



Bhubaneswar Municipal Corporation

Progress through Partnership for better Bhubaneswar

RFP No: 1740

Date: 11/01/2021

Notice inviting "Request For Proposal (RFP) for Selection of an Agency to provide manpower for setting up of Support unit for Environment section of Bhubaneswar Municipal Corporation"

Sealed applications are invited against "Request For Proposal (RFP) for Selection of an Agency to provide manpower for setting up of Support unit for Environment section of Bhubaneswar Municipal Corporation" in conformity with the Terms & Conditions laid down in the EOI document. The detailed EOI document can be downloaded from BMC website i.e. bmc.gov.in. The last date of submission of proposal is 01.02.2021 till 5:00 PM.

By Order,

[Signature]
11/01/21

Environment Officer

Bhubaneswar Municipal Corporation

Memo No. 1741 / BMC Dt. 11/01/2021

Copy to Director, I & PR for publishing it in 2 leading Odia daily i.e. Sambada & Prameya and one leading English daily i.e. Times of India for one day.

[Signature]
11.01.21

Environment Officer

Bhubaneswar Municipal Corporation

Memo No. 1742 / BMC Dt. 11/01/2021

Copy to DC (IT) / IT-PMU for uploading in the BMC website.

[Signature]
11.01.21

Environment Officer

Bhubaneswar Municipal Corporation

Memo No. 1743 / BMC Dt. 11/01/2021

Copy to P.A. to Administrator/ P.A. to Commissioner/ P.A. to City Engineer for kind information of Administrator / Commissioner and City Engineer respectively.

[Signature]
11.01.21

Environment Officer

Bhubaneswar Municipal Corporation

RFP No.: 1740

Date: 11/01//2021

REQUEST FOR PROPOSAL

**SELECTION OF AN AGENCY TO PROVIDE
MANPOWER FOR SETTING UP OF SUPPORT UNIT
For
ENVIRONMENT SECTION
Of
BHUBANESWAR MUNICIPAL CORPORATION**



BHUBANESWAR MUNICIPAL CORPORATION

Vivekananda Marg,
Near Kalpana Square,
Bhubaneswar - 751014

A. Bidding Schedule

Date of issue of RFP document	11/01/2021
Date, Time and venue for Pre-Bid Meeting	Dt 18/01/2021 at 4.00 P.M. in the mini conference hall of Bhubaneswar Municipal Corporation
Last date for receipt of Technical and financial proposals (Through Hand delivery/Speed Post/Registered Post/Courier)	Dt 01/02/2021 till 5.00 P.M
Date of opening of Technical Proposal	Dt 02/02/2021 at 12:00 noon
Place of Delivery	Diary section, Bhubaneswar Municipal Corporation
Date and Time of Interview & Opening of Financial Proposal	To be intimated by BMC to the Eligible Applicants
Concerned Officer	Environment Officer, BMC
e-mail id for correspondence	bmcpmu@bmc.gov.in

B. Instruction to Bidders

1. Introduction

Bhubaneswar Municipal Corporation is the largest Urban Local Body of the state of Odisha. BMC is the nodal agency for many citizen services such as Sanitation, Construction & maintenance of roads, drains and building, welfare activities, maintenance of civic amenities, parks etc. Bhubaneswar Municipal Corporation has an exclusive Environment section functioning within the supervision of an Environmental Officer, BMC. At present BMC has 51 nos. of parks besides plantation being done throughout the city every year. In order to strengthen the section and increase its efficiency of plantation and maintenance of flora and fauna within the city, it is required to avail the services of professional having expertise in the domain. It is with this intent BMC invited Request for Proposal for the interested agencies to provide manpower

2. Eligibility Criteria

The minimum eligibility criteria for undertaking the subject work shall be as below:

- a) The applicant must be a company incorporated under the Companies Act or a limited liability partnership or a partnership firm registered in India,
- b) The annual average turnover of the applicant from advisory services in the last 3 financial years i.e. 2017-18, 2018-19 and 2019-20 shall be minimum **INR 50.00 lakhs** or above.
- c) The applicant should have experience of successfully managing a Project Monitoring Unit/Support Unit/ Manpower Services in any government Organization or PSU in India for a period of at least **for a period of 1 year within the last 5 years i.e. 2015-16, 2016-17, 2017-18, 2018-19 and 2019-20.**

3. Format and Signing of proposal

- a) The proposal shall be submitted in two parts
Part A Technical Proposal, and
Part B Financial Proposal
- b) The proposal shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized by the bidder.
- c) Any interlineations, erasures or over writing shall be valid only if they are initialed by the person or persons signing the Proposal prior to submission of the Proposal.

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 Support Unit of Environment Section in Bhubaneswar Municipal Corporation, Bhubaneswar.

PART B

FINANCIAL PROPOSAL for Selection of a Consulting Firm for setting up of a Support Unit for Environment Section in Bhubaneswar Municipal Corporation, Bhubaneswar.

- 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 superscribed with the following:

PROPOSAL

For

**SELECTION OF AN AGENCY TO PROVIDE MANPOWER FOR SETTING UP OF SUPPORT
UNIT FOR ENVIRONMENT SECTION**

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 BMC, Bhubaneswar at the following Address:

**Environment Officer,
Bhubaneswar Municipal Corporation,
Vivekananda Marg, Near Kalpana Square, Bhubaneswar-751014,
Odisha.**

- d) If the outer envelope is not sealed and marked as mentioned above, then BMC 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 cost in shape of Demand Draft / pay order from any scheduled financial bank in favour of **Bhubaneswar Municipal Corporation, Bhubaneswar**, payable at Bhubaneswar for **Rs. 6720/-** (Rupees Six thousand seven hundred twenty only) incl. of GST is to be furnished by the bidder along with the Technical Proposal. Proposals without the requisite Proposal Document cost shall be treated as non-responsive and rejected.

6. Earnest Money Deposit (EMD)

EMD in shape of Demand Draft from any scheduled Financial Bank in favour of **Bhubaneswar Municipal Corporation, Bhubaneswar** payable at **Bhubaneswar** for **Rs.50,000/- (Rupees Fifty Thousand)** 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. No exemption from submission of EMD is allowed.

The EMD submitted by unsuccessful bidders will be discharged / returned as promptly as possible as but not later than 30 days after the expiration of the period of Proposal validity specified in this RFP. No interest will be paid on the EMD amount.

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 Consultants / Firms. BMC will only reimburse the GST as applicable.
- b) The Quoted Fee per month shall be paid by BMC subject to the fulfillment of conditions in this RFP / Agreement by the selected bidder.
- c) 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 non-responsive.

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 cost of Rs. 6720/- (Indian Rupees Six Thousand seven hundred twenty only) inclusive of GST in shape of Demand Draft from any scheduled financial bank drawn in favour of Bhubaneswar Municipal Corporation, Bhubaneswar payable at Bhubaneswar.
- b) EMD amount of INR 50,000/- (Rs. Fifty Thousand only) in shape of Demand Draft from any scheduled bank drawn in favour of Bhubaneswar Municipal Corporation, Bhubaneswar payable at Bhubaneswar.

- c) Photocopy of the PAN card.
- d) Photocopy of GST Registration Certificate.
- e) Cover Letter as per the format in Form-A.
- f) Bidder's profile as per the format in Form-B.
- g) Past experience of the Applicant in Form-C.
(Attach photo copies of work orders along with certificate from client. In cases, where the work completion certificates for the services are not available, a self-declaration by the bidder on its letter head or an interim certificate issued by the client for an ongoing PMU project certifying the basic eligibility criteria has to be submitted)
- h) 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 & seal of the bidder.

10. Deadline for submission of Proposals

Proposals filled in all respect must reach BMC at the address, time and date specified in section A. Bidding Schedule of the RFP document through Hand Delivery/ Speed Post/Registered Post or Courier only. If the specified date for the submission of Proposals is declared as a holiday for BMC, Bhubaneswar, 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 BMC will be rejected.

12. Modifications and Withdrawal of Proposals

No modifications to the Proposal shall be allowed once it is received by BMC, Bhubaneswar.

13. Pre-Bid Meeting

A pre-bid meeting as per the Bidding Schedule will be conducted at the BMC Mini Conference Hall.

14. Proposal Opening

BMC 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.

**Mini Conference Hall
Bhubaneswar Municipal Corporation
Vivekananda Marg, Near Kalpana Square,
Bhubaneswar -751014,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 BMC, 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 & time of opening of the financial Proposals will be intimated to the qualifying bidders later.

15. Bid Evaluation Methodology:

- 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

Sl. No.	Parameter	Total/Maximum Marks
1	FINANCIAL CAPACITY OF BIDDER	20
	The annual average turnover of the applicant from advisory services in the last 3 financial years i.e. 2017-18, 2018-19 and 2019-20 shall be minimum INR 50.00 lakhs or above.	20
	<ul style="list-style-type: none"> For 50.00 Lakhs to 75 Lakhs – 10 marks For 75.00 Lakhs to 100 Lakhs – 15 marks Above 100 Lakhs – 20 marks 	
2	PROOF OF EXPERIENCE IN THE LAST 5YEARS	20
	The applicant should have experience of successfully managing 1 Project Monitoring Unit/Support Unit/ Manpower Services in any government Organization or PSU in India for a period of at least for a period of 1 year within the last 5 years i.e. 2015-16, 2016-17, 2017-18, 2018-19 and 2019-20.	20
	<ul style="list-style-type: none"> For 1 assignment as per above criteria– 10 marks For 2 assignments as per above criteria– 15 marks For more than 2 assignments as per above criteria– 20 marks 	
3	SUITABILITY FOR THIS SCOPE: TEAM COMPOSITION	30
	Team Leader – Horticulture Specialist	15
	Supervisors (3 for each profile)	15
4	INTERVIEW	30
	Interview with the proposed Team Personnel	30

	shall be conducted in the Scheduled date, time and venue that will be intimated by BMC:	
	Total Marks for Interview with Horticulturist: 15 marks	
	Total Marks for 5 nos. of Supervisors (each supervisors 3 marks): 10 marks	
	TOTAL	100

The number of points to be assigned to each of the experts 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 relevant experience criteria as mentioned in the ToR): 30%
- c) Relevant Sector Experience (Fulfilling experience criteria of relevant sector and assignment as mentioned in the ToR): 30%

For each Technical Proposal, the total points that can be awarded for each Bidder are 100.

3. In case any CV does not possess the minimum qualification and/or Relevant sector experience then in such a case no marks shall be awarded even though minimum years of experience is as per requirement.
4. The minimum qualifying marks that should be obtained by the bidder for next stage of bidding is 70 marks in total. However, the bidder shall only be termed Technically Qualified if it achieves minimum 20 marks out of 30 marks kept for Interview.

16. Evaluation Methodology:

- 1) The minimum eligibility criteria of the applicant shall be assessed as per criteria mentioned under clause no. 2 of the RFP proposal.
- 2) Evaluation of technical proposals of the applicants fulfilling the minimum eligibility criteria shall be done as per parameters under Table1.
- 3) Technical scores shall be calculated for bidders after the Interview. The proposed team for the Technical Support Unit needs to be present during the presentation for interaction with the Committee who will take the interview.
- 4) Final Technical score shall be calculated and Technical eligibility of the bidder shall be ascertained as per criteria mentioned under point no. 4 of Clause no. 15 of this RFP document.
- 5) The Financial Proposal of the Technically Qualified Bidders shall be opened.
- 6) The Bidder quoting the lowest Administrative charges shall be awarded the work.

17. Performance Security and Agreement:

BMC shall issue a letter of award (LoA) along with the Draft Contract Agreement to the selected Bidder within 15 days from the opening of the financial proposals. Within 15 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 BMC and start the work on an immediate basis. The format of Bank Guarantee for Performance Security will be provided by BMC to the successful bidder.

18. Termination of contract:

- a) BMC, 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. Right to Accept or Reject

BMC 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 of the term and condition at any time, without assigning any reason whatsoever.

20. Conflict of Interest

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

21. Disputes

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

22. 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.

23. 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.

24. 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 BMC 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.

C. Terms of Reference

1. Background

Bhubaneswar is the capital city of Odisha. It is also the largest city and the center of economic and religious importance in the region. Bhubaneswar is called the Temple city of India, due to the presence of large numbers of magnificent temples and architectural heritage.

The modern city of Bhubaneswar was designed by the German architect Otto Konigsberger in 1946. Like Chandigarh and Jamshedpur; it is one of the first planned cities of India. The city, with an abundance of greenery and an efficient civic body has become one of the cleanest and greenest cities of the country. Emergence of the city as a major center for IT industry, higher education and advanced medical care along with the boom in the metals and metal processing industries has made Bhubaneswar one of the fastest developing cities of India in recent years.

Bhubaneswar Municipal Corporation has a historic tradition of strong civic activism dedicated to the cause of a better life for all its citizens. Right from its inception in the year 1948 as a Notified Area Committee to a Municipality in the year 1979, then finally to a Corporation in the year 1994, BMC as an organization, has traversed through many intricate paths and still grown from strength to strength.

BMC has undertaken pioneering work in various fields and perceives its role as principal provider of services as detailed below to provide a better quality of life to the residents of Bhubaneswar.

- Health & Sanitation
- Slum Development
- Disaster Management
- City Beautification
- Citizen Services
- Efficient Solid Waste Management
- Underground Sewerage System in the city
- Efficient Urban Planning and Development
- Online Services
- Vending Zones
- Parking Zones

2. Objective

Bhubaneswar Municipal Corporation is the largest Urban Local Body of the state of Odisha. BMC is the nodal agency for many citizen services such as Sanitation, Construction & maintenance of roads, drains and building, welfare activities, maintenance of civic amenities, parks etc. Bhubaneswar Municipal Corporation has an exclusive Environment section functioning within the supervision of an Environmental Officer, BMC. At present BMC has 51 nos. of parks besides plantation being done throughout the city every year. In order to strengthen the section and increase its efficiency of plantation and maintenance of flora and fauna within the city, it is required to avail the services of professional having expertise in the domain. A Support Unit is therefore envisioned to support, monitor and manage all kind of activities related to management of parks, nurseries, lawns, road side trees of BMC.

3. Scope of Work

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

1. Parks management under BMC
2. Nurseries management under BMC
3. Road side tree pruning as per SOP set by BMC and as per guidelines of Forest Department.
4. Support environment division of BMC on day to day operational work.
5. Any other work as per directions of BMC.

The entire team of the proposed Support Unit shall include following types of Personnel:

Key Experts:

- a. **Team Leader – Horticulture Specialist**
- b. **Supervisors**
- c. **Data Entry Operator**

Sl.#	Name of the Profile	Qualification and Eligibility	Salary
1	Team Leader - Horticulture Specialist – 1 No.	<ul style="list-style-type: none"> • M.sc (Horticulture) / B.Sc (Horticulture) or Graduate in Forestry or Equivalent • 10 years or more experience of working in any government / private organization as Horticulture specialist or equivalent position. • Should not be more than 65 years of age 	Rs. 55,000 / Month
2	Supervisors – 5 No.	<ul style="list-style-type: none"> • B.Sc (Horticulture) or Diploma in Horticulture • 5 years of experience in supervising management of parks, nursery, farms or similar entities 	Rs 20,000 / Month
3	Data Entry Operator – 1 No.	<ul style="list-style-type: none"> • B.Sc / B.Com with computer knowledge • 2 years of experience in office operation like file management, meeting management, report preparation , note drafting, etc. 	Rs 15,000 / Month

4. Office Space:

A dedicated Office space will be provided within the BMC Office Building to the Support Unit along with office infrastructure.

5. Contract period

Contract will be for a period of 2years from the date of deployment of the personnel in BMC with an annual escalation of 10%. The agreement can be renewed after 2 years depending on performance on mutually agreed terms and conditions.

FORM A
Cover Letter

RFP No. _____

Date. _____

To,

**The Environment Officer,
Bhubaneswar Municipal Corporation,
Vivekananda Marg, Near Kalpana Square,
Bhubaneswar-751014, Odisha.**

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 BMC. 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 Purchase Fee of **INR 6,720/-** in the form of Demand Draft (DD No.....Dt..... drawn on.....) payable to the **Commissioner, Bhubaneswar Municipal Corporation at Bhubaneswar.**

We are enclosing **EMD of INR 50,000/-** in the Form of Demand Draft (DD No..... Dt..... drawn on) payable to the **Commissioner, Bhubaneswar Municipal Corporation at Bhubaneswar.**

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 BMC reserves the right to reject any application without assigning any reason thereof.

Yours Faithfully,

Signature of Authorized Person with seal

Name and Designation

Name of the Company

Dated _____

Form B
Bidder's Profile

1. Name of the Firm:
2. Year of Establishment:
3. Registered address of Office:
4. PAN:
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)
 - A. 2019-20
 - B. 2018-19
 - C. 2017-18

Signature of Authorized Person and seal

Name and designation

Name of the Company

Dated:

FORM C

Format for Demonstrating Project Experience

Experience of Managing Support Unit/PMU in a Government Body		
Sl.No	Parameters	Remarks
1.	Name of the Government body	
2.	Project Description	
3	Location	
4	Period of service rendered by the applicant (Start date and End date)	
5	Consultancy Fees of the Applicant(in Indian Rupees)	
6	Present status	
7	Other Information	
8	Copy of Work order, Agreement & Client Certificate	

Signature of Authorized Person and seal

Name and Designation

Name of the Company

Dated:

FORM D

Format of Curriculum Vitae (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	Key Role	Major Responsibility

Languages:

(Indicate proficiency in speaking, reading and writing of each language by

(Excellent, Good, Fair, Poor)

FORM-E
FINANCIAL PROPOSAL

To,

The Environment Officer,
Bhubaneswar Municipal Corporation,
Vivekananda Marg, Near Kalpana Square,
Bhubaneswar-751014, Odisha.

NAME OF THE PROJECT: Financial Proposal for Selection of an Agency for providing manpower for Setting up of a Support Unit in Environment Section of Bhubaneswar Municipal Corporation, Bhubaneswar

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,

Sl. No.	Name of the Project	Lump sum Financial Quote per month
A	Selection of an Agency for providing manpower for Setting up of a Support Unit in Environment Section of Bhubaneswar Municipal Corporation, Bhubaneswar	Rs.1,70,000 per month (Rs. One Lakh Seventy Thousand Only)
B	Administrative Cost per month	
C	GST (18% of ((A) +(B))	
D.	Grant Total ((A) +(B) +(C)	(both in words and figure) inclusive of applicable Goods & Service tax and other statutory taxes.

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid upto 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 and designation

Name of the Company

Dated: