NOTICE INVITING REQUEST FOR PROPOSAL (RFP)

Sealed Applications are invited for “Selection of consulting firm for setting up of Project Monitoring Unit for SWM projects in Bhubaneswar Municipal Corporation “ in conformity with the Terms & Conditions of the detailed RFP notice in a two cover system i.e. Technical and Financial proposal from intending applicants fulfilling the terms of eligibility laid down in the RFP document. Please refer to Website www.bmc.gov.in for complete details and downloading the document. The document shall be available on the website from 28.08.2018. The Last date & time of submission of proposal is 28.09.2018 till 3:30 PM.

For any queries please contact bmcpmu@bmc.gov.in

By Order,

Sd/-

Dy. Commissioner (Sanitation)
Bhubaneswar Municipal Corporation
REQUEST FOR PROPOSAL

SELECTION OF CONSULTING FIRM
for setting up of
PROJECT MONITORING UNIT
for SWM Projects in
BHUBANESWAR MUNICIPAL CORPORATION

BHUBANESWAR MUNICIPAL CORPORATION
Vivekananda Marg,
Near Kalpana Square,
Bhubaneswar - 751014
### A. BIDDING SCHEDULE

| Advertisement No. & Date | No. 28573 dated 28.08.2018  
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Availability of Request for Proposal document.</td>
<td>(Downloadable from BMC Website: <a href="http://bmc.gov.in">http://bmc.gov.in</a>)</td>
</tr>
<tr>
<td>Date, Time and venue for Pre-Bid Meeting</td>
<td>Dt 05.09.2018 at 4.00 P.M. in the mini conference hall of Bhubaneswar Municipal Corporation</td>
</tr>
<tr>
<td>Last Date of Submission of Pre-bid Query</td>
<td>04.09.2018 till 5:00 PM</td>
</tr>
<tr>
<td>Last Date of Uploading of response to Pre-bid Query</td>
<td>12.09.2018</td>
</tr>
<tr>
<td>Last date for receipt of Technical and Financial proposals (Through speed/Registered post or Courier/Hand delivery)</td>
<td>Dt 28.09.2018 till 3.30 P.M</td>
</tr>
<tr>
<td>Date and Time of opening of Technical proposals</td>
<td>Dt 28.09.2018 at 4.30 P.M</td>
</tr>
<tr>
<td>Date and Time for Technical presentation of technically eligible applicant</td>
<td>To be intimated Later</td>
</tr>
<tr>
<td>Date and Time of opening of Financial proposals</td>
<td>To be intimated Later</td>
</tr>
</tbody>
</table>
B. INSTRUCTION TO BIDDERS

1. Location of the Work
    Bhubaneswar Municipal Corporation (BMC), Vivekananda Marg, Near Kalpana Square, Bhubaneswar -751014, Odisha.

2. Eligibility Criteria
    The bidder (company incorporated under the Companies Act or a limited liability partnership registered in India), which meets the Eligibility Criteria as specified below as on the last date of submission of the RFP shall be eligible to submit a Proposal:
    
    a) Average Annual turnover of minimum INR 25 crore in last three preceding financial years (2015-16, 2016-17 & 2017-18).
    b) The Applicant should have experience of successfully managing a Project Monitoring Unit in the last five years from the proposal due date, in any government agency/ULB/PSU in India for a period of at least 3 years.
    c) The Applicant should have successfully completed at least 1 Advisory /Consulting services for solid waste management project for any government body/ULB in the last 5 years from the proposal due date.

3. Format and Signing of proposal
    The proposal shall be submitted in two parts:

    Part A: Technical Proposal - While preparing the Technical Proposal, the bidders are expected to examine the documents comprising this tender in detail. Material deficiencies in providing the information requested may result in rejection of a Proposal.

    The Technical Proposal shall provide the following information using the attached Standard Forms (Section 4 – Proposal – Standard forms).
    i  Cover Letter for Technical Proposal (Form A)
    ii  Bidders Profile (Form B)
    iii  Project Experience (Form C)
    iv  Team Composition and Task Assignment (Form D)
    v  Format for CV (Form E).

    The Technical Proposal shall not include any Financial Information

    Part B: Financial Proposal:
    In preparing the Financial Proposal, the bidders are expected to take into account the Requirements and Conditions of the tender document. The Financial Proposal shall follow Standard Forms (Form F)

    i  The proposals shall be typed or written in indelible ink and shall be signed by the authorized signatory of the bidder.
    ii  Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person signing the Proposal prior to submission of the Proposal.
iii The bidders shall express the price of their Services in Indian Rupees.
iv Final quote should be inclusive of all out of pocket/reimbursable expenses.

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

a) The Technical Proposal (Part A) and Financial Proposal (Part B) must be inserted in separate sealed envelopes, along with bidder’s name and address in the left hand corner of the envelope and super scribed in the following manner.

**PART A**

**TECHNICAL PROPOSAL** for Selection of a Consulting Firm for setting up of a Project Monitoring Unit (PMU) for SWM Projects in Bhubaneswar Municipal Corporation, Bhubaneswar.

**PART B**

**FINANCIAL PROPOSAL** for Selection of a Consulting Firm for Setting up of a Project Monitoring Unit (PMU) for SWM Projects 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 super scribed with the following:

**PROPOSAL**

For
Selection of a Consulting Firm for Setting up of a Project Monitoring Unit (PMU) for SWM Projects in 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:

Deputy Commissioner (Sanitation),
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 fee in shape of Demand Draft from any scheduled commercial bank in favour of "Bhubaneswar Municipal Corporation", payable at Bhubaneswar for Rs.11,200/- (Rupees eleven thousand and two hundred only) is to be furnished by the bidder along with the Technical Proposal. Proposals without the requisite Document Fee shall be treated as non-responsive and rejected outrightly.

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

EMD in shape of Demand Draft/bank guarantee from any scheduled Commercial Bank in favour of Bhubaneswar Municipal Corporation, Bhubaneswar payable at Bhubaneswar for Rs. 2,00,000/- (Rupees Two lakh only) only is to be furnished by the bidder along with the Technical Proposal and shall remain valid till the validity of the Proposal. Proposals without the requisite EMD shall be treated as non-responsive and rejected.

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

The EMD shall be forfeited:

a) If a Bidder withdraws its Proposal during the period of validity of the proposal,

Or,

b) If the successful Bidder fails to execute the agreement or the work assigned.

7. **Financial proposal:**

a) The financial proposal shall be the **Quoted Fee per month** and shall be submitted in the given format i.e., Form-F. All Taxes and surcharges as applicable shall be paid by the selected Consultants / Firms. BMC will only reimburse the GST as applicable.

b) Final quote should be inclusive of out of pocket/reimbursable expenses.

c) The Quoted Fee per month shall be paid by BMC subject to the fulfilment of conditions in this RFP / Agreement by the selected bidder.

d) The Financial proposal shall separately mention the GST amount.

8. **Validity of Proposal**

Proposals shall remain valid for 180 days from the last date of submission of proposals. A proposal valid for a shorter period shall be rejected as 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 Fee of INR 11,200/- (Indian Rupees Eleven thousand and two hundred only) inclusive of GST, in shape of DD from any scheduled commercial bank drawn in favour of “Bhubaneswar Municipal Corporation”, payable at Bhubaneswar.

b) EMD amount of INR 2,00,000/- (Rupees Two lakh only) in shape of DD / bank guarantee from any scheduled bank drawn in favour of “Bhubaneswar Municipal Corporation”, payable at Bhubaneswar.

c) Copy of the PAN card & GST registration certificate.

d) Cover Letter as per the format in Form-A.

e) Bidder’s profile as per the format in Form-B.

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

g) Team composition and task assigned along with Curriculum Vitae for all the proposed positions as per the format in Form-D and E.

2. PART B (Financial Proposal)

The Bidder must submit the Financial Proposal as per the format in Form-F with proper signature and 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 Speed Post, Registered Post or Courier or by hand delivery 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 Conference Hall. The same may be mailed to bmcpmu@bmc.gov.in

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 and time of opening of the Financial Proposals will be intimated to the qualifying Bidders later.

15. **Bid Evaluation Methodology:**

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

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

2) In the second phase the firms which satisfy the eligibility criteria shall be given marks based on Table: 1 of this RFP. Accordingly, firms will be ranked based on the marks allotted to them.

