



OFFICE OF THE PURI MUNICIPALITY, PURI

Letter No. 9685 Dated. 25/11/24



REQUEST FOR PROPOSAL (RFP) FOR SELECTION OF AGENCY FOR PREPARATION OF DPR INCLUDING TOPOGRAPHICAL SURVEY, DESIGN AND ENGINEERING FOR CONSTRUCTION OF RCC DRAIN AT SENAPATI BAGICHA, LANE AND BYLANE IN WARD NO.30, UNDER PURI MUNICIPALITY

Sealed RFP are invited from Public Sector Undertakings / Autonomous Bodies / consulting firms that have requisite experience in preparation of drainage / pipeline / sewerage network plan and infrastructure manufacturer/ supplier/ retailer for "Preparation of DPR including Topographical Survey, Design and Engineering for Construction of RCC Drain at Senapati Bagicha, Lane and By lane in Ward No.30, under Puri Municipality, in the District of Puri, Odisha"

The details of Terms & Conditions can be downloaded from the website www.purimunicipality.nic.in & www.puri.odisha.gov.in. The Tender paper along with terms & conditions & Technical specifications shall be submitted to the Office of the Executive Officer, Puri Municipality, Puri on or before 13/12/2024 at 5 P.M. through Speed post/Regd. Post only. The tenders will be opened on 16/12/2024 at 04 P.M in the office chamber of the Executive Officer, Puri Municipality, Puri

The authority reserves the right to reject any or all the tenders without assigning any reason thereof.


Executive Officer,
Puri Municipality, Puri.

Memo No. 9686 Dt. 25/11/24

Copy submitted to the Collector, Puri/ Superintendent of Police, Puri for favor of kind information and necessary action.


Executive Officer,
Puri Municipality, Puri.

Memo No. 9687 Dt. 25/11/24

Copy to Office Notice Board/Head Asst./ Gen. & Misc. Section, Puri Municipality for information and necessary action. General Section should take steps to publish in one Local Oriya & Local English news paper & for one day on or before 27/11/2024


Executive Officer,
Puri Municipality, Puri.

Memo No. 9688 Dt. 25/11/24

Copy along with copy of DTCN to the D.I.O, NIC, Puri for information and necessary action. He is requested to upload the advertisement in the website www.purimunicipality.nic.in & www.puri.odisha.gov.in.


Executive Officer,
Puri Municipality, Puri.

Memo No. 9689 Dt. 25/11/24

Copy along with copy of DTCN to the Addl. Executive Officer (Finance), Zilla Parisda, Puri / Municipal Engineer, /Addl. Executive Officer, Puri Municipality, Puri for information & necessary action. They are requested to attend during the tender opening on 16/12/2024 at 11 A.M., being the purchase committee member.


Executive Officer,
Puri Municipality, Puri.



OFFICE OF THE PURI MUNICIPALITY, PURI



REQUEST FOR PROPOSAL (RFP)

For

“Preparation of DPR including Topographical Survey, Design and Engineering for Construction of RCC Drain at Senapati Bagicha, Lane and Bylane in Ward No.30, under Puri Municipality, in the District of Puri, Odisha”.

Bid Processing Fee (Non-Refundable): Rs.600/- (Rupees Six Hundred) Only.

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Disclaimer and Confidentiality

This RFP Document has been prepared by **Executive Officer, Puri Municipality, Puri, Odisha**, (the "CLIENT"), solely for the purpose of providing information to potential bidders.

The information contained in this RFP document (the "RFP") or subsequently provided to Bidder(s) / Bidder(s), whether verbally or in documentary or any other form by or on behalf of Client or any of their employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by "CLIENT" to prospective Bidder(s). The purpose of this RFP is to provide interested bidder(s), with information that may be useful to them in preparing their proposal i.e. Eligibility / Technical Proposal, Documents and Financial Proposal (the "Bid") pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by "CLIENT" or their advisors in relation to the Project. *Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. It is intended to be used as a guide only and does not constitute advice, including without limitation, investment or any other type of advice.* This RFP may not be appropriate for all persons, and it is not possible for "CLIENT", its employees or advisors to consider the investment objectives, financial situation and particular needs of each party, who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. *Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP including annexures / attachments / amendments and obtain independent advice from appropriate sources.* "CLIENT" and its advisors assume that any person who reads or uses this document is capable of evaluating the merits and risks of any investment or other decision with respect to a financial / property transaction, operation, its suitability and its financial, taxation, accounting and legal implications without any reliance on this document.

Information provided in this RFP to the Bidder(s), is on a wide range of matters, some of which depend upon interpretation. *The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law.*

This document may contain information prepared by third parties. Figures, calculations and other information contained in this document that has been provided to "CLIENT" by third parties have not been independently verified by the "CLIENT". Any projections or analyses represent best estimates only and may be based on assumptions, which, while reasonable, may not be correct. Past performance of any property or market information, if any, described in this document is not a reliable indication of future performance of such property. Bidders should not rely on any information contained in this document as a statement or representation of fact and must make their own enquiries to verify and satisfy themselves of all aspects of such information, including without limitation, any income, fee / rentals, dimensions, areas, zoning and permits. While the information in this document has been prepared in good faith and with due care, no representations or warranties are made (express or implied) as to the accuracy, currency, completeness, suitability or otherwise of such information. "CLIENT", its advisors, officers, employees, subcontractors and agents shall not

be liable (except to the extent that liability under statute or by operation of law cannot be excluded) to any person for any loss, liability, damage or expense arising directly or indirectly from or connected in any way with any use of or reliance on such information.

"CLIENT" accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. **"CLIENT"**, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way during the Bidding Process.

"CLIENT" also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

"CLIENT" may in its absolute discretion at any time, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP. **"CLIENT"** may also withdraw or cancel the RFP at any time without assigning any reasons thereof.

"CLIENT" reserves the right, without any obligation or liability, to accept or reject any or all applications, at any stage of the selection process, to cancel or modify the process or any part thereof, or to vary any or all the terms and conditions at any time, without assigning any reason whatsoever.

The issue of this RFP does not imply that **"CLIENT"** is bound to select service provider or to appoint the successful service provider, as the case may be. **"CLIENT"** reserves the right to reject all or any of the Bidder/s or Bids without assigning any reason whatsoever. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by **"CLIENT"** or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and **"CLIENT"** shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

DATA SHEET

Sl. No.	Particulars	Details
1.	Name of the Client	Executive Officer, Puri Municipality, District: Puri.
2.	Method of Selection & Proposal Validity	Least Cost Selection (Single Cover System)
3.	Date of Issue of RFP	Dt.25.12.2024
4.	Proposal Hard Copy Due Date	Dt. 13/12/2024 Time :05.00 P.M.
5.	Date of opening of Technical and Financial Proposal	Dt. 16/12/2024 Time :04.00 P.M.
6.	Bid Processing Fee (Non-Refundable)	Rs.600/- (Rupees Six Hundred) only, Cash Deposit or remitted through demand draft drawn in favour of Executive Officer, Puri Municipality, from any nationalized scheduled bank, payable at Puri.
7.	Earnest Money Deposit (EMD) (Refundable)	1% of the quoted value, remitted through demand draft drawn in favour of Executive Officer, Puri Municipality, from any nationalized scheduled bank, payable at Puri.
8.	Place of Opening of Proposal	Office of the Executive Officer, Puri Municipality

SECTION – 1

LETTER OF INVITATION

REQUEST FOR PROPOSAL (RFP)

For

Preparation of DPR including Topographical Survey, Design and Engineering for Construction of RCC Drain at Senapati Bagicha, Lane and Bylane in Ward No.30, under Puri Municipality, in the District of Puri, Odisha”

1. Proposals are invited to conduct the assignment and submit the deliverables from Public Sector Undertakings / Autonomous Bodies / consulting firms that have requisite experience in preparation of drainage / pipeline / sewerage network plan and infrastructure and to submit their RFP proposals (hard copy) in respect of the Project **“Preparation of DPR including Topographical Survey, Design and Engineering for Construction of RCC Drain at Senapati Bagicha, Lane and Bylane in Ward No.30, under Puri Municipality, in the District of Puri, Odisha”**, in accordance with the formats, terms and conditions of the RFP. More details are provided at **Section-3: Terms of Reference (ToR)** of this RFP Document. The firm is advised to examine carefully all instructions in the RFP Document.
2. The proposal complete in all respect as specified in the RFP Document must be accompanied with the proof of remitting Bid Processing Fees & EMD failing which the bid will be rejected.
3. The last date and time for submission of proposal complete in all respects is **dt. 13/12/2024 at 05 P.M.** the date of Opening of the Technical Proposal is **dt. 16/12/2024 at 04 P.M.** in the presence of the bidder’s representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.

This RFP includes following sections:

- a. Letter of Invitation **[Section – 1]**
- b. Information to the Bidder **[Section – 2]**
- c. Terms of Reference **[Section – 3]**
- d. Technical Proposal Submission Forms **[Section – 4]**
- e. Financial Proposal Submission Forms **[Section –5]**
- f. Annexure **[Bid Submission Checklist & Performance Bank Guarantee Format and any other relevant assignment related material needs to be provided]**

While all information / data given in the RFP are reasonable within the consideration of scope of the proposed assignment to the best of the Client’s knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder / consultant to check the validity of information/data included in this RFP. The Client reserves the right to accept / reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

Interested bidders may download the Request for Proposal Documents (the “RFP” document) from the above website to see further details for participation in the online bidding.

