

NEW BARRACKPORE MUNICIPALITY

NEW BARRACKPORE, KOLKATA-700 131

Chairperson : *Smt. Nirmika Bagchi*
Vice-Chairman : *Sri Manoj Kumar Niyogi*

Memo No. DDP/2012-17/ 6133/11

Date. 31.03.2012

REQUEST FOR INVITING EXPRESSION OF INTEREST (EOI)

For Engagement of Consultant / External Agency for Preparation & compilation of 2nd generation Draft Development Plan (DDP) of New Barrackpore Municipality

~ Last Date of Receiving EOI – 4th April, 2012, upto 4 PM ~

New Barrackpore Municipality invites proposal from experienced and reputed agencies for carrying out the following job:

1. Component wise review of 1st Generation DDP and SWOT analysis in consultation with different departments, DTGs and DPGs.
2. Inputs from specific stakeholder groups such as local trade associations, slum dwellers, municipal staff etc. through **Focused Group Discussions**.
3. Workshop on Technical Analysis and Citizen's feedback with the DPG.
4. Preparation of Project Proposals under each sub-component.
5. Finalizing plans for each sub-component to arrive at consolidated plans for each DDP component.
6. Integration of prioritized plans with different tied and untied funds.
7. Integration of financial plan.
8. Revision of Organizational Development Plan.
9. Compilation of DDP to prepare the final version of all sub-component Plans including Organisational Development and Financial Plan.
10. All process documentation (minutes of meetings, Quality Assurance Checklists with attachments, photographs etc.) should be compiled together. All survey data, drawing, maps should be put together in respective Annexures to the DDP.

11. DDP Quality review and Public validation will be done through –

- ❖ Providing physical copies of the main DDP documents to all ward committees and Municipal Head Office.
- ❖ DDP documents might be available in municipality's official website.

Who are eligible for EOI :

- i. The applicant should have planned disciplinary team, rich experience of minimum 5 to 7 years on diversified field of Urban Governance and livelihood.
- ii. The applicant should have participatory bottom-up management system considering client centric point of assignment.
- iii. The applicant should have adequate technically qualified manpower/staff.
- iv. The ULB will prefer those agencies, who will be agreed to work at the Municipal Office premises with their own infrastructure and manpower.
(Provide requisite documents in support)

Deliverables: Submission of Final copy of DDP with Five (5) sets of Hard copy and one (1) soft copy (one set Hard copy means 1 book for Main document, 3 books of 3 component annexure and 1 book of Documents, meeting resolution annexure).

Completion Period: The total time frame for the entire work will be **30 days** starting from the day of receipt of work order. Timely reporting (thrice a week) should be done regarding the progress of work.

Bid document will be received **up to 4:00 PM on 04.04.2012** in the New Barrackpore Municipality Office, New Barrackpore, Kolkata- 700131, North 24 pgs.

This Notification of EOI is also available in our official URL www.nbmonline.org

For details please contact New Barrackpore Municipality, Tel. No. 033-2537-5408.

Chairperson
New Barrackpore Municipality