



SAMBALPUR MUNICIPAL CORPORATION: SAMBALPUR

Odisha - 768006

Phone No. 0663-2411316 / E Mail : [sambalpurm.hud@nic.in](mailto:sambalpurm.hud@nic.in)

Notice No: 466 /SMC Date: 16 /1/2024

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

Sealed application is invited for "Selection of Consulting Firm for Establishing of Horticulture Project Management Unit AT SAMBALPUR MUNICIPAL CORPORATION" in conformity with the Terms & Condition of the details RFP notice in a two-cover. Interested Bidder 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 download the documents. The details document shall be available on the website from 16.01. 2024. The last date time of submission of proposal is 02.02.2024 till 05.00 P.M. For Any queries, please contact [Sambalpur.hud@nic.in](mailto:Sambalpur.hud@nic.in).

The Authority reserves the right to cancel any or all the Bids without assigning any reason thereof.

Yours faithfully

Commissioner

Sambalpur Municipal Corporation

Memo No. 467/SMC

Dt 16-01-2024

Copy to MIS, SMC be displayed at SMC website (<http://smcsambalpur.nic.in>) / notice board, Collectorate Notice Board for public information.

Commissioner

Sambalpur Municipal Corporation



**SAMBALPUR**

**MUNICIPAL**

**CORPORATION**

## **REQUEST FOR PROPOSAL**

**FOR**

**SELECTION OF CONSULTING FIRM FOR  
ESTABLISHMENT OF  
HORTICULTURE PROJECT MANAGEMENT UNIT  
IN SAMBALPUR MUNICIPAL CORPORATION**

**OFFICE OF THE  
SAMBALPUR MUNICIPAL CORPORATION,  
DURGAPALI, SAMBALPUR (ODISHA)- 768006**

Section	Particulars	Page No.
1	Letter of Invitation	4
2	Definition	5
3	Fact Sheet	6-7
4	Terms of Reference	8-13
5	Instructions to Agencies from 5.1 to 5.19	13-20
6	Technical Proposal Form	24-25
6.1	Tech Form - 1 - Covering Letter	26
6.2	Tech Form - 2 - Agency Background and Experience	27
6.3	Tech Form - 4 - Undertaking Regarding any Conflict Activities and Declaration Thereof	28
6.4	Institutional Strength	29
7	Financial Proposal Submission Form	30-31
8	Appendix A	
	Appendix B	
	Appendix C	
	Appendix D	
	Appendix E	
	Appendix F	
	Appendix G	



## DISCLAIMER

The information contained in this Request for Proposal (hereinafter referred to either as "RFP") document provided to the Bidders, by the Commissioner, Sambalpur Municipal Corporation, Sambalpur hereinafter referred to as SMC, or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this 'RFP document is to provide the Bidder(s) information to implement the following assignment: **"Selection of Consulting firm for setting up Horticulture Project Management Unit "**. This RFP document does not purport to contain all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for the SMC, their employees or advisors to consider the business/investment objectives, financial situation and needs of each Bidder who reads or uses this RFP document.

Each Bidder should conduct its own investigations & analysis and should check the accuracy, reliability and completeness of the information in this RFP document and wherever necessary obtain independent advice from appropriate sources. SMC, their employees and advisors make no representation or warranty and shall incur no liability under and law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP document.

SMC may, in its absolute discretion, but without being under any obligation to do so, update amend or supplement the information in this RFP document.

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**SECTION 1: Letter of Invitation**

From  
The Commissioner  
Sambalpur Municipal Corporation,  
Sambalpur

**Dear Agency,**

1. The Commissioner, Sambalpur Municipal Corporation (SMC), Sambalpur invites proposal from experienced agencies for "Selection of Consulting firm for setting up Horticulture Project Management Unit". The details of the required scope of work and services expected from the Agency are provided in the Section 4: Terms of Reference in this RFP Document.
  - a. An Agency will be selected as per Quality and Cost Based Selection (QCBS) criteria described in this RFP.
  - b. The RFP comprises the following sections:
    - Section 1 - Letter of Invitation
    - Section 2 - Definitions
    - Section 3 - Factsheet
    - Section 4- Terms of Reference
    - Section 5 - Instructions to Agencies
    - Section 6 - Technical Proposal - Standard Forms
    - Section 7 - Financial Proposal - Standard Forms

Commissioner  
Sambalpur Municipal Corporation

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## Section 2: Definitions

- a) "SMC" means the *Sambalpur Municipal Corporation, Sambalpur*
- b) "Client" is the *Commissioner, Sambalpur Municipal Corporation, Sambalpur*
- c) "Agency" means any entity or person that may provide or provides the Services to the Client under the Contract.
- d) "Day" means *calendar day*.
- e) "Instructions to Agencies" means the document / information needed by the bidders to prepare their Proposals.
- f) "LoI" means the *Letter of Intent* being sent by the Client.
- g) "Personnel" means *professionals and support staff* provided by the Agency to perform the desired Services.
- h) "Proposal" means *Technical Proposal* and the *Financial Proposal*.
- i) "RFP" means the *Request for Proposal* circulated by the Client for the selection of Agency(s).
- j) "Assignment/job" means the work to be performed by the Agency pursuant to the Contract.
- k) "Terms of Reference" (ToR) means the information included in the RFP which explain the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the selected Agency(s).
- l) "Competent Authority" means *Commissioner, Sambalpur Municipality Corporation, Sambalpur*

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### Section: 3 Fact Sheet

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 Dt.22.01.2024 at 11.00 A.M. in the Conference Hall of Sambalpur Municipal Corporation
Last Date of Submission of Pre-bid Query through E-mail Only(sambalpurm.hud@nic.in)	20.01.2024 till 5.00 P.M
Last Date of Uploading of response to Pre-bid Query	24.01.2024
Last date for receipt of Technical and Financial proposals (Through speed / Registered post /Courier only)	Dt 02. 02.2024 till 5.00 P.M
Date and Time of opening of Technical proposals	Dt 03.02.2024 at 4.00 P. M
Date and Time for Technical presentation of technically eligible applicant (15 Minutes Only)	To be intimated Later
Date and Time of opening of Financial proposals	To be intimated Later

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## Section 4: Term of Reference

### 1. Objective

A Horticulture Project Management Unit is envisioned to support, monitor, manage and reform required for Horticulture Activities under Sambalpur Municipal Corporation from time to time of different activities, which includes maintenance of green cover of the municipal corporation area, maintaining and preserving biodiversity of the city, monitoring and maintenance of parks under Municipal Corporation Area as well as up gradation/plantation in parks, road sides, medians, open spaces, mini parks, lawns of prominent office places and public places, vertical garden, rooftop plantation etc. Apart from this, the Unit shall survey the existing large trees along side roads or in residential areas for assessment before cutting/felling due to various reasons like construction or public safety.

The Unit shall also take care of ornamental Horticulture and vertical gardens as required by the Urban Local Body to maintain gardens and parks inside various building that come under Sambalpur Municipal Corporation area. The unit shall also mobilize communities for developing and maintaining community gardens as and when required. The unit shall prepare and implement a Green Action Plan for the city to increase the green cover to meet the Climate Action goal under the Sustainable Development Goals.

### 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

- a) Preparation of plans for future plantation and development of green cover of city preparation of plans for beautification of the city.
- b) Establishing a nursery for Sambalpur Municipal Corporation towards distribution of plant saplings to be planted at road sides, medians, parks and arena development etc.
- c) The PMU shall be in charge of maintenance including the up gradation of parks, greenbelts situated within the ULB and Maintenance of parks/greenbelts /roadside plants and plantation within the allotted division.
- d) Planning for new plantation in the various parts of city including taking of measures to check the mortality rate.
- e) To grant advice and technical assistance regarding plantation and preservation of trees.
- f) To complete and maintain Landscaping of parks, open spaces, office premises and other places as required.
- g) To grant advice on city beautification and Ornamental Floriculture for parks, office

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premises, open spaces etc.

