



**OFFICE OF THE GUWAHATI METROPOLITAN DEVELOPMENT AUTHORITY
STATFED BUILDING, BHANGAGARH, GUWAHATI-781005**

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Tel: 0361- 2529650,
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No. GMDA/GEN/84/2017/65

Dated: 14th of December 2017

Invitation for Expression of Interest

The Guwahati Metropolitan Development Authority invites Expression of Interest (EOI) from individuals/firms/organizations for undertaking a '**Review of Service Bye-Laws 2014 of GMDA for Manpower Planning and Amendment of Bye-Laws.**'

The EOI Notice along with details is available in the 'Expression of Interest-Service Byelaws' document available to download from the website of GMDA: www.gmda.assam.gov.in from 23/12/2017.

The Expression of Interest must be submitted in a sealed envelope clearly marked 'Review of Service Bye-Laws 2014 of GMDA for Manpower Planning and Amendment of Bye-Laws' through speed post/registered post/courier at the below mentioned address latest by **11/01/2018** before **14:00 hrs**. A non refundable amount of **Rs. 3000/- (Rupees Three Thousand)** only towards processing fee through a demand draft drawn in favour of CEO, GMDA and payable at Guwahati should be submitted with the expression of interest.

Only short listed parties shall be intimated to participate in the next stage of selection procedure. Parties having continued litigation with any public agency and/or any branch of Govt. of Assam or blacklisted by any Government are not eligible to participate in this process. The Authority reserves the right to accept or reject all the proposals without assigning any reason thereof.

Sd/-

Chief Executive Officer

Guwahati Metropolitan Development Authority
Bhangagarh, Guwahati-5

Memo No. GMDA/GEN/84/2017/65-A

Dated: 14th December 2017

Copy to-

1. The Hon'ble Chairman, GMDA for information.
2. The Hon'ble Deputy Chairman, GMDA for information.
3. The DIPR, Assam, Dispur, Last Gate, Guwahati with a request to publish the above Notice in one issue each of The Assam Tribune and the Asomiya Pratidin.
4. Shri Satyajit Bora, ICT Consultant, GMDA for necessary action to upload in the GMDA website.

Sd/-

Chief Executive Officer

Guwahati Metropolitan Development Authority
Bhangagarh, Guwahati-5

Submission of Expression of Interest (EOI)
Notice No: GMDA/GEN/84/2017/65 dated 14/12/2017

Address for Communication:

**The Chief Executive officer
Guwahati Metropolitan Development Authority
Staffed Building, Bhangagarh
Guwahati-781005, Assam
Email: ceogmdaghy@gmail.com
Phone: 0361-2529650/ 2529854
Fax: 0361-2529991**

(The Chief Executive Officer, GMDA reserves the right to cancel the Notice No: GMDA/GEN/84/2017/65 dated 14/12/2017 and/or invite afresh with or without amendments to this Notice for EOI, without liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is indicative and the Chief Executive Officer, GMDA reserves the right to amend / add further details in the RFP document).

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DETAILS OF EOI

Name of the Work	<u>Review of Service Bye-Laws 2014 of GMDA for Manpower Planning and Amendment of Bye-Laws.</u>
Implementing Agency	Guwahati Metropolitan Development Authority
Last date and time for submission	11/01/2018 upto 1400 hrs.
Eligible Entities	Consultants of Indian Nationality to provide the proposed service either as a single entity or as a consortium who meet the qualification criteria.
Selection Process (Overall)	Two stage process as below- Stage 1 : Expression of Interest (EOI) Stage 2 : Request for Proposal (RFP)
Contents of EOI Application	1. Covering letter as per format at Annexure 1. 2. Details of the Applicant as per format at Annexure 2. 3. Details of Financial Competence of the Applicant as per format at Annexure 3. 4. Details of Technical Competence of the Applicant as per format at Annexure 4. 5. Declaration by the Applicant as per format at Annexure 5.
Qualification Criteria (Stage 1)	<u>Financial Competence:</u> a) A minimum average turn-over of Rs 75 Lakhs during the last three financial years. <u>Technical Competence:</u> a) Experience of a minimum of 5 years of Consultancy work in the field of HR/Labour/Company/Business (Corporate) Law.
Evaluation Criteria	Financial and Technical Competence.
Validity of Offer	The offer for EOI as per this document shall be valid for a period of three (3) months initially which may be extended further by Authority based on requirement.
Pre-Bid Meeting	A pre-bid meeting shall be held at 11:30 AM on 04/01/2018 in the Conference Hall of the Office of Guwahati Metropolitan Development Authority, Bhangagarh, Guwahati, Assam- 781005.

INSTRUCTIONS TO BIDDERS

The Expression of Interest is to be submitted in the manner prescribed below:-

All information as detailed below is to be submitted in hard copies (1 set) and one soft copy in CD in a sealed envelope:-

- a) Applicant's Expression of Interest as per Format in Annexure-1.
- b) Applicant's Information as per Format in Annexure-2.
- c) Financial Competence of the Applicant as per format in Annexure-3.
- d) Technical Competence of the Applicant as per format in Annexure-4.
- e) Declaration by the Applicant as per format in Annexure-5.

The EOI notice is available to download from www.gmda.assam.gov.in

The bidders are expected to examine all instructions, forms, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

EVALUATION CRITERIA AND METHOD OF EVALUATION

1. Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
2. EOI will be evaluated for short listing inter alia based on their past experience of handling similar type of project, financial strength of firm and presentation / proposal to the selection committee whose decision will be final.
3. Agencies who qualify as per the eligibility conditions will be provided a brief about the GMDA. The agencies may be required to make a presentation, if required, to a selection committee showcasing their proposals.
4. GMDA will take up references and reserves the right to pay due heed to the Bidder's performance elsewhere and any past experience from GMDA.
5. Short listed agencies will be issued Bid Documents and asked to submit their price proposal in a sealed envelope.

RESPONSE

Bidders must ensure that their Bid response is submitted as per the formats attached with this document. Special comments on the Terms of Reference and Deliverables under the work projected in the enquiry may also be submitted along with the offer.

TERMS OF REFERENCE

1. The Consultant will review the existing conditions of service under the Service Bye-Laws 2014 of GMDA with respect to the following-
 - a. Class and Cadre of Post.
 - b. Strength of Service.
 - c. Method of Recruitment.
 - d. Nature of recruitment (Regular/ Contractual).
 - e. Eligibility Criteria.
2. The review will take into account (a), (b), (c), (d) and (e) listed above for the incorporation of the following in the Service Bye-laws-
 - i. Assured Career Progression Scheme to cover all categories of employees.
 - ii. Voluntary Retirement Scheme.
 - iii. Pension Scheme.
 - iv. Modalities for the Regularization of Contractual Employees.
3. The review will examine (1) above from the point of view of mandated functions of GMDA, its area of jurisdiction and the Service Rules followed for Government Functionaries by the Government of Assam. It will propose the adoption of new technology and skilled manpower and establishment of new wings in order for GMDA to adapt, cope and perform efficiently the increasing responsibilities with the possible extension of area of jurisdiction in the immediate future.
4. Over and above these, the consultant will examine any pertinent clause that merits inclusion in the Service Bye-Laws of GMDA.

INPUTS TO BE PROVIDED BY GMDA:

GMDA will provide the consultant with the following-

1. A copy of the Service Byelaws 2014 of GMDA.
2. A copy of GMDA Act 1985 along with its amendments.
3. Details of all categories of staff presently employed by GMDA.
4. Details of modalities followed for staff in respect of leave, contributory provident fund, medical reimbursement etc.
5. An officer of GMDA will be designated to facilitate the Consultant with the information required. The Consultant will provide a list of data requirements to GMDA at the time of submission of its acceptance of the offer from GMDA.

DELIVERABLES

1. Draft Review Report with proposed recommendations.
2. Final Review Report with Amended Service Bye-Laws.

TIME SCHEDULE

1. Draft Review Report within 2 months of signing of agreement.
2. Final Review Report with Amended Service Bye-Laws within 1 month of receiving feed-back and comments from GMDA.

