



REQUEST FOR PROPOSAL

SELECTION OF CONSULTING FIRM FOR SETTING UP OF PROJECT MONITORING UNIT (PMU) for BHUBANESWAR SMART CITY LIMITED

**Bhubaneswar Smart City Limited
5th Floor, BSCLBhawani Mall, Saheed Nagar, Bhubaneswar, Odisha**



Bhubaneswar Smart City Limited

Block – 1, 5th Floor, BMC Bhawani Mall, SaheedNagar Bhubaneswar.-751007
e-mail Id.: bbsr.bscl@gmail.com, CIN: U74990OR2016PLC020016

NOTICE INVITATION REQUEST FOR PROPOSAL(RFP)

Bid Identification: No:5177/BSCL-165/2018

Date: 04-10-2018

1. Chief Executive Officer, BSCL invites proposals from experienced and reputed consultancy firms for Consultancy services for the following work as detailed in the table below: -

TABLE-1

SI No	Name of the Project	Bid Security	Cost of the Bid Document	Period of Services
(1)	(2)	(3)	(4)	(5)
1	SELECTION OF CONSULTING FIRM FOR SETTING UP OF PROJECT MONITORING UNIT (PMU) for BHUBANESWAR SMART CITY LIMITED	Rs. 1,00,000/-	Rs. 10,000/- +1,200/-(GST@ 12%)	24 Months

2. Bid documents will be available in Website www.tendersodisha.gov.in / www.smartcitybhubaneswar.com from **6.10.2018 to 5.00 P.M of 6.11.2018**".
3. A pre-bid meeting shall be held on **22.10.2018 at 11.30 AM** in the Conference hall of Bhubaneswar Smart City Ltd.
4. Last date/Time for receipt of proposal is **6.11.2018 till 5.00 P.M**
5. Date of presentation shall be intimated later.
6. The tender will be opened on **8.11.2018 at 11:30 AM**.
7. Date of opening of financial proposal shall be intimated later.

Sd/
Chief Executive Officer
Bhubaneswar Smart City Limited

Memo No.5178, dated :04-10-2018

Copy forwarded to the Deputy Director (Advertisement) & Deputy Secretary to Govt., I.&P.R.Dept., Odisha, Bhubaneswar with a request to get the Invitation for Request for Proposals (RFP) published in two nos. leading Odia Daily and two nos. of National English Daily Newspapers at an early date for wide circulation.

Complimentary copy of Newspapers publishing Invitation for Request for Proposals (RFP) may be sent to this office for reference and record.

Sd/
Chief Executive Officer
Bhubaneswar Smart City Limited



BHUBANESWAR SMART CITY LIMITED NOTICE INVITING REQUEST FOR PROPOSAL

Bid Identification No.5177/BSCL-165/2018 Dt.04-10-2018

1. Chief Executive officer, BSCL on behalf of Bhubaneswar Smart City Limited invites proposals from experienced and reputed Consulting firms for **"SELECTION OF CONSULTING FIRM FOR SETTING UP OF PROJECT MONITORING UNIT (PMU) for BHUBANESWAR SMART CITY LIMITED "**.
2. Bid Security : Rs.1,00,000/- To be paid in the shape such as Deposit Receipt of scheduled Bank Term De posit (Receipt) / Post Office Savings Bank Account / National I Savings Certificate/Postal Office Time Deposit Account Pledged in favor of **"Chief Executive Officer Bhubaneswar Smart City Limited"** payable at **Bhubaneswar**.
3. Cost of RFP document: 10,000/- +1200 (GST @12%) to be paid in shape of Demand Draft draw in favor of **"in favor of Chief Executive Officer Bhubaneswar Smart City Limited"** payable at **Bhubaneswar**.
4. **Period of Contract** **24 Months**
5. **RFP Documents** Request for Proposal (RFP) document consisting of detail scope of work, project details, eligibility criteria etc.can be downloaded from the website www.tendersodisha.gov.in from 06-10-2018 onwards. The bidder shall deposit the cost of RFP along with the technical proposal.
6. **Receipt of Proposals** The last date of submission of proposal by is not later than 17.00 hours on **6.11.2018** and bid will be opened on **8.11.2018** at **11.30AM** in presence of Consultants representatives who choose to attend.
7. **Pre-bid meeting:** A pre-bid meeting shall be held on 22.10.201 at 11.30 AM in the conference hall of Bhubaneswar Smart City office.
8. RFP document containing eligibility and qualification criteria in Technical bid will be opened first and evaluated. The consulting firms will be selected based on fulfilling the prescribed & eligibility criteria. Schedule of opening of financial bid will be intimated to the qualified Consulting firms subsequently.
9. For any queries and clarification, interested Consultants may visit the site and may contact Chief Executive officer BSCL at the address mentioned below.

10. Address for Communication

Chief Executive Officer, BSCL
Bhubaneswar Smart City Limited
5th Floor, BMC Bhawani Mall,
Saheed Nagar,
Bhubaneswar-751007, Odisha,
India
Tel. 0674-2548508
E-mail: bbsr.bscl@gmail.com

11. Interested Consulting firms may visit website www.tendersodisha.gov.in and www.smartcitybhubaneswar.gov.in regularly to see Corrigenda / Addenda which may be issued by Chief Executive officer, BSCL from time to time prior to submission of the proposal.
12. Chief Executive Officer, BSCL reserves the right to accept/reject any or all proposals without assigning any reason thereof.

Sd/
Chief Executive Officer
Bhubaneswar Smart City Limited

Memo No. 5178, dated 04-10-2018

Copy forwarded to the Deputy Director (Advertisement) & Deputy Secretary to Govt., I.&P.R.Dept., Odisha, Bhubaneswar with a request to get the Invitation for Proposals (IFB) published in two nos. leading Odia Daily and two nos. of National English Daily Newspapers at an early date for wide circulation.

Complimentary copy of Newspapers publishing Invitation for Proposals (IFB) may be sent to this office for reference and record.

Sd/
Chief Executive Officer
Bhubaneswar Smart City Limited

Memo No. 5179, dated 04-10-2018

Copy to the P.S. to Development Commissioner –cum A.C.S. to Govt. of Odisha for kind information of Development Commissioner-cum Chairman, Bhubaneswar Smart City Limited.

Sd/
Chief Executive Officer
Bhubaneswar Smart City Limited

Memo No. 5180, dated 04-10-2018

Copy submitted to Commissioner cum Secretary to Housing & Urban Development Dept, Govt. of Odisha, Bhubaneswar for favour of kind information.

Sd/
Chief Executive Officer
Bhubaneswar Smart City Limited

Memo No. 5181, dated 04-10-2018

Copy submitted to Commissioner, Bhubaneswar Municipal Corporation & Vice Chairman, BDA-cum Managing Director, BSCL for favour of kind information.

Sd/
Chief Executive Officer
Bhubaneswar Smart City Limited

Memo No. 5182, dated 04-10-2018

Copy submitted to Chief Engineer/Authority's Engineer, Buildings / Chief Engineer/Authority's Engineer, Bhubaneswar Development Authority Bhubaneswar for favour of kind information and wide circulation.

Sd/
Chief Executive Officer
Bhubaneswar Smart City Limited

Memo No. 5183, dated 04-10-2018

Copy submitted to CE, e- procurement, Bhubaneswar for information and necessary action. It is requested to display this Tender Notice & Documents in e - procurement portal.

Sd/
Chief Executive Officer
Bhubaneswar Smart City Limited

Memo No. 5184, dated 04-10-2018

Copy to Secretary, BDA and Additional Commissioner, BMC with a request to upload this advertisement in your web sites.

Sd/
Chief Executive Officer
Bhubaneswar Smart City Limited

A. Instruction to Bidders

1. Location of the Work

Bhubaneswar Smart City Limited, Block-1, 5th Floor, BSCLBhawani Mall, Saheed Nagar, Bhubaneswar, Odisha

2. Eligibility Criteria

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

- a. The annual average turnover of the Applicant from advisory services in India in the last five financial years shall be minimum **INR 25.00 Crores (Rupees Twenty Five Crores only)** or above.
- b. The Applicant should have experience of successfully managing a Project Monitoring Unit in any State / Central Government Agency in India for a period of at least **3 years** preferably in Urban Sector.
- c. The Applicant should have successfully completed Transaction Advisory of at least **1 PPP Project** for any State Government Agency in Odisha preferably in the urban sector.

3. Format of proposal

The proposal shall be submitted in two parts

- a. **Part A:** Technical Proposal, and,
- b. **Part B:** Financial Proposal
- c. The proposals 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.
- d. Any interlineations, erasures or overwriting 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

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.

- a. **PART A: TECHNICAL PROPOSAL** for Selection of Consulting Firm for Setting up of Project Monitoring Unit (PMU) For Bhubaneswar Smart City Limited.
- b. **PART B: FINANCIAL PROPOSAL** for Selection of Consulting Firm or Setting up of Project Monitoring Unit (PMU) for Bhubaneswar Smart City Limited.

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

PROPOSAL
For
Selection of Consulting Firm for Setting up of Project Monitoring Unit (PMU) for Bhubaneswar Smart City Limited

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

The envelopes shall be addressed to Bhubaneswar Smart City Limited at the following Address:

Chief Executive Officer,
Bhubaneswar Smart City Limited,
5th Floor, Block-I, Bhawani Mall, Bhubaneswar-751007, Odisha.

If the outer envelope is not sealed and marked as mentioned above, then BSCL will assume no responsibility for the Proposals being misplaced or opened pre-maturely.

Telex, Cable or facsimile Proposals will be rejected

5. RFP Document Fee

Non-refundable Proposal Document cost in the shape of Demand Draft / pay order from any scheduled financial bank in favor of **Chief Executive Officer Bhubaneswar Smart City Limited, Bhubaneswar**, payable at Bhubaneswar for **Rs.11,200/-**(including GST @12% (Rupees Eleven thousand and two hundred only) 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. EMD in shape of Demand Draft/Pay order from any scheduled commercial Bank in favor of **Chief Executive Officer Bhubaneswar Smart City Limited, Bhubaneswar** payable at **Bhubaneswar** for **Rs.1,00,000/- (Rupees one lakh 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.
- b. 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.
- c. The EMD shall be forfeited, if a Bidder withdraws its Proposal during the period of validity of the proposal, or, 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. BSCL will only reimburse the GST as applicable.
- b. The Quoted Fee per month shall be paid by BSCL subject to the fulfilment 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. 11,200/- (Indian Rupees Eleven thousand and two hundred only) inclusive of GST @ 12% i.e., Rs. 1200/- in shape of DD / Pay order from any scheduled commercial bank drawn in favor of Chief Executive Officer Bhubaneswar Smart City Limited, Bhubaneswar payable at Bhubaneswar.
- b. EMD amount of INR.1,00,000/- (Rupees One lakh only) in shape of DD / Pay order from any scheduled commercial bank drawn in favor of in favor of Chief Executive Officer

Bhubaneswar Smart City Limited, Bhubaneswar payable at Bhubaneswar.

- c. Photocopy of the PAN card.
- d. Cover Letter as per the format in Form-A.
- e. Bidder's profile as per the format in Form-B.
- f. Past experience of the Applicant in Form-C.
- g. (Attach photo copies of work orders along with work completion certificate. In case, 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 BSCL at the address, time and date specified (in section A. Bidding Schedule of the RFP document) through Speed Post, Registered Post or Courier only. Hand delivery is not allowed. If the specified date for the submission of Proposals is declared as a holiday for BSCL, 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 BSCL will be rejected.

12. Modifications and Withdrawal of Proposals

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

13. Pre-Bid Meeting

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

14. Proposal Opening

BSCL will open all Proposals in the presence of Bidders or their authorized representatives who choose to attend, at the date and time mentioned and in the following location.

Conference Hall

**Bhubaneswar Smart City Limited,
5th Floor, Block-I, Bhawani Mall, Bhubaneswar-751007, 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 BSCL, 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:

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

- a. In the first phase the Technical Proposals shall be evaluated on the basis of eligibility criteria as mentioned in this RFP.
- b. 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

S.No	Parameter	Total/Maximum Marks
1.	FINANCIAL CAPACITY OF BIDDER	10
	Bidder's Average Annual Turnover for the last Five Financial Years (ending 31 March 2018) has to be at least INR 25 Crores	10
	<ul style="list-style-type: none"> • For 25– 35 crores – 5 marks • For 36 – 50 crores – 7 marks • Above 50 crores – 10 marks 	
2.	PROOF OF EXPERIENCE AS PMU	
	The Bidder should have the experience of managing a Project Monitoring Unit (PMU) Consultant for at least 3 years for a Central / State Government entity.	20
	For successfully managing PMU for 3 years– 10 marks For successfully managing PMU for 3-5 years– 15 marks For successfully managing PMU for 5-8 years– 20 marks	
3.	PROOF OF EXPERIENCE IN PPP	25
	The Applicant should have successfully completed Transaction Advisory of at least 1 PPP Project for any State Government Agency in Odisha preferably in the urban sector.	25
	For successfully completing Transaction Advisory of at least 1 PPP Project – 10 marks For successfully completing Transaction Advisory of at least 2 PPP Projects – 15 marks For successfully completing Transaction Advisory of at least 3 PPP Projects – 25 marks	
4.	SUITABILITY FOR THIS SCOPE: TEAM COMPOSITION	25
	Team Leader–cum-Project Monitoring Expert	10
	Procurement cum Contract Management Expert	5
	Project Management Expert	5
	MIS cum Documentation Expert	5
5.	PRESENTATION	20
	Approach of the proposed unit along with work plan based on the terms of reference highlighting the job responsibility of each team member. The bidders shall be invited for a Power Point presentation in front of the committee to be formed by BSCL to evaluate the presentation	20
	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): **20%**
- 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): **50%**

For each Technical Proposal, the total points that can be awarded for each Bidder are 100, and the minimum technical score (St) that a Bidder requires to qualify for evaluation of the Financial Proposal is **75**.

- 1) The total score obtained by the bidder as per sub-point (2) above shall be the technical score (Ts) of the bidder.

2) **Opening of Financial Proposal**

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

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

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

3) **Combined and Final Evaluation**

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

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

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

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

16. **Evaluation Methodology:**

- a. Evaluation of technical proposals based on Table 1.
- b. Technical score shall be calculated for bidders after the presentation.
- c. After that, financial proposals of the top three ranked bidders based on their technical score (Ts) after technical evaluation shall be opened.
- d. Combined Scores shall be calculated based on Technical and financial scores as per QCBS system.
- e. The highest ranked bidder with the highest marks obtained shall be awarded with the project.

17. **Performance Security and Agreement:**

BSCCL shall issue a letter of award (LoA) along with the Draft Contract Agreement to the selected Bidder within 7 days from the opening of the financial proposals. Within 7 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 yearly contract value and enter into the contract agreement with and

start the work on an immediate basis. The format of Bank Guarantee for Performance Security will be provided by BSCL to the successful bidder.

18. Termination of contract:

- a. BSCL, 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

BSCL reserves the right, without any obligation or liability, to accept or reject any or all the proposals at any stage of the process, to cancel or modify the process or any part thereof or to vary any or all 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 BSCL 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 selected 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 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.

B. Terms of Reference

1. Background

Bhubaneswar city, ranked # 1 for its ambitious, forward-looking and comprehensive Smart City Plan is undertaking the implementation of this plan at a rapid pace. Bhubaneswar Smart City Limited, the Special Purpose Vehicle (SPV) has been created for implementation of the projects as proposed in the Bhubaneswar Smart City Plan. The projects include, Development of Smart Janpath, Construction of Multi Level Car Parkings (MLCPs), Social Equity Centre, Integrated Public Service Centres, Undertaking Integrated Improvement Infrastructure (3I) project, Government housing project near Janpath, Smart Parks etc.

BSCL has key role in facilitating integrated planning and coordinated implementation of all interventions being undertaken under Smart City Mission. These initiatives, programs and plans need to be congruent with each other and integrated with one another in terms of location / spatial, timing of implementation / project scheduling, design parameter linkages, financing through coordination amongst various implementation agencies and contracted agencies.

To facilitate such strategic coordination, forward planning, project management control, financial forecasting and budget control, BSCL intends to set up a Program Management Unit (PMU) that would support BSCL across the above mentioned areas.

2. Scope of Work

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

- a. Project initiation, conceptualization.
- b. Procurement of DPR consultants, Contractors etc.
- c. Bid process Management of projects undertaken through Public Private Partnership mode.
- d. Project Management, Monitoring and Reviewing
- e. Reviewing the Supervision consultants for both Roads and Buildings.
- f. Capacity Building
- g. Coordination with MoHUA and other State and Central Government departments.
- h. Miscellaneous support to the office of CEO and Managing Director of BSCL.

The entire team of the proposed Project Monitoring Unit (PMU) shall include the following types of Key Personnel:

1) **Experts** – This core team shall include:

- a. Team Leader-cum-Project Monitoring Expert
- b. Procurement cum Contract Management Expert
- c. Project Management Expert
- d. MIS cum Documentation Expert

2) **Associates (Architects, Urban designer/planner, Civil Engineers)** – as per the requirement advised by BSCL.

SI.No	Position	Minimum Qualification and Experience	Job Responsibility
1.	Team Leader	<ul style="list-style-type: none"> • B.E/B.Tech/B.Arch with MBA/PGDM/Master's Degree in Infrastructure Planning/Infrastructure Management/Finance from a reputed college/university. • At least 12 years of relevant experience in the field of Urban Infrastructure / Urban Planning / PPP projects out of which at least 5 years of experience as a Team Leader of a Project Monitoring Unit in a State / Central Govt. Project. • He/She should have extensive experience in Government procurement works and also successfully completed Transaction Advisory of two nos. of PPP projects. 	<ul style="list-style-type: none"> • Leading the team & reporting to CEO. • Complete project management and coordination between various stakeholders for smooth implementation of all projects of Bhubaneswar Smart City Limited.
2.	Procurement cum Contract Management Expert	<ul style="list-style-type: none"> • B.E. with PGDBM / MBA in finance from a recognized college/university. • He / She should have at least 5 years of relevant experience in procurement of Consultants, vendors for EPC and rate contract works. He should have worked at least 4 years in government sector. 	<ul style="list-style-type: none"> • Vendor Management • Ensuring Tenders or RFPs or EOIs adherence to procurement guidelines set by different government bodies • Entire bidding process management • Contract Management with vendors • Post contract monitoring and evaluation • Tracking default and penalties as per norms laid in contract
3.	Project Management cum Planning Expert	<ul style="list-style-type: none"> • B.E (Civil) with Masters/Post Graduation in Construction Management from a recognized college/university. • PMP certified professional with knowledge in Prince, MS Primavera, MS (Project) etc. • At least 5 years of relevant experience in Project planning, Scheduling, construction supervision and monitoring of buildings, roads and 	<ul style="list-style-type: none"> • Project planning, scheduling, resource allocation and monitoring, estimation and budget management, Project communications, reviewing the supervision consultants, project documentation etc.

		infrastructure projects.	
4.	MIS cum Documentation Expert	<ul style="list-style-type: none"> B.E (Computer Science) from a recognized College/university with 5 years of working experience with atleast 3 years of working experience with Govt. sector. 	<ul style="list-style-type: none"> Drafting and according approvals of minutes of project review meetings, regular updation of project progress, co-ordination with MoHUA and other Govt. departments. Preparation of presentations etc.
Associate			
5.	Architect / Urban Planner/ Urban Designer	<ul style="list-style-type: none"> Bachelor in Architecture / Bachelor in Urban Planning/ Urban Designing At least 1.5 years of relevant experience in total. 	<ul style="list-style-type: none"> Support the PMU.
6.	Civil Engineers	<ul style="list-style-type: none"> Bachelor of Engineering At least 1.5years of relevant experience in total. 	<ul style="list-style-type: none"> Support the PMU.
7.	Finance /Procurement Associate	<ul style="list-style-type: none"> PGDBM/MBA in Finance or Master in Finance/Commerce At least 1.5 years of relevant experience in total. 	<ul style="list-style-type: none"> Support the PMU.

NOTE:

The Associates (as per the above positions list) shall be made available as and when such requirement arises which is not envisaged at this stage. The compensation for this additional requirement is capped at **Rs. 50,000/-** per month per associate with an annual escalation charge of 10%.

3. Office Space:

A dedicated Office space will be provided within the Office of the BSCL for PMU team alongwith office infrastructure including a telephone, printer, fax, and sufficient desktops/laptops.

Aseparate project vehicle shall also be allocated to the PMU, for official use only, upon due approval from the competent authority in BSCL. A provision of an office boy shall also be there to be associated with the PMU.

4. Contract period

Contractwillbeforaperiodof2(two) yearsfromthedateofexecutionof Contract Agreement with BSCL with an annual escalation of 10% on the quoted price of the bidder. The agreement can be renewed after 2 years on mutually agreed terms and conditions.

FORM A
CoverLetter

RFPNo. _____

Date. _____

To,

Chief Executive Officer,
Bhubaneswar Smart City Limited,
5th Floor, Block-I, Bhawani Mall, Saheed Nagar,
Bhubaneswar-751007, Odisha.

Sub: **Technical Proposal for “Selection of Consulting Firm for Setting up of Project Monitoring Unit (PMU) for Bhubaneswar Smart City Limited”.**

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 BSCL. 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 proposals. We undertake, if our Proposal is accepted, shall 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 **INR11,200/-** in the form of Demand Draft/Pay order (DD/PO No.....Dt..... drawn on.....) in favor of Chief Executive Officer, **Bhubaneswar Smart City Limited, Bhubaneswar, Payable at Bhubaneswar.**

We are enclosing EMD of INR 1,00,000/- in the Form of Demand Draft / Pay order (DD / PO No..... Dt..... drawn on) in favor of Chief Executive Officer **Bhubaneswar Smart City Limited Bhubaneswar, Payable 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 BSCL reserves the right to reject any application without assigning any reason thereof.

Yours Faithfully,

Signature of Authorized Person and seal

Name and Designation

Name of the Company

Dated _____

Form
BBidder's Profile

1. Name of the Firm:
2. Year of Establishment:
3. Registered address of Office:
4. PAN:
5. Telephone No. & Fax No:
6. 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. 2017- 2018
- B. 2016-2017
- B. 2015 -2016

Signature of Authorized Person and seal

Name and designation Name of the Company

Dated:

FORM C(Part-I)

FormatforProjectExperience

ExperienceofManagingProjectMonitoringUnitinaGovernment Body		
Sl.No	Parameters	Remarks
1.	NameoftheGovt. Body	
2.	ProjectDescription	
3.	Location	
4.	Periodofservicerenderedbythe applicant (StartdateandEnddate)	
5.	ConsultancyFeesoftheApplicant(in IndianRupees)	
6.	Presentstatus	
7.	OtherInformation	
8.	CopyofAppointmentLettersand Agreement	

**Signatureof AuthorizedPersonandseal
Nameand designation Nameof theCompany**

Dated:

Note: Completion Certificate/Documentary proof shall be attached along with the data sheet.

FORM C(Part-2)

Experience of Successful completion of a PPP Project as Transaction Advisor		
	Parameters	Remarks
	Name of the Govt. body	
	Name of the Project	
	Location	
	(Start date and End date of the Project)	
	Name of the Developer selected	
	Date of Execution of Agreement with the Selected Developer	

Signature of Authorized Person and seal

Name and designation Name of the Company

Dated:

Note: Completion Certificate/Documentary proof shall be attached along with the data sheet.

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	Role	Major Responsibility

Languages:

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

Note: - CV's of only Experts shall be evaluated during bid process management.

FORM-E
FINANCIAL PROPOSAL

To,

Chief Executive Officer,
Bhubaneswar Smart City Limited,
5th Floor, Block-I, Bhawani Mall, Saheed Nagar,
Bhubaneswar-751007, Odisha.

Sub: Financial Proposal for “Selection of Consulting Firm for Setting up of Project Monitoring Unit (PMU) for Bhubaneswar Smart City Limited”.

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,

Name of the Project	Lumpsum Financial Quote per month
SELECTION OF CONSULTING FIRM FOR SETTING UPOF PROJECT MONITORING UNIT (PMU) for BHUBANESWAR SMART CITY LIMITED	(both in words and figure) exclusive of applicable Goods & Service tax and other statutory taxes.
GST (as applicable)	
Grant Total	(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: