Indian Institute of Technology Hyderabad
Kandi, Sangareddy - 502 284, Telangana, India
Phone: 040-23016071:
Website: www.iith.ac.in, Email: office.stores@iith.ac.in>

Expression of Interest (EOI) –
City scale thermal performance mapping of slum settlements

EoI Ref. No IITH/LA /AALOK/DataCollection/EOI/003   Date: 02/03/2023

Indian Institute of Technology Hyderabad invites online Expression of Interest (EOI) from agencies to provide communication products and services to a multi- disciplinary research team working in Hyderabad to produce context-based studies of exposure and adaptation to heat in cities.

The Expression of Interest Document can be downloaded from Institute website - https://iith.ac.in/tenders OR https://mhrd.euniwizarde.com. OR Central Public Procurement (CPP) Portal https://eprocure.gov.in/epublish/app.

The bid is to be submitted online only through the E-procurement portal of **https://mhrd.euniwizarde.com** up to the last date and time of submission of tender.

Schedule of Dates

Sr.No	Particulars	Date	Time
1	Date of Online Publication/Download of Tender	02/03/2023	16:00 hrs
2	Bid Submission Start Date	02/03/2023	11:10 hrs
3	Bid Submission Close Date	22/03/2023	10:00 hrs
4	Opening of Bids	22/03/2023	10:10 hrs

No manual bids will be accepted. All quotation should be submitted online through E-procurement portal of **https://mhrd.euniwizarde.com**

Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the Helpdesk Support - Phone No. 011-49606060. Mail id: - helpdeskeuniwizarde@gmail.com

INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bid electronically on the e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information, bidders may visit the Portal (https://mhrd.euniwizarde.com/)

1. **REGISTRATION PROCESS ON ONLINE PORTAL**

   a) Bidders to enroll on the e-Procurement module of the portal https://mhrd.euniwizarde.com/ by clicking on the link "Bidder Enrolment".

   b) The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. This would be used for any communication from the e-Wizard Portal.

   c) Bidders to register upon enrolment, with their valid Digital Signature Certificate (Class III Certificates with signing and Encryption key) issued by any Certifying Authority recognized by CCA India with their profile.

   d) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

   e) Bidder then logs in to the site through the secured log-in by entering their user

   f) ID/password and the password of the DSC / e-Token.

   g) After registration send mail to Helpdesk: helpdeskeuniwizarde@gmail.com for Account activation.

   h) As per portal norms Registration Fee will be applicable.

2. **TENDER DOCUMENTS SEARCH**

   a) Various built-in options are available in the e-Wizard Portal like Department name, Tender category, Estimated value, Date, other keywords, etc. to search for a tender published on the Online Portal.

   b) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'Interested tenders' folder.

   c) The bidder should make a note of the unique Tender No assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

3. **BID PREPARATION**
   a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
   b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
   c) Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that needs to be submitted. Any deviations from these may lead to rejection of the bid.
   d) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLSX/PNG, etc. formats.

4. **BID SUBMISSION**
   a) Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
   b) The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
   c) Bidders to note that they should necessarily submit their financial bids in the prescribed format given by department and no other format is acceptable.
   d) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.
   e) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
   f) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
   g) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
   h) The off-line tender shall not be accepted and no request in this regard will be entertained whatsoever.
   i) As per portal norms Tender Processing Fee will be applicable.

5. **AMENDMENT OF BID DOCUMENT**

   At any time prior to the deadline for submission of proposals, the department reserve the right to add/modify/delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

6. **ASSISTANCE TO BIDDERS**

   a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

   b) Any queries relating to the process of online bid submission or queries relating to e- Wizard Portal, in general, may be directed to the 24x7 e-Wizard Helpdesk. The contact number for the helpdesk is 8448288994/86/87/89/88/81/90/92/82 011-49606060, 07903269552, 9355030608, 9055030613, 7903810198, 9355030606, 9315620706, 9355030623, 9355030628, 8800526452, 9205898228, 9122643040, 9355030604, eprochelpdesk.01@gmail.com, eprochelpdesk.44@gmail.com , eprochelpdesk.06@gmail.com

   c) The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).

   d) The bid should be submitted through e-Wizard portal (https://mhrd.euniwizarde.com/) only.

<u>**Chapter 01**</u>
<u>**Introduction, other terms and conditions**</u>

1. **City scale thermal performance mapping of slum settlements**

Tenders are invited to provide data capturing and modeling services to a multi-disciplinary research team working in Hyderabad to produce context-based studies of exposure and adaptation to heat in cities. This is part of an international comparative study to draw attention to how low income settlements and other vulnerable population groups in cities are experiencing and coping with increasing heat distress. In its final lap of 9 months, the team in Hyderabad needs the support of data and modeling services as described below.

2. **PROFILE**

   A. Team capable of delivering data capturing and modeling services using photogrammetric, remote sensing, GIS, audio visual data collection technologies and other emerging built form survey techniques
   B. Lead capable of delivering international research outputs
   C. Proven track record of work in diverse low income urban settlements

3. **DELIVERABLES**

Work Package	No	Deliverable	Format
3D Modelling	1	A 3D model of two informal settlements capturing all houses covering material types, thermal signatures, public infrastructure and other natural features relevant to understanding the heat impacts.	Multiple formats like OBJ, STL, XYZ compatible of 3D rendering and 3D printing softwares.
	2	A methods note on the process and methods followed for building the 3D model	Report
	3	Building footprint shapefile of the settlement with the material type, thermal signature, height attributes	Vector Data

Typology and heat signatures	1	A note detailing building typolgies in Hyderabad - with respect to developing the heat mitigation actions and reducing heat related vulnerability. The typologies should be accompanied with detailed documentation including photo documentation, locations of sample collection. The team will collaborate with the internal spatial data analysts/ researchers to develop the methods for selecting the sites for sampling. A 5% sample of all informal settlements in the city (to be finalised based on final discussions with the project team) to be visited for identifying the typologies.	Report
Temperature Data	1	Daytime Community driven / Manual temperature data covering two selected sites and across selected typologies (if not present in the selected sites) from pre summer time (Feb) till the end of the contract. A CSV file with attributes on the geolocation, material type, building typology, description of sample site and temperature value in Deg C. A minimum of 5 samples distributed across the sites and typologies.	CSV

4. DURATION AND TERMS OF PAYMENT

The work/project to be completed in a period of 6 months. Anticipated start date is Apr 01, 2023.

Payments against the contract will be made as per the following terms:

10% upon signing of contract

20% on inception report i.e a) data points and sampling strategy for qualitative, quantitative, spatial, remotely sensed data b) steps to ensure fidelity c) overview of modeling techniques d) HR allocation, and e) data reporting and archiving strategy, to be submitted within 1 month of the start date of the contract

40% on completion of 70% of data collection and delivery. This has to be completed within 4 months of the start date.

30% upon successful delivery of final products in specified formats.

5. EVALUATION CRITERIA

Bids will be evaluated as per the following evaluation criteria:

S. No	Technical Capacity Criteria	Grading of Score/Points	Documents to be submitted for evaluation	Maximum Score	Minimum Score
1	Experience in training and managing multi disciplinary field data collection teams	One institutional client of urban governance or research served in the last five years is 10 points and every additional client is 5 points each.	Detailed description of the work along with examples of media products	30	10
2	Demonstrated capacity to deliver modeling services for built environment	One demonstrated database is 5 points and every additional database is 1 point each.	Examples of work in public domain or with copyright	10	5
3	Proven capacity in working with photogrammetric	One institutional client served in the last three years is 10	Details of contracts and	20	10

	technologies and audio visual technologies	points and every additional project is 5 points each	outputs		
4	Number of Clients served in the last 10 years (In India & Overseas)	One inter/national institution served in the last five years is 10 points and every additional client is 2 points each.	Documents, outputs, copyrights	20	10
5	Presentation of work plan	Powerpoint presentation to be evaluated by the selection committee	PPT / any other AV file and presentation	20	5

Only bidders who successfully qualify across all minimum requirements will be considered for making a presentation to the selection committee.

6. **Time frame for completion of project:** Within 6 months from the date of issue of order.
7. **Submission of application**

The application must contain the following details:

i) Name, address and contact details

ii) Curriculum vitae of bidder with clearly indicating relevant qualification and prior experience indicating suitability for the role in case of Freelancers.

iii) Agency Details if representing Agency, as per Annexure A

iv) Any other relevant information

8. **Disclaimers :**
   i. IITH shall not be responsible for any plagiarism/copyright issues arising from the content created and hence, content is required to be original sans such encumbrances

   ii. The information contained in this Expression of Interest document ("EOI ") or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this EOI and such other terms and conditions subject to which such information is provided.

iii.   While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, responders must form their own conclusions about the work that is involved.

iv.   All information supplied by responders may be not be treated as contractually binding on the enterprise. Unless an agreement is arrived upon

v.   No commitment of any kind, contractual or otherwise exits. Unless and until a formal written contract has been executed by Institute.

vi.   The Agency /Freelancer will   be responsible for the compliance of statutory requirements with respect to the Content Created by them.

vii.   The Director, IIT Hyderabad reserves the right to modify contents of this Invitation for EoI or withdraw it completely at any point in time, without assigning any reason thereof.

For any technical query related to enquiry you may to contact

Dr. Aalok Khandekar, Dept. of Liberal Arts- Email: aalok@la.iith.ac.in

For Commercial query

Mr. Suresh Nair - Assistant Registrar Email : ar.purchase@iith.ac.in
Ms. D Chanchala Devi– Deputy Registrar Email : hos.snp@iith.ac.in

 With CC: office.stores@iith.ac.in

Annexure A – Agency Information

EoI Ref. No: IITH/LA /AALOK/DataCollection/EOI/003

General Information About the Agency	
Name of Organization	
Nature of Organization Govt./ Semi Govt./ Private (Sole Proprietorship/Firm/LLP/ Company etc.)	
Year of Incorporation/ Registration/ Start of Operations	
Registered Address	
Contact Details of the Authorised Person for this EoI	
PAN No	
GST No	