**Table 1: Evaluation criteria**

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<tr>
<th>S. No.</th>
<th>Parameter</th>
<th>Total/ Maximum Marks</th>
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<tr>
<td>1</td>
<td>FINANCIAL CAPACITY OF BIDDER</td>
<td>15</td>
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Bidder’s Average Annual Turnover for the last Three Financial Years (ending 31 March 2018) has to be at least INR 25 Crore

- Between INR 25–50 crore – 10 marks
- More than INR 50 crore – 15 marks

PROOF OF EXPERIENCE IN THE LAST 5 YEARS

Experience for running Program Management Unit (PMU) for at least three years duration with ULBs/ any government entity in India, undertaken in the past 5 years.

- 1 project – 5 marks
- 2 to 4 projects – 7 marks
- More than 4 projects – 10 marks

Experience of executing solid waste management projects in India in past five years.

- 1 project – 7 marks
- 2-3 projects– 10 marks
- More than 3 projects – 15 marks

SUITABILITY FOR THIS SCOPE: TEAM COMPOSITION

- Team Leader/SWM Expert
- Contract Management Expert
- Project Monitoring Expert

APPROACH AND METHODOLOGY

Understanding of Corporation and its objectives of the assignment and terms of reference

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 / BMC to evaluate the presentation.

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 70.

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

4) **Opening of Financial Proposal**

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

   \[ Fs = 100 \times \frac{FM1}{F1} \]

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

5) **Combined and Final Evaluation**

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

   \[ S = Ts \times Tw + Fs \times Fw \]

   (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:**

   1) Evaluation of technical proposals based on Table 1.
   2) Technical scores shall be calculated for Bidders after the presentation.
   3) After that, financial proposals of the top three ranked Bidders based on their technical score (Ts) after technical evaluation shall be opened.
   4) Combined Scores shall be calculated based on Technical and financial scores as per QCBS system.
   5) The highest ranked Bidder with the highest marks obtained shall be awarded with the project.

17. **Performance Security and Agreement:**

   BMC shall issue a letter of award (LoA) along with the Draft Contract Agreement to the selected Bidder within 15 days from the opening of the financial proposals. Within 15 days of such issuance, the selected firm is required to submit a Performance Security in the form of Bank Guarantee for an amount equivalent to 10% of the contract value and enter into the contract agreement with BMC and start the work on an immediate basis.
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 or 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. Objective

A Project Management Unit is envisioned to support, monitor and manage all these different sanitation/waste management related activities of BMC. Since this will involve wide spectrum of activities covering different walk of a civic body, it is imperative to have professionals who can provide technical assistance and Project Management support to BMC. PMU for sanitation is to bring sustained improvement in municipal service delivery to effectively address the basic needs of citizens of Bhubaneswar.

Improve basic service delivery in a more transparent and accountable manner:

- Elimination of open defecation.
- Eradication of Manual Scavenging.
- Modern and Scientific Municipal Solid Waste Management as per SWM Rule 2016.
- To effect behavioural change regarding healthy sanitation practices.
- Help generate awareness about sanitation and its linkage with public health.
- Capacity Augmentation for ULB.
- To create an enabling environment for public and private sector participation in Capex (capital expenditure) and Opex (operation and maintenance expenditure).
- Establish a collaborative partner relationship between departments working in sanitation sector.
- Urban sector policy, programme design and implementation.
- Upgrade provincial information systems for planning, operations, monitoring and evaluation (M&E).
- Deepen the capacities of local body administration.
- Conduct City Sanitation Task Force (CSTF) meetings to achieve above mentioned targets.

2. Duration of the Contract

Contract will be for a period of 3 years from the date of signing of the contract with BMC with an annual escalation of 10%. The contract can be renewed after 3 years on mutually agreed terms and conditions.

