



## Bhubaneswar Municipal Corporation

Progress through Partnership for better Bhubaneswar

XX/111-184-2021/2021/213

RFP No: 48101

Date: 12-10-2022

### Notice inviting Request for Proposal

Sealed Proposal are invited for "Selection of an Agency for Providing Technical Manpower Services to Planning Section of Bhubaneswar Municipal Corporation, Bhubaneswar" in conformity with the Terms & Conditions of the Detailed RFP from intending bidders fulfilling the terms of eligibility laid down in the RFP document. Please refer to website [www.bmc.gov.in](http://www.bmc.gov.in) for complete details and downloading the Document. The RFP document will be available from 13.10.2022 with last date of submission being 31.10.2022 till 5:00 PM.

The Pre-bid Meeting is scheduled to be held on 20.10.2022 at 4.00 PM in the Mini Conference Hall of BMC. The intending bidders are advised to mail their written queries on email id [bmcprmu@bmc.gov.in](mailto:bmcprmu@bmc.gov.in) by 19.10.2022.

For any queries please contact [bmcprmu@bmc.gov.in](mailto:bmcprmu@bmc.gov.in)

**Addl. Commissioner-II**  
**Bhubaneswar Municipal Corporation**

Memo No. 48102 / BMC Dt. 12-10-2022

Copy submitted to Director I & PR with a request to publish this notice for one day in two Odia Daily and one English dailies (All India edition - leading newspaper) using minimum space and font size of "8" at the already approved rate.

**Addl. Commissioner-II**  
**Bhubaneswar Municipal Corporation**


Memo No. 48103 / BMC Dt. 12-10-2022

Copy to P.A to Commissioner/ C.A. to Additional Commissioner for kind information of Commissioner and Additional Commissioner, BMC.

**Addl. Commissioner-II**  
**Bhubaneswar Municipal Corporation**

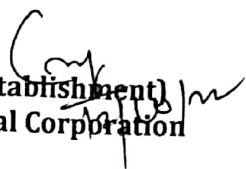
Memo No. 48104 / BMC Dt. 12-10-2022

Copy to DC (PR & Communication), BMC for kind information and necessary action.

  
Dy. Commissioner (Establishment)  
Bhubaneswar Municipal Corporation

Memo No. 48105 / BMC Dt. 12-10-2022

Copy to DC (IT), BMC for kind information and necessary action for online publication of RFP document on BMC website.

  
Dy. Commissioner (Establishment)  
Bhubaneswar Municipal Corporation



# **REQUEST FOR PROPOSAL**

**SELECTION OF AN AGENCY FOR PROVIDING  
TECHNICAL MANPOWER SERVICES  
TO  
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>13/10/2022</b>
<b>Date, Time and venue for Pre-Bid Meeting</b>	<b>20/10/2022 at 4:00 PM 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>31/10/2022 till 5:00 PM</b>
<b>Place of Delivery</b>	<b>Planning section, Bhubaneswar Municipal Corporation</b>
<b>Date and Time of Opening of Technical Proposal</b>	<b>01/11/2022 at 5:00 PM</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:bmcpmu@bmc.gov.in">bmcpmu@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 (bidder) must be a private limited company/ public limited company/ partnership firm/ limited liability partnership firm registered under relevant act(s) in India. (Copies of Incorporation / Registration certificate, PAN Card, GST Certificate to be enclosed).
- b) The applicant should have an average annual turnover of minimum Rs 25.00 Lakhs during the FY 2018-19, FY 2019-20 and FY 2020-21. (Turnover Certificate duly attested by Statutory Auditor/ Chartered Accountant and Copy of Balance Sheet, Profit & Loss Account Statement, ITR to be furnished).
- c) The applicant should have executed a minimum of 01 (one) contract of supplying technical manpower to any Government Organization/ PSU for a continuous period of at least 01 (one) year in India during the last 5 years as on published date of RFP (Copy of Work Order/ Contract/ Agreement/ Completion Certificate to be enclosed).

**Note:** For the purpose of this RFP, technical manpower includes Engineers/ Diploma/ 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 for providing Technical Manpower Services to Planning Section of Bhubaneswar Municipal Corporation, Bhubaneswar.

**PART B**

**FINANCIAL PROPOSAL** for Selection of an Agency for providing Technical Manpower Services to Planning Section of 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:

**Selection of an Agency for providing Technical Manpower Services to Planning Section of Bhubaneswar Municipal Corporation, Bhubaneswar**

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 **Commissioner, Bhubaneswar Municipal Corporation** payable at Bhubaneswar for **Rs. 5,900/-** (Rupees Five Thousand Nine Hundred 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)**

A Bidder is required to deposit, along with its Bid, a Bid Security Declaration form in the format as provided in Form – H (the "Bid Security Declaration") in lieu of Bid Security/ Earnest Money Deposit. The Bid shall be summarily rejected if it is not accompanied by the Bid Security Declaration form.

## 7. Financial proposal:

- a) The Bidder has to quote single rate for “**Service Charge per Month**” for all categories of Manpower excluding GST.
- b) Bidder whose bid has been received as per the terms and conditions of this RFP and has been technically qualified meeting the eligibility criteria and has quoted **lowest cost (L1) as Service Charge per Month** shall be declared as the **Successful Bidder (the “Selected Bidder/ L1 Bidder”)**.
- c) The Bidders shall be ranked L1, L2, L3, ...so on, etc in ascending order of their Financial Proposals. The selection will be made on the basis of the lowest quoted Service Charge per Month (L1). The Bidder quoting the Lowest will be awarded the contract and invited to sign the agreement. In the event, the lowest quoting bidder withdraws or is not selected for any reason in the first instance, BMC may invite the remaining bidders in accordance with their rank in ascending order of their Financial Proposals to match the Proposal of the aforesaid Lowest Bidder.
- d) In the event of two or more bidders quoting the same lowest service charge in their financial proposal, then the technical score of the tie bidders will be considered for selection of the successful bidder.
- e) The service charges shall be paid in multiple of number of manpower engaged with the L1 approved unit rate.
- f) There will be no enhancement in approved rate of Service Charge during the tenure of contract or in any extended period of contract, if required.
- g) BMC reserves the right to select or reject the proposal without assigning any reason thereof and BMC’s evaluation committee decision on selection shall be final and cannot be challenged at any forum.

## 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:

### I. 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 Tender document cost of Rs. 5,900/- (Indian Rupees Five Thousand Nine Hundred Only) inclusive of GST in shape of Demand Draft drawn from any scheduled commercial bank in India in favour of **Commissioner, Bhubaneswar Municipal Corporation** payable at Bhubaneswar.
- b) Photocopy of the PAN card and GST Registration Certificate.
- c) Cover Letter as per the format provided in ‘Form – A’.
- d) Bidder’s profile as per the format provided in ‘Form – B’.
- e) Power of Attorney duly notarized as per the format provided in ‘Form – C’.

- f) Financial Capacity of Bidder as per the format provided in 'Form – D' (Attach turnover certificate duly certified by Chartered Accountant, ITR, Balance Sheet, Profit & Loss Account Statement)
- g) Project Experience as per the format provided in 'Form – E'. (Attach photocopies of work orders/ contract agreement/ completion certificate)
- h) Undertaking as per the format provided in 'Form – F'.
- i) Curriculum Vitae for all the proposed positions as per the format provided in 'Form – G'.
- j) Bid Security Declaration Form as per the format provided in 'Form – H'.

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

The bidder must submit the financial Proposal as per the format provided in 'Form – I' with proper signature & seal of the authorized signatory of 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 Mini Conference Hall of BMC.

### **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:**

- i. In the first phase the proposals shall be evaluated on the basis of eligibility criteria as mentioned under Clause 2 in this RFP.
- ii. In the second phase the firms which satisfies the eligibility criteria, their technical proposals shall be evaluated, and marks shall be given based on criteria defined under Table – 1 below. Accordingly, firms will be ranked based on the marks allotted to them.

**Table – 1**

<b>Sl. No.</b>	<b>Parameter</b>	<b>Total/Max. Marks</b>
<b>1</b>	<b>FINANCIAL CAPACITY OF BIDDER</b>	<b>20</b>
	The average annual turnover of the applicant during the FY 2018-19, FY 2019-20 and FY 2020-21	
	<ul style="list-style-type: none"> <li>For 25.00 Lakhs to Rs 50.00 Lakhs – 10 marks</li> <li>More than Rs 50.00 Lakhs to 75.00 Lakhs – 15 marks</li> <li>More than Rs 75.00 Lakhs – 20 marks</li> </ul>	
<b>2</b>	<b>PROOF OF EXPERIENCE IN THE LAST 5 YEARS</b>	<b>40</b>
	The applicant should have executed a minimum of 01 (one) contract of supplying technical manpower to any Government Organization/ PSU for a continuous period of at least 01 (one) year in India during the last 5 years as on published date of RFP.	
	<ul style="list-style-type: none"> <li>For 1 contract – 2 contracts as per above criteria – 20 marks</li> <li>For 3 contracts – 5 contracts as per above criteria – 30 marks</li> <li>For more than 5 contracts as per above criteria – 40 marks</li> </ul>	
<b>3</b>	<b>TEAM COMPOSITION</b>	<b>40</b>
	Planning Assistant (4 nos. x 5 marks for each profile) – 20 marks	
	Amin (4 nos. x 4 marks for each profile) – 16 marks	
	Field Inspector (1 no. x 4 marks for each profile) – 4 marks	
	<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 work experience criteria as mentioned in the ToR): 60%

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

- iii. In case any CV does not possess the minimum qualification and/or relevant work experience then in such a case no marks shall be awarded even though minimum years of experience is as per requirement.
- iv. The minimum qualifying marks that should be obtained by the bidder for next stage of bidding is 60 marks in total.

**16. Evaluation Methodology:**

- i. The eligibility criteria of the applicant shall be assessed as per criteria mentioned under clause no. 2 of the RFP proposal.
- ii. Evaluation of technical proposals of the applicants fulfilling the eligibility criteria shall be done as per parameters mentioned at Table – 1 above.
- iii. Final Technical score shall be calculated, and technical eligibility of the bidder shall be ascertained as per criteria mentioned under point no. (iv) of Clause no. 15 of this RFP document.
- iv. The Financial Proposal of the Technically Qualified Bidders shall be opened.
- v. The Bidder quoting the lowest service charge per month shall be awarded the work.
- vi. In case, 02 (two) or more bidders quote the same rate, then the bidder who will score max. marks in technical proposal criteria shall be awarded the project.
- vii. 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.
- viii. BMC reserves the right to verify the claims made by the Bidder and to carry out the capacity assessment of the bidder and BMC's evaluation committee decision shall be final in this regard.

**17. Performance Security:**

The selected bidder, for due and faithful performance of its obligations under the contract, shall be required to provide a "Performance Security" for an amount equal to 3% of contract value in the form of a 'Bank Guarantee' / 'Demand Draft' issued from a Scheduled Commercial Bank in India drawn in favour of "Commissioner, Bhubaneswar Municipal Corporation" payable at Bhubaneswar, to Bhubaneswar Municipal Corporation prior to signing of Agreement. The performance security shall remain valid till the end of the contract period. No interest whatsoever shall be paid on the amount of Performance Guarantee deposited by the agency.

**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:**

- i. **Planning Assistant – 4 nos.**
- ii. **Field Inspector – 1 no.**
- iii. **Amin – 4 nos.**

### **2. Qualification:**

<b>SN</b>	<b>Name of the Profile</b>	<b>Qualification and Eligibility</b>	<b>Salary</b>
(i)	Planning Assistant – 4 Nos.	<ol style="list-style-type: none"> <li>i. He/ She must have passed at least Diploma/ Graduate in Architecture from an institution recognized by Govt. [preference will be given to the applicant having Graduate]</li> <li>ii. Must have at least 5 years of work 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
(ii)	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 and 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>ii. Must have at least 7 years of work experience in Field Surveying and Amin work.</li> <li>iii. Should not be above 65 years of age.</li> <li>iv. Must have basic knowledge in Computers.</li> </ol>	Rs. 24,000 / Month
(iii)	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 and should have any diploma/vocational certification in field surveying or must be a retired State Government Employee in the post of Amin/Field Inspector</li> <li>ii. Must have at least 3 years of work experience in Field Surveying and Amin work.</li> <li>iii. Should not be above 65 years of age</li> <li>iv. Must have a basic knowledge in Computers</li> <li>v. Must have knowledge of Land Settlement and Revenue Mapping</li> </ol>	Rs 20,000 / Month

### **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 BMC 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. PLANNING ASSISTANT**

- a) Review of Architectural Drawings in conformity of Building Plan Approval Guidelines and Byelaws.
- 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.

##### **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. 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

#### **5. Office Space:**

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

#### **6. Contract period**

Contract will be for a period of 02 (two) years 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 the performance of supplied technical manpower.

## FORM – A: COVER LETTER

To

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

Sub: Selection of an Agency for providing Technical Manpower Services to Planning  
Section of Bhubaneswar Municipal Corporation, Bhubaneswar

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 5,900/-** in the form of Demand Draft (DD No. \_\_\_\_\_ Dt. \_\_\_\_\_ drawn on \_\_\_\_\_) payable to the **Commissioner, Bhubaneswar Municipal Corporation at Bhubaneswar.**

We are enclosing Bid Security Declaration Form in lieu of EMD.

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,

For and on behalf of: \_\_\_\_\_

(Bidder Stamp)

(Signature, name and designation of the authorized signatory)

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.

For and on behalf of:\_\_\_\_\_

(Bidder Stamp)

(Signature, name and designation of the authorized signatory)

Dated\_\_\_\_\_



**FORM – C: POWER OF ATTORNEY**

(On Stamp Paper of relevant value)

Know all men by these presents, We \_\_\_\_\_ (name of firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr/Ms \_\_\_\_\_ (Name), son/ daughter /wife of \_\_\_\_\_ and presently residing at \_\_\_\_\_ (Address), who is presently employed with us and holding the position of \_\_\_\_\_ as our true and lawful attorney (hereinafter referred to as the “**Attorney**”), to do in our name and on our behalf, all such acts, deeds and things as are necessary in connection with or incidental to submission of our bid for the RFP “Selection of an Agency for providing Technical Manpower Services to Planning Section of Bhubaneswar Municipal Corporation, Bhubaneswar” (the “**Project**”) in response to the RFP document dated \_\_\_\_ being issued by Bhubaneswar Municipal Corporation (the “**BMC**”), including but not limited to signing and submission of all documents and providing information/responses to BMC in all matters in connection with our Bid for the above said project.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, \_\_\_\_\_ THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS \_\_\_\_ DAY OF \_\_\_. 20\_\_.

For .....

(Signature)

(Name, Designation and Address)

Witnesses:

1.

2.

(Notarized)

Accepted

.....

(Signature)

(Name, designation and address of the Attorney)

**FORM – D: FINANCIAL CAPACITY OF BIDDER**  
**(Annual Turnover)**

Financial Year	Total Turnover (in Rs.)	Average Annual Turnover (in Rs.)
FY 2018-19		
FY 2019-20		
FY 2020-21		

Name of the Chartered Accountant:

Seal of the Chartered Accountant:

(Signature and registration number of the Chartered Accountant)

Date:

For and on behalf of:\_\_\_\_\_

(Bidder Stamp)

(Signature, name and designation of the authorized signatory)

**Note:** Please provide certified copies of Audited Financial Statements (ITR, Balance Sheet and Profit & Loss Account Statement) of the Organization / Agency for over the last three Financial Years.

**FORM – E: FORMAT FOR DEMONSTRATING PROJECT EXPERIENCE**

<b>Experience in Similar Work Assignments</b>		
<b>Sl.No</b>	<b>Parameters</b>	<b>Remarks</b>
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 INR)	
6	Present status	
7	Other Information	
8	Copy of work order, agreement & client certificate	

For and on behalf of:\_\_\_\_\_

(Bidder Stamp)

(Signature, name and designation of the authorized signatory)

Dated\_\_\_\_\_

**FORM – F: UNDERTAKING FROM THE BIDDER**

*(On letter head of the Bidder)*

To

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

Sub: RFP for “Selection of an Agency for providing Technical manpower services to Planning section of Bhubaneswar Municipal Corporation, Bhubaneswar”

Sir,

We do hereby undertake that our firm is not blacklisted/ debarred by any of the Central & State Governments or Public Sector Undertakings or other Government Authorities or Local Body in India in last 3 years as on the date of the submission of the RFP.

Also, none of the work has been rescinded / terminated by any Central or State Govt. Department / Public Sector Undertaking / Other Govt. entity or local body after award of contract to us during last 3 years due to our non-performance.

We also undertake that all the manpower provided by us for the aforesaid subject shall not claim for regularization in service as they all are purely outsourced staff.

We further confirm that we are aware that our Proposal for the captioned subject would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this RFP at any stage of the Bidding Process or thereafter during the agreement period.

For and on behalf of:\_\_\_\_\_

(Bidder Stamp)

(Signature, name and designation of the authorized signatory)

Dated\_\_\_\_\_

## FORM – G: FORMAT OF CURRICULUM VITAE (CV)

1. Name of Proposed Position:
2. Name of Firm:
3. Name of Staff:
4. Date of Birth:
5. Years of Relevant Exp:
6. Number of years with the Firm:
7. Nationality:
8. Membership with Professional bodies:
9. Education:

S.No.	Education Qualification	Board / University	Year of Passing

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

10. **Languages:** (Indicate proficiency in speaking, reading and writing of each language by (Excellent, Good, Fair, Poor)

Name of Language	Speaking	Reading	Writing

### 11. Employment Record

From [Year]	To [Year]
Name of Employer:	
Position Held:	

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

### 12. List of Projects/Assignments on which the personnel has worked:

Sl No.	Name of the Client	Sector	Position Held	Key Role	Major Responsibility

For and on behalf of:\_\_\_\_\_

(Bidder Stamp)

(Signature, name and designation of the authorized signatory)

Dated\_\_\_\_\_

## FORM – H: BID SECURITY DECLARATION FORM

*(On letter head of the Bidder)*

To

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

Sub: RFP for “Selection of an Agency for providing Technical manpower services to Planning section of Bhubaneswar Municipal Corporation, Bhubaneswar”

Sir,

I/We, \_\_\_\_\_ (name and designation) on behalf of \_\_\_\_\_ (organization name), the undersigned, declare that:

1. I/We understand that, according to conditions of the RFP, bid must be supported by a Bid Security Declaration In lieu of Bid Security/ Earnest Money Deposit.
2. I/We hereby accept that BMC/ Client/ Employer/ Tender Inviting BMC shall cancel our bid and / or suspend/ prohibit/ debar/ blacklist us from participating in bidding in any contract for a period of 365 days, if we are in breach of any obligation under the bid conditions, as under (without prejudice to our rights to claim damages or any other legal recourse):
  - a) I/We have withdrawn or unilaterally modified/amended/revised, my/our Bid during the bid validity period specified in the form of Bid or extended period, if any.
  - b) Having been notified of the acceptance our Bid by BMC during the period of bid validity or extended period, if any
    - i. fail or refuse to execute the contract/ agreement, or
    - ii. fail or refuse to furnish the Performance Security Deposit.
3. I/We understand that this Bid Security Declaration shall expire if I/We are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful bidder through award of contract; or (ii) after the expiry date of the bid validity of my/our bid.

For and on behalf of:\_\_\_\_\_

(Bidder Stamp)

(Signature, name and designation of the authorized signatory)

Dated\_\_\_\_\_

## FORM – I: FINANCIAL PROPOSAL

(On letter head of the Bidder)

To

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

Sub: Financial Proposal for “Selection of an Agency for providing Technical manpower services to Planning section of Bhubaneswar Municipal Corporation, Bhubaneswar”

Sir,

We, the undersigned, offer to provide the manpower services in accordance with the RFP. Our financial proposal is inclusive of all taxes including insurance, etc. but excluding GST.

Sl. No.	Name of the Project	Lump sum Financial Quote per month
A	Selection of an Agency for providing Technical manpower for Planning section of Bhubaneswar Municipal Corporation, Bhubaneswar	Rs. 2,12,000 per month (Rs. Two Lakh Twelve Thousand Only)
B	<b>Service Charge Per Month</b> <b>(to be quoted by the bidder)</b>	
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.

In the event of any difference between figures and words, the amount indicated in words shall be taken into account.

Yours Faithfully,

Signature of Authorized Person with seal

Name and Designation

Name of the Company

Dated\_\_\_\_\_