

**REQUEST FOR PROPOSAL**

**PREPARATION OF  
COMPREHENSIVE MASTER PLAN  
REGARDING CLEARANCE OF  
DRAINAGE CONGESTION  
IN PURI DISTRICT**



**GOVERNMENT OF ODISHA  
WATER RESOURCES DEPARTMENT  
OFFICE OF THE CHIEF ENGINEER, DRAINAGE, CUTTACK**

**MAY, 2022**

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## **DISCLAIMER**

This Request for Proposal (**RFP**) is issued by the **Chief Engineer, Drainage, Water Resources Department, Government of Odisha**

While the information in this RFP has been prepared in good faith, it does not support to be comprehensive or to have been independently verified. Neither Water Resources Department nor any of its officers or employees, nor any of its advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed assignment or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment at the sole discretion of the Client. It does not claim to contain all the information that a recipient may require for the purposes for making a decision for participation in this selection process. Each bidder must conduct its own analysis of the information contained in this RFP, to correct any inaccuracies therein and is advised to carry out its own investigation into the proposed assignment, the regulatory regime which applies thereto and by and all matters pertinent to the project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to the project.

This RFP includes certain statements, information, projections and forecasts with respect to the proposed assignment. Such statements, information, projections and forecasts reflect various assumptions made by the management, officers and employees of the Client, which (the assumptions and the base information on which they are made) may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this RFP is, or should be relied on as, a promise, representation or warranty.

The **Chief Engineer, Drainage, Water Resources Department, Government of Odisha** shall be the sole and final authority with respect to selection of a consultant through this RFP.

## BIDDER DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Chief Engineer, Drainage, Water Resources Department, Government of Odisha
2.	Method of Selection	Quality and Cost Based Selection (QCBS) Method
3.	Date of Issue of RFP	04.06.2022
4.	Deadline for Submission of Pre-Proposal Query	13.06.2022
5.	Issue of Pre-Proposal Clarification	18.06.2022
6.	Proposal Due Date	27.06.2022
7.	Date of opening of Technical Proposal	28.06.2022
8.	Date of opening of Financial Proposal	18.07.2022
9.	Expected Date of Commencement of Assignment	August, 2022
10.	Bid Processing Fee (Non-Refundable)	Rs. 10,000/- (Rupees Ten Thousand Only) in shape of Demand Draft in favour of "Superintending Engineer, Drainage Division, Puri" drawn in any scheduled nationalized bank payable at Bhubaneswar
11.	Bid Security Declaration	Bidder is required to submit a "Bid Security Declaration" in lieu of EMD as per the prescribed format provided at <b>Annexure- IV</b> of this RFP Document.
12.	Contact Person	Er. Biplab Keshari Sahoo Executive Engineer Tel no.: 9437884132 Email: <a href="mailto:cedrainage@gmail.com">cedrainage@gmail.com</a>
13.	Address for Submission of Proposal	Office of the Chief Engineer, Drainage, Cuttack -753003 Mode of Submission: <b>Speed Post / Registered Post / Courier</b> only to the address as specified above during the office hour only. Submission of bid through any other mode and late bid will be rejected.
14.	Venue for Opening of Technical and Financial Proposal	Office of the Chief Engineer, Drainage, Gandarpur, Cuttack-753003

*For details please visit: [dowrodisha.gov.in](http://dowrodisha.gov.in)*

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**SECTION: 1**

**LETTER OF INVITATION**

## LETTER OF INVITATION

RFP No:

Dated:

**Name of the Assignment: Preparation of Comprehensive Master Plan regarding clearance of drainage congestion in Puri District**

1. **The Chief Engineer, Drainage** on behalf of **Water Resources Department, Government of Odisha** (The Client) invites sealed proposal from eligible bidders for **“PREPARATION OF COMPREHENSIVE MASTER PLAN REGARDING CLEARANCE OF DRAINAGE CONGESTION IN PURI DISTRICT”**. More details on the proposed study are provided at **Section-3: Terms of Reference (ToR)** of this RFP Document.
2. A Consultant will be selected under **Quality and Cost Based Selection (QCBS)** procedure as prescribed in the RFP Document in accordance with the policies and procedures accompanying the Guideline of Finance Department, Government of Odisha for **“Engagement of Consultants and Outsourcing of Services”** circulated vide *Office Memorandum No. 37323/F, Dated: 30.11.2018* of Finance Department, Government of Odisha.
3. The proposal complete in all respect as specified in the RFP Document must be accompanied with a **non-refundable** amount of **Rs. 10,000/- (Rupees Ten Thousand only)** towards **Bid Processing Fee** in form of **Demand Draft** in favour of **“Superintending Engineer, Drainage Division, Puri”**, drawn in any scheduled nationalized bank and payable at Puri, Odisha failing which the bid will be rejected.
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet at **(Sl. No. 13)** by **Speed post / Registered Post/ Courier** only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal complete in all respects is **27.06.2022** and the date of opening of the technical bid is **28.06.2022** in the presence of the bidder’s representative at the specified address as mentioned in the Bidder Data Sheet **(Sl. No.14)**. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
6. 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 [**Section –6**]

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7. While all information/data given in the RFP are accurate 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 to check the validity of information/data included in this RFP document. The Client reserves the rights to accept / reject any/ all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

**Chief Engineer, Drainage**

**SECTION: 2**

**INFORMATION TO THE BIDDER**



### Eligibility Criteria:

Before opening and evaluation of the technical proposals, each bidder will be assessed based on the following eligibility criteria to consider their proposal for further consideration. The bidder is required to produce the copies of the required supportive documents / information as part of their technical proposal failing which the proposals will be rejected.

Sl. No.	Eligibility Criteria	Supportive Documents
1	<p>Bidder as single entity to be a Company as registered under Indian Companies Act, 1956 / 2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008.</p> <p>Universities and Institutions recognized by University Grants Commission or any State or the Central Government with NAAC accredited Minimum 'B' Grade.</p> <p><b><i>Consortium or Joint Venture not allowed</i></b></p>	Certificate of Incorporation / Registration / Any valid legal document in support of formation of the entity
2	The bidder should have been in the consulting business for more than <b>10 years</b> from the date of Incorporation on the last date of submission of the proposal.	
3	Successfully completed at least <b>2 assignments</b> of similar nature ( <b>having Contract Value <math>\geq</math> Rs. 30.00 Lakh and Duration <math>\geq</math> 3 Months</b> ), i.e. <b>Concurrent Evaluation / Impact Assessment / Process Monitoring / Baseline Survey</b> for any social sector under Central / State Govt. / EAPs*/ Autonomous bodies operated under Government administrative control / International and National Organisation during the last <b>3 years**</b> .	Copies of Work Order / Contract Document / Completion Certificate from the previous clients
4	The average annual financial turnover must be <b>Rs. 1.00 Cr</b> from consulting business only during the last 3 financial years**.	Financial Details of the bidder ( <b>TECH -3</b> ) along with copies of the audited balance sheet

		and I/E Statement duly sealed and certified by the CA and the authorized representative of the bidder.
5	Bidder shall furnish an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current or proposed agreements, engagements, or affiliations with the Client.	Self-Declaration from the Bidder as per the format <b>(TECH - 5)</b>

*\* Externally Aided Projects (EAP) funded through Ministry of Economic Affairs, Govt. of India by World Bank, DFID, JICA, ADB, KfW and European Commission etc.*

*\*\* Financial Years (18-19 , 19-20 & 20-21)*

## 2. Documents to be submitted along with TECHNICAL PROPOSAL (PART-A):

The bidders 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 as applicable
- Bid Security Declaration **(Annexure-IV)**
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN)
- Copies of IT Return for the last three assessment years **(AY 2018-19, 2019-20 and 2020-21)**.
- 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/s.
- Power of Attorney **(TECH – 4)** in favour of the person signing the bid on behalf of the bidder.
- Self-Declaration regarding any potential Conflict of Interest situations **(TECH -5)**
- Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past on its letter head
- Duly filled in Technical Proposal Submission Forms **(TECH 6 – TECH 12)**

**NB:**

***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 summary 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 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 certified by the authorized representative. Failure to comply with the RFP requirements will result in outright rejection of the proposal.***

**3. Bid Processing Fee :**

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs. 10,000/- (Ten Thousand Rupees Only)** in shape of Demand Draft from any scheduled Nationalized bank in favour of “**Superintending Engineer, Drainage Division, Puri**” payable at Puri. Proposals received without bid processing fee will be out rightly rejected.

**4. Bid Security Declaration Form:**

The bidder must furnish, as part of the technical proposal, with an “Bid Security Declaration” in lieu of EMD (**Annexure - IV**) accepting that if the bidder withdraws or modify their bids during period of its validity, they will be suspended for three years. This is as per the OM No.8943/F, Dated: 18/03/2021 and OM No.281/F, Dated: 05/01/2022 issued by Finance Department, Government of Odisha.

**5. 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.

**6. Submission of Pre-Proposal Queries:**

Bidders can submit their queries as per the prescribed format provided at (**Annexure-II**) in respect to the RFP and other details if any, to the Client by e-mail at [cedrainage@gmail.com](mailto:cedrainage@gmail.com) by **13.06.2022**. Clarifications to the above will be uploaded in the website for information of the bidders latest by **18.06.2022**. Queries submitted beyond the above deadline will not be entertained. Request for alteration/change in existing terms and conditions of the RFP will not be considered /entertained.

## 7. Submission of Proposal:

Bidder must submit their proposals by **Registered Post / Speed Post / Courier** only to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the proposal. The proposal must have to be submitted in two parts. Each part should be separately bound with no loose sheets. Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be out rightly rejected by the Client.

The procedure for submission of the proposal is described below:

### **Technical Proposal (Original + 1 Copy + Soft Copy in word format in CD/USB Drive):**

The envelope containing technical proposal shall be sealed and superscripted as **“TECHNICAL PROPOSAL-Preparation of Comprehensive Master Plan regarding clearance of drainage congestion in Puri District”**

- i) The duly filled-in technical proposal submission forms, soft copy in Word format in CD / USB Drive along with all the supportive documents and information have to be furnished as part of technical proposal as per the requirement.
- ii) **Financial Proposal (Original + 1 Copy + Soft Copy in pdf form in CD/ USB Drive):**  
The envelope containing financial proposal shall be sealed and superscripted as **“FINANCIAL PROPOSAL –Preparation of Comprehensive Master Plan regarding clearance of drainage congestion in Puri District”**. The duly filled-in financial proposal submission forms should contain the detailed price offer for the proposed assignment and have to be furnished as per the prescribed format only along with soft copy in pdf form in CD / USB Drive as part of financial proposal.

Both the above envelopes have to be sealed and placed inside a third main envelope with proper labeling of following information in bold:

**NAME OF THE ASSIGNMENT:**

**RFP NUMBER AND DATE:**

**NAME OF THE BIDDER:**

**DEADLINE FOR SUBMISSION OF BID:**

**NAME AND ADDRESS OF THE BIDDER:**

***Any deviation from the prescribed procedures / information / formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal have to be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be out rightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.***

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## 8. Opening of the proposal :

The FIRST ENVELOPE containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the Client in presence of the bidder's representatives at the location, date and time specified in the Bidder Data Sheet. The Client will constitute a Consultant 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 attend the bid opening meeting. The SECOND ENVELOPE containing **FINANCIAL PROPOSAL** only of the **technically qualified bidders** will be opened after completion of technical evaluation stage. The date and time for opening of the financial proposal will be intimated accordingly to the technically qualified bidders well in advance.

## 9. Evaluation of Proposal:

A three stage process will be adopted as explained below for evaluation of the proposals:

- **Preliminary Evaluation (1<sup>st</sup> Stage):** Preliminary 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.
  - ✓ Bid Processing Fee as applicable
  - ✓ **Bid Security Declaration (Annexure-IV)**
  - ✓ Copy of Certificate of Incorporation/ Registration
  - ✓ Copy of PAN
  - ✓ Copy of Goods and Services Tax Identification Number (GSTIN)
  - ✓ Copies of IT Return for the last three assessment years (**AY 2018-19, 2019-20 and 2020-21**).
  - ✓ 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 -5**)
  - ✓ Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organisation in the recent past.
  - ✓ Duly filled in Technical Proposal Forms **TECH - 6 to TECH -12**.
  - ✓ All the pages of the proposal and enclosures / attachments are signed by the authorised representative of the bidder

***Bid not complying to any of the above requirement will be out rightly rejected.***

- **Technical Evaluation (2<sup>nd</sup> Stage):** Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Technical evaluation of the proposals of the qualified bidders shall be made as per the following technical parameters:

<b>Bid Evaluation Parameter</b>	<b>Maximum Mark</b>
<p><b>Specific Experience of the bidder</b> (Prior experience in carrying out assignments of similar nature during <b>last 3 years</b> under Central / State Govt. / EAPs / Autonomous Bodies / National &amp; International organization.</p> <p>A) Prior experience in carrying out assignment of similar nature during last 3 years in any sector = <b>10 Mark (2 Mark for Each Assignment)</b></p> <p>B) Prior experience in carrying out assignment of similar nature during last 3 years in Water Resources, NRM, Agriculture Sector = <b>10 Mark (2 Mark for Each Assignment)</b></p>	<b>20</b>
<p><b>Understanding, Approach &amp; Methodology</b> of the bidder in response to the RFP</p> <p>A) Understanding about the objective and the scope of the proposed assignment = <b>5 Mark</b></p> <p>B) Approach and Methodology = <b>10 Mark</b></p> <p>C) Staff Deployment Strategy and Work Plan = <b>5 Mark</b></p>	<b>20</b>
<b>Key Professionals proposed by the bidder for the assignment</b>	<b>50</b>
<b>Technical Presentation*</b>	<b>10</b>
<b>Grand Total</b>	<b>100</b>

***\* Bidders who secure above 60 marks from 90 marks during the evaluation of technical proposal will be called for technical presentation.***

Bidders will make a presentation before the Client during the technical evaluation stage. The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. Clarifications, if any, as required by the Client will also be discussed during the meeting. The detail schedule along with an outline for presentation will be intimated to the qualified bidders before 7 days from the date of technical presentation. The financial proposals of the technically qualified bidders will be opened on same day / subsequent working day. Hence, the bidder should make available for the same. The bidder whose technical proposal secures a mark of **above 70** in the technical evaluation stage will be qualified for opening of the financial proposal.

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- **FINANCIAL EVALUATION (3<sup>rd</sup> Stage):** The financial proposals of the technically qualified bidders 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.

#### **10. Evaluation Process:**

**Quality and Cost Based Selection (QCBS) method** will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest Technical Score (ST) in accordance to the marks obtained during the technical evaluation stage. There shall be **70 % weightage** to technical score and **30 % weightage** to financial score.

Proposal with the lowest cost may be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their prices with respect to the lowest offer. Similarly, proposal with the highest technical marks shall be given a score of 100 and other proposals be given technical score that are proportional to their marks with respect to the highest technical marks. The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up. On the basis of the combined weighted score for quality and cost, the consultant shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 bidder followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 will be invited for negotiations, if required and shall be recommended for award of contract. In the event two or more bids have the same score in final ranking, the bidder having higher technical score during the technical evaluation round will be considered as the H-1 bidder.

#### **Example:**

In a particular case of selection of consultant, it was decided to have minimum qualifying marks for technical qualifications as **70 (Seventy)** and the weightage of the technical bids and financial bids were kept as 70:30. In response to the RFP, three proposals, A, B & C were received. The technical evaluation committee awarded the following technical score:

A: 75 Mark B: 80 Mark C: 90 Mark

So, all the above three proposals were found to be technically qualified.

The formula for determining the Technical scores (ST) of all the above proposals is calculated as per the following procedure:

$$ST = (100 \times T/TH)$$

Where "ST" = Technical score

"TH" = Highest Technical Score secured by the qualified bidder

"T" = Technical Score of the Proposal under consideration.

Using the above formula, the individual technical score secured by the individual bidder are as follows:

$$A = 100 \times (75/90) = 83.33$$

$$B = 100 \times (80/90) = 88.88$$

$$C = 100 \times (90/90) = 100$$

The financial proposals of the above bidders were opened and the evaluated quoted prices are as under:

A: 120 INR

B: 100 INR

C: 110 INR

The lowest evaluated Financial Proposal (FM) is given the maximum financial score (SF) of 100. The formula for determining the financial scores (SF) of all other Proposals is calculated as per the following procedure:

$$SF = 100 \times (FM / F)$$

Where "SF" = Financial score,

"FM" = Lowest Evaluated Financial Bid

"F" = Quoted Financial Bid under consideration

Using the above formula, the individual financial score secured by the respective bidder are as follows:

$$A = 100 \times (100/120) = 83.33$$

$$B = 100 \times (100/100) = 100.00$$

$$C = 100 \times (100/110) = 90.90$$

The weightage given to the Technical (T) and Financial (P) Proposals are: T = 0.70 and P = 0.30

Proposals are ranked according to their combined technical (ST) and financial (SF) scores using the weights (T = the weightage given to the Technical Proposal; P = the weightage given to the Financial Proposal):

Where  $S = (ST \times T) + (SF \times P)$



Accordingly, the combine score secured by each bidder are as follows:

$$A = (83.33 \times 0.70) + (83.33 \times 0.30) = 83.33 = H3$$

$$B = (88.88 \times 0.70) + (100 \times 0.30) = 92.22 = H2$$

$$C = (100 \times 0.70) + (90.90 \times 0.30) = 98.19 = H1$$

The bidder **C securing the highest evaluated Combined Score (S) of 98.19 with evaluated cost of Rs. 110.00** will be the preferred bidder and recommended for award of the contract observing due procedure. 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 expenses, such as travel, accommodation, logistics, training/ workshop, preparation of reports / formats, printing & other secretarial expenses etc.

**11. Performance Bank Guarantee: (PBG)**

Within 7 days of notifying the acceptance of proposal for the award of contract, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **3% of the total contract value** from a scheduled commercial bank situated in Bhubaneswar in favour of “**Superintending Engineer, Drainage Division, Puri**”, as per the format at **Annexure-III**, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a **period of 3 months beyond the contract period**) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

**12. Contract Negotiation:**

Contract Negotiation will be held at a date, time and address as intimated to the preferred bidder. 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.

**13. 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 notify 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 would be valid for **4 Months** from the date of effectiveness of the contract and will be extended on mutual consent. ***Sub-contracting / outsourcing of any form shall not be allowed for any activities under the scope of the work as mentioned in this RFP.***

**14. 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 organisations) 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.

**15. 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.
- b. 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.
- c. 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 fulfill 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 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 Bhubaneswar only.

**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 complete 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 through the department website. 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 /all proposal, and to annul or amend the bidding / selection / evaluation process 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:**

Water Resources Department, Government of 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. Replacement of Key Personnel:**

The Key professionals to be deployed under this contract must be dedicated in nature. However, the Client reserves the right to request the Consultant to replace the assigned personnel if they are not performing to a level of satisfaction. After written notification, the Consultant will provide CV of appropriate candidates within Seven **(7) days** for review and approval. The Consultant must replace the personnel within seven (7) working days from the date of approval of replacement. If one or more key personnel become unavailable / leave the project for any reason midway under the contract, the Consultant must notify the Client at least fourteen **(14) days** in advance, and obtain the approval prior to making any substitution. In notifying the Client, the Consultant shall provide an explanation of circumstances necessitating the proposed replacement and submit justification and qualification of replacement personnel in sufficient detail to permit evaluation of the impact on the engagement. Acceptance of a replacement person by the Client shall not relieve the consultant from responsibility for failure to meet the requirements of the contract. Change in key professionals beyond the allowable limit of the contract (More than 1 Resources irrespective of position) leads to implication of liquidated damage of **1% of the contract value**.

## **26. 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 reserve 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 Consultant shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Bhubaneswar, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. Secretary to Government, Water Resources Department will be the final authority to resolve any dispute arising between Client and the Consultant.

## **28. Disqualification of Proposal:**

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

- Proposal submitted without Bid Processing Fee as applicable
- Proposal submitted without Bid Security Declaration
- Proposal not submitted in accordance with the procedures 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
- **Same CV proposed in different bids shall not be taken into consideration.**
- 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 REFERNECE (ToR)**

## 1. INTRODUCTION

Drainage Organisation under Department of Water Resources, Government of Odisha functioning from the year 2001-02 is involved in works of renovation of natural drains in the command area for retrieval of the water logged area. The organisation headed by one Chief Engineer with HQ at Cuttack has a vast jurisdiction spanning from Balasore District to Ganjam District. It has been assessed that a total area of 2,17,845 Ha of land is under water logging out of which 1,90,255 Ha of land can be retrieved. The total area has been divided in to 17 nos. of Doabs with total drain length 8988Km. In order to achieve the desired target, Government of Odisha has launched a new scheme namely “**Drainage Improvement Programme**” from the year 2014-15.

The Drainage System under Drainage Division, Puri is confirmed between Khathajodi (Devi) – Kusabhadra Doab (Doab No. – V), confirmed between Kusabhadra - Bhargavi Doab (Doab No. – VI), confirmed between Daya - Bhargavi Doab (Doab – VII), confirmed between Daya – Salia Doab (Doab XV) under Puri Sadar, Brahmagiri, Satyabadi, Kanas, Pipili, Delanga, Nimapara, Kakatpur, Gop, Astaranga Block.

Prachi Drainage System, Kadua Drainage system, Dhanua Drainage System, Bhargavi – Ratnachira Drainage System, Kanchi – Bhargavi Drainage System, Kanchi – Nuanai Drainage System, Luna – Ratnachira Drainage System, Daya – Luna Drainage System, Gobardhanpur Barrage System, Rajua Drainage System, Makara Drainage System, Alipada Drainage System, Malaguni Drainage System are main drainage systems under in Puri district.

With acute shortage of manpower, specifically technical personnel, it has been proposed at the highest level to outsource the works relating to survey, investigation and preparation of DPR, design and drawing of the drainage system under Puri District. For the purpose Department of Water Resources, invites Expression of Interest from registered and eligible firms / consultants for survey, investigation and preparation of DPR providing design and drawings of Drainage systems in the Project area. The work includes conducting field survey and investigation, preparation of DPR for Drainage Systems including preparation of DS-LS of Drainage Channels and Design Drawings of hydraulic structures like Drainage Sluices, Instream Storage Structures, Water Harvesting Structures Foot Bridges, Village Road Bridges, Escapes. (Providing 12 sets of DPR in hard copy and the soft copy in a CD, drawings in 5 sets with due approval either from Chief Engineer (Designs) Bhubaneswar or Chief Engineer, Drainage, Cuttack with all clarifications / specifications. Preparation of land schedule and land plan for acquisition for private / Govt. and forest land.

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The consultant at their own expenses may visit to the work sites in Puri District.

The purpose of this EOI is to prepare list of firms / consultants/ institutes who will be eligible for participation in bids invited for such works in the near future.

Department of Water Resources, Govt. of Odisha reserves the right to accept or reject any application and to cancel the process at any time without assigning any reason thereof.

In support of the Invitation for the EOI (Offer), the Department of Water Resources, Government of Odisha issues this Bidding Document for the preparation of Comprehensive Drainage Master Plan along with DPR with complete Technical data, design, drawing, estimates with specification etc. and related services incidental thereto as specified in Schedule of Services (SS), The name and Identification of the Competitive Bidding (ICB) are provided in the BDS.

## **2. Objectives:**

The main objectives of the present work are to prepare a Detailed Project Report for implementation of Comprehensive Master Plan regarding clearance of drainage congestion in Puri District.

## **3. Scope of Services:**

- The scope of work broadly comprises of the following tasks:
  - a) Study of Rainfall data and Hydrology for entire catchment of systems including analysis of historical data and future projected data. Proven computer model shall be preferred for studying hydrology of the systems.
  - b) Determination of water sheds and drainage patterns of the study area & its surrounding with the aid of existing maps with contour lines/ topo sheets and aerial photographs of catchment area of the systems by carrying out additional survey.
  - c) Topographical survey & mapping of entire project area with 0.20 meter contour interval marking therein all important features.
  - d) Identification of flood prone areas, reasons for flooding and mitigation Measures required.
  - e) Conducting field survey and investigation of existing drainage network, hydraulic testing of the adequacy of size, identification classification of other link and secondary drains and their present condition and preparation of DPR for all drainage system.

➤ The DPR shall include the following:

- Conducting field survey and investigation works of all Drainage System and their flood plain areas with assessment of quantitative and financial involvement in consultation with the field Officers/ Engineers.
- Preparation of Design Statement of the Drains with estimation of flood discharge.
- Preparation of hydraulic design and finalizing the Design Discharge of individual drains based upon the field data in the prescribed format using standard rules and prevailing guidelines of Water Resources Department, Odisha.
- Preparation of Longitudinal section and design section of the individual Drains as per field data in the prescribed format showing all design details as per the prevailing guidelines of Water Resources Department.
- Soil Investigation
- Preparation of detailed Design and Drawings of Hydraulic Structures depending on the availability of land based upon the field data using the standard Design practices of Water Resources Department and prevailing BIS codes and guidelines including deficiency analysis from hydraulic and structural point of view.

The types of structures are as follows:

- ❖ Drainage Sluices
- ❖ In stream storage structures / Check Dams
- ❖ Water Harvesting Structures
- ❖ Farm Land Bridges, Foot Bridges/ Village Road Bridges/ Other Bridges
- ❖ Other Control Structures
- ❖ Hybrid Hydraulic Structures (Sluice and Bridge Combination / WHS with end sluices etc)
- ❖ Any other structure as may be required.
- Deficiency analysis from hydraulic and structural point of view.
- Enlisting the obstructions, bottlenecks and encroachments.
- Socio-Environmental impact analysis.
- Detailed estimates with rate analysis based on current SSR.
- Preparation of detailed Drawings
- Ground water recharging study and its effect.
- Preparation of land schedule and land plan for acquisition of private, Govt. and forest lands.

- The DPR should be prepared and submitted system wise, i.e. one DPR should be prepared for one Main Drain including all its Secondary and Tertiary Drains in a holistic manner.

#### **4. Review of Existing Situation and Estimate Flows:**

- i) Review of existing maps, conduct studies and other related documentation to obtain a better understanding of the drainage system prior to the start of field work. The consultant will search for and obtain maps and records of related past studies at his own cost & risk.
- ii) Estimate both existing and future dry-weather, flood run off and storm water drainage flows even at the time of unusual & un-precedented rainfall intensities in various catchments. Care should be taken in using the rational method that drain sizes are not too large. Return periods also need to be carefully considered to ensure economic drain sizes. If required, model studies may be conducted to ensure easy & smooth discharge of flood / storm water before finalisation of the drainage system.
- iii) Identify all the storm water drainage issues including severity and location of inundation, location of drains and out falls; study of disposal at outfall points; critical outfalls including irrigation tanks, canals, systems, rivers water supply sources etc. pollution and other environmental issues; and identify any gaps in the existing drainage system. Additionally, identify physical constraints to drainage i.e. encroachments into drainage channels; solid waste dumping natural and human made obstructions, including pipe culvert and low level causeways, road and rail over bridges, flyovers, canals, permanent ways, etc.
- iv) Examine the existing drainage regime and assess its capacity to accommodate storm flows. This will also involve assessing the capacity and usefulness of the various drains in the city constructed by the Municipal Corporation and other agencies. Converting the discussed irrigation channels and surplus courses of irrigation tanks into storm water drains need to be examined in consultation with Water Resources and other Engineering Departments. The impacts of growth and interventions on the drainage system should be assessed along

with possible future land use to assess the drainage regime design parameters, particularly infiltration factors and drain sizes.

- v) Produce city plans of the existing drainage situation and drainage flow estimates in and around the Municipal Corporation, denoting catchments basins (including the areas outside municipal boundary), drainage structures and features (including katcha), and other items described above.
- vi) Separate comprehensive plans & estimates to be framed for each Drainage System comprising of Primary /main Drain with its Secondary and tertiary drains . The drains already under execution under JICA funding and other agencies should be looked in to , identified and taken care of while preparing the DPR . An integrated approach should be adopted to prepare the Drainage Master Plan for the City in a holistic manner considering all of the above.
- vii) Present practice of operation and maintenance including type of tools and equipment available should be analyzed and suitable design for alternative tools suggested if necessary.
- viii) Identification of spots along the storm water drain for creation of water bodies/ lakes for recharging of ground water, improving the environment and creation of water recreation centres. Possibility of integrating the drain with the nearby Govt. ponds should also be studied.

**4.1** Establish Design Principles, Conduct Necessary Surveys, Studies & Prepare Options  
Using key design principles (below) develop options for flood and storm water drainage with outline costs and the most feasible options selected.

**4.2.1** Key design principles for collection and conveying of flood / storm water are:

- a) Reducing capital and recurrent costs such as using existing drains to the greatest extent possible for no retention of water at all or use roads as short time retention area.
- b) Preventing encroachments on drains.
- c) Priority in flood prevention should be first – habitable and business area; second – roads and third – open areas (Conversely; drains fill flood first to open area, second roads third and flooding of habitable and business are should be totally avoided);

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- d) Integrating drains with roads and other development plans
- e) Development of time-rainfall intensity frequency curves with the historical data available for at least 40 - 50 years. Proven Computer model shall be used for hydrology analysis,
- f) Routing of major drains shall be compatible with the land available and the cost of acquiring land shall be considered (major drains routing may be proposed away from densely populated commercial areas as far as possible)
- g) Avoid any pumping requirements and regular maintenance operational costs while addressing the main drainage concerns.
- h) Necessary detailed surveys shall be done by the Consultant for the municipal corporation area of approximately 192.50 Square kilometres. Longitudinal sections at 25 metre interval, cross section levels at every 3 metres including the obligatory points. are to be taken and mapped where ground undulation varies sharply levels are to be taken & plotted at closer intervals so as to demarcate the ground profile clearly. Junction levels, double check bench marks where needed, establishment of Bench Marks with concrete pedestals and superimposing them on the contour map for the extended area also to be prepared by the Consultant with an interval of 0.20 metre contour. The TBMs shall be approximately one per one Sq. Km to be located at important junctions and on permanent structures and such other land marks & well documented in an exclusive register. All the documentation will become the property of the Govt. of Orissa and the consultant have to hand over to the employer both in hard copy & soft copy form.
- i) Prepare plans showing the existing regime and all the above features to a suitable scale.
- j) Prepare micro level storm water network plan integrating with the major storm water drains.

#### 4.3 Select options, priorities and cost interventions.

From the various options developed, cost will be an important factor in selecting the most viable option.

- a) Outline costs for all the drains with phasing of works;
- b) Develop comprehensive and integrated drainage plans for the CMC detailing the selected options and how they integrate into the overall city drainage plan.
- c) Conduct interactions with the Municipality / Water Resources Engineers / Cuttack Development Authority (CDA) / Officers involved with the execution of Drains through JICA Finance and others during the study through power point presentation.

The Consultant will, during the study period, make presentation to the understanding of the Municipal / Water Resources Engineers and other related authorities on matters relating to drainage, provide necessary computer aided tool kits (CD or power point presentation) at various places, to make them aware of the existing drainage system deficiencies and how they can be improved to mitigate the problem and maintained properly. Any suggestion for addition or alternation received from them suiting to the needs of geological, climatical, weather changes, occurrence of unprecedented rainfall, change in co-efficient of discharge for use in empirical formulas in discharge calculations, if any, may be considered to find the worst stage of floods / storm situation & to suggest remedial measure thereof.

#### **• Minimum requirements and concepts:**

The study shall include but not be limited to the following:

- ❖ Catchment boundaries and sub-boundaries for each drain shall be identified. The study shall encompass the whole catchment! watershed identified and the drainage system including any area beyond the municipal boundary if happens to be within the catchment, survey of existing drainage network and data relating to .water logging, surface and sub-soil conditions, groundwater levels, tanks spillways, storm water retention structures, pumping, etc. Survey shall include levels at maximum 25 metre intervals longitudinally and at high and low points covering all obligatory points along the proposed drains top and invert

levels and sections of existing secondary or tertiary drains joining the proposed drains .

- ❖ For the entire length of all the drains, determine the invert elevation, top of drain and propose cross-sectional flow area for each section of drain duly considering existing culverts / structures.
- ❖ In flat terrain to check not only hydraulic capacity but also retention capacity of drains.
- ❖ Identify opportunities / locations for storm water retention (possible to the minimum extent, if unavoidable) and infiltration within the drainage system.
- ❖ Consider alternative routing for drains to avoid channelling large quantity of water through densely populated areas.

#### **• Out comes and deliverables**

By the completion of this task Department of Water Resources / Municipal Corporation shall have:

- ❖ An accurate assessment and understanding of the Municipal Storm water drainage system as well as water bodies like ponds and lakes etc.
- ❖ A complete and comprehensive storm water drainage master plan with DPR with the study report for the entire CMC area up to design period showing complete details like drain size, material, slope, depth, invert levels, and all hydraulic details.
- ❖ Contour map indicating 0.20 metre contour interval with junction levels, Bench marks covering the entire Municipal Corporation area @ one per sq.km at suitable locations.
- ❖ Intensity duration curves and runoff coefficients.
- ❖ Flow charts: preliminary designs, drawings, and detailed cost estimates for drainage works until final disposal for the entire drainage .
  - ❖ The detail land plan and land schedule required for the project Private, Government and Forest Land .
- ❖ Implementation plan with phasing of works and standard type designs and

plans.

- ❖ Short and long term drainage strategy.
- ❖ Increased awareness of staffs towards drainage issues
- ❖ Institutional, financial, IRR,, EIA etc. as per standard guidelines.
- ❖ The DPR for the work should be prepared and submitted separately for each Primary Drain with its Secondary and Tertiary Drains in a holistic manner with detail Planning Design Drawing and Cost Estimate at the prevailing Schedule of Rates of Government of Odisha.

## 5. EXPERTISE AND INPUTS

### 5.1. Expertise

An engineering consulting firm experienced in urban drainage and water disposal engineering is required to conduct the above studies.

While engineering skills and experience are required as the backbone of this work, a general understanding of the capacity of Water Resources Department to carry out works is also essential. Skills and knowledge requirements to complete this task include.

<b>Persons and task</b>	<b>Minimum Academic Qualifications</b>	<b>No.</b>	<b>Minimum Work Experience</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Civil Engineer (Team Leader)	Minimum graduate engineer and above with specialization In Storm Water Drainage	1	15 years relevant experience in similar field
Water Resources Hydrology Engineering	Minimum graduate engineer and above with specialization in Water Resources Hydrology	1	10 years relevant experience
Design Engineer	Minimum graduate engineer and above with specialization in Design	1	10 years relevant experience
O&M Engineer	O&M Engineer having experience in maintenance of Drainage Systems and with adequate exposure	1	5 years relevant experience
Resident Project Manager	Minimum graduate in Civil engineering and above for day-to-day interaction with Employer and coordination	1	5 years relevant experience
Senior Surveyor	Minimum graduate in Civil engineering and above specialization in field survey works	1	10 years relevant experience



All other support staff shall be provided to complete the assignment within the stipulated Time.

## **5.2. INPUTS**

One AEE / AE / JE from Department will assist during the survey work with the consultant for random verification of the levels, TBMs, RDs., alignments, strategic points etc.

Latest Schedule of Rate of Works and Water Resources Department of Govt, of Odisha shall be adopted for the purpose of preparing / framing the estimates.

## **5.3. Data & Information required.**

All the required data, information, maps and plans shall be obtained from the concerned department of any other sources by the Consultant at his cost & risk. The consultant shall carry out any tests or investigations for the study only. The consultant shall include the expenses towards collection of information / data etc. in the overall quotation and no extra payment will be admissible for this purpose.

### **Capacity building**

As a part of this study, the consultant has to work closely with Water Resources and Municipal Engineering staffs and enhance their capacity building in the concepts, designs, and implementation of the recommendation. To achieve the above objective, the consultant shall carry out the following.

- Carryout the studies in close interaction with the Water Resources Engineering staff duly involving them at each stage of the study.
- Meet and interact with the Water Resources Engineers as and when required and apprise them the progress of the study at least once in a month.
- Conduct technical sessions once in a month with the Water Resources Engineering staff regarding their assessment of the existing system, their recommendations and their feasibility.
- Conduct Training Programme one each at operator level, middle management level and senior managerial level on all the study aspects for two times to disseminate the concepts and clearance of technical aspects of this study.

## **6. Final Outputs and submittals**

### **6.1 Format**

- ❖ All final outputs are to be submitted in both hard and soft copies.

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- ❖ All survey data, maps, drawings and analysis shall be in appropriate formatted and digitized compatible with Government of India / Odisha standards.
- ❖ Present practices of operation and maintenance including type of tools and equipment available should be analyzed and improvements suggested.
- ❖ Use only A4, A3, A2 and A0 paper sizes of all reports and plans.
- ❖ Plans shall be produced on AutoCAD (or equal application) on appropriate size sheets at appropriate scales to show the city drainage system and its components as defined in each section of the TOR and necessary for understanding of the situation (existing as well as proposed). Reports submitted without satisfactory plans will be considered incomplete.

## 6.2 Submittals

During the study period the consultant shall make the submittals, as indicated below:

- I. Inception Report shall consist of Project Appreciation, Methodology of work. Data formats, work program, Project area maps etc.
- II. Preliminary Report shall consist of field studies and field survey data, information collected from various departments, Review of existing conditions, Preliminary analysis of data, alternative solutions, evolving design principles & parameters, quantity & costing based on line-estimates
- III. Draft Final DPR. shall be a complete report containing all the information required in the tasks listed In the scope of work above, and support calculations and maps (plans). The findings of this report shall be presented in the workshop.
- IV. Final DPR shall be the report incorporating all comments & compliances of the Departments with final version of all plans (maps).
- V. Necessary software or Programme developed in the preparation of the designs and reports shall also be transferred to employer.
- VI. **The DPRs should be prepared separately for each Main / Primary Drain with its Secondary and Tertiary Drains as a complete system having all details and cost estimate at the prevailing scheduled of rates of Government.**

## 7. Duration and Execution Schedule

The DPRs shall be prepared in all respects within a period of **7 (Seven)** months and during this period the consultants shall submit a number of progress reports, working papers & draft and final reports for the consideration of the employer.

Sl. No.	Activity / Report	Time from the Previous
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		<b>Activity</b>
1	Submission of inception Report (5 copies)	One month
2	Submission of Preliminary Report (5 copies)	Two months
3	Submission of Draft DPR Report ( Hard copies)	Two months
4	Submission of Final DPR Report (5 Hard copies + 1CD Media)	One month
5	Submission of Detailed Project Report for all major / prioritized Drains (5 Hard copies + 1CD Media)	15 days
6	Submission of Tender Documents (5 Hard copies + 1CD Media)	15 days

The project being quite intensive in terms of the number of activities vis-a-vis the time schedule, it is expected that timely reviews and comments be forwarded to the Consultant for preventing delays and to ensure smooth work progress.

## **8. Schedule of Payment**

### **I. Preparation of Master Plan for Storm Water Drainage for the entire Puri District.**

The professional charges payable to the consultants will be the quoted Rate in Indian Rupees per Kilo metre length. The approximate length of drains in systems is 800 kilo metre (Approximate). The Professional charges so calculated will be released in the stages mentioned below:

<b>Sl. No.</b>	<b>Activity / Report</b>	<b>Payment Schedule</b>
1	Approval of Inception Report ( 5 copies)	10%
2	Approval of Preliminary Report (5 copies)	30%
3	Approval of Draft Master Plan Report ( 5 Hard copies)	30%
4	Approval of Final Master Plan Report( 5 Hard copies) + ICD Media	30%

### **II. Preparation of DPRs for individual Drains.**

The professional charges payable to the consultants will be the quoted Rate in Indian Rupees for the total Puri District of 800 kilometres(Approximate) irrespective of drain section. The Professional charges so calculated will be released in the stages mentioned below:

1	Approval of Detailed Project Reports for all major Drains with its secondary and tertiary drains as a system in a holistic manner and	80%
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	water bodies / lakes ( 5 Hard copies + 1CD Media)	
2	Approval of Tender Documents (5 Hard copies + 1CD Media)	20%

**9. Local Office**

On entrustment of work, with in a week's time the consultant shall open a local office (if not existing already) at Bhubaneswar and Puri headed by Resident Project Manager. The office must be equipped with all necessary office equipment headquarters without prior intimation to the Employer.

- 10.** All the quarries raised by the department of Department of Water resources, Odisha during the scrutiny of DPRs, shall be attended by the Consultants forthwith. If needed, the Team Leader/ Resident Project Manager must attend office of the Department of Water Resources, Odisha, Bhubaneswar / all other related offices at their own cost.

**11. Study Administration**

The Chief Engineer, Drainage, Cuttack will function as a study contract coordinator to oversee the study and provide a principal point of contact with the consultant on behalf of the employers.

The Consultant will provide all facilities and equipments necessary to conduct the study,

On completion of the study, all data collected during the process, software packages used and developed during the study by the consultant along with the user manuals will become the property of the employer. The consultant shall provide all the maps, data, collected, analyzed, drawings prepared in hard as well as soft copy (CD - ROM) with proper levelling and documentation.

**SECTION: 4**

**TECHNICAL PROPOSAL SUBMISSION FORM**

**TECH -1**

**COVERING LETTER**

**(ON BIDDERS LETTER HEAD)**

[Location, Date]

To:

The Chief Engineer,  
Drainage, Gandarpur  
,Cuttack, 753004

**SUB: - PREPARATION OF COMPREHENSIVE MASTER PLAN REGARDING CLEARANCE OF DRAINAGE CONGESTION IN PURI DISTRICT [TECHNICAL PROPOSAL]**

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 submitting 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 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.

Yours faithfully,

**Authorized Signatory with Date and Seal:**

**Name and Designation:** \_\_\_\_\_

**Address of Bidder:** \_\_\_\_\_

**REQUEST FOR PROPOSAL**

**TECH -2**

**Bidder's Organisation (General Details)**

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

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

**Name and Designation with Date and Seal:** \_\_\_\_\_

**TECH -3****Bidder Organisation (Financial Details)**

<b>Financial Information in INR</b>				
<b>Details</b>	<b>FY2018-19</b>	<b>FY2019 -20</b>	<b>FY2020-21</b>	<b>Average</b>
<b>Consulting Turnover Only (In Cr.)</b>				
<p><b>Supporting Documents:</b></p> <p>Audited certified financial statements for the last three FYs (<b>2018-19,2019-20 &amp; 2020-21</b>) (Submission of copies of Income &amp; Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with the Technical Proposal)</p> <p><b><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></b></p>				

---

**Signature and Seal of the Auditor with Date and Seal (In original)**

**Name of the Audit Firm:**

**Unique Document Identification Number (UDIN):**

**ICAI Membership No:**

**Address with Contact Details:**

**Authorized Signatory [In full initials with Date and Seal]:** \_\_\_\_\_

**Communication Address of the Bidder:** \_\_\_\_\_

**[NB: No Scanned Signature will be entertained]**

**REQUEST FOR PROPOSAL**

---



**TECH-4**

**(On Bidder's Letter Head)**

**FORMAT FOR POWER OF ATTORNEY**

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 organisation acting for and on behalf of the organisation under the authority conferred by the Date **<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 with Seal:**

**Address of the Bidder:**

**TECH – 5**

**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 (6). If yes, please furnish details of any such activities.***

If no, please certify,

**IN BIDDERS LETTER HEAD**

I, hereby declare that our agency as Individual / as a member of any consortium 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 (5)**.

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: \_\_\_\_\_**

**TECH-6**

**BIDDER'S ORGANISATION**  
**(Brief Profile)**

*[Provide here a brief description regarding professional background of the organisation]*

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

Name and Designation with Date and Seal: \_\_\_\_\_

***[NB: Bidder needs to restrict the above information within 3-5 pages only]***

**TECH - 7****Bidder's Experience****CATEGORY -I****(TABLE- A)****(List of completed assignment of similar nature in any sector during last 3 FYs)**

Sl. No.	Period	Name of the Assignment with details thereof	Name of the Client	Contract Value in INR	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							
4							
5							

**CATEGORY -II****(TABLE -B)****(List of completed assignments of similar nature in the Water Resources, Agriculture, NRM Sector only during last 3 FYs)**

Sl. No.	Period	Name of the Assignment with details	Name of the Client	Contract Value in INR	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							
4							
5							

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

Name and Title of Signatory with date and seal \_\_\_\_\_

**NB:**

- ***Bidders are requested to furnish the information up to 5 projects only from each category. Completed Projects having contract value  $\geq$  Rs. 30.00 Lakh and duration  $\geq$  3 months during the last 3 FYs (18-19, 19-20 & 20-21) will be taken into consideration for evaluation. Copies of Work Order / Contract Document / Completion Certificate for the respective assignments need to be furnished along with the technical proposal.***
- ***Bidders must ensure that the eligible assignments submitted under TABLE-A and TABLE-B above in their technical proposal (TECH - 7) should be exclusive of each other. If assignments are repeated in both categories, marks will be assigned in only one category.***

**TECH -8****Bidder Experience**

[Using the format below, provide information on each assignment for which your organisation was legally contracted as **single entity** for carrying out consulting services similar to the ones requested under this assignment during last **three financial years**]

**FORM – I****(Assignment of similar nature in any sector)**

<b>Assignment name:</b>	<b>Value of the contract (in INR):</b>
<b>Location:</b>	<b>Duration of assignment (months):</b>
<b>Name of Client:</b>	<b>Total No. of staff-months of the assignment:</b>
<b>Address:</b>	
<b>Start date (month/year):</b>	<b>No. of professional staff-months provided by associated Consultants:</b>
<b>Completion date (month/year):</b>	
<b>Narrative description of Project:</b>	
<b>Description of actual services provided by your staff within the assignment:</b>	

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

**Name and Designation with Date and Seal:** \_\_\_\_\_

**[NB: 5 Best Assignments in any sector other than the relevant sector, write up restricted to 1 page only]**

**TECH -8****Bidder Experience**

[Using the format below, provide information on each assignment for which your organisation was legally contracted as **single entity** for carrying out consulting services similar to the ones requested under this assignment during last **three financial years**]

**FORM – II**

**Assignment of similar nature undertaken in Water Resources, Agriculture, Livelihood, NRM Sectors**

<b>Assignment name:</b>	<b>Value of the Contract (in INR):</b>
<b>Location:</b>	<b>Duration of assignment (months):</b>
<b>Name of Client:</b>	<b>Total No. of staff-months of the assignment:</b>
<b>Address:</b>	
<b>Start date (month/year):</b> <b>Completion date (month/year):</b>	<b>No. of professional staff-months provided by associated Consultants:</b>
<b>Narrative description of Project:</b>	
<b>Description of actual services provided by your staff within the assignment:</b>	

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

**Name and Designation with Date and Seal:** \_\_\_\_\_

**[NB: 5 Best Assignments in the relevant sector, write up restricted to 1 page only]**

**REQUEST FOR PROPOSAL**

**TECH-9**

**Comments and Suggestions of the Consultant 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:** \_\_\_\_\_



**TECH -10****DESCRIPTION OF APPROACH, METHODOLOGY AND WORKPLAN TO UNDERTAKE THE ASSIGNMENT**

*[Technical approach, methodology and work plan are key components of the technical proposal. In this Section, bidder should explain his understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output.]*

**A. Understanding of Scope, Objectives and Completeness of response**

Please explain your understanding of the scope and objectives of the assignment based on the Terms of Reference (ToR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. ***Please do not repeat/copy the ToR here.***

**B. Description of Approach:****C. Study Management Plan:****D. Staff Deployment Strategy:**

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it.

**Team Composition and Task Assignment**

Sl. No.	Name of Key Professional / Staff	Position Assigned	No. of Input Days			Task assigned
			*Field	Office	Total	
1						
2						
3						
4						
5						

**(Please provide the details of all the Key Professionals and Support Staff to be deployed for the proposed assignment as per the format.**

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

Name and Designation with Date and Seal: \_\_\_\_\_

**NB: Bidders are requested to furnish the above information limiting it up to 5-7 pages only with Arial Font Size-11.**

**TECH - 11****Format of Curriculum Vitae (CV) for Proposed Key Professional**

*[For each position of key professional separate form Tech -11 will be prepared]*

**1. Proposed Position:****2. Name of Firm:****3. Name of Staff:****4. Date of Birth:****5. Years with Firm:****6. Nationality:****7. Education:**

*[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]*

**8. Membership in Professional Associations:****9. Other Trainings:****10. Countries of Work Experience:****11. Languages:**

*[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]*

**12. Employment Record:**

*[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held. For experience in **last ten years**, also give types of activities performed and Client references, where appropriate as per the prescribed format given below]*

<b>From [Year]</b>	<b>To [Year]</b>
<b>Employer Name:</b>	
<b>Position Held:</b>	
<b>Details of the Task Assigned</b>  <i>[List all tasks to be performed under this</i>	

Assignment/job]	
-----------------	--

### 13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

*[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12.]*

<b>Name of the Project</b>	
<b>Year</b>	
<b>Location</b>	
<b>Name of the Client</b>	
<b>Project Feature</b>	
<b>Position Held</b>	
<b>Activities Performed</b>	

#### Certification:

*I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for the full project duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any misstatement herein leads to disqualification of CV. I declared that my CV has not been proposed by any other bidder under the current bidding process.*

**Date:**

**Signature of Key Professional with Date** \_\_\_\_\_

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

**Name and Designation with Date and Seal:** \_\_\_\_\_

**NB: CV write-up restricted to 3 pages only with quality information relevant to the key professional requirements.**

**TECH – 12**

**WORK PLAN FOR THE PROPOSED ASSIGNMENT**

**PROPOSED WORKPLAN**

<b><u>Month</u></b> →	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b><u>Sequence of Alignments Activities /Sub Activities</u></b>				
↓				

*Indicate all main activities and related sub activities under the proposed assignment and proposed schedule of Implementation.*

Authorized Signatory [In full and initials]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

**SECTION: 5**

**FINANCIAL PROPOSAL SUBMISSION FORMS**

**FIN-1**

**COVERING LETTER**

**(In Bidder's Letter Head)**

[Location, Date]

To

The Chief Engineer, Drainage,  
Gandarpur, Cuttack - 753004

**SUB: EVALUATION OF COMPREHENSIVE MASTER PLAN REGARDING CLEARANCE OF  
DRAINAGE CONGESTION IN PURI DISTRICT [FINANCIAL PROPOSAL]**

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***]\*. 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 **120 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*

**FIN-2****SUMMARY OF FINANCIAL PROPOSAL**

Sl. No.	Fee Particulars		Amount in INR		
A	<b>Remuneration for KEY EXPERTS AND SUPPORT STAFF</b>				
	<b>Description of Resources</b>	<b>Requirement</b>	<b>Unit Rate</b>	<b>Deployment Period</b>	<b>Total in INR</b>
A 1	Team Leader	1			
A 2	Hydrology Engineer	1			
A 3	Design Engineer	1			
A 4	O& M Engineer	1			
A 5	Resident Project manager	1			
A6	Senior Surveyor	1			
A	Sub Total				
B	Overhead Expenses				
C	Consulting Fee (A+B)				
D	GST @18% of C				
Grand Total (INR) (C + D)					
In Words					

- Bidder 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. Consulting fee proposed for the assignment shall remain fixed till completion of the contract.

