

REQUEST FOR PROPOSAL FOR THE CONSULTANCY  
SERVICES FOR

Preparation of Street Vending Plan

E-tendering

Municipal Corporation Bathinda

June 2016

**MUNICIPAL CORPORATION BATHINDA  
NOTICE INVITING TENDER (NIT)**

**Engagement of Companies/Firms/Agencies for appointment of Consultants for preparing Street Vending Plan .**

Municipal Corporation Bathinda (MCB) intends to prepare Street Vending Plan covering all street vendors falling under Limits of M.C.B. Sealed tenders are invited from reputed Companies/firms /Agencies for the said assignment.

**IMPORTANT DETAILS**

The Technical requirements for tendering Companies /Firms/Agencies , terms & conditions ,scope of work Eligibility Criteria , bidding documents to be submitted & important dates etc. shall be uploaded on Municipal Corporation Bathinda [mcbathinda.com](http://mcbathinda.com) website from 01-06-2016 onwards  
MCB reserves the right to reject any or all the proposals without assigning any reasons thereof.

Submissions of proposals: interested firms may submit their “proposal” along with Earnest Money (EMD) of Rs 50,000 In favor of Commissioner, Municipal Corporation, Bathinda payable at BATHINDA by 24-6-2016 hours 16:00 in the office of Commissioner, Municipal Corporation, Bathinda in a sealed cover. Any other details can be seen on website

Corporation Engineer,  
Municipal Corporation,  
Bathinda

## Letter of Invitation

1. Municipal Corporation Bathinda (hereinafter 'the Client') invites proposals to provide Consulting Services for Preparation of Street Vending Plan of Bathinda, Punjab. Detailed Scope of Work is provided in the Terms of Reference.
2. A firm shall be selected under *Quality cum Cost Based Selection* and procedures described in this RFP.
3. The RFP includes the following documents:
  - (i) Letter of Invitation
  - (ii) Data Sheet and Instructions to Consultants, see Annexure A
  - (iii) Technical Proposal, for Standard Forms see Annexure B
  - (iv) Financial Proposal, for Standard Form see Annexure C
  - (v) Terms of Reference (ToR), see Annexure D
4. Please note that while all the information and data regarding this RFP is, to the best of the Client's knowledge, accurate within the considerations of scoping the proposed contract, the Client holds no responsibility for the accuracy of this information and it is the responsibility of the Consultant to check the validity of data included in this document.
5. Proposals will be evaluated technically and the qualifying firms would be invited for opening of Financial Proposals.
6. Proposals would be evaluated on the basis of Quality Cost based Criteria and firm securing highest marks would be awarded the work.

## Annexure A: Data Sheet

1.	<b>Name of the Client:</b> Municipal Corporation Bathinda
2.	<b>Method of selection:</b> Quality and Cost Based Selection (QCBS) 80:20
3.	<b>Financial Proposal to be submitted together with Technical Proposal:</b> Yes <b>Title of Consulting Service is:</b> Preparation of Street Vending Plan for Municipal Corporation Bathinda.
4.	<b>A pre-proposal conference will be held:</b> Yes Date: 17 <sup>th</sup> June 2016 Time:15.00 Venue: O/o Municipal Corporation Bathinda However, if the invitee firm wishes to seek clarification it may do so in writing to the Client with copy to the Client's Representative.
5.	<b>Client Representative:</b> Commissioner, Municipal Corporation, Bathinda, Punjab. Email: cmcbathinda@gmail.com
6.	Proposals must remain valid for 120 days after the submission date indicated in this Data Sheet.
7.	Clarifications may be requested not later than seven (07) days before the submission date. All requests for clarifications will be directed to Client's representative. The Client will respond to requests for clarifications by electronic means within five (5) days prior to the proposal submission date.
8.	The Consultant is required to include with its Proposal written confirmation of authorisation to sign on behalf of the Consultant: Yes
9.	Joint Ventures/Associations are permissible: No
10.	<b>Bidders Eligibility Criteria:</b> Applicable  <ol style="list-style-type: none"> <li>1. Applicant should be a Private Limited Company or a Public Limited Company.</li> <li>2. Applicant should have received a minimum of Rs. 10 Crores per annum as Professional Fee during each of the last 3 years.</li> <li>3. Applicant should have experience in assignments related to; <ul style="list-style-type: none"> <li>• Preparation of Slum Free City Plan of Action/City Development Plans (minimum 2 nos).</li> <li>• Preparation of DPR's for Municipal Markets/Slum redevelopment projects (minimum 2 nos).</li> <li>• Socio-economic Survey, entering survey data in MIS software (minimum 1 lakh entries)</li> </ul> </li> </ol>

11.	<p><b>Technical Presentation:</b> Bidders scoring 70 marks out of 100 marks will be invited to make a Technical Presentation. The overall qualifying marks for being eligible to participate in opening of the financial proposal will also be 700.</p> <p>Date, Time and Venue of the presentation will be notified to the bidders scoring 700 and more marks.</p>
12.	All bids submitted as a response to this request for proposal shall be submitted electronically through the e-procurement site e <a href="https://etender.punjabgovt.gov.in">https://etender.punjabgovt.gov.in</a>
13.	A Bid Security must be submitted: Yes
14.	If Yes, the amount of the Bid Security is Rs.50,000 (Rupees fifty thousand rupees Only) for each Bid and the duration for validity of Bid Security is 90 days. Bid security shall be refunded to the successful bidder upon signing of agreement with MC Bathinda. For unsuccessful bidders the bid security shall be refunded within 15 days of opening of financial proposals.
15.	Format for Bid Security: through online mode available on website e <a href="https://etender.punjabgovt.gov.in">https://etender.punjabgovt.gov.in</a> .
16.	A Performance Bond in the form of Bank Guarantee is to be submitted by the winning Bidder upon signing of Contract for each Bid. Amount will be 5% of the contract value; this may be provided as 100% Bank Guarantee. Bank Guarantee will be made in the name of: Commissioner, Municipal Corporation Bathinda and drawn on a nationalized or scheduled commercial bank.
17.	Proposals must be submitted no later than the following date and time: [Date 24 <sup>th</sup> June 2016 by 1500 hours].
18.	<p><b>Address for submission of Proposals:</b></p> <p>Commissioner, Municipal Corporation, Bathinda, Punjab. Email: cmcbathinda@gmail.com</p>
19.	Expected date for public opening of Technical Proposals: [Date 27 <sup>th</sup> June 2016]
20.	Expected date for public opening of Financial Proposals: [Will be intimated to the qualified bidders separately]
21.	Expected date for commencement of consulting services: [Within 10 days of signing the agreement with MC Bathinda]
22.	Evaluation of the proposal will be based on the marks given below.

**Marking provisions for Technical Evaluation:**

<b>S.No</b>	<b>Criterion</b>	<b>Percentage Score (QCBS)</b>
1	Experience of undertaking following assignments	40
<b>1.1</b>	<b>Preparation of Slum Free City Plan of Action/City Development Plans</b>	<b>20</b>
1.1.1	2 Projects	10
1.1.2	3- 5 Projects	12
1.1.3	6- 10 Projects	14
1.1.4	11 – 15 Projects	16
1.1.5	16 – 20 Projects	20
<b>1.2</b>	<b>Preparation of DPR for Municipal markets/Slum Redevelopment projects</b>	<b>10</b>
1.2.1	2 no. of DPR's	5
1.2.2	3 - 5 no. of DPR's	8
1.2.3	More than 5 DPR's	10
<b>1.3</b>	<b>Socio-economic Survey, entering survey data in MIS software</b>	<b>10</b>
1.3.1	1 lakh entries	2.5
1.3.2	1 to 2 lakh entries	5
1.3.3	2 lakh to 3 lakh entries	7.5
1.3.4	More than 3 lakh entries	10
<b>2</b>	<b>Personnel (CVs)*</b>	<b>45</b>
	<b>TOTAL (1 + 2)</b>	<b>85</b>
<b>3</b>	<b>Technical Presentation</b>	<b>15</b>
<b>4</b>	<b>Total Marks</b>	<b>100</b>

## **Instructions to Bidders**

### **1 Introduction**

- 1.1 The Consultants are invited to submit a Technical Proposal as specified in the Data Sheet. The Proposal shall be the basis for a signed Contract with the selected Consultant.
- 1.2 The Consultant shall bear all costs associated with the preparation and submission of its Proposal and contract negotiation.
- 1.3 The Client is not bound to accept any Proposal, and reserves the right to annul the selection process at any time prior to award of Contract without thereby incurring any liability to the Consultant.

#### **1.4 Eligibility Criteria**

The bidders should satisfy the following minimum eligibility and those as specified in the Data Sheet. Only those who satisfy these criteria should submit the proposal with necessary supporting documents:

- 1.4.1 A firm declared ineligible by the Government of India or Government of Punjab shall be ineligible to provide consulting services under the project.

#### **1.5 Number of Proposals**

- 1.5.1 Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified.

### **2 Clarification of RFP Documents**

- 2.1 Consultants may request clarification of any of the RFP documents up to a specified number of days before the submission date as indicated in the Data Sheet. Any request for clarification must be sent in writing, including by standard electronic means, to the Client's Representative whose address is provided in the Data Sheet. The Client will respond by standard electronic means within the period specified in the Data Sheet, and will send written copies of the response (including an explanation of the query, without identifying the source of inquiry) to all Consultants who have formally indicated that they intend to submit a Proposal. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure set out under Clause 2.2.
- 2.2 At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum in writing, including by standard electronic means.

### **3 Preparation of Proposals**

- 3.1 The Proposal and all related correspondence exchanged between the Consultant and the Client shall be written in the English language. Supporting documents and printed literature that are part of the Proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.
- 3.2 The Consultant shall bear all costs associated with the preparation and submission of its Proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### **4 Instructions for Submission of Proposal**

- 4.1 These instructions should be read in conjunction with information specific to the consulting services contained in the Covering Letter, Data Sheet and accompanying documents.
- 4.2 Proposals must be received before the deadline specified in the Data Sheet to tender. Proposals must be submitted to the address specified on the Data Sheet and delivered on or before the time specified in the Data Sheet.
- 4.3 Consultants shall submit one sealed envelope, containing the Technical Proposal. The Technical Proposals will be opened at the date and time specified in the Data Sheet.

#### **4.4 Technical Proposal (see Annexure B)**

The Technical Proposal shall contain the following:

- a. Section 1: Covering Letter, subject to maximum of two (2) pages (Format 1);
- a. Section 2: Experience/ Capacity of Firm to undertake tasks, subject to maximum two (2) pages;
- b. Section 3: Project detail sheets outlining previous experience of the firm in similar types of assignments completed during the last ten years (in prescribed format), subject to maximum of fifteen (15) pages (Format 2);
- c. Section 5: CVs of personnel to work on this project (in the CV please include name of staff, nationality of staff, profession/designation of staff, proposed position in the team, whether employee of the firm, number of years with the firm, key qualifications, education, experience and languages known), restricted to maximum of two (2) pages per CV (Format 3);
- d. Section 6: List of proposed expert team and summary of CV particulars relevant to the project subject to maximum of two (2) pages (use Format 4);



e. Section 7: Matters not appropriate in any other section. This includes:

- i. written confirmation authorising the signatory of the Proposal to commit the Consultant;

4.5 No mention of your commercial response should be made anywhere in the Technical Proposal, unless specified in the Data Sheet; non-confirmation will result in automatic disqualification of the Consultant's Proposal.

#### **4.6 Financial Proposal (See Annexure C)**

The Financial Proposal shall be submitted strictly as per Format 5 given in Annexure C.

#### **4.7 Submission Instructions**

4.7.1 Consultants are expected to carefully review the contract provisions attached in the RFP for preparation of their Proposals.

4.7.2 The Consultant shall submit Proposals using the appropriate submission sheets provided in Annexure B & C. These forms must be completed without any alteration to their format, and no substitutes will be accepted. All fields shall be completed with the information requested.

#### **4.8 Proposal Validity**

4.8.1 Proposals shall remain valid for the period specified in the Data Sheet commencing with the deadline for submission of Proposal as prescribed by the Client.

4.8.2 A Proposal valid for a shorter period shall be considered nonresponsive and will be rejected by the Client.

4.8.3 In exceptional circumstances, prior to the expiration of the proposal validity period, the Client may request Consultants to extend the period of validity of their Proposals. The request and the responses shall be made in writing. A Consultant may refuse the request. A Consultant granting the request shall not be required or permitted to modify its Proposal.

4.8.4 During the Proposal validity period, Consultants shall maintain the availability of experts nominated in the Proposal. The Client will make its best effort to complete negotiations within this period.

#### **4.9 Format and signing of Proposals**

4.9.1 The Proposal shall be signed by a person duly authorised to sign on behalf of the Consultant. This authorisation shall consist of a written confirmation and shall be attached to the Technical Proposal.

4.9.2 The Client may, at its discretion, extend the deadline for the submission of Technical Proposal by amending the RFP in accordance with Clause 2.2, in which case all rights and obligations of the Client and Consultants subject to the previous deadline shall thereafter be subject to the deadline as extended.

## Annexure B: Technical Proposal Submission Forms

### Format 1: Covering Letter

[Location, Date]

To: [Name and address of Client]

Dear Sir or Madam

We, the undersigned, offer to provide the Consulting Services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal sealed under a separate envelope<sup>2</sup>.

We hereby declare that we have read the Instructions to Consultants included in the RFP, and abide by the same, and specifically to conditions mentioned in Section 1.5. [In case of any declaration, reference to concerned document attached must be made].

We hereby declare that all the information and statements made in this Proposal are true and accept that any misleading information contained in it may lead to our disqualification.

We confirm that all personnel named in the tender will be available to undertake the services.

We undertake, if our Proposal is accepted, to initiate the Consulting Services related to the assignment not later than the date indicated in the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Yours faithfully,

Authorised Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

**Format 2: Project Detail Sheet**

<b>Assignment name:</b>	<b>Approx. value of the contract (in current Rs):</b>
<b>Country:</b>	
<b>Name of Client:</b>	
<b>Address of Client:</b>	
<b>Start date (month/year):</b>	
<b>Completion date (month/year):</b>	
<b>Name of Joint Venture partner or sub-Consultants, if any:</b>	
<b>Name of Senior Staff (Project Director/Coordinator, Team Leader) involved from your firm and functions performed indicated whether regular full-time employees of your firm or part-time/independent</b>	
<b>Narrative description of Project in brief:</b>	
<b>Description of actual services provided by your firm in the assignment:</b>	

**Format 3: Curriculum Vitae (CV) for Proposed Experts**

**NAME**

**DATE OF BIRTH**

**NATIONALITY**

**EDUCATION** [year] [name of institution and degree]

**MEMBERSHIP OF  
PROFESSIONAL  
ASSOCIATIONS**

**COUNTRIES OF WORK**

**EXPERIENCE**

**LANGUAGES**

**PROFESSIONAL BACKGROUND**

[description]

**EMPLOYMENT RECORD**

[year(s) starting  
with present  
position]  
[employer]

**PROFESSIONAL EXPERIENCE**

[month and  
year start to  
finish]  
[Name of project and client]

[Descriptive paragraph of 4-5 sentences on each assignment, position held,  
responsibilities undertaken and achievements attained.]

... ..

...

Certification:

I, the undersigned, certify to the best of my knowledge and belief that:

(i) This CV correctly describes my qualifications and experience;

(ii) In the absence of medical incapacity I will undertake this assignment for the duration and in terms of the inputs specified for me in the Technical Bid provided team mobilisation takes place within the validity of this Bid or any agreed extension thereof.

I understand that any wilful misstatement herein may lead to my disqualification or dismissal, if engaged.

*[Signature of expert or authorised representative]*

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*[Name of Expert/Authorised signatory]*

Date:

Place:

**Format 4: Expert Team and Summary of CV Information**

<b>Family Name, First Name</b>	<b>Position Assigned</b>	<b>Task Assigned</b>	<b>Employment Status with Firm (full-time, or other)</b>	<b>Education/ Degree (Year / Institution)</b>	<b>No. of years of relevant project experience</b>

## Annexure C: Financial Proposal

### Format 5: Financial Proposal

MUNICIPAL CORPORATION, BATHINDA LOCAL GOVERNMENT DEPARTMENT, PUNJAB			
FINANCIAL BID			
Name of Work: Preparation of Street Vending Plan for Municipal Corporation Bathinda			
Name , Address, Contact Details of Bidder			
Sr. No.	Description	Amount in Figures	Amount In words
1	Preparation of Street Vending Plan for Municipal Corporation Bathinda as per RFP (Tender document)		
<b>Note:</b>			
1	The rates shall be quoted per Vendor		
2	The rates shall be quoted in Indian currency as per Term & Conditions.		
3	I accept the DNIT, Terms & Conditions		
4	The quoted amount is exclusive of Service Tax		



## **Annexure D: Terms of Reference**

### **1 Project Background**

Street Vendors form a very important segment of the unorganized sector in the country. It is estimated that in several cities street vendors count for about 2 percent of the population. Women constitute a large segment of these street vendors in almost every city. Street vending is not only a source of self-employment to the poor in cities and towns but also a means to provide “affordable” as well as “convenient” services to a majority of the urban population. With this background, the aim of this exercise is to support Bathinda Municipal Corporation in preparing the Street Vending Plan (SVP) for Bathinda City. The brief description of the tasks to be undertaken in this project is listed as below:

### **2 Identifying the street vendors**

The first and foremost task is to identify the street vendors. Street vendors in Bathinda has to be identified and estimated and numbered at ground level for Biometric process. As stated in the EoI document, the vendor has to be divided into three categories:

1. Stationary
2. Peripatetic
3. Mobile.

Once the vendor list is finalised, the following tasks has to be undertaken:

1. Identifying the places for time sharing basis vending zones at a place after closing of market for main trade (Night –Bazaars).
2. Identification of weekend markets zones.
3. Identifying the street vending markets/outlets along-with the capacity of street vendors. Identification and describe the procedure of allotment of sufficient space for temporary ‘Vendors’ Markets’(e.g. Weekly Haats, Rehri Markets , Night Bazaars, Festival Bazaars, Food Street Marts etc.)

In the meantime, GIS mapping marking the vendor location, Bio-metric survey with photographs of the vendors has to be undertaken. The approach of the same is listed below:

### **3 GIS Base mapping and Surveys**

GIS mapping has to be undertaken at two levels namely City level mapping and vendor level mapping.

### **3.1 Vendor location level mapping**

The delineation of vendor zonal boundaries has to be done with the full involvement of the vendors and its association, if any. The delineation of boundary will be done in ARC-GIS with the help of GPS co-ordinates captured for all the vendors.

### **3.2 Capturing biometric identity of Street vendors**

The following steps have to be followed for capturing bio-metric identity of the vendors:

1. Developing and implementation of user interface to capture biometric identity data
2. Installation or deployment of user interface software in laptops to capture biometric identity data
3. Store biometric data into database in appropriate format
4. Check and validate stored biometric data.

### **3.3 Vendor census survey**

Vendor census survey has to be carried out with a survey format finalised in consultation with Bathinda Municipal Corporation and it has to be carried out with a trained enumerators in a digital format i.e survey data directly captured in the MIS Software which has to be developed by the consultant for this purpose.

### **3.4 Preparing biometric ID cards for Street vendors.**

Each vendor surveyed has to be given Bio-metric cards and the steps followed are listed as below:

1. Format collective biometric data (with finger prints, family photo) for ID cards to print (current & future prints)
2. Verify the correctness of formatted biometric data
3. Print Street Vendor ID biometric cards

Such identity cards & licence has to be given to the street vendors after approval & in the manner prescribed by the Competent Authority (Street vending Committee/organisation).

## **4 Preparation of Street Vending Plan**

The Street vending plan will be prepared after assessing and incorporating the following components mentioned below:

### **4.1 Formulation of fee/licence structure.**

Street vending plan has to formulate a fee/license structure for regulating street vending in the various zones mentioned above and the terms and conditions for hawking and corrective action against defaulters also has to be formulated in consultation with the varied stakeholders of the city directly or indirectly related to street vending.

### **4.2 Infrastructure provision/Plan**

Infrastructure demand supply gap in the existing street vending areas has to be assessed and arrived. Civic facilities currently available in the proposed vending zones (all types) and the future requirements

has to be estimated and provision has to be made for appropriate use of vending places. Suggestions/proposal for Method and location for the disposal of solid waste generated in these zones has to be given in the Infrastructure Plan.

### 4.3 Street Vendor Master Plan

Street Vendor Master Plan has to be prepared in GIS platform showing the location of proposed zones and placing of street vendors in the zones. The plan has to illustrate the norms on the amount of space to be provided for Vending Zones etc. Future Market Plan has to be prepared in a GIS platform in a separate layer superimposed over the city level base map showing specific provision for creating new vending markets.

Street vending Master Plan has to suggest/propose various method of allotment of spaces, criteria, period of lease for stationary stalls/Stationary vendors, reservation in allotment, reservation for physically challenged/disabled persons/SCs/STs in accordance with the share in the total population/weaker sections of the town/city. Street vending committee/organisation has to be formed drawing members from varied stakeholders directly or indirectly related to street vending which will oversee the implementation and monitoring of the various methods suggested in the street vendor master Plan. Street vendor master Plan has to Suggest/propose method and procedure of Dispute resolution based on the policy of Urban Street Vendors.

### 4.4 Management Information System

Street vending Plan has to suggest methods of Monitoring system using MIS software. For such purpose, software has to be developed for monitoring after implementation of the street vending Plan to monitor the entire allotment, registration and the whole above process. This MIS software has to be developed in consultation with the Bathinda Municipal Corporation

## 5 Outputs and Deliverables

The following outputs are expected to be delivered in stages in 18 weeks.

Sr.no.	Deliverable	Due date
1	Submission of inception report(including report of Kickoff workshop)	End of Week 2
2	Vendor Identification, Bio-metric survey, capturing photograph, vendor census survey and GIS mapping of the existing Vendors	End of Week 10
3	Draft Street Vending Plan	End of Week 14
4	Final Street Vending Plan (Approved by Bathinda Municipal Corporation )	End of Week 18

Above given Time schedule shall be strictly adhered to. In case of any delay, Commissioner, Municipal Corporation may consider time extension on the merits otherwise a penalty for delay at the rate of 1% of total payment per week shall be levied.

## 6 Experts and Inputs

Sr. No.	Expert Title	Qualifications and skills	Experience	Marks
1	Team Leader/ Urban Development Specialist	<ul style="list-style-type: none"> <li>• Masters or equivalent in planning/engineering/ economics/ other relevant disciplines</li> <li>• Sound knowledge of urban development issues</li> </ul>	Sector experience of more than 10 yrs and experience of project management of similar projects of at least 5 years	15
2	MIS expert	<ul style="list-style-type: none"> <li>• Degree in Computer Science/MCA</li> <li>• Expertise in statistical analysis and software development/ MIS applications</li> </ul>	At least 10 years experience	10
3	Social Development Specialist	<ul style="list-style-type: none"> <li>• Degree or equivalent in social development disciplines</li> <li>• Sound understanding on issues of urban poor</li> </ul>	At least 8 years working experience with urban poor and community development	5
4	GIS expert	<ul style="list-style-type: none"> <li>• Masters or equivalent degree in Geo-informatics</li> <li>• Knowledge and experience in GIS mapping</li> </ul>	At least 5 years experience	5
5	Municipal Engineer/ infrastructure specialist	<ul style="list-style-type: none"> <li>• Degree in Civil Engineering</li> <li>• Sound knowledge of municipal services network, design norms, contracting</li> </ul>	• At least 8 years experience in municipal engineering.	5
6	Site Coordinator	<ul style="list-style-type: none"> <li>• Bachelors/Masters in Urban Planning / Social science</li> <li>• Good understanding of surveys and experience in data collation and analysis</li> <li>• Good communication and networking skills</li> </ul>	5 years experience of working on urban projects.	5

The persons whose CVs are proposed in the bid shall not be allowed to change. In case of any urgency, Commissioner, Municipal Corporation, Bathinda may consider request of the bidder at his/her sole discretion.

## 7 Working arrangements

### 7.1 Management and counterpart staff

The assignment will be contracted by the Municipal Corporation Bathinda and will ensure the support of government officials, parastatal agencies wherever necessary.

### 7.2 Items to be provided by the Client

MC Bathinda will:

- a. Designate an “Officer-incharge” responsible for management and coordination of consultants.
- b. Constitute multi-stakeholder City Level Street Vending Committee.
- b. As a part of this corporation will nominate officers from relevant sections of the agency to participate in the process of stakeholder consultation and SVP preparation.
- c. Provide the Consultant with existing maps (as available with it) and data on Corporation and service delivery.
- d. Provide the Consultant with necessary authorisation to procure information from line departments.

### 7.3 Consultant will be responsible to:

- a. Arrange its own office space and equipment, surveys
- b. Arrange for all transportation and travelling required
- c. Arrange its own translations, communication, data processing, and printing equipment and necessary stationeries

## 8 Payment Schedule

S.No.	Deliverable	Percentage of payment
1.	Submission of inception report	20% of the total fees
2.	Vendor Identification, Bio-metric survey, capturing photograph, vendor census survey and GIS mapping of the existing Vendors <ul style="list-style-type: none"> <li>• On completion of 2500 vendors</li> <li>• On completion of remaining vendors</li> </ul>	10 % of the total fees 10% of the total fees
3.	Printing of Vendor Smart Cards	20% of the total fees
4.	Draft Street Vending Plan	20% of the total fees
5.	Final Street Vending Plan (Approved by Bathinda Municipal Corporation )	20 % of the total fees

It is estimated that around 5000 vendors shall be there in Bathinda Municipal Corporation. Exact number of vendors will be ascertained only after survey.