



ROURKELA MUNICIPAL CORPORATION

Uditnagar, Rourkela, Pin-769012

Mail Id: rourkelamunicipality@gmail.com Telephone: (0661) 2500388

Letter No.: 18222

Date: 28/12/23

NOTICE INVITING REQUEST FOR PROPOSAL (RFP)

Sealed Applications are invited from the reputed firms /Agencies for "Selection of consulting firm for Establishment of Project Management Unit (PMU) in Rourkela Municipal Corporation (RMC)".

Detail technical specifications, along with Terms & Conditions etc. may be seen from the Web site of Rourkela Municipal Corporation i.e. www.rmc.nic.in. Date of issue of tender documents from 28.12.2023.

The last date for receipt of sealed tender is 08-01-2024 till 01:00 P.M. through Speed Post/ Regd. Post /Courier/ or by hand in the office address of the undersigned.


Commissioner
Rourkela Municipal Corporation

Memo No. 18222

Date: 28/12/23


Copy to Notice Board of RMC for wide publicity of advertisement through office notice board and MIS, RMC for uploading of the tender document in the RMC website.


Commissioner
Rourkela Municipal Corporation

Memo No. 18224

Date: 28/12/23

Copy to Director, I&PR Dept., Govt. of Odisha, Bhubaneswar for information and requested to publish the copy of above mentioned notice in One highly circulated Odia daily newspaper (all editions) and One highly circulated English Daily Newspaper (In all India Edition) on 29.12.2023. The font size should be 8 Points and rate should be as per I&PR.


Commissioner
Rourkela Municipal Corporation



Request for Proposal (RFP)

for

Selection of a Consulting Firm for Establishment of Project Management Unit (PMU) in RMC

RFP No. 18222

Date: 28.12.2023

ROURKELA MUNICIPAL CORPORATION

Udit Nagar, Rourkela, Dist. - Sunadrgarh (Odisha), Pin-769012

Website: www.rmc.nic.in E-mail ID: rourkelamunicipality@gmail.com

Phone No: 0661-250388

DISCLAIMER

The information contained in this RFP document or subsequently provided to Agency(s) whether verbally or in documentary form by or on behalf of Rourkela Municipal Corporation (RMC) or any of their employees or advisors, is provided to the Agency(s) on the terms and conditions set out in this RFP Document and all other terms and conditions subject to which such information is provided.

This RFP Document is not an agreement and is not an offer or invitation by the Tendering Authority to any party other than the Agency who are qualified to submit the Bids ("Agency"). The principle of this RFP Document is to provide the Agency(s) with information to support the formulation of their Proposals. This RFP Document does not purport to contain all the information each Agency may entail. This Document may not be apposite for all persons, and it is not possible for Tendering Authority, its employees, or advisors to consider the investment objectives, financial situation, and needs of each Agency who reads or uses this RFP Document. Each Agency should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Document and where necessary obtain independent advice from appropriate sources. The Tendering Authority, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Document. The Tendering Authority may in its absolute discretion, but without being under any obligation to do so, update, improve or supplement the information in this RFP Document.

SCHEDULE OF RFP PROCESS

Rourkela Municipal Corporation (RMC) invites "Request for Proposal for Selection of a Consulting Firm for Establishment of Project Management Unit (PMU) in RMC".

Interested firms/ parties / agencies are advised to download and study the RFP document carefully and must satisfy all eligibility conditions stated in this RFP document in this regard from RMC website i.e. www.rmc.nic.in.

Availability of Request for Proposal Document	Downloadable from the Website: www.rmc.nic.in
RFP Issue Date	28.12.2023
Date, Time and Venue for Pre-Bid Meeting	Pre-Bid Meeting Dt. 03.01.2024 at 11.00 A.M. in the Conference hall of RMC
Last date for receiving queries through E-mail ID only: rourkelamunicipality@gmail.com	Dt. 02.01.2024 till 5.00 P.M.
Last Date of Uploading of response to Pre-bid Query	Dt. 05.01.2024 till 5.00 P.M.
Last date for receipt of Technical and Financial proposals (Through speed / Registered post / Courier/ By hand)	Dt. 08.01.2024 till 01.00 P.M.
Date and Time of opening of Technical proposals	Dt. 08.01.2024 at 04.30 P.M.
Date and Time for Technical presentation of Pre-qualified bidders (15 Minutes for each Bidder)	To be intimated
Date and Time of opening Financial proposals	To be intimated

- 1) If any date specified herein is a holiday, then the next working day will be considered for the activity and the time will remain the same.
- 2) The Schedule indicated above is tentative and the authority may change any or the entire schedule under intimation to all bidders through the website (www.rmc.nic.in) only.
- 3) Any Corrigendum / Addendum with regard to this RFP (If any) will only be published through the website of RMC (www.rmc.nic.in).

**Sd/-
Commissioner
Rourkela Municipal Corporation**

1. INTRODUCTION

As per census 2011 there are 69,609 households in Rourkela Municipal Corporation area having 3.09 lakh populations. Rourkela Municipal Corporation is the second largest urban centers and a fast-growing city in the state and also declared Smart City by the Government of India under Smart City Mission. The total area of Rourkela Municipal Corporation is 53.29 sq km and has 40 wards.

Rourkela Municipal Corporation (RMC) intends to appoint an agency for undertaking various jobs for Multimedia Content Development & Digital/Social Media Management as defined at the Scope of Work and other Terms & Conditions mentioned in this RFP through "Single Stage Two Bid System".

2. DURATION OF APPOINTMENT

The term / duration of engagement shall be initially for a period of 03 year, which may further extendable by another two year on depending on the performance of the Selected Agency and approval of the competent Authority. Decision of Authority of RMC in this regard is final & binding on the Agency.

1. Eligibility Criteria

The bidder (company incorporated under the Companies Act or a limited liability partnership or Registered under any Act of Govt. of India or State Govt. registered in India), which meets the Eligibility Criteria as specified below as on the last date of submission of the RFP shall be eligible to submit a Proposal:

- a. Average Annual turnover of minimum INR **15 crore** in last three preceding financial years (2020-21, 2021-22 and 2022-23).
- b. The agency must have successfully undertaken at least either of the following similar assignments/projects of value specified herein during the last five financial years as on last date of submission for similar programmes in similar conditions. One project of similar nature not less than the amount Rs. 0.5 crores contract fee with minimum operation of 1 year.

Similar Project / Assignment Means:

Projects like State PMU, District PMU/ Corporation Level (ULB) PMU etc. of similar nature in Central Govt./ State Govt./ PSU and added advantage for urban scenario. Also, past record of working experience in the State of Odisha will be an added advantage.

2. Format and signing of proposal

The proposal shall be submitted in two parts:

Part A: Technical Proposal:

While preparing the Technical Proposal, the bidders are expected to examine the documents comprising this tender in detail. Material deficiencies in providing the information requested may result in rejection of a Proposal.

The Technical Proposal shall provide the following information using the attached Standard Forms (Section-D).

1. Cover Letter for Technical Proposal (FORM-A)
2. Bidders Profile (FORM-B)
3. Project Experience (FORM- C)
4. Information regarding current litigation, debarring/ expelling of the Quotation or abandonment of the work by the applicant (FORM-D)
5. No Relationship Certificate in (APPENDIX-E)
6. Bid Security Declaration (APPENDIX-F)
7. Format for CV (APPENDIX-G).

The Technical Proposal shall not include any Financial Information.

Part B: Financial Proposal:

In preparing the Financial Proposal, the bidders are expected to take into account the Requirements and Conditions of the tender document. The Financial Proposal shall follow Standard Forms (PART-II).

1. The financial proposal shall be the Quoted in percentage of service charge and shall be submitted in the given format i.e., Part-II. All Taxes and surcharges as applicable except GST shall be paid by the selected Agency. RMC will only reimburse the GST as applicable. TDS will be deducted from the bill as per law from the agency.
2. Final quote should be inclusive of all out of pocket/reimbursable expenses.
3. The Quoted Fee per month shall be paid by RMC subject to the fulfilment of conditions in this RFP/ Agreement by the selected bidder.
4. The Financial proposal shall separately mention the GST amount.

Note:

- i. The proposals shall be typed or written in indelible ink and shall be signed by the authorized signatory of the bidder.
- ii. Any interlineations, erasures or overwriting shall not be allowed for submission of the Proposal.
- iii. The bidders shall express the price of their Services in Indian Rupees.

3. Submission of Proposals Packing, Sealing and Marking of Proposals

1. The Technical Proposal (Part A) and Financial Proposal (Part B) must be inserted in separate sealed envelopes, along with bidder's name and address in the left-hand corner of the envelope and super scribed in the following manner.

PART A

TECHNICAL PROPOSAL for Selection of a Consulting Firm for Establishment of Project MANAGEMENT Unit (PMU) in RMC

PART B

FINANCIAL PROPOSAL for Selection of a Consulting Firm for Establishment of Project MANAGEMENT Unit (PMU) in RMC

- a. Both the Envelopes i.e. Envelope for Part A and Envelope for Part B must be packed in a bigger sealed outer cover and clearly super scribed with the following:

PROPOSAL

For

Selection of a Consulting Firm for Establishment of Project Management Unit (PMU) in RMC. The Bidder's Name & Address shall be mentioned in the left-hand bottom corner of the outer envelope.

b. The envelopes shall be addressed to the following Address:

To,

The Commissioner,
Rourkela Municipal Corporation (RMC),
Uditnagar, Rourkela
District- Sundargarh, Odisha
Pin-769012

- c. If the outer envelope is not sealed and marked as mentioned above, then RMC will assume no responsibility for the Proposals being misplaced or opened pre-maturely.
- d. Telex, Cable or facsimile Proposals will be rejected.

2. RFP Document Fee

Non-refundable Proposal Document fee in shape of Demand Draft from any scheduled commercial bank in favour of "Commissioner, Rourkela Municipal Corporation", payable at Rourkela for Rs.11,800/- (Rupees Eleven thousand Eight hundred only) towards cost of RFP document is to be furnished by the bidder along with the Technical Proposal. Proposals Without the requisite Document Fee shall be treated as non-responsive and rejected out rightly.

3. Earnest Money Deposit (EMD)

As per office memorandum 8943/ F/ FINCOD-MISC-0007-2019 dated 18.03.2021, 18281/WD dt.31.12.21 & 8475/ F dated 05.04.22 no provision regarding Bid Security should be kept in the Bid Documents and only provision for "Bid Security Declaration" to be furnished by the Bidder.

4. Validity of Proposal

Proposals shall remain valid for 180 days from the last date of submission of proposals. A proposal valid for a shorter period shall be rejected as nonresponsive.

5. Documents accompanying the Proposal:

1. PART A (Technical Proposal)

The bidder must submit the following particulars / documents along with the Technical Proposal failing which the Proposal may be treated as nonresponsive.

- a. Non-refundable Proposal Document Fee of INR 11,800/- (Indian Rupees Eleven thousand Eight hundred only) in shape of DD from any scheduled commercial bank drawn in favour of " Commissioner, Rourkela Municipal Corporation ", payable at Rourkela.
- b. Cover Letter for Technical Proposal (FORM-A)
- c. Bidders Profile (FORM-B)
- d. Project Experience (FORM- C)
- e. Information regarding current litigation, debarring/ expelling of the Quotation or abandonment of the work by the applicant (FORM-D)
- f. No Relationship Certificate in (APPENDIX-E)

g. Bid Security Declaration (APPENDIX-F)

h. Format for CV (APPENDIX-G).

2. PART- B (Financial Proposal)

The Bidder must submit the Financial Proposal as per the format in Part-II with proper signature and seal of the Bidder.

6. Deadline for Submission of Proposals

Proposals filled in all respect must reach to RMC at the address, time and date specified in Section-A Bidding Schedule of the RFP document through Speed Post, Registered Post, Courier or by hand only.

7. Late Proposals

Proposals received after the deadline for submission of Proposals prescribed by RMC will be rejected. Authority will be not be held responsible for any postal/ courier delay.

8. Amendment/modification in RFP

At any time prior to deadline for submission of proposal, RMC may for any reason modify the RFP document by issuance of amendment/addendum. Such amendments shall be posted on the website www.rmc.nic.in.

9. Modifications and Withdrawal of Proposals

No modifications to the Proposal shall be allowed once it is received by RMC.

10. Pre-Bid Meeting

A pre-bid meeting as per the Bidding Schedule will be conducted at the RMC Conference Hall as per the schedule mentioned in this RFP. The same queries may be mailed to the email ID (rourkelamunicipality@gmail.com) by the agency on or Before Dt. 02.01.2024.

11. Proposal Opening

The technical proposal shall be opened on the due date & time and will be evaluated first.

RMC will open all Proposals in the presence of Bidders or their authorized representatives who wish to attend at the Conference of Hall of RMC at the date and time mentioned in the Schedule.

The Bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of Proposal opening being declared a holiday for RMC, Proposals shall be opened at the appointed time and location on the next working day.

The Financial Proposals of only those firms fulfilling the eligibility criteria and the technical requirements of the Proposal shall be opened. The date

and time of opening of Financial Proposals will be intimated to the qualifying Bidder's later.

12. Bid Evaluation Methodology

Evaluation of the Technical and financial proposals will be based on Quality cum Cost Based Selection mode with weightage of 70% and 30% for technical and financial proposals respectively.

1. In the first phase, the Technical Proposals shall be evaluated on the basis eligibility criteria as mentioned in this RFP.
2. In the second phase the firms which satisfy the eligibility criteria shall be given marks based on Table: 1 of this RFP. Accordingly, firms will be ranked based on the marks allotted to them.

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 2022) has to be at least INR 15 Crore <ul style="list-style-type: none"> ▪ 15 crore –10 marks ▪ 15 crore to 20 crore – 20 marks ▪ More than 20 Crore- 30 marks 	
2	PROOF OF EXPERIENCE IN THE LAST 5 YEARS	30
	<ul style="list-style-type: none"> ▪ Experience for running Program Management Unit (PMU) for Similar project at least for one year duration with Municipal Corporations/ any government entity/ PSU in India, undertaken in the past 5 years with annual contact fee of above Rs 0.5 Cr. For Each similar project 5 marks subject to maximum 30 Marks. 	
3	SUITABILITY FOR THIS SCOPE: TEAM COMPOSITION (Key Experts' qualifications and competence for the Assignment)	10
	Solid Waste Management Expert	2.5
	Planning Engineer	2.5
	Architect	2.5
	Project Associate	2.5
4	PRESENTATION ON APPROACH AND METHODOLOGY	30
	Understanding of the Development Authority and its objectives of the assignment and terms of reference	15
	Approach of the proposed unit along with work plan based on the terms of reference highlighting the job responsibility of each team member.	15
	Total	100

NB: The age limit of any of experts / specialists proposed should not be more than 45 years.

The number of points to be assigned to each of the experts/ specialist shall be determined considering the following sub-criteria and relevant percentage weights:

- a. Minimum qualifications (Fulfilling minimum education criteria mentioned in the ToR): 40%
- b. Minimum Experience (Fulfilling Minimum Years' of experience in relevant sector as mentioned in the ToR): 60%

3. The total score obtained by the bidder as per sub-point (2) of bid of technical evaluation of above shall be the technical score (Ts) of the bidder. Applicants should score at least 70 points for being considered for opening of financial bid.

4. Opening of Financial Proposal

Financial Score: The lowest financial proposal will be given a financial score (Fs) of 100 points. The financial scores of other proposals will be computed as follows:

$$Fs = 100 \times FM1/F1$$

(F1 = amount of Financial Proposal as quoted by the Bidder; FM1 = Lowest financial quote)

5. Combined and Final Evaluation

Proposals will finally be ranked according to their combined Score (S) calculated based on technical (Ts) and financial (Fs) scores as follows:

$$S = Ts \times Tw + Fs \times Fw$$

(Where Tw and Fw are weights assigned to Technical proposal and Financial Proposal as 0.70 and 0.30 respectively)

The Selected Applicant shall be the First Ranked Applicant (having the highest combined score). The Second and third Ranked Applicant shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws, or fails to comply with the requirements specified in the RFP document.

13. Evaluation Methodology:

- 1) Evaluation of technical proposals based on Table 1.
- 2) Technical scores shall be calculated for Bidders after the presentation.
- 3) After that, financial proposals of the top three ranked Bidders based on their technical score (Ts) after technical evaluation shall be opened.
- 4) Combined Scores shall be calculated based on Technical and financial scores as per QCBS system formula as mentioned above.
- 5) The highest ranked Bidder with the highest marks obtained shall be awarded with the project.

14. Performance Security and Agreement:

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 3% of the contract value and enter into the contract agreement with RMC and start the work on an immediate basis.

15. Termination of contract:

- a. RMC, if required, may ask for replacement of any personnel in case of non-satisfactory performance. In such case, concerned personnel shall be replaced within 15 days by the firm and the replacement expert shall have equal or better qualifications and experience as those of the originally proposed expert.

b. Either party can terminate the agreement by giving 30 days prior written notice.

16. Working Conditions Leave, etc.

The deployed staff would follow the same working conditions, leaves etc. as decided by the RMC.

17. Travel, TA/DA Norms

The deployed staff would follow the Travel, TA/DA norms etc. as being acceptable to RMC and to be guided as per the provisions of TA/ fuel applicable to RMC staffs. Or else vehicle will be provided by RMC for the official use of the PMU staffs.

18. Right to Accept or Reject

RMC reserves the right, without any obligation or liability, to accept or reject any or all the proposals at any stage of the process, to cancel or modify the process or any part thereof or to vary any or the term and condition at any time, without assigning any reason whatsoever.

19. Conflict of Interest

There will be no conflict of interest of this assignment with any other assignment or transaction contracted by RMC with the selected firm.

20. Disputes

All legal disputes are subject to the jurisdiction of Rourkela courts only.

21. Liability

The Liability of the selected consultant under this agreement in any case shall not be beyond the amount of fees payable to the selected consultant under this agreement.

22. Indemnity

The Consultant at all times during the pendency of this agreement, keep the Government/ Authority Indemnified to an amount not exceeding the total fees payable to the consultant under this agreement.

23. Confidentiality

The Consultant shall treat the details of the output of the Assignment and the Services as confidential and for the Consultant's own information only and shall not publish or disclose the details of the output, deliverables / milestones submitted to RMC or the Services in any professional or technical journal or paper or elsewhere in any manner whatsoever without the previous written consent of the competent Authority.

24. Other Conditions

- I. RMC will release the remuneration of man power deployed to the Agency on monthly basis including administrative and other charges subject to submission of invoice, Absentee statement and other documents by the Agency on or before 25th of each month. RMC shall pay the amount as per the invoice by 7th day of every month by way of e-transfer / RTGS / NEFT.
- II. The Agency will be responsible for statutory and legal compliances like EPF, ESI, leave, court matters etc. during engagement of staff by them. The Agency shall be responsible for contributions towards EPF & ESI etc. wherever applicable.
- 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.

A. TERMS OF REFERENCE

1. Objective

A Project Management Unit is envisioned to support, monitor, manage and reform as required from time to time of different activities, which includes but not limited to Infrastructure Planning, Solid Waste Management, Knowledge management & behaviour change communication initiatives, Inclusive development, Social welfare activities of RMC. Since this will involve wide spectrum of activities covering different walk of the city governance system, it is imperative to have professionals who can provide technical assistance and Project Management support to RMC. PMU will work for bringing sustained improvement in RMC's service delivery to effectively address the basic needs of citizens.

2. Duration of the Contract

Contract will be for a period of 03 (Three) years from the date of signing of the contract with RMC and extendable for another two years on satisfactory performance. The escalation on consultancy fee payable to professional @ of 10% to be considered after successful completion of each year of PMU upon reviewing by the authority and satisfactory Performance of professional.

3. Scope of Work

3.1 The scope of work for the Project Management Unit (PMU) shall broadly include advisory support and assistance in the following major areas which shall include, but not limited to:

- a. Review and refining of existing business plan and assisting authority in formulating strategies for continued growth of RMC area.
- b. Analysis of past financial history, preparation of future cash flows and breakeven analysis and assist the authority in better debt structuring and scheduling.
- c. Assisting authority in pricing and lease structuring of different land banks of the authority.
- d. Identification of new projects which can be taken up on PPP or Non-PPP and can benefit in development of RMC area.
- e. Assisting authority in planning its promotional and branding strategy to showcase different sectors (like – Industries, Education, Healthcare, Entertainment, Recreational, Real Estate) to attract potential investors of RMC area.
- f. Identification of requirement of social, Economic and educational institutions in two levels, one sector wise and other over all city wise.
- g. For transparent allotment of land for social, economic and educational purpose, assistance to authority in preparation of individual separate guidelines.
- h. For making the land allotment process efficient assistance to authority in properly defining the process of application and decision.
- i. Identification/Structuring of projects for the development of RMC, preparation of Bid document.
- j. Proper structuring of Bid Evaluation Process
- k. Evaluation of Bid documents
- l. Assistance in pre-bid conference
- m. Assistance in preparation of Standard Model Concession Agreement/Lease Agreement/ License Agreement/MOU etc.

- n. Assistance in contract negotiation and signing of concession agreement.
- o. Monitor performance with respect to all receipt of all permissions, clearance, land and other condition precedents being met on time.
- p. Assist authority in evaluating concessionaire's financial models for achievement of financial closure in case of PPP Projects.
- q. Assist authority in commencement of building strategic relationships with all stakeholders and other authority officials associated with the project.
- r. Assist authority in managing all public communication activities.
- s. Assist authority in planning contract Management practices.
- t. Assist authority in planning resource management plan of in-house resources, whose responsibilities are associated with the project.
- u. Any other assignment that may be required for successful implementation of various activities.

3.2 Team Composition:

SL. No	Position	Minimum Qualification, Experience and Age	Job Responsibility
1	Solid Waste Management (SWM) –cum-Procurement Expert No. of Post-01	<ul style="list-style-type: none"> • Bachelor's degree in Environmental/ Civil Engineering/ or related field. • 7-10 years of experience in Solid waste management / Environmental Sector • Experience of working in PMU/PMC of Central Govt / State Govt / ULBs for a period of at least 3 Years <p>• AGE: Below 45 years</p>	<ul style="list-style-type: none"> • Project Planning/ Monitoring/ Scheduling/ Execution. • Support in Preparing comprehensive Solid waste management and Sanitation plans for RMC area. • Recommending and adopting of Solution for effective monitoring of ongoing as well as upcoming Sanitation/ Environmental Activities • Project management and coordination between various stakeholders/ agencies for smooth implementation of assigned projects by RMC. • Performance of Monitoring of Different project. • Drafting by-laws, guidelines for RMC. • Recommending and adopting of Solution for effective monitoring of ongoing as well as upcoming different city governance projects including social development projects. • Should have experience in procurement through GeM Portal.
2	Planning Engineer No. of Post-01	<ul style="list-style-type: none"> • Bachelor's degree in Civil Engineering/ or related field. • 7-10 years of experience in development of urban projects particularly in infrastructure development, estimation and design. • Experience of working in PMU/PMC of Central Govt / State Govt / ULBs for a period of at least 3 Years <p>AGE: Below 45 years</p>	<ul style="list-style-type: none"> • Project Planning/ Monitoring/ Scheduling/ Execution. • Monitoring of different civil Projects of engaged agencies as per contract • Ensuring the construction activities are implemented as per design in field. • Assist in preparation of Project Completion Report. • Managing databases of different civil works • Generating periodical reports as and when required by • Project management and coordination between various stakeholders/ agencies for smooth

			implementation of assigned projects by RMC
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3	Architect No. of Post-01	<ul style="list-style-type: none"> • B. Arch/M. Arch • 3-5 years of post qualification experience in reputed organizations. • Knowledge of Interior & Exterior Execution work. • Experience in design, management and supervision of public amenities. • Knowledge in computer-assisted design software and equipment to prepare project designs and plans through AutoCAD, Lumion, 3ds Max, Sketch up, etc. • Experience of working in PMU/PMC of Central Govt / State Govt / ULBs for a period of at least 3 Years <p>AGE: Below 45 years</p>	<ul style="list-style-type: none"> • Project Planning • Developing architectural drawing, 3D, Rendering, walkthrough, Video. • Ensure buildings style, safety and sustainability • Provide advice on architectural activities. • Evaluation of urban infrastructure investment and helping RMC to use a range of options for financing projects and revenue generation. • Preparing of BOQ & Billing by the Drawings.
4	Programme Associate-IT & MIS No. of Post-01	<ul style="list-style-type: none"> • Graduate with PGDCA and DTP. • Minimum 3 Years relevant experience in Govt. Sector / Corporate / PSUs/ Semi- Government Organizations / or reputed Organizations, Working knowledge in MS Office, Page Maker, Odia Typing, Photoshop and other training related designing works. <p>AGE: Below 35 Years</p>	<ul style="list-style-type: none"> • Assisting in MIS Activities • File Keeping • Document Preparation

3.3 Fixed Remuneration to Experts:

Remuneration to Experts/ professionals inclusive of EPF, ESI etc shall be paid by the organization and there shall be no liability in any form shall be payable by RMC to the experts/ professionals except the contract amount payable to the farm. The below table indicates the remuneration in respect of each experts/ professionals which shall be paid by the organization.

Service charges in percentage to be quoted by the Bidders which shall be the bidding parameter as per the Financial Bidding Format (Part-II). Service charges shall be on the fixed professional fee indicated. This should include expenses like providing LAPTOP to professional and communication expenses, Financing charges & overhead & Profit of Bidder. Service charges bellow 5% and over 15% shall be rejected. Bidders are to offer service charges within above range.

Sl. No	Type of Manpower	Remuneration to Experts per month inclusive of EPF & ESI No etc. in INR
1	Solid Waste Management (SWM) Expert	Rs. 88,000/-
2	Planning Engineer	Rs. 88,000/-
3	Architect	Rs. 52,000/-
4	Programme Associate-IT & MIS	Rs. 45,000/-

4. Office Space:

A dedicated Office space will be provided within the RMC Office Building along with office infrastructure, stationeries and Internet connection. However, Laptops of the professionals will be provided by the agency.

As per the requirement, vehicle may also be allocated to the PMU for official use only upon due approval from the competent authority.

- 5.** The experts to work beyond their working hours and days if RMC desires so, considering the work load and deadline to complete the assigned work.

6. Additional Manpower

RMC may without any prejudice to the terms of reference (ToR) shall have the power to engage additional manpower of similar nature through selected service provider agency as and when required.

B. TECHNICAL PROPOSAL – STANDARD FORMS

FORM A – COVER LETTER

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

Date.

To,

The Commissioner,
Rourkela Municipal Corporation (RMC),
Uditnagar, Rourkela,
District- Sundargarh, Odisha, Pin-769012

Subject: Selection of consulting firm for setting up of Project Management Unit (PMU) in RMC.

Sir,

We have examined in detail and have understood the terms and conditions stipulated for eligibility of the Applicant in the RFP Document issued by RMC. We agree and undertake to abide by all these terms and conditions. We hereby submit all the necessary information and relevant documents during submission of our RFP, we undertake, if our Proposal is accepted, to deliver services as specified in the RFP document. We acknowledged that we have not, during the last three years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against us, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract. We are enclosing Document Fee of INR 11,800/- in the form of Demand Draft (DD No..... Dt..... drawn on) Payable to The Commissioner, Rourkela Municipal Corporation, Rourkela at Rourkela. We are submitted Bid Security Declaration to the The Commissioner, Rourkela Municipal Corporation, Rourkela.

As per RFP the validity of the proposal is 180 days from the last date of submission of proposal and we agree that the proposal is unconditional. We understand that RMC reserves the right to reject any or all applications without assigning any reason thereof.

Yours Faithfully,

Signature of Authorized Person and seal
Name and Designation
Name of the Company

FORM B – BIDDER’S PROFILE

1. Name of the Firm:
2. Year of Establishment:
3. Registered address of Office:

4. PAN & GST No.:
5. Telephone No. & Fax No:
6. E-Mail Address:
7. Brief description of background of the firm for this assignment.
8. No. of years of proven experience of providing similar services.
9. Average Annual turnover of the Applicant (in INR) during the last three Financial Years. (Please attach copy of three Audited Financial Statements and annual Income Tax return Document of last three financial year)

Financial Year	Annual Turnover (INR)
2020-21	
2021-22	
2022-23	

10. Institutional Strength:

Sl. No	Type of Manpower	Qualification	Project Experience with details of Project	Relevant Experience in domain & Sector
1	Solid Waste Management (SWM) Expert			
2	Planning Engineer			
3	Architect			
4	Programme Associate-IT & MIS			

FURNISH THE DETAIL CVS OF ABOVE 5 PROFESSIONALS

Signature of Authorized Person and seal

Name and designation

Name of the Company

Dated:

FORM C – PROJECT EXPERIENCE

Sl.No	Name of Client & Address	Project Details	Total Value of Project in Rs.	Work Order Issued/ Agreement Signed Date	Completion / Continue Date

Assignment Name:		Location:
Name and address of Employer:		
Start Date (Month / Year):	Completion Date (Month / Year):	Approx. Value of Services (Rs.):
Name of Associated Consultant/ Firms, if any:		
Name of Senior Staff (Project Director / Coordinator, Team Leader) involved and Functions performed:		
Description of Project and services provided by your staff		

(Separate Sheet to be provided for each assignment and Copy of Appointment Letter/ Agreement to be attached with this format)

Signature of Authorized Person and seal

**FORM D – INFORMATION REGARDING CURRENT LITIGATION.
DEBARRING EXPELLING OR QUOTATIONED OR ABANDONMENT OF WORK
BY THE QUOTATIONER**

Is the Bidder currently involved in any litigation relating to the works If yes: give details	Yes/ No
Has the Bidder or any of its constituent partners been debarred/ Expelled by any agency in India during the last 5 years.	Yes/ No
Has the Bidder or any of its constituent partners failed to perform on any contract work in _____ If yes, give details	Yes/ No

Note: If any information in this Form is found to be incorrect or concealed qualification application will be summarily be rejected.

Signature of Authorized Person and seal

FORM E –CERTIFICATE OF NO RELATIONSHIP CERTIFICATE

I/We hereby certify that I/we am/are related/not related to any officer of the _____ in the rank of Asst. Engineer or above. I/we am/are aware that if facts to be proved false my/our contract will be rescinded with forfeiture of EMD. I/We shall be liable to make good loss or damage resulting from such cancellation.

Full Name of the Applicant:

Address for correspondence:

Phone No:

Alternative phone No:

Email ID:

Signature of Authorized Person and seal

FORM F –DECLARATION FOR EMD

RFP Notice No. _____ Date _____

To

The Commissioner,
Rourkela Municipal Corporation (RMC),
Uditnagar, Rourkela,
District- Sundargarh, Odisha, Pin-769012

I/We undersigned, declare that:

I/We understand that according to term & condition as contained in Tender/bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract for a period of two years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a. have withdrawn/modified/amended/impaired or derogated from the tender in any respect, my/our Bid during the period of bid validity or its extended period, if any or
- b. having been notified of the acceptance of our Bid by the purchaser during the period of bid validity specified in the bid document
 - (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security/ Bank Guarantee, in accordance with the Instructions to Bidders. or
- c. if the bidder is found indulging in any corrupt, fraudulent or other malpractice in respect of the bid; or
- d. If there is a discrepancy between words and figures quoted by the bidder and the bidder does not accept that the amount in words prevails over amount in figure.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid as specified in the bid documents.

Place:

Signature of the Bidder

Date:

Name/Organization Seal

(Note: In case of a consortium/Joint Venture, the Bid Securing Declaration must be in the name of all partners to the consortium/Joint Venture that submits the bid)

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

Name of the proposed Position:

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	Key Role	Major Responsibility
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.

PART-2
FINANCIAL PROPOSAL – STANDARD FORMS

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

Date:

To,

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

We, the undersigned, offer to provide the consulting services for the above scope of services in accordance with your RFP Notice No. _____ Date _____. Our total financial quote is as given below,

Sl. No	Name of the Position	No. of Requirement	Fixed Fee of professionals per month inclusive of EPF & ESI etc.
1	Solid Waste Management (SWM) Expert	1	Rs. 88,000/-
2	Planning Engineer	1	Rs. 88,000/-
3	Architect	1	Rs. 52,000/-
4	Programme Associate-IT & MIS	1	Rs. 45,000/-
Total		4	Rs. 2,73,000/-
SERVICE CHARGES IN PERCENTAGE - (TO QUOTE)-			%
TOTAL WITH SERVICE CHARGES			
GST IN			%
GRAND TOTAL WITH GST			

NOTE-Service charges to be offered within 5% to 15% only otherwise bid shall be rejected.

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: