



**Government of Jammu and Kashmir
Housing & Urban Development Department
Civil Secretariat, Srinagar/Jammu**

**Request for Proposal (RFP) for proposed
National Conference on Swachh Bharat, AMRUT & Municipal Reforms**

India is on the transformational mode. From digital landscape to urban infrastructure rejuvenation, from smart villages to revolution in financial inclusion sector. Nation is moving fast towards New India. To change the rural and urban landscape from all perspective, Government of India has launched ambitious initiatives in Swachh Bharat, AMRUT, Municipal Reforms and urban e-Governance.

Swachh Bharat aims to provide hygiene, waste management and sanitation across the nation. On the other hand, Atal Mission for Rejuvenation and Urban Transformation (AMRUT) is to ensure that every household has access to a tap with assured supply of water and a sewerage connection; increase the amenity value of cities by developing greenery and well maintained open spaces (e.g. parks) and reduce pollution by switching to public transport or constructing facilities for non-motorized transport (e.g. walking and cycling). And Smart City program envisions promoting cities that provide core infrastructure and give a decent quality of life to its citizens, a clean and sustainable environment and application of 'Smart' Solutions. Experts opine that these three programs can change the scenario in India.

In all these three programs, citizen's view point has been given utmost importance. In this context, Department of Housing & Urban Development, Government of Jammu & Kashmir intends to organize National Conference on Swachh Bharat, AMRUT & Municipal Reforms in the year 2016. This conference will also have special focus on the various initiatives being taken by the Jammu & Kashmir state.

The conference will see vibrant sessions on various aspects of Swachh Bharat Mission, AMRUT, Municipal reforms and e-Governance will see participation of key stakeholders from government & the industry. There are two conferences being planned - one in Srinagar in May 2016 and one in Leh in September 2016.

For the consultation process through the **Department of Housing & Urban Development, Government of Jammu & Kashmir** is inviting **Request for Proposal (RFP)** from the organizations who have a proven track record of organizing conferences on urban development and e-Governance covering the vast variety of thematics across urban development sector as mentioned above, but not limited to it.

The applicant organization should have the expertise from an end-to-end perspective starting from conceiving & structuring the agenda; inviting the relevant stakeholders and handling the event day logistics along with post-event follow up engagements.

The applicant organization should have the capability to engage with the larger constituents & stakeholders through social, online and other innovative interventions to expand the reach of this summit across the State of Jammu & Kashmir.

The applicant organization should have an in-house capability of a documenting the outcomes of the summit and present the key recommendations so as to decide future course of action.

The conference in Srinagar will be attended by 250 people from government, academia, industry and civil society. The conference in Leh will be attended by around 50 delegates from government, academia, industry and civil society. These events are estimated to cost approximately Rs. 90 Lac.

The event manager will have to manage end to end transport, stay, boarding & lodging and other logistics for the event. They will also be responsible for branding, promotion, speaker/delegate mobilization and building up of technical agenda for the events.

The eligibility criteria and weightage for each clause/criterion is placed as **Annexure A**.

The evaluation methodology adopted for deciding qualified vendors is placed in **Annexure B**.

Sd/-
Mission Director
Swachh Bharat Mission (Urban)
Civil Secretariat, Jammu.

No. HUD/Plan/28-III/2015
Dated:- 09. 03.2016.

Eligibility Criteria/Weightage

Annexure A

No.	Clause / Criterion	Maximum marks
1	Highest Work order Value (from any one of the government event)	Up to 10 lakh - 5 marks 10 lakh and above - 15 marks
2	Experience in conducting similar Government events The bidder should have experience in conducting at least (1) event during the last four (4) years in J&K	5 Marks (otherwise zero)
3	Financial Strength to evaluate capability to complete the project The bidder should have turnover of minimum 25 lakh turnover in last financial year	25 to 50 lakh - 10 marks 50 lakh and above - 20 marks
4	Experience in organising similar Government conferences across India The bidder should have organized conferences in collaboration with government organizations in at least 3 different states in India in last 3 years	Upto 3 conferences - 5 marks > 5 conferences - 10 marks
5	Documentation and Communication Strategy Capabilities The bidding organization should have an in house capability to document the outcomes of the conference and present the key recommendations to the government so as to decide future course of action. It should also have done extensive social media communication of conferences. Adequate evidence to be provided.	5
6	The proposed approach and methodology by the bidder (innovative ideas, development of the agenda, strategy for mobilization of key experts in the sectors from all over India, development of background paper of the conference, branding, promotion and communication strategy for the conference, plan for handling overall logistics for the event)	45

Eligibility criterion:

Only those bidders will be considered who score at least 40 points out of 100 in these criteria.

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Evaluation Methodology

Annexure B

Following methodology will be adopted for deciding qualified vendors for opening of commercial bids:

1. Vendor must fulfill the eligibility criteria as mentioned in Annexure A. The bids of those not fulfilling the mandatory qualifying criteria shall be out rightly rejected.
2. The technical bids of those vendors who qualify the eligibility criteria shall be termed as the Responsive Bids. The Responsive Bids shall be evaluated based on the marks provided against each clause/criterion of the Evaluation Criteria.
3. The weightage of technical bid is 0.7 and for the Financial Bid is 0.3.
4. An Evaluated Score will be calculated for each responsive bid by using the following formula, which permits a comprehensive assessment of the bid price and technical merits of each bid :-

$$\text{Evaluated Score} = \frac{C_{\text{low}}}{C} \times 0.3 + \frac{T}{T_{\text{high}}} \times 0.7$$

Where

C = Bid Price

C_{low} = The lowest of all the bid prices among the responsive bids.

T = Total Technical Score awarded to the bid

T_{high} = The technical score achieved by the bid that has scored highest among all the responsive bids

The bid with the highest evaluated bid score amongst the responsive bids shall be termed as the Lowest Evaluated Bid and is eligible for contract award.

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