



## Sambalpur Municipal Corporation, Sambalpur

E-mail: [sambalpurm.hud@nic.in](mailto:sambalpurm.hud@nic.in)

Ph: 0663-2411316

No 5020

/Date. 26.05.22 SMC- 2022-23

### **NOTICE INVITING REQUEST FOR PROPOSAL (RFP)**

1.The Municipal Commissioner on behalf of the Sambalpur Municipal Corporation invites REQUEST FOR PROPOSAL (RFP) in Sealed Applications in **two-cover system i.e. Technical and Financial proposal** in conformation with detailed RFP Notice from qualified experienced and financially sound consulting firm for "**Selection of consulting firm for Establishment of Project Management Unit (PMU) in Sambalpur Municipal Corporation**" having license, registration certificate, GST,PAN income tax clearance certificate in conformation with the term and condition from intending applicants fulfilling the eligibility criteria and other qualifying requirement. Please refer to Website [www.smcsambalpur.nic.in](http://www.smcsambalpur.nic.in) & [www.sambalpur.nic.in](http://www.sambalpur.nic.in) for complete details and downloading the document.

Sl No	Scope of work	Cost of Document in Rs. ( Non Refundable)	Earnest Money Deposit ( EMD) in Rs.
1	2	3	4
1	<b>Selection of consulting firm for Establishment of Project Management Unit (PMU) in Sambalpur Municipal Corporation</b>	10,000/-	<b>Rs 0/-</b>

Last date for receipt of Technical and Financial proposals (Through speed / Registered post or Courier)

**5.00PM of 22.06.2022**

Name and address of the office	<b>Municipal commissioner, Sambalpur Municipal Corporation, Sambalpur-768006 Email: <a href="mailto:sambalpurm.hud@nic.in">sambalpurm.hud@nic.in</a></b>
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2. Contract and other necessary documents can be seen in the website [www.smcsambalpur.nic.in](http://www.smcsambalpur.nic.in) & [www.sambalpur.nic.in](http://www.sambalpur.nic.in).

3. **Cost of RFP Document:** Cost of RFP Document specified in column 3 of table of N.I.T. Non-refundable Proposal Document fee in shape of Demand Draft from any scheduled commercial bank in favour of "Commissioner, Sambalpur Municipal Corporation", payable at Sambalpur for Rs.10,000/- (Rupees ten thousand only) towards cost of RFP document 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 out rightly.

4. **Earnest Money Deposit(EMD):**As per office memorandum 8943/F / FIN-COD-MISC-0007-2019 dt 18.03.2021, 18281/WD dt.31.12.21 & 8475/F dt.05.04.22 no provision regarding Bid Security should be kept in the Bid Documents and only provision for " Bid Security Declaration" to be furnished by the Bidder.

5. The Bid documents will be available in the website [www.smcsambalpur.nic.in](http://www.smcsambalpur.nic.in) & [www.sambalpur.nic.in](http://www.sambalpur.nic.in) from **11.00 AM of dt.27.05.2022 to 5.00 PM of dt.22.06.2022.**

6. RFP shall be received on or before **5.00 PM of dt.22.06.2022.**

7. The RFP document shall contain copy of (a) Registration certificate, (b) PAN, (c) GST registration certificate, license and other document required and special condition if any.
- Even if qualifying criteria are met, the applicant will be disqualified for the following reason
  - if inquired and convinced by the department as to making a false statement or declaration in APPENDIX-A to G
8. Applicant should read the terms and conditions carefully before submission of proposal.
9. All original documents along with Affidavit of lowest Applicant will be verified before issue of work order.
10. Applicants shall be deemed to have the nationality of India.
11. **The Authority reserves the right to cancel any or all the bids without assigning any reason thereof.**

  
Municipal Commissioner  
Sambalpur Municipal Corporation

Memo No. 5021 /SMC

dt. 28.05.2022

Copy submitted to the Director Municipal administration & Ex-Officio Additional secretary to Government, H & UD deptt. Odisha, Bhubaneswar for information.

  
Municipal Commissioner  
Sambalpur Municipal Corporation

Memo No. 5022 /SMC

dt. 26.05.2022

Copy submitted to the Dist. Magistrate & Collector, Sambalpur for information.

  
Municipal Commissioner  
Sambalpur Municipal Corporation

Memo No. 5023 /SMC

dt. 26.05.2022

Copy submitted to the Chief Engineer- Cum – Addl. Secretary, H&UD Department & ILW, SMC for information & with a request to display this notice in his office notice board for wide circulation.

  
Municipal Commissioner  
Sambalpur Municipal Corporation

Memo No. 5024 /SMC

dt. 26.05.2022

Copy to the office notice board/MIS, SMC for information and instructed for uploading of RFP documents in [www.smcsambalpur.nic.in](http://www.smcsambalpur.nic.in) & [www.sambalpur.nic.in](http://www.sambalpur.nic.in) for wide circulation and to check mail for any Pre-bid Query and Uploading of response to Pre-bid Query before timeline.

  
Municipal Commissioner  
Sambalpur Municipal Corporation

Memo No. 5025 /SMC

dt. 26.05.2022

Copy to the PIO, NIC, Sambalpur for information and instructed for uploading of RFP documents in [www.sambalpur.nic.in](http://www.sambalpur.nic.in) for wide circulation.

  
Municipal Commissioner  
Sambalpur Municipal Corporation

# SAMBALPUR MUNICIPAL CORPORATION



## NOTICE INVITING REQUEST FOR PROPOSAL (RFP)

Sealed Applications are invited for "Selection of consulting firm for Establishment of Project Management Unit (PMU) in Sambalpur 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.smcsambalpur.nic.in](http://www.smcsambalpur.nic.in) & [www.sambalpur.nic.in](http://www.sambalpur.nic.in) for complete details and downloading the document. The document shall be available on the website from **27.05.2022**. The Last date & time of submission of proposal is **22.06.2022** till 5:00 PM. For any queries please contact [sambalpurm.hud@nic.in](mailto:sambalpurm.hud@nic.in)

  
Municipal Commissioner  
Sambalpur Municipal Corporation

Memo No. 5026 /SMC dt. 26/05/2022

Copy submitted to [iprnews@gmail.com](mailto:iprnews@gmail.com) with are request to publish the matter in two Odia daily and in One English daily newspaper in one issue as per the prescribed I&PR rate and submit bills in duplicate along with publication paper for payment.

  
Municipal Commissioner  
Sambalpur Municipal Corporation



# **SAMBALPUR MUNICIPAL CORPORATION**



## **REQUEST FOR PROPOSAL**

**FOR**

**SELECTION OF CONSULTING FIRM FOR  
ESTABLISHMENT OF PROJECT  
MANAGEMENT UNIT (PMU) IN  
SAMBALPUR MUNICIPAL CORPORATION**

**SAMBALPUR MUNICIPAL CORPORATION  
DURGAPALI, SAMBALPUR (ODISHA)-  
768006**

## A. BIDDINGSCHEDULE

Availability of Request for Proposal document.	(Downloadable from Website: <a href="http://www.smcsambalpur.nic.in">www.smcsambalpur.nic.in</a> & <a href="http://www.sambalpur.nic.in">www.sambalpur.nic.in</a>
Date, Time and venue for Pre-Bid Meeting	Bid Meeting <b>Dt.10.06.2022 at 11.00 A.M.</b> in the Conference hall of Sambalpur Municipal Corporation
Last Date of Submission of Pre-bid Query through E-mail Only(sambalpurm.hud@nic.in)	<b>09.06.2022 till 5.00 P.M</b>
Last Date of Uploading of response to Pre-bid Query	<b>13.06.2022</b>
Last date for receipt of Technical and Financial proposals (Through speed / Registered post or Courier)	<b>Dt 22.06.2022 till 5.00 P.M</b>
Date and Time of opening of Technical proposals	<b>Dt 23.06.2022 at 4.00 P. M</b>
Date and Time for Technical presentation of technically eligible applicant (15 Minutes Only)	<b>Dt 24.06.2022 at 5.00 P. M</b>
Date and Time of opening of Financial proposals	To be intimated Later

## B. INSTRUCTION TO BIDDERS

1. Applicants shall be deemed to have the nationality of India.
2. **Location of the Work**  
Sambalpur Municipal Corporation (SMC), Sambalpur -768006, Odisha.

3. **Eligibility Criteria**

The bidder (company incorporated under the Companies Act or a limited liability partnership Or Registered under any Act of Govt. of India or State Govt. 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 5 crore in last three preceding financial years (2018-19, 2019-20 & 2020-21)).
- b. The agency must have successfully undertaken at least either of the following Similar assignment/project of value specified herein during the last five financial years as on last date of submission for similar programmes in similar conditions. One project of similar nature not less than the amount Rs. 0.5 crores contract fee with minimum operation of 1 year.

**Similar Project / Assignment Means**

Projects covering Door to Door (D2D) survey, Public Awareness Programs, Stakeholder consultation, Feasibility studies, IEC activities, workshops and training programmes etc in an urban scenario for Solid Waste Management and / or House Sewer Connections or Housing / Slum Development projects in the urban / environment. Past record of working experience in the State of Odisha will be an added advantage.

4. **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-D).

