



BERHAMPUR MUNICIPAL CORPORATION

Bid Reference No. BeMC/SSU/3/2022-23

TENDER NOTICE No.: 2600

Dtd. 23.02.2023

Request for Proposal

Selection of Consultant for Setting up of Strategic Support Unit (SSU) for Implementation of Swachh Bharat Mission 2.0 (Urban) at Berhampur, Odisha

*For supporting Swachh Bharat Mission (Urban), including ODF++, GFC, SS2023-24 and waste management (Solid and Liquid) system in **BERHAMPUR MUNICIPAL CORPORATION** city*

Berhampur Municipal Corporation
Berhampur, Ganjam, Odisha – 760002

Email – mcbemc08@gmail.com

Contact No. 0680-2250290

Disclaimer

The information contained in this Request for Proposals document (“RFP”) or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement or an offer by the Authority to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

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

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

NOTICE INVITING TENDER

NIT No: 2600

Date: 23.02.2023

Berhampur Municipal Corporation invites proposal from reputed organization/Consultant for “Selection of Consultant for Setting up of Strategic Support Unit (SSU) for Implementation of Swachh Bharat Mission 2.0 (Urban) at Berhampur, Odisha”. Interested firms may submit their proposals by registered post/ Speed Post to the undersigned as per below mentioned details:

Item	Description
Project Reference No.	BeMC/SSU/3/2022-23
Date and Time of Start of sale of RFP	23.02.2023 at 17:00 Hrs
Date and Time of End of sale of RFP	01.03.2023 by 17:00 Hrs
Seek Clarification End Date	27.02.2023 by 14:00 Hrs
Pre-Bid Meeting Date	27.02.2023 by 15:00 Hrs
Start Date and Time of Submission of proposal	23.02.2023 at 17:00 Hrs
Last Date and Time of Submission of proposal	02.03.2023 by 17:00 Hrs
Bid Opening Date	03.03.2023 at 11:30 Hrs
Address for Communication and Submission of proposals	Commissioner Berhampur Municipal Corporation Berhampur – 760002 Ganjam, Odisha
Bid document cost –Non-Refundable (In Rupees)	Rs. 11800/- (In shape of DD in favour of Commissioner, Berhampur Municipal Corporation payable at Berhampur)
Earnest Money Deposit – (In Rupees)	Rs. 25000/- (In shape of DD in favour of Commissioner, Berhampur Municipal Corporation payable at Berhampur)
Probable Amount of Contract – (In Rupees)	25 Lakhs
Validity of proposal (No of days from opening of tenders)	90 days
Period of Contract/Service Period	Six Months
Service Jurisdiction	Berhampur, Odisha

- A firm will be selected as per the criteria and procedures described in the RFP.
- No proposal will be accepted without valid bid document fee. No liability will be accepted for downloading the incomplete RFP/document.
- The Commissioner, Berhampur Municipal Corporation reserves the right to accept or reject any or all proposals without incurring any obligation to inform the affected applications of the grounds.

Sd/ 23.02.2023
Commissioner
Berhampur Municipal Corporation

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Section 1. Letter of Invitation

Reference No:

Date:

Subject: Request for Proposal for Selection of Consultant for Setting up of Strategic Support Unit (SSU) for Implementation of Swachh Bharat Mission 2.0 (Urban) at Berhampur, Odisha

Berhampur Municipal Corporation is executing a project to maintain Berhampur as an ODF++ (Open Defecation Free) City, to achieve ODF+/ODF++/Water+ Status and to achieve further progress in line with Swachh Bharat Mission (SBM) and GFC Star Rating.

1. Berhampur invites proposal from bidders/ firm (s) registered under Companies Act with a valid PAN number and GST registration to be selected as agency to Set up Strategic Support Unit (SSU) for Implementation of Swachh Bharat Mission 2.0 (Urban) at Berhampur, Odisha. Preference will be given for ISO 9001 certified firms.
 2. More details on the services are provided in the Terms of Reference in this RFP document.
 3. A firm will be selected through a single-stage three-part competitive bidding process based on evaluation of Proposals submitted by all bidders. Bidders are required to submit their Proposals in three parts as described below, in accordance with the instructions provided in the RFP.
 - i. Part I: Pre-Qualification Requirement
 - ii. Part II: Technical Proposal
 - iii. Part III: Financial Proposal
- a) The RFP includes the following documents:
- i. Section 1 - Letter of Invitation
 - ii. Section 2 - Instructions to Bidders (including Data Sheet)
 - iii. Section 3 - Terms of Reference [ToR]
 - iv. Section 4 – Pre-qualification requirements- Standard Forms
 - v. Section 5 - Technical Proposal - Standard Forms [Tech 1 to Tech 7]
 - vi. Section 6- Financial Proposal - Standard Forms [Fin 1 and Fin 2]
 - vii. Section 7 – Format for Performance Guarantee