Name & Address of the Officer Inviting RFP:

Name: Executive Officer, Puri Municipality, District: Puri-752001

e-mail : enfpuri.od@gov.in

SECTION – 2
INFORMATION TO THE BIDDER

Pre-Qualification Criteria:

1. Documents / Formats need to be submitted along with TECHNICAL PROPOSAL:

The bidder / consultants have to furnish the following documents duly signed in along with their Technical Proposal:

Filled in Bid Submission Check List in Original (**Annexure-I**)

Covering letter (**TECH- 1**) on bidder's letterhead requesting to participate in the selection process.

Bid Processing Fee & Earnest Money Deposit (EMD) as applicable

Copy of Certificate of Incorporation/ Registration

Copy of PAN

Copy of Goods and Services Tax Identification Number (GSTIN) Copy of the latest GST clearance certificate.

Copies of IT Return for the last **3 (Three)** Assessment Years. i.e up to 2023-24

General Details of the Bidder (**TECH – 2**)

Financial Details of the bidder (**TECH – 3**) along with all the supportive documents as applicable duly signed as per the instruction.

Power of Attorney (**TECH – 4**) in favour of the person signing the bid on behalf of the bidder.

List of completed assignments of similar nature (Past Experience Details, **TECH – 5**) along with copies of contracts / work orders / completion certificate from previous Clients.

Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past.

Self-Declaration regarding Conflict of Interest (**TECH – 6**)

Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions and other important information as mentioned in the RFP Document. The proposal must be complete in all respect, indexed and hard bound. Each page should be numbered and signed by the authorized representative.

2. Bid Processing Fee:

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to Rs.600/- (Rupees Six Hundred) Only, Remitting as shown in the Data Sheet.

3. Earnest Money Deposit (EMD):

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to 1% of the quoted value Remitting as shown in the Data Sheet.

The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after furnishing of

the required Performance Bank Guarantee (PBG) and signing of the contract. The EMD will be forfeited on account of the following reasons:

Bidder withdraws or modifies (not acceptable to Client) its proposal during the bid validity period as specified in RFP

Bidder does not respond to requests for clarification of its proposal.

Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.

If the bidder fails to:

- provide any clarifications to the Client
- agrees to the decisions of the contract negotiation meeting
- sign the contract within the prescribed time period
- furnish required Performance Bank Guarantee in time.

Any other circumstance which holds the interest of the Client during the overall selection process.

4. Validity of the Proposal:

Proposals shall remain valid for a period of 120 (One Hundred Twenty Days) from the date of opening of the technical proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

5. Preparation & Submission of Proposal:

5.1 Preparation of Proposal

The Consulting Firm is requested to submit proposal hardcopy *through* speed post / Registered post (India post) as per the information provided in the datasheet in Two Parts strictly using the formats enclosed herewith (Refer Section: 2, 3, 4, 6 & 7 for Part-1 and refer Section:5 for Part-2) in 2 separate covers. The two parts shall be:

Part 1: Fee/ Pre-Qualification/ Technical Proposal and

Part 2: Financial Proposal.

Bidder must submit **Hard Copy** of the Technical Proposals by ~~Registered Post~~ / **Speed Post** only to the specified address before stipulated date of opening the Technical Bid as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the proposal.

5.2 The procedure for submission of the proposal is described below:

i) Technical Proposal:

The envelope containing Hard Copy of Technical Proposal (Section: 2, 3, 4, 6 &7) along with EMD shall be sealed and superscripted as "Technical Proposal – *Preparation of DPR including Topographical Survey, Design and Engineering for Construction of RCC Drain at Senapati Bagicha, Lane and By lane in Ward No.30, under Puri Municipality, in the District of Puri, Odisha*" and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, along with all the supportive documents and information have to be furnished as part of technical proposal.

ii) Financial Proposal:

The Consultant shall quote his rates on prescribed form of the Bill of Quantities (BoQ) already provided in the RFP in second packet of **Cover-2**.

The rate offered to remain fixed for the whole contract period or for the extended agreed period.

The financial proposal shall be inclusive all costs, direct or indirect, for successful delivery of the services defined in the ToR but exclusive of GST. Consultants shall express the price of their services in the Local currency (Indian Rupees).

iii) **Proposal Submission:**

The completed proposal must be submitted on or before the time and date stated in the Data Sheet.

6. Opening of the Proposal:

Opening of Proposals will be done as per the schedule date and time.

- i) The TECHNICAL PROPOSAL received as mentioned in Clause No. 7.2(i) on dt. **13/12/2024 at 05 P.M.** will be opened in the initial stage by the Client in presence of the bidder's authorized representatives, who wish to remain present at the location, date and time specified in the Data Sheet.
- ii) The Client will constitute a Tender Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the participating bidder will be allowed to witness the bid opening.
- iii) For participating in the tender, the authorized signatory holding Power of Attorney shall be the Digital Signatory. In case the authorized signatory holding Power of Attorney and Digital Signatory are not the same, the bid shall be considered non-responsive.
- iv) The ~~FINANCIAL~~ PROPOSAL only of the **technically qualified bidders** will be opened on dt. **16/12/2024 at 04 P.M.** after completion of technical evaluation stage.

7. Evaluation of Proposal:

A Two stage evaluation process will be conducted as explained below for evaluation of the proposals:

7.1 Technical Evaluation (Part-I) :

Technical proposal will be opened and evaluation of the proposals will be done to determine whether the proposal comply to the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:

Filled in Bid Submission Check List in Original (**Annexure-I**)

Covering letter (**TECH - 1**) on bidder's letterhead requesting to participate in the selection process.

Receipt of Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.

Copy of Certificate of Incorporation / Registration.

Copy of PAN.

Copy of Goods and Services Tax Identification Number (GSTIN)

Copy of the latest GST Clearance Certificate.

Copies of IT Return for the last 3 assessment years

General Details of the Bidder (**TECH - 2**).

Financial Details of the bidder (**TECH - 3**) along with all the supportive documents as applicable duly signed and certified as per the instruction.

Power of Attorney (**TECH - 4**) in favour of the person signing the bid on behalf of the bidder.

List of completed assignments of similar nature (Past Experience Details, **TECH-5**) along with copies of contracts / work orders / completion certificate from previous Clients.

Self-Declaration on Conflict of Interest (**TECH - 6**).

Undertaking for not having been black-listed by any Central / State Government / Any other Autonomous Bodies/ International & National Organization in the recent past. Duly filled in Technical Proposal Forms **TECH - 7**.

All the pages of the proposal and enclosures/attachments are signed by the authorized representative of the bidder.

** Bids not complying to any of the above requirement, will be out rightly rejected at the discretion of the Client's Authority.*

7.2 Financial Evaluation:

The financial proposals of the bidders qualifying the Technical Evaluation (Part-I & II) only shall be opened at this stage in the presence of the bidder's representative, who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

8. Evaluation Process:

Least Cost Selection method will be followed during the overall selection process. The financial bids of qualified bidders will be opened on the prescribed date in the presence of bidders' representatives. The bidder, who submits the lowest financial price bid shall be adjudged as the **L1 bidder** and shall be called for further process leading to the award of the contract. Only fixed price financial bids indicating total price for all the deliverables and services specified in this RFP document will be considered. In case of a tie with respect to the bid price for **L1**, the bidder having higher technical score will be considered the preferred bidder.

In Quality and Cost Based Selection method, minimum qualifying marks (normally 60 out of maximum 100 marks) as a benchmark for quality of the technical proposal will be prescribed and indicated in the RFP along with a scheme for allotting marks for various technical criteria/attributes. During evaluation quality score is assigned out of the maximum 100 marks to each of the responsive bids as per the scheme laid out in the RFP. Financial proposals are then opened for only eligible and responsive offers and are also given a cost-score based on relative ranking of prices, with 100 for the lowest and pro-rated lower marks for higher priced offers. The total score shall be obtained by weighting the quality and cost scores and adding them. This method of selection shall be used for highly technically complex and critical assignments where it is justifiable to pay appropriately higher price for higher quality of proposal.

The bid price will include all taxes as applicable and shall be in Indian Rupees. Prices quoted in the bid must be firm and final, and shall not be subject to any modifications on any account whatsoever. The Tender Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between partial amount and the total amount, or between word and figures the former will prevail. All required items must be priced accordingly in the financial bid.

For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the consultant including overhead expenses, such as travel, accommodation, logistics, training / workshop, preparation of reports / formats, printing & other secretarial expenses etc.

9. Contract Negotiation:

Contract negotiation, if required will be held at a date, time and address as intimated to the selected bidder(s). The bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a

contract. Negotiation will be performed covering technical and financial aspects, if any and availability of proposed professionals etc.

10. Award of Contract:

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notifying all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 15 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The contract will be valid for **2 (Two) Months** from the date of effectiveness of the contract and will be extended on mutual consent.

11. Conflict of Interest:

Conflict of interest exists in the event of:

- (i) Conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder;
- (ii) Consultants, agencies or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly; and
- (iii) Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

12. Disclosure:

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- b. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to :
 - a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct;
 - corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

16. Anti-corruption Measure:

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

17. Language of Proposals :

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the **English** language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self- certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

18. Cost of bidding :

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s is/are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

19. Legal Jurisdiction :

All legal disputes are subject to the jurisdiction of civil court of Puri, in the State of Odisha.

20. Governing Law and Penalty Clause :

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and completes the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Government of India / Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty **@ 1% per week subject to maximum of 10% of the total contract value**. The amount will be deducted from the subsequent payment. In addition, the PBG amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.

21. Confidentiality :

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

22. Amendment of the RFP Document :

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposals.

23. Client's right to accept any proposal, and to reject any or all proposal/s :

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award

of contract award, without assigning any reason there of and thereby incurring any liability to the bidders.

24. Copyright, Patents and Other Proprietary Rights :

The **Executive Officer, Puri Municipality, VIP Road, Puri PIN – 752001, Odisha**, shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Client's request, the Consultant shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

25. Force Majeure :

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserves the right to cancel the contract without any obligation to compensate the agency in any manner for what so ever reason.

27. Settlement of Dispute :

The Client and the agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such as a dispute shall be resolved by a sole arbitrator nominated by the **Executive Officer, Puri Municipality, VIP Road, Puri PIN – 752001, Odisha**. The arbitration proceeding shall be held at Puri, in the State of **Odisha**.

28. Disqualification of Proposal :

The proposal is liable to be disqualified in the following cases as listed below:

Proposal submitted without Bid Processing Fee & EMD as applicable;

Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP;

During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices;

Proposal is received in incomplete form;

Proposal is received after due date and time for submission of bid Proposal is not accompanied by all the requisite documents / information A commercial bid submitted with assumptions or conditions;

Bids with any conditional technical and financial offer;

If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value;

Proposal is not properly sealed or signed;

Proposal is not conforming to the requirement of the scope of the work of the assignment;

Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process;

If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid;

Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices;

Any other condition / situation which holds the paramount interest of the Client during the overall section process.

SECTION : 3

TERMS OF REFERENCE (ToR)

Introduction (Background)

1. Purpose / Objectives of the Assignment:

GENERAL

The detailed description of the scope of services, deliverables and other requirements relating to this Consultancy are specified in this RFP. In case the Bidder firm possesses the requisite experience and capabilities required for undertaking the Consultancy, it may participate in the Selection Process as an individual (the "Sole Firm"). No Joint Venture, Consortium of firms and Sub-Consultancy is allowed in response to this invitation. The term Bidder (the "Applicant") means the Sole Firm. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP. Bidders are advised that the selection of Consultancy firm shall be on the basis of an evaluation by ULB Authority through the Selection Process specified in this RFP.

BACKGROUND

Puri district has an elevation of (near sea shore) to 17.50 m (near Capper Hill). The climate of Puri District is normal as per Indian standards. All the seasons arrive in the District at their usual time. The District's average rain fall is 1365 mm. The average maximum and minimum temperatures are 42°C and 10°C respectively. Overall, the climate of the district is neither hotter nor cooler. The summer season is from March to June when the climate is hot and humid. Thunderstorms are common at the height of the summer. The monsoon months are from July to October when the district receives most of its rainfall from the South West Monsoon. The winter season from November to February is characterized by mild temperatures and occasional showers.

PURI TOWN

Puri town is situated at a distance of 60 km. away on South from the State Capital. The National Highway No.316 is connected from Bhubaneswar. Puri town is the district head quarter of Puri district. As of 2011 India census, Puri town had a population of 2,01,016. Considering the development scenario and urbanization coupled with population growth, the existing storm water drainage system in the town, namely Senapati Bagicha of Puri Municipality, are utterly inadequate due to the following shortcomings.

Many of the existing surface drains are inadequate in size thus require renovation.

Many areas are not provided with drainage system.

Absence of efficient solid waste management system is contributing to blockage of open surface drains leading to overflows during heavy showers. Stagnation of water as a result of siltation / blockage is creating health related problems due to mosquito breeding, fly nuisance etc.

The Municipal bodies are facing lot of hardship in day-to-day for periodic maintenance of the existing drains.

Flow of sewage / septic tank effluent in some open drains also creates health risk to the citizen.

Due to rapid urbanization and unprecedented pace of growth in the last two decades, the physical status of most of the natural storm water channels are:

- Encroachment by the public, thereby narrowing the original stream Section.
- Slum dwellers / people of weaker sections occupy and reside on the bank of the drains causing obstruction to the free flow of streams and narrowing the flow path.

- Due to lack of proper demarcation and fencing of storm water drains, debris and wastages are thrown into the channels causing obstruction to free flow of rain water finally leading to overflowing on the roads.
 - The low lands on the eastern side which otherwise acted as storm water holding basins and provided natural pathway for discharge to the rivers are gradually converted into homestead lands thereby causing flooding in uplands during heavy shower. These low lands while acting as temporary storm water holding banks also help groundwater recharge.
 - Increase in built up areas and absence of integrated urban watershed management have led to reduction in infiltration capacity and thereby ground recharging problems.
- The above shortcomings are causing frequent flooding of the city thereby affecting the normal life especially during monsoon periods.

OBJECTIVE

The objective of the programme is to promote planned integrated development of the town to help creating durable public access and to improve quality-oriented services in the town.

The broad objective of this proposed Project is to:

- i) prevent flooding of the City thereby minimize occurrence of damages to public / private properties and public life.
- ii) avoid disruption of public life, especially during the periods of cyclonic storms and high intensity rainfall.
- iii) creating scope for ground water recharges.
- iv) creating water bodies for the purpose of recreation activities and also for damping the temperature during Summer.
- v) beautification of the Cities by minimizing Solid Waste and Liquid Waste disposal in to the drains and water bodies.

As a part of the strategy, it is proposed to adopt an integrated approach to urban watershed management with creation / renovation of following infrastructure facilities to achieve the above goals.

- i. Design of the existing surface drainage facility including renovation of the same as per requirement.
- ii. Design and execute drainage system for all uncovered areas of town including fringe areas with integration to the existing system as per requirement.
- iii. Renovation of the existing natural storm water channels suiting to following scope.
- iv. Construction of storm water drains and / or retaining walls on both sides wherever needed duly demarcating the boundaries on either side.
- v. Construction of Check dams / Drops wherever necessary to reduce the velocity in stages to ensure steady flow, to help in ground water recharge and to use as water bodies / lakes for recreational spots.
- vi. Construction of cross culverts / Bridges wherever necessary.
- vii. Chain link fences to minimize dumping of garbage and litter.

- viii. De-silting / de-weeding to ensure full flow of water.
- ix. Construction of control structures wherever necessary.
- x. Preparation of micro level storm water drainage network for street, branch and main drains in uncovered areas and integrating the same with existing system as well as to the major storm water channels.
- xi. Conducting detailed survey of the existing storm water Channels to assess their physical status, carrying capacity & adequacy to meet design discharge requirements.
- xii. Identification of location along the routes of the major storm water channels for creation of water bodies / lakes for recharging to the ground water as well as to use for recreational purpose.
- xiii. Preparation of storm water drainage map for Senapati Bagicha of Puri Town and zonal maps showing existing major and primary, tertiary storm water drains and their disposal system.
- xiv. Based on the hydrologic study design of the entire drainage system including out-fall structures shall be carried out for safe discharge of design flood to the rivers.
- xv. The DPRs shall include the following:
 - a. Detailed survey of the drains and their flood plain areas
 - b. Review of existing conditions
 - c. Deficiency analysis from hydraulic and structural point of view
 - d. Enlisting of obstructions, bottlenecks and encroachments
 - e. Estimation of flood discharge and hydraulic design
 - f. Preparation of Longitudinal Sections (LS) and Cross Sections (CS) of drains.
 - g. Detailed estimates with rate analysis based on current SoR
 - h. Preparation of detailed drawings

As such it is decided to appoint a consultant who would prepare detailed project report for comprehensive storm water drainage systems of Senapati Bagicha of Puri Municipality.

In support of the Invitation for the RFP (Proposal), the **Executive Officer, Puri Municipality**, issues this Bidding Document for the work "Providing Consultancy Services for preparation of DPR including Topographical Survey, Design and Engineering and Project Management Consultancy Services for Improvement of Drainage System of Puri Municipality in Odisha" and Related Services incidental thereto as specified in Terms of Reference (ToR).

2. **Scope of Work :**

The detailed set of activities to be carried out by the proposed unit will include:

The Main Objective of the project is to study the Topography, Hydrology of the site and surrounding areas, Design and prepare the Surface runoff Water Drainage as per the Central Public Health & Environmental Engineering Organization (CPHEEO) – Manual for Storm Water Management 2019 / Central Ground Water Board (CGWB) guidelines / River centric urban development planning guideline of MoHUA.

Objectives of Planning & Investigation

- Identification and marking of probable drainage zones, direction of gradients and selection of disposal points
- Preparation of topographical layout of collection and conveyance.
- Identification of existing storm water drains / drainage corridors including age-old drainage conduits for rehabilitation.
- Non-structural measures should be studied, and components designed accordingly to provide relief during occurrence of disasters due to flooding.
- Strategy for sustainable operation & maintenance of storm water systems
- Holistic approach to local area planning including aspects of sustainability, consistency and responsive to community values.

Data Collection & Map Development

- Physical Characteristics
- Rainfall Characteristics
- Waterway Characteristics
- Collection of topographical survey details / maps
- Topographical maps (1:1000) bringing out existing storm water drainage system, crossing of main watercourses e.g. rivers, irrigation channels and drains, tanks, ponds, roads, railway lines, built up areas, open fields and play grounds, flood prone areas etc.;
- Contour Maps / Catchment maps
- Alignment maps – Drains
- Storm water drains with longitudinal section and cross sections

Objectives of the studies and detailed Design

1. Total station survey, for collection of baseline data of existing Drain, Road, along with its R.L. and study the same with the newly proposed smart city major drains for an outcome to investigate water logging situation at different pockets under Puri Municipality jurisdiction, so as to enable for preparation of Master DPR on drainage system.
2. Defining water logged point in the city on the toposheets
3. Preparation of GIS Based Map of all existing and proposed drains
4. Identification of hot spots and the problematic areas for drains
5. Checking adequacy for natural drains as well as existing road side drains
6. Topographical survey of the identified water-logged areas, road side drains and nallas (L-Section and Cross-Section)
7. Calculation of flood discharge and designing of storm water drains for water logged areas including stormwater drain of appropriate size along roads suggestions for improvement of Nallas and Cross-drainage works, planning and designing of network of storm water drains for rain fall intensity.
8. Preparation of Cost of project and preparation and finalization of D.P.R.

Technical Proposal Submission Forms**TECH -1****COVERING LETTER****(ON BIDDER'S LETTER HEAD)***[Location, Date]*

To

The Executive Officer,
Puri Municipality, Puri
VIP Road, Puri- 752001

Subject : Providing Consultancy Services for preparation of DPR including Topographical Survey, Design and Engineering for Construction of RCC Drain at Senapati Bagicha, Lane and Bylane in Ward No.30, under Puri Municipality, in the District of Puri, Odisha.

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No. _____, Dated: _____.

I, hereby submit the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **120 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFP/ ToR including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

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

Yours faithfully,

Authorized *Signatory with Date and Seal:*

Name and Designation: _____

Address of Bidder: _____

Bidder's Organization (General Details)

Sl. No.	Description	Full Details
1.	Name of the Bidder / Consultant	
2.	Address for communication: Tel : Fax: Email id :	
3.	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
4.	Registration / Incorporation Details Registration No: Date & Year. :	
5.	Local office in Odisha If Yes, Please furnish contact details	Yes / No
6.	Bid Processing Fee Details Amount: DD / No. : Date: Name of the Bank:	
7.	EMD Details Amount: TDR/FD/Postal Deposit No. : Date: Name of the Bank:	
8.	PAN Number	
9.	Goods and Services Tax Identification Number (GSTIN)	
10.	Willing to carry out assignments as per the scope of work of the RFP	YES
11.	Willing to accept all the terms and conditions as specified in the RFP	YES

Authorized Signatory [In full and initials] : __

Name and Designation with Date and Seal : .

Bidder Organization (Financial Details)

Financial Information in INR				
Details	FY	FY	FY	Average
Consulting Turnover (in INR)				
<p><i>Supporting Documents:</i></p> <p>Audited certified financial statements for the last 03 FYs (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i></p>				

Signature and Seal of the Company Auditor with Date in original

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

[NB: No Scanned Signature will be entertained]

FORMAT FOR POWER OF ATTORNEY (On Bidder's Letter Head)

I, _____, the _____ (Designation) of (Name of the Organisation) in witness whereof certify that **<Name of person>** is authorized to execute the attorney on behalf of **<Name of Organisation>**, **<Designation of the person>** of the company acting for and on behalf of the company under the authority conferred by the **<Notification/ Authority order no.>** Dated **<date of reference>** has signed this Power of attorney at **<place>** on this day of

<day><month>, <year>.

The signatures of **<Name of person>** in whose favour authority is being made under the attorney given below are hereby certified.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney:

Address of the Bidder:

(BIDDER'S PAST EXPERIENCE DETAILS)**Table -1 (List of <Nos> completed assignments only of similar nature** in any sector during last <5> years)**

Sl. No.	Period	Name of the Assignment with	Name of the Client	*Contract Value (in INR) and	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if Any
A	B	C	D	E	F	G	H
1.							
2.							
3.							

Authorized Signatory [In full and initials]:**Name and Designation with Date and Seal:**

INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF

Are there any activities carried out by your agency which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria: Para (5). If yes, please furnish details of any such activities.

