



OFFICE OF THE COMMISSIONER  
GUWAHATI MUNICIPAL CORPORATION  
PANBAZAR, GUWAHATI- 1

Request for Proposal (RfP)

No. GCC/PMC/09/2020/1

Date: 31/10/2020

Guwahati Municipal Corporation invites Request for Proposal (RfP) from experienced/competent/established firms/Companies for "Assisting the Corporation in conducting the survey of urban street vendors and developing the vending plan for Guwahati Municipal Corporation area".

Detailed terms and conditions for submitting the RfP may be downloaded from the official website of Guwahati Municipal Corporation

  
Commissioner

Guwahati Municipal Corporation  
✓ Panbazar, Guwahati- 1

Memo No. GCC/PMC/09/2020/1-A-1

Date: -31/10/2020

Copy to: -

- 1) The Administrator, Guwahati Municipal Corporation for favour of kind information.
- 2) The Additional Commissioner, Guwahati Municipal Corporation for favour of kind information.
- 3) The Joint Commissioner, Guwahati Municipal Corporation for favour of kind information.
- 4) The Collector, GMC for information.
- 5) Chief Accounts and Audit Officer, GMC for information.
- 6) The Superintending Engineer, Garage/ Conservancy/ Electrical, GMC for information
- 7) The Divisional Engineers, Div-I,II,III,IV,V, VI GMC for information
- 8) The Deputy Commissioners, Central, East, West, South, Dispur, Lakhra zone, GMC for information
- 9) The Director of Information and Public Relation, Assam, Last gate, Dispur with a request to publish the notice in one Assamese daily, one English Daily and submit the bill to the undersigned for necessary payment.
- 10) The Software Developer, Computer cell, for making arrangement of uploading the RfP in the GMC website.

  
Commissioner

Guwahati Municipal Corporation  
✓ Panbazar, Guwahati- 1

**Request for Proposal (RfP)**  
**For**  
**Assisting the Corporation in conducting the survey of urban street vendors and  
developing the vending plan for Guwahati Municipal Corporation area**

Guwahati Municipal Corporation (GMC) is the urban local body responsible for governing, developing and managing Guwahati. It administers an area of 216.79 km<sup>2</sup> of Guwahati city. The entire GMC area is divided into 31 municipal wards.

Assisting the Corporation in conducting the survey of urban street vendors and developing the vending plan for Guwahati Municipal Corporation area, GMC invites Request for Proposal (RfP) from experienced/competent/established firms/Companies.

**1. Bid Details**

Date of downloading of RfP document	31 /10 /2020 onwards
Date, Time and Venue of pre bid meeting	05 /11 /2020 at 2.00 PM Venue: Conference Hall, GMC, Panbazar, Guwahati-1
Last Date and Time for submission of RfP	11/11/2020 upto 2.00 PM
Date, Time & Venue of Technical Bid Opening	11/11 /2020 at 2.30 PM Venue: Conference Hall, GMC, Panbazar, Guwahati-1
Date, Time & Venue of Financial Bid Opening	17/11 /2020 at 2.00 PM Venue: Conference Hall, GMC, Panbazar, Guwahati-1
Address for Communication	The Commissioner, Guwahati Municipal Corporation, Panbazar, Guwahati- 781001, Assam Mail ID- <a href="mailto:guwahaticom@gmail.com">guwahaticom@gmail.com</a>

**Note:**

- a) In the event of any date indicated above is a declared holiday, the next working day shall become operative for the respective purpose mentioned herein.
- b) RfP documents can only be downloaded from GMC website [www.gmc.assam.gov.in](http://www.gmc.assam.gov.in).  
RfP documents will not be sold at GMC counters.

## 2. Scope of Work

- 2.1 The broad scope of work includes Assisting the Corporation in conducting the survey of urban street vendors and developing the vending plan for Guwahati Municipal Corporation area.

The Scope of work in details is as below-

- 2.1.1 The bidder shall assist the Corporation in conducting the survey of urban street vendors and developing the vending plans for different wards under Guwahati Municipal Corporation area.
- 2.1.2 The Bidder shall engage their own manpower and materials for conducting the survey of urban street vendors and developing the vending plans.
- 2.1.3 The bidder will work under the strict supervision of Divisional Engineers of GMC.
- 2.1.4 During the survey of street vendors every care should be taken to prevent mishap. For any mishap the selected bidder or and his authorized representative will be responsible for any civil/criminal liability.
- 2.1.5 The work has to be carried out at any time of the day including night hours.
- 2.1.6 The target quoted by the bidder for survey of urban street vendors will be per vendor basis.
- 2.1.7 The Bidders will identify suitable sites in Guwahati City for developing as Vending Zones.
- 2.1.8 The bidders have to provide the Map and Coordinates in .kml file (Point and Polygon) for existing vendors and new vending Zones. If an area is mapped for existing vendors then total no of vendors with details must be included in the attribute table.
- 2.1.9 The bidder will prepare the relocation & rehabilitation plan for street vendors of Guwahati City.
- 2.1.10 The bidder will be responsible for liaising with all stakeholders, departments for identification of suitable site for Vending Zones.
- 2.1.11 The penalty will be imposed to the bidder if they submit duplicate/fraud vendor information and it will be per duplicate/fraud vendor basis.
- 2.1.12 The bidder should capture the biometric record of the vendor along with GPS marking, voter card details, mobile number and adhar card detail (if available).
- 2.1.13 The bidder shall strictly follow the format as per ANNEXURE-I(a) for preparation of the urban street vendor database.

2.1.14 The bidder shall provide Safety Equipment and Personal Protection Gear to all surveyors in view of Covid 19 Pandemic.

2.1.15 The work to be completed within 90 days from the date of signing of contract as directed by GMC.

2.2 Description of Task: - The description of task includes the methodology of the survey process and other related work.

The details are in as below:

### **2.2 (a) Conduct of vendor survey:-**

The Consultant is required to undertake survey in Guwahati City to identify/update data base of street vendors. Street vendors have to be identified and estimated and numbered at ground level. Vendors need to be classified under three major categories.

- **Stationary:** Those who carry out vending on a regular basis at a specific location, e.g. those occupying space on the pavements or other public places and/or private areas either open/covered (with implicit or explicit consent) of the authorities, and operating on usufruct rights.
- **Peripatetic/wandering:** Those who carry out vending on foot and sell their goods and services and include those who carry baskets on their head/slung on their shoulders and those who sell their goods on pushcarts.
- **Mobile:** Those who move from place to place vending their goods or services on own vehicles like bicycle or mobile units on wheels, motorized and manually driven, as well as in moving buses, local trains etc. While categorizing the street vendor based on the above, care may be taken to ensure that the unique characteristic that differentiates a street vendor from other types of vendors, i.e., that they complete their transactions by the end of the day or part of the day thereof, following which they will wrap up their wares and remove them from the spot till the next time of vending.

During the identification period, wide publicity of the event will be taken up through banners and mike announcement to ensure that those members not covered by the enumerator during the field canvassing of formats can physically come to the Divisional Offices of Guwahati Municipal Corporation and get registered.

### **2.2 (b) Vendor Survey in Guwahati City:**

The bidder has to conduct the survey for identification and enlisting of street vendor in Guwahati City and it has to be carried out with trained enumerators. The survey should preferably be conducted on a whole city basis. Alternatively, the Consultant may also choose to complete the survey in a phased manner, covering one area (ward/ zone/ specified part of city) at a time. The survey must cover all street vendors in the area being surveyed. The bidder has to develop methodology for conducting the survey with due diligence that the survey activities do not disturb the normal life of the people. At a minimum, the survey must include Name, Name of parents, Permanent Address, Present Address, Identity proof (if any), Telephone number (if any), Place of vending, Time of vending, Type of vending activity, Time/Duration of engagement as a vendor, Aadhaar No. (if available), Blood Group, Details of family members, if identified as beneficiary/poor for any of the government schemes like Food Security Act, TPDS, DAY-NULM, etc (using survey format enclosed at Annexure I-(a)). During the survey, original documents pertaining to present/permanent address proof, especially in the case of migratory population may also be verified so that the Identity Cards issued to the street vendors in due course of time can act as sufficient documentation for opening of their bank accounts, getting loans from banks, accessing social security benefits, etc.

## **2.2 (C) Identification of Vending Zones:**

- Identification of areas where street vendors have been profiled which may be classified as restriction-free, restricted and prohibited vending zones based on set criteria under the Street Vendors (Protection of livelihoods & regulation of street vending) Act, 2014 & Assam Street Vendors Rules.
- Identification of existing natural and emerging markets for considering the possibility of developing them into regular markets and vending zones to result in a win-win situation - for the vendors, the potential users of the services and the vehicular and pedestrian traffic.
- Identification of vending zones operating on time-sharing basis as well as weekend market zones.
- Work out the carrying capacity (Holding Capacity) of the vending zones identified.
- Work out procedure of allotment of spaces for vendors 'markets for regular as well as vending on time-sharing basis including the period of validity of the allotment of spaces for the vendors.
- Communication, co-ordination, liaising & consultation with the stakeholders, concerned departments for their consent for identification of the vending zones.

## **2.2 (d) Survey receipt to Vendors**

- After conducting the survey, every vendor should be issued receipt for collection of survey form

## **2.2 (e) Preparation of Vending Zone database & process:**

The bidder has to prepare database of the Vending Zones in Guwahati City which will contain the following:

- (i) Profile of street vending trades and activities;
- (ii) Spatial distribution of street vending activities;
- (iii) Earmarking of space or area for vending zones;
- (iv) Determination of vending zones as restriction- free vending zones, restricted vending zones and no-vending zones;
- (v) Estimates of holding capacity of vending zones, which is the maximum number of street vendors who can be accommodated in any vending zone;
- (vi) Understanding of key challenges, constraints and issues relating to street vending.
- (viii) Possible solutions and potential street vending areas;
- (ix) Identification of no-vending zone shall be carried out as per the provisions under the Street Vendors Act'2014 & the following principles, namely:—
  - a. Any existing market, or a natural market as identified under the survey shall not be declared as a no-vending zone;
  - b. Declaration of no-vending zone shall be done in a manner which displaces the minimum percentage of street vendors;
  - c. Overcrowding of any place shall not be a basis for declaring any area as a no-vending zone provided that restrictions may be placed on issuing certificate of vending in such areas to persons not identified as street vendors in the survey;
  - d. Sanitary concerns shall not be the basis for declaring any area as a no-vending zone unless such concerns can be solely attributed to street vendors and cannot be resolved through appropriate civic action by the local authority;
  - e. While identifying the Vending Zones, the bidder shall coordinate with the city police, traffic police, planning authority and other local agencies to accommodate and facilitate street vending in a manner that is conducive to street vendors and the public at large.
  - f. Database of Street vendors and vending zones should be submitted in excel or csv format as per the format decided by GMC.

## **2.2 (f) Publication of draft plan**

The draft vending plan should be published in social media and all Divisional offices of GMC. Hearing of claims and objections by GMC officers in presence of surveyor must be conducted and appropriate revision should be taken by the surveyor.

## **2.2 (g) Contract Period:**

As the duration of assignment is for three months only, the agency will be contracted for only three months. However, the contract period may be extended on terms and conditions mutually agreed upon between GMC and the Consultant.

**2.2 (h) Time Line: - The following outputs are expected to be delivered in stages:**

**Schedule of Deliverables**

<b>Sl. No</b>	<b>Deliverable</b>	<b>Copies</b>	<b>Due date</b>
<b>1</b>	Submission of inception report (including detailed Survey strategy of street vendors, methodology, staffing, etc).	2 set of hard copies & 2 set of soft copies	End of Week 1
<b>2</b>	Vendor Identification, capturing photograph, Vendor census survey of the Existing Vendors.	2 set of hard copies, along with all details.	End of Week 11
<b>3</b>	Identification of vending zones & preparation of database.	2 set of hard copies & 2 set of soft copies	End of Week 11
<b>4</b>	Submission of Final Report	2 hard copies & 2 set of soft copies	End of Week 12

Above given time schedule shall be strictly adhered to. In case of any delay Commissioner, GMC may consider time extension on the merits otherwise a penalty for delay at the rate of 0.05% of total payment per week shall be levied.

**3. Pre Qualification Criteria:**

The bidder should have-

- 3.1 A Bidder shall be experienced/competent/established firms/Companies.
- 3.2 The Bidder should have valid GMC Trade Licence, GST and PAN card.
- 3.3 All Bids must be submitted, duly signed by the Bidder.

**4. Document Processing Fee**

Bidders are required to submit a non-refundable document processing fee of Rs. 1000.00 (One Thousand Only) in the form of demand draft drawn from a nationalized/scheduled bank in favour of the Commissioner, Guwahati Municipal Corporation. This demand draft should be part of the RfP.

**5. Earnest Money Deposit (EMD)**

Bidders shall submit along with the RfP an EMD of Rs. 10,000.00 (Ten thousands only) in the form of demand draft drawn from a nationalized/scheduled bank in favour of the Commissioner, Guwahati Municipal Corporation. The EMD of the bidders will be returned without any interest as promptly as possible on acceptance of the bid by the selected bidder or when the bidding process is cancelled by GMC.

## **6. Performance Bank Guarantee**

The selected bidder shall have to furnish performance security by way of an irrevocable bank guarantee, issued by a nationalized/scheduled bank located in India in favour of the Commissioner, Guwahati Municipal Corporation for an amount **50,000.00/-** (Rupees Fifty Thousand only) during the time of signing the agreement. The Performance Bank guarantee should be valid for the entire period of the project work.

## **7. Submission of RfP**

The bidder should submit technical bid (Annexure-II) and financial bid (Annexure-IV) separately in two separate envelopes along with relevant documents and demand drafts for document processing fee and EMD.

The envelopes for Technical bid (Annexure-II) and Financial bid (Annexure-IV), the Demand Drafts, Covering Letter (Annexure-I) and a copy of the RfP document duly Seal and signed by the authorized signatory of the bidder in each page are to be put together in an outer envelope which is to be sent to the address for communication mentioned at clause 1. The outer envelope should be marked with “RfP for Assisting the Corporation in conducting the survey of urban street vendors and developing the vending plan for Guwahati Municipal Corporation area”.

Incomplete RfPs or RfPs received without the Seal and Signed in each page, drafts for document processing fees and EMD or after due date and time will be summarily rejected.

## **8. Evaluation and Comparison of Bids**

A two-stage procedure will be followed in evaluating the bids, with evaluation of the technical bids being completed prior to any financial bid being opened and compared. The financial bid will be opened only in case the bidder passed with minimum technical score of 70% of the total marks in the evaluation of the technical bid.

In the Second Stage, the financial bids of all bidders that have scored minimum 70% score in the technical evaluation will be opened and compared.

## **9. Right to amend document**

GMC reserves the right to modify the specifications at any time prior to the last date of submission of RfP which will be uploaded in the website of GMC only from time to time, not to be floated in any newspaper. In order to provide prospective bidders reasonable time to respond to the modifications, GMC may, at its sole discretion, extend the last date for submission of bids.

## **10. Right to accept or reject bids**

GMC reserves the right to accept or reject any or all bids without incurring any liability or obligation. The decision of GMC in this regard will be final.

## **11. Termination of Contract**

GMC reserves the right to terminate the selected bidder at any stage in case of breach of any of the guideline and terms & conditions by the selected bidder or in case their performance is not



found satisfactory. GMC shall be entitled to terminate the selected bidder in case of any neglect or lapse on the part of the selected bidder.

## **12. Instruction to Bidders**

- 12.1 The bidder must be registered with competent authority.
- 12.2 The bidder must have income tax assesses and GST registration.
- 12.3 Rate should be quoted inclusive of the cost of services, manpower cost, other resources to be utilized in the work and developing reports and also inclusive of GST as applicable.
- 12.4 The selected bidder has to complete the job assigned within the timeline set by GMC.
- 12.5 GMC will have no liability regarding transportation, boarding and lodging of the selected bidder, their staff and machineries.
- 12.6 Any Conditions of the bidder sent along with RfP, if any, shall not be binding on GMC.
- 12.7 It is not binding on GMC to accept the best of the bidding.
- 12.8 GST applicable as on date will be deducted from the actual bill submitted for payment by the selected bidder.
- 12.9 Bid of a bidder will not be considered if it is blacklisted by any of its clients or other agencies.
- 12.10 The rates mentioned in the financial bid are to be mentioned in words as well as in figures.
- 12.11 RfP with overwriting at any place will be rejected.
- 12.12 The selected bidder will be issued a LoI (Letter of Intent) before entering into an agreement with GMC.
- 12.13 The bidders selected in the technical bid evaluation (bidders scoring minimum 70% marks in technical bid evaluation) may be called for a presentation as per convenience of GMC.

## **13. Disclaimer**

All information contained in this RfP document or subsequently provided/clarified are in good interest and faith. This is not an agreement and is not an offer or invitation to enter into an agreement of any kind with any bidder.

Each bidder should conduct its own investigation and analysis & should check the accuracy, reliability and completeness of the information in this RfP document. Bidders should make their own independent investigation in relation to any additional information that may be required.

Bidders should make their own due diligence of facilities while preparing the RfP.

**Covering Letter**  
(On the bidder's letter head)

FROM: (Full name and address of the bidder)

.....  
.....  
.....

**To:**

**The Commissioner,  
Guwahati Municipal Corporation,  
Panbazar, Guwahati- 1, Assam**

**Sub: - Assisting the Corporation in conducting the survey of urban street vendors and developing the vending plan for Guwahati Municipal Corporation area.**

**Ref: RfP No.**

**Dated**

Sir,

We hereby submit our RfP in full compliance with terms & conditions of the above referred RfP document. A blank copy of the RfP document, duly signed on each page is also submitted as a proof of our acceptance of all specifications as well as terms & Conditions. We have submitted the requisite amount of RfP Processing fee and EMD in the form of Demand Drafts.

**Signature of the authorized signatory of the bidder with name, designation, seal and date**

**Technical Bid**  
**(On bidder's letterhead)**

<b>SL. No.</b>	<b>Particulars</b>	<b>Give details or mention page no. where attached</b>
1	Name, address, email and telephone number of the bidder	
2	Name, designation, address, email and telephone number of the contact person of the bidder	
3	Address of the bidder's office at Guwahati	
4	Date of Registration and Registration number of the bidder (attach photocopy of registration certificate)	
5	GST Registration Number of the bidder (attach copy of GST registration)	
6	PAN Number of the bidder (attach copy of PAN Card)	
7	List of professionals, experience and number of year of association with the bidder on bidder's letterhead a. Team leader b. Surveyor c. Computer operator	
8	List of machineries of the bidder to be engaged in GMC's project on bidder's letter head a. Computer/Laptop b. Biometric devices c. Printer d. Vehicle	

9	Certificate of power of attorney of the authorized signatory of the bidder on stamp paper of value Rs. 20.00 (Twenty Only)	
10	Detail of experience of the bidder in the similar field (copy of work order/completion certificate to be attached)	
11	Certificate for not being blacklisted in the format at Annexure- III	
12	Annual Turnover: 2017-2018: 2018-2019: 2019-2020: (Turnover of last three years certified by CA Balance sheet and profit and loss account of last three years. No other enclosures are required)	

**Declaration:**

This is to certify that I/We before signing this bid document have read and fully understood all the terms and conditions contained in the document and undertake myself/ourselves to strictly abide by them.

**Signature of the authorized signatory of the bidder with name, designation, seal and date**

**Certificate for not being blacklisted**  
(On bidder's letterhead)

To

The Commissioner,  
Guwahati Municipal Corporation,  
Panbazar, Guwahati- 1

Date:

**Sub: Self Certification**

Sir,

I, the undersigned hereby certify that neither the M/s \_\_\_\_\_ nor any of its directors/constituent partners have been blacklisted by any State or Central Government or Government Undertaking / Enterprise, prior to the date of submission of this RfP for the purpose of Assisting the Corporation in conducting the survey of street vendors and developing the vending plan for Guwahati Municipal Corporation area.

The undersigned hereby authorize(s) and request(s) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by GMC with the intention of verifying the correctness of this statement or regarding the competence and general reputation as stated above.

**Yours faithfully,**

**Signature of the authorized signatory of the  
bidder with name, designation, seal and date**

**Financial Bid**  
**(On bidder's letterhead)**

<b>Sl. No</b>	<b>Item</b>	<b>Category</b>	<b>Proposed Amount</b>	<b>Proposed Amount (IN WORDS)</b>
1	Assisting the Corporation in conducting the survey of urban street vendors and developing the vending plan for Guwahati Municipal Corporation area	Survey rate per vendor		

Note: The rate should be quoted as per clause 12.3 and 12.10 of the RfP document.

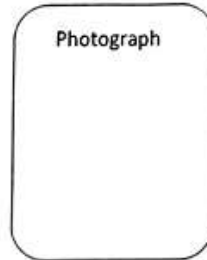
**Declaration:**

This is to certify that I/We before signing this bid document have read and fully understood all the terms and conditions contained in the document and undertake myself/ourselves to strictly abide by them.

**Signature of the authorized signatory of the bidder with name, designation, seal and date**

DAY-NULM  
CITY MISSION MANAGEMENT UNIT (CMMU),.....  
ASSAM STATE URBAN LIVELIHOOD MISSION SOCIETY.  
STREET VENDOR SURVEY PERFORMA

1. Name of the vendor: \_\_\_\_\_
2. Gender : a) Male   
b) Female
3. Age: \_\_\_\_\_
4. Education Qualification:
  - a. Illiterate
  - b. LP
  - c. ME
  - d. HSLC
  - e. HS
  - f. Graduate and above
5. Present address: Vill/Town: \_\_\_\_\_ PO: \_\_\_\_\_  
PS: \_\_\_\_\_ Dist: \_\_\_\_\_  
Pin No: \_\_\_\_\_
6. Permanent address: Same as above   
Vill/Town: \_\_\_\_\_ PO: \_\_\_\_\_  
PS: \_\_\_\_\_ Dist: \_\_\_\_\_  
Pin No: \_\_\_\_\_
7. Father/Spouse name: \_\_\_\_\_
8. Mothers name: \_\_\_\_\_
9. Identity proof (*voter ID, Pan card, driving license, Aadhar Card or any other document accepted as valid ID proof*):  
(Specify): \_\_\_\_\_  
*(xerox copy of the same should be enclosed with the interview schedule)*
10. Contact No: a) Self \_\_\_\_\_ b) Emergency Contact No: \_\_\_\_\_  
*(Emergency contact no: contact no of any other family member , friend, relative etc in case of emergency)*
11. Monthly income of the vendor: \_\_\_\_\_
12. Place of vending \_\_\_\_\_
13. Type of vending activity/ies:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_



14. Duration of engagement as a vendor (In years): \_\_\_\_\_

15. Details of family members:

Sl No	Name	Age	Relationship	Occupation
1				
2				
3				
4				
5				
6				
7				

16. Weather identified as beneficiary/poor for any of the government schemes like Food Security Act, TPDS, SJSRY, etc (Yes/No): \_\_\_\_\_

17. If yes specify: \_\_\_\_\_

18. Weather interested to participate in any skill development training. (Yes/No): \_\_\_\_\_

19. If yes, name three priority:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

20. Status of bank account. (Yes/No) \_\_\_\_\_

21. If yes weather operated regularly. (Yes/No) \_\_\_\_\_

22. If no, weather interested to open bank A/C. (Yes/No) \_\_\_\_\_

23. Do you have accessed loan/Credit (Yes/No): \_\_\_\_\_

24. If yes, from where?

- a. Bank
- b. MFI
- c. Money Lander
- d. Relative/Friend
- e. Others (Specify) \_\_\_\_\_

25. Amount of loan taken: \_\_\_\_\_

26. Purpose of the loan: \_\_\_\_\_

27. Amount of loan repaid till date: \_\_\_\_\_

28. Any notice received from bank for irregular/ non repayment of loan: (Yes/No/NA): \_\_\_\_\_

29. Weather interested to take credit to expand the business: \_\_\_\_\_

30. Are you covered under any social security schemes: (Yes/No): \_\_\_\_\_

31. If yes, select the appropriate scheme:

- a. Atal Pension Yojana
  - b. Pradhan Mantri Suraksha Bima Yojana
  - c. Pradhan Mantri Jeevan Jyoti Bima Yojana
  - d. Pradhan Mantri Jan Dhan Yojana
-