Summary of various activities regarding invitation of proposals:

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Probable Amount of Contract – (In Rupees)	25 Lakhs
Validity of proposal (No of days from opening of tenders)	90 days
Period of Contract/Service Period	Six Months
Service Jurisdiction	Berhampur, Odisha

No proposal shall be accepted after this deadline under any circumstances whatsoever. If any of the above-mentioned dates are changed, then the revised dates would be communicated through the Website:- <https://www.berhampur.gov.in/>.

This RFP is not an offer and is issued with no commitment. Commissioner, Berhampur Municipal Corporation reserves the right to amend or withdraw any of the terms and conditions contained in the RFP document at any stage. Commissioner, Berhampur Municipal Corporation also reserves the right to reject any or all bidder should it be so necessary at any stage, without giving any notice or assigning any reason. The decision of Commissioner, Berhampur Municipal Corporation in this regard shall be final and binding on all.

Yours sincerely

Sd/23.02.2023

Commissioner,

Berhampur Municipal Corporation

Section 2. Instructions to Bidders

2.1. Definitions

“Bidder” means any entity or person or association of person eligible to submit their proposals that may provide or provides the Services to Berhampur Municipal Corporation under this RFP.

“Project specific information” means such part of the Instructions to Bidders used to reflect specific project and assignment conditions.

“Day” means calendar day.

“Government” means the Government of Odisha.

“Instructions to Bidders” (Section 2 of the RFP) means the document which provides Bidders with all information needed to prepare their proposals.

“LoI” (Section 1 of the RFP) means the Letter of Invitation being issued by Berhampur Municipal Corporation to the short-listed Bidders.

“Personnel” means professionals and support staff provided by the bidder assigned to perform the Services or any part thereof; “.

“Proposal” means the Technical Proposal and the Financial Proposal.

“RFP” means the Request for Proposal prepared by Berhampur Municipal Corporation for the selection of bidder.

“Assignment / job” means the work to be performed by the bidder pursuant to the Contract.

“Sub-Contractor” means any person or entity with whom the bidder subcontracts any part of the Assignment/job.

“Terms of Reference” (ToR) means the document included in the RFP as Section 3 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of Berhampur Municipal Corporation and the bidder, and expected results and deliverables of the assignment/job.

2.2. Introduction

- 2.2.1. Berhampur Municipal Corporation will select an agency to Selection of Consultant for Setting up of Strategic Support Unit (SSU) for Implementation of Swachh Bharat Mission 2.0 (Urban) at Berhampur, Odisha, in accordance with the method of selection specified in the Data Sheet.
- 2.2.2. The name of the assignment/job has been mentioned in the Data Sheet. Detailed scope of the assignment/ job has been described in the Terms of Reference (Section 3).
- 2.2.3. The date, time and address for submission of the proposals have been given in the Data Sheet.
- 2.2.4. The Bidders are invited to submit their Proposals, for assignment/job named in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected bidder.
- 2.2.5. Bidders should familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment/job and local conditions, Bidders are encouraged to meet Berhampur Municipal Corporation representative named in the Data Sheet before submitting a proposal. Bidders should contact the Berhampur Municipal Corporation representative for additional information on the pre-proposal meeting. Bidders should ensure that the representative is notified of their visit adequately in advance to allow him to make appropriate arrangements.
- 2.2.6. Berhampur Municipal Corporation will provide at no extra cost to the Bidders the inputs and facilities specified in the Data Sheet.
- 2.2.7. Bidders shall bear all costs associated with the preparation and submission of their proposals. Berhampur Municipal Corporation is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Bidders.

2.3. Eligibility of association of Bidders and Sub-Bidders

- 2.3.1. No JV and No Consortium allowed.

2.4. Clarification and amendment of RFP document

Bidders may seek clarifications on any clause of the RFP document up to the number of days indicated in the Data Sheet. Any request for clarification must be sent in writing, or by fax and e-mail to the address indicated in clause 3 of the Data Sheet. The envelopes/communications shall clearly bear the following identification/ title: "Queries/Request for Additional Information regarding: Bid for "Selection of Consultant for Setting up of Strategic Support Unit (SSU) for Implementation of Swachh Bharat Mission 2.0 (Urban) at Berhampur, Odisha"

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- 2.4.1. Clarifications, if any shall be conveyed by publishing on <https://www.berhampur.gov.in> website. Berhampur Municipal Corporation deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure as mentioned below.
- 2.4.2. At any time before the submission of Proposals, Berhampur Municipal Corporation may amend the RFP by issuing an addendum in writing or by standard electronic means which will be published on <https://www.berhampur.gov.in>. The addendum shall be sent to all bidders and it will be binding on them. If the amendment is substantial, Berhampur Municipal Corporation may extend the deadline for the submission of Proposals.

2.5. Conflict of interest

- 2.5.1. Berhampur Municipal Corporation requires that bidders provide professional, objective, and impartial advice and at all times holding Berhampur Municipal Corporation interest as paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work.
- 2.5.2. Without limitation on the generality of the foregoing, Bidders, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:
- 2.5.3. Conflicting activities: A firm that has been engaged by Berhampur Municipal Corporation to provide goods, works or Assignment/job other than consulting Assignment/job for a project, and any of its affiliates, shall be disqualified from providing advisory Assignment/job related to those goods, works or Assignment/job that could conflict in the objective performance of its mandate.
- 2.5.4. Conflicting assignment/job: A Bidder (including its Personnel and Sub-Bidders) or any of its affiliates shall not be hired for any Assignment/job that, by its nature, may be in conflict with another Assignment/job of the bidder to be executed for Berhampur Municipal Corporation or for another Employer. For example, a bidder hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and a Bidder assisting an Employer in the privatization of public assets shall not purchase, nor advise purchasers of such assets. Similarly, Bidders hired to prepare terms of reference for an assignment shall not be hired for the execution of the same assignment.
- 2.5.5. Conflicting relationships: (iii) A Bidder (including its Personnel and Associates if applicable) that has a business or family relationship with a member of the Berhampur Municipal Corporation staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the Assignment/job, (ii) the selection process for such assignment/job, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been

resolved in a manner acceptable to Berhampur Municipal Corporation throughout the selection process and the execution of the Contract.

- 2.5.6. Bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of Berhampur Municipal Corporation, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as the standard forms of technical proposal provided herewith. If the Bidder fails to disclose such situations and if Berhampur Municipal Corporation comes to know about such a situation at any time, it may lead to disqualification of the Bidder during bidding process or the termination of its Contract during execution of assignment.
- 2.5.7. No agency or current employee of Berhampur Municipal Corporation shall work as Bidder.

2.6. Unfair advantage

- 2.6.1. If a bidder could derive a competitive advantage from having access to information related to the assignment/job in question from previous work done for Berhampur Municipal Corporation, and which is not defined as conflict of interest as per paragraph 2.5 above, Berhampur Municipal Corporation shall make available to all Bidders all information that would in that respect not give any unfair advantage to a particular Bidder over competing Bidders.

2.7. Proposal

- 2.7.1. Berhampur Municipal Corporation intends to qualify and select suitable Bidder through an open competitive tendering system in accordance with the procedure set out in this RFP Document.
- 2.7.2. Bidders may submit only one proposal each. If a Bidder submits or participates in more than one proposal, such proposals shall be disqualified.
- 2.7.3. **Proposal Validity:** The Data Sheet indicates how long Bidders' Proposals must remain valid after the date of their opening. During this period, Bidders shall maintain the availability of Professional staff nominated in the Proposal and keep the financial proposal unchanged. Should the need arise, Berhampur Municipal Corporation may request Bidders to extend the validity period of their proposals. Bidders who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal and their financial proposal remain unchanged. Bidders who do not agree have the right to refuse to extend the validity of their Proposals; under such circumstance Berhampur Municipal Corporation shall not consider such proposals for further evaluation.
- 2.7.4. **Withdrawal of Proposals:** The Bidder may withdraw its Proposal after submission, provided that written notice of withdrawal is received by Berhampur Municipal Corporation before the Proposal Due Date. The withdrawal notice shall be prepared,

sealed, marked, and delivered with the envelopes being additionally marked “WITHDRAWAL”. Withdrawal of Proposal by the Bidder after the Proposal Due Date will lead to forfeiture of the Bid Security.

2.8. Preparation of proposal

2.8.1. The Proposal as well as all related correspondence exchanged by the Bidders and Berhampur Municipal Corporation shall be written in English language, unless specified otherwise.

2.8.2. In preparing their Proposal, Bidders are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal. While preparing the Technical Proposal, Bidders must give attention to the following:

The team requirements and the period of engagement have been indicated in Section-3 of this RFP. However, the Proposal shall be based on the number of Professional staff-months or budget estimated by the bidders. While making the proposal, the bidder must ensure that he proposes the minimum number and type of experts as sought by Berhampur Municipal Corporation, failing which the proposal shall be considered as non-responsive.

Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position mentioned.

2.8.3. Bidders are required to submit a Response to Pre-Qualification requirements in the format provided in this RFP (Section 4). Section-4 indicates the formats of the Response to Pre-Qualification requirements to be submitted. Non-Submission of the pre-qualification requirements in the format given will result in the Proposal being deemed non-responsive.

2.8.4. Bidders are required to submit a Technical Proposal (TP) in forms provided in this RFP (Section 5). Section-5 indicates the formats of the Technical Proposal to be submitted. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive.

2.8.5. The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non-responsive

2.8.6. The Financial Proposal shall be prepared using the attached Forms Fin 1 & Fin 2 (Section 6). The Data sheet indicates the formats of the Financial Proposal to be submitted. It shall list all costs associated with the Assignment/job, including (a) remuneration for staff and (b) reimbursable expenses indicated in the Form Fin-2 of the financial proposal. The financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

2.9. Taxes

- 2.9.1. The Bidder shall fully familiarize themselves about the applicability of domestic taxes (such as: GST or Income Taxes, duties, fees, levies) on amounts payable by the Berhampur Municipal Corporation under the Contract. All such taxes must be included by the bidder in the financial proposal; except GST that is to be separately and explicitly provided for recovery claim on actuals.
- 2.9.2. Currency
- 2.9.3. Bidders shall express the price of their assignment/job as per the data sheet.

2.10. Earnest money deposit & Performance Guarantee

2.10.1. Earnest Money Deposit

- a) An EMD of value as mentioned in the Data Sheet to be paid in shape of DD in favour of Commissioner, Berhampur Municipal Corporation payable at Berhampur.
- b) Proposals not accompanied by EMD shall be rejected as non-responsive.
- c) No interest shall be payable by Berhampur Municipal Corporation for the sum deposited as EMD.
- d) The EMD of the unsuccessful bidders would be returned back within one month of signing of the contract.
- e) Bid security submitted by the successful bidder shall be released after submission of performance Bank Guarantee.
- f) The EMD shall be forfeited by Berhampur Municipal Corporation in the following events:
 - i. If Proposal is withdrawn during the validity period or any extension agreed by the bidder thereof.
 - ii. If the Proposal is varied or modified in a manner not acceptable to Berhampur Municipal Corporation after opening of Proposal during the validity period or any extension thereof.
 - iii. If the Bidder tries to influence the evaluation process.
 - iv. If the First ranked Bidder withdraws his proposal during the bid process.
 - v. If the Bidder selected fails to furnish required Performance Security as indicated in the General conditions.

2.10.2. Performance Guarantee

- a) Prior to signing of the agreement, a **Performance Guarantee**(5% of the contract value) has to be furnished in the form of **Bank Guarantee (BG)** by the successful bidder as per the format attached in Section 7 of this RFP. The BG shall be released after successful completion of the assignment by the Bidder. Any violation of the

contract including RFP, non-payment to professionals employed for this project by the Bidder will lead to the forfeiture of performance guarantee. Berhampur Municipal Corporation reserves the right to realize any outstanding dues, liabilities and losses from this amount. The Bank Guarantee will remain valid for a period of not less than Twelve (12) months.

2.11. Bid document cost

- 2.11.1. All Bidders are required to pay an amount as mentioned in the Data Sheet towards Bid document costs in shape of DD in favour of Commissioner, Berhampur Municipal Corporation payable at Berhampur. The Bid document cost is Non-Refundable.
- 2.11.2. Please note that the Proposal, which does not include the Bid document cost, would be rejected as non-responsive.

2.12. Submission, receipt and opening of proposal

- 2.12.1. The Bidder should submit the bid through Speed Post/ Regd. Post. Bids submitted by any other mode such as fax, telex, telegram or e-mail shall not be entertained and shall be rejected.
- 2.12.2. The bid shall be evaluated in accordance with the terms set forth in this RFP and other documents provided by Berhampur Municipal Corporation pursuant to this RFP, as modified, altered, amended, reissued and clarified from time to time by BERHAMPUR MUNICIPAL CORPORATION (collectively the “Bidding Documents”), and all Bids shall be prepared and submitted in accordance with such terms on or before the date specified in Data Sheet for submission of Bids (the “Bid Due Date”).
- 2.12.3. The Bidder should submit the Proposal in accordance with the guidelines prescribed in this RFP and ensure that the Proposal is complete in all aspects. Bidders should strictly adhere to the formats prescribed in this RFP Document while submitting their Proposals. BERHAMPUR MUