



RAIPUR MUNICIPAL CORPORATION

Near Jai Stambh Chowk, Malviya Road, Raipur – 492 001 (C.G.)
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S.No. : 155-6/ Dy. Comm./NURM/ 08

Raipur dated 12.03.2008

Expression of interest for hiring Professional Services as PROCUREMENT OFFICER in Programme Implementation Unit of JNNURM for Raipur City

Sealed proposals are invited from experienced and qualified Professionals / Personnel having relevant qualification and experiences in assisting Government/Semi Government offices for improvement or up-gradation of their information technique and deliverables as required by the concerned office. Professionals having experience for reform implementation of JNNURM will be considered as an additional qualification.

The proposals along with an Earnest Money Deposit (EMD) of **Rs.20,000/- (Rupees Twenty Thousand only)** in the form of crossed Bank Draft drawn in favour of the Commissioner, Municipal Corporation Raipur, payable at Raipur, should be submitted in three envelope marked "A", "B" and "C". The envelope "A" should contain the Bank Draft, envelope "B" should contain the Technical Qualification and Experience and envelope "C" should contain the Financial Proposal on monthly basis. The Technical Qualification of only those consultants shall be opened who have submitted the earnest money. Professionals will be short listed on the basis of their work experience, technical capacity, qualification etc. Financial proposal of only short-listed professionals shall be opened and considered. Negotiation if required, shall be done and the lowest financial proposal of competent and qualified personnel may be approved for hiring the services.

The Expression of Interest (EOI) documents can be obtained from the Executive Engineer, Municipal Corporation Raipur on cash payment of Rs. 2000/- (Two Thousand only) or can be downloaded from the website www.cg.gov.in and shall be submitted along with prescribed bank draft of Rs. 2000/- drawn in favour of Commissioner, Municipal Corporation Raipur, payable at Raipur in the envelope "A".

The completed E.O.I. application should reach the office of the Commissioner, Municipal Corporation, Raipur, Chhattisgarh not later than 1500 Hours on **03 April 2008** by speed post or registered post of Indian Postal and Telegraph Department no other means for submission of the proposal will be entertained. The envelope "A" and "B" shall be opened on the next day on 1100 Hours **04 April 2008** in the presence of the Professional / representatives, who wish to remain present. the envelope "C" of only short listed consultants shall be opened at a later date, after due intimation. The right to reject whole or part of the Proposal, all or any proposal and to modify the terms and conditions are reserved.

**Commissioner
Municipal Corporation,
Raipur (C.G.)**

MUNICIPAL CORPORATION RAIPUR (C.G.)

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1. INTRODUCTION

1.1 City profile

- a) Raipur, the present capital city of the State of Chhattisgarh, is a fast developing important, Industrial, Commercial and Administrative centre. The population of the city is 7.58 Lacs (As per census 2001). The new Capital Town is being development in the neighborhood of the present Raipur City. A PURA Scheme is also being taken up in the neighborhood of the new Capital town.
- b) Raipur is located on National Highway No.-6 and National Highway No.-43. The Mumbai Howrah Railway Line, one of the busiest railway line in term of goods and passengers, passes through the city.
- c) Rajnandgaon, Durg, Bhilai, Charoda and Kumhari Towns are also located on National Highway No.-6 between Rajnandgoan and Raipur and Mumbai Howrah Railway Line, in close proximity . These towns along with Raipur city, and Naya Raipur Special Area are emerging as a fast growing urban agglomeration.
- d) Raipur traditionally, has been a centre of trade and commerce catering to the needs of Chhattisgarh, Orissa, a part of Jharkhand and Andhra Pradesh.
- e) Raipur has been selected under Jawahar Lal Nehru National Urban Renewal Mission for implementation of project under its two sub-missions, namely (a) urban Infrastructure and Governance and (b) Basic services for Urban poor.
- f) A City Development Plan, (CDP), as required by the JNNURM, has been Prepared for the Town of Raipur, Development Plan and Draft Naya Rajdhani Development Plan, under the C.G. Town and Country Planning Act, 1973 have also been published.

1.2 Institutional set up at city level :

1.3 Profile of ULB :

(i) Organization Structure of the ULB :-

- a) Commissioner - 01 No
- b) Deputy Commissioner 03 Nos

c)	Superintending Engineer	02 Nos
d)	Executive Engineer	10 Nos
e)	Health Officer	01 No
f)	Deputy Director, Horticulture	01 No

AND 3041 nos others Class-II, Class-III, Class-IV regular officers and employees headed by **Commissioner, Municipal Corporation, Raipur.**

(ii) Class-wise staffing pattern :-

Municipal Corporation comprises of 18 Nos Class-I officers, 63 nos Class-II officers, 1009 nos Class-III and 1969 nos Class-IV employees as per Government Order No. F-4-192/2003/18 Raipur dated 21 August 2006. Municipal Corporation Raipur. Total no. of officers and employees of Municipal Corporation Raipur sanctioned as per above order are **3059.**

2. STATUS OF JNNURM :

2.1 Capital Investment Plan of the city as recorded in the CDP :

Capital Investment Plan as recorded in the City Development Plan is described as under :-

Sector	Investment required (Rs. in Crores)	% to total
Water Supply	374.83	30.89
Sewerage and Sanitation	132.07	10.88
Storm Water Drainage	110.37	9.09
Solid Waste Management	60.66	5.00
Roads and Transport	275.00	22.66
Others (Shifting of Dairies from Inner areas to Outer Areas)	28.69	2.36
Slum Rehabilitation	232.00	19.12
Total :	1213.62	100.00

2.2 Programme Status – JNNURM Projects and Reforms :

A. JNNURM Projects :

i. Water Supply : - Work is executed by Public Health Engineering Department and the Technical Bid of the Tenders are likely to receive on 04th & 5th October 2007.

ii. Slum Rehabilitation :- Tripartite Agreement among SLNA -SUDA, Executing Agency - M/s Hindustan Prefeb Limited and Implementing Agency- Nagar Nigam

Raipur. 17 working sites are handed over to Implementing Agency for commencement of the work.

iii. Road and Transport :- Request for Proposal for preparation of Long Term Traffic and Transport Plan has been published. Offers from interested consultants are likely to receive on 09th October 2007.

B. JNNURM Reforms :

2.3 Projects planned to be implemented by the ULB:-

	<u>Cost</u>
i. Storm Water Drainage :-	Rs.110.37 Crores
ii. Solid Waste Management :	Rs.60.66 Crores
iii- Road and Transport :	Rs.275.00 Crores
iv. Others :	Rs.28.69 Crores

(Shifting of Dairies from Inner area to Outer area)

Water Supply project is implemented by Public Health Engineering Department as per the policy framed by State Government and Slum Rehabilitation (BSUP) is implemented by M/s Hindustan Prefeb Limited as Project Management Consultant as per decision taken by the Government.

3. PROJECT IMPLEMENTATION UNIT :-

3.1 Need for Establishing PIU :-

The post formation of Municipal Corporation Raipur is such that no expertise in the Municipal Corporation Raipur who is appointed as PROCUREMENT OFFICER to meet out the expertise demand for the work included in the scope of said post.

3.2 Role of PIU :

The purpose of EOI is to procure professional services as PROCUREMENT OFFICER till completion of JNNURM to enable the implementation of reform agenda with respect to the time frame as agreed. The PIU is meant to an operations unit supplementing and enhancing the existing skill mix of the ULB, rather than supervisory body. It is expected to work in tandem with the existing staff to strengthen the implementation of JNNURM. The focus of PIU is to enhance the pace and quality of implementation of the mission activities.

The PIU are only suggestive the RMC will assess their requirement and composition of staffing pattern and the work load. The professional will be hired from the open market on the contractual basis. The PIU will be headed by Commissioner, Municipal Corporation Raipur and work as close team in co-

ordination with the RMC staff, sharing work programs, implementation issues, outcomes, area of attention etc.

4.. SCOPE OF WORK :

A Procurement Officer (PO) is required to take on the procurement functions on behalf of ULB and other authorized service delivery agencies. The main objective of the PO will be to procure, contract, administer and financially account for outsourced contractual services² required for the implementation of JNNURM. The Terms of Reference of the incumbent shall include, but not be restricted to the following activities:-

- _ Procurement, contracting, administration and financial management of outsourced contracts, in accordance with the procurement rules and regulations.
- _ Assist in building procurement expertise in the ULB and key partner organizations.
- _ Assist in preparation of standard documentation and detailed operating procedures: detailing specifications, compiling terms of reference, packaging bidding material, defining evaluation criteria, preparing standard forms of contract, designing payment certificates. These procedures must reflect modern procurement practices, suitably adjusted for the JNNURM context and the existing Government practices.
- _ Support the ULB with the preparation of an Annual Procurement Plan based on the annual work plans and budget availability; undertaking quarterly monitoring of progress with its implementation. As required, the Procurement Officer will advise Municipality on preparation of technical specifications
- _ Advise Municipality in short listing the potential range of suppliers:
 - a. Advise Municipality on the selection criteria to be used in evaluating suppliers' responses
 - b. Record all responses from interested suppliers both at the expression of interest, pre-qualification and bidding stages
 - c. Complete an initial screening and short-listing of suppliers' submissions with recommendations to concerned head of office.
 - d. Act as Secretary to Short-listing Committee, Evaluation Committee & Procurement Committee and support the committee's functioning.

5. CONTRACT ADMINISTRATION:

The services to be contracted may include, engineering services, advice on technical and management issues, other required services such as capacity building, training and organization of workshops etc. Sub Mission for Urban Infrastructure and Governance Jawaharlal Nehru National Urban Renewal Mission :-

- a. Monitor contract performance to ensure that all non-technical requirements are being met by the supplier
- b. Advise municipality and/or concerned agencies in the event of any contract dispute with the supplier and suggest remedial actions
- c. Ensure that any contract variations are properly negotiated and documented in line with the rules and regulations.
- d. Obtain duly authorized payment certificates from the respective contract supervisors within municipality

- e. Initiate payment procedures through municipality's Finance Officer.
- f. Maintain a record of all payments made to suppliers
- g. Maintain a database of all suppliers contracted.

6. EXCLUSIONS :-

Roles and responsibilities of the Procurement Officer will exclude the following :

- _ The PO will not be responsible for monitoring the technical or professional quality of the work of the suppliers. Responsibility for monitoring the delivery against specification rests with municipality. Authority for payment will rest with municipality
- _ Contracts will be signed by concerned head of office and payments to suppliers will also be made by him / her.
- _ The PO will not be permitted to bid for any of the contracts. A signed undertaking to comply with this exclusion will be given by the PO, along with the Contract for recruitment.

7. QUALIFICATIONS AND EXPERIENCE:-

In addition to demonstrating the capacity to complete all of the tasks listed above, the successful bidder must be able to meet the following standards:

- i. Professional expertise in establishing and operating systems for procurement, contracting and accounting which will be subject to external audit and CAG audit.
- ii. Minimum 5 years experience in the financial and administrative management, monitoring and reporting of multiple consultancy projects.
- iii. Ability to work in a team and train staff on the job to use the systems and assist in day to day issues.
- iv. Experience in usage of computers and internet will be preferred. If not computer literate, the incumbent shall upgrade the skills within three months of joining.
- v. The PO must be able to demonstrate its independence from potential and actual suppliers of services to the JNNURM programme.

8. DELIVERABLES AND REPORTING:

The PO shall work under the guidance of, and be responsible to, the Commissioner or any officer nominated by him and submit a monthly progress report detailing:

- _ Progress on procurement of services for JNNURM
- _ Analysis of progress at each stage of the procurement process
- _ Assessment of overall progress against Procurement Plan

- _ Details of any contract under dispute with action plan and timetable for resolution

9. COMPOSITION OF PIU :-

In general a project Implementation unit shall consist of following professionals :-

- A. Information Technology Officer
- B. Municipal Finance Officer
- C. Public Health Engineer
- D. Social and Community Development Officer
- E. Urban Planning Officer
- F. Procurement Officer1
- G. Environment Officer
- H. Human Resource Development Officer

The PIU will be headed by Commissioner, Municipal Corporation Raipur and work as a close team, in coordination with the RMC staff, sharing work programs, implementation issues, outcomes, areas of attention etc.

10. PROCUREMENT PROCESS :-

PIU will be procured on the basis of applications received against the advertisement published for selection of expertise professionals having the desired qualification and experience in their respective fields. It is the sole discretion of Commissioner Municipal Corporation Raipur to select the professionals and his decision will be fully binding to all the applicants.

11. ESTIMATED COST OF ESTABLISHING PIU :-

The proposed remuneration of each member of PIU will be Rs.15,000/- per month (Rupees Fifteen Thousand) on satisfactory performance of his role as mentioned in the ToR. The said amount may be negotiable for the highly qualified and efficient professional the decision will be on the sole discretion of Commissioner, Municipal Corporation, Raipur and his decision will be unchallengeable and final.

12. DETAILS OF OFFICE INFRASTRUCTURE FOR PIU TO BE PROVIDED BY THE RMC :-

Raipur Municipal Corporation has its head office in front of GPO and near to Jai Stambh Chowk on Malviya Road Raipur (C.G.). Each member of PIU will have independence sitting space along with basic office infrastructure facilities including furniture, PC, Stationary etc.

**Commissioner
Municipal Corporation, Raipur**