A draft appraisal report would be submitted within 2 months of the date of signing of agreement (four hard copies and one soft copy). Feedback from GMDA should be taken into account by the Consultant in the final report in a substantive manner and for the record. The consultant will submit the final report within 1 month of receiving comments from GMDA (four hard copies along with one soft copy of the Final Review Report shall be submitted to GMDA).

ANNEXURE 1: FORMAT FOR COVERING LETTER

[On the Letter head of the Applicant or Lead Member (in case of a Consortium)]

To,

The Chief Executive Officer,
Guwahati Metropolitan Development Authority
Statfed Building, Bhangagarh
Guwahati- 781005

Ref: Submission of Expression of Interest (EOI) against Notice No:

Sir/Madam,

Being duly authorized to represent and act on behalf of..... (hereinafter referred to as “the Applicant”), and having reviewed and fully understood the evaluation criteria and information provided, the undersigned hereby applies in response to the EOI notice referred to above.

I am enclosing the Expression of Interest with the details as per the requirements of the EOI notice for your kind evaluation.

Yours faithfully,

(Signature of Authorized Signatory)

Name:

Designation:

Address:

Date:

ANNEXURE 2: APPLICANT INFORMATION

1. Name :
2. Country of incorporation :
3. Address of the registered office :
4. Corporate headquarters, and its branch office(s), if any, in India and date of incorporation and/or commencement of business :
5. Brief description of the Applicant including details of its main lines of business/consultancy and proposed role and responsibilities in the proposed scope of work :
6. Details of individual (s) who will serve as the point of contact / communication :

Name:

Designation:

Company:

Address:

Telephone No:

E-Mail Address:

Fax Number:

Mobile Number:

7. The Applicant shall either be a (i) trust registered under the Indian Trusts Act, 1882 or the Bombay Public Trusts Act, 1950 (or other applicable laws); or (ii) a society registered under the Societies Registration Act, 1860 (or other applicable laws) or (iii) a not-for profit company, incorporated under Section 25 of the Companies Act, 1956; or (iv) a firm/ company/ partnership/ proprietorship firm registered under the Indian Companies Act, 1956 / the partnership Act, 1932 or (v) Research and Higher educational institutions.
8. Whether the firm has been blacklisted by any Central Govt./State Govt./PSU/Govt.Bodies/ Autonomous? If yes, details thereof.
9. Information with regard to Consortium:

The information above (1-6) should be provided for all the Members of the Consortium.
Information regarding role of each Member should be provided as per table below:

Sl No	Name of Member

Enclose:-

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 7 above.
3. Undertaking in respect of 8 above.

ANNEXURE 3: FINANCIAL COMPETENCE OF THE APPLICANT

The Applicant would be evaluated on the basis of the Evaluation Criteria and Method of Evaluation as referred to in the EOI document. Applicants should provide their financial information as indicated below.

Financial Information

(Please attach copies of Audited Financial Statements)

Annual Turnover (in INR)		
FY 2014-15	FY 2015-16	FY 2016-17

(Signature of the Authorized Signatory with designation)

Date:

ANNEXURE 4: TECHNICAL COMPETENCE OF THE APPLICANT

The Applicant would be evaluated on the basis of the Evaluation Criteria and Method of Evaluation as referred to in the EOI document. Applicant should provide their technical qualifications as indicated below.

Summary of consultancy works of similar nature implemented during the last 5 years

Sl. No	Client Name	Project Name	Start Date	End Date	Contract Value in INR

(Signature of the Authorized Signatory with designation)

Date:

ANNEXURE 5: DECLARATION BY THE APPLICANT

Declaration
<p>We hereby confirm that we are interested in competing for the Consultancy Services to undertake the task related to <u>Review of Service Bye-Laws 2014 of GMDA for Manpower Planning and Amendment of Bye-Laws.</u></p> <p>All the information provided herewith is genuine and accurate.</p>

(Signature of the Authorized Signatory with designation)

Date:

Note: The declaration is to be furnished on the letter head of the organization.