- h) Application of Micro irrigation in the major parks of SMC area.
- i) The Horticulture team should be well knowledgeable about Pomology (Fruit Cultivation). Parks and vacant spaces owned by SMC can be utilized for the purpose.
- j) The team should submit Daily Progress Report (DPR) about the day to day work achievement.
- k) The team should be able to operate Drones can be used for spraying pesticides, fertiliser and pollinating etc.
- l) The team should have good knowledge of the native plants of the area and should be able to afforest vacant spaces, parks and medians.
- m) Constitution of Park Management Committee including government officers, civil societies and Mission Shakti Groups if required.
- n) Removal of Dry Trees/Green Trees from road sides, medians and pruning of tree branches and bushes if required.
- o) Procurement and Maintenance of power saws, hose, fawda and other equipments required for maintenance of parks, cutting trees etc.
- p) Sale of Trees, Shrubs and other plant material through Corporation nurseries.
- q) Involving Mission Shakti Groups for Capacity Building through NULM in livelihood generation activities like vegetable gardening, ornamental plant nursery establishment and plant sale, hydroponics, aquaponics organic farming etc.
- r) They will also give assessment of defunct light/equipment(s) of Park every 2 months for smooth functioning of park.
- s) They will organize minimum 3 handholding session for each SHG involved in park management in a year so as to train the SHG.
- t) Aesthetic value of Park and accessory facelifting should be focused.
- u) Beautification of open spaces through gardening shall be taken up.
- v) The required manure should be procured from the Wealth Centres under the Sambalpur Municipal Corporation.
- w) The team shall be responsible for building and maintaining vertical garden under overbridges or bridges over rivers/nallahs.
- x) Conducting Workshops on city gardening, vegetable gardening, hydroponics of Mission Shakti Groups and citizens.
- y) Landscape development in SMC installations: Preparation of plan and estimate of plantation at different assets of SMC like FSTP, Wealth Centres, Kalyan Mandaps, Office building and other govt offices etc.
- z) Identifying the schemes under Horticulture department which can be utilized for providing urban livelihood opportunities to Mission Shakti Groups.
- aa) Creating awareness towards benefits of tree plantation /Environment. To organize various shows showcasing Flowers, Fruits, Vegetables, trees plants and assisting private and public institutions in organizing such shows for increasing the consciousness of importance of trees and vegetation for human welfare.
- bb) Disaster rescue operation carried out like tree cutting, pruning during heavy storm, rain, flood etc.
- cc) The afforestation initiatives to be taken up by unit in different area.
- dd) Updating the information about the gardens (developed / undeveloped), plots, road divider, chowk, open spaces.

ee) Day to day work regarding gardens- upkeep & maintenance, Inspection of gardens by Horticulture Assistants, Issuing permissions for various functions/ educational trips etc.

ff) Address public complaints & grievances. Spraying pesticides on infected trees.

gg) To protect & preserve trees within SMC Jurisdiction.

hh) Prescribing standards specifying the number and types of trees which shall be planted in each plot.

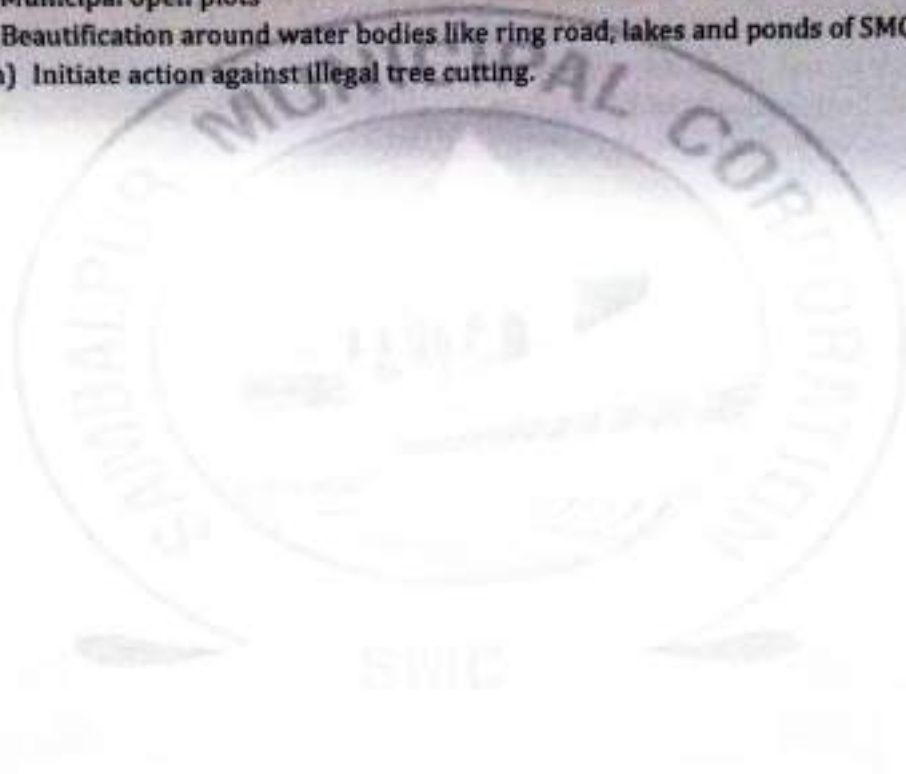
ii) Carrying out a survey of the existing trees within SMC Jurisdiction.

jj) To process the proposals for sanctioning the transplantation of trees against the trees to be cut down to authorities for any construction of new roads or widening of existing roads or for safeguarding danger to life or property.

kk) Beautification of central verge, footpath & traffic circles on roads and plantation in Municipal open plots

ll) Beautification around water bodies like ring road, lakes and ponds of SMC area.

mm) Initiate action against illegal tree cutting.



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I. Team Composition:

SL. NO	Position	Minimum Qualification, Experience and Age	Job Responsibility
1	Horticulture Officer	<p>Qualification: B. Sc Horticulture</p> <p>Excellent Communication skills. Candidates must be able to communicate in local language/ Odia.</p> <p>Experience : 3 years or above in a reputed organisation</p>	<p>1) Technical Incharge of maintenance including the upgradation of parks, greenbelts situated within the ULB under whose charge Maintenance of parks/greenbelts /roadside plants and plantation within the allotted division.</p> <p>2) Planning for new plantation in the various parts of city including taking of measures to check the mortality rate. Implementation of Government policies w.r.t. Constitution of Park Management Committees.</p> <p>3) Responsible for looking after the maintenance of plantation (parks/rotaries/open spaces and roads etc.) of works relating to Horticulture wing.</p> <p>4) To supervise the working of staff (Supervisors/ Mali).</p>
2	HEW(Horticulture Extension Workers) (2Nos)	Previous experience in Agriculture/ maintaining nurseries and gardens at a government or private organization (Hotels, Colleges, Schools etc.)	<p>1) To monitor the budding of plant/ Masonry work/repair of water supply lines.</p> <p>2) To monitor and maintain the nurseries constructed at different parks.</p> <p>3) To monitor day to day field duties like maintenance of plants, propagating, transplanting of annual and perennial plants, spraying of pesticides there on, pruning of trees etc. as per the orders of Supervisor</p> <p>4) The HEW shall monitor the overall works of the gardener and shall deploy the gardener wherever required with necessary instructions.</p> <p>5) Making daily reports of work to be done and achievement as per the plan</p>
3	Gardener (4 nos.)	Previous experience in full time gardening at parks/government	Gardener responsibilities include monitoring the health of all plants and greenscapes, watering and feeding



	offices/hotels/nurseries etc.	plants, trimming trees and shrubs, fertilizing and mowing lawns, weeding gardens and keeping green spaces and walkways clear of debris and litter.  The gardener should know how to use and maintain landscaping equipment, including mowers, trimmers and fertilizers, while following health and safety regulations.
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### 3.3 Fixed Remuneration to Experts:

Remuneration to Experts/ professionals exclusive 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/ professional which shall be paid by the organization. Service charges in percentage and EPF, ESI of Employer & Employee 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 LAPTOP to professional and communication expenses, Financing charges & overhead & Profit of Bidder. Service charges over 14.99% shall be rejected. Bidders are to offer service charges within above range.

Sl No	Designation	Remuneration to Experts per month in INR (Excluding EPF, ESI of Employer & Employee)
1	Horticulture officer	44,900/-
2	EW-(2 Nos) @Rs.21,700/- each	43,400/-
3	Gardener (4 Nos) @Rs.13,260/- each	53,040/-
	<b>Total Cost per Month</b>	<b>Rs. 1,41,340/-</b>

4. 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.

### Section-5 Instruction to Bidder

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 50 Lakhs any three years in last 5 years.
- 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. 0.25 crores contract fee with minimum operation of 1 year.

**Similar Project / Assignment Means**

The organization must have conducted horticultural projects in rural or urban areas or provided PMU/PIU in Urban Poverty/Urban Housing/Livelihood/Sanitation/ ornamental plants/ floriculture/ maintenance of parks or must have provided consultants or manpower to organizations related to the mentioned projects areas.

**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. 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, Horticulture (PMU, Horticulture) in Sambalpur Municipal Corporation, Sambalpur

**PART B**

FINANCIAL PROPOSAL for Selection of a Consulting Firm for Establishment of Establishment of Project Management Unit, Horticulture (PMU, Horticulture) 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-Horticulture) 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:

**Commissioner, Sambalpur**

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**Municipal Corporation,  
Durgapali, Sambalpur-768006,  
Odisha.**

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 favor of "Commissioner, Sambalpur Municipal Corporation", payable at Sambalpur for Rs.6,000/- (Rupees six 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):**

i. An EMD Rs.15,000/- ( Rupees Fifteen Thousand Only) in the form DD only

**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 6,000/- (Indian Rupees six 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 be 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. 22.01.2024**

**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

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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
	<b>FINANCIAL CAPACITY OF BIDDER</b>	<b>15</b>
1	Bidder's Average Annual Turnover for the last Three Financial Years (ending 31 March 2022) has to be at least INR 50 Lakhs <ul style="list-style-type: none"> <li>▪ Up to 50 Lakhs - 5marks</li> <li>▪ More than 50 lakhs to 1 crore - 10marks</li> <li>▪ More than 1 Crore- 15marks</li> </ul>	15
	<b>PROOF OF EXPERIENCE IN THE LAST 5 YEARS</b>	<b>20</b>
2	Experience for running similar manpower unit for 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
	<b>Institutional Strength</b>	<b>15</b>
3	The Bidders must have of below mentioned domain specialist /Expert/ on their Payroll: <ol style="list-style-type: none"> <li>1. Horticulture Officer</li> <li>2. HEW (Horticulture Extension Worker)</li> <li>3. Gardener</li> </ol> The bidders must submit 1 (one) CV each of the above personnel. The making on the submitted CVs will be done as under: <ol style="list-style-type: none"> <li>i. For Horticulture Officer - 2 marks for each CV. (Qualification: B. Sc Horticulture, Excellent Communication skills. Candidates must be able to communicate in local language/ Odia. Experience : 3 years or above in a reputed organization)</li> <li>ii. EW-cum-Gardener (2 nos.)- 1 marks for each CV. Previous experience in Agriculture/ maintaining nurseries and gardens at a government or private organization (Hotels, Colleges,</li> </ol>	15



	Schools etc.) iii. Gardener (4 Nos.) <b>1 marks for each CV.</b> Previous experience in Agriculture/ maintaining nurseries and gardens at a government or private organization (Hotels, Colleges, Schools etc.)	
	<b>SUITABILITY FOR THIS SCOPE: TEAM COMPOSITION (Key Experts' qualifications and competence for the Assignment)</b>	<b>25</b>
	1) Horticulture Officer (1 No.)	05
	2) Horticulture Extension Worker (2 Nos.)	05
<b>4</b>	3) Gardener (4 nos.)	05
	<b>PRESENTATION ON APPROACH AND METHODOLOGY</b>	<b>25</b>
<b>5</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 45years.

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:

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

*Handwritten signature/initials*

(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.

**j. Evaluation Methodology:**

- 1) Evaluation of technical proposals based on Table 1.
- 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.

**k. 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.

**l. 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.

**m. Working Conditions Leave etc.**

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

**n. 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 total SMC staffs.

**o. 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.

**p. 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.

**q. Disputes**

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

**r. 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.

**s. 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.

**t. 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.

**u. 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.



**TECHNICAL PROPOSAL - STANDARD FORMS**

(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, Horticulture 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 6,000/- in the form of Demand Draft (DD No. .... Dt. .... drawn on ..... ) payable to the Commissioner, Sambalpur Municipal Corporation at Sambalpur and EMD Rs.15,000/- vide DD No. .... Dt. .... 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)
2021-22	
2020-21	
2019-20	

**10. Institutional Strength-**

S No	Name of the Expert	Qualification	Project Experience with details of Project	Relevant Experience in domain & Sector
1)	Senior Horticulture Officer			
2)	Horticulture Officer			
3)	Technician Horticulture (A)			
4)	Technician Horticulture (B)			

FURNISH DETAIL CVS OF ABOVE 3 EXPERTS

Signature of Authorized Person and seal  
Name and designation Name of the  
Company Dated: .....

Vee



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

**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

Veel



**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**

*Veel*

**APPENDIX — E**

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
  - a. fail or reuse to execute the contract, if required, or
  - b. 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)

Veel



**APPENDIX-G****SYNOPSIS OF KEY EXPERTS**

S No	POSITION	Name of the Expert	Qualification	Project Experience with details of Project	Relevant Experience in domain & Sector
1					
2					
3					
4					
5					

**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, Horticulture in Sambalpur Municipal Corporation, Sambalpur.**

**Financial Proposal for Selection of a Consulting Firm for Establishment of Project Management Unit, Horticulture 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).*

*veel*



FIN-2

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

Sl No	Name of the Professional	No of Professionals	FIXED FEE OF PROFESSIONALS per month
1	Horticulture Officer	01	Rs.44,900/-
2	Horticulture Extension Worker	02	Rs 43,400/-
3	Gardener (Rs. 13,260/- each)	04	Rs 53,040/-
TOTAL			Rs 1,41,340/-
SERVICE CHARGES in PERCENTAGE -(TO QUOTE)----- -%			RS-----
TOTAL WITH SERVICE CHARGES			RS-----
GRAND TOTAL			RS-----

**NOTE- SERVICE CHARGES TO BE OFFERED WITHIN LIMIT OF 14.99% only otherwise bid shall be rejected. Contribution towards PF & ESI of Employee & Employee charged separately. GST will be charged as per applicable rate separately.**

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

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

**Address of the Bidder:**

*Red*