If no, please certify,

IN BIDDER' S LETTER HEAD

I, hereby declare that our firm / company as an Individual is not indulged in any such activities which can be termed as the conflicting activities as mentioned in **Section 2: [Information to the Bidder] under Eligibility Criteria: Para (6)**.

I, also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the Client which shall be binding on us.

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: ____

Comments and Suggestions on the Terms of Reference / Scope of Work and Counterpart Staff and Facilities to be provided by the Client

A: On the Terms of Reference / Scope of Work:

[The consultant needs to present and justify in this section, if any modifications to the Terms of Reference he is proposing to improve performance in carrying out the assignment (such as deleting some activity considering unnecessary, or adding another, or proposing a different phasing of the activities / study process modifications). Such suggestions should be concise and to the point, and incorporated in the technical proposal. Modification / suggestion will not be taken into consideration without adequate justification. Any change in manpower resources will not be taken into consideration]

B: On Input and Facilities to be provide by the Client:

[Comment here on inputs and facilities to be provided by the Client with respect to the Scope of Work and Study Implementation]

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Section - 5

Financial Proposal Submission Forms

**The bidder shall submit the FIN-1, FIN-2 & FIN-3 in PDF format along with the
Financial bid through.**

Please note that the technical bid containing financial information shall be treated as Non-Responsive.

COVERING LETTER (In Bidder's Letter Head)

[Location, Date]

To

The Executive Officer, Puri Municipality, PIN - 752001

Subject: Financial Quote - Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

Note: Bidders are requested to furnish the list limited to <Nos> assignments of similar undertaken during the last <Nos> Financial Years (to be decided accordingly) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.

Sir,

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal No. _____, Dated: _____. Our attached Financial Proposal is for the sum of **[Insert amount(s) in words and figures*]**.

The above quoted 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 **<Nos.> 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.*

SUMMARY OF FINANCIAL PROPOSAL

Sl. No.	Description of Work	Unit	Rate (Rs.) for whole Assignment	
			Rate in Figure	Rate in Words
01.	Preparation of Detail Project Report for Storm Water Drainage System including Providing Topographical Survey with Differential Global Positioning System (DGPS) / Total Station (TS) for collection of baseline data of existing Drain, Road, along with its R.L., Design and Engineering for Construction of RCC Drain at Senapati Bagicha, Lane and Bylane in Ward No.30, under Puri Municipality, in the District of Puri, Odisha, in conformity with the provisions, objective and broad scope of the assignment of the RFP Document.	Per One Kilometre Survey Road Length		

GST Extra as per Govt. norms.

Bidders shall submit the financial proposal as per the prescribed format given above in both figures and words, and signed by the Bidder's Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.

Taxes will be paid by the Client as per the applicable rate under GST Act from time to time. Consultancy fee proposed for the assignment shall remain fixed till completion of the contract.

All costs and charges, related to the offer, shall be expressed in Indian Rupees only and the total cost shall be inclusive of any other taxes & duties etc. but excluding GST.

Note: The rates quoted above does not guarantee any work order, and at the time of finalization of the rates. The rates quoted above could be rationalized by the authority which will be acceptable to me / us. It is further accepted that Puri Municipality, would be free to issue work order to any firm empanelled with Govt. of Odisha / Puri Municipality.

I / we shall have no objection to the decision and selection of any empanelled consultant for work order as finalized by Puri Municipality.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date& Seal: __

SECTION - 6
BID SUBMISSION CHECK LIST

Annexure - I

CHECK LIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL (ORIGINAL + 1COPY)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH -1)		
3	Bid Processing Fee of Rs._____/ - in form of DD		
4	Rs._____/ - in shape of Demand Draft		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last 03 AYs		
9	General Details of the Bidder (TECH - 2)		
10	Financial details of the bidder (TECH - 3) along with all the supportive documents such as copies of Profit - Loss Statement and Balance Sheet for the concerned period.		
11	Power of Attorney (TECH - 4) in favour of the person signing the bid on behalf of the bidder.		
12	List of completed assignments of similar nature (Past Experience Details) (TECH - 5) along with the copies of work orders for the respective assignments		
13	Self-Declaration on Potential Conflict of Interest (TECH - 6)		
14	Undertaking for not have been black-listed by any Central / State Govt. / any Autonomous bodies during its business career.		
15	Comments and Suggestions (TECH - 7)		

FINANCIAL PROPOSAL (ORIGINAL + 1 COPY)			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal (FIN-2)		

Undertaking:

All the information has been submitted as per the prescribed format and procedure.

Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.

All pages of the proposal have been sealed and signed by the authorized representative.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal:]: _____