3. Scope of Work

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

a) Project Management, Monitoring and reviewing of all Sanitation related projects.

b) Drafting of Municipal Corporation rules, regulations & policies related to waste management whenever necessary.
c) Support in defining and implementing service level benchmarks of service agencies.
d) To come up with effective enforcement modules for all policies adopted for sanitation.
e) Capacity Building activities
f) Bid Process Management

3.2 Sanitation PMU Cell comprise of qualified professionals and support staff to provide technical, managerial, strategic and professional assistance. The major roles and responsibilities of the Sanitation PMU Cell shall be as follows:

a) Assist BMC in formulation of guidelines to operationalize different components of the sanitation strategy and SBM; including third party roles, etc.
b) Support BMC in implementing Sanitation Plan, specifying time frame, operational components, guidelines and in channelling financial resources from State, Central and externally aided sources/ and providing technical assistance required by BMC
c) Monitoring of existing as well as upcoming contracts.
d) In the work of operationalizing the sanitation strategy, the PMU will assist, advise and carry out empanelment of advisors, specialized government institutions, other third party service providers and onboarding of manpower agencies for engaging professionals and field staff as and when required.
e) It would strive to bring in and learn from successful experiences implemented in other cities on the sanitation stream; develop collaborations and suitable models for technical options and social mobilization.
f) Examine the need and possibilities of improving and securing (making safe) the work conditions of field staffs, and devise the appropriate rules and procedures to achieve the same.
g) Any other assignment that may be required for successful implementation of Sanitation Strategy and SBM objectives.

3.3 Team Composition:

<table>
<thead>
<tr>
<th>S. No</th>
<th>Position</th>
<th>Minimum Qualification and Experience</th>
<th>Job Responsibility</th>
</tr>
</thead>
</table>
| 1     | Team Leader/ SWM Expert     | Engineering graduate in Civil / Mechanical / Chemical / Environment engineering or Masters in Environmental Sciences with MBA with experience of at-least 10 years | Management of entire team  
Management of entire team  
Complete project management and coordination between various stakeholders/ agencies for smooth implementation of all sanitation related projects of Bhubaneswar Municipal |
| 2 | Contract Management Expert |
|------------------------------------------------|
| • Chartered Accountant/ MBA (Finance) |
| • 7 years’ Experience out of which at least 3 years’ Experience in monitoring & evaluation of contracts |
| • Monitoring and carrying out all the activities related to waste Management in Co-ordination with other experts |
| • Procurement relating to Sanitation activity |
| • Co-ordination with City Health office and Sanitary Agencies for Sanitation activity during Programs, Events organized by Government Department/Organisation |
| • Co-ordination for Resolution of Grievances related Sanitation |
| • Co-ordination with Stakeholders for IEC\(^1\) related Activities and Training |

| 3 | Project Monitoring Expert |
|------------------------------------------------|
| • Engineering graduate in Civil / Mechanical / Chemical / Environment engineering or Masters in Environmental Sciences with MBA |
| • Minimum 3 year |
| • Monitoring of work of engaged agencies as per contract |
| • Managing databases for Sanitation related activities |
| • Generating periodical reports as and when required by |

\(^1\) Information, education and communication
experience in Database Management and Generation of Periodical reports

- **Project Associates**: Project Associates shall be made available as and when such requirement arises and/or a separate work is being assigned to the team which is not envisaged at the moment. A prior notice of one month shall be provided by BMC for requirement of such Associates. The compensation for this additional requirement is capped at Rs. 50,000/- per month per associate and will not form part of financial proposal.

| 1 | Project Associates | MBA/B.Arch/BE/B. Tech / Master’s degree (preferably Environmental Planning/ Engineering) | Minimum 1 years’ experience in relevant field | Field Monitoring and implementation of sanitation activities in the BMC | Co-ordination for immediate action towards any grievance relating to Sanitation or other activities | Providing Support to Team Leader/BMC for Sanitation/other activity during Programs, Events organized by Government Department/ Organisation |

4. **Office Space:**

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

As per the requirement ascertained, a project vehicle may also be allocated to the PMU, for official use only, upon due approval from the competent authority in BMC,
D. / PROPOSAL - STANDARD FORMS
(to be submitted on letter head of the bidder duly signed by authorized signatory)

FORM A - COVER LETTER

Date:____

To,
The Deputy Commissioner (Sanitation),
Bhubaneswar Municipal Corporation,
Vivekananda Marg, Near Kalpana Square,
Bhubaneswar-751014, Odisha.