Authorized Signatory [In full and initials]: \_\_\_\_\_

Name and Designation with Date & Seal: \_\_\_\_\_

**REQUEST FOR PROPOSAL**



**FIN - 3****BREAKDOWN OF REMUNERATION OF KEY EXPERTS AND SUPPORT STAFF**

SI. No.	Name of the Key Expert	Proposed Position	Unit Rate in INR / Man Day (A)	Proposed Man Day (B)	Total Amount in INR (AXB)
1		Team Leader (1)			
2		Hydrology Engineer (1)			
3		Design Engineer (1)			
4		O& M Engineer (1)			
5		Resident Project manager (1)			
<b>Grand Total in INR</b>					
<b>In Words</b>					

Authorized Signatory [In full and initials]: \_\_\_\_\_

Name and Designation with Date & Seal: \_\_\_\_\_

**FIN - 4****BREAKDOWN OF OVERHEAD EXPENSES**

Sl. No.	Description of Activity	Unit	Quantity	Unit Price in INR	Total Amount in INR
1					
2					
3					
4					
<b>Grand Total in INR</b>					
<b>In Words</b>					

*Add extra rows as per requirements*

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

**Name and Designation with Date & Seal:** \_\_\_\_\_

**SECTION -6**

**ANNEXURE**

Annexure – I**BID SUBMISSION CHECK LIST**

Sl. No.	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL PROPOSAL (ORIGINAL +1 COPY+ SOFT COPY IN CD/USB IN WORD FORMAT)</b>			
1	Filled in Bid Submission Check List ( <b>ANNEXURE-I</b> )		
2	Covering Letter ( <b>TECH - 1</b> )		
3	Bid Processing Fee of <b>Rs. 10,000/-</b> in form to DD		
4	Bid Security Declaration Form ( <b>Annexure-IV</b> )		
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 3 AYs ( <b>18-19, 19-20 and 20-21</b> )		
9	General Details of the Bidder ( <b>TECH - 2</b> )		
10	Financial details of the bidder ( <b>TECH - 3</b> ) along with all the supportive documents such as copies of Profit – Loss Statement and Balance Sheet for the concerned period		
11	Power of Attorney ( <b>TECH - 4</b> ) in favour of the person signing the bid on behalf of the bidder.		
12	Self Declaration on Potential Conflict of Interest ( <b>TECH - 5</b> )		
13	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during its business career.		
14	Bidder Organisation ( <b>TECH - 6</b> )		
15	Bidder Experience ( <b>TECH - 7</b> ) ( <b>TABLE-A &amp; B</b> )		
16	Bidder Experience in Details ( <b>TECH-8</b> ) ( <b>FORM-I &amp; II</b> )		
17	Comments and Suggestions ( <b>TECH - 9</b> )		
18	Description of Approach, Methodology & Work Plan ( <b>TECH - 10</b> )		
19	CV of Key Professionals ( <b>TECH - 11</b> )		
20	Work Plan ( <b>TECH - 12</b> )		

FINANCIAL PROPOSAL (ORIGINAL + 1 COPY + SOFT COPY IN CD/USB in PDF FORMAT)			
1	Covering Letter <b>(FIN-1)</b>		
2	Summary of Financial Proposal <b>(FIN-2)</b>		
3	Breakdown of Remuneration of Key Professionals / Support Staff <b>(FIN - 3)</b>		
4	Breakdown of Overhead Expenses <b>(FIN -4)</b>		

**Undertaking:**

- *All the information have 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:** \_\_\_\_\_

**Annexure-II****FORMAT FOR SUBMISSION OF PRE-PROPOSAL QUERY**

The bidders will have to ensure that their queries in soft copy should reach to Chief Engineer, Drainage through email at [cedrainage@gmail.com](mailto:cedrainage@gmail.com) latest by **13.06.2022** as per the prescribed format mentioned below.

Sl. No.	Page Number / Section of RFP Document	Current Provision / RFP Text	Query from the Bidder
1.			
2.			
3.			
4.			
5.			
6.			

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

**Name and Designation with Date and Seal:** \_\_\_\_\_

*[Any deviation to the above prescribed format will not be taken into consideration for clarification. The Client shall not responsible for ensuring that the bidders' queries have been received by them. Any requests for clarifications post submission date and time as per the Bidder Data Sheet of the RFP, shall not be entertained by the Client. The purpose of pre proposal clarification is to provide the bidders with information regarding the RFP terms and conditions, selection process and terms of reference for the assignment. The Client will endeavour to provide timely response to the queries by uploading the same in its website. No individual responses to be provided and its responsibility of the bidder to acknowledge the clarification from the reliable sources prior to preparation of its proposal. However, the client makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does it undertake to answer all the queries that have been submitted by the bidders.]*

**Annexure – III**

**PERFORMANCE BANK GUARANTEE FORMAT**

To

**The Superintending Engineer  
Drainage Division, Puri**

WHEREAS .....(Name and address of the Consultant) (hereinafter called “the Consultant”) has undertaken, in pursuance of RFP No..... Dated ..... to undertake the service of ..... (description of services) (herein after called “the contract”).

ANDWHEREAS it has been stipulated by \_\_\_\_\_(Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of ..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the ..... day of, 2022  
Our branch at Bhubaneswar (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Bhubaneswar branch a written claim or demand and received by us at our .Bhubaneswar branch on or before Dt..... otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....  
**(Signature of the authorized officer of the Bank)**

.....  
**Name and designation of the officer**

.....  
**Seal, name & address of the Bank & Branch**

**FORMAT FOR BID SECURITY DECLARATION IN LIEU OF EMD** **Annexure-IV**

**On Bidder's Letter Head**

I / We, the authorized signatory of M/s \_\_\_\_\_  
participating in the subject RFP No. \_\_\_\_\_, Dated: \_\_\_\_\_ for the  
assignment of \_\_\_\_\_, do hereby  
declare that:

(i) That I / we have availed the benefit of waiver of EMD while submitting our offer against the subject RFP and no EMD being deposited for the said RFP.

(ii) That in the event we withdraw/modify our bid during the period of validity or I/we fail to execute formal contract agreement within the given timeline OR I/we fail to submit a Performance Security within the given timeline OR I/we commit any breach of RFP Conditions/Contract which attracts penal action and I/we will be suspended from being eligible for bidding/award of all future contract(s) of Government of Odisha for a period of three years from the date of committing such breach.

**Signature and Seal of Authorized Signatory of Bidder**

**Name of Authorized Signatory**

**Name of the Bidder**