

Engaging an Agency for Dissolution of Society

1. Background

About CDRI

The Coalition for Disaster Resilient Infrastructure (CDRI) is a partnership of national governments, UN agencies and programmes, multilateral development banks and financing mechanisms, the private sector, and knowledge institutions that aims to promote the resilience of new and existing infrastructure systems to climate and disaster risks in support of sustainable development.

Vision

CDRI seeks to rapidly expand the development and retrofit of resilient infrastructure to respond to the SDG of expanding universal access to basic services, enabling prosperity and decent work.

Mission

To support countries to upgrade their systems to ensure disaster and climate resilience of existing and future infrastructure.

Strategic Work Plan 2023-2026

CDRI's Strategic Work Plan 2023-26 describes the broad contours of its priority actions and planned initiatives in the next four years. The Strategic Work Plan sets out a clear direction for the Coalition to pursue a transformational agenda for DRI in response to a changing risk landscape and evolving on-ground realities of its members. In the next four years, the Coalition will continue to leverage the expertise of its Member Countries and partners to develop context-specific, innovative solutions for resilient infrastructure towards the achievement of national priorities and global commitments of its members.

With the Strategic Work Plan for 2023 – 2026, CDRI has set out the following strategic outcomes.

Strategic Outcome 1: A strong Coalition that has the membership, resources, and global leadership to drive global, national, regional, and local DRI action.

Strategic Outcome 2: Global DRI research, Coalition-led peer engagement, and CDRI-curated and generated knowledge promote risk-informed policy and practice.

Strategic Outcome 3: Enhanced capacities of government, private enterprises, and communities to implement post-disaster recovery and DRI action at scale.

CDRI Headquarters (Secretariat)

The CDRI Headquarter is established in New Delhi, India, to act as the Secretariat of the Coalition.

2. Objective

Coalition for Disaster Resilient Infrastructure seeks the services of an agency to provide the following services.

3. Scope of Work

The scope of this assignment includes but is not limited to:

1. Review the constitutional documents of the Society to ascertain and define the steps required to dissolve the CDRI Society under The Societies Registration Act, 1860 and as per the byelaws of the CDRI Society.
2. Prepare resolution for the General Body for the approval of the dissolution and related matters.
3. Prepare necessary documents and seek approval from MHA for the dissolution.
4. Coordinate with the Registrar of Societies for dissolution and complete all necessary formalities in this regard. Obtain necessary approvals and clearances for dissolution. Handing over of the approval documentation to CDRI.
5. Ensure compliance with all legal procedures and requirements governing the dissolution of society.
6. Prepare any other documents/ letters required for dissolution as per applicable laws and submit the same to the competent authorities and collect required certifications.
7. Surrender of Society registration (Registration Certificate) 12A certification PAN (Permanent Account Number) TAN (Tax deduction Account Number) GST registration EPF and ESI registration.
8. Provide advisory services including guidance, clarifications, solutions, and opinions on related matters both pre and post dissolution.
9. Address any queries or issues that may arise during or after dissolution.
10. Prepare public notices of the society's dissolution as required by law.
11. Submit the final report documenting the dissolution process & compliance with legal procedures, to the Society's representatives and relevant authorities.
12. Provide legal advice and representation in case of any disputes or challenges related to the dissolution process.
13. Provide a timeline for all the deliverables.

4. Eligibility, Qualifications, and Competencies

Eligibility:

- The agency must have sound knowledge and prior and continuing experience of providing similar type of services to Organizations of similar stature.
- The agency must be approved/recognized/registered with Govt. of India/ Govt. of Delhi/ Other appropriate bodies, for providing advisory, legal, and accounting services. Copy of relevant certificate must be attached.
- The agency must comply with the statutory requirement, such as registration with ESI, EPF, PAN /TIN/TAN & GST etc.
- The agency should not have been blacklisted by any Govt., Semi-Govt. Department., or any other organization. An undertaking to this effect should be submitted.
- The agency must have registered /branch/ local office in New Delhi/Delhi National Capital Region.

CDRI hereby invites you to submit your proposal with the following details:

1. Brief Introduction of the Agency and the team members– indicating qualification, Experience, and suitability for this assignment.
2. Methodology and work plan for performing the assignment.
3. List of clients indicating the scope and magnitude of similar assignments where a similar assignment was carried out for a society of comparable stature in India as CDRI.
4. Firm's experience in handling dissolution processes of societies with the turnaround time.
5. At least two testimonies from previous satisfied clients (Over the last three years)
6. *Financial proposal* (**Password protected**).

5. Other Terms & Conditions

- The proposals should be valid for 60 days after the final submission date.
- CDRI reserves the right to cancel this call for proposal before or after the receipt of proposals or after opening the proposal and call for fresh proposals. CDRI also has the right to reject any proposal without assigning any reason.
- Proposals incomplete in any respect will not be considered.
- Please note that the agency must clearly disclose the contractual and payment terms in its proposal.
- CDRI reserves the right to hire more than one agency to perform the part or full activities as listed.
- CDRI reserves the right to cancel the receipt of proposals or after opening the proposal and call for fresh proposals. CDRI also has the right to reject any proposal without assigning any reason.

6. Evaluation Process:

Please share proposals in two separate pdf files 1. *Technical Proposal* (Brief Introduction of the Agency, Qualification, Experience, Clientele etc.) 2. *Financial Proposal*. The Financial Proposal pdf should be **password protected**. The password for FINANCIAL PROPOSAL MUST NOT BE SHARED ALONG WITH PROPOSAL. The Password of the Financial proposal will be asked after the technical evaluation.

Proposals will first be evaluated from a technical standpoint. Those proposals that are technically acceptable shall then be evaluated in terms of cost.

S. No.	Criteria for Technical Scores	Points
1	Firm/Agency background	15
2	Experience of similar work with Indian Societies	30
3	Methodology & Workplan	30
4	Qualification & Experience of Identified team of experts	25
	Total Technical Score (Ts)	100

CDRI, if required, may ask the agencies for presentation/discussion on the solution offered. Failure on part of the agencies to arrange the presentation/discussion on the date & place fixed shall result in the rejection of technical bids, and financial bids of these agencies shall not be opened. Also, if it is found after presentation/discussion that the solution offered is not meeting the specifications prescribed by such agencies shall be treated as substantially non-responsive. CDRI decision shall be final in this regard. The place for presentation/discussion shall be conveyed to the agencies at an appropriate date.

Financial Scores

Financial evaluation will be conducted among the firms with technical scores of greater than or equal to 70%.

Those who fail to secure minimum points (less than 70%) will have their financial proposals filed or destroyed unopened and therefore not considered in the next stage of evaluation. The evaluation committee will determine if the financial proposals are complete and without computational errors. After initial review for reasonableness of costs to complete the assignment, points are assigned.

Maximum Score on Financial Proposal (Normalized Score): 100 points to the technically qualified lowest bidder. Other qualified bidders shall be assigned financial score on percentile basis.

70% weightage will be awarded for Technical Proposal and 30 % weightage will be awarded for Financial Proposal.

Composite Score (S) = $T_s * 0.7 + F_n * 0.3$

The agency with the highest Composite Score (S) would be considered for award of contract and will be called for negotiations, if required.

The agencies are requested to submit their proposal through email to tender.projects@cdri.world by 1700 hrs (IST) on 20 May 2024. Responses received after the stipulated time or not in accordance will be summarily rejected.

Please ensure that your proposal is sent ONLY on ABOVE MENTIONED email ID before the closing date & time. Proposals sent/copied to any other email ID (other than above) OR received after the bid closing date & time (mentioned above) will not be entertained.