Subject: Selection of consulting firm for setting up of project monitoring unit for SWM projects in Bhubaneswar Municipal Corporation

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 Fee of INR 11,200/- in the form of Demand Draft (DD No....... Dt.............. drawn on .................) payable to the Bhubaneswar Municipal Corporation at Bhubaneswar.

We are enclosing EMD of INR 2,00,000/- in the Form of Demand Draft / BG (DD / BG No....... Dt.............. drawn on (......................) payable to the 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 and seal

Name and Designation

Name of the Company
Form  B – BIDDER’S PROFILE

1. Name of the Firm:
2. Year of Establishment:
3. Registered address of Office:
4. PAN & GST No.:
5. Telephone No. & Fax No:
6. E. Mail Address:
7. Brief description of background of the firm for this assignment.
8. No. of years of proven experience of providing similar services.
9. Average Annual turnover of the Applicant (in INR) during the last three Financial Years. (Please attach copy of three Audited Financial Statements)

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>Annual Turnover (INR cr.)</th>
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<tbody>
<tr>
<td>2017-18</td>
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<td>2016-17</td>
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<td>2015-16</td>
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Signature of Authorized Person and seal

Name and designation

Name of the Company

Dated: .......................
FORM C – PROJECT EXPERIENCE

<table>
<thead>
<tr>
<th>Assignment Name:</th>
<th>Location:</th>
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<tr>
<th>Name and address of Employer:</th>
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<tr>
<th>Start Date (Month / Year):</th>
<th>Completion Date (Month / Year):</th>
<th>Approx. Value of Services (Rs.):</th>
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<th>Name of Associated Consultant/ Firms, if any:</th>
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<th>Name of Senior Staff (Project Director / Coordinator, Team Leader) involved and Functions performed:</th>
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<tr>
<th>Description of Project and services provided by your staff</th>
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Signature of Authorized Person and seal
FORM   D - TEAM COMPOSITION AND TASK ASSIGNMENT

Team proposed

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<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>Position</th>
<th>Task assigned</th>
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FORM E - FORMAT FOR CV

(Mentioning the position is mandatory)

Name of Firm:

Name of Staff:

Date of Birth:

Years of Relevant Exp:

Number of years with the Firm:

Nationality:

Membership with Professional bodies:

Education:

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

Employment Record

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

List of Projects/Assignments on which the personnel has worked

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Name of the Client</th>
<th>Sector</th>
<th>Position Held</th>
<th>Key Role</th>
<th>Major Responsibility</th>
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Languages:

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

Note: - CVs of only Experts shall be evaluated during bid process management. The CVs should be recently signed by the proposed staff or the Authorized Representative signing the Proposal.
FORM F - FINANCIAL PROPOSAL
(to be submitted on letter head of the bidder duly signed by authorized signatory)

Date:

To,
Deputy Commissioner (Sanitation),
Bhubaneswar Municipal Corporation,
Vivekananda Marg, Near Kalpana Square,
Bhubaneswar-751014, Odisha.

Sub: Financial Proposal for Selection of a Consulting Firm for Setting up a Project Monitoring Unit (PMU) for SWM Projects in 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,

<table>
<thead>
<tr>
<th>Name of the Position</th>
<th>Lump sum Financial Quote per month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Leader/ SWM Expert</td>
<td>__________________ (both in words and figure)</td>
</tr>
<tr>
<td>Contract Management Expert</td>
<td>__________________ (both in words and figure)</td>
</tr>
<tr>
<td>Project Monitoring Expert</td>
<td>__________________ (both in words and figure)</td>
</tr>
<tr>
<td>SUB-TOTAL</td>
<td>__________________ (both in words and figure)</td>
</tr>
<tr>
<td>GST (as applicable)</td>
<td>................................................ (both in words and figure)</td>
</tr>
<tr>
<td>Grant Total</td>
<td>................................................ (both in words and figure) inclusive of applicable Goods &amp; Service tax and other statutory taxes.</td>
</tr>
</tbody>
</table>

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid up to 180 days from the last date of submission of proposal.

This Financial Proposal covers remuneration for all personnel cost, all incidental manpower expenses. The Financial proposal is without any condition.

Yours Faithfully,

Signature of Authorized Person and seal

Name & designation: