



**Expression of Interest (EOI)**  
**for appointment of Project Management Unit for Technical Support and Implementation of**  
**Comprehensive Disaster Planning, Management and Response**  
**for**  
**Disaster Management, Relief and Rehabilitation Department,**  
**Government of Maharashtra**

**Disaster Management, Relief and Rehabilitation Department,  
Government of Maharashtra**

**Expression of Interest (EOI)  
for appointment of Project Management Unit for Technical Support and  
Implementation of Comprehensive Disaster Planning, Management and Response  
for  
Disaster Management, Relief and Rehabilitation Department,  
Government of Maharashtra**

**1. Invitation**

- a) Relief and Rehabilitation Department, Government of Maharashtra invites Expression of Interest (EOI) from eligible consulting firms as Project Management Unit for Technical Support and Implementation of Comprehensive Disaster Planning, Management & Response for Maharashtra.
- b) Interested firms should provide information as requested in format given at Annexure-A, demonstrating they have the required qualifications and relevant experience for the project.
- c) The bidders that meet all the eligibility criteria and minimum qualifying marks as per the Technical Evaluation Criteria will shortlisted for the Request for Proposal (RFP) stage. A maximum of 5 agencies shall be shortlisted at the EOI stage.
- d) No Consortium is allowed
- e) Details regarding the TOR including scope of work, criteria of selection, period of engagement, etc. is appended.
- f) Interested consulting firms must submit their EOI Response physically, latest by 17:00 hrs on the 6<sup>th</sup> July 2022 in a sealed envelope containing One Physical Copy and One Soft Copy in Pen Drive-(non password protected) at the Communication address mentioned below

Principal Secretary  
Disaster Management, Relief and Rehabilitation  
Department  
Government of Maharashtra



**Disaster Management, Relief and Rehabilitation Department, Government of Maharashtra**  
**1<sup>st</sup> Floor, Mantralaya New Building, Madam Cama Road, Mumbai – 400032**  
**Tel: 022-22026868 , Website: <https://www.maharashtra.gov.in>**

**EOI Notice**

Disaster Management, Relief and Rehabilitation Department, Government of Maharashtra is inviting proposals for Expression of Interest (EOI) for appointment of Project Management Unit for Technical Support and Implementation of Comprehensive Disaster Planning, Management and Response. The e-Tender details are as under:

Sr. No.	Parameters	Details		
1	Tender/Bid No.	DMU/CR.238/ DM-1		
3	Name of Tender/Bid	Expression of Interest (EOI) for appointment of Project Management Unit for Technical Support and Implementation of Comprehensive Disaster Planning, Management and Response for 4 years for Disaster Management, Relief and Rehabilitation Department, Government of Maharashtra		
4	Contact Details and address for communication	Tel: 022-220266868 <b>Email: <a href="mailto:director.dm@maharashtra.gov.in">director.dm@maharashtra.gov.in</a></b> Disaster Management, Relief and Rehabilitation Department, Government of Maharashtra, 1st Floor, Mantralaya New Building, Madam Cama Road, Mumbai – 400032 Tel: 022-22026868		
5	Important Dates	<b>Milestone</b>	<b>From date/time</b>	<b>To date/time</b>
		EOI Release Date	16 <sup>th</sup> June 2022 from 3 PM (IST)	-
		EOI document download	16 <sup>th</sup> June 2022 from 3 PM	6 <sup>th</sup> July 2022 from 1:00 PM (IST)
		Last date of Physical submission	17 <sup>th</sup> June 2022 from 2:00 PM	6 <sup>th</sup> July 2022 from 5:00 PM (IST)
Date of Opening of EOI		7 <sup>th</sup> July 2022		

This EOI can be downloaded from <https://maharashtra.gov.in/1146/Tenders> as per the above-mentioned dates. **The EOI response should be submitted physically in sealed envelope containing One Physical Copy and One Soft Copy in Pen Drive at the Communication addressed mentioned above.**

Date: 16/06/2022  
Place : Mumbai

**(Aseem Gupta)**  
Principal Secretary  
Disaster Management, Relief and Rehabilitation  
Department, Government of Maharashtra

## 2. Terms of Reference

### 2.1. Background

Maharashtra is a multi-hazard prone state and is one of the worst affected states in the COVID-19 pandemic. The State Disaster Management Plan is updated annually and is used for pre disaster and post disaster management. The **Sendai Framework for Disaster Risk Reduction 2015-2030** recognizes that the **State has the primary role to reduce disaster risk by integrating risk informed planning processes**. On the lines of the Sendai Framework of Disaster Risk Reduction, and the guidelines of the SDMP, **the department plans to undertake a coordinated and integrated approach to Disaster Management and Resilience for Maharashtra** which will focus on strengthening the states capabilities in disaster preparedness, mitigation, and response. The Department is planning to engage a **Project Management Unit** for a period of 4 years for Technical Support and Implementation of Comprehensive Disaster Planning, Management and Response for managing all the notified disasters in Maharashtra as per the mandates of the Central Government.

### 2.2. Scope of Work

The overall scope of work envisaged for the Project Management Unit is as below:

- Support the Department for planning a comprehensive disaster management strategy for the state of Maharashtra. Mitigation, preparedness, response, recovery and relief shall be enhanced at the end of the assignment.
- Focus on developing SOPs, Manuals and guidelines for management of all notified disasters in the state.
- Facilitate the implementation of State Disaster Management Plan and District Disaster Management Plans and draft policies for its implementation to the last mile.
- Build institutional capacity at state and district level, assessment of preparation, and regular update of SOPs.
- Draft strategy to recommend, drive, and monitor initiatives for Disaster Prevention and Mitigation.
- End to end Disaster Preparedness activities for the State including DDMA's.
- Managing the operations of Disaster Management and Humanitarian Response team at State and District levels
- Setting up of District Level Disaster Management and Humanitarian response teams
- Planning and Implementation of Training and capacity building including preparation of Training Modules, Capacity Building Framework etc.
- Providing Training and Capacity Building of all ecosystem stakeholders
- Risk Information and Community Engagement (RCCE) planning and content creation, supervision support

- Assistance to department in planning, design, defining protocols, data integration etc. of Emergency Operations Centers (EOCs) at state, districts and regional levels. It would include assistance in selection of agency to implement the EOCs.
- Technical Support to the department to create a conducive environment for partnerships and collaborations with other Government Departments, UN and multilateral agencies, Private Agencies and Non-Government organizations for preparedness, mitigation, capacity building and emergency response.
- Technical Support to the State in creating detailed project proposals, project reports and other documentation as needed for submission to the Central Government as and when needed.
- Technical Support to the State in creation of various proposals and reports for various DRR related initiatives for harnessing the funds allocated to the State from the Central Government.
- Technical Support to the State in the preparation of post disaster response and need assessment reports and also creation of memorandums for requesting Central Assistance as and when required.
- Providing on call experts to the department as and when required.
- Build Readiness and response strategy by developing effective response governance, systems, and procedures.
- Promote convergence and mainstreaming specially with line departments at the district level.
- Develop standard codes and standard protocols for management of all types of disasters
- Provide specialized and need based support on ground as part of crisis response.
- Technical Support for developing State Disaster Management dashboard integrating existing and future technology solutions

### **2.3. Eligibility Criteria**

- a) The Bidder shall be a registered company in India with minimum operation for a period of at least 10 (Ten) years, prior to the last date of submission. No Consortium is allowed
- b) The Bidder shall have average annual turnover of not less than INR 15 crore in any three consecutive financial years out of the last four financial years (Financial years 2018-19, 2019-20, 2020-21, 2021-22)
- c) The bidder must have completed minimum two large scale projects (Order value more than INR 5 Cr.) in India in the capacity of Project/Program Management/Monitoring Unit or Transformation Unit or Technical Support Unit with any Central Govt. Agencies or Undertaking /State Govt. Agencies or Undertaking/ ULBs or its agencies/International Donor or Aid agencies in last 10 years from the date of release of EOI.
- d) The bidder shall have not been blacklisted by any Government/Donor agencies in India as on date of release of EOI.

Note: Project Citations with supporting i.e. relevant pages of Contract Agreement/ Work Order/ Completion Certificate along with relevant project reports if any, should be provided along with the proposal.

## **2.4. Technical Criteria**

Only those bidders who are meeting the eligibility criteria would be evaluated as per the Technical Evaluation criteria for a total of 100 marks based on following criteria. Project Citations with supporting i.e. relevant pages of Contract Agreement/ Work Order/ Completion Certificate, along with relevant project reports if any, Short Profile of Key Personnel should be provided along with the proposal:

### **a. Technical Competence: 30 Marks**

- Experience in Disaster Management (Similar<sup>1</sup> project experience across range of disasters, countries of experience)

### **b. Geographical Experience: 20 Marks**

- Global experience, experience in India and Maharashtra across any sector and projects

### **c. Technical Approach: 30 Marks**

- Broad level approach to the engagement: 15 marks
- Case Studies: 15 marks

### **d. Key Personnel and Experts: 20 marks**

## **2.5. Other General Conditions**

- Bidders will be allotted marks based on the Technical Criteria mentioned above. Bidders must secure a minimum of 70 marks in the technical qualification criteria to qualify for shortlisting in the RFP stage. Based on the highest marks, a maximum of 5 bidders would be shortlisted for the RFP Stage.
- Turnover of the Bidding entity or the Parent entity of the Bidding entity that has a majority holding in the bidding entity shall be considered. For evaluation of technical criteria, the bidding entity can submit the project experience of the bidder, its parent and the affiliates, subsidiaries and member firms of the bidding entity or its parent. In such cases, the bidder shall also submit an undertaking from the parent entity confirming their accountability for necessary support towards implementation of the project.
- The decision of the Department is final and binding on all bidders.
- Audited Financial Statements, Project Citations as per Table provided in this EOI with supporting documents such as relevant pages of contract agreements/ work order/ client certificate along with projects reports should be provided along with the proposal.
- Curriculum Vitae of Key Personnel should be provided along with the proposal.
- The bidders are advised to study this EOI document carefully, before submitting their Bids in response to the EOI Notice. The submission of a Bid in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

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<sup>1</sup> Similar\* projects in disaster management shall include Project/ Program Management, Procurement and Logistics, Humanitarian & Emergency Response Assistance, Disaster Risk Reduction and Climate Resilience, mitigation and preparedness, disaster related Community Resilience, disaster related Training and Capacity Building.

The complete bidding document has been published on <https://maharashtra.gov.in/1146/Tenders> for the purpose of downloading.

- The EOI response should be submitted physically only in sealed envelope containing One Physical Copy and One Soft Copy in Pen Drive at the Communication addressed mentioned above
- The Department shall not be responsible for delay in submission due to any reason.

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### 3. Annexure-1: Eligibility Criteria Formats

#### Format 1: EOI Submission Covering Letter

<< To be printed on Bidder Company's Letter Head and Signed by Authorised Signatory>>

No.

Date:

To:

Principal Secretary  
Disaster Management, Relief and Rehabilitation Department  
Government of Maharashtra  
Mumbai, Maharashtra

Dear Sir,

**Subject: EOI for appointment of Project Management Unit for Technical Support and Implementation of Comprehensive Disaster Planning, Management and Response for Disaster Management, Relief and Rehabilitation Department, Government of Maharashtra**

**Ref: EOI No.:** \_\_\_\_\_ **Dated** \_\_\_\_\_

We, having read and examined in detail all the bidding documents, do hereby propose to provide our services as specified in the EOI. We confirm that the information contained in these responses or any part thereof, including the exhibits, and other documents and instruments delivered or to be delivered to the Relief and Rehabilitation Department, Govt. of Maharashtra is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its shortlisting process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the selection process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

We agree that you are not bound to accept any EOI response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the EOI response.

It is hereby confirmed that I/We are entitled to act on behalf of our company/ corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.



Dated this \_\_\_\_\_ Day of \_\_\_\_\_ 2022

Thanking you,  
Yours faithfully

(Signature of the Authorized signatory of the Bidder) (In the capacity of)  
(Name)

Duly authorized to sign the Response for and on behalf of:  
(Name and Address of Company) Seal/Stamp of bidder

**Format 2: Bidder Information Format**

<< To be printed on Bidder Company's Letter Head and Signed by Authorised Signatory>>

**TO WHOMSOEVER IT MAY CONCERN**

**Bidder Information Format**

Please find below the details of Bidder for participating in the EOI

Particulars	Bidder
Name of the Organization	
Type of Organization (Pvt. Ltd/ Public Ltd/ Proprietary etc.)	
Country of Registered Office	
Address of Registered Office	
No. of years of Operations in India	
Company Registration Details	
Date of Registration	
Details of ISO Certifications	
PAN/ Equivalent	
GST Registration	
Authorized Signatory Name	
Authorized Signatory Designation	
Authorized Signatory Contact Details	

Thanking you,  
Yours faithfully

(Signature of the Authorized signatory of the Bidder) (In the capacity of)  
(Name)

Duly authorized to sign the Response for and on behalf of:  
(Name and Address of Company) Seal/Stamp of bidder

**Format 3: Eligibility Criteria Checklist**

<< To be printed on Bidder Company's Letter Head and Signed by Authorised Signatory>>

**TO WHOMSOEVER IT MAY CONCERN**

**Eligibility Criteria Checklist**

**Subject: EOI for appointment of Project Management Unit for Technical Support and Implementation of Comprehensive Disaster Planning, Management and Response for Disaster Management, Relief and Rehabilitation Department, Government of Maharashtra**

**Ref: EOI No.:** \_\_\_\_\_ **Dated** \_\_\_\_\_

Sr No	Eligibility Criteria	Document Proof	Compliance (Yes/No)	Page No. of Proof	Deviations, if any
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

Thanking you,  
Yours faithfully

(Signature of the Authorized signatory of the Bidder) (In the capacity of)

(Name)

Duly authorized to sign the Response for and on behalf of:

(Name and Address of Company) Seal/Stamp of bidder

**Format 4: Turnover details of Bidder**

<< To be printed on Bidder Company’s Letter Head, Signed by Authorized Signatory and Certified Auditor >>

**TO WHOMSOEVER IT MAY CONCERN**

**Turnover details of Bidder**

**Subject: EOI for appointment of Project Management Unit for Technical Support and Implementation of Comprehensive Disaster Planning, Management and Response for Disaster Management, Relief and Rehabilitation Department, Government of Maharashtra**

**Ref: EOI No.:** \_\_\_\_\_ **Dated** \_\_\_\_\_

Please find below details of turnover for last three years.

Sr No	Year	Turn-over
		In INR Cr.
1		
2		
3		
<b>Average Turnover from any three consecutive Financial Years</b>		

Thanking you,  
Yours faithfully

(Signature of the Authorized signatory of the Bidder) (In the capacity of)

(Name)

Duly authorized to sign the Response for and on behalf of:

(Name and Address of Company) Seal/Stamp of bidder

**Format 5: Undertaking of “No Blacklisting”**

<< To be printed on Letter Head and Signed by Authorized Signatory>>

No.

Date:

To:

Principal Secretary  
Relief and Rehabilitation Department  
Government of Maharashtra  
Mumbai, Maharashtra

Dear Sir,

**Subject: EOI for appointment of Project Management Unit for Technical Support and Implementation of Comprehensive Disaster Planning, Management and Response for Disaster Management, Relief and Rehabilitation Department, Government of Maharashtra**

**Ref: EOI No.:** \_\_\_\_\_ **Dated** \_\_\_\_\_

We confirm that our Company < > as on date of submission of the **EOI for appointment of Project Management Unit for Technical Support and Implementation of Comprehensive Disaster Planning, Management and Response for Disaster Management, Relief and Rehabilitation Department, Government of Maharashtra**, has not been blacklisted by the Central Government / any State Government/ any Government agency/ any PSU / Donor agencies in India, as on date of release of EOI.

Sincerely,

(Signature of the Authorized signatory of the Bidder) (In the capacity of)

(Name)

Duly authorized to sign the Response for and on behalf of:

(Name and Address of Company) Seal/Stamp of bidder

**Format 6: Summary of experience of the Bidder**

Sr No	Name of the Project	Name of the Client	Project Location	Project Start Date and End Date	Status of the project (Completed/Ongoing)	Cost of the Project (INR Cr.)	Description of scope of Services provided	Supporting document Page No.

(Signature of the Authorized signatory of the Bidder) (In the capacity of)  
(Name)

Duly authorized to sign the Response for and on behalf of:

(Name and Address of Company) Seal/Stamp of bidder

**\*\*\*\*\*End of Document\*\*\*\*\***