- I. Cover Letter for Technical Proposal (APPENDIX-A)
- II. Bidders Profile (APPENDIX-B)
- III. Project Experience (APPENDIX- C)
- IV. Information regarding current litigation, debarring/ expelling of the Quotation or abandonment of the work by the applicant (APPENDIX-D)
- V. No Relationship Certificate in (APPENDIX-E)
- VI. Bid Security Declaration (APPENDIX-F)
- VII. Format for CV (APPENDIX-G).

The Technical Proposal shall not include any Financial Information. Date and Time for Technical presentation of technically eligible applicant (15 Minutes Only) to be intimated later.

**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 (PART-II).

- a. The financial proposal shall be the Quoted in percentage of service charge and shall be submitted in the given format i.e., Part-II. All Taxes and surcharges as applicable except GST shall be paid by the selected Agency. SMC will only reimburse the GST as applicable. TDS will be deducted from the bill as per law from the agency.
- b. Final quote should be inclusive of all out of pocket/reimbursable expenses.
- c. The Quoted Fee per month shall be paid by SMC subject to the fulfillment of conditions in this RFP / Agreement by the selected bidder.
- d. The Financial proposal shall separately mention the GST amount.

**Note:**

- 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 not be allowed for submission of the Proposal.
- iii. The bidders shall express the price of their Services in Indian Rupees.

**5. 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 Establishment of Project MANAGEMENT Unit (PMU) in Sambalpur Municipal Corporation, Sambalpur

**PART B**

FINANCIAL PROPOSAL for Selection of a Consulting Firm for Establishment of Establishment of Project MANAGEMENT Unit (PMU) in Sambalpur Municipal Corporation, Sambalpur

- 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 Establishment of Project  
MANAGEMENT Unit (PMU) in Sambalpur Municipal Corporation,  
Sambalpur**

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 Commissioner, Sambalpur Municipal Corporation at the following Address:



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

e. Telex, Cable or facsimile Proposals will be rejected.

**6. RFP Document Fee**

Non-refundable Proposal Document fee in shape of Demand Draft from any scheduled commercial bank in favour of "Commissioner, Sambalpur Municipal Corporation", payable at Sambalpur for Rs.10,000/- (Rupees ten thousand only) towards cost of RFP document 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 out rightly.

**7. Earnest Money Deposit (EMD) :** As per office memorandum 8943/F / FIN-COD-MISC-0007-2019 dt 18.03.2021, 18281/WD dt.31.12.21 & 8475/F dt.05.04.22 no provision regarding Bid Security should be kept in the Bid Documents and only provision for " Bid Security Declaration" to be furnished by the Bidder.

**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 nonresponsive.

**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 Fee of INR 10,000/- (Indian Rupees ten thousand only) in shape of DD from any scheduled commercial bank drawn in favour of "Commissioner, Sambalpur Municipal Corporation", payable at Sambalpur.

b) Bid Security Declaration as per the format in Appendix-F.

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

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

e) Bidder's profile as per the format in Appendix-B.

f) Past experience of the Applicant in Appendix-C.

(self attested 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) The Curriculum Vitae for all the proposed positions as per the format in Appendix-G.

h) Information regarding current litigation, debarring expelling of quotationed or abandonment of work by the quotationer as per the format in Appendix-

D.



- i) Certificate of no relationship certificate as per the format in Appendix-E.

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

The Bidder must submit the Financial Proposal as per the format in Part-II with proper signature and seal of the Bidder.

### **10. Deadline for submission of Proposals**

Proposals filled in all respect must reach SMC at the address, time and date specified in Section A – Bidding Schedule of the RFP document through Speed Post, Registered Post or Courier only. If the specified date for the submission of Proposals is declared as a holiday for SMC, Sambalpur, 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 SMC will be rejected. SMC will not be held responsible for any postal/ courier delay.

### **12. Amendment/modification in RFP**

At any time prior to deadline for submission of proposal SMC may for any reason modify the RFP document by issuance of amendment/addendum. Such amendments shall be posted on the website [www.smcsambalpur.nic.in](http://www.smcsambalpur.nic.in) & [www.sambalpur.nic.in](http://www.sambalpur.nic.in).

### **13. Modifications and Withdrawal of Proposals**

No modifications to the Proposal shall be allowed once it is received by SMC, Sambalpur.

### **14. Pre-Bid Meeting**

A pre-bid meeting as per the Bidding Schedule will be conducted at the SMC Conference Hall as per the schedule mentioned in this RFP. The same queries may be mailed to the email ID ([sambalpurm.hud@nic.in](mailto:sambalpurm.hud@nic.in)) by the agency on or Before Dt. **09.06.2022**.

### **15. Proposal Opening**

**The technical proposal shall be opened on the due date & time and will be evaluated first.**

SMC 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, Sambalpur Municipal Corporation, Durgapali, Sambalpur-768006, 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 SMC, 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.

### **16. 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**

Sl. No	Parameter	Total/ Maximum Marks
1	<b>FINANCIAL CAPACITY OF BIDDER</b>	<b>15</b>
	Bidder's Average Annual Turnover for the last Three Financial Years (ending 31 March 2021) has to be at least INR 5 Crore <ul style="list-style-type: none"> <li>Up to 5 crore - 5marks</li> <li>More than 5 crore to 10 crore - 10marks</li> <li>More than 10 Crore- 15marks</li> </ul>	15
2	<b>PROOF OF EXPERIENCE IN THE LAST 5 YEARS</b>	<b>20</b>
	Experience for running Program Management Unit (PMU) for Similar project at least for one year duration with ULBs/ any government entity in India, undertaken in the past 5 years with annual contract fee of above Rs 0.5 Cr. For Each similar project 5 marks subject to maximum 20 Marks.	20
3	<b>Institutional Strength</b>	<b>15</b>
	The Bidders must have of below mentioned domain specialist /Expert/ on their Payroll: <ol style="list-style-type: none"> <li>Finance Management</li> <li>Environment/ SWM</li> <li>Engineering Project Urban( Water/ Sewerage /Housing/ Other urban Infrastructure</li> </ol> The bidders must submit 1 (one) CV each of the above experts. The making on the submitted CVs will be done as under: <p><b>i. For Qualification of specialist /Expert - 2 marks for each CV.</b>            (For MBA/ M.tech /MSC/ Masters in relevant domain or any recognised Professional degree )-02 mark each Experts or            B.Tech / Bachelor Degree in relevant domain 1 mark each experts, subject to maximum 6 mark)</p> <p><b>ii. Project Experience- 1 marks for each CV.</b>            Each Domain specialist /Expert must have relevant project Experience and must have completed 2 best Government projects each.            (1 mark each CV subject to maximum 3 mark )</p> <p><b>iii. Relevant Experience- 2 marks for each CV.</b>            Each Domain specialist /Expert must have minimum experience of 10 years in relevant domain/sectors.1 mark each.            and            Experience of 12 or More years, additional 1 mark each.            (subject to maximum 6mark)</p>	15
4	<b>SUITABILITY FOR THIS SCOPE: TEAM COMPOSITION (Key Experts' qualifications and competence for the Assignment)</b>	<b>25</b>
	I. Team Lead-cum-Management Expert	05
	II. Solid Waste Management (SWM) Expert	05
	III. Social Development-cum-Capacity building Expert	05
	IV. Municipal Finance-cum-Procurement Expert	05
	V. Engineering Expert	05
5	<b>PRESENTATION ON APPROACH AND METHODOLOGY</b>	<b>25</b>
	Understanding of Corporation and its objectives of the assignment and terms of reference	10
	Approach of the proposed unit along with work plan based on the terms of reference highlighting the job responsibility of each team member.	15
	<b>Total</b>	<b>100</b>



NB: The age limit of any of experts / specialists proposed should not be more than 45 years.

The number of points to be assigned to each of the experts/ specialist 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 experience in relevant sector as mentioned in the ToR): 60%
3. The total score obtained by the bidder as per sub-point (2) of bid of technical evaluation of above shall be the technical score (Ts) of the bidder. Applicants should score at least 70 points for being considered for opening of financial bid.
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:

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

(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.

**17. Evaluation Methodology:**

- 1) Evaluation of technical proposals based on Table1.
- 2) Technical scores shall be calculated for applicants after the presentation.
- 3) After that, financial proposals of the Bidders scoring 70 mark or above 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 formula as above.
- 5) The highest ranked Bidder with the highest combined marks obtained shall be awarded with the project.

**18. Performance Security and Agreement:**

SMC shall issue a letter of award (LoA) along with the Draft Contract Agreement to the selected Bidder within 07 days from the opening of the financial proposals. Within 07 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 3% of the contract value and enter into the contract agreement with SMC and start the work on an immediate basis.



**19. Termination of contract:**

- a. SMC, 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.

**20. Working Conditions Leave etc.**

The deployed staff would follow the same working conditions, leaves etc. as decided by the SMC.

**21. Travel, TA/DA Norms**

The deployed staff would follow the Travel, TA/DA norms etc. as being acceptable to SMC and to be guided as per the provisions of TA applicable to total SMC staffs.

**22. Right to Accept or Reject**

SMC 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.

**23. Conflict of Interest**

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

**24. Disputes**

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

**25. 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.

**26. 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.

**27. 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 SMC 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.

**28. Other Conditions**

- I. Sambalpur Municipal Corporation will release the monthly bill including man power deployed by the Agency, administrative and other charges subject to submission of invoice, Absentee statement and other documents by the Agency on or before 25th of each month. SMC shall pay the amount as per the invoice by 10<sup>th</sup> day of every month by way of e-transfer / RTGS / NEFT.
- II. The Agency will be responsible for statutory and legal compliances like EPF, ESI, leave, court matters etc. during engagement of staff by them. The Agency shall be responsible for contributions towards EPF & ESI etc. wherever applicable.
- III. Remuneration to the staff shall be paid by the Agency by way of electronic money transfer. Payment through cheque / cash is strictly prohibited. Release of funds to the Agency shall be subject to Agency submitting proof of electronic transfer of remuneration to the staff of the preceding month. The same to be made within first 10 days of the month.

## C. TERMS OF REFERENCE

### 1. Objective

A Project Management Unit is envisioned to support, monitor, manage and reform required from time to time of different activities, which includes but not limited to solid waste management, knowledge management & behavior change communication initiatives, slum development, infrastructure planning and development, social welfare activities of SMC. Since this will involve wide spectrum of activities covering different walk of the city governance system, it is imperative to have professionals who can provide technical assistance and Project Management support to SMC. PMU will work for bringing sustained improvement in municipal service delivery to effectively address the basic needs of citizens of the city.

### 2. Duration of the Contract

Contract will be for a period of 02 (Two) years from the date of signing of the contract with SMC and extendable for another one year on satisfactory performance. The escalation on consultancy fee payable to professional @ of 10% may be considered after successful completion of 2 years of PMU upon reviewing by the authority and satisfactory Performance of professional.

### 3. Scope of Work

3.1. The scope of work for the Project Management 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 different service providing agencies.
- d. Capacity Building of different activities
- e. Bid Process Management
- f. Assist SMC in formulation of guidelines to operationalize different components of the city governance strategy including third party roles etc.
- g. Support SMC in implementing developmental plan, specifying timeframe, operational components guideline and in channeling financial resources from State, Central and externally aided sources/and providing technical assistance required by SMC.
- h. Management of existing as well as upcoming projects.
- i. In the work of operationalizing the city governance strategy, the PMU will assist, advise and carry out empanelment of advisors, specialized government institutions, other third-party service providers and on boarding of manpower agencies for engaging professionals and field staffs and when required.
- j. It would strive to bring in and learn from successful experiences implemented in other cities on different streams develop collaborations and suitable models for technical options and social mobilization.
- k. Examine the need and possibilities of improving and securing (making safe) the work conditions office staffs and devise the appropriate rules and procedures to achieve the same.
- l. Preparation and implementation of City Sanitation plan and other related plans and activities under SBM guidelines and related rules.
- m. Facilitate all the works related to Swachha Sarvekshyan, certification, garbage free city etc
- n. Urban flood related contingent plan and management of pumping stations
- o. Any other assignment that may be required for successful implementation of various activities.



### 3.2. Team Composition:

SL. NO	Position	Minimum Qualification, Experience and Age	Job Responsibility
1	<b>Team Leader-cum-Management Expert</b>  <b>No. of Post-01</b>	<ul style="list-style-type: none"> <li>• Master in Social Work or MBA or Equivalent Degree .</li> <li>• 7-10yrs experience in programme management, capacity building, participatory planning, social development and advocacy as well as competence in health allied and urban sector issues.</li> <li>• Wide knowledge and experience in implementing governance reforms.</li> <li>• Knowledge and experience of government systems and procedures of Computer literacy (word processing, Excel, presentation).</li> <li>• Ability to work in a high pressure, ethnically diverse, political setting.</li> <li>• Communication background is an added advantage.</li> </ul> <b>AGE: Below 45 years</b>	<ul style="list-style-type: none"> <li>• Project management and coordination between various stakeholders/ agencies for smooth implementation of assigned projects by Sambalpur Municipal Corporation.</li> <li>• Support in Preparing comprehensive solid waste management and Sanitation plans for SMC.</li> <li>• Performance of Monitoring of Different project.</li> <li>• Drafting of Concept Note, Project Proposals, DPRs, guidelines etc for SMC.</li> <li>• Preparation &amp; Implementation of Communication Strategy.</li> <li>• Recommending and adopting of Solution for effective monitoring of ongoing as well as upcoming different city governance projects including social development projects.</li> <li>• rolling out performance management system, developing HR Manual, Terms of Reference (TOR) for hiring consultant, training and development and formulate HR policy independently.</li> <li>• Support for staff performance management, training and development on recent trends in human resource management in urban development sector.</li> <li>• Data Management and real time analysis of data for the organization</li> </ul>
2	<b>Solid Waste Management (SWM) Expert</b>  <b>No. of Post-01</b>	<ul style="list-style-type: none"> <li>• BE. / B. Tech in Civil Engineering/ Environmental Engineering/ Public Health Engineering from reputed Institution.</li> <li>• At least 5-7 years of experience in government/ semi-Govt/autonomous organizations/ private company of repute in design and implementation of water supply/ sanitation/solid waste projects and experience in environmental monitoring and mitigation</li> </ul> <b>AGE: Below 45 years</b>	<ul style="list-style-type: none"> <li>• Support in Preparing comprehensive solid waste management and Sanitation plans for SMC.</li> <li>• Monitoring &amp; Evaluation of all Sanitation relating project.</li> <li>• Support in drafting by-laws, guidelines related to SWM &amp; Sanitation.</li> <li>• Recommending and adopting of Solution for effective monitoring of ongoing as well as upcoming Sanitation Activities</li> <li>• Prepare Feasibility Report for Solid Waste Management and Other Waste Management</li> <li>• Support to Team Lead</li> </ul>



3	<b>Social Development - cum-Capacity building Expert</b> <b>No. of Post-01</b>	<ul style="list-style-type: none"> <li>• Post-Graduation in Social Work/ PGDM in Human Resource &amp; Marketing from reputed Institution.</li> <li>• Minimum 5-7 years of relevant experience in Social Development, Urban Initiative and Slum development project work.</li> <li>• <b>AGE: Below 45 years</b></li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for Planning, designing and implementation of Social development and Public Awareness Activities.</li> <li>• Provide Technical Support to Team Lead.</li> <li>• Coordination with ULB Staff and Field Level Functionaries.</li> </ul>
4	<b>Municipal Finance- cum- Procurement Expert</b> <b>No. of Post-01</b>	<ul style="list-style-type: none"> <li>• Post-Graduation in Business Administration (Finance) / CA/CFA or equivalent</li> <li>• 5-7 years of experience in evaluation of urban infrastructure investment and helping City governments to use a range of options for financing projects and revenue generation.</li> <li>• Experience of working with ULBs (Municipal)/ Government agencies/ public sector undertaking for conducting financial feasibility and project structuring of large development/ redevelopment projects.</li> <li>• Basic knowledge of computers.</li> <li>• <b>AGE: Below 45years</b></li> </ul>	<ul style="list-style-type: none"> <li>• Provide technical and handholding support to SMC for the preparation of business cum financial plan</li> <li>• Support in the implementation of accounting and user charges reforms</li> <li>• Preparation of Bid Documents for PPP mode service delivery contracts with assistance from subject experts</li> <li>• Provide knowledge Support for good Procurement practices</li> <li>• Co-ordination for Resolution of financial related Grievances</li> </ul>
5	<b>Engineering Expert</b> <b>No. of Post-01</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Civil Engineering/ or related field.</li> <li>• 4-5 years of experience in development of urban projects particularly in infrastructure development, estimation and design.</li> <li>• <b>AGE: Below 45 years</b></li> </ul>	<ul style="list-style-type: none"> <li>• Development of urban projects particular in infrastructure development, estimation, designing, measurement, Billing, Field Monitoring and implementation of different activities in the SMC</li> <li>• Ensuring the construction activities are implemented as per design infield.</li> <li>• Assist in preparation of Project Completion Report.</li> <li>• Managing databases of different civil works</li> <li>• Generating periodical reports as and when required by SMC</li> <li>• Providing Support to PMU for implementing different activities, Events etc.</li> </ul>

6	<b>Technical Assistants</b>  <b>No. of Post-04</b>	<ul style="list-style-type: none"> <li>• Degree / Diploma in Civil Engineering (3)</li> <li>• Degree / Diploma Auto mobile Engineering (1)</li> <li>• 2 -3 years of experience in relevant field, preferably in Government and ULB sector <b>AGE: Below 35Years</b></li> </ul>	<ul style="list-style-type: none"> <li>• Development of urban projects particular in infrastructure development, estimation, designing, measurement, billing, Field Monitoring and implementation of different activities in the SMC</li> <li>• Co-ordination for immediate action towards any grievance relating to different city governance activities</li> <li>• Providing Support to PMU for implementing different activities, Events etc.</li> <li>• Repair &amp; maintenance of All sanitation related Vehicles &amp; Management of Pumping station</li> </ul>
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### 3.3 Fixed Remuneration to Experts:

Remuneration to Experts/ professionals inclusive of EPF, ESI etc shall be paid by the organization and there shall be no liability in any form shall be payable by SMC to the experts/ professionals except the contract amount payable to the firm. The below table indicates the remuneration in respect of each experts/ professionals which shall be paid by the organization. Service charges in percentage to be quoted by the Bidders which shall be the bidding parameter as per the Financial Bidding Format (Part-II). Service charges shall be on the fixed professional fee indicated. This should include expenses like providing LAP TOP to professional and communication expenses, Financing charges & overhead & Profit of Bidder. Service charges below 5% and over 15% Shall be rejected. Bidders are to offer service charges within above range.

Sl No		Remuneration to Experts per month inclusive of EPF & ESI etc. in INR
1	Team Leader-cum-Management Expert	1,00,000/-
2	Solid waste Management Expert	75,000/-
3	Social Development -cum-Capacity building Expert	75,000/-
4	Finance-cum-Procurement Expert	75,000/-
5	Engineering Expert	75,000/-
6	Technical Assistants 4 Nos @30,000/-	1,20,000/-
	<b>Total Cost per Month</b>	<b>Rs. 5,20,000/-</b>

#### 4. Office Space:

A dedicated Office space will be provided within the SMC Office Building to the PMU team along with office infrastructure & Stationeries and internet connection.

However LAP TOP to professionals to be provided by the Bidder.

As per the requirement, vehicle may also be allocated to the PMU for official use only upon due approval from the competent authority.

5. The experts shall work beyond their working hours and on Holidays if Sambalpur Municipal Corporation desires considering the work load and deadline to complete the assigned work.

D.

**TECHNICAL PROPOSAL - STANDARD FORMS**

**APPENDIX-A**

(To be submitted on letter head of the bidder duly signed by authorized signatory)

Date.

To,  
The Commissioner,  
Sambalpur Municipal Corporation,  
Sambalpur-768006, Odisha.

Subject: Selection of consulting firm for Establishment of Project Management Unit (PMU) in Sambalpur Municipal Corporation, Sambalpur.

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 SMC. 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 10,000/- in the form of Demand Draft (DD No.....Dt..... drawn on ..... ) payable to the Commissioner, Sambalpur Municipal Corporation at Sambalpur. We are submitted Bid Security Declaration to the Commissioner, Sambalpur Municipal Corporation at Sambalpur.

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 SMC 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



## BIDDER'S PROFILE

APPENDIX-B

1. Name of the Firm:
2. Year of Establishment: (Registration Number & Certificate to be enclosed)
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 and annual Income Tax return Document of last three financial year)

Financial Year	Annual Turnover (INR)
2020-21	
2019-20	
2018-19	

### 10 . Institutional Strength-

S No	Name of the Expert	Qualification	Project Experience with details of Project	Relevant Experience in domain & Sector
1	Finance Management			
2	Environment/ SWM			
3	Engineering Project Urban( Water/ Sewerage /Housing/ Other urban Infrastructure			

FURNISH DETAIL CVS OF ABOVE 3 EXPERTS

Signature of Authorized Person and seal

Name and designation Name of the  
Company Dated: .....

**PROJECT EXPERIENCE****APPENDIX-C**

**THE BIDDER TO SUBMIT SYNOPSIS OF SIMILAR PROJECT EXPERIENCE  
AS UNDER AND ALSO GIVE DETAILS AS PER FORMAT GIVEN HERE**

SN	Name of Client and Address	Project details	Total Value of Project FEE in Rs.	Work order issued/Agreement signed on (date) (Attach Work Order and Performance Certificate)	Financial Year of Implementation With contract date

**DETAIL FORMAT FOR PROJECT TO BE GIVEN FOR EACH PROJECT**

Assignment Name:		Location:
Name and address of Employer:		
Start Date (Month / Year):	Completion Date (Month / Year):	Approx. Value of Services (Rs.):
Name of Associated Consultant/ Firms, if any:		
Name of Senior Staff (Project Director / Coordinator, Team Leader) involved and Functions performed:		
Description of Project and services provided by your staff		

(Separate Sheet to be provided for each assignment and Copy of Appointment Letter and Agreement to be attached with this format)

Signature of Authorized Person and seal

## **APPENDIX-D**

### **INFORMATION REGARDING CURRENT LITIGATION, DEBARRING EXPELLING OF QUOTATIONED OR ABANDONMENT OF WORK BY THE QUOTATIONER**

- |   |         |
|---|---------|
| 1. Is the Quotationer currently involved in any litigation relating to the works<br>If yes: give details:   | Yes/ No |
| 2. Has the Quotationer or any of its constituent partners been debarred!<br>Expelled by any agency in India during the last 5 years.                      | Yes/ No |
| 3. Has the Quotationer or any of its constituent partners failed to perform on any contract work in Sambalpur Municipal Corporation If yes, give details: | Yes/ No |

**Note:**

**If any information in this Appendix is found to be incorrect or concealed qualification application will be summarily be rejected.**

**Signature of the applicant**



**APPENDIX-E**

**CERTIFICATE OF NO RELATIONSHIP CERTIFICATE**

I/We hereby certify that I/we am/are related/not related to any officer of the Sambalpur Municipal Corporation in the rank of Asst. Engineer or above. I/we am/are aware that if facts to be proved false my/our contract will be rescinded with forfeiture of EMD I/We shall be liable to make good loss or damage resulting from such cancellation.

**Full Name of the Applicant-**

1. Address for correspondence

Phone No-

Alternative phone No-

2. Permanent Native address

Village-.....

Post...../ Dist.....

Pin code.....

**Signature of the applicant**

RFP Notice No. \_\_\_\_\_ date \_\_\_\_\_

To

The Commissioner,  
Sambalpur Municipal Corporation

I/We. The undersigned, declare that:

I/We understand that according to term & condition as contained in Tender/bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract for a period of two years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended/impaired or derogated from the tender in any respect, my/our Bid during the period of bid validity or its extended period, if any  
or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity specified in the bid document  
(i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security/ Bank Guarantee, in accordance with the Instructions to Bidders.  
or
- c) If the bidder is found indulging in any corrupt, fraudulent or other malpractice in respect of the bid;  
or
- d) If there is a discrepancy between words and figures quoted by the bidder and the bidder does not accept that the amount in words prevails over amount in figure.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days  
after the expiration of the validity of my/our Bid as specified in the bid documents.

Place:

Date:

**Signature of the Tenderer**

Name/Organization

Seal

(Note: In case of a consortium/Joint Venture, the Bid Securing Declaration must be in the name of all partners to the consortium/Joint Venture that submits the bid)



## SYNOPSIS OF KEY EXPERTS

S No	POSITION	Name of the Expert	Qualification	Project Experience with details of Project	Relevant Experience in domain & Sector
1	Team Leader-cum-Management Expert				
2	Solid waste Management Expert				
3	Social Development –cum-Capacity building Expert				
4	Finance-cum-Procurement Expert				
5	Engineering Expert				

## DETAIL CV TO BE GIVEN FOR EACH EXPERTS

## FORMAT FOR CV

(Mentioning the position is mandatory)

Name of the firm:

Name of the Staff:

Date of Birth:

Years of Relevant Exp:

Number of years with the Firm:

Nationality:

Membership with Professional bodies:

Education:

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

Employment Record

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

List of Projects/Assignments on which the personnel has worked

Sl. No	Name of the Client	Sector	Position Held	Key Role	Major Responsibility
1					
2					
3					
4					
5					

Languages:

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

*Note: - CVs of only Key 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.*

## Part-II FINANCIAL PROPOSAL

FIN-1

To  
Municipal Commissioner  
Sambalpur Municipal Commissioner

**Subject: Financial Proposal for Selection of a Consulting Firm for Establishment of Project Management Unit (PMU) in Sambalpur Municipal Corporation, Sambalpur.**

Sir

I, the undersigned, offer to provide the consulting services for *[Insert title of assignment]* in accordance with your R **Financial Proposal for Selection of a Consulting Firm for Establishment of Project Management Unit (PMU) in Sambalpur Municipal Corporation, Sambalpur.**

**Financial Proposal for Selection of a Consulting Firm for Establishment of Project Management Unit (PMU) in Sambalpur Municipal Corporation, Sambalpur.**

Request for Proposal No. \_\_\_\_\_, Dated: \_\_\_\_\_. Our attached Financial Proposal is for the sum of ***[Insert amount(s) in words and figures\*]***. This amount is inclusive of the taxes applicable as per GST Act.

I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **180 days**. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

**Authorized Signatory *[In full and initials]*:**

**Name and Designation of Signatory with Date and Seal:**

**Address of the Bidder:**

*\*Amount must match with the one indicated in Fin-2 (Table-1).*



## FIN-2

**Financial Proposal for Selection of a Consulting Firm for Establishment of Project Management Unit (PMU) in Sambalpur Municipal Corporation, Sambalpur.**

Sl No	Name of the Professional	No of Professionals	FIXED FEE OF PROFESSIONALS per month inclusive of EPF & ESI, & Local conveyance
1	Team Leader-cum-Management Expert	01	RS 1,00,000/-
2	Solid Waste Management (SWM) Expert	01	Rs 75,000/-
3	Social Development-cum- Capacity building Expert	01	Rs 75,000/-
4	Municipal Finance-cum-Procurement Expert	01	Rs 75,000/-
5	Engineering Expert	01	Rs 75,000/-
6	Technical Assistant @ ...Rs 30,000...../-	04	Rs 1,20,000/-
TOTAL			Rs 5,20,000/-
SERVICE CHARGES in PERCENTAGE -(TO QUOTE)-----%			RS-----
TOTAL WITH SERVICE CHARGES			RS-----
GST @ -----%			RS-----
GRAND TOTAL WITH GST			RS-----

**NOTE- SERVICE CHARGES TO BE OFFERED WITHIN 5% TO 15% only otherwise bid shall be rejected**

**Authorized Signatory [In full and initials]:**

**Name and Designation of Signatory with Date and Seal:**

**Address of the Bidder:**