

Notice Inviting Expression of Interest (EoI) for Selection of Consultancy Firms for updating Standard Operating Procedures (SOP's) and Departmental Disaster Management Plans of key departments of the State UTTARAKHAND STATE DISASTER MANAGEMENT AUTHORITY (USDMA), UTTARAKHAND

Disaster Management Act, 2005 mandates every department of the state to prepare its Departmental Disaster Management Plan that shall lay down departmental obligations and scheme of actions in the event of any emergency arising out of natural or man made events. The departments have also to come up with scheme of dovetailing disaster management with their routine developmental initiatives.

Similarly the departments have also to formulate Standard Operating Procedures (SOPs) for various routine functions they have to undertake with regard to their disaster management related mandates.

Expression of Interest (EOI)

Uttarakhand State Disaster Management Authority (USDMA) invites Expression of Interest (EOI) for the selection of consultancy firms for the preparing disaster management plans of the identified departments of the state government together with Standard Operating Procedures (SOPs) for critical functions these have to undertake with regard to their disaster management related roles.

The departments to be covered by this assignment include:

1. Department of Disaster Management
2. Public Works Department
3. Police; including Fire and Emergency Services and SDRF
4. Department of Health and Family Welfare
5. Department of Animal Husbandry
6. Transport Department

7. Department of Civil Supplies
8. Department of Power
9. Department of Drinking Water

The EOI document along with all other necessary documents highlighting experience and expertise available with the firm may be submitted by interested entities to the "Executive Director, Disaster Mitigation and Management Centre (DMMC), Uttarakhand Secretariat, Rajpur Road, Dehradun" on or before 30th May 2016 in a sealed cover super scribed "EOI for section of Consultancy firm for updating Standard Operating Procedures (SOPs) and Departmental Disaster Management Plans (DDMPs) of the key departments of the State".

Scope:

1. Review of departmental disaster management related functions and preparation of Departmental Disaster Management Plans (DDMP's).
2. Identification of key disaster management related functions of each department and preparation of Standard Operating Procedures (SOP's) pertaining to these in consultation with key departmental officers.
3. The capacity-building of the key officials of the department for effective utilisation of the Departmental Disaster Management Plans and SOPs.

Eligibility Criteria for participating Consultancy Firm:

1. The applicant should be "Registered Legal Entity" undertaking consultancy assignments pertaining to disaster safety and security and should have proven track record of being operational for at least three years. (Attach relevant documents in support of the same.)
2. The firm should have working experience in the field of disaster management. (Attach relevant documents in support of the same.)

3. Average annual turnover for the previous three financial years ending on 31st March 2016 should be equal to or greater than 10 lakh. (Attach balance sheets and P&L accounts of last 3 years.)
4. The Bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices or any other reason, whatsoever, or have not been blacklisted by the Government of India or any other government agency. (Submit declaration to this regard on your official letter head.)
5. All the documents must be signed and self-attested by authorized signatory.
6. Short note on the similar projects implemented by the consulting firm should also be attached.
7. Biodata of the key experts with experience in the field of disaster management working full time for the firm should also be included.

Annexure 1

SUMMARY SHEET

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| Name of the Agency: | |
| Address of Registered Office | |
| Contact Person | |
| Year of Establishment | |
| Annual Turnover * in last three years Year 2015-16 Year 2014-15 Year 2013-14 Average Annual Turnover for above three Financial Year: | |

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| *Audited Statements to be enclosed | |
| Net worth of Agency: | |
| Current Contract Commitments: | |
| Working Capital: | |
| Detail of experts (attach CV) | |
| Any Other Relevant Details | |

Annexure 2

DETAILS OF SIMILAR WORKS CARRIED OUT

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|---------------------------------|-----------------------|
| Assignment Name: | |
| Location: | |
| Name of the Client: | |
| Address: | |
| Start date (Month/Year) | |
| Completion Date (Month/Year) | |
| Work Order Amount (in INR) | |
| Name of Association of Project: | |
| Brief Description of Project: | |
| Proof of attachment | Attached/Not Attached |