

RFP No.: 1131

Date: 06.01.2022

# **REQUEST FOR PROPOSAL**

**SELECTION OF AN AGENCY TO PROVIDE  
TECHNICAL MANPOWER SERVICE**

**For**

**PLANNING SECTION**

**Of**

**BHUBANESWAR MUNICIPAL CORPORATION**



**BHUBANESWAR MUNICIPAL CORPORATION**

Vivekananda Marg,  
Near Kalpana Square,  
Bhubaneswar - 751014

## **A. Bidding Schedule**

<b>Date of issue of RFP document</b>	<b>07/01/2022</b>
<b>Date, Time and venue for Pre-Bid Meeting</b>	<b>Dt 17/01/2022 at 4.00 P.M. in the mini conference hall of Bhubaneswar Municipal Corporation</b>
<b>Last date for receipt of Technical and financial proposals</b> <b>(Through Hand delivery/Speed Post/Registered Post/Courier)</b>	<b>Dt 28/01/2022 till 5.00 P.M</b>
<b>Place of Delivery</b>	<b>Planning section, Bhubaneswar Municipal Corporation</b>
<b>Date and Time of Opening of Technical Proposal</b>	<b>Dt 28 / 01 / 2022 at 6.00 P.M</b>
<b>Date and Time of Opening of Financial Proposal</b>	<b>To be intimated by BMC to the Eligible Applicants</b>
<b>Concerned Officer</b>	<b>City Planner, BMC</b>
<b>e-mail id for correspondence</b>	<b><a href="mailto:bmcpcmu@bmc.gov.in">bmcpcmu@bmc.gov.in</a></b>

## **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 Planning section functioning within the supervision of City Planner, BMC. At present Bhubaneswar Municipal Corporation provides Building Plan approval for any building construction under its jurisdiction. Considering the volume of work at present, BMC intends to procure the services of a reputed manpower service provider to provide technical manpower required for strengthening the planning section and avoid any delay or inconvenience faced in the day to day activity due to shortage of supporting manpower. It is with this intent, BMC invites this Request for Proposal (RFP) from Agencies having requisite eligibility criteria as stipulated herein.

### **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 providing manpower services in the last 3 financial years i.e. 2018-19, 2019-20 and 2020-21 shall be minimum **INR 50.00 lakhs** or above.
- c) The applicant should have experience of successfully managing a Technical Manpower Services/Support Unit in any government Organization or PSU in India for a period of at least **for a continuous period of 1 year within the last 5 years i.e. 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21**. For the purpose of this RFP technical manpower service shall include providing manpower Degree Engineers/Diploma Engineers/ITI personnel/Amin/Draftsman/Planning Assistant/Town planners/ Architects.

### **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 an Agency to provide Technical Manpower Service for Planning Section in Bhubaneswar Municipal Corporation, Bhubaneswar.

**PART B**

**FINANCIAL PROPOSAL** for Selection of an Agency to provide Technical Manpower Service for Planning 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 Technical Manpower Service for Planning Section in Bhubaneswar Municipal Corporation,**

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:

**City Planner,  
Planning Section  
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 towards Administrative charges** and shall be submitted in the given format i.e. **Form -E**. All Taxes and surcharges, statutory deductions etc. as applicable as per law 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 non-responsive.

- 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	25
	The annual average turnover of the applicant from providing manpower services in the last 3 financial years i.e. 2018-19, 2019-20 and 2020-21 shall be minimum <b>INR 50.00 lakhs</b> or above.	25
	<ul style="list-style-type: none"> <li>• For 50.00 Lakhs to 75 Lakhs – 15 marks</li> <li>• For 75.00 Lakhs to 100 Lakhs – 20 marks</li> <li>• Above 100 Lakhs – 25 marks</li> </ul>	
2	PROOF OF EXPERIENCE IN THE LAST 5 YEARS	35
	The applicant should have experience of successfully managing a Technical Manpower Services/Support Unit in any Government Organization or PSU in India for a period of at least <b>for a continuous period of 1 year within the last 5 years i.e. 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21</b> . For the purpose of this RFP technical manpower service shall include providing manpower Degree Engineers/Diploma Engineers/ITI personnel/Amin/Draftsman/Planning Assistant/Town planners/ Architects.	35
	<ul style="list-style-type: none"> <li>• For 1 assignment as per above criteria– 20 marks</li> <li>• For 2 assignments as per above criteria– 30 marks</li> <li>• For more than 2 assignments as per above criteria– 35 marks</li> </ul>	
3	SUITABILITY FOR THIS SCOPE: TEAM COMPOSITION	40

	Planning Assistant (5 for each profile)	20
	Amin (4 for each profile)	16
	Field Inspector (4 for each profile)	4
	<b>TOTAL</b>	<b>100</b>

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 25 marks out of 40 marks kept reserved at Sl no. 3 of the above table i.e. Team Composition.

## 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) 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.
- 4) The Financial Proposal of the Technically Qualified Bidders shall be opened.
- 5) The Bidder quoting the lowest Administrative charges shall be awarded the work.
- 6) Post Award of Work, BMC shall conduct an interview of the manpower proposed by the Selected Agency in order to ascertain that their working standards as per BMC's requirement and in case not found suitable then the Agency shall provide new CVs within maximum 15 days in order to enable BMC to conduct interview of the newly proposed team/manpower.

## 17. Performance Security and Agreement:

BMC shall issue a letter of award (LoA) along with the Draft Contract Agreement to the selected Bidder within 15days 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. Manpower Required:

- a. **Planning Assistant-4 nos.**
- b. **Amin- 4 nos.**

2. Qualification:

Sl.#	Name of the Profile	Qualification and Eligibility	Salary
1	Planning Assistant - 4 Nos.	<ol style="list-style-type: none"> <li>i. He/She must have passed at least Diploma in Architecture from an institution recognized by Govt.</li> <li>ii. Must have at least 5 years of experience in Architectural planning/Approval Drawings/Draftsmanship.</li> <li>iii. Should not be more than 65 years of age</li> <li>iv. Must have basic knowledge of Computer</li> <li>v. Must have practical knowledge of GIS application with CADD or any other Drafting and Designing Computer Software or Basic computer Knowledge</li> </ol>	Rs. 27,000 / Month
2	Field Inspector - 1 No.	<ol style="list-style-type: none"> <li>i. Must have passed Higher Secondary (10+2) examination from Council of Higher Secondary Education, Odisha or equivalent.</li> <li>ii. Should have any diploma / vocational certificate in field surveying or must be retired State Government / ULB Employee in the post of Amin / Field Inspector.</li> <li>iii. Must of at least 7 years of experience in Field Surveying and Amin work.</li> <li>iv. Should not be above 65 years of age.</li> <li>v. Must have basic knowledge in Computers.</li> </ol>	Rs. 24,000 / Month
2	Amin - 4 Nos.	<ol style="list-style-type: none"> <li>i. Must have passed Higher Secondary (10 + 2) examination from Council of Higher Secondary Education, Odisha or equivalent.</li> <li>ii. Should have any diploma/vocational certification in field surveying or must be a retired State Government</li> </ol>	Rs 20,000 / Month

		<p>Employee in the post of Amin/Field Inspector</p> <p>iii. Must have knowledge of Land Settlement and Revenue Mapping</p> <p>iv. Must have at least 3 years of experience in Field Surveying and Amin work.</p> <p>v. Should not be above 65 years of age</p> <p>vi. Must have a basic knowledge in Computers</p>	
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3. Other Conditions:

- i. The Agency shall be responsible to carry out due diligence of its manpower proposed and ensure that all the particulars submitted by the proposed manpower are true and they do not have any criminal cases pending as on last date of submission of proposal. In case of a retired Government Employee, they should not have any criminal cases/vigilance cases /Departmental proceedings against them throughout their service. In case the same is identified by BMC at later stage then the Agency shall immediately remove and provide a suitable replacement within maximum 1 month.
- ii. The above salary mentioned in the table is Gross salary payable by BMC and shall include all statutory deductions such as TDS/ESI/EPF etc. and no extra cost shall be provided by BMC towards such statutory dues.
- iii. The above manpower shall be required to attend the Office on all working days and if required by the Authority they shall also perform work of Holidays also.
- iv. In case any manpower provided by the Agency resigns for his/her services then the Agency shall inform in writing to BMC about the same and the said manpower staff shall be bound to serve notice period of 1 month in writing and the agency shall within the said time recruit a suitable substitute in order to avoid any inconvenience in work.
- v. The Agency while submission of invoice shall provide relevant documents supporting the claim such as absentee statement of the manpower provided duly countersigned by City Planner, Proof of Statutory payment such as ESI/EPF, Performance certificate of the manpower and work performed during the month by each manpower as duly certified by the City Planner of BMC.
- vi. The Agency must submit an undertaking for all the manpower provided by it stating that they shall not claim for regularization in service as they are purely outsourced staff.
- vii. In case, it is found by City Planner, BMC that any manpower provided by the Agency is not able to work up to satisfaction then the Agency upon receipt of communication in writing shall have to replace the manpower within a period of 1 month after providing a suitable substitute.
- viii. The manpower provided by the Agency shall have to perform duties as allotted to them by their Supervisory person and their performance shall be ascertained accordingly.
- ix. In case, it is found that any manpower provided by the Agency is indulged in corrupt activities then the Agency shall immediately take steps to remove the manpower upon written communication for BMC and provide a suitable substitute within 1 month.
- x. In case the manpower provided by BMC complains about the irregularities performed by the Agency in any aspect, then BMC upon due enquiry shall have the right to terminate the Agreement with a notice period of 1 month.

#### 4. Job Roles:

##### **i. Amin:**

- a) Identification of land type, land status.
- b) Record the results of surveying and verify the accuracy of data
- c) Prepare plots, maps, and reports
- d) Take notes of land for deeds, leases, and other legal documents
- e) Make exact measurements and determine property boundaries.
- f) Provide data relevant to the shape, contour, gravitation, location, elevation, or dimension of land.
- g) Search legal records, survey records, and land titles in order to obtain information about property boundaries in areas to be surveyed
- h) Work under the supervision of Field Inspector of BMC.
- i) Perform any other duties as and when entrusted by BMC
- j) Shall work throughout the Geographical area limits of BMC

##### **ii. Field Inspector**

- a) Verification of land type, Status of land and revenue land records.
- b) Knowledge on land use of CDP and verification of land use of particular plot.
- c) Supervision of works of Amin.
- d) Verification of Lease Deed, Sale Deed, GPA, partition deed, gift deed & its authenticity with respect to ownership
- e) Record the results of surveying and verify the accuracy of data
- f) Prepare plots, maps and reports
- g) Take notes of land of deeds, leases and other legal documents
- h) Verification of exact measurements and determine property boundaries
- i) Perform any other duties as and when entrusted by BMC
- j) Shall work throughout the Geographical area limits of BMC.

##### **iii. Planning Assistants:**

- a) Review of Architectural Drawings in conformity of Building Plan Approval Guidelines and Bye-laws.
- b) Assist Assistant Town Planners / City Planner on checking the building norms in conformity with ODA (P&BS) Rules- 2020 and disposal of building plan approval.
- c) Online verification of documents and records submitted for approval.
- d) Suggesting necessary changes in the plan and design submitted in order to comply with the Building plan regulations.
- e) Make necessary scrutiny of building plans/drawings with respect to Planning and Building standard Rules-2020.
- f) Process the files for DP&BP Committee after necessary scrutiny on zoning regulation/ NOCs/ ownership etc.

#### 1. Office Space:

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

#### 2. 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 on same terms and conditions depending on performance.

**FORM A**  
**Cover Letter**

To,

**City Planner,  
Bhubaneswar Municipal Corporation,  
Vivekananda Marg, Near Kalpana Square,  
Bhubaneswar-751014, Odisha.**

Sub: Selection of an Agency to Provide Technical Manpower for Planning section of Bhubaneswar Municipal Corporation

Ref: RFP no. \_\_\_\_\_ Date \_\_\_\_\_

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 ..... 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. 2020-21

B. 2019-20

C. 2018-19

**Signature of Authorized Person and seal**

**Name and designation**

**Name of the Company**

**Dated:**

**FORM C**

**Format for Demonstrating Project Experience**

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

**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 City Planner,  
Bhubaneswar Municipal Corporation,  
Vivekananda Marg, Near Kalpana Square,  
Bhubaneswar-751014, Odisha.

**NAME OF THE PROJECT:** Financial Proposal for Selection of an Agency for providing Technical manpower for Planning 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,

<b>Sl. No.</b>	<b>Name of the Project</b>	<b>Lump sum Financial Quote per month</b>
<b>A</b>	<b>Selection of an Agency for providing Technical manpower for Planning section of Bhubaneswar Municipal Corporation, Bhubaneswar</b>	<b>Rs. 2,12,000 per month (Rs. Two Lakh Twelve Thousand Only)</b>
<b>B</b>	<b>Administrative Cost per month</b>	
<b>C</b>	<b>GST (18% of ((A) +(B))</b>	
<b>D.</b>	<b>Grant Total ((A) +(B) +(C )</b>	<b>(both in words and figure) inclusive of applicable Goods &amp; Service tax and other statutory taxes.</b>

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:**