Consultancy Firms, Individual Professionals, Agencies and NGOs is being invited in following categories.

S.N.	CATEGORIES
1.	Disaster Management- Environment, climate change, disaster risk reduction, training & capacity building etc.
2.	Skill Development- Technical training, Institutional Training, Vocational Training, entrepreneurship development etc.

5. SELECTION PROCESS

- i. Category wise empanelment shall be done by RCUES, Lucknow. Separate bids for each category are required to be submitted by the bidders.
- ii. RCUES Lucknow shall follow a two stage selection process.
- iii. RCUES Lucknow will utilize both this Expression of Interest (EOI) and a subsequent Request for Proposal (RFP) as selection process.
- iv. The EOI would be evaluated based on the company/individual profile and eligibility criteria for qualification to be submitted as per format at Annexure-III and the short listed Consultancy Firms, Joint

Ventures, Consortiums, Individual Professionals, Agencies and NGOS would be empanelled.

- v. The Empanelled Consultancy Firms, Joint Ventures, Consortiums, Individual Professionals, Agencies and NGOs would be asked to submit a RFP as and when there is need for execution/implementation of the project/assignment by the Centre. After evaluation of the RFP, the qualified consultant will be selected for the said project.
- vi. If after empanelment those consultants who procures any consultancy assignment/project on its own for RCUES, Lucknow, then concerned consultant shall be given first right for the task unless it refuses in writing to RCUES, Lucknow its inability to take up the said task. Following which the RCUES Lucknow shall have the right to transfer/pass the said task to other empanelled consultants. The terms & conditions for such cases shall be fixed by RCUES, Lucknow and shall be bidding.

6. EOI FEE:

- i. The Consultancy Firms, Joint Ventures, Consortiums, Individual Professionals, Agencies and NGOs applying for empanelment would be required to submit EOI fee **Rs. 17,700/- (including GST)** (non refundable)

- ii. The EOI Fee should be submitted through NEFT in favour of the Regional Centre for Urban & Environmental Studies, Lucknow in the following bank account:

-Name of the Bank: **Axis Bank Ltd. Aliganj Branch Lucknow**
-Account Name: **Regional Centre for Urban & Environmental Studies, Lucknow**
-Account No.: **914010033522336**
-IFSC Code: **UTIB0001692**

- iii. Those applying for more than one category will be required to submit separate EOI fee for each category.

7. SUBMISSION OF EOI

- i. **The last date for submission of EOI is 06/03/2019 by 3:00 pm.**
- ii. **EOI documents received after the due date shall not be considered.**
- iii. **EOI should be submitted online on www.eprocure.gov.in**
- iv. Those applying for empanelment should submit the duly signed copy of EOI by its authorized signatory.
- v. In case of any queries, the bidders/applicants may send their queries via email on rcueslucknow@gmail.com latest by 25/02/2019.

8. OPENING OF EOI

The EOI will be opened on 07/03/2019, in the office of RCUES, Lucknow, at 4.00 pm.

9. INSTRUCTIONS TO BIDDERS

- i. The EOI that is incomplete in any respect, is not consistent with the requirements as specified in this EOI document, may be considered as non adhering to the requirements and may be liable for rejection.
- ii. Strict adherence to formats, wherever specified, is required. Non – adherence to formats may be a ground for rejecting the EOI.
- iii. All communication and information should be provided in writing and in the English language only.
- iv. All the communication and information provided should be legible, and wherever the information is given in figures, the same should also be mentioned in words.
- v. No change in, or supplementary information to, EOI shall be accepted after its submission. However, the RCUES Lucknow reserves the right to seek additional information from the consultant, if found necessary, during the course of evaluation of the EOI. Non submission, incomplete submission or delayed submission of such additional information or clarifications sought by the RCUES Lucknow, may be a ground for rejecting the EOI.
- vi. The EOI shall be evaluated category wise as per requisite qualification and eligibility criteria as specified in Annexure-II of this EOI. However, within the broad framework of the eligibility parameters as stated in this EOI, RCUES Lucknow reserves the right to make modifications to the stated eligibility criteria at any stage, which shall be uniformly applied to all the applicants/bidders.

- vii. The Consultancy Firms, Joint Ventures, Consortiums, Individual Professionals, Agencies and NGOs applying for empanelment should designate one or more persons (“Contact Person” and “Authorized Signatory”) to represent it in dealings with RCUES Lucknow. This designated person should be authorized to perform all tasks including, but not limited to providing information, responding to enquiries, entering into contractual commitments on behalf of the consultants.
- viii. If any claim made, or information provided, by the Consultancy Firms, Joint Ventures, Consortiums, Individual Professionals, Agencies and NGOs applying for empanelment in the EOI or any information provided in response to any subsequent query of RCUES Lucknow, is found to be incorrect or is a material misrepresentation of facts, then the EOI may be liable for rejection.
- ix. The Consultancy Firms, Joint Ventures, Consortiums, Individual Professionals, Agencies and NGOs applying for empanelment shall be responsible for all the costs associated with the preparation of the EOI. RCUES Lucknow shall not be responsible in any way for such costs, regardless of the conduct or outcome of this progress.
- x. RCUES, Lucknow shall not be responsible for any delay in receipt of the EOI documents.
- xi. The RCUES Lucknow reserves the right to reject any or all of the EOI without assigning any reason whatsoever.
- xii. Mere submission of information does not entitle the Consultancy Firms, Joint Ventures, Consortiums, Individual Professionals, Agencies and NGOs applying for empanelment to meet an eligibility criterion. The RCUES Lucknow reserves the right to vet and verify any or all information submitted by the applicant.

- xiii. The RCUES Lucknow reserves the right to change, modify, add to or alter the bidding process including inclusion of an additional stage for selecting consultants based on detailed evaluation of capabilities. Any change in the bidding process shall be intimated in RCUES Website.
- xiv. The RCUES Lucknow further reserves the right to waive any minor deficiencies in the responses received, if it is in the interest of the RCUES, Lucknow.
- xv. The determination of the criteria and the process whereby responses are evaluated, the decision as to who shall receive a empanelment letter, or whether or not an empanelment shall be made as a result of this EOI, shall be at the sole and absolute discretion of RCUES Lucknow, and in accordance with its requirements.
- xvi. EOI must be properly signed by the authorized person of Consultancy Firms, Joint Ventures, Consortiums, Individual Professionals, Agencies and NGOs applying for empanelment.
- xvii. Any application not in specified format or incomplete or not legible shall be summarily rejected without any intimation to applicant and no further request in the matter shall be entertained after specified date and time.

10. DISQUALIFICATION

Failure by the Consultancy Firms, Joint Ventures, Consortiums, Individual Professionals, Agencies and NGOs to adhere to the minimum submission requirements described below and stated previously would result in the disqualification from the EOI process:

- i. Submission of the EOI after the last date of submission.
- ii. Non submission of the prescribed EOI fee online.

- iii. Non submission of the EOI in the prescribed format online.
- iv. Making misleading or false representation in the forms, statements and attachments submitted in proof of the eligibility requirements.
- v. Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.
- vi. Submission of an EOI, which is not accompanied by the required documentation or is non responsive.
- vii. Failure to provide clarifications related thereto.
- viii. Consultant who canvass or attempt to influence the qualification or Selection process shall be disqualified from the process at any stage.
- ix. EOI not accompanying the signed copy of TOR shall be liable for rejection.

11. VALIDITY OF EMPANELMENT:

- i. The initial validity of the empanelment will be for a period of three years. Validity of empanelment shall last till such time as decided by RCUES Lucknow from time to time or till it empanels another fresh list of Consultancy Firms, Joint Ventures, Consortiums, Individual Professionals, Agencies and NGOs.
- ii. Empanelment is liable for cancellation if at any stage it is found that the documents/information submitted in the EOI are false.
- iii. EOI validity shall be 180 days from the date of publication of this EOI

12. ENQUIRIES

Clarifications, if any, can be sought from:

**Administrative Officer/ Assistant Accounts Officer
Regional Centre for Urban & Environmental Studies,
Adjacent Registrar's Officer,
Lucknow University Campus,
Lucknow-226007.
Ph: 0522-2740165
Email:rcueslucknow@gmail.com**

IV. PRE-QUALIFICATION CRITERIA & EVALUATION CRITERIA

1. PRE-QUALIFICATION CRITERIA:

- i. The Consultancy Firms, Joint Ventures, Consortiums, Individual Professionals, Agencies and NGOs are required to submit required documents in support of their fulfillment of Prequalification and eligibility criteria for any one category or more than one category of the consultancy service.
- ii. In case of Joint Ventures and Consortium, the lead partner should be technically and financially sound.
- iii. In case of Joint Ventures and Consortium there shall not be more than three partners. If such Joint Ventures and Consortiums get empanelled, they will have to submit a registered agreement between partners to RCUES, Lucknow.
- iv. If the Consultant is applying for more than one category of consultancy service, he will have to submit separate EOI for each category online clearly mentioning the category in which it is applying.
- v. Consultancy Firms, Joint Ventures, Consortiums, Individual Professionals, Agencies and NGOs should have skill and expertise of respective category and should have experience of handling at least one project in the respective category in last two years.
- vi. Only the minimum Prequalification and eligibility criteria have been prescribed in the document. A panel of consultants will be formed classifying them for different categories of projects depending upon their

past experiences, capacity to handle projects, availability of technical manpower and financial turnover of consultancy fee etc.

2. ELIGIBILITY CRITERIA:

Past Experience	
i.	Minimum 3 years of Experience in respective category
ii.	Experience of implementataion of projects/assignments in respective category in India and should have working experience with versatile group of stakeholders in urban areas in the respective category.
iii.	3 years of Experience of working at groud level related to implementation of various consultancy projects/research studies/evaluations/trainings & capacity building and project implementation support in the respective category.
Experience of Key Personnel	
i.	Qualification in the relevalent field
ii.	Relevent Experience in the respective category
Financial Strength	
i.	In case of Consultancy Firms, Joint Ventures, Consortiums: -Minimum Average Annual Turnover in last three years-(100.00 lacs)
ii.	In case of Agencies and NGOs: -Minimum Average Annual Turnover in last three years-(50.00 lacs) CA Certificate and Balance Sheet of last three years should be submitted
iii.	In case of Individual Professionals -Minimum average professional fee for the last three years-(25.00 lacs.) -Income Tax Return of last three years should be submitted
iv.	Consultancy Firms, Joint Ventures, Consortiums, Individual Professionals, Agencies and NGOs applying under this EOI Should be registered under GST Act

3. DETAILS TO BE FURNISHED:

- i. Category applied for (separate EOI for each category)
- ii. Name and year of establishment of the agency in India;
- iii. Proof of existence of the agency in India for the last five years;
- iv. General profile of the Consultancy Firms, Individual Professionals, Agencies and NGOs indicating core competence and area of specialization and services rendered in the respective field;
- v. Number of professional and technical staff with qualifications and experience of each staff;
- vi. Value, and size, of the projects handled by the applicant/bidder for the last five years (with completion certificates);
- vii. Audited financial report of the Consultancy Firms, Agencies and NGOs for the last 3 years, and in case of Individual Professionals ITR of last three years should be submitted.
- viii. Letter of authorization of signatory.
- ix. Experience of the Consultancy Firms, Joint Ventures, Consortiums, Individual Professionals, Agencies and NGOs should be supported with the following details as per the format:
 - a. Name of city(s)/town(s) for which the projects/programs or assignments were undertaken.
 - b. Certificates from the client regarding Details/proof of Agreement/letter of intent/work order of the projects/programs or assignments.
 - c. Names, qualifications and experience of the staffs who were engaged in such projects/programs or assignments.

V. FORMATS FOR SUBMISSION OF EOI

PERFORMA-I

FORMAT FOR LETTER OF INTENT

To
The Additional Director,
Regional Centre for Urban & Environmental Studies, Lucknow
Adjacent Registrar's Officer, Lucknow University Campus,
Lucknow-226007

Subject: Expression of Interest for Empanelment

Category Applied For:.....

Sir,

We, the undersigned, offer to provide and express our Interest for Empanelment of Consultant forCategory in accordance to the EOI noticedated

Our Proposal shall be binding upon us subject to the modifications resulting from EOI, up to expiration of the validity period of the Proposal, i.e. 180 days from date of publication of this EOI.

We undertake that, in completing 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 Firm:

PERFORMA-II-A

**FORMAT FOR CONSULTANCY FIRMS, JOINT VENTURES, CONSORTIUMS,
AGENCIES AND NGOS**

Name of the Applicant (In full):	
Name of the Contact Person:	
Address:	
Telephone No & Fax No.	
E-mail address:	
Year of incorporation (Certificate of Registration to be enclosed):	
Details of PAN: (Copy of PAN Card to be enclosed)	
Details of GST Registration No.: (Copy of GST Certificate to be enclosed)	
Annual Turnover during last three financial year:	
EOI fee details along with UTR No. and date	

Firm's Name:

Authorized Signature:

PERFORMA –II -B

**FORMAT FOR CONSULTANCY FIRMS, JOINT VENTURES, CONSORTIUMS,
AGENCIES AND NGOS**

PROJECT DETAILS - CATEGORIES WISE

Sl No.	Name of the Project	Name of the Client (Govt./Semi - Govt./Private)	Estimated Project Cost	Status of the Project (Completed/under execution/under planning process)	Details/proof of Agreement/ letter of intent/work order/Completion certificate etc.

Firm's Name:

Authorized Signature:

PERFORMA –II -C

PROJECT DETAILS (Category Wise)

Assignment Name:	Approx. value of the contract (in INR in Crore):
Country: India Location within country:	Duration of assignment (months):
Name of Client:	Total No. of staff-
Address:	Approx. value of the services provided by your firm under the contract (in INR in million):
Start Date (Month/Year): Completion Date (Month/Year):	No of professional staff – months provided by associated Consultants:
Name of Lead Partner:	Name of senior professional staff of your firm involved and functions performed
Name of Associated Consultants, If any:	
Narrative Description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's Name:

Authorized Signature:

PERFORMA-II-D

**FORMAT FOR CONSULTANCY FIRMS, JOINT VENTURES, CONSORTIUMS,
AGENCIES AND NGOS**

FINANCIAL DETAILS

S. No.	Financial Year	Annual Turnover
1.	2015-16	
2.	2016-17	
3.	2017-18	

This is to certify that average turnover of Rs..... has been received in the above three financial years.

Name of Authorized Signatory: Designation:

Name of firm :

(Signature of the chartered accountant)

Seal of the Firm

PERFORMA -III- A

FORMAT FOR INDIVIDUAL PROFESSIONALS

1	Name of the Professional	
2	Address	
3	Phone No.	
4	Fax No.	
5	E mail	
7	Mobile No.	
8.	PAN No. (copy to enclosed)	
9.	GST Registration no. with certificate (Copy to be enclosed)	
10	ITR Copy of the last three years (FY 2015-16, 2016-17 & 2017-18)	
11	EOI Fee details with UTR no. and date	

Sr.No.	Name of the Professional	Expertise	Qualification	Experience in year

(Signature of Authorized Person)

PERFORMA-III- B

FORMAT FOR INDIVIDUAL PROFESSIONALS

CV Format				
1	Name of the Professional			
2	Date of Birth		Nationality	Indian
3	Education			
4	Membership of Professional Organization			
5	Training and Publication			
6	Countries of Work Experience			
7	Languages	Language	Proficiency (Good/ Fair/ Poor)	
8	Employment Record			
9	Detailed Task Assigned	<ul style="list-style-type: none">- Name of the Assignment or Project:- Year:- Client:- Location:- Main Project Features:- Position Held:- Activities Performed:		
10	Work Undertaken that Best Illustrates Capability to Assigned Handle the Tasks Assigned			

11. Certification

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

[Signature]

Full name:

Date: