



BAREILLY SMART CITY LIMITED UTTAR PRADESH

Request for Proposal

for

**Selection of an Agency for Conducting various Baseline Field
Surveys and Primary Data Collection under CITIIS 2.0 of
Bareilly Smart City Limited (BSCL)**

Issued by:

**Bareilly Smart City Limited (BSCL), Bareilly
Nagar Nigam Compound, Bareilly- 243001
Telephone: 0581-6612230**

Email: bareillysmartcityltd@gmail.com
bareillycitiis2.0@gmail.com

September – 2026

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Disclaimer

The information contained in this Request for Proposal ("RFP") is being provided by Bareilly Smart City Limited ("BSCL") solely for the purpose of enabling prospective bidders to prepare and submit their proposals for the assignment.

This RFP is neither an agreement nor an offer by BSCL to any party. The purpose of this RFP is to provide interested bidders with information that may be useful in formulating their proposals. While every effort has been made to ensure the accuracy and adequacy of the information contained herein, BSCL makes no representation or warranty, express or implied, as to the completeness, accuracy, reliability, or adequacy of the information contained in this RFP or any information subsequently provided.

The information, assessments, statements, and assumptions contained in this RFP may not be complete, accurate, adequate, or correct. Each bidder is advised to conduct its own investigations, analyses, and due diligence and to independently verify the accuracy, reliability, and completeness of the information before submitting a proposal.

BSCL reserves the right to amend, modify, supplement, withdraw, cancel, or terminate the bidding process or any part thereof at any stage without assigning any reason and without incurring any liability whatsoever to any bidder or any other person.

The issuance of this RFP does not imply that BSCL is bound to select a bidder or award a contract. BSCL reserves the right to reject any or all proposals without assigning any reason.

All costs and expenses incurred by bidders in connection with the preparation, submission, clarification, presentation, negotiation, or any other activity related to this RFP shall be borne solely by the bidders. BSCL shall not be liable in any manner whatsoever for any such costs or expenses regardless of the outcome of the selection process.

By submitting a proposal, the bidder shall be deemed to have examined all provisions of this RFP, accepted the terms and conditions contained herein, and acknowledged that it has relied on its own independent assessment in preparing and submitting its proposal.

This RFP and the selection process shall be governed by the laws of India. The courts at Bareilly, Uttar Pradesh, shall have exclusive jurisdiction over all disputes arising out of or relating to this RFP and the selection process.

This RFP and all information contained herein are issued solely for the purpose of inviting proposals from eligible bidders. No contractual obligation shall arise until a formal Contract Agreement is executed between Bareilly Smart City Limited (BSCL) and the selected bidder.

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Tender Notice**BAREILLY SMART CITY LIMITED**

Municipal Compound, Civil Lines, Bareilly, Uttar Pradesh – 243001

e-TENDER NOTICE (Second Call)**NIT No.: 5272/BSCL/2026-27****Date: 05/09/2026**

Bareilly Smart City Limited (BSCL), Bareilly invites online e-Tenders under the Two-Bid System (Technical Bid & Financial Bid) from eligible agencies/firms for the work mentioned below, as approved by the Chairman, Bareilly Smart City Limited vide approval dated 15 July 2026, under the CITIIS 2.0 Programme.

Sl. No.	Name of Work	Tender Fee	Earnest Money Deposit	Completion Period
1	"Selection of an Agency for Conducting Various Baseline Field Surveys and Primary Data Collection under CITIIS 2.0 of Bareilly Smart City Limited (BSCL)"	₹5,900/- (Including GST)	₹1,00,000/-	2-3 Months

Important Dates

Particulars	Date & Time
Start Date & Time for Downloading Tender Documents	07/09/2026, 03:00 PM
Start Date & Time for Online Bid Submission	07/09/2026, 04:00 PM
Last Date & Time for Online Bid Submission	14/09/2026, 04:00 PM
Opening of Technical Bid	14/09/2026, 04:30 PM
Opening of Financial Bid	After Technical Evaluation of Technically Qualified Bidders

The detailed Request for Proposal (RFP), Scope of Work, Eligibility Criteria, Terms & Conditions, Bid Submission Procedure and other tender documents are available on the following websites:

<https://etender.up.nic.in>; <https://bareillysmartcity.in>; <https://www.nagarnigambareilly.com>

Interested bidders are advised to carefully read the tender documents before submitting their bids. Any corrigendum, amendment, clarification or addendum to this tender shall be uploaded only on the above websites. No separate communication shall be issued in this regard. For any clarification, bidders may contact:

Team Lead, CITIIS 2.0

Bareilly Smart City Limited

Municipal Compound, Civil Lines, Bareilly – 243001

Phone: 0581-6612230 | Mobile: +91-7599003662

E-mail: bareillycitiis2.0@gmail.com / bareillysmartcityltd@gmail.com

Sd/-

(Additional Chief Executive Officer)
Bareilly Smart City Limited

Tender Summary

S. No.	Item	Details
1.	Project Scope	Selection of an Agency for Conducting various Baseline Field Surveys and Primary Data Collection under CITIIS 2.0 of Bareilly Smart City Limited (BSCL).
2.	Project Area	Bareilly Municipal Area
3.	Contract Duration	2-3 Months from the date of issuance of Work Order.
4.	Tender Fees	5,900/- including 18% GST in the given bank account: Account Name: Bareilly Smart City Ltd. Bank Account Number: 305402010807453 Name of the Bank: Union Bank of India Bank IFSC Code: UBIN0530549
5.	Earnest Money Deposit (EMD)	₹ 1,00,000/- in the form of FDR or NEFT/RTGS in the above given bank account.
6.	Bid Validity	120 Days from the last date of submission of bids.
7.	Pre-Bid Meeting	To be held on the date and time specified in the Notice Inviting Tender (NIT). Queries may be submitted through the e-procurement portal or via email to bareillycitiis2.0@gmail.com within the prescribed timeline.
8.	Submission of Proposal	Bids shall be submitted online through the Uttar Pradesh e-Procurement Portal (https://etender.up.nic.in) on or before the date and time specified in the NIT.
9.	Method of Selection	Quality and Cost Based Selection (QCBS- 30:70)
10.	Technical Evaluation	Technical proposals of eligible bidders shall be evaluated in accordance with the criteria specified in this RFP. Only technically qualified bidders shall be considered for financial evaluation under the QCBS methodology.
11.	Payment Terms	Milestone Based

any

Abbreviations

Abbreviation	Meaning
BSCL	Bareilly Smart City Limited
BMC	Bareilly Municipal Corporation
BWG	Bulk Waste Generator
GIS	Geographic Information System
CBG	Compressed Bio Gas
MRF	Material Recovery Facility
RRR	Reduce Reuse Recycle
SWM	Solid Waste Management
ULB	Urban Local Body
MoHUA	Ministry of Housing and Urban Affairs

I. Introduction

Bareilly Smart City Limited (BSCL), the Special Purpose Vehicle (SPV) established for implementation of the Smart Cities Mission and the City Investments to Innovate, Integrate and Sustain (CITIIS 2.0) programme, invites proposals from eligible agencies for **Selection of an Agency for Conducting various Baseline Field Surveys and Primary Data Collection under CITIIS 2.0 of Bareilly Smart City Limited (BSCL).**

Bareilly has been selected as one of the 18 cities under the CITIIS 2.0 programme of the Ministry of Housing and Urban Affairs (MoHUA) for implementation of sustainable and climate-resilient urban infrastructure projects, with a focus on integrated solid waste management and circular economy. To support the planning and design of these projects, BSCL intends to engage a professional survey agency to undertake comprehensive baseline surveys and field data collection.

The selected agency shall conduct various surveys, including identification and mapping of Bulk Waste Generators (BWGs), assessment of organic waste feedstock for the proposed Compressed Bio-Gas (CBG) Plant, surveys of coconut and floral waste generation, assessment of informal waste pickers, and other field investigations required for preparation of Detailed Project Reports (DPRs).

The information generated through these surveys shall provide a reliable baseline for project planning, technical design, financial analysis, environmental and social assessment, and implementation planning of CITIIS 2.0 project components.

BSCL invites eligible agencies with relevant experience in conducting socio-economic, environmental, and waste management surveys to submit their proposals in accordance with the requirements specified in this Request for Proposal (RFP). The proposals shall be evaluated through the Quality and Cost Based Selection (QCBS) method.

BSCL reserves the right to accept or reject any or all proposals, wholly or partially, without assigning any reason thereof. BSCL may seek additional information or clarifications from the bidders at any stage of the procurement process, and its decision shall be final and binding.

II. Background

A. City Profile – Bareilly

Bareilly, popularly known as the "**Nath Nagri**", is one of the major urban centres of Uttar Pradesh and serves as the administrative headquarters of Bareilly District and Bareilly Division. The city is an important commercial, educational, industrial, and healthcare hub in the Rohilkhand region. According to the Census 2011, Bareilly had a population of approximately **9.03 lakh**, which is estimated to have exceeded **12 lakh** in 2026. The city is administered by the Bareilly Municipal Corporation and comprises **80 municipal wards**.

Bareilly has been selected under **CITIIS 2.0** by the Ministry of Housing and Urban Affairs (MoHUA) for implementation of innovative and sustainable solid waste management interventions based on circular economy principles. The city proposes to strengthen waste segregation, resource recovery, bio-methanation, scientific processing, and inclusive waste management systems to achieve a zero-landfill and climate-resilient urban future.

B. About CITIIS 2.0

The City Investments to Innovate, Integrate and Sustain (CITIIS 2.0) programme is an initiative of the Ministry of Housing and Urban Affairs (MoHUA), Government of India, supported by the French Development Agency (AFD), the European Union (EU), and technical partners. The programme aims

to promote innovative, climate-responsive, and circular economy-based urban infrastructure projects in selected cities across India.

Bareilly has been selected among 18 cities under CITIIS 2.0 for implementation of integrated solid waste management initiatives. The approved project focuses on strengthening resource recovery, reducing landfill dependency, promoting circular economy practices, enhancing climate resilience, and creating inclusive livelihood opportunities for sanitation workers and vulnerable communities.

The summary of the approved CITIIS 2.0 project components is provided in **Annexure-I**.

C. Objectives of the Assignment

The objectives of this assignment are to:

- i. Conduct comprehensive baseline field surveys and collect reliable primary data for CITIIS 2.0 project components.
- ii. Assess waste generation, resource availability, and existing management practices for identified waste streams.
- iii. Generate authentic datasets to support preparation of Detailed Project Reports (DPRs), feasibility studies, and implementation strategies.
- iv. Identify opportunities for circular economy interventions, resource recovery, and value addition.
- v. Integrate gender equality, social inclusion, vulnerability assessment, and occupational health and safety considerations into the survey process.
- vi. Support BSCL in evidence-based planning and decision-making for implementation of CITIIS 2.0 projects.

III. Scope of Work

The detailed Scope of Work is provided in the subsequent section of this RFP and includes baseline surveys, field investigations, data collection, spatial mapping, stakeholder consultations, and preparation of survey reports required for development of Detailed Project Reports (DPRs) under the CITIIS 2.0 programme.

i. Survey of Bulk Waste Generators (BWGs)

The selected agency shall undertake a comprehensive city-wide survey, identification, profiling, and geo-tagging of all Bulk Waste Generators (BWGs) within the jurisdiction of Bareilly Municipal Corporation in accordance with the provisions of the Solid Waste Management Rules, 2026 and subsequent amendments/guidelines.

The survey shall identify and map all Bulk Waste Generators falling under the following categories prescribed under the Solid Waste Management Rules, 2026:

A. Institutional Users

- Central and State Government Departments and Offices
- Local Bodies
- Public Sector Undertakings (PSUs)
- Private Offices and Corporate Establishments
- Schools, Colleges, Universities and other Educational Institutions
- Community Buildings and Public Institutions

B. Commercial Users

- Railway Stations
- Bus Stations/Bus Depots
- Airports (where applicable)
- Industrial Units and Industrial Areas
- Shopping Malls and Multiplexes
- Hotels and Restaurants
- Hospitals and Nursing Homes
- Hostels
- Wholesale Markets (Fruit & Vegetable Mandis, Fish and Meat Markets)
- Stadiums and Sports Complexes
- Community Halls
- Convention Centres
- Auditoriums
- Marriage/ Banquet Halls
- Conference Centres
- Exhibition/Expo Centres
- Tourist Places
- Other commercial establishments meeting the criteria of Bulk Waste Generators.

C. Residential Societies

- Group Housing Societies
- Gated Residential Complexes
- Apartment Complexes
- Residential Welfare Associations (RWAs)
- Other residential establishments qualifying as Bulk Waste Generators.

The agency shall undertake the following activities for each identified Bulk Waste Generator:

1. Identify, enumerate, and prepare a geo-referenced inventory of all Bulk Waste Generators.
2. Verify the eligibility of each establishment as a Bulk Waste Generator based on applicable criteria under the Solid Waste Management Rules, 2026.
3. Collect establishment-wise information including:
 - Name and address of the establishment.
 - GPS coordinates and GIS mapping.
 - Category and sub-category of BWG.
 - Ownership (Government/Private/Institutional).
 - Contact details of the authorized representative.
 - Number of employees, residents, students, visitors, beds, seats, shops, vendors or other relevant operational indicators.
4. Assess waste generation characteristics, including:
 - Average daily waste generation (kg/day).
 - Seasonal and festival variations.
 - Waste composition (wet, dry, sanitary and domestic hazardous waste).
 - Quantity of biodegradable waste suitable for bio-methanation.
 - Quantity of recyclable and inert waste.
5. Assess existing waste management practices, including:
 - Source segregation practices.

- Storage arrangements.
 - Internal collection system.
 - Transportation arrangements.
 - Existing processing and disposal mechanism.
 - Compliance with the Solid Waste Management Rules, 2026.
6. Assess infrastructure available at the premises, including:
 - Space availability for decentralized waste processing.
 - Existing composting or bio-methanation facilities, if any.
 - Storage facilities for segregated waste.
 - Accessibility for collection vehicles.
 7. Capture geo-tagged photographs of each surveyed establishment and upload the survey records through a digital/mobile-based survey platform.
 8. Prepare ward-wise GIS maps indicating the location of all Bulk Waste Generators along with estimated biodegradable waste generation and clustering of potential feedstock sources.
 9. Develop a comprehensive digital database of all Bulk Waste Generators in editable format, including GIS layers, geo-tagged photographs, survey records, and supporting documentation.
 10. Submit ward-wise and city-level analytical reports identifying waste generation patterns, spatial distribution of Bulk Waste Generators, compliance status, and opportunities for improving segregation, collection efficiency, decentralized processing, and utilization of organic waste under the CITIIS 2.0 project.

The survey outputs shall provide the baseline database required for planning collection systems, estimating organic waste availability, designing processing infrastructure, and preparation of Detailed Project Reports (DPRs) under the CITIIS 2.0 Project of Bareilly Smart City Limited.

ii. Feedstock Assessment for the Proposed CBG Plant

The selected agency shall undertake a comprehensive feedstock assessment to evaluate the availability, quantity, and long-term sustainability of biodegradable waste for the proposed Compressed Bio-Gas (CBG) Plant under the CITIIS 2.0 Project.

The assessment shall include, but not be limited to, the following activities:

1. Identify and map all potential sources of biodegradable waste suitable for bio-methanation, including Bulk Waste Generators (BWGs), fruit and vegetable markets, hotels, restaurants, gaushalas, institutions, commercial establishments, and other major organic waste generators.
2. Estimate the quantity of biodegradable waste generated from each identified source on a daily, monthly, seasonal, and annual basis.
3. Assess the type, quantity, and source of biodegradable waste available from each identified waste generator to determine its potential as a sustainable feedstock for the proposed CBG Plant.
4. Evaluate the existing waste segregation, storage, collection, transportation, and disposal practices at each identified source.
5. Assess the recoverable quantity of biodegradable waste that can be sustainably diverted to the proposed CBG Plant after considering existing utilization, collection efficiency, and losses.
6. Identify and assess seasonal variations, festival-related fluctuations, and other factors affecting the availability and continuity of feedstock supply based on available secondary data,

stakeholder consultations, historical records, and field observations during the study period. The assessment shall provide indicative trends and likely impacts throughout the year and shall not require year-round primary data collection or monitoring..

7. Prepare GIS-based mapping of all identified feedstock sources indicating waste generation quantity, location, distance from the proposed CBG Plant, and potential collection clusters.
8. Assess the existing collection and transportation network, travel distances, accessibility, vehicle requirements, and logistics for efficient transportation of feedstock to the proposed CBG Plant.
9. Identify operational challenges affecting feedstock collection, segregation, transportation, and supply, and recommend suitable measures for ensuring a reliable and uninterrupted feedstock supply.
10. Assess the willingness of identified Bulk Waste Generators and other major waste generators to supply segregated biodegradable waste to the proposed CBG Plant and document existing arrangements, if any.
11. Estimate the long-term feedstock availability considering projected growth in waste generation, future urban expansion, and changes in waste management practices.
12. Prepare a ward-wise and city-level feedstock inventory indicating the quantity, source, recoverable potential, and spatial distribution of biodegradable waste available for processing.
13. Recommend an optimum feedstock sourcing strategy, collection mechanism, transportation plan, and aggregation model to ensure efficient and sustainable operation of the proposed CBG Plant.
14. Submit a comprehensive **Feedstock Assessment Report** comprising source-wise inventory, GIS maps, feedstock estimation, collection and transportation analysis, identified constraints, and recommendations to support the preparation of the Detailed Project Report (DPR).

iii. Survey of Dry Coconut and Green Coconut (Tender Coconut/Nariyal Pani) Waste Streams

The selected agency shall undertake a comprehensive survey, identification, quantification, and geo-tagging of all major sources generating **dry coconut waste** and **green coconut (Tender Coconut/Nariyal Pani) waste** within the jurisdiction of Bareilly Municipal Corporation to assess their potential for collection, processing, and resource recovery under the CITIIS 2.0 Project.

The survey shall include, but not be limited to, the following waste generators:

- Dry Coconut Vendors
- Tender Coconut (Nariyal Pani) Vendors
- Temples
- Mosques
- Churches
- Gurudwaras
- Mazars/Dargahs
- Religious and Spiritual Institutions
- Markets and Commercial Establishments
- Marriage/ Banquet Halls
- Event Venues
- Other major waste generators identified during the survey.

The agency shall undertake the following activities:

1. Identify, enumerate, and prepare a geo-referenced inventory of all major dry coconut and green coconut (Tender Coconut/Nariyal Pani) waste generators.
2. Estimate the quantity of dry coconut and green coconut waste generated from each identified source on a daily basis during the field survey period. Monthly, seasonal, and annual quantities shall be projected based on the observed data, historical records (where available), stakeholder consultations, and other reliable secondary sources using appropriate estimation methodologies and clearly stated assumptions. Year-round primary data collection shall not be required.
3. Assess the existing practices for segregation, storage, collection, transportation, utilization, and disposal of coconut waste.
4. Identify the recoverable quantity of coconut waste that can be scientifically collected and processed for value addition and resource recovery.
5. Prepare GIS-based mapping of all identified coconut waste generation points indicating waste quantity, location, collection clusters, and proximity to the proposed processing facility.
6. Assess the existing collection mechanism, transportation routes, accessibility, and logistics required for efficient collection and transportation of coconut waste.
7. Identify opportunities for processing, recycling, resource recovery, and value addition of dry coconut and green coconut waste under the CITIIS 2.0 Project.
8. Develop ward-wise and city-level inventories indicating generation patterns, seasonal variations, collection potential, and processing opportunities.
9. Submit a comprehensive **Coconut Waste Assessment Report** comprising source-wise inventory, GIS maps, waste generation estimates, collection and transportation analysis, identified constraints, and recommendations to support the preparation of the Detailed Project Report (DPR).

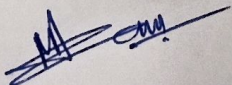
iv. Survey of Floral Waste Streams

The selected agency shall undertake a comprehensive survey, identification, quantification, and geo-tagging of all major sources generating floral waste within the jurisdiction of Bareilly Municipal Corporation to assess the availability, collection potential, and opportunities for scientific processing and resource recovery under the CITIIS 2.0 Project.

The survey shall include, but not be limited to, the following waste generators:

- Temples
- Mosques
- Churches
- Gurudwaras
- Mazars/Dargahs
- Religious and Spiritual Institutions
- Flower Markets
- Florists
- Marriage/ Banquet Halls
- Event Venues
- Hotels and Restaurants
- Public Parks and Gardens
- Other major floral waste generators identified during the survey.

The agency shall undertake the following activities:



1. Identify, enumerate, and prepare a geo-referenced inventory of all major floral waste generators.
2. Estimate the quantity of floral waste generated from each identified source on a daily, monthly, seasonal, festival-wise, and annual basis.
3. Assess the existing practices for segregation, storage, collection, transportation, utilization, and disposal of floral waste.
4. Identify the recoverable quantity of floral waste available for scientific processing and resource recovery.
5. Prepare GIS-based mapping of all identified floral waste generation points indicating waste quantity, location, collection clusters, and proximity to the proposed processing facility.
6. Assess the existing collection mechanism, transportation routes, accessibility, and logistics required for efficient collection and transportation of floral waste.
7. Identify opportunities for scientific processing, composting, resource recovery, and value addition of floral waste under the CITIIS 2.0 Project.
8. Develop ward-wise and city-level inventories indicating generation patterns, seasonal and festival-wise variations, collection potential, and processing opportunities.
9. Submit a comprehensive **Floral Waste Assessment Report** comprising source-wise inventory, GIS maps, waste generation estimates, collection and transportation analysis, identified constraints, and recommendations to support the preparation of the Detailed Project Report (DPR).

iv. Survey of Informal Waste Pickers and Value Addition Potential

The selected agency shall undertake a comprehensive city-wide survey of informal waste pickers engaged in waste collection, segregation, transportation, recovery, recycling, and allied activities to assess their socio-economic profile, existing livelihood conditions, and opportunities for integration into the formal solid waste management system.

The survey shall include the following activities:

1. Identify, enumerate, and prepare a geo-referenced database of informal waste pickers operating within the city.
2. Prepare the socio-economic profile of informal waste pickers, including demographic details, education, income, occupation, years of engagement, and dependence on waste-related livelihoods.
3. Assess existing working conditions, occupational health and safety practices, availability of Personal Protective Equipment (PPE), and associated occupational risks.
4. Assess access to Government welfare schemes, social security benefits, health insurance, identity cards, financial inclusion, and other support mechanisms.
5. Collect gender-disaggregated data and identify issues related to women waste pickers, vulnerable groups, occupational safety, and livelihood challenges.
6. Identify the waste streams currently collected, recovered, recycled, or traded by informal waste pickers and assess their contribution to resource recovery.

7. Identify waste streams available at Material Recovery Facilities (MRFs), Transfer Stations, RRR Centres, and other waste management facilities having potential for value addition and recycling.
8. Assess existing recycling practices, market linkages, and opportunities for promoting circular economy and resource recovery initiatives.
9. Identify opportunities for livelihood enhancement, skill development, formal integration, and sustainable income generation for informal waste pickers.
10. Submit a comprehensive survey report containing the socio-economic profile, GIS database, assessment findings, identified challenges, and recommendations for strengthening the participation of informal waste pickers in the city's integrated solid waste management system under CITIIS 2.0.

v. Deliverables

Based on the Scope of Work, the selected Agency shall deliver the following deliverables to BSCL within the stipulated contract period, in accordance with the terms and requirements of this RFP.

S. No	Deliverable
1	Inception Report
2	Detailed Survey Methodology
3	Ward-wise Survey Plan
4	GIS Database
5	Geo-tagged Survey Database
6	Bulk Waste Generator Inventory
7	Feedstock Assessment Report
8	Dry Coconut Waste Survey Report
9	Tender Coconut Waste Survey Report
10	Floral Waste Survey Report
11	Informal Waste Pickers Survey Report
12	GIS Maps of each survey points.
13	City-level Survey Report
14	Draft Final Report
15	Final Report after incorporating BSCL comments
16	Editable Soft Copies and Source Files

vi. Timelines

Activity	Timeline
Issue of Work Order	Day 0

Inception Report	Within 7 Days
Survey Methodology Approval	Within 10 Days
Field Surveys	Within 45 Days
Draft Survey Report	Within 60 Days
Final Survey Report	Within 75 Days

vii. Acceptance of Deliverables

Each deliverable submitted by the Agency shall be reviewed by BSCL.

BSCL may

- Accept
- Seek Clarification
- Seek Revision

The Agency shall incorporate all observations and resubmit within the timeline specified by BSCL. A deliverable shall be considered accepted only after written approval by BSCL

IV. Pre-Qualification Criteria

A. Documents Required

S. No.	Basic Requirement	Specific Requirement	Documents Required
1	Legal Status of the Bidder	The bidder shall be a legally registered entity in India under any one of the following categories: (i) Company registered under the Companies Act, 2013/1956; (ii) Limited Liability Partnership (LLP); (iii) Partnership Firm; (iv) Sole Proprietorship; (v) Society registered under the Societies Registration Act, 1860 or any applicable State Societies Registration Act; or (vi) Public Charitable Trust/Trust registered under the Indian Trusts Act, 1882, the relevant State Public Trusts Act, or any other applicable law. The entity shall have been in existence for at least three (03) years as on the last date of submission of bids.	• Certificate of Incorporation/Registration • PAN Card • GST Registration Certificate. Partnership Deed/LLP Agreement (where applicable) • MSME Registration (if applicable) • Any other relevant statutory registration documents.
2	Average Annual Turnover	The bidder shall have an average annual turnover of not less than INR 10 Lakhs during the last three completed financial years (FY 2022-23, FY 2023-24 and FY 2024-25).	i. CA Certificate indicating annual turnover (with UDIN and Membership No.) or ii. Audited Financial Statements for the last three financial years.
3	Technical Experience	The bidder shall have successfully completed at least five (05) assignments during the last three (03) years related to field surveys/baseline surveys/data	Copies of Work Orders/Agreements along with Completion Certificates or Client Certificates indicating

		collection/waste characterization, feasibility studies and/or Detailed Project Report (DPR) preparation for Solid Waste Management projects or municipal environmental surveys for Urban Local Bodies (ULBs), Smart Cities, Development Authorities, Government Departments, PSUs or State/Central Government agencies. Out of the above, at least one (01) assignment shall have been successfully completed in the State of Uttar Pradesh.	satisfactory completion of the assignment.
4	Availability of Qualified Survey Team	The bidder shall have adequate in-house or empanelled technical professionals and field investigators for undertaking city-wide surveys, and data collection. The bidder shall also have the capability to deploy sufficient survey teams for completion of the assignment within the stipulated timeline.	Details of proposed Key Professionals and Survey Team as per the prescribed format along with their qualifications and relevant experience.
5	Non-Blacklisting	The bidder should not have been blacklisted, debarred, or declared ineligible by any Central Government, State Government, Urban Local Body, Smart City SPV, PSU, or any Government Agency during the last three (03) years preceding the bid submission date.	Self-certified Non-Blacklisting Declaration in the prescribed format.

General

- Interested bidders shall satisfy all the above Pre-Qualification Criteria and submit the supporting documentary evidence along with their Technical Proposal.
- Failure to meet any of the above eligibility criteria or failure to furnish the required documentary evidence shall render the bid **non-responsive**, and the proposal shall be liable to be rejected without any further evaluation.
- Only those bidders meeting the Pre-Qualification Criteria shall be considered for subsequent Technical Evaluation.
- As this is a short-duration assignment, ongoing assignments shall not be considered for the purpose of technical evaluation. Only completed assignments shall be considered.
- BSCL reserves the right to verify the credentials, work experience and documents submitted by the bidder from the concerned client(s) at any stage of evaluation.

V. Evaluation Criteria

The proposals received in response to this Request for Proposal (RFP) shall be evaluated using the **Quality and Cost Based Selection (QCBS)** method.

The evaluation shall be carried out in two stages:

1. Technical Evaluation

2. Financial Evaluation

Only those bidders who satisfy the Pre-Qualification Criteria specified in this RFP shall be considered for Technical Evaluation.

The weightage for evaluation shall be as follows:

- **Technical Proposal (St) – 30%**
- **Financial Proposal (Sf) – 70%**

A. Technical Evaluation

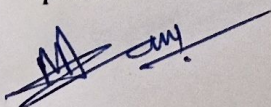
The Technical Proposal shall be evaluated on a maximum score of **100 Marks** based on the following criteria:

S. No.	Evaluation Parameter	Evaluation Criteria	Maximum Marks	Supporting Documents
1	Financial Capacity (Average Annual Turnover)		10	
		Average Annual Turnover of INR 10.00 Lakhs to INR 15.00 Lakhs during the last three financial years	5	Audited Financial Statements (Balance Sheet & Profit & Loss Account) for FY 2022-23, FY 2023-24 & FY 2024-25 and/or Chartered Accountant's Certificate certifying the Average Annual Turnover.
		Average Annual Turnover of more than INR 15.00 Lakhs during the last three financial years	10	
2	Relevant Technical Experience – Similar Assignments		40	
		Successfully completed 5 similar assignments related to baseline surveys, field surveys, data collection, GIS mapping, Solid Waste Management studies/DPR preparation or municipal environmental surveys for ULBs, Smart Cities, Government Departments or PSUs during the last three years	20	Copy of Work Order/Agreement along with Completion Certificate/Client Certificate . Assignment details shall be submitted in Form B & Form G . <i>Note: (similar Assignment means Baseline surveys, GIS mapping, waste characterization, SWM studies, circular economy studies, DPRs for Solid Waste Management projects, or municipal environmental surveys)</i>
		Successfully completed 6–10 similar assignments	30	
		Successfully completed more than 10 similar assignments	40	
3	Relevant Experience in Uttar Pradesh		10	
		Successfully completed 1–3 similar assignments in Uttar Pradesh	5	Copy of Work Order/Agreement and Completion

	Successfully completed 4-5 similar assignments in Uttar Pradesh	8	Certificate/Client Certificate clearly indicating the project location in Uttar Pradesh.
	Successfully completed more than 5 similar assignments in Uttar Pradesh	10	
4	Qualification & Relevant Experience of the proposed team	10	
4.a	Team Leader: Graduate/Post Graduate in Urban Planning, Urban & Regional Planning, Environmental Engineering, Civil Engineering, Architecture, Environmental Science, Environmental Management, Geography, Solid Waste Management, Public Health Engineering, or equivalent, with minimum 5 years' relevant experience and experience of leading at least two (02) similar assignments for Government Departments, ULBs, Smart Cities, Development Authorities, or PSUs	5	CV, Educational Qualification Certificates, Experience Certificates/Work Orders/Completion Certificates, and Declaration of Availability. <i>Note: Two (02) marks shall be awarded for the minimum required experience. Additional marks shall be awarded for higher experience as per the above criteria, subject to submission of valid supporting documents.</i>
4.b	GIS Expert: Graduate/Post Graduate in GIS, Geoinformatics, Remote Sensing, Geomatics, Geography, Urban Planning, Architecture, Civil Engineering, Environmental Engineering, or equivalent, with minimum 1 year' relevant experience in GIS Mapping, Spatial Analysis, GPS/GNSS Surveys, Geo-tagging, Database Management, and GIS-based Urban Infrastructure or Solid Waste Management Projects.	5	
5	Approach & Methodology	30	
	Understanding of the assignment, proposed survey methodology, sampling framework, digital/mobile-based data collection, GIS mapping approach, deployment strategy, Quality Assurance & Quality Control (QA/QC), work plan and reporting methodology	30	Technical Proposal including Approach & Methodology, Work Plan, Deployment Strategy, Survey Methodology, Quality Assurance & Quality Control (QA/QC) Plan, and Presentation (if sought by BSCL).
Total		100	

Minimum Qualifying Marks

Only bidders securing **70 Marks or above** out of **100 Marks** in the Technical Evaluation shall be declared technically qualified. Financial Proposals of only the technically qualified bidders shall be opened.



B. Financial Evaluation

The Financial Proposals of only the technically qualified bidders shall be opened and evaluated.

The bidder quoting the **Lowest Evaluated Financial Proposal (Fm)** shall be assigned a Financial Score (Sf) of 100 Marks.

The Financial Score of all other bidders shall be calculated using the following formula:

$$Sf = (Fm / F) \times 100$$

Where:

- Sf = Financial Score of the bidder.
- Fm = Lowest evaluated Financial Proposal among the technically qualified bidders.
- F = Financial Proposal of the bidder under evaluation.

C. Final Evaluation under QCBS

The Combined Score (Sc) shall be calculated using the following formula:

$$Sc = (0.30 \times St) + (0.70 \times Sf)$$

Where:

- Sc = Combined Score.
- St = Technical Score obtained by the bidder.
- Sf = Financial Score obtained by the bidder.

The bidder obtaining the **highest Combined Score (Sc)** shall be ranked **H-1** and shall be considered for award of the contract.

D. Tie-Breaking

In the event of a tie in the Combined Score, the bidder securing the **higher Technical Score** shall be ranked higher. If the Technical Scores are also equal, BSCL reserves the right to adopt an appropriate tie-breaking mechanism in accordance with applicable procurement guidelines.

E. Rights of BSCL

Bareilly Smart City Limited (BSCL) reserves the right to accept or reject any or all proposals, wholly or partially, without assigning any reason. The decision of BSCL regarding the evaluation of proposals and award of the contract shall be final and binding on all bidders.

VI. Deployment of Survey Team

The selected agency shall deploy a sufficient number of qualified and experienced personnel for carrying out field surveys, data collection, GIS mapping, geo-tagging, and preparation of survey reports under the CITIIS 2.0 Project. The agency shall ensure timely completion of the assignment with the required quality standards.

A. Minimum Qualification and Experience of Key Personnel

Personnel	No. of resources	Minimum Qualification	Minimum Experience
-----------	------------------	-----------------------	--------------------

Team Leader	1	Graduate in Engineering/ Environmental Science/ Planning/ Management/Social Sciences or equivalent	Minimum 5 years of experience in Solid Waste Management, Urban Development, field surveys, DPR preparation, or similar assignments.
GIS Expert	1	Graduate in GIS/ Geomatics/ Geography/ Engineering/ Science or equivalent	Minimum 2 years of experience in GIS mapping, geo-tagging, or related assignments.
Surveyors / Field Investigators	10	Graduate in any discipline	Minimum 1 year of experience in field surveys, data collection, or similar assignments.
Computer Operator	2	Graduate in any discipline with Diploma/Certificate in Computer Applications (DCA/PGDCA or equivalent). Proficiency in MS Office (Excel, Word, PowerPoint), Google Sheets, data entry software and basic internet operations.	Minimum 2 years' experience in data entry, survey data compilation, MIS management, data validation or documentation work. Experience in Government/ULB/Smart City/Survey projects shall be preferred

B. General Requirements

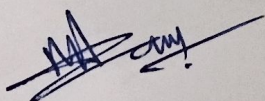
The selected agency shall:

1. Deploy adequate manpower for timely completion of the assignment. This is the minimum required staff however, Survey Agency may deploy as per their understating of the assignment and timeline. But this has to be ensured that the assignment shall be completed within the given duration..
2. Train all survey personnel on the survey methodology, questionnaire, mobile-based data collection application, and geo-tagging process before starting the field survey.
3. Ensure that all data collected is accurate, complete, and verified before submission to BSCL.
4. Nominate one **Single Point of Contact (SPOC)** for coordination with Bareilly Smart City Limited (BSCL) during the entire contract period.
5. Replace any personnel, if required by BSCL, in case of unsatisfactory performance, without any additional cost to BSCL.
6. Ensure compliance with all applicable labour laws, safety requirements, BSCL's Policy on Prevention of Sexual Harassment (POSH), Code of Conduct (CoC) and CITIIS 2.0 Guidelines.

The selected agency shall be responsible for deployment, supervision, payment, and management of all personnel engaged for the assignment.

VII. Terms & Conditions

1. **Contract Period:** The assignment shall be completed within **02 (Two) months** from the date of issuance of the Work Order. Any extension of the contract, if required, shall be at the sole



discretion of Bareilly Smart City Limited (BSCL) based on the performance of the selected agency and project requirements.

2. **Survey Equipment and Logistics:** The selected agency shall arrange, at its own cost, all equipment, software, transportation, manpower, communication facilities, and other resources required for successful execution of the assignment.
3. **Identity of Survey Personnel:** The agency shall deploy only authorized personnel for the assignment and shall furnish the list of deployed personnel along with valid Government-issued identity proof, if required by BSCL.
4. **Confidentiality:** All information, survey records, reports, GIS databases, geo-tagged photographs, maps, and other documents generated during the assignment shall be treated as confidential. The selected agency shall not disclose or use any information for any purpose other than execution of the contract without prior written approval of BSCL.
5. **Ownership of Data:** All primary data, processed data, GIS layers, survey records, photographs, reports, and other deliverables prepared under this assignment shall be the exclusive property of Bareilly Smart City Limited (BSCL). The selected agency shall hand over all data in editable digital formats upon completion of the assignment.
6. **Verification of Survey Data:** BSCL reserves the right to verify or validate the survey findings at any stage of the assignment. Any discrepancies observed shall be rectified by the selected agency without any additional cost to BSCL.
7. **Compliance with Laws:** The selected agency shall comply with all applicable Central and State Government laws, rules, regulations, labour laws, safety requirements, and BSCL's Policy on Prevention of Sexual Harassment (POSH) during the execution of the assignment.
8. **Payment Terms:** Payments shall be released as per the milestones specified in the Contract Agreement and shall be subject to satisfactory completion of the assigned activities and acceptance of deliverables by BSCL.
9. **Termination of Contract:** BSCL reserves the right to terminate the contract, in whole or in part, in the event of unsatisfactory performance, breach of contractual obligations, submission of false information, or failure to comply with the provisions of this RFP, after giving due notice to the selected agency.
10. **Force Majeure:** Neither party shall be liable for failure to perform its obligations under the contract if such failure is caused by events beyond its reasonable control, including natural disasters, war, civil unrest, pandemics, or any other force majeure event. The affected party shall promptly notify the other party in writing.
11. **Dispute Resolution:** Any dispute arising out of or in connection with this contract shall first be resolved amicably through mutual discussions. Failing such resolution, the matter shall be subject to the jurisdiction of the competent courts at Bareilly, Uttar Pradesh.
12. **Rights of BSCL:** BSCL reserves the right to accept or reject any or all proposals, wholly or partially, without assigning any reason. The decision of BSCL regarding the evaluation, award, or cancellation of the tender shall be final and binding on all bidders.
13. **Amendment of RFP:** Bareilly Smart City Limited (BSCL) reserves the right to amend, modify, or supplement this RFP at any time prior to the last date of submission of proposals. Any corrigendum, addendum, or clarification shall be published only on the designated e-procurement portal and/or the official website of BSCL. Bidders are advised to regularly visit

the website for updates. BSCL may, at its discretion, extend the bid submission deadline to provide bidders adequate time to incorporate such amendments.

- 14. Confidentiality:** The selected agency shall maintain strict confidentiality of all information, documents, survey data, GIS databases, reports, maps, photographs, and other records collected or generated during the course of the assignment. Such information shall not be disclosed, reproduced, shared, or used for any purpose other than execution of this assignment without the prior written approval of BSCL. This obligation shall remain in force during the contract period and for one (01) year after completion or termination of the contract.
- 15. Intellectual Property Rights:** All survey records, databases, GIS layers, geo-tagged photographs, maps, reports, drawings, documents, and other deliverables prepared under this assignment shall become the exclusive property of Bareilly Smart City Limited (BSCL). The selected agency shall have no right to publish, reproduce, or use such information for any purpose without prior written permission of BSCL.
- 16. Validity of Proposal:** The proposals submitted by the bidders shall remain valid for a period of 120 (One Hundred Twenty) days from the last date of submission of bids. BSCL may request the bidders to extend the validity period, and the bidders may agree to such extension without altering the terms of their proposals.
- 17. Subcontracting:** The selected agency shall not subcontract or assign the whole or any part of the assignment without the prior written approval of BSCL. The agency shall remain solely responsible for the performance of all obligations under the contract.
- 18. Conflict of Interest:** The bidder shall disclose any actual or potential conflict of interest that may affect the performance of the assignment. BSCL reserves the right to reject any proposal or terminate the contract if a conflict of interest is found to have materially affected the procurement process or execution of the assignment.
- 19. Fraudulent and Corrupt Practices:** If, at any stage of the procurement process or during execution of the contract, the selected agency is found to have engaged in fraudulent, corrupt, coercive, collusive, or unethical practices, BSCL shall have the right to reject the proposal, terminate the contract, forfeit the Performance Security, and take any other action as deemed appropriate under applicable laws.
- 20. Governing Law and Jurisdiction:** This RFP and the resulting contract shall be governed by the laws of India. Any dispute arising out of or in connection with the contract shall be subject to the exclusive jurisdiction of the competent courts at Bareilly, Uttar Pradesh.
- 21. Termination of Contract**
 - i. **Termination for Default:** BSCL may terminate the Contract, in whole or in part, by giving **15 (Fifteen) days'** written notice if the selected agency fails to perform any of its contractual obligations or fails to remedy such default within **07 (Seven) days** of receiving a written notice from BSCL.
 - ii. **Termination for Insolvency:** BSCL may terminate the Contract immediately by written notice if the selected agency becomes insolvent, bankrupt, or enters into liquidation or any similar proceedings. Such termination shall be without prejudice to any other rights or remedies available to BSCL under the Contract or applicable law.
 - iii. **Termination for Convenience:** BSCL may terminate the Contract, in whole or in part, at any time by giving **15 (Fifteen) days'** written notice. In such an event, the selected agency

shall be entitled to payment only for the services satisfactorily completed up to the effective date of termination.

- iv. **Termination by the Agency:** The selected agency may terminate the Contract by giving **30 (Thirty) days'** prior written notice to BSCL, stating valid reasons. The agency shall ensure smooth handover of all data, reports, records, and other deliverables completed up to the date of termination.

- 22. Subcontracting:** The selected agency shall not subcontract or assign the whole or any part of the assignment without the prior written approval of BSCL. The agency shall remain fully responsible for the performance and quality of all services under the Contract.

- 23. Records and Data Management:** The selected agency shall maintain complete records of all field surveys, digital databases, GIS data, geo-tagged photographs, field notes, and other supporting documents related to the assignment. Such records shall be preserved during the contract period and for a period of **one (01) year** after completion of the assignment or as directed by BSCL.

The selected agency shall not remove, copy, transfer, or disclose any project data or records to any third party without the prior written approval of BSCL.

- 24. Inspection, Verification and Audit:** BSCL or its authorized representatives shall have the right to inspect, verify, review, or audit the survey process, field activities, records, digital databases, GIS layers, reports, and other deliverables at any stage during the execution of the assignment.

The selected agency shall provide all reasonable assistance, relevant records, documents, and information required by BSCL for verification, inspection, monitoring, or audit of the assignment.

- 25. Preservation of Records:** The selected agency shall preserve all original survey records, digital data, field registers, geo-tagged photographs, GPS coordinates, and supporting documents until the completion of the assignment and submission of all deliverables. Such records shall be produced before BSCL whenever required for verification or audit.

- 26. Force Majeure:** Neither party shall be liable for any failure or delay in performing its obligations under the Contract if such failure or delay is due to events beyond its reasonable control, including but not limited to natural disasters, floods, earthquakes, fire, epidemics, pandemics, war, civil disturbances, or Government restrictions. The affected party shall promptly notify the other party in writing of the occurrence and expected duration of such event.

- 27. Dispute Resolution:** Any dispute arising out of or in connection with this Contract shall, as far as possible, be resolved amicably through mutual discussions between BSCL and the selected agency. In case the dispute remains unresolved, it shall be subject to the jurisdiction of the competent courts at Bareilly, Uttar Pradesh.

- 28. Applicable Law:** This Request for Proposal (RFP) and the Contract executed pursuant thereto shall be governed by and construed in accordance with the laws of India.

- 29. Entire Agreement:** The RFP, corrigenda (if any), Letter of Acceptance, Work Order, Contract Agreement, and all approved annexures shall constitute the entire agreement between BSCL and the selected agency and shall supersede all prior communications relating to the assignment.

[Handwritten signature]

- 30. Handover of Records and Deliverables:** Upon completion or termination of the assignment, the selected agency shall hand over all survey records, field data, GIS layers, geo-tagged photographs, digital databases, reports, source files, questionnaires, maps, and all other documents prepared under the assignment to Bareilly Smart City Limited (BSCL) in editable digital formats. The agency shall also provide reasonable assistance to BSCL for interpretation and transfer of the data, wherever required.
- 31. Quality Assurance:** The selected agency shall establish an internal Quality Assurance and Quality Control (QA/QC) mechanism to ensure that all surveys are conducted in accordance with the approved methodology and that the data collected is accurate, complete, and reliable. BSCL reserves the right to conduct random field verification or quality checks at any stage of the assignment. Any deficiencies observed during verification shall be rectified by the agency without any additional cost to BSCL.
- 32. Code of Conduct:** The selected agency shall ensure that all personnel deployed under the assignment maintain the highest standards of professional conduct and integrity during execution of the work. The personnel shall perform their duties honestly, impartially, and professionally and shall not solicit or accept any cash, gifts, favours, or any other benefits from any individual or organization in connection with this assignment.
- 33. Performance of the Agency:** The selected agency shall complete the assignment within the stipulated timeline and in accordance with the requirements of this RFP. In case of submission of incorrect, incomplete, fabricated, or manipulated data, or failure to comply with the approved methodology, BSCL may require the agency to repeat the survey or rectify the deficiencies at its own cost. BSCL may also impose suitable penalties or take appropriate contractual action, including termination of the contract, depending upon the nature and severity of the default.
- 34. Statutory Compliance:** The selected agency shall comply with all applicable Central and State Government Acts, Rules, Regulations, labour laws, statutory requirements, and guidelines during execution of the assignment. The agency shall be solely responsible for payment of wages, statutory dues, insurance, taxes, and all other obligations relating to the personnel deployed for the assignment. BSCL shall not be liable for any claims arising out of such obligations.
- 35. Clarifications:** BSCL reserves the right to seek additional information, supporting documents, or clarifications from any bidder during the evaluation process or during execution of the assignment, wherever considered necessary. The bidder shall furnish the required information within the time specified by BSCL.
- 36. Acceptance of Terms:** Submission of a proposal by the bidder shall be deemed to constitute unconditional acceptance of all the terms, conditions, specifications, and requirements contained in this Request for Proposal (RFP), unless specifically agreed otherwise by BSCL in writing.
- 37. Payment Terms:** Payment shall be released by Bareilly Smart City Limited (BSCL) based on the satisfactory completion of milestones and acceptance of deliverables specified in the Contract Agreement. The selected agency shall submit invoices along with supporting documents for the completed milestones. Payments shall be made after verification and certification by BSCL, subject to statutory deductions applicable under law.

Milestone	Payment
1. Approval of Inception Report	20%

2. Completion of Field Survey & Submission of Raw Database	40%
3. Submission of Draft Final Report	25%
4. Approval of Final Report	15%
Total	100%

38. Earnest Money Deposit (EMD): The bidder shall submit an Earnest Money Deposit (EMD) as specified in the Tender Notice. Bids submitted without the prescribed EMD shall be liable for rejection, unless exempted under applicable Government of India procurement guidelines.

The EMD may be forfeited under the following circumstances:

- If the bidder withdraws or modifies its bid during the period of bid validity.
- If the bidder submits false or misleading information during the bidding process.
- If the successful bidder fails to sign the Contract Agreement or submit the Performance Security within the prescribed time.

39. Exemption from EMD: Micro and Small Enterprises (MSEs) and Start-ups recognized under the applicable Government of India guidelines shall be eligible for exemption from submission of EMD, subject to submission of valid documentary evidence and Bid Security Declaration, wherever applicable.

40. Refund of EMD: The EMD of unsuccessful bidders shall be refunded without interest after finalization of the tender. The EMD of the successful bidder shall be refunded after submission and acceptance of the Performance Security by BSCL.

41. Performance Security: The successful bidder shall furnish a **Performance Security equivalent to 5% of the Contract Value** in the form of an unconditional and irrevocable Bank Guarantee from a scheduled commercial bank within **15 (Fifteen) days** of issuance of the Letter of Award (LoA) or Work Order.

42. The Performance Security shall remain valid for the entire contract period and an additional **three (03) months** after completion of the assignment. Failure to submit the Performance Security within the stipulated period may result in cancellation of the award and forfeiture of the EMD.

43. Failure to Perform: If the selected agency fails to perform its contractual obligations or does not complete the assignment in accordance with the approved scope of work, timelines, or quality standards, BSCL shall have the right to invoke the Performance Security, recover any losses incurred, impose penalties as per the Contract Agreement, or terminate the Contract.

44. Deployment of Resources: The selected agency shall deploy the required Team Leader, GIS Expert, Surveyors, equipment, software, digital survey devices, and other resources necessary for successful completion of the assignment. The agency shall ensure that all deployed personnel carry valid Government-issued identity cards during field surveys and comply with the instructions issued by BSCL from time to time.

45. Digital Data Collection: All field surveys shall be carried out using GPS-enabled mobile devices or tablets capable of geo-tagging photographs and capturing location coordinates. The selected agency shall ensure that the digital devices used for the survey are fully functional, adequately charged, and equipped with reliable internet connectivity throughout the survey period.

46. Data Submission Standards: The Agency shall submit data in the following formats:

- Excel
- GIS Shape File
- KML
- GeoJSON
- PDF
- Word
- JPEG
- Photographs
- Geo-tagged Coordinates

- 47. Limitation of Liability:** Except in cases of fraud, wilful misconduct, breach of confidentiality, infringement of intellectual property rights, or criminal negligence, the total liability of the selected agency arising out of or in connection with this Contract shall not exceed the total Contract Value. This limitation shall not affect the agency's obligation to rectify deficiencies, replace defective deliverables, or indemnify BSCL in accordance with the provisions of the Contract.
- 48. Security of Information:** The selected agency shall ensure that all information, survey records, digital databases, GIS layers, geo-tagged photographs, reports, maps, and other documents collected or generated during the execution of the assignment are stored securely and protected against unauthorized access, alteration, loss, or disclosure. The agency shall use such information solely for the purpose of this assignment and shall not share, publish, or reproduce any information without the prior written approval of Bareilly Smart City Limited (BSCL). Upon completion or termination of the Contract, all project data and related records shall be handed over to BSCL.
- 49. Taxes and Duties:** The selected agency shall be responsible for payment of all applicable taxes, duties, levies, cess, fees, and other statutory charges payable under the applicable laws of India. BSCL shall make payments after deducting taxes at source and other statutory deductions, wherever applicable.
- 50. Variation in Scope of Work:** BSCL reserves the right to increase, decrease, or modify the scope of work, if required in the interest of the Project. Any such variation shall be mutually agreed upon by both parties and shall be governed by the terms and conditions of the Contract.
- 51. Reservation of Rights:** BSCL reserves the right to accept or reject any or all proposals, cancel or withdraw the tender process, or modify the bidding process at any stage without assigning any reason. Such decision shall be final and binding on all bidders, and no claim or compensation shall be admissible on this account.
- 52. Interpretation of the RFP:** In case of any ambiguity, inconsistency, or dispute regarding the interpretation of any provision of this RFP or the Contract Agreement, the interpretation and decision of Bareilly Smart City Limited (BSCL) shall be final and binding on all bidders.
- 53. Contract Documents:** The Request for Proposal (RFP), corrigenda/addenda (if any), Letter of Award (LoA), Work Order, Contract Agreement, approved Technical Proposal, Financial Proposal, and all annexures shall form an integral part of the Contract and shall be read together.
- 54. Change in Scope:** If during execution of the assignment BSCL requires any modification, addition or reduction in the Scope of Work, the same shall be mutually agreed upon through a written Change Order. No additional work shall be undertaken without written approval of BSCL.

55. QA/QC: The Agency shall establish a Quality Assurance and Quality Control (QA/QC) mechanism for validation of survey data. BSCL may undertake random verification of the submitted data and direct re-surveys wherever discrepancies are observed.

VIII. Submission of Proposals

The bidders shall submit their proposals in two separate parts, namely the Technical Proposal and the Financial Proposal, in accordance with the requirements specified in this RFP.

A. Technical Proposal

The Technical Proposal shall contain the following:

1. Covering Letter in the prescribed format.
2. Documents in support of compliance with the Pre-Qualification Criteria specified in this RFP.
3. Certificate of Incorporation/Registration, PAN, GST Registration Certificate and other statutory registrations, as applicable.
4. Chartered Accountant's Certificate/Audited Financial Statements in support of the Average Annual Turnover.
5. Copies of Work Orders/Agreements and Completion Certificates in support of similar assignments.
6. Details of similar assignments completed in Uttar Pradesh.
7. Curriculum Vitae (CV) of the proposed Team Leader and GIS Expert along with details of the proposed Survey Team.
8. Detailed Approach and Methodology, including:
 - i. Understanding of the assignment.
 - ii. Survey methodology and implementation approach.
 - iii. Digital data collection and GIS mapping methodology.
 - iv. Quality Assurance and Quality Control (QA/QC) mechanism.
 - v. Work Plan and deployment schedule.
9. Any other information or supporting documents considered relevant by the bidder.

B. Financial Proposal

The Financial Proposal shall be submitted online in the prescribed format and shall indicate the **Lump Sum Financial Quote** for carrying out the entire assignment as specified in the Scope of Work.

The quoted amount shall:

- i. Include all costs towards manpower, travel, boarding, lodging, transportation, GIS mapping, digital data collection, survey equipment, report preparation, documentation, overheads, administrative expenses, and all other incidental costs required for successful completion of the assignment.
- ii. Be exclusive of applicable GST.
- iii. Remain valid for the period specified in this RFP.

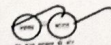
No conditions or qualifications shall be attached to the Financial Proposal.



KFW



Global Gateway



CITIS

C. Submission of Proposal

1. The Technical Proposal and Financial Proposal shall be submitted separately on e-tender portal only.
2. The proposal shall be submitted on the tendering portal (<https://etender.up.nic.in/>) on or before the prescribed date and time.
3. The proposal shall be signed by the Authorized Signatory of the bidder. All pages of the proposal, including supporting documents, shall be serially numbered, signed, and stamped.
4. The Financial Proposal shall not contain any technical information. Similarly, the Technical Proposal shall not contain any financial information. Any proposal not complying with this requirement shall be liable for rejection.
5. Incomplete proposals, proposals received after the prescribed date and time, or proposals not conforming to the requirements of this RFP may be rejected by BSCL.
6. BSCL reserves the right to seek clarifications or additional information from any bidder during the evaluation of proposals. The bidder shall furnish the required information within the time specified by BSCL.

D. Contact for Clarifications

Any clarification regarding this RFP may be obtained from:

Team Lead, CITIS 2.0

Bareilly Smart City Limited (BSCL)

3rd Floor, Nagar Nigam Premises, Civil Lines, Bareilly – 243001

Email: bareillycitiis2.0@gmail.com

Phone: +91-7599003662

[Handwritten signature]

IX. Annexures

Annexure-I

Form A: Covering Letter

(To be submitted on the Letterhead of the Bidder)

To

The Additional Chief Executive Officer
Bareilly Smart City Limited (BSCL)
3rd Floor, Nagar Nigam Premises,
Civil Lines, Bareilly – 243001 Uttar Pradesh

Subject: Submission of Proposal for " **Selection of an Agency for Conducting various Baseline Field Surveys and Primary Data Collection under CITIIS 2.0 of Bareilly Smart City Limited (BSCL).**"

Sir,

We, the undersigned, having carefully examined the Request for Proposal (RFP) and all the terms and conditions contained therein, hereby submit our Proposal for the above-mentioned assignment.

We hereby declare that:

1. We have carefully read and understood the contents of the RFP, including all corrigenda, addenda, and clarifications issued by BSCL, if any.
2. We submit our Technical Proposal and Financial Proposal in accordance with the requirements specified in the RFP.
3. We fulfill all the eligibility and pre-qualification requirements prescribed in the RFP and have enclosed the necessary supporting documents.
4. We have the necessary technical expertise, qualified personnel, financial capability, and organizational resources to successfully carry out the assignment within the stipulated timeline.
5. If our Proposal is accepted, we undertake to commence the assignment immediately upon issuance of the Work Order and complete the assignment in accordance with the Scope of Work, terms and conditions, and timelines specified in the RFP.
6. We agree to abide by this Proposal for a period of **120 (One Hundred Twenty) days** from the last date of submission of bids, and it shall remain binding upon us throughout the bid validity period.
7. We certify that all information and documents submitted as part of this Proposal are true, correct, complete, and authentic to the best of our knowledge. We understand that furnishing any false or misleading information may result in rejection of our Proposal or termination of the Contract, if awarded.
8. We confirm that we have not been blacklisted or debarred by any Central Government, State Government, Urban Local Body, Public Sector Undertaking, or Government Agency during the last five years, except as disclosed in this Proposal.
9. We accept all the terms, conditions, specifications, and requirements contained in the RFP without any reservation or deviation.

10. We understand that Bareilly Smart City Limited (BSCL) reserves the right to accept or reject any or all proposals, wholly or partially, without assigning any reason, and we shall have no claim whatsoever on this account.

We hereby certify that we are duly authorized to submit this Proposal and to sign all documents relating to this assignment on behalf of our organization.

Yours faithfully,

Authorized Signatory

Signature: _____

Name: _____

Designation: _____

Name of the Organization: _____

Address: _____

Telephone: _____

E-mail: _____

Date: _____

Place: _____

(Seal of the Organization)

[Handwritten signature]

Form B: Details of Similar Assignments

(To be submitted on the Letterhead of the Bidder)

The bidder shall furnish details of similar assignments completed during the last five (05) years.

S. No.	Name of Client	Name of Project / Assignment	Nature of Assignment (Baseline Survey / Field Survey / GIS Mapping / SWM / DPR Preparation)	Location (State/ULB)	Contract Value (INR)	Start Date	Completion Date	Supporting Document (Work Order / Completion Certificate)
1								
2								
3								
4								
5								

Additional sheet may be attached, if required.

Form C: Details of Proposed Key Personnel

(To be submitted on the Letterhead of the Bidder)

A. Team Leader

Name	Qualification	Total Experience (Years)	Relevant Experience	Present Position

B. GIS Expert

Name	Qualification	Total Experience (Years)	Relevant Experience	Present Position

C. Survey Team

S. No.	Name	Qualification	Experience (Years)	Languages Known	Type of Employment (Regular / Contract)
1					
2					
3					
4					
5					

Additional sheets may be attached, if required.

[Handwritten signature]

Form D: Non-Blacklisting Declaration

(To be submitted on the Letterhead of the Bidder)

To

The Additional Chief Executive Officer
Bareilly Smart City Limited (BSCL)
3rd Floor, Nagar Nigam Premises
Civil Lines, Bareilly – 243001

Subject: Non-Blacklisting Declaration for submission of Proposal for " Selection of an Agency for Conducting various Baseline Field Surveys and Primary Data Collection under CITIIS 2.0 of Bareilly Smart City Limited (BSCL)."

Sir,

We hereby declare that:

1. Our Firm/Company/Organization has **not been blacklisted, debarred, suspended, or declared ineligible** by any Central Government, State Government, Urban Local Body, Smart City SPV, Public Sector Undertaking, or any Government Agency in India during the last **five (05) years** preceding the last date of submission of the bid.
2. We are not involved in any litigation, arbitration, or legal proceedings that may materially affect our ability to perform the services under this assignment.
3. We further certify that all information furnished in this declaration is true and correct. In the event that any information is found to be false or misleading, BSCL shall have the right to reject our proposal or terminate the Contract, if awarded, without prejudice to any other action available under applicable law.

Date: _____

Place: _____

Authorized Signatory

Signature: _____

Name: _____

Designation: _____

Name of Organization: _____

(Seal of the Organization)

Annexure-II**Format for Submission of Pre-Bid Queries**

Bidders seeking any clarification on the provisions of this RFP may submit their queries in the following format on the bidder's letterhead, duly signed by the Authorized Signatory.

S. No.	Section / Clause No.	Page No.	Existing Provision in the RFP	Clarification / Query Sought	Justification (if any)
1					
2					
3					
4					
5					

Instructions:

1. Pre-bid queries shall be submitted only in the above format on the bidder's letterhead, duly signed by the Authorized Signatory.
2. The queries shall also be submitted in editable MS Word format through e-mail to facilitate compilation and response by Bareilly Smart City Limited (BSCL).
3. Only those queries received within the timeline specified in the Tender Notice shall be considered.
4. Clarifications, amendments, if any, shall be issued by BSCL through a Corrigendum/Addendum and uploaded on the e-procurement portal and the official website of BSCL. The same shall form an integral part of this RFP.

E-mail for submission of Pre-Bid Queries:

Team Lead, CITIIS 2.0

Bareilly Smart City Limited (BSCL)

E-mail: bareillycitiis2.0@gmail.com

Annexure-III

Format of Financial Bid (BOQ)

The Financial Proposal shall be submitted online only through the Uttar Pradesh e-Tender Portal (<https://etender.up.nic.in>) in the prescribed BOQ format. No hard copy of the Financial Proposal shall be submitted.

The bidder shall quote a **Lump Sum Amount** for carrying out the complete assignment as specified in the Scope of Work of this RFP.

BOQ Format

Name of the Bidder					
S. No.	Description of Item	Unit	Quantity	Rate (INR)	Amount (INR)
1	2	3	4	5	6
1	Selection of an Agency for Conducting various Baseline Field Surveys and Primary Data Collection under CITIIS 2.0 of Bareilly Smart City Limited (BSCL), as per the Scope of Work and Terms & Conditions of the RFP.	Job	1	To be quoted by Bidder	Auto Calculated
	Total Quoted Amount (Excluding GST)				Auto Calculated
	Applicable GST				As Applicable
	Grand Total (Including GST)				Auto Calculated

Instructions to Bidders

1. The Financial Proposal shall be submitted only through the e-Tender Portal in the prescribed BOQ format.
2. The bidder shall quote a single Lump Sum Price for the entire assignment.
3. The quoted amount shall include all costs associated with execution of the assignment, including manpower, travel, boarding, lodging, transportation, GIS mapping, geo-tagging, digital data collection, equipment, software, documentation, report preparation, overheads, administrative expenses, and all other incidental costs required for successful completion of the assignment.
4. GST shall be quoted separately, wherever applicable.
5. No condition, qualification, or deviation shall be incorporated in the Financial Proposal.
6. Any Financial Proposal submitted in a format other than the prescribed BOQ or through any mode other than the e-Tender Portal shall be liable for rejection.
7. The quoted rates shall remain firm and valid throughout the contract period and shall not be subject to any escalation on any account.

Annexure-IV

Form F: Format for Power of Attorney

(To be executed on a Non-Judicial Stamp Paper of appropriate value and duly notarized)

POWER OF ATTORNEY

Know all persons by these presents that M/s. _____, a Company/Firm/LLP/Society/Proprietorship duly incorporated/registered under the applicable laws of India and having its Registered Office at: _____

(hereinafter referred to as the "Bidder"),

does hereby nominate, constitute and appoint Mr./Ms. _____, Son/Daughter of _____, residing at _____, who is presently holding the position of _____, as its true and lawful Attorney (hereinafter referred to as the "Authorized Signatory") to do, execute, and perform, in the name and on behalf of the Bidder, all such acts, deeds, matters, and things as may be necessary or desirable in connection with or incidental to the submission of the Proposal for:

" Selection of an Agency for Conducting various Baseline Field Surveys and Primary Data Collection under CITIIS 2.0 of Bareilly Smart City Limited (BSCL)."

The Authorized Signatory is hereby authorized to:

1. Sign, submit, modify, withdraw, and execute the Bid/Proposal and all related documents, declarations, undertakings, affidavits, forms, and annexures.
2. Sign and submit all clarifications, correspondence, replies, and additional information as may be required by Bareilly Smart City Limited (BSCL).
3. Attend meetings, presentations, negotiations, and discussions with BSCL and represent the Bidder before BSCL or any authority in connection with this RFP.
4. Receive communications, notices, letters, and instructions from BSCL relating to this tender.
5. Execute the Contract Agreement, submit the Performance Security, and sign all documents necessary for successful execution of the Contract, if the Bidder is awarded the work.

The Bidder hereby agrees to ratify and confirm all acts, deeds, and things lawfully done by the said Authorized Signatory pursuant to this Power of Attorney and agrees that all such acts shall be binding upon the Bidder as if they had been performed by the Bidder itself.

This Power of Attorney shall remain valid until completion of the tender process and, in the event of award of the Contract, until completion of all contractual obligations, unless revoked earlier by a written instrument duly notified to Bareilly Smart City Limited (BSCL).

IN WITNESS WHEREOF,

The Bidder has executed this Power of Attorney on this ____ day of _____, 20.

For and on behalf of

(Name of the Bidder)

Authorized Signatory

Signature: _____

Name: _____

Designation: _____

Seal of the Organization

Accepted by

Signature: _____

Name of Attorney Holder: _____

Designation: _____

Witnesses

Witness 1

Name: _____

Address: _____

Signature: _____

Witness 2

Name: _____

Address: _____

Signature: _____

Notary Public

(Signature and Seal)

[Handwritten signature]

Annexure-VI**Form H: Bidder's Information***(To be submitted on the Letterhead of the Bidder)***1. General Information**

Particulars	Details
Name of the Bidder	
Type of Organization (Company/LLP/Partnership/Society/Proprietorship)	
Year of Establishment	
Country of Registration	
Registered Office Address	
Corporate Office Address (if different)	
Website	

2. Authorized Contact Person

Particulars	Details
Name	
Designation	
Mobile Number	
Telephone Number	
E-mail Address	

3. Statutory Registration Details

Registration	Details
Certificate of Incorporation / Registration No.	
PAN	
GSTIN	
MSME/Udyam Registration (if applicable)	

4. Financial Information

Particulars	Details
Average Annual Turnover (Last Three Financial Years)	INR _____
Number of Permanent Employees	
Number of Survey Professionals / Field Investigators Available	

5. Declaration

We hereby certify that:

1. The information furnished above is true, complete, and correct to the best of our knowledge and belief.

2. We understand that if any information furnished by us is found to be false, misleading, or incorrect at any stage of the bidding process or during execution of the Contract, Bareilly Smart City Limited (BSCL) shall have the right to reject our Proposal or terminate the Contract, without prejudice to any other action available under applicable law.
3. We undertake to promptly inform BSCL of any material change in the above information during the validity of the Proposal or the Contract period.

Authorized Signatory

Signature: _____

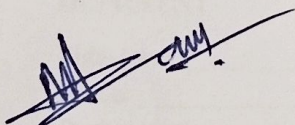
Name: _____

Designation: _____

Name of the Organization: _____

Date: _____

Place: _____

(Seal of the Organization)

Annexure-VII

Form I: Affidavit Certifying that the Bidder is Not Blacklisted

(To be executed on a Non-Judicial Stamp Paper of ₹100/- or of appropriate value as per the applicable Stamp Act and duly notarized.)

AFFIDAVIT

I, Mr./Ms. _____, Son/Daughter of _____, aged about _____ years, presently working as **** and being the duly authorized representative of M/s _____, having its Registered Office at _____, do hereby solemnly affirm and state as under:

1. That M/s _____ is submitting its Proposal for "Selection of an Agency for Conducting various Baseline Field Surveys and Primary Data Collection under CITIIS 2.0 of Bareilly Smart City Limited (BSCL)."
2. That the Bidder, its Proprietor/Partners/Directors/Promoters have **not been blacklisted, debarred, suspended, or declared ineligible** by any Central Government, State Government, Urban Local Body, Smart City SPV, Public Sector Undertaking (PSU), Autonomous Body, or any Government Agency in India as on the last date of submission of this Proposal.
3. That no order of blacklisting or debarment has been issued against the Bidder which is in force as on the date of submission of this affidavit.
4. That all the information and documents submitted by the Bidder as part of the Proposal are true, correct, and complete to the best of my knowledge and belief.
5. That if any statement made herein is found to be false, incorrect, or misleading at any stage of the bidding process or during execution of the Contract, Bareilly Smart City Limited (BSCL) shall have the right to reject the Proposal, cancel the award of work, terminate the Contract, forfeit the Earnest Money Deposit (EMD)/Performance Security, and take any other action as deemed appropriate under applicable laws.

I solemnly affirm that the contents of this affidavit are true and correct and that nothing material has been concealed therefrom.

Verified at _____ on this _____ day of _____, 20.

DEPONENT

Signature: _____

Name: _____

Designation: _____

For M/s _____

VERIFICATION

I, the above-named deponent, do hereby verify that the contents of this affidavit are true and correct to the best of my knowledge and belief, and nothing material has been concealed therefrom.

Verified at _____ on this _____ day of _____, 20.

DEPONENT

(Signature)

Attested before me

Notary Public

(Signature & Seal)

Annexure-VIII**Form J: Financial Capacity of the Bidder***(To be submitted on the Letterhead of the Bidder)*

The bidder shall furnish details of its Average Annual Turnover for the last three Financial Years.

Financial Year	Annual Turnover (INR in Lakhs)
FY 2022–23	
FY 2023–24	
FY 2024–25	
Total Turnover	
Average Annual Turnover	

Declaration

We hereby certify that the above information is true and correct to the best of our knowledge and belief and is based on the audited financial statements/financial records of the organization.

We understand that if any information furnished above is found to be false or misleading, Bareilly Smart City Limited (BSCL) reserves the right to reject our Proposal or take appropriate action in accordance with the provisions of the RFP.

Authorized Signatory

Signature: _____

Name: _____

Designation: _____

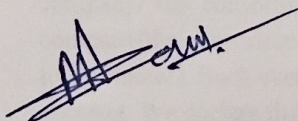
Name of the Organization: _____

Date: _____

Place: _____

(Seal of the Organization)**Enclosures:**

1. Audited Financial Statements for FY 2022–23, FY 2023–24 and FY 2024–25; or
2. Chartered Accountant-certified Turnover Certificate for FY 2022–23, FY 2023–24 and FY 2024–25 (if applicable).



Annexure-IX

COVENANT OF INTEGRITY

I [Name], in my function as [function/position held] in [name of the company] and duly authorized representative for the signature of the contract to be signed for [title of the call for tender or the contract] hereby declare that we observe the highest standards of ethics during the procurement and, if we are successful in our tender, during the performance of the contract. We have not engaged nor will engage in, or have been convicted or sanctioned by any authority of, any fraud, corruption, collusion, coercion, obstruction, money laundering, financing of terrorism or other malpractice (hereafter referred to as "Prohibited Conduct"). Where convictions occurred, details of the conviction and remedial measures are provided. If such events should occur in the future, including if any instance of Prohibited Conduct shall come to our attention, we hereby undertake to so inform [Bareilly Smart City Limited (BSCL)] immediately.

Moreover, neither our company nor any entity member of the joint venture or of the consortium or any one acting on our behalf, such as sub-contractors, is the subject of a current exclusion

/has been the subject of any debarment, exclusion or other sanctioning decision by any of the Participating MRI Partners (AFD, EIB and/or KfW), EU institutions and/or any major Multi-lateral Development Bank (including World Bank Group, African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development or Inter-American Development Bank) on the grounds of Prohibited Conduct and we further undertake to immediately inform [BSCL and AFD/EIB/KfW (whoever is MRI Lead Financier)] if this situation was to occur at a later stage. Where such a decision of exclusion has occurred, we commit to provide all necessary information and any remedial measures that have already been taken. I also declare that neither our company nor any entity member of the joint venture or of the consortium is currently included /has been included on the list of financial sanctions (including in particular the fight against financing of terrorism) adopted by the United Nations, the EU financial or any national sanction⁴ list which is binding for any of the MRI Partners and we further undertake to immediately inform [Promoter and AFD] if this situation were to occur at a later stage.

We acknowledge that in the event our company or any entity member of the joint venture or of the consortium (i) is, after this Covenant of Integrity or the contract have been signed, added to any financial sanctions list enumerated above or (ii) is, before the contract has been signed, subject to any debarment, exclusion or otherwise sanctioning

decision enumerated above or (iii) made a false statement in the Covenant of Integrity, the contract may not be eligible for funding by one or more of the Participating MRI Partners (AFD, KfW). We commit not to procure goods and services from countries which are under an embargo which is binding upon AFD and KfW.

We also acknowledge that, in any of the afore-mentioned events, [Promoter] is entitled to exclude our company/ the consortium from the procurement procedure and, if the contract is awarded to our company/the consortium, we undertake to take all necessary remedial actions in a manner satisfactory to [Promoter]. Such events may lead to termination of the contract, in accordance with the terms of the contract. We declare that we have paid, or will pay, the following commissions, gratuities, or fees with respect to the Tendering process or execution of the Contract:

Name of Recipient	Address	Reason	Amount
-------------------	---------	--------	--------

We grant the Participating MRI Partners and auditors appointed by either of them, as well as any authority or European Union institution or body having competence under European Union law, the right to inspect and copy our books and records and those of all our sub-contractors, under the contract, as well as joint venture/consortium partners. We accept to preserve these books and records generally in accordance with applicable law but in any case, for at least six years from the date of tender submission and, in the event, we are awarded the contract, at least six years from the date of substantial performance of the contract.

I declare that our company / consortium undertakes to comply with labour laws and national and international standards of environmental protection, health and safety applicable in the jurisdiction / country of implementation of the Project, including those contained in any relevant International Labour Organization (ILO) conventions and international agreements on environmental protection, as well as with mitigation measures of the Environmental and Social Management Plan if applicable.

.....

(Place) (Date) (Signature)

[Handwritten signature]

Annexure-X**CODE OF CONDUCT FOR CONTRACTOR'S PERSONNEL ON SEXUAL
EXPLOITATION, ABUSE AND SEXUAL HARASSMENT**

We are the Contractor, *[enter name of Contractor]*.

We have signed a contract with *[enter name of Employer]* for *[enter description of the Works]*.

These Works will be carried out at *[enter the Site and other locations where the Works will be carried out]* under City Investments to Innovate, Integrate and Sustain (CITIIS).

Our contract requires us to implement measures to address environmental and social risks related to the Works, including the risks of sexual exploitation, abuse and sexual harassment. This Code of Conduct is part of our commitment to a zero-tolerance policy on sexual exploitation, abuse and harassment. It applies to all our staff, laborers and other employees at the Works Site or other places where the Works are being carried out. It also applies to the personnel of each subcontractor and any other personnel assisting in the execution of the Works. All such persons are referred to as **"Contractor's Personnel"** and are subject to this Code of Conduct.

This Code of Conduct identifies the behavior that we require from all Contractor's Personnel.

Our workplace is an environment where unsafe, offensive, abusive or violent behavior will not be tolerated and where all persons should feel comfortable raising issues or concerns without fear of retaliation.

REQUIRED CONDUCT

Contractor's Personnel shall:

1. Carry out his/her duties competently and diligently;
2. Comply with this Code of Conduct and all applicable laws, regulations and other requirements, including requirements to protect the health, safety and well-being of other Contractor's Personnel and any other person;
3. Maintain a safe working environment by:
 1. ensuring that workplaces, machinery, equipment and processes under each person's control are safe and without risk to health;
 2. wearing required personal protective equipment;
 3. using appropriate measures relating to chemical, physical and biological substances and agents; and
 4. following applicable emergency operating procedures.
4. Report work situations that he/she believes are not safe or healthy and remove himself/herself from a work situation which he/she reasonably believes presents an imminent and serious danger to his/her life or health;
5. Treat other people with respect, and not discriminate on grounds of caste, ethnicity, religion, economic status, sex; nor against specific groups such as women, people with disabilities, migrant workers or children;
6. Not engage in **Sexual Exploitation**, which means any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. In CITIIS projects/operations, sexual exploitation will be considered to occur when access to or benefit from project financed goods, works, consulting or non-consulting services is used to extract sexual gain;

7. Not engage in **Sexual Abuse**, which means actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. All sexual activity with a child is considered as sexual abuse. "Physical intrusion" is understood to mean "sexual activity". "Sexual abuse" is a broad term, which includes a number of acts, including "rape", "sexual assault", "sex with a minor", and "sexual activity with a minor".
8. Not engage in any form of **sexual harassment**, which as defined in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:
 - (i) physical contact and advances; or
 - (ii) a demand or request for sexual favours; or
 - (iii) making sexually coloured remarks; or
 - (iv) showing pornography; or
 - (v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature;
9. No woman shall be subjected to sexual harassment at any workplace. The following circumstances, among other circumstances, if it occurs, or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment: —
 - (i) implied or explicit promise of preferential treatment in her employment; or
 - (ii) implied or explicit threat of detrimental treatment in her employment; or
 - (iii) implied or explicit threat about her present or future employment status; or
 - (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
 - (v) humiliating treatment likely to affect her health or safety.
10. Complete relevant training courses on SEA/SH that will be provided;
11. Report violations of this Code of Conduct; and
12. Not retaliate against any person who reports violations of this Code of Conduct, or who makes use of the Project Grievance Redress Mechanism.

RAISING CONCERNS

If any person observes behavior that he/she believes may represent a violation of this Code of Conduct, or that otherwise concerns him/her, he/she should raise the issue promptly. This can be done in either of the following ways:

1. Contact [*enter name of the Contractor's Social Expert with relevant experience in handling gender- based violence, or if such person is not required under the Contract, another individual designated by the Contractor to handle these matters*] in writing at this address [] or by telephone at [] or in person at []; or
2. Call [] to reach the Grievance Redressal Cell set up/notified under CITIIS.
3. Contact the Internal Complaints Committee (ICC) and/or Local Complaints Committee (LCC) mandated by the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
4. The Environmental and Social Safeguards Nodal Officer (ESNO) appointed by the SPV.

The person's identity will be kept confidential. Anonymous complaints or allegations may also be submitted and will be given all due and appropriate consideration. We take seriously all reports of possible misconduct and will investigate and take appropriate action. We will provide referrals to service providers that may help support the person who experienced the alleged incident, as appropriate.

There will be no retaliation against any person who raises a concern in good faith about any behavior prohibited by this Code of Conduct. Such retaliation would be a violation of this Code of Conduct.

CONSEQUENCES OF VIOLATING THE CODE OF CONDUCT

Any violation of this Code of Conduct by Contractor's Personnel may result in serious consequences, up to and including termination and possible referral to legal authorities.

FOR CONTRACTOR'S PERSONNEL:

I have received a copy of this Code of Conduct written in a language that I comprehend. I understand that if I have any questions about this Code of Conduct, I can contact [*enter name of Contractor's contact person*] requesting an explanation.

Name of Contractor's Personnel: [insert name]

Signature: _____

Date:(day month year): _____

