



**ROURKELA MUNICIPAL CORPORATION**  
**Uditnagar, Rourkela, Odisha-769012**

**RFP. 695**

**Date: 29.01.19**

**NOTICE INVITING REQUEST FOR PROPOSAL (RFP)**

Sealed Applications are invited for “Selection of consulting firm for setting up of Project Management Unit (PMU) in Rourkela Municipal Corporation “in conformity with the Terms & Conditions of the detailed RFP notice in a two-cover system i.e. Technical and Financial proposal from intending applicants fulfilling the terms of eligibility laid down in the RFP document. Please refer to Website [www.rmc.nic.in](http://www.rmc.nic.in) for complete details and downloading the document. The document shall be available on the website from **30.01.2019**. The Last date & time of submission of proposal is **23.02.2019** till 3:30 PM. For any queries please contact: [tenderrmc@gmail.com](mailto:tenderrmc@gmail.com)

Sd/-

**Commissioner**  
**Rourkela Municipal Corporation**

# **REQUEST FOR PROPOSAL**

**FOR**

**SELECTION OF CONSULTING FIRM FOR SETTING UP OF PROJECT  
MANAGEMENT UNIT (PMU) IN  
ROURKELA MUNICIPAL CORPORATION**

**ROURKELA MUNICIPAL CORPORATION  
UDITNAGAR, ROURKELA (ODISHA)- 769012**

## A. BIDDING SCHEDULE

RFP No. & Date	No. <b>695</b> dated <b>29.01.2019</b>
Availability of Request for Proposal document.	(Downloadable from RMC Website: <a href="http://rmc.nic.in">http://rmc.nic.in</a> )
Date, Time and venue for Pre-Bid Meeting	Bid Meeting Dt <b>13.02.2019</b> at 4.00 P.M. in the Conference hall of Rourkela Municipal Corporation
Last Date of Submission of Pre-bid Query through E-mail Only (tenderrmc@gmail.com)	<b>15.02.2019</b> till 5.00 P.M
Last Date of Uploading of response to Pre-bid Query	<b>18.02.2019</b>
Last date for receipt of Technical and Financial proposals (Through speed / Registered post or Courier/Hand delivery)	Dt. <b>23.02.2019</b> till 3.30 P.M
Date and Time of opening of Technical proposals	Dt. <b>23.02.2019</b> at 4.30 P. M
Date and Time for Technical presentation of technically eligible applicant (15 Minutes Only)	Dt. <b>23.02.2019</b> at 5.30 P. M
Date and Time of opening of Financial proposals	To be intimated Later

## B. INSTRUCTION TO BIDDERS

### 1. Location of the Work

Rourkela Municipal Corporation (RMC), Uditnagar, Rourkela -769012, Odisha.

### 2. Eligibility Criteria

The bidder (company incorporated under the Companies Act or a limited liability partnership 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 1.5 crore in last three preceding financial years (2015-16, 2016-17 & 2017-18).
- b. The Applicant should have experience of successfully providing Consulting services for managing Project Management Units in the last five years from the proposal due date, in any government agency/ULB/PSU in India.

### 3. 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).

- I. Cover Letter for Technical Proposal (Form A)
- II. Bidders Profile (Form B)
- III. Project Experience (Form C)
- IV. Format for CV (Form D).

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 (Form E)

- 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.
- IV. Final quote should be inclusive of all out of pocket/reimbursable expenses.
- V. GST amount to be mentioned separately.

#### **4. Submission of Proposals Packing, Sealing and Marking of Proposals**

- a. 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 setting up of a Project MANAGEMENT Unit (PMU) in Rourkela Municipal Corporation, Rourkela.

##### **PART B**

FINANCIAL PROPOSAL for Selection of a Consulting Firm for Setting up of a Project MANAGEMENT Unit (PMU) in Rourkela Municipal Corporation, Rourkela.

- b. 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 Setting up of a Project MANAGEMENT Unit (PMU) in Rourkela Municipal Corporation, Rourkela.**

The Bidder's Name & Address shall be mentioned in the left-hand bottom corner of the outer envelope.

- c. The envelopes shall be addressed to Commissioner, Rourkela Municipal Corporation at the following Address:

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

- d. 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.
- e. Telex, Cable or facsimile Proposals will be rejected.

#### **5. 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.11,200/- (Rupees eleven thousand and two hundred only) towards cost of RFP document (fee of Rs.10,000/- plus GST @12% i.e Rs. 1200/-) 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 outrightly.

## **6. Earnest Money Deposit (EMD)**

EMD in shape of Demand Draft from any scheduled Commercial Bank in favour of Commissioner, Rourkela Municipal Corporation payable at Rourkela for Rs. 1,50,000/- (Rupees One lakh Fifty Thousand only) only is to be furnished by the bidder along with the Technical Proposal and shall remain valid till the validity of the Proposal. Proposals without the requisite EMD shall be treated as non-responsive and rejected.

The EMD submitted by unsuccessful bidders shall be returned after signing of agreement with successful bidder.

The EMD shall be forfeited:

- a. If a Bidder withdraws its Proposal during the period of validity of the proposal,
- Or,
- b. If the successful Bidder fails to execute the agreement or the work assigned.

## **7. Financial proposal:**

- a. The financial proposal shall be the Quoted Fee per month and shall be submitted in the given format i.e., Form-E. All Taxes and surcharges as applicable 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.
- b. Final quote should be inclusive of out of pocket/reimbursable expenses.
- c. The Quoted Fee per month shall be paid by RMC subject to the fulfilment of conditions in this RFP / Agreement by the selected bidder.
- d. The Financial proposal shall separately mention the GST amount.

## **8. 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.

## **9. 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 11,200/- (Indian Rupees Eleven thousand and two hundred only) inclusive of GST, in shape of DD from any scheduled commercial bank drawn in favour of "Commissioner, Rourkela Municipal Corporation", payable at Rourkela.
- b) EMD amount of INR 1,50,000/- (Rupees One lakh Fifty Thousand only) in shape of Demand Draft from any scheduled bank drawn in favour of "Commissioner, Rourkela Municipal Corporation", payable at Rourkela.
- c) Copy of the PAN card & GST registration certificate.
- d) Cover Letter as per the format in Form-A.
- e) Bidder's profile as per the format in Form-B.
- f) Past experience of the Applicant in Form-C.

(Attach photo copies of work orders along with work completion certificate. In cases, where the work completion certificates for the services are not available, a self-declaration by the bidder on its letter head with contact details of client or an interim certificate issued by the client for an ongoing PMU project certifying the basic eligibility criteria, has to be submitted)

- g) The Curriculum Vitae for all the proposed positions as per the format in Form- D.

### **2. PART B (Financial Proposal)**

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

#### **10. Deadline for submission of Proposals**

Proposals filled in all respect must reach RMC at the address, time and date specified in Section A – Bidding Schedule of the RFP document through Speed Post, Registered Post or Courier only. If the specified date for the submission of Proposals is declared as a holiday for RMC, Rourkela, the Proposals will be received up to the appointed time on the next working day.

#### **11. Late Proposals**

Proposals received after the deadline for submission of Proposals prescribed by RMC will be rejected.

#### **12. Modifications and Withdrawal of Proposals**

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

#### **13. 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 ([tenderrmc@gmail.com](mailto:tenderrmc@gmail.com)) by the agency.

#### **14. Proposal Opening**

RMC will open all Proposals in the presence of Bidders or their authorized representatives who choose to attend, at the date and time mentioned and in the following location. Conference Hall, Rourkela Municipal Corporation, Uditnagar, Rourkela - 769012, Odisha. 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 the Financial Proposals will be intimated to the qualifying Bidders later.

#### **15. 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 of 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	<b>FINANCIAL CAPACITY OF BIDDER</b>	<b>25</b>
	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"> <li>▪ Up to 1.5 crore –15 marks</li> <li>▪ 1.5 crore to 3 crore – 20 marks</li> <li>▪ More than 3 Crore- 25 marks</li> </ul>	25
2	<b>PROOF OF EXPERIENCE IN THE LAST 5 YEARS</b>	<b>25</b>
	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"> <li>▪ 1 project – 10 marks</li> <li>▪ 2 projects – 15 marks</li> <li>▪ More than 3 projects – 25 marks</li> </ul>	25
3	<b>SUITABILITY FOR THIS SCOPE: TEAM COMPOSITION (Key Experts' qualifications and competence for the Assignment)</b>	<b>30</b>
	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	<b>PRESENTATION ON APPROACH AND METHODOLOGY</b>	<b>20</b>
	Understanding of Corporation and its objectives of the assignment and terms of reference	10
	Approach of the proposed unit along with work plan based on the terms of reference highlighting the job responsibility of each team member.	10
	<b>Total</b>	<b>100</b>

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:

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

(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:

$$S = T_s \times T_w + F_s \times F_w$$

(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.

#### **16. 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.
- 5) The highest ranked Bidder with the highest marks obtained shall be awarded with the project.

#### **17. 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 10% of the contract value and enter into the contract agreement with RMC and start the work on an immediate basis.

#### **18. 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 30 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.

#### **19. Working Conditions, Leave, etc.**

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

**20. Travel, TA/DA Norms**

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.

**21. 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.

**22. 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.

**23. Disputes**

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

**24. 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.

**25. 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.

**26. 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.

**27. Other Conditions**

- I. Rourkela Municipal Corporation 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 5<sup>th</sup> 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.

## **C. 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 solid waste management, knowledge management & behaviour change communication initiatives, slum development, infrastructure planning and 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 municipal service delivery to effectively address the basic needs of citizens of the city.

### **2. Duration of the Contract**

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.

### **3. Scope of Work**

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

- a. Project Management, Monitoring and reviewing of all Sanitation related projects.
- b. Drafting of Municipal Corporation rules, regulations & policies related to waste management whenever necessary.
- c. Support in defining and implementing service level benchmarks of different service providing agencies.
- d. Capacity Building of different activities
- e. Bid Process Management
- f. Assist RMC in formulation of guidelines to operationalize different components of the city governance strategy including third party roles, etc.
- g. Support RMC in implementing developmental plan, specifying time frame, operational components, guidelines and in channelling financial resources from State, Central and externally aided sources/ and providing technical assistance required by RMC.
- h. Management of existing as well as upcoming projects.
- i. In the work of operationalizing the city governance strategy, the PMU will assist, advise and carry out empanelment of advisors, specialized government institutions, other third-party service providers and onboarding of manpower agencies for engaging professionals and field staff as and when required.
- j. It would strive to bring in and learn from successful experiences implemented in other cities on different streams; develop collaborations and suitable models for technical options and social mobilization.
- k. Examine the need and possibilities of improving and securing (making safe) the work conditions of field staffs, and devise the appropriate rules and procedures to achieve the same.
- l. 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	Social Development & Institutional Strengthening Expert  No. of Post-01	<ul style="list-style-type: none"> <li>• Master in Social Work and Mass Communication</li> <li>• 5-7 yrs experience in programme management, capacity building, participatory planning, social development and advocacy as well as competence in health allied and urban sector issues.</li> <li>• Wide knowledge and experience in implementing governance reforms.</li> <li>• Knowledge and experience of government systems and procedures Computer literacy (word processing, Excel, presentation).</li> <li>• Ability to work in a high pressure, ethnically diverse, political setting.</li> </ul> <p><b>AGE: Below 45 years</b></p>	<ul style="list-style-type: none"> <li>• Project management and coordination between various stakeholders/ agencies for smooth implementation of assigned projects by Rourkela Municipal Corporation.</li> <li>• Support in Preparing comprehensive solid waste management and Sanitation plans for RMC.</li> <li>• Performance of Monitoring of Different project.</li> <li>• Drafting by-laws, guidelines for RMC</li> <li>• Recommending and adopting of Solution for effective monitoring of ongoing as well as upcoming different city governance projects including social development projects.</li> </ul>
2	Knowledge Management & BCC Expert  No. of Post-01	<ul style="list-style-type: none"> <li>• Master in Journalism &amp; Mass Communication</li> <li>• 5-7 yrs experience in main stream media, development communication, community mobilization, Planning &amp; Execution of IEC Campaign, media management and as well as competence in Govt. projects/ urban sector issues.</li> <li>• Knowledge and experience of government systems and procedures Computer literacy (word processing, Excel, presentation).</li> <li>• Ability to work in a high pressure, ethnically diverse, political setting.</li> </ul> <p><b>AGE: Below 45 years</b></p>	<ul style="list-style-type: none"> <li>• Preparation of Comprehensive Communication Strategy for RMC.</li> <li>• Create Implementation of plan for execution of the Communication Strategy.</li> <li>• Support and monitoring of Social Media Activities.</li> <li>• Planning and execution of different Events &amp; Campaigns.</li> </ul>
3	Youth, Gender and Child Protection Specialist  No. of Post-01	<ul style="list-style-type: none"> <li>• Master Degree in Sociology / MBA or relevant subjects</li> <li>• 5-7 years of experience in Women Empowerment, Gender Issues, Youth Connection and Child Protection</li> <li>• Knowledge and experience of government systems and procedures / reputed NGO / UN agencies and Computer literacy (word processing, Excel, presentation).</li> </ul> <p><b>AGE: Below 45 years</b></p>	<ul style="list-style-type: none"> <li>• Provide technical assistance to RMC for planning, implementing and monitoring of interventions related to youth, gender and child protection.</li> <li>• Facilitate in designing and implementing of youth centric programmes in educational institutions and slums with focus to engage youth.</li> <li>• Ensure existing digital platform of RMC and RSCL and social media to promote dialogue, discussions and</li> </ul>

			<p>youth participation.</p> <ul style="list-style-type: none"> <li>• Coordinate with government departments, educational institutions and other stakeholders for organizing youth and gender centric programmes.</li> </ul>
4	<p>Municipal Finance-cum-Procurement Expert No. of Post-01</p>	<ul style="list-style-type: none"> <li>• Post-Graduation in Business Administration (Finance) / CA/CFA or equivalent</li> <li>• 5-7 years of experience in evaluation of urban infrastructure investment and helping City governments to use a range of options for financing projects and revenue generation.</li> <li>• Experience of working with ULBs (Municipal)/ Government agencies/ public sector undertaking for conducting financial feasibility and project structuring of large development/ redevelopment projects.</li> <li>• Basic knowledge of computers.</li> <li>• <b>AGE: Below 45 years</b></li> </ul>	<ul style="list-style-type: none"> <li>• Provide technical and handholding support to RMC for the preparation of business cum financial plan</li> <li>• Support in the implementation of accounting and user charges reforms</li> <li>• Preparation of Bid Documents for PPP mode service delivery contracts with assistance from subject experts</li> <li>• Provide knowledge Support for good Procurement practices</li> <li>• Co-ordination for Resolution of Grievances</li> </ul>
5	<p>Solid Waste Management (SWM) Expert No. of Post-01</p>	<ul style="list-style-type: none"> <li>• BE. / B. Tech in Civil Engineering/ Environmental Engineering/ Public Health Engineering from reputed Institution.</li> <li>• At least 5-7 years of experience in government/ semi-Govt/autonomous organizations/ private company of repute in design and implementation of water supply/ sanitation/solid waste projects and experience in environmental monitoring and mitigation</li> <li>• <b>AGE: Below 45 years</b></li> </ul>	<ul style="list-style-type: none"> <li>• Support in Preparing comprehensive solid waste management and Sanitation plans for RMC.</li> <li>• Monitoring &amp; Evaluation of all Sanitation relating project.</li> <li>• Support in Drafting by-laws, guidelines related to SWM &amp; Sanitation.</li> <li>• Recommending and adopting of Solution for effective monitoring of ongoing as well as upcoming Sanitation Activities</li> <li>• Prepare Feasibility Report for Solid Waste Management and Other Waste Management</li> </ul>
6	<p>Urban Data Analyst No. of Post-01</p>	<ul style="list-style-type: none"> <li>• 2 Year Full time Master Degree in Urban Management and Governance/ Urban Management/ or equivalent.</li> <li>• Minimum 3-5 years in data management, data analysis, human resource management, reform in human resource etc.</li> <li>• Should have Experience in rolling out HR strategy and urban data analyzation in a large organization.</li> <li>• Ability to think conceptually and strategically and play an advisory role to the authority.</li> <li>• Working Knowledge in</li> </ul>	<ul style="list-style-type: none"> <li>• Support in rolling out performance management system, developing HR Manual, Terms of Reference (TOR) for hiring consultant, training and development and formulate HR policy independently.</li> <li>• Support for staff performance management, training and development on recent trends in human resource management in urban development sector.</li> <li>• Data Management and real</li> </ul>

		development sector/ Government or Autonomous bodies/ PSU/ Urban local bodies. <b>AGE: Below 45 years</b>	time analysis of data for the organization
7	Engineering Expert  No. of Post-02	<ul style="list-style-type: none"> <li>• Bachelor's degree in Civil Engineering/ or related field.</li> <li>• 5-7 years of experience in development of urban projects particularly in infrastructure development, estimation and design.</li> </ul> <b>AGE: Below 45 years</b>	<ul style="list-style-type: none"> <li>• Monitoring of different civil works of engaged agencies as per contract</li> <li>• Ensuring the construction activities are implemented as per design in field.</li> <li>• Assist in preparation of Project Completion Report.</li> <li>• Managing databases of different civil works</li> <li>• Generating periodical reports as and when required by RMC</li> </ul>
8	Legal Expert  No. of Post-01	<ul style="list-style-type: none"> <li>• Bachelor / Master Degree in Law.</li> <li>• 5-7 years of experience in Practicing law or working experience as law expert in Banks/PSU/Private Firms/ Govt. Agencies.</li> </ul> <b>AGE: Below 45 years</b>	<ul style="list-style-type: none"> <li>• To Assist RMC in all legal works.</li> <li>• To prepare petitions/applications/replies to all the Court cases pertaining to the RMC in the various Courts</li> <li>• To tender legal opinion on the files/matters of the RMC.</li> <li>• To attend the Court Cases of the RMC as and when required.</li> </ul>
9	Project Associate  No. of Post-02	<ul style="list-style-type: none"> <li>• Master Degree in Social Work / MBA / Social Science</li> <li>• 2 -3 years of experience in relevant field, preferably in Government and ULB sector</li> </ul> <b>AGE: Below 35 Years</b>	<ul style="list-style-type: none"> <li>• Field Monitoring and implementation of different activities in the RMC</li> <li>• Co-ordination for immediate action towards any grievance relating to different city governance activities</li> <li>• Providing Support to PMU for implementing different activities, Events etc.</li> </ul>

### 3. Office Space:

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 may also be allocated to the PMU, for official use only, upon due approval from the competent authority in RMC.

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.

## **D. 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,  
Uditnagar, Rourkela-769012, Odisha.

Subject: Selection of consulting firm for setting up of Project Management Unit (PMU) in Rourkela Municipal Corporation, Rourkela.

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 11,200/- in the form of Demand Draft (DD No..... Dt..... drawn on .....) payable to the Commissioner, Rourkela Municipal Corporation at Rourkela. We are enclosing EMD of INR 1,50,000/- in the Form of Demand Draft (DD No..... Dt..... drawn on .....) payable to the Commissioner, Rourkela Municipal Corporation at 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 application 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)

<b>Financial Year</b>	<b>Annual Turnover (INR)</b>
2017-18	
2016-17	
2015-16	

Signature of Authorized Person and seal

Name and designation

Name of the Company

Dated: .....



## FORM C – PROJECT EXPERIENCE

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 and Agreement to be attached with this format)

Signature of Authorized Person and seal

**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

<b>Sl.No</b>	<b>Name of the Client</b>	<b>Sector</b>	<b>Position Held</b>	<b>Key Role</b>	<b>Major Responsibility</b>
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.*

## 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,

<b>Name of the Position</b>	<b>Maximum Financial Quote per month inclusive of EPF &amp; ESI etc.</b>
Social Development & Institutional Strengthening Expert	Rs. 85,000/-
Knowledge Management & BCC Expert	Rs. 85,000/-
Youth, Gender and Child Protection Specialist	Rs.80,000/-
Urban Data Analyst	Rs.80,000/-
Municipal Finance-cum-Procurement Expert	Rs.60,000/-
Solid Waste Management (SWM) Expert	Rs.60,000/-
Engineering Expert <i>(No. of Post-02) @Rs.60,000/-</i>	Rs.120,000/-
Legal Expert	Rs.45,000/-
Project Associate <i>(No. of Post-02)@Rs.35,000/-</i>	Rs.70,000/-
<b>Sub-Total</b>	<b>Rs.6,85,000/-</b>
<b>Supporting cost includes Operation and administrative Cost @ _____ % of Total Salary</b>	
<b>GST and other statutory taxes if any (as applicable)</b>	
<b>Grand Total</b>	

***The total maximum cost for of experts/ staff of PMU shall be Rs. 6,85,000/- (Rupees Six Lakhs Eighty-Five Thousand Only). This will be the maximum amount and which will be excluding of all statutory taxes and Supporting cost including Operation and administrative cost.***

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: