

**Government of India**  
**Ministry of Housing and Urban Poverty Alleviation**  
**National Buildings Organization**

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Dated 19th August, 2011  
Nirman Bhawan, New Delhi

**Notice Inviting Tender**

National Buildings Organization, Ministry of Housing & Urban Poverty Alleviation (MoHUPA) invites application from eligible firms, agencies, institutions, organizations and empanelled National Resource Centers for assignment of works relating to Housing Start-up Index (HSUI). The initial engagement will be upto 31<sup>st</sup> March, 2012, which could be extended further with mutually acceptable terms & conditions with the approval of competent authority.

2. Currently, NBO in collaboration with RBI is engaged in the operationalisation of the Housing Start-up Index (HSUI). HSUI would be limited to new private and public built residential units in India, whose construction is authorized through issuance of building permits. The data in the prescribed format on building permits issued for the new residential buildings in selected cities/towns across the country on a quarterly basis constitutes basic input for construction of HSUI. To begin with NBO, MoHUPA has selected 50 cities/towns across the country for generation of the Index. The coverage of HSUI will be expanded gradually to include more cities. NBO, M/oHUPA has also developed a web based HSUI MIS for online collection and compilation of data relating to HSUI. ***The details regarding Housing Start-up Index (HSUI) is available on official website of NBO [www.nbo.nic.in](http://www.nbo.nic.in) under the What's New Section "Toolkit for HSUI".***

3. In view of the above, application from eligible firms/agencies/institution/

organization/ empanelled National Resource Centers with Ministry of HUPA, are invited for assignment of the following works relating to Housing Start-up Index (HSUI):

### **TERMS OF REFERENCE**

- a) Processing of data submitted on a quarterly basis online/in prescribed format by municipalities/development authorities on building permits issued for the new residential buildings including data from group housing societies, private developers and housing projects in the identified cities across the country.
- b) Carry out Data Validation and address data gaps through an appropriate mechanism to ensure reliability and accuracy of data supplied by the ULBs, Development Authorities and others. Undertake sample survey on Housing starts in identified cities based on random sample selected on the basis of permit data available from the ULBs.
- c) Make analysis report of the data furnished by the Urban Local Bodies/Development Authorities, group housing societies, private developers etc. of the identified cities on quarterly basis & also analysis reports of sample survey on Housing starts.
- d) Render all necessary technical and manpower support to NBO for maintaining the data bank on housing and construction activities/building permits collected from MCs/ULBs and other sources.
- e) Provide technical support for implementation of HSUI MIS and ensure accurate reporting through the same by the Municipalities proactively. Generation of Reports from HSUI MIS etc.
- f) Improvisation of HSUI MIS based on feedback received from States/ULBs under

overall guidance of NBO.

- g) Provide technical support on matters like sample selection, field surveys, generation of housing start coefficients etc.

#### **4. ELIGIBILITY CRITERIA**

- 4.1 The agency/firm/organization interested to apply should have a fully functioning office in Delhi NCR. *National Resource Centers empanelled with the Ministry of HUPA are exempted from this condition.*
- 4.2 Should have core area of expertise in handling works relating to development of database especially in the fields of housing and building construction activities
- 4.3 Should have at least 2 years of experience.
- 4.4 Should have in-house expertise in database management and technology support.
- 4.5 Should have an annual turnover of at least Rs 50.00 Lakh, in each of the last 2 years. This claim should be supported by self attested annual financial statements. In case two or more firms/organizations form a consortium for the purpose of applying for the said work assignment, one of the firms/organization should have a annual turnover of at least Rs.50.00 Lakh, in each of the last two years.

#### **5. SELECTION PROCESS**

- 5.1 Interested institution/organization may submit their bid as per the format at Annexure I and II.
- 5.2 The bids will be evaluated based on a pre set evaluation criteria outlined in the notice inviting tender (NIT) format at Annexure 1. The Institution/organization scoring 60 or more marks would be considered as qualified technically and eligible and may be invited for discussions and presentation, if required. The marks distribution is as below:

<b>Sl. No.</b>	<b>Head</b>	<b>Required supporting document</b>	<b>Marks</b>
1.	Annual Turnover	Annual audited financial statements for relevant years to be self attested	15
2.	Core Area of Expertise	Detailed Note on core activities of the agency/firm/organization to be self attested	15
3.	Staff Resources including personnel details	Please attach CVs of Key Staff Members engaged in database development including MIS & sample surveys; action research in areas of Housing & Building Construction	30
4.	Experience in Projects/Assignment in relevant area i.e. database development including MIS & sample surveys; action research in areas of Housing & Building Construction	Detailed Statement to be self Attested	25
5.	Infrastructure Available	Details to be self attested	15
	<b>Total</b>		<b>100</b>

Self attestations to be done by nodal person submitting the Application.

**5.3 The proposal/bid shall be examined by the approved technical committee of officers. Technical assessment will be made based on technical bids submitted as per format at Annexure I.**

**5.4 Financial bids of only those agencies would be opened who qualify the**

**technical evaluation. Financial bids of others would be returned unopened. The final selection would be on the basis of 70% weightage for Technical bid and 30% for financial bid.**

## **6. GENERAL TERMS & CONDITIONS**

### **6.1 EMD MONEY**

The interested institutions/organizations/NNRCs who intend to submit the bids shall deposit money in Advance, which is equivalent to INR 2 Lacs by Bank Draft/pay order in favour of PAO, Ministry of Housing and Urban Poverty Alleviation, Nirman Bhawan as caution money/earnest money along with the notice inviting tender (NIT) form. The caution money/earnest money, if not so deposited, will disqualify the interested institution/organization to participate in the opening of Technical Bid.

In case the successful institution/organization declines to accept the offer, for any reason whatsoever, the earnest money / caution money shall be forfeited and the agency/firm/organization shall be blacklisted.

6.2 The proposal, as per format at Annexure-I & Annexure-II, should be filled up in all respect and submitted by the institution duly signed on each page of the original proposal including the pages containing the terms and conditions and should be properly sealed.

6.3 Envelope —A (Technical Bid) should contain the proposal as per format at Annexure -I. The Envelope —B (Commercial Bid) should contain the financial bid as per format at Annexure-II. Each envelope should be clearly super scribed with the words "Proposal for Assignment of Works relating to Housing Start-up Index (HSUI) in NBO, M/MoHUPA". Envelope A and Envelope-B should be properly sealed and placed in another sealed envelope.

6.4 The commercial bids will be opened for only those institution(s) who qualify the technical evaluation.

6.5 **The sealed envelope shall be addressed to:**

**Director & H.O.D  
National Buildings Organization  
Ministry of Housing and Urban Poverty Alleviation  
Room No 207, G Wing, NBO Building, Nirman Bhawan Maulana  
Azad Road, New Delhi-110011**

Duly filled proposal as per the format at Annexure I and Annexure-II shall reach this office latest by 10<sup>th</sup> day from the date of publication of advertisement.

6.6 The assignment of Works relating to Housing Start-up Index (HSUI) will be awarded to the qualified agency/organization for a period upto 31<sup>st</sup> March, 2012 and the same may be renewed afterwards subject to requirements and performance of the firm/agency selected. Revision of rates etc. shall not be allowed after the proposals are opened and approved/accepted rates shall be valid till 31.03.2012

6.7 Competent Authority in the M/o HUPA reserves the right to terminate work agreement at any point of time during the period of agreement if the performance of the selected agency is not found satisfactory. The decision of M/o HUPA shall be final in this regard.

6.8 The selected agency/firm/organization shall perform the services & carry out its obligations under the Work Agreement with due diligence & efficiency, in accordance with generally accepted techniques & practices used in the industry & with professional standards recognized by professional bodies & shall observe sound management &

technical practices.

6.9 Agency/firm/organization selected for assignment of work shall acknowledge & agree that works for development of HSUI taken up by the institution/organization for NBO, M/oHUPA shall be the exclusive property of NBO, M/o HUPA & NBO, M/o HUPA shall retain all rights, title & interest in & to the same. Provided however that the Agency/firm/organization shall have the right to possess database etc. & use the same during the contract period for purposes of effective implementation of the project.

6.10 After the expiry or termination of the agreement, agency/firm/organization shall have no right, title or interest in or to any work undertaken by the agency under the project.

**6.11 Payment Terms & Conditions:**

6.11.1 15% of the amount (based on rates specified in the proposal & approved by National Buildings Organization) will be released in advance at the time of award of contract to the selected agency for resource mobilization.

6.11.2 Afterwards, the expenditure will be reimbursed to the selected institution on quarterly basis on submission of bills. The institution shall submit the bill(s) in Triplicate in printed forms.

6.11.3 The charges to be made in the bill(s) shall always be entered at the rates specified in the proposal & approved by National Buildings Organization. Income Tax shall be deducted at source as per rules.

6.11.4 No price escalation will be allowed on any account for till the end of contract w.e.f. the date of contract.



## ANNEXURE-1

**Note: The Institutions/Organizations/firms interested to apply are suggested to see the details regarding Housing Start-up Index (HSUI) which is available on official website of NBO i.e. [www.nbo.nic.in](http://www.nbo.nic.in) under the what's New Section "Toolkit for HSUI"**

### TECHNICAL BID

#### **1. APPLICANT DETAILS (Please attach self attested registration certificate/ Memorandum of Association)**

*How many years has your Institution/organization/firm been in operation for providing the type of service sought?*

<b>Name of Institution firm/organization/agency</b>	<b>Year of Establishment</b>	<b>Registered in India (Yes /No)</b>

#### **2. CONTACT PERSON (for this application) of the Applicant Institution**

Name	
Designation	
Address	
Telephone	
Fax	
e-mail	

### 3. ADDRESS

	Delhi NCR	Headquarters (if located out of Delhi)
Address		
Telephone		
Fax		
e-mail		

*Note: The agency/firm/organization interested to apply should have a fully functioning office in Delhi NCR.*

**4. TURNOVER (Marks 15)**

*What was your Institution's total annual turnover for the last three years? Please furnish audited statements for the past two years.*

<b>Institution</b>	<b>(FY 2010-2011)</b>	<b>(FY 2009-2010)</b>

**5. CORE AREA OF EXPERTISE (marks 15)**

**Specific Experience in maintenance of database on housing and building construction activities in the urban sector**

*Please attach a Capability Statement, of not more than two hundred fifty words, which illustrates the institution's skills and experience of providing the type of service sought under the Notice Inviting Tender (NIT)*

*Provide response in not more than 250 words.*

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**7. EXPERIENCE IN PROJECTS/ASSIGNMENT IN RELEVANT AREA (marks 25)**

*Please list projects of similar nature which you have delivered in the last two years (max 5 in total)*

Name of Project	Year	Name of Client	Value	Short Description of services provided

**8. INFRASTRUCTURE DETAILS (marks 15)**

*Please provide the infrastructure facilities (like office accommodation, data centre, audio-visual aids, computers etc.) of the institution/organization at the main place of activity and the office located in Delhi NCR*

Infrastructure	Location & Capacity			Owned by the Institution/ or by arrangement with other providers
	Delhi NCR	Capacity	Main Place of Activity**	

*\*\* Applicable if the headquarters of applicant institutions/organization is located outside Delhi NCR.*

I agree to the terms and conditions as mentioned in the Notice Inviting Tender document no. .... dated ..... issued by the National Buildings Organization, Ministry of Housing and Urban Poverty Alleviation, Government of India.

**Name and signature of the authorized person of the institution along with seal**

## Annexure-II

**Note:** *The Institutions/Organizations/firms interested to apply are suggested to see the details regarding Housing Start-up Index (HSUI) which is available on official website of NBO i.e. [www.nbo.nic.in](http://www.nbo.nic.in) under the What's New Section "Toolkit for HSUI"*

### COMMERCIAL BID

Sl. No.	Activity		Rate offered inclusive of all taxes, levies etc. (In figures & words)
1.	For Terms of Reference at Para 3 (a) to 3 (d) of the Notice Inviting Tender (NIT)	Processing, of data, carry out data validation, address data gaps, ensure reliability/accuracy of data, undertake sample surveys, make analysis report and maintenance the data bank of building permits collected from MCs/ULBs	<b>Consolidated Rate per record to be quoted</b>
2.	For Terms of Reference at Para 3 (e) to 3 (g) of the Notice inviting Tender (NIT)	Technical support for implementation of HSUI MIS, Improvisation of HSUI MIS, sample selection, field surveys, generation of housing start coefficients etc.	<b>Consolidated Annual Rate offered to be</b>

**Name and signature of the authorized person  
of institution along with seal**