

SECTION – 1

LETTER OF INVITATION

**Office of the Executive Officer,
Jagatsinghpur Municipality**

PIN – 754103

RFP No.....4438..... Dt...20.12.2024

REQUEST FOR PROPOSAL (RFP)

For

Providing Consultancy Services for Preparation of Comprehensive Drainage Master Plan and DPR for Storm Water Drainage System of Jagatsinghpur Municipality, in the District of Jagatsinghpur, Odisha.

1. Proposals are invited to conduct the assignment and submit the deliverables from Public Sector Undertakings / Autonomous Bodies / consulting firms that have requisite experience in preparation of drainage / pipeline / sewerage network plan and infrastructure and to submit their RFP proposals (hard copy) in respect of the Project **“Providing Consultancy Services for preparation of Comprehensive Drainage Master Plan and DPR for Storm Water Drainage System of Jagatsinghpur Municipality , in the District of Jagatsinghpur , Odisha”**, in accordance with the formats, terms and conditions of the RFP and on the basis of National Competitive bidding for the work detailed in the table given below. More details on the proposed details are provided at **Section-3: Terms of Reference (ToR)** of this RFP Document. The firm is advised to examine carefully all instructions in the RFP Document.
2. The RFP will be available for download, at <https://www.tendersodisha.gov.in>. All Bidders must submit a sum of Rs. 11,800/- (Rupees Eleven thousand Eight Hundred only) towards the cost of the RFP Document in the form of: Online Remittance / Demand Draft only, issued by any Nationalised or Scheduled Bank having branch at Jagatsinghpur . This is inclusive of GST and eligible amount as Bid Security by Online Remittance / in the form of Term Deposit Receipt (TDR) / Fixed Deposit / Postal Deposit, issued by any Nationalised or Scheduled Bank having branch at Jagatsinghpur, duly pledged in favour of **“Executive Officer, Jagatsinghpur Municipality”** along with their Proposal as per the conditions outlined in this RFP.
3. A bidder / consultant will be selected under **Least Cost Based Selection (LCBS)** procedure as prescribed in the RFP Document in accordance with the procedures prescribed herewith circulated vide *Office Memorandum No.37323/F, Dated:30.11.2018* of Finance Department, Govt. of Odisha.
4. The proposal completes in all respect as specified in the RFP Document must be accompanied with the proof of remitting Bid Processing Fees & EMD failing which the bid will be rejected.
5. The complete RFP document can be viewed / downloaded from the portal at <https://www.tendersodisha.gov.in> from dt. 06.01.2025 (time) to dt. 22.01.2025 at 4.00 PM.



6. The last date and time for submission of proposal complete in all respects is **dt. 22.01.2025 at 04.00 PM**, the date of Opening of the Technical Proposal is **dt. 27.01.2025 at 11.00 AM**, in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet (**SI. No.15**). Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.

This RFP includes following sections:

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

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

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

Name & Address of the Officer Inviting RFP:

Name: Smt. Seema Jena

Executive Officer, Jagatsinghpur Municipality, District- Jagatsinghpur.

Phone: 9777062602

e. mail: jspur-municipality@gov.in

