

OFFICE OF THE ROURKELA MUNICIPAL CORPORATION

ROURKELA

No. 2549

Date. 18.2.19

CORRIGENDUM TO RFP NOTICE NO. 695

Corrigendum to the RFP Notice No. 695 dated 29.01.2019 With reference to the Request for Proposal for “Selection of Consulting Firm for setting up of project management unit (PMU) in Rourkela Municipal Corporation” invited by Commissioner, Rourkela Municipal Corporation, Rourkela are hereby modified as follows:

Sl. No	RFP Section No.	Existing Clause	Modified Clause
1	Table -1 of Sl. No. 15 of PART B	<u>Table- 1 : Evaluation Criteria</u> As mentioned in the original RFP	<u>Table- 1 : Evaluation Criteria</u> Modified and available as Annexure - 4 in the Corrigendum
2	PART – B, Sl. No. 17	<u>Performance Security and Agreement:</u> RMC shall issue a letter of award (LoA) along with the Draft Contract Agreement to the selected Bidder within 07 days from the opening of the financial proposals. Within 07 days of such issuance, the selected firm is required to submit a Performance Security in the form of Bank Guarantee for an amount equivalent to 10% of the contract value and enter into the contract agreement with RMC and start the work on an immediate basis.	<u>Performance Security and Agreement:</u> RMC shall issue a letter of award (LoA) along with the Draft Contract Agreement to the selected Bidder within 07 days from the opening of the financial proposals. Within 07 days of such issuance, the selected firm is required to submit a Performance Security in the form of Bank Guarantee for an amount equivalent to 10% of the contract value and enter into the contract agreement with RMC and the agency must mobilise the manpowers to start the work within 30 days from the date of agreement.
3	PART –B, Sl. No. 20	<u>Travel, TA/DA Norms</u> The deployed staff would follow the Travel, TA/DA norms etc. as being acceptable to RMC. Tour/travel requests of the deployed staff would be sanctioned by the Commissioner or his/her designate. All TA/DA related costs would be incurred by the deployed staff. All such claims would be consolidated by the Agency and submitted along with the invoice for services rendered. If necessary, RMC may provide an advance to the agency which in turn should provide advance to professionals as per agreed business standards. The agency should also settle TA/DA claims within 15 days of their submission.	The deployed staff would follow the Travel, TA/DA norms etc. as being acceptable to RMC for outside tour only as and when required. Tour/travel requests of the deployed staff would be sanctioned by the Commissioner or his/her designate. All TA/DA related costs would be incurred by the deployed staff. All such claims would be consolidated by the Agency and submitted along with the invoice for services rendered. For any urgent travel requirement under the RMC area, the staff may seek verbal permission from the competent authority and later post facto approval is required for the said purpose and the cost will be borne by RMC. If necessary, RMC may provide an advance to the

			agency which in turn should provide advance to professionals as per agreed business standards. The agency should also settle TA/DA claims within 15 days of their submission.
4	PART – B, Sl. No. 27 of Section. III	<p><u>Other Conditions</u></p> <p>III. Remuneration to the staff shall be paid by the Agency by way of electronic money transfer. Payment through cheque / cash is strictly prohibited. Release of funds to the Agency shall be subject to Agency submitting proof of electronic transfer of remuneration to the staff of the preceding month.</p>	<p><u>Other Conditions</u></p> <p>III. Remuneration to the staff shall be paid by the Agency by way of electronic money transfer as per the amount quoted by the agency for various experts / staffs in the Financial Bid. Payment through cheque / cash is strictly prohibited. Release of funds to the Agency shall be subject to Agency submitting proof of electronic transfer of remuneration to the staff of the preceding month.</p>
5	PART – C, Sl. No. 2	<p>2. <u>Duration of the Contract</u></p> <p>Contract will be for a period of 5 years from the date of signing of the contract with RMC however it shall be executed initially for year. The extension is subject to successful completion of tasks and deliverables of the agency. Also, the extension is based on the need and financial viability of the RMC. The annual escalation shall be considered after successful implementation of PMU upon reviewing by the authority.</p>	<p>2. <u>Duration of the Contract</u></p> <p>Contract will be for a period of 3 years from the date of signing of the contract with RMC and it will be extensible for 2 years is subject to successful completion of tasks and deliverables of the agency. Also, the extension is based on the need and availability of funds with the RMC. The annual escalation of fees of 10 % after successful and satisfactory completion of one year of assignment is allowed and it is to be implemented after review by RMC authorities.</p>
6	PART – C, Sl. No. 3 and Sub Section- 3.2 of Table Sl. No. 1	<p><u>Team Composition:</u></p> <p><i>Qualification Criteria for Social Development & Institutional Strengthening Expert</i></p> <ul style="list-style-type: none"> • Master in Social Work and Mass Communication 	<p><u>Team Composition:</u></p> <p><i>Qualification Criteria for Social Development & Institutional Strengthening Expert</i></p> <ul style="list-style-type: none"> • Master in Social Work and / or Mass Communication
7	PART-C, Sl. No.3	<p>3. <u>Office Space</u></p> <p>A dedicated Office space will be provided within the RMC Office Building to the PMU team along with office infrastructure. As per the requirement ascertained, a project vehicle</p>	<p>4. <u>Office Space</u></p> <p>A dedicated Office space will be provided within the RMC Office Building to the PMU team along with standard office infrastructure including computer, internet, printer,</p>

		may also be allocated to the PMU, for official use only, upon due approval from the competent authority in RMC.	photo copying machine, table, chair etc. The total maintenance of the office space and the infrastructures for the PMU will be looked after by RMC. As per the requirement ascertained, a project vehicle may also be allocated to the PMU including "POL" for official use only, upon due approval from the competent authority in RMC.
8	PART C, Sl. No. 4	4. The experts to work beyond their working hours and days if Rourkela Municipal Corporation desires so, considering the work load and deadline to complete the assigned work.	5.The experts to work beyond their working hours and days if Rourkela Municipal Corporation desires so, considering the work load and deadline to complete the assigned work.
9	PART-E	E. Financial Proposal-Standard Forms Form E-Financial Proposal	Revised format annexed as Annexure – 2 with this Corrigendum. While quoting the remuneration of experts / staffs the bidding agency shall refer to Annexure -1 available with this corrigendum.
10	FORM D – FORMAT FOR CV	CV FORMAT	Revised Format annexed as Annexure - 3 with this corrigendum.

Sd/-
Commissioner
Rourkela Municipal Corporation

Memo.No 2550

Date: 18.2.19

Copy to MIS, RMC to upload the notice in the website for general information.

Sd/-
Commissioner
Rourkela Municipal Corporation

Annexure -1

Name of the Position	Minimum and Maximum Financial Quote per month inclusive of EPF & ESI etc. in INR	
	Minimum	Maximum
Social Development & Institutional Strengthening Expert	Rs. 82,000/-	Rs. 85,000/-
Knowledge Management & BCC Expert	Rs. 82,000/-	Rs. 85,000/-
Youth, Gender and Child Protection Specialist	Rs. 77,000/-	Rs.80,000/-
Urban Data Analyst	Rs. 77,000/-	Rs.80,000/-
Municipal Finance-cum-Procurement Expert	Rs. 57,000/-	Rs.60,000/-
Solid Waste Management (SWM) Expert	Rs. 57,000/-	Rs.60,000/-
Engineering Expert <i>(No. of Post-02) @Rs.57,000/- to 60,000/-</i>	Rs.114,000/-	Rs. 120,000/-
Legal Expert	Rs.42,000/-	Rs.45,000/-
Project Associate <i>(No. of Post-02)@Rs.35,000/-</i>	Rs.70,000/-	Rs.70,000/-
Total	Rs. 6,58,000/-	Rs.6,85,000/-

E. FINANCIAL PROPOSAL – STANDARD FORMS**FORM E - FINANCIAL PROPOSAL**

(To be submitted on letter head of the bidder duly signed by authorized signatory)

Date:

To,

Commissioner,
Rourkela Municipal Corporation,
Uditnagar, Rourkela-769012, Odisha.

Sub: Financial Proposal for Selection of a Consulting Firm for Setting up a Project Management Unit (PMU) in Rourkela Municipal Corporation, Rourkela.

We, the undersigned, offer to provide the consulting services for the above scope of services in accordance with your RFP. Our total financial quote is as given below,

Name of the Position	Maximum Financial Quote per month inclusive of EPF & ESI etc. per month in INR
Social Development & Institutional Strengthening Expert	
Knowledge Management & BCC Expert	
Youth, Gender and Child Protection Specialist	
Urban Data Analyst	
Municipal Finance-cum-Procurement Expert	
Solid Waste Management (SWM) Expert	
Engineering Expert (No. of Post-02) @ _____	
Legal Expert	
Project Associate (No. of Post-02) @ _____	
Sub-Total	
Supporting cost includes Operation, administrative, overhead, profit Cost etc. @ _____% of Total Salary	
GST and other statutory taxes if any (as applicable)	
Grand Total	

The total minimum cost Rs. 6,58,000/- and Maximum cost Rs. 6,85,000/- (Rupees Six Lakhs Eighty-Five Thousand Only) shall be for the salary component (excluding Supporting cost and taxes) of experts/ staff of PMU per month. (Refer Annexure -1 for minimum and maximum salary capping for experts / staffs)

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid up to 180 days from the last date of submission of proposal.

This Financial Proposal covers remuneration for all personnel cost, all incidental manpower expenses. The Financial proposal is without any condition.

Yours Faithfully,

Signature of Authorized Person and seal
Name & designation:

**FORM D – FORMAT FOR CV
(Mentioning the position is mandatory)**

Name of Firm:

Name of Staff:

Date of Birth:

Years of Relevant Exp:

Number of years with the Firm:

Nationality:

Membership with Professional bodies:

Education:

(Summarize College / University and other specialized education of staff Member)

Employment Record

(Starting with present position, list in reverse order every employment held)

List of Projects/Assignments on which the personnel has worked

Sl.No	Name of the Client	Sector	Position Held	Roles and Responsibilities
1				
2				
3				

Languages:

(Indicate proficiency in speaking, reading and writing of each language by (Excellent, Good, Fair, Poor)

Note: - CVs of only Key Experts shall be evaluated during bid process management. The CVs should be recently signed by the proposed staff or the Authorized Representative signing the Proposal.

Table 1: Evaluation Criteria

Sl.No	Parameter	Total/ Maximum Marks
1	FINANCIAL CAPACITY OF BIDDER	30
	Bidder's Average Annual Turnover for the last Three Financial Years (ending 31 March 2018) has to be at least INR 1.5 Crore <ul style="list-style-type: none"> ▪ Up to 1.5 crore –20 marks ▪ 1.5 crore to 3 crore – 25 marks ▪ More than 3 Crore- 30 marks 	30
2	PROOF OF EXPERIENCE IN THE LAST 5 YEARS	30
	Experience for running Program Management Unit (PMU) for at least three years duration with ULBs/ any government entity in India, undertaken in the past 5 years. <ul style="list-style-type: none"> ▪ 1 project – 15 marks ▪ 2 projects – 20 marks ▪ 3 or More than 3 projects – 30 marks 	30
3	SUITABILITY FOR THIS SCOPE: TEAM COMPOSITION (Key Experts' qualifications and competence for the Assignment)	30
	I. Social Development & Institutional Strengthening Expert	05
	II. Knowledge Management & BCC Expert	05
	III. Youth, Gender and Child Protection Specialist	05
	IV. Municipal Finance-cum- PPP Expert	05
	V. Solid Waste Management (SWM) Expert	05
	VI. Urban Data Analyst	05
4	PRESENTATION ON APPROACH AND METHODOLOGY	10
	Understanding of Corporation and its objectives of the assignment and terms of reference	05
	Approach of the proposed unit along with work plan based on the terms of reference highlighting the job responsibility of each team member.	05
	Total	100