



**EXPRESSION OF INTEREST FOR
EMPANELMENT OF CONSULTANCY
FIRMS, JOINT VENTURES,
CONSORTIUMS, AGENCIES,
INDIVIDUAL CONSULTANTS AND
NGOS WORKING IN URBAN AREAS**

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**REGIONAL CENTRE FOR URBAN AND ENVIRONMENTAL STUDIES,
LUCKNOW**

(Estd. by Ministry of Housing and Urban Affairs, Government of India)

Adjacent Registrar's Office, Lucknow University Campus,

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I. INTRODUCTION:

The Regional Centre for Urban & Environmental Studies (RCUES), Lucknow was established at the University of Lucknow in the year 1968 by the Ministry of Housing and Urban Affairs (earlier referred as Ministry of Urban Development), Government of India. It is one of the premier Centres in the country established to play a positive role in the field of urban management. The key activities of the Centre includes Training, Capacity building, Research, Teaching, Consultancy Services and dissemination of information relating to the Urban Sector in the states of Uttar Pradesh, Madhya Pradesh, Bihar, Odisha, Uttarakhand, Jharkhand, Chhattisgarh, UT Chandigarh, Manipur, Sikkim. The centre provides its expertise, advisory services & consultancy services to urban local bodies all over the country.

II. BACKGROUND

Mandated by the Ministry of Housing and Urban Affairs, Government of India to address the concerns of urban managers and enhancing their capacity by ways of research and trainings. For more than fifty years, RCUES Lucknow has been working in various States throughout the country, focusing on building a brighter future for towns and cities.

Because of these five decades of extensive experience, from the highest levels of policy formulation to a range of schemes and projects, RCUES has gained a distinctive and a universally accredited expertise in all things urban. This has placed RCUES Lucknow in the best position to provide answers and achievable solutions to the current challenges faced by our city managers. It works to ensure that the city managers become prepared and farsighted drivers of economic growth and social development.

The key activities of the Centre includes Training, Capacity building, Research, Teaching, Consultancy Services and dissemination of information relating to the Urban Sector specifically in ten States of India viz Uttar Pradesh, Madhya Pradesh, Bihar, Odisha, Uttarakhand, Chandigarh UT, Jharkhand, Chhattisgarh, Sikkim and Manipur, though the Centre provides its expertise, advisory services & consultancy services to urban local bodies all over the country. The Centre provides need based consultancy support to the various state governments.

1. In view of the above RCUES Lucknow has decided to empanel agencies to create a pool of capacity that can provide technical support to implement various

projects/studies/evaluations/trainings in the field of urban sector and to help ULBs to design, structure, and manage various urban development schemes/ programmes effectively in cities and towns.

2. **RCUES, Lucknow** proposes to empanel **Consultancy Firms, Joint Ventures, Consortiums, Agencies, Individual Consultants and NGOs** initially for one year extendable and for a total period of upto 3 years. Expression(s) of interest (EOI) are invited from **Consultancy Firms, Joint Ventures, Consortiums, Agencies, Individual Consultants and NGOs** which have adequate experience in dealing with matters pertaining to Urban Sector.

3. Eligibility/ Qualification Criteria:

The following are the eligibility criteria for submission of EOI:

- i) The **Consultancy Firms, Joint Ventures, Consortiums, Agencies, Individual Consultants and NGOs** shall be well acquainted with the statutory & regulatory environment in the urban sector and possess relevant experience.
- ii) Shall have adequate administrative and financial capability to undertake the tasks assigned.
- iii) Should have an annual turnover of not less than Rs. 2.00 Crore (Rupees Two Crore only) per year for the past 3 (three) consecutive years and a certificate to this effect should be submitted from the Auditor of the Firm.
- iv) If the bidder is a **Micro or Small Enterprise** as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". (vide Policy Circular No. 1(2)(1)/2016-MA dated 10th March, 2016 and Para 16 of Public Procurement Policy for Micro and Small Enterprises Order 2012 and Rule 160(i)(a) of GFR, 2005)
- v) As per the Government of India **Start Up India** action plan, all startup firms/companies registered under the startup India programme by the government of India are exempted from the prior experience and prior turnover under the eligibility and prequalification criteria for the bidders. (Any bidder claiming exemption from the minimum eligibility criteria as a start-up firm/company shall submit a self-declaration on the letterhead of the bidder duly sealed and signed by the authorized signatory along with a self-certificate, copy of certificate of recognition issued by the Department of promotion of industry and internal trade ministry of commerce and industry, government of India.
- vi) The firms registered as MSME are exempted from paying/submitted Earnest Money Deposit (EMD) as per the MSME rules of Government of India.
- vii) Further, any Bidder which has been barred by Government of India/ any State Government/ Government agency, Supreme Court /High Court or any lower court within last three years as on date of EoI submission, would not be eligible to submit an EoI. An undertaking stating the same must be submitted along with the EoI.

4. The Firm shall furnish copies of certificate of registration/agreement/articles of association, as the case may be, as service firm and PAN, and GST Registration.

5. Tenure of Empanelment.

The initial empanelment will be for one year or until further orders whichever is earlier. The same may be extended for one year at a time for a total period not exceeding 3 years.

6. Consultancy Firms, Joint Ventures, Consortiums, Agencies and NGOs are required to give their proposals in writing providing their credentials and requests for empanelment. Details are to be given as per the format enclosed in Annexure A.

The proposals so received from the **Consultancy Firms, Joint Ventures, Consortiums, Agencies, Individual Consultants and NGOs** shall be evaluated on the following criteria.

- **Length of Relevant Experience in Providing Urban Sector Services:**
 - Assessment based on the number of years the firm has been providing services in the urban sector.
 - Applicants/Firms must submit documentary proof and a list of clients.
- **Sound Financial Standing of the Applicants/Firms:**
 - Evaluation based on the annual turnover of Firms and agencies during the last three financial years. Relevant certificate from an auditor must be appended.
 - Evaluation based on the ITR of individual consultants.
- **Number of Qualified Employees/Experts in the Urban Sector:**
 - Number of employees/experts engaged by the firm who have more than 5 years of experience in providing urban area services.
 - Applicants/Firms must furnish CVs of the consultants engaged by the firm.
- **Level of Client Satisfaction:**
 - Evaluation based on the satisfaction level of previous clients.
 - Applicants/Firms must attach certificates from the client's organizations.
- **Experience in Urban Sector Assignments/Projects Related to ULBs or State Parastatals :**
 - Assessment based on the firm/individuals' experience with assignments or projects related to Urban Local Bodies (ULBs) or State Parastatals.
 - Relevant project details and proof of experience must be provided.

7. Submission of EOI

Interested and eligible **Consultancy Firms, Joint Ventures, Consortiums, Agencies, Individual Consultants and NGOs** may submit their Application Form in the prescribed format (Annexure A) with complete information and documents. The Application Form duly filled in, along with all supporting documents/information should be submitted by post in a closed envelope super scribing as "Expression of Interest (EOI) for Empanelment of **Consultancy Firms, Joint Ventures, Consortiums, Agencies, Individual Consultants and NGOs** working in Urban Areas" at the following address:

**To
The Additional Director,**

**Regional Centre for Urban & Environmental Studies,
Adjacent Registrar's Officer,
Lucknow University Campus, Lucknow-226007.**

8. Tender Fee:

- i. The **Consultancy Firms, Joint Ventures, Consortiums, Agencies, Individual Consultants and NGOs** applying for empanelment would be required to submit Tender fee (nonrefundable) as under:
 - a. In case of, Joint Ventures, Consortiums- Rs 15000/- (INR)
 - b. In case of Consultancy Firms, Agencies and NGOs- Rs. 10,000/-
 - c. In case of Individuals – Rs 1000/-
 - ii. The Tender Fee should be submitted along with this EOI in the form of Demand Draft from any nationalized bank/scheduled bank of India and drawn in favour of the Regional Centre for Urban & Environmental Studies, Lucknow payable at Lucknow, Uttar Pradesh, India.
9. Entities currently debarred/blacklisted by any agency or any authority in India or elsewhere shall be ineligible to apply or be considered for empanelment. Applicant firm/consultant should give a declaration that the firm has not been blacklisted or debarred by any agency or any authority in India or elsewhere (Annexure B).
10. The criteria and weightage indicated are for the purpose of empanelment only. Specific evaluation criteria may be included in the RFP for selection process for individual assignment, if required.

11. Debarring Provisions or Removal from Panel

The **Consultancy Firms, Joint Ventures, Consortiums, Agencies, Individual Consultants and NGOs** working in Urban Areas may (on discretion of RCUES Lucknow) be debarred from empanelment for present and /or in future under any or all of the following conditions:

- If the firm obtains the empanelment on the basis of false information/ misstatement.
- It does not take up work in terms of empaneled letter.
- Giving false and/or misleading information to RCUES Lucknow relating to projects or assignments.
- Threatening and/or intimidating and/or abusing any of the employees or officers or representatives of RCUES Lucknow.
- If the firm indulges in any misappropriation of RCUES Lucknow's funds in any form or/and commits an act tantamount to professional misconduct.
- Not acting as per RCUES's specific instructions repeatedly.

Empanelment shall be liable to be cancelled consequent upon occurring of any or all of the above said conditions/events.

RCUES Lucknow reserves all rights to reject one or all the proposals without assigning any reason thereof.

(A K Gupta)
Additional Director

III. 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 consultant

Sir,

We, the undersigned, offer to provide and express our Interest for Empanelment of Consultant in accordance to the EOI with tender 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 submission of Proposal.

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 Signatory

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:

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. (Copy of GST Registration to be enclosed)

Details of MSME Registration: (Copy of Certificate to be enclosed if applicable)

Details of StartUP India Registration: (Copy of Certificate to be enclosed if applicable)

Annual Turnover: (Last three financial year audited report should be enclosed).

(Signature of Authorized Person)

PERFORMA –II -B

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

PROJECT DETAILS

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 etc.

Firm's Name:

Authorized Signature:

PERFORMA –II -C

PROJECT DETAILS

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.		
2.		
3.		

Certificate from the Statutory Auditor

This is to certify that has received the payments shown above against the respective years on account of professional fees for advisory services in the infrastructure sector.

Name of Authorized Signatory:

Designation:

Name of firm :

(Signature of the Statutory Auditor)

Seal of the Firm

Note:

- i. In case the Consultancy Firms, Joint Ventures, Consortiums, Agencies and NGOs do not have a statutory auditor, it may provide the certificate from its chartered accountant.
- ii. In case of Joint Ventures and Consortiums certificate from all the partners by their chartered accountant / statutory auditor

PERFORMA –III- A

FORMAT FOR INDIVIDUAL PROFESSIONALS

1. Name of the Professional	
2. Address	
3. Phone/Mobile No.	
4. E mail	
5. PAN No. (copy to enclosed)	

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

(Signature of Authorized Person)

PERFORMA –III- B

FORMAT FOR INDIVIDUAL PROFESSIONALS

CV				
1	Name of Staff			
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			

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:

ANNEXURE - B

UNDERTAKING

(In the Letter Head of the Firm)

1. “I /We hereby certify that in the last three years, neither firm nor any of its employees have failed to perform on any contract or expelled from any project or contract or have had any contract terminated for breach on our part.
2. We have not been banned/ suspended by Government of India/ any State Government/ Govt. agency, Supreme Court/ High Court or any lower Court within last three years.

Signature (s) & Seal