



GOVERNMENT OF ODISHA



**H&UD DEPARTMENT
JAGATSINGHPUR MUNICIPALITY,
JAGATSINGHPUR**

REQUEST FOR PROPOSAL(RFP) FOR

"Providing Consultancy Services for preparation of DPR including Survey, Design, Estimation with technical support assistance etc. to Jagatsinghpur Municipality in the District of- Jagatsinghpur, Odisha, Pin-754103"

February 2025

OFFICE OF THE JAGATSINGHPUR MUNICIPALITY, JAGATSINGHPUR.
EXPRESSION OF INTEREST

No. 1841 /Dt. 18/03/2025

Executive Officer, Jagatsinghpur Municipality, Jagatsinghpur invites sealed proposal from interested consulting firms for "Providing Consultancy Services for preparation of DPR including Survey, Design, Estimation with technical support assistance etc. to Jagatsinghpur Municipality in the District of Jagatsinghpur, Odisha, Pin-754103". The RFP document shall be downloaded from the website www.jspurmunicipality.odisha.gov.in from Dt. 20/3/25 to 09/04/25. Paper cost shall be paid as per the same method mentioned in the RFP.

The completed application as per the instructions in the RFP document, should reach to the Office of Executive officer, Jagatsinghpur Municipality by Speed Post/ Registered Post only on or before 05/04/2025 up to 5:00 P.M. The RFP applications will be opened on Dt. 07/04/2025 at 12:00 P.M in the presence of the bidder or their authorised representative. The authority reserves right to accept or cancel any or all the quotations without assigning any reasons thereof.


Executive Officer,
Jagatsinghpur Municipality

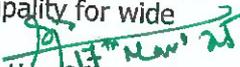
Memo. 1842 Dt. 18/03/2025

Copy submitted to the Collector & District Magistrate, Jagatsinghpur/ Project Director, DUDA, Jagatsinghpur / ADM Jagatsinghpur / S.E ,Jagatsinghpur(R&B) Division, Jagatsinghpur / S.E, Drainage Division, jagatsinghpur/ S.E, Irrigation Division, Jagatsinghpur/S.E, RD Division, Jagatsinghpur /S.E, NH Sub Division, Jagatsinghpur for favour of kind information with a request to display the same in the notice board for wide publication.


Executive Officer,
Jagatsinghpur Municipality

Memo. 1843 Dt. 18/03/2025

Copy submitted to the D.I.O, NIC, Jagatsinghpur /DeGM, Jagatsinghpur for kind information with a request to display the notice in the district website & Municipality website, Jagatsinghpur Municipality for wide publication


Executive Officer,
Jagatsinghpur Municipality

Memo. 1844 Dt. 18/03/2025

Copy submitted to the Director, I&PR, Govt .of Odisha, Bhubaneswar for information with a request to publish the same on or before 20/03/2025 in anyone English News Paper and two Odia News Paper with Minimum PR Rate.


Executive Officer,
Jagatsinghpur Municipality

Memo. 1845 Dt. 18/03/2025

Copy submitted to the Chairperson/Vice-chairperson, Jagatsinghpur Municipality for favour of kind information.


Executive Officer,
Jagatsinghpur Municipality

Memo. 1846 Dt. 18/03/2025

Copy submitted to the H.A/Accountant/Cashier, Jagatsinghpur Municipality for favour of kind information.


Executive Officer,
Jagatsinghpur Municipality

Memo. 1847 Dt. 18/03/2025

Copy to Office Notice Board for wide circulation.


Executive Officer,
Jagatsinghpur Municipality



**H&UD DEPARTMENT
JAGATSINGHPUR MUNICIPALITY, JAGATSINGHPUR**



**Providing Consultancy Services for preparation of DPR including Survey, Design,
Estimation with technical support assistance etc to JAGATSINGHPUR
MUNICIPALITY in the District of- Jagatsinghpur, Odisha, Pin-754103**

DISTRICT: JAGATSINGHPUR, ODISHA

**EXECUTIVE OFFICER
JAGATSINGHPUR MUNICIPALITY**

REQUEST FOR PROPOSAL(RFP)
SCHEDULE OF EOI AND OTHER IMPORTANT INFORMATION

Sl. No.	Particulars	Details
1.	Availability of Bid Documents i.e. Web address to download the EOI	The RFP can be downloaded from website: www.jspurmunicipality.odisha.gov.in
2.	Date of Issue of RFP	... <u>29/03/</u>2025 at 11.00 AM
3.	Last date & time of submission of bid by speed post/ registered post/ Courier (Bid due date & time) <u>05/04/</u>2025 at 5.00 PM
4.	Date & Time of opening of Technical Bid <u>07/04/</u>2025 at 11.00 AM
5.	Date & time of opening of Financial Bid	To be intimated later to the technically qualified bidders
6.	Duration of Service	09 (Nine) Months.
7.	Cost of EOI document (Non-Refundable)	DD of Rs. 11,800/- (Rupees Eleven thousand Eight Hundred) only from any Nationalized Bank in favour of Executive Officer, Jagatsinghpur Municipality payable at Jagatsinghpur.
8.	Earnest Money Deposit (EMD)(Refundable)	DD of Rs. 50,000/- (Rupees Fifty Thousand) only from any Nationalized Bank in favour of Executive Officer, Jagatsinghpur Municipality payable at Jagatsinghpur. (EMD will be Exemption to MSME certificate Holder (any part of India) during participation of tender)
8.	Address where Bidders must sent proposal	Executive Officer, Jagatsinghpur Municipality, Jagatsinghpur, Odisha, Pin-754103.



REQUEST FOR PROPOSAL (RFP)

Providing Consultancy Services for preparation of DPR including Survey, Design, Estimation with technical support assistance etc. to Jagatsinghpur Municipality in the District of- Jagatsinghpur, Odisha, Pin-754103.

DATASHEET

Sl.No.	Particular	Details
1.	Name of the Client	Executive Officer, Address-Jagatsinghpur Municipality, Jagatsinghpur, Odisha, Pin-754103
2	Date of Issue of RFP	29.03.2025 at 11.00 AM
3	Proposal Du Date	04.04.2025 up to 5.00 PM
4	Date of opening of Technical Proposal	07.03.2025
5	Date of opening of Financial Proposal	Intimated later on to Qualified bidders.
6	Contact Person	Executive Officer, Jagatsinghpur Municipality, Jagatsinghpur, Odisha, Pin-754103
7	Address for Hard Copy Submission of Technical Proposal	Office of the Executive Officer, Address-Jagatsinghpur Municipality, Jagatsinghpur, Odisha, Pin-754103 Mode of Submission: Speed Post /Registered Post/Courier.
8	Place of Opening of Proposal:	Office of the Executive Officer, Address-Jagatsinghpur Municipality, Jagatsinghpur, Odisha, Pin-754103

Notes- (JV) Joint venture is not allowed
Mode of tendering QCBS -70:30

JV is not allowed in this project. The minimum technical score (ST) required to pass 70 points .The formula for determining the financial score is the following :The financial proposal (F) shall be arithmetic sum of Total cost, as indicated in price bid.(P). $SF = 100 * FM / F$, In which in SF is the financial score, FM is the lowest price and F price of the proposal under consideration. The weights to be given to the technical and financial proposals are $T = 0.70, P = 0.30$



REQUEST FOR PROPOSAL (RFP)

For

Providing Consultancy Services for preparation of DPR including Survey, Design, Estimation with technical support assistance etc to Jagatsinghpur Municipality in the District of- Jagatsinghpur, Odisha, Pin-754103.

1.Pre-Qualification Criteria:

Before opening and evaluation of the technical proposals, each bidder /consultant will be assessed based on the following pre-qualification criteria. The bidder / consultant 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	Bidder/Consultant <i>must be</i> a Company as registered under Indian Companies Act,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	Certificate of Incorporation/Partnership deed/Service Tax Registration
2	The bidder /Consultant should have been involved in the consulting business for more than 5(Five) years from the date of Incorporation on the last date of submission of the proposal.	
3	Bidder should be operating its local office in Odisha. Self declaration from the Bidder with mentioning office address.	Agreement copy
4	Bidder/Consultant must have experience :The Agency/bidder should have offered /completed similar consultancy services, i.e experience of preparation of DPR with related to urban infrastructure project with consultancy services for soil investigation, third party Audit & Quality Assurance along safety audit work in any sector of Govt in India. within the last 10 years. The bidder shall be submitting the Copies of Work Order /Agreement /Completion Certificate from the previous Clients/ Govt Authorities with clearly mentioned about date of start & Completion period.	Copies of Work Order /Contract Document /Completion Certificate from the previous Clients

5	The Bidder should have average financial turnover of at least Rs.50.00 lakhs (Fifty Lakhs) from consulting business only during the last 5(Five) Financial Years. with each year IT return copy.	Financial Details of the bidder along with copies of the audited balance sheet and Income & Expenditure Statement duly sealed and certified by the CA and the authorized representative of the bidder/consultants.
6	Bidder /Consultant shall furnish an undertaking about no black listed or debarred from any project. &The bidder undertakes a letter that all the documents provided are true as per their knowledge and there are no false documentation during submission of the bid &the bidder agree that the discretion and decision of Jagatsinghpur Municipality in respect of selection of agencies with accomplished expertise is final and binding.	Self-Declaration from the Bidder.

2 Documents /Formats needs to be submitted along with TECHNICAL PROPOSAL:

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

- 1-Covering letter (**TECH- 1**) on bidder's letterhead requesting to Participate in the selection process.
- 2 -Copy of Certificate of Incorporation /Registration
- 3 -Copy of PAN
- 4-Copy of Goods and Services Tax Identification Number (GSTIN) with uptodate.
- 5-Copies of IT Return for the last 5 (**Five**) **Assessment** Years
- 6-General Details of the Bidder
- 7-List of completed assignments of similar nature (**Past Experience** Details,) along with copies of contracts / work orders from previous Clients.
- 8-Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/International &National Organization in the recent or past.

.Each page should be signed by the authorized representative.

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Marking Process of RFP

TECHNICAL EVALUATION: Detailed evaluation process as per the following parameters will be adopted for evaluation of the proposals.

Sl. No.	Bid Evaluation Parameters	Allocation of Marks
1	Experience of bidder in different fields of consultancy services 10 no of successful work completion experience in preparation of DPR with relate to different infrastructural project with consultancy services for soil investigation, third party Audit & Quality Assurance along safety audit work .each work considering 5 marks(i.e only PSU, Limited & Govt WO/CC) Sublet work order shall not be considered during evaluation of Mark.	50
2	Work Plan, Approach and Methodology of work through plan of proposed project (if need Presentation is required at Jagatsinghpur Municipality, Jagatsinghpur)	20
3	Qualifications and competence of the Key Professional staff for the assignment 1- Team Leader-01-BE with 10 years' experience on field of urban infrastructure & Specialization in urban Infrastructure Planning, Design, Estimation ,Concept preparation work etc...=10 marks 2- Senior-Engineer-01-BE with 10 years' experience on field of urban infrastructure & Specialization in Design & Estimation work=10 marks 3- Auto CADD Expert-BE- 01- 05 years' experience -10 Marks	30

QCBS approach for Comprehensive DPR .Bidders who secure above 70% marks from the total (100marks) in the Technical proposal will be called for financial evaluation. JV is not allowed in this project. The minimum Technical score (ST) required to pass 70 points

3.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 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.

Bid shall be enclosed with -----

Part 1: Tender Fee/Pre-Qualification/Technical docs

Part 2: Financial Proposal.

Performance Bank Guarantee: (PBG)

Within 15 days of notifying the acceptance of a proposal for award of contract, the successful bidder will deposit Rs 1.00 Lakh (one lakh) as initial security deposit in shape of BG/DD in favour of Executive Officer Jagatsinghpur Municipality,

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Jagatsinghpur during signing of agreement.

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 their commended 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.

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.

Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of civil court of Jagatsinghpur, Odisha. The Client and the agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such as a dispute shall be resolved by a sole arbitrator nominated by the Department of Housing and Urban development Department, Govt of Odisha.

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.

OBJECTIVE

The main objectives of the present work are: To prepare a Detailed Project Report for **Providing Consultancy Services for preparation of DPR including Survey, Design, Estimation with technical support assistance etc. to Jagatsinghpur Municipality in the District of- Jagatsinghpur, Odisha, Pin-754013** in consider as a technical partner . The entire study will have an integrated approach to Urban Management. The DPR shall be prepared as per the norms & guidelines of Housing and Urban Development Department, Govt. of Odisha. The proposed Projects are mentioned below.

1. Construction of Municipal Quarters at Kantapada in Ward No. 01
2. Construction of Smart Park at Kantapada in Ward No. 01
3. Renovation of Kalyan mandap in front of Sanskruti Bhawan.
4. Construction of Market complex near SVM college Chhack.
5. Other developmental projects as and when required by the Municipality.

The Scope of services to be rendered are as follows:

- Survey & collection of baseline data.
- Checking adequacy for natural topographical scenario.
- Topographical survey and GIS based mapping of entire project area with require contour interval making there in all important features.
- Conducting field survey and the present condition.
- Soil Testing with following components
 1. Boring of 150mm/100mm dia in soil strata and extraction of soil sample as may be decided by the Engineer in charge (3 nos. of Bore hole each 10 mtr. depth)
 2. SPT
 3. Collection of UDS sample
 4. Moisture content
 - 1.5.1. Specific gravity
 - 1.5.2. Liquid limit and plastic limit
 - 1.5.3. Grain size analysis
 - 1.5.4. Bulk density
 - 1.5.5. Direct Shear test
 - .DFS
 12. Rock Test
 13. Unconfined compressive strength

14. Specific Gravity & Water Absorption
15. Bulk density
16. Preparation of rock specimen for unconfined compressive strength
17. Consolidated test (CC/NV)
18. Compilation of soil investigation report with field and laboratory test results, recommendation for foundation system deriving spring constant, and graphs etc complete

Preparation of the estimation of the project and preparation the tender documents for execution of the work & finalization of Tender..

Review of existing conditions.

- a. Preparation of detailed drawings.
- b. Detailed estimate with rate analysis based on current SR.
- c. Deficiency analysis from hydraulic and structural point of view.
- d. Socio-environmental impact analysis.
- e. Preparation of Longitudinal Sections (LS) and Cross-Sections (CS).
- f. Soil investigation.
- g. Structural design of cross-section.
- h. Construction program to complete the Project.
- i. Ground water recharging, study and its effect.
- j. Storage of rain water and recharge to ground water
- k. Lists of propose permission & NOC for ULB
- l. Construction programmer to complete the execution
- m. The DPR should be prepared as per the standard guidelines and norms stipulated by Housing and Urban Development, Govt. of Odisha.

Estimate shall be in consideration to SOR Odisha OPWD along with analysis of present wages rates and local royalty including DMF fix by Dist. Administration.

Time lines ,stages of deliverables and content of each deliverable.

Deliverables vis-à-vis timeframe

Deliverables	Description of Items/Deliverables	Corresponding timeframe (Monthly)
D1	Survey and Primary Reports and Preparation of Detailed Project Report (Draft)	1 st Month to 3 rd month effect from signing of agreement

D2	Submission of Final Report & assist in TS	5 th Month effect from signing of agreement
D3		6 th Month effect from signing of agreement
D4		

PROPOSED WORKPLAN TO CARRYOUT THE ASSIGNMENT (Bidders Work Plan in Month Wise)

Activities	1	2	3	4	5

Bidders requested to fill and propose their work plan.

1-Enclose the work Plan by consultant.

2-Enclose the Approach & Methodology of Work by Consultant.

Payment Terms and Schedule (The Payment of Consultancy Fees will be made as per the following table:)

Sl.No	Payment Terms	Schedule	Disbursement Schedule	

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1	Completion of Survey and Submission of Preliminary Report with submission of draft DPR through plan by soft/Hard copy	1 st to 3rd Month	10% on submission of preliminary reports & proposed work plan & project design concept draft DPR & presentation in ULB with all analysis of the technical issues and proposals with the initial estimation)	The entire activity reporting to Authority of Executive officer Jagatsinghpur Municipality, Jagatsinghpur. A technical committee will be formation by the ULB for scrutiny of the draft DPR (Plan, Design & Estimation)
2	Submission of Final DPR incorporating observations and compliance by competent authority with Technical sanction.	5 th Month	40% Submission of Final DPR obtaining TS from ILW or any competent authority as approved by Govt..	The suggestion of the committee/ILW shall be incorporate during preparation of the final report and submit by the consultant. (i.e coordination for TS)
3	Preparation of Specifications and submission of Tender Documents for Construction & assist in bidding system of Jagatsinghpur municipality for mutual decide period.	6 th Month onwards	20%. Assist in tendering system and reporting to Jagatsinghpur municipality.	As per suitability to ULB & advise/propose by ULB the consultant will prepare the tender documents and submit to Jagatsinghpur Municipality.
4	Site layout along with supervision of works	8 th Month onwards	20%. Assist in tendering system and reporting to Jagatsinghpur municipality.	As per suitability to ULB & advise/propose by ULB the consultant will submit the inspection report to Jagatsinghpur Municipality.
5	Completion of the Project	10 th Month onwards	10%. reporting to Jagatsinghpur municipality.	As per suitability to ULB & advise/propose by ULB the consultant will submit the inspection report to Jagatsinghpur Municipality.

Special conditions of contract

- 1- The payments will be made upon submission of an invoice backed by consultant. Payment of professional fees would be made within two weeks of submission of

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Invoices.

- 2-If any of the work is to be addition in this contract in jurisdiction of ULB area according to the necessary requirements & desires of ULB authority then the extra payment shall be pay to consultant as per mutual discussion between both the parts in consideration to a Minutes of Minutes.
- 3-The ULB will be extend all necessary coordination with different depts. for providing all necessary information's during topographical survey and preparation of DPR .The ULB authority shall extend all necessary cooperation to Scrutiny the Technical Feasibility of the (DPR) detailed project Report with formed committee by ULB.
- 4-If the consultant/bidder submitted the completion certificate; in consideration to JV completion works near any client in past, then the bidder should produce the amount of fee sharing between the venture partners along with TDS certificates.
- 5-The bidder should visit the Jagatsinghpur Municipality area with its own arrangement for study and analysis of geographical & topographical situation of area before submission of the RFP.
- 6-The Consultant will be necessary coordination during obtain of Technical sanction from Competent authority at Govt /Dept. The ULB will be extend all necessary cooperation during obtain of TS from dept.
- 7-The Consultant will be necessary coordination/Compliance of all technical aspects during obtain of Technical sanction from Competent authority at Dept of H&UD, Govt of Odisha.
- 8-The consultant will present the Draft and final report in front of formed committee by ULB and justified about the proposed technology as per guideline of statutory body of Govt of Odisha & India and briefs about estimation feasibility to the ULB. (Design & Estimation)
- 9-Delay of work or not achieve the milestone by consultant for deliver the work as per TOR of RFP it is sole liable and attribute to the appointed consultant and deemed action will be taken as per law.

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**Format of Covering Letter
(On the Applicant Letter Head)**

To,
The Executive Officer,
Jagatsinghpur Municipality, Jagatsinghpur

Sub: Preparation of DPR for Providing Consultancy Services for preparation of DPR including Survey, Design, Estimation with technical support assistance etc to Jagatsinghpur Municipality.

Dear Sir,

We the undersigned, offer to provide service as per the RFP floated by your good office, i.e., "Preparation of DPR for Providing Consultancy Services for preparation of DPR including Survey, Design, Estimation with technical support assistance etc to Jagatsinghpur Municipality".

In accordance with your RFP document Notice No. Dated:..... We have examined the details given in this RFP notice, Performa etc.

I/ We hereby certify that all the statements made, and information furnished in the enclosures is true and correct.

I/ We have furnished all information and details necessary for RFP and have no further pertinent information to supply.

I/ We also agree that the authorized representatives can approach individuals, employers' firms to verify our competence and general reputation.

I/ We submit certificates in support of our suitability, technical knowhow, and capability for having successfully completed the projects, in prescribed format.

I/ We agreed that the discretion and decision of the Jagatsinghpur Municipality in respect of selection of the agencies with accomplished expertise in final and binding.

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

Signature of the Applicant

Name & Designation of Signatory:

Date:

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Bidder's Organization (General Details)

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

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

Name and Designation with Date and Seal: _____

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Annexure-III

(BIDDER'S PAST EXPERIENCE DETAILS) completed assignments of bidder

Sl. no.	Period	Name of the Assignment	Name of the Client	Contract Value(in INR) and	Date of Award /Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							

Note: copies of Completion certificates/ work orders from previous Clients are to be enclosed.
NOTE:

Work/ Projects mean similar nature of works as per the objectives and broad scope of the assignment. The list of works / project mentioned should be substantiated with documentary evidence such as work orders or contract agreement or completion certificates from the owner/ client.

Place:

Date:

Signature of the applicant

Name & Designation:

Financial Status of Firm/ Organization

SI No.	Financial year	Annual Turnover (Rs.)
1	2019-20	
2	2020-21	
3	2021-22	
4	2022-23	
5	2023-24	
Average Annual Turnover		

Note: Certified copies of audited Balance Sheets & Profit & Loss Statement/ Chartered Accountants Certificates are enclosed for each financial year.

(Seal and Signature of Statutory Auditor)



**FINANCIAL PROPOSAL
COVERING LETTER
(In Bidder's Letter Head)**

Place- _____

Date- _____

To
Executive Officer,
Jagatsinghpur Municipality
Jagatsinghpur, Odisha,
Pin-754103

Subject: Financial Price offer for Providing Consultancy Services for preparation of DPR including Survey, Design, Estimation with technical support assistance etc to Jagatsinghpur Municipality in the District of- Jagatsinghpur-, Odisha- Pin-754103.

Sir,
I, the undersigned, offer to provide the consulting services for [Price offer for Providing Consultancy Services for preparation of DPR including Survey, Design, Estimation with technical support assistance etc to Jagatsinghpur Municipality in the District of- Jagatsinghpur, Odisha, Pin-754103

in accordance with your Request for Proposal No. _____ Date- _____ -

Bill of Quantities for Consultancy Services

Sl. No.	Description of Items	Quantity	Nature of Assignment	Rate (Rs)for whole assignment Including all taxes & duties in Percentage Basis
1	(Preparation & Submission of DPR Along with Preparation of Site Plan by TS Survey Instrument, Architectural Planning, Structural Designing, 3D & Sectional view, L/S & C/S, Composite Estimate with Construction details of important items of Civil, EI & PH works etc. (both soft & hard copy).	1 No.	i. Area Survey by Total Station	
ii. Architectural Plan / Elevation/Foundation/Layout Drawing				
iii. Structural Design				
iv. Composite Estimate				
v. 3D View				
iii. Structural Design				
iv. Composite Estimate				
v. 3D View				

The above quoted amount is excluding 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.

Yours faithfully,

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

Address of the Bidder: _____

PERFORMANCE BANK GUARANTEE FORMAT

To,

The Executive Officer_Jagatsinghpur Municipality, jagatsinghpur,Odisha.

WHEREAS _____ (Name and address of the Consultant)(hereinafter called "the Consultant") has undertaken, in pursuance of RFP No _____ Dated _____ to under take the service _____ (description of services) (herein after called "the contract").

AND WHERE AS 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 here by affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of _____ (a 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 caviler argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show ground so reasons for your demand or the sum specified therein.

We here by 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 __, <Year>

Our branch at _____ (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 _____ branch a written claim or demand and received by us at our _____ branch on or before Dt. _____ Other wise 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

