



## ***REQUEST FOR PROPOSAL (RFP)***

**for**

**"Engagement of Agency/Service provider for establishment of  
SMMU and CMMU under PUNJAB STATE URBAN LIVELIHOODS  
MISSION and For Urban Local Bodies in State of Punjab "**

**PUNJAB STATE URBAN LIVELIHOODS  
MISSION**

## **1. Background**

- A.** NULM aims to reduce poverty and vulnerability of the urban poor households by enabling them to access gainful self employment and skilled wage employment opportunities, resulting in an appreciable improvement in their livelihoods on a sustainable basis, through building strong grassroots level institutions of the poor.
- B.** National Urban Livelihoods Mission is an ambitious, nationwide program of Government of India. It provides a structured strategy for urban poverty alleviation and strengthening of the livelihood of urban poor and other vulnerable groups like street vendors. NULM has several components, which in turn have several sub components.
- C.** The core belief of National Urban Livelihoods Mission (NULM) is that the poor are entrepreneurial and have innate desire to come out of poverty. The challenge is to unleash their capabilities to generate meaningful and sustainable livelihoods.
- D.** Definition of Mission Director – Director Local Government is Mission Director, Therefore on his behalf, APD , PSULM will make an agreement
- E.** NULM seeks for dedicated and sensitive support structure, from the National Level to the city levels, is required for this. At the State Level. Such structures of Expertise are proposed at the State Level and City Level as State Mission Management Unit (SMMU) and City Mission Management Unit (CMMU). These Units will provide expertise, respectively, to the State Urban Development Agency (SUDA) and the urban local body (ULB) concerned. NULM envisages establishment of multilateral management units at the state level and each of the 26 cities included under NULM and now Statutory Towns will also be covered but no separate staff will be provided for these towns. Therefore, these statutory towns will be monitored through the Staff of so appointed under State Mission Management Unit and City Mission Management Unit.
- F.** State Urban Development Agency (SUDA) now renamed as Punjab State Urban Livelihood Mission (PSULM) is the designated Nodal Agency for Implementing National Urban Livelihoods Mission in Punjab. SUDA proposes to involve reputed and resourceful agencies to provide teams of professionals to establish the Management Units.
- G.** State Urban Development Agency (SUDA) now renamed as Punjab State Urban Livelihood Mission (PSULM) is the designated Nodal Agency for Implementing National Urban Livelihoods Mission in Punjab. SUDA (PSULM) proposes to involve reputed and resourceful agencies to provide teams of professionals to establish the Management Units.
- H.** The agency covenants to undertake the Assignment of recruitment of Specialists and supporting in logistics arrangement for setting up of the Management Unit by SUDA as set forth in the Terms of Reference and to perform, fulfill, comply with and observe all and singular provisions, condition and requirement of this Agreement.

I. In consideration thereof, SUDA will pay the Agency (Second Part) Service charges (hereinafter referred to as the “Service Charges” as in **Annexure I**) and will perform, fulfil, comply with and observe all singular provisions, conditions and requirements to the Agreement;

I. the Agency on the Conditions laid down in this document will do Agreement on the following conditions:-

General conditions of the Contract
Qualifications and Experience of Experts
Responsibilities of Agency
Applicable Fees and Charges payable to the Agency and accepted by SUDA

II. To ensure implementation of institution building model of National Urban Livelihood Mission, PSULM will engage SMMU and CMMU in the urban areas. This SMMU and CMMU will be engaged to facilitate the formation of SHGs, their development and bank linkage, their federation at the area and city levels, training and capacity building, establishing links to ULBs, and to mitigate social, occupational, and residential vulnerabilities, ESTP facilitation, Shelters engagements and Loans dovetailing with banks and any directions of Center as well as State Governments.

#### **J. General Conditions**

##### **1. RELATIONSHIP BETWEEN THE PARTIES**

Nothing contained herein shall be construed as establishing a relation of employer and Employee, principal and agent, partner, or joint ventures between Authority and Agency, or Authority and Agency’s officers, directors, partners, managers, employee or Agents. The Agency, subject to this Agreement has complete charge of personnel Performing the Services and shall be fully responsible for the Services performed by it or on its behalf hereunder. The Agreement shall commence on the date it is executed by the Parties.

##### **III. DURATION OF THE CONTRACT**

The Agreement shall commence on the date it is executed by the Parties. The initial contract will be for 24 months, though the total duration of the assignment has been envisaged for three years. Depending on the annual performance review of the agency and available budget the contract can be extended further on 24 month basis by mutual agreement.

- **TECHNICAL AND FINANCIAL BID** – The bid processing fee of Rs 2000/- should reach on or before 02.08.2018 before 5.pm . The financial proposal as set out in **Form -5**

##### **IV. MODE OF PAYMENT**

- I. SUDA will pay service charge of total honorarium of Specialists per month to the agency.
- II. Payment of honorarium service charge of SMMU and CMMU will be made to the Agency by SUDA.
- III. Agency will deduct the TDS in accordance with law.
- IV. The Agency has to pay the Service tax as per applicable law. The Agency has to submit tax paid challan every month to the SUDA and then get reimbursement from SUDA. All invoices will be submitted for payment to the following address:  
**APD , Punjab State Urban Livelihood Mission, Room No- 408, Fourth Floor, Municipal Bhawan, Plot No. 3, Sector 35- A, Chandigarh.**

<b>ACTIVITY</b>	<b>CUT OFF DATE</b>
Receiving Attendance from Client	31 <sup>st</sup> evening of Every Month
Processing Salary and sending Invoice to CLIENT	1 <sup>st</sup> of Every Month
Receiving Invoice value from CLIENT	Within 3 working days
Statutory Liabilities (PF/ESI/Service Tax)	Statutory Payments (PF/ESI/Service Tax) shall be paid to the Service Provider by 10 <sup>th</sup> of every month failing which any liabilities i.e. Interest and Damages imposed by the department shall be rolled over to the CLIENT.
Disbursement of salary to the Associate	7 <sup>th</sup> of Each Month or as desired by the Company

## V. TERMINATION OF THE AGREEMENT

SUDA retains the right of premature termination of the agreement in the following conditions:

- I. Premature termination or suspension of the scheme and SUDA's engagement in the scheme, for which SUDA cannot be held responsible. But has to provide 45 days advance notice, so that employees working on the scheme can be informed accordingly
- II. Change in Government's scheme or policy that renders the assignment redundant.

## VI. RESPONSIBILITIES AND OBLIGATIONS OF THE AGENCY

### A. The Agency shall:

- a) Deploy Specialists as per Qualification & Experience within 1 month of signing of Agreement as set out in Annexure -II;
- b) SMMU/CMMU Specialists to perform in Key responsibility area as set out in **Annexure-III**
- c) Agency to provide the Services as set out in **Annexure IV**;
- d) Agency will release the honorarium of Specialists and other dues on the first working day of every month.
- e) Agency shall organize Group health policy for Specialists (SMMU and CMMU) with the concurrence of individual specialists. Premium will be recovered from specialists who opt for group insurance.

f) **This RFP is for the selection of manpower in the Phases mentioned below:-**

Ist Phase

State Mission Managers:-	02
City Mission Managers:-	31
Community Organisers:-	28
<b>Total:-</b>	<b>61</b>

IIInd Phase

State Mission Managers:-	03
City Mission Managers:-	26
<b>Total:-</b>	<b>29</b>

*The services of the selected agency can also be hired for the recruitment of technical manpower for the Town Planning Wings of Municipal Corporations of the State, as per the approved terms and conditions. The details of the post are at Annexure-V.*

### **Recruitment Process**

The Agency will advertise in different Media for the requirement of Manpower for PSULM, the expenditure of the publication will be bear by PSULM, after receiving the data of the potential employees the Agency will screen the resumes and categorizes/ filters according to requirement of Client.

Later the data will be complied according to the applications & categories. The Venue & Timings will be discussed with Client and accordingly the interview Dates & Venue will be scheduled for the client to have a round of interaction. The client then selects the candidates and the final list of selected candidates is sent to the Agency for the joining process.

### **B. Limitation of Liability**

Agency's total liability, howsoever, caused and whether arising under contract (including negligence) or otherwise shall be double the total amount of the Service Charges paid by the Authority to the Agency for the Services rendered under this RFP.

### **C. Proprietary Data**

- a. All documents and other information provided by SUDA or submitted by an Agency/ Specialists to SUDA shall remain or become the property SUDA.
- b. The Agency/Specialists, as the case may be, are to treat all information as strictly confidential.
- c. SUDA will not return any Proposal or any information related thereto.
- d. All information collected, analyzed, processed or in whatever manner provided by the Agency/ Specialists to SUDA in relation to the assignment shall be the property of SUDA.

### **D. CONFLICTS OF INTEREST**

- I. The selected agency shall not receive any payment/reimbursement in connection with the assignment except as provided in the Agreement to be made by this office.
- II. The agency and its affiliates shall not engage in consultancy with ULBs that conflict with the interest of SUDA.
- III. The agency will work with SUDA on exclusive basis.
- IV. The agency should provide Specialists, objective and impartial outcome of the assignment and at all times hold SUDA's interest paramount.
- V. The agency selected for this purpose shall not be eligible for undertaking any other consultancy or other work in ULBs/SUDA under this of other scheme.

## **E. COMPLIANCE WITH LAWS**

The Agency shall take due care all its documents comply with all relevant laws and Statutory regulation or ordinances, guidelines in force which includes all laws in force And effect as of the date hereof and which may be promulgated or brought into force And effect herein after in India including, judgments, decrees, injunctions, writs of or order of any court of record, as may be in force and effect during the subsistence or this RFP or the agreement to be done.

## **F. Arbitration**

Any dispute between the Parties as to matters arising pursuant to this RFP, which cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement, may be submitted by either Party for settlement. If the dispute(s) is not resolved amicably then it shall be referred to arbitration and shall be dealt as per the provisions of the Arbitration Conciliation Act 1996. For all purposes, Mission Director, Punjab State Urban Livelihood Mission, Pb. Chandigarh will be the Arbitrator. The place of Arbitration shall be at Chandigarh only.

## **G. Enforcement of Award**

The parties agree that the decision or award from arbitration shall be final and binding upon the Parties and shall be enforceable in accordance with the provisions of the Arbitration Act.

## **H. Performance during Dispute Resolution**

Pending the submission of and/or decision on a dispute, and until the arbitral award is published, The parties shall continue to perform their respective obligation under this RFP without prejudice to a final adjustment in accordance with such award.

## **I. WAIVER**

Waiver by either party of any default by the default by the other party in the observance and Performance of any provision of or obligations under this RFP;

- I.** Shall not operate or be construed to operate as a waiver of any other or subsequent default hereof or of any other provision (s) or obligation (s) under this RFP and subsequent Agreement,
- II.** Shall not be effective unless it is in writing and executed by a duly authorized representative
- III.** Shall not affect the validity or enforceability of this RFP or Agreement in any manner. Neither the failure by the either party to insist on any occasion upon the performance of the Terms, conditions and provision of this |RFP or Agreement or any obligation hereunder nor Time or other indulgence granted by a party to the other shall be treated or deemed as waiver / breach of any terms, condition or provision of this RFP or Agreement.

## **J. MODIFICATION**

Modification of the terms and condition of this RFP, including any modification of the scope of services, may only be made by this office.

## **K. PENALTY**

Director of Local Government -cum- Mission Director, Punjab State Urban Livelihoods Mission shall deduct 5% of the work order value at each stage for delay of submission of reports beyond 3 weeks from the date of its issue.

## **L. Default of Services**

**Deviation and/ or Refusal and or non- performance towards in any of the obligations described in the Scope of Services would be treated as default of service of the Resource Organization. Upon default of service, The Additional Project Director, Punjab State Urban Livelihoods Mission, reserves the right to forfeit the bank guarantee and the payment outstanding for the said job. In addition, the Punjab State Urban Livelihoods Mission shall have the right to terminate the agreement to be made with the recruitment agency.**

## **M. Performance Security**

Organization empanelled shall be required to furnish a performance guarantee in the form of bank guarantee of Rs. 2.00 lacs as specified in the Annexure- B.(Bank guarantee will be deposit within one month of signing the agreement.)The bank guarantee shall be returned after successful completion of the services of the organization.

If the organization fails to perform the services within the period specified in the contract, Punjab State Urban Livelihoods Mission shall without prejudice to all its other remedies under the Contract deduct appropriate sum from the contract price/ performance guarantee as liquidated damages.

At the time of signing the Contract the successful bidder shall submit a Performance Security in the form of a performance Bank Gurantee from a scheduled nationalized bank equivalent 0.5% of the total value of work with a validity of two years favouring the Additional Project Director, Punjab State Urban Livelihoods Mission, Punjab as per Annexure "A"

## **N. Sub Contracting.**

Sub contracting of the programme is strictly prohibited. In case of violation of this clause, this shall become void-ab-initio.

## **O. Indemnification**

Agency here agrees to indemnify, defend and hold Authorities harmless from any and all claims demands causes of actions, losses, damages, fines, penalties, liabilities, costs and expenses, including reasonable attorney's fees and court costs, sustained or incurred by or asserted against Authority by reason of or arising out of Agency's gross negligence of willful misconduct with respect to Agencies' duties and activities within the scope of this RFP.

**P. Transfer to Agreement**

No party may assign its interest in the Agreement to other persons without the prior Written consent of the other party. Unless specifically stated to the contrary in any written consent to an assignment, no assignment shall release or discharge the assignor from any obligation under this Agreement.

**Q. Variation**

First party may, by written notice to the Agency on the basis of mutual understanding, direct the agency to vary to scope, sequence or timing of the Service with suitable compensation for such variation to be agreed mutually and Agency shall be bound to comply with the direction.

**Format of Bank Guarantee**

1. In consideration of the Project Director, Punjab State Urban Livelihood Mission, PSULM, Chandigarh (hereinafter called the "Client") having offered to accept the terms and condition of the proposed agreement (hereinafter called the "said Agreement") between Mission Director, Punjab State Urban Livelihoods Mission, (PSULM) Chandigarh, and M/s..... (hereinafter called the "said Bidder") for the work of "Empanelment as Recruitment Agency for implementing the model of institution building SMMU and CMMU under National Urban Livelihood Mission (NULM) in PSULM, Chandigarh.". (Name of the Cluster) having agreed to production of an irrevocable bank guarantee for Rs.----- (Rupees-----only) as a security/guarantee from the Bidder for compliance of its obligations in accordance with the terms and conditions in the said agreement.
2. We,(hereafter referred to as the "Bank") hereby undertake following:  
We undertake to pay to the Client any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before Arbitration relating thereto, our liability under this present being absolute and unequivocal.  
The payment so made by us under bond shall be a valid discharge of our liability for payment there under and the contractor/Agency/Firm(s) shall have no claim against us for making such payment.  
We further agree that the Guarantee herein contained shall (indicate the name of the Bank) remain in full force and effect during the period that would be taken for the performance of the said agreement and it shall continue to be enforceable till all the dues of the Client under or by virtue of the said agreement have been fully paid, and its claims satisfied or discharged, or till the Client certifies that the terms & Conditions of the said agreement have been fully and properly carried out by the said contractor(s), and accordingly discharges this guarantee.
3. we further agree with the Client the Client shall have the fullest liberty without our consent, and without effecting in any manner our obligations hereunder, to vary any of the terms & conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Client against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement, and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said contractor(s) or for any forbearance, act of omission on the part of the Client or any indulgence by the Client to the said contractor(s) or by any such matter or thing whatsoever which under law relating to sureties would, but for this provision, have effect of so relieving us.

4. This Guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s)
5. We lastly undertake not to revoke this Guarantee except with the prior consent of the Client in writing. This guarantee shall be valid up to .....
6. Unless extended on demand by the Client Notwithstanding anything motioned above, our liability against this Guarantee is restricted to Rs..... (Rupee.....only. and unless a claim in writing is lodged with us under this Guarantee shall stand discharged. Dated the..... day of ..... for .....

Signature of the Authorized Officer of the bank name & designation of the officer seal, Name & Address of the Branch address of the bank

**Applicable Fees and Charges payable to the Agency and accepted by First Part**

**1. FEES**

First part shall pay the Agency Service Charges of \_\_\_\_\_ on Total Actual Value of one Month Honorarium per month to the specialist from the date of deployment of the Agency's personnel/Specialist in PSULM under National Urban Livelihood Mission. The applicable service tax will be payable extra.

The Maximum Monthly salary for State Mission Management Unit shall be Rs 1.44 lacs approximately P.M. and for City Mission Management Unit shall be Rs 13.10 lacs approximately P.M.

The payment is subject to submission of following document:

1. Request letter for release of payment by the agency.
2. Submission of Specialist month output report.
3. Submission of Bills.
4. Perform any other related tasks assigned by the State Mission Director.

SULM.

## **ANNEXURE – II**

### **Details of the Technical Experts to be positioned at SMMU level**

State Mission Management Unit (SMMU) will have six experts in big states and four experts in small States/UTs. However, states may propose their own list based on the requirement for the technical experts in the programme. The details of the positions at SMMU level are as follows:

#### **Terms of Reference (ToR) for SMMU positions**

##### **I. Scope of work**

The person selected for these positions will assist the State Mission Director, SULM in operationalizing the respective components of NULM at the state level. The position is a contractual engagement, initially for two years. Renewal of contract is done every two years based on performance appraisal. The incumbent will directly report to the State Mission Director, SULM. S/he will work closely with and support the teams at the city level responsible for respective component of NULM. The person will need to travel extensively to NULM cities of the state. The person should have good command on writing and speaking both English and the regional language

##### **III, Key Responsibility Areas**

###### **a) State Mission Manager – Social Mobilisation and Institution Development**

- i. Ensure that state and cities adhere to the guidelines prescribed by NULM
- ii. Develop work plan for implementation of Social mobilisation component in the state
- iii. Responsible for the SM&ID targets of the state with respect to community mobilisation, SHGs, Federations and Revolving Fund
- iv. Identification and empanelment of Resource Organisations (ROs) under NULM
- v. Ensure the SHGs, ALF and CLF structures are established across all cities in the state
- vi. Identifying technical and capacity building resource agencies, regular interface with them and engage them in implementation of NULM
- vii. Responsible for providing need based Technical Assistance to the City Mission Management Units

- viii. Support the resource agencies in capacity building/ sensitization of CMMUs with in or across the states. S/he will also oversee the development of capacity building modules, arranging cross learning workshops related to KRAs as and when required
- ix. Arranging for appropriate linkages with relevant agencies/departments and integrate Social mobilisation agenda in implementing of NULM
- x. Ensure reporting of the Social mobilisation and institution Development component
- xi. Work closely with other State Mission Managers at the state level for successful implementation of NULM
- xii. Perform any other related tasks assigned by the State Mission Director, SULM.

**b) State Mission Manager – Shelters and Social Infrastructure**

- i. Ensure that cities adhere to the guidelines prescribed by NULM
- ii. Planning, establishment and operationalisation of CLCs in the state
- iii. Ensure implementation of USVs & SUH components in the state
- iv. Identification of facilitation organisations for promotion of CLCs and implementation of the same through PPP mode
- v. Work closely with ULBs with regard to CLCs, Vendor Markets and Shelters for Urban homeless
- vi. Ensure that all the city vendor development plan are prepared and operationalized at city level
- vii. Responsible for providing need based Technical assistance to the City Mission Management Units
- viii. Responsible for ensuring linkages with other line departments at the state level for integrating the social infrastructure agenda for effective coordination and implementation of the mission at the state level
- ix. Support the resource agencies in capacity building/ sensitization of CMMUs with in or across the states. S/he will also oversee the development of capacity building modules, arranging cross learning workshops related to KRAs as and when required
- x. Ensure reporting against KRAs
- xi. Work closely with other State Mission Managers at the state level for successful implementation of NULM
- xii. Perform any other related tasks assigned by the State Mission Director, SULM

**c) State Mission Manager – Skills and Livelihoods**

- i. Ensure that state and cities adhere to the EST & P guidelines prescribed by NULM
- ii. Prepare work plan for EST & P agenda across the state
- iii. Responsible for the EST & P targets of the state

- iv. Responsible for Identification and empanelment of Skill Training Providers (STPs), agencies for accreditation and certification
- v. Monitoring the performance quality of the STPs and other agencies involved
- vi. Responsible for providing need based Technical assistance to the City Mission Management Units
- vii. Support the resource agencies in capacity building/ sensitization of CMMUs. S/he will also oversee the development of capacity building modules, arranging cross learning workshops related to KRAs as and when required
- viii. Ensure linkages with industry associations, skill development mission, sector skill councils, line departments, resource institutes, and other relevant agencies
- ix. Ensure reporting against KRAs
- x. Work closely with other State Mission Managers at the state level for successful implementation of NULM
- xi. Perform any other related tasks assigned by the State Mission Director, SULM

**d) State Mission Manager – Financial Inclusion and Micro Enterprises**

- i. Ensure that state and cities adhere to the guidelines prescribed by NULM
- ii. Prepare work plan for Universal Financial Inclusion (UFI) and Self Employment Programme (SEP) agenda across the cities
- iii. Responsible for UFI & SEP targets of the state
- iv. Ensure the bank linkages for SHGs and its members
- v. Facilitate access to credit for micro enterprises set up by the urban poor
- vi. Responsible for providing need based Technical Assistance to the City Mission Management Units
- vii. Support the resource agencies in capacity building/ sensitization of CMMUs with in or across the states. S/he will also oversee the development of capacity building modules, arranging cross learning workshops related to imparting financial literacy to urban poor and other KRAs as and when required
- viii .Arranging for appropriate linkages with relevant agencies/departments and integrate Universal Financial Inclusion and Self-employment programme agenda in implementing of NULM
- ix. Ensure reporting against KRAs
- x. Work closely with other State Mission Managers at the state level for successful implementation of NULM
- xi. Perform any other related tasks assigned by the State Mission Director, SULM

**e) State Mission Manager – MIS & ME**

- i. Prepare work plan for monitoring of the components of NULM
- ii. Responsible for the ensuring proper implementation of MIS at the state level, compilation of information across the cities and submission of the same to the national level
- iii. Undertake field visit to cities /ULB's for real time monitoring of the scheme
- iv. Ensure timely information is submitted by ULB's (CMMU's) for accessing the percolation of the program at grass root level at state level
- v. Responsible for providing need based Technical Assistance to the City Mission Management Units
- vi. Support capacity building of CMMUs with in or across the states in implementation of MIS and M&E. S/he will also oversee the development of capacity building modules related to MIS etc.
- vii. Ensure adherence to all monitoring and reporting systems like baseline study, MPRs, Process documentation etc.
- viii. Work closely with other State Mission Managers at the state level for successful monitoring of NULM
- ix. Perform any other related tasks assigned by the State Mission Director, SULM

**f) State Mission Manager – HR & Capacity Building**

- i. Ensure that state and cities adhere to the guidelines prescribed by NULM
- ii. Prepare work plan for implementation of CB&T component in the state
- iii. Responsible for the CB&T targets of the state
- iv. Ensure CMMU structures are established and staffed across all cities in the state
- v. Identifying technical and capacity building resource agencies, regular interface with them and engage them for building the capacities of the stakeholders of NULM
- vi. Responsible for providing need based Technical Assistance to the City Mission Management Units
- vii. Support the resource agencies in capacity building/ sensitization of CMMUs with in or across the states. S/he will also oversee the development of capacity building modules, arranging cross learning workshops related to KRAs as and when required
- Viii. Arranging for appropriate linkages with relevant agencies/departments in order to strengthen the capacities of the staff and other stakeholders of NULM

- ix. Reporting against KRAs
- x. Work closely with other State Mission Managers at the state level for successful implementation of NULM
- xi. Perform any other related tasks assigned by the State Mission Director, SULM

#### **Details of the Technical Experts to be positioned at CMMU Level**

City Mission Management Units (CMMUs) will have with two experts in cities below 3 lakh population, three experts in cities with a population of 3 to 5 lakh and four experts in cities having more than 5 lakh population. However, states/cities may propose their own list based on the requirement for the technical experts in the programme. The details of the positions at CMMU level are as follows:

#### **B) Terms of Reference (ToR) for CMMU positions**

##### **I. Scope of work**

The person selected for these positions will assist the City Project Officer, CMMU in operationalizing the respective components of NULM at the city level. The position is a contractual engagement, initially for two years. Renewal of contract is done every two years based on performance appraisal. The incumbent will directly report to the City Project Officer, CMMU. The person should have good command on writing and speaking both English and the regional language

##### **III. Key Responsibility Areas**

###### **a) Manager – Social Mobilisation and Institution Development**

- i. Ensure that city adheres to the guidelines prescribed by NULM
- ii. Develop work plan for implementation of Social mobilisation component for the city
- iii. Responsible for the SM&ID, USVs & SUH targets of the city with respect to community mobilisation, SHGs, Federations, Revolving Fund, CLCs, Vendor development plan, Vendor Markets development and Shelters for Urban homeless etc.
- iv. Ensure the SHGs, ALF and CLF structures are established in the city
- v. Responsible for providing need based Technical Assistance to Community Organisers (COs)
- vi. Arranging for appropriate linkages with relevant agencies/departments and integrate Social mobilisation agenda in implementing of NULM
- vii. Ensure reporting of the Social mobilisation and institution Development component
- viii. Work closely with other Managers at the city level for successful implementation of NULM

ix. Perform any other related tasks assigned by the City Project Officer, CMMU

**b) Manager – Skills and Livelihoods**

- i. Ensure that the city adhere to the EST & P guidelines prescribed by NULM
- ii. Prepare work plan for EST & P agenda for the city
- iii. Responsible for the EST & P targets of the city
- iv. Ensure Identification of Skill Training Providers (STPs) at the city level and monitoring the performance quality of the STPs and other agencies involved
- v. Responsible for providing need based Technical assistance to COs
- vi. Ensure linkages with industry associations, skill development mission, sector skill councils, line departments, resource institutes, and other relevant agencies
- vii. Ensure reporting against KRAs
- viii. Work closely with other Managers at the city level for successful implementation of NULM
- ix. Perform any other related tasks assigned by the City Project Officer, CMMU

**c) Manager – Financial Inclusion and Micro Enterprises**

- i. Ensure that the city adhere to the guidelines prescribed by NULM
- ii. Prepare work plan for Universal Financial Inclusion (UFI) and Self Employment Programme (SEP) agenda for the city
- iii. Responsible for UFI & SEP targets of the city
- iv. Ensure the bank linkages for SHGs and its members at the city level
- v. Facilitate access to credit for micro enterprises set up by the urban poor at the city level.
- vi. Responsible for providing need based Technical Assistance to COs
- vii. Arranging for appropriate linkages with relevant agencies/departments and integrate Universal Financial Inclusion and Self-employment programme agenda in implementing of NULM
- viii. Ensure reporting against KRAs
- ix. Work closely with other Managers at the city level for successful implementation of NULM
- x. Perform any other related tasks assigned by the City Project Officer, CMMU

**d) Manager – MIS & ME**

- i. Prepare work plan for monitoring of the components of NULM
- ii. Responsible for the ensuring proper implementation of MIS at the city level compilation of information at the city level and submission of the same to the state

- iii. Undertake real time monitoring of the scheme at the city level
- iv. Responsible for timely submission of information to state
- v. Responsible for providing need based Technical Assistance to COs
- vi. Adhere to all monitoring and reporting systems like baseline study, MPRs, Process documentation etc. at city level
- vii. Work closely with other Managers at the city level for successful monitoring of NULM
- viii. Perform any other related tasks assigned by the City Project Officer, CMMU

## **B) Terms of Reference (ToR) for Community Organiser (CO)**

### **I. Scope of work**

The person selected for this position will cover least 3000 urban poor families at the city level. S/he will interact and will have direct interface with the urban poor and assist them in accessing all the benefits of NULM. The position is a contractual engagement, initially for two years. Renewal of contract is done every two years based on performance appraisal. The incumbent will report to the City Project Officer, CMMU or any other officer assigned by him. The person should have good command on writing and speaking both English and the regional language

### **II. Education and experience particulars**

The suggested educational qualification for this position is Intermediate (10+2) in any discipline. However, states and cities may decide to increase the educational qualification required for this position based on the local conditions. Candidates should have at least 5 years of experience in working with community on social development. If the existing COs fulfil the criteria, they may also be considered. Proficiency in MS office (Word, Excel, power point etc) is required.

### **III. Key Responsibility Areas**

- i. Ensure that the social mobilisation of urban poor in his or her operational area – directly or through Resource Organisations (ROs)
- ii. Facilitate community in forming into groups/federations
- iii. Facilitate implementation of various programmes/aspects related to NULM in his/her operational area
- iv. Develop community level comprehensive database on infrastructure, assets and social aspects, update the database periodically
- v. Support and strengthen SHGs and their federations including the SHGs of disabled persons in accessing convergent services

- vi. Promote SHG-Bank linkage
- vii. Establish liaison with government departments for convergence
- viii. Assist in surveys related to NULM
- ix. Support implementation of development works like community contracts O & M of community assets etc.
- x. Document the working of good practices
- xi. Organize and attend community level meetings trainings, as per the need.
- xii. Submit periodic reports as necessary
- xiii. Any other tasks/ duties as assigned from time to time by the CPO

**ANNEXURE - III**

Educational qualifications, experience and competencies:- SMMU

Sr. No	Position	Education and Experience	Competencies
1	State Mission Manager - Social Mobilisation and Institution Development	Two year full time Post graduate diploma in Management/ MBA or Masters in any other relevant discipline with 5 years of experience Or Graduate from government recognised institutes with 8 years of experience in Social Development work with poverty reduction programmes of considerable size and scale	The person should be Proficient with MS office; should have acknowledged capabilities in partnership management; strong analytical, conceptual and strategic thinking skills; ability to handle large scale planning; handling MIS etc. Experience of working with government institutions will be given preference
2	State Mission Manager – Shelters and Social Infrastructure	Two year full time Post graduate diploma in Management/ MBA or Masters in any other relevant discipline with 5 years of experience Or Graduate from government recognised institutes with 8 years of experience in poverty reduction programmes involving social development and establishment/ monitoring/ maintenance of community infrastructures	
3	State Mission Manager - Skills and Livelihoods	Two year full time Post graduate diploma in Management/ MBA or Masters in any other relevant discipline with 5 years of experience Or Graduate from government recognised institutes with 8 years of experience in implementation of skill training and placement programmes with considerable size and scale	

4	State Mission Manager – Financial Inclusion & Micro Enterprises	Two year full time Post graduate diploma in Management/ MBA or Masters in any other relevant discipline with 5 years of experience Or Graduate from government recognised institutes with 8 years of experience in dealing with credit linkages, social security and/or micro enterprises promotion in poverty reduction programmes/ financial institutions	
5	State Mission Manager – HR & Capacity Building	Two year full time Post graduate diploma in Management/ MBA or Masters in any other relevant discipline with 5 years of experience Or Graduate from government recognised institutes with 8 years of experience in staff recruitment, training and capacity building work with state level projects	The person should have, in addition to the above mentioned competencies, acknowledged capabilities in client management; excellent negotiation skills; ability to handle large scale recruitment; developing a theme based capacity building strategy and modules etc.
6	State Mission Manager – MIS & ME	Two year full time Post Graduate diploma / Masters in Computer Science, M.Sc. (computer science), B.Tech (computer science) or MCA from government recognized institute/ university with at least 5 years of experience in designing and implementation of MIS and ME for large development projects, preferably poverty reduction project and full understanding of Data Analysis Technique	The person should have, in addition to the above mentioned competencies, very good documentation skills and should be very good at preparation of reports; Proficient with Project Management software; Database Management systems; website development and management

Educational qualifications, experience and competencies:- CMMU

Sr. No	Position	Education and Experience	Competencies
1	Manager - Social Mobilisation and Institution Development	<p>Two year full time Post graduate diploma in Management/ MBA or Masters in any other relevant discipline with 3 years of experience Or Graduate from government recognised institutes with 6 years of experience in Social Development work with poverty reduction programmes of considerable size and scale</p>	The person should be Proficient with MS office; should have acknowledged capabilities in partnership management; strong analytical, conceptual and strategic thinking skills; ability to handle large scale planning; handling MIS etc. Experience of working with government institutions will be given preference
2	Manager - Skills and Livelihoods	<p>Two year full time Post graduate diploma in Management/ MBA or Masters in any other relevant discipline with 3 years of experience Or Graduate from government recognised institutes with 6 years of experience in implementation of skill training and placement programmes with considerable size and scale</p>	
3	Manager – Financial Inclusion & Micro Enterprises	<p>Two year full time Post graduate diploma in Management/ MBA or Masters in any other relevant discipline with 3 years of experience Or Graduate from government recognised institutes with 6 years of experience in dealing with credit linkages, social security and/or micro enterprises promotion in poverty reduction programmes/ financial institutions</p>	

4	Manager – MIS & ME	<p>Two year full time Post Graduate diploma / Masters in Computer Science, M.Sc. (computer science), B.Tech (computer science) or MCA from government recognized institute/ university with at least 3 years of experience in designing and implementation of MIS and ME for large development projects, preferably poverty reduction project and full understanding of Data Analysis Technique</p>	<p>The person should have, in addition to the above mentioned competencies, very good documentation skills and should be very good at preparation of reports; Proficient with Project Management software; Database Management systems; website development and management</p>
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**I. Selection of agency**

The selection will follow quality and cost based selection (QCBS). As part of the proposal, the agency will be required to submit a technical proposal that meets the evaluation criteria to be detailed in the RFP as well as a financial proposal.

**II. Reporting**

For all purposes the agency will report to the State Mission Director, NULM, government of India or his/her designee.

**III. Duration of work**

The selection process will result in a contract for 24 months, though the total duration of the assignment has been envisaged for three years. Depending on the annual performance review of the agency and available budget the contract can be extended further on 12 monthly basis by mutual agreement.

**IV . Eligibility criteria**

1. The agency should have at least 8 years of experience of providing similar services in the context of Urban Poverty Alleviation.
2. The agency should have at least 5 years of experience in strategic recruitment of professionals at leadership and operational levels both at national and state level.
3. The agency should have helped program management systems including fiduciary assurance mechanisms to at least 3 large scale projects in the past 5 years for national/state level government projects.

**Desirable**

1. A lead agency that could form a consortium of agencies to bring together diverse experiences in large scale urban poverty program management, strategic recruitment and placement of professionals will be preferred.

**Description of services**

2. Key staff profile of HRS agency (indicative team of key members required)

S.NO	Key member	Desired profile

3. Experts and profile of at least 4 positions required at the time of bidding

Position	Level	Key qualification required	Experience required

**Details of Requirement of Technical Manpower**  
**(Town Planning Wing)**

S.no	Name of the Municipal Corporation	Assistant Town planner (Nos.)	Assistant Architect (Nos.)	Building Inspector-Technical (Nos.)
1	Amritsar	05	01	13
2	Ludhiana	08	02	30
3	Patiala	03	-	-
4	Jalandhar	02	02	05
5	Bathinda	02	01	04
6	Hoshiarpur	01	01	02
7	Pathankot	02	-	04
8	Phagwara	01	-	03
9	Moga	01	00	03
10	SAS Nagar (Mohali)	01	00	-
<b>Total</b>		<b>26</b>	<b>07</b>	<b>64</b>

## Invitation for the proposal

### **"Engagement of Agency/Service provider for establishment of SMMU and CMMU under PUNJAB STATE URBAN LIVELIHOODS MISSION and For Urban Local Bodies in State of Punjab "**

Punjab State Urban Livelihood Mission Department of Local Government, Punjab, intends to empanel a agency / firm with requisite experience and capabilities for engagement of Agency/ Service provider for establishment of SMMU and CMMU under Punjab State Urban Livelihoods Mission and for Urban Local Bodies in State of Punjab.

Accordingly, PSULM invites Request for Proposal (RFP) from interested Agencies / Firms for the same. Entities eligible to bid for establishment of SMMU and CMMU under Punjab State Urban Livelihoods Mission and for Urban Local Bodies in State of Punjab shall be any Registered Proprietorship / Private Limited satisfying the following minimum criteria.

#### **Important dates and information**

<b>Sl. No.</b>	<b>Information</b>	<b>Details</b>
<b>1</b>	Request for Proposal (RFP) document made available to bidders from	
<b>2</b>	Last date of receipt of queries	
<b>3</b>	Pre bid meeting	Punjab State Urban Livelihoods Mission, Room No -408, Municipal Bhawan, Sector – 35 A Chandigarh Email id :- apdsuda@gmail.com
<b>4</b>	Address and email for submission of written queries for clarifications	
<b>5</b>	Last date for receipt of proposals (Containing Cover 1 & 2)	
<b>6</b>	Date and time of Technical proposal opening	
<b>7</b>	Date and time of Technical presentation	
<b>8</b>	Date and time of Financial proposal opening	
<b>9</b>	Cost of Bid Document	
<b>10</b>	Earnest Money deposit value	
<b>11</b>	Performance Bank Guarantee value	
<b>12</b>	Performance Bank Guarantee validity	
<b>13</b>	Period for signing contract	

The RFP document providing the Terms of Reference (ToR), pre-qualification criteria, terms and conditions.

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### **FORMAT OF THE COVERING LETTER**

(The Covering Letter is to be submitted by the Bidder in Cover-1 of the Bid - Printed on their respective Letter Heads)

Date:

Place:

To  
The Mission Director,  
PSULM, The State of Punjab

Dear Sir

**Subject :-"Engagement of Agency/Service provider for establishment of  
SMMU and CMMU under PUNJAB STATE URBAN LIVELIHOODS  
MISSION and For Urban Local Bodies in State of Punjab "**

Please find enclosed one (1) Original + one (1) Copy of our Bid in respect of the Empanelment for implementing the "establishment of SMMU and CMMU under Punjab State Urban Livelihoods Mission and for Urban Local Bodies in State of Punjab" in response to the Request for Proposal (RFP) Document issued by (PSULM), of The State of Punjab , dated \_\_\_\_\_.

We hereby confirm that:

1. The Bid is being submitted by \_\_\_\_\_ (name of the Agency / Firm) who is the Bidder, in accordance with the conditions stipulated in the RFP.
2. We have examined in detail and have understood the terms and conditions stipulated in the RFP Document issued by PSULM and in any subsequent communication sent by PSULM. We agree and undertake to abide by all these terms and conditions. Our Bid is consistent with all the requirements of submission as stated in the RFP or in any of the subsequent communications from PSULM.
3. The information submitted in our Bid is complete, is strictly as per the requirements as stipulated in the RFP, and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Bid. We acknowledge that the PSULM will be relying on the information provided in the Bid and the documents accompanying such Bid for empanelment of Bidders for the aforesaid programme, and we certify that all information provided in the Application and in Forms 1 to 6 is true and correct; nothing has been omitted which renders such information

**FINANCIAL PROPOSAL SUBMISSION LETTER**

(The Covering Letter is to be submitted by the Bidder in Cover-2 of the Bid -  
Printed on their respective Letter Heads)

[Location, Date]

To: [Name and address of employer]

Dear Madam,

We, the undersigned, offer to provide in accordance with your Request for Proposal dated [insert date] and our Technical Proposal. Our attached financial Proposal is for the sum of [insert amount(s) in words and figures]. This amount is exclusive of GST and is subject to deduction of income tax at source. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

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. before the date indicated in

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

**For and on behalf of:**

**(Company Seal)**

**Signature**

**Designation**

**Name**

**Local Government Department, Punjab**  
**Punjab State Urban Livelihood Mission (PSULM)**  
**Room No. 405, 4<sup>th</sup> Floor, Municipal Bhawan,**  
**Plot No. 3 Sector 35-A, Chandigarh.**  
**Phone No. 0172-2619213, 2619228**

**Request for Proposal**

**"Engagement of Agency/Service provider for establishment of  
SMMU and CMMU under PUNJAB STATE URBAN LIVELIHOODS  
MISSION and For Urban Local Bodies in State of Punjab "**

**No . PSULM/NULM/2018/9930**

PSULM, intends to engage an Agency/ Firm with requisite experience and capabilities for Engagement of Agency/Service provider for establishment of SMMU and CMMU under PUNJAB STATE URBAN LIVELIHOODS MISSION and For Urban Local Bodies in State of Punjab for an effective implementation of Deendayal Antodaya Yojana- National Urban Livelihood Mission (DAY-NULM). Interested parties may inspect and avail the copy of Request for Proposal (RFP) document from the office as well as it can be availed from the website <https://pmidc.punjab.gov.in>. The proposal along with a bid processing fee of Rs.2000/-should reach the below mentioned address on or before 02.08.2018, 5.00 PM. PSULM, Punjab reserves the right without any obligation or liability to accept or reject or all the RFP at any stage of the process, to cancel or modify the process or any part thereof or to vary any of the terms and conditions at any time, without assigning any reason. For any information /query if any please contact office.

**Additional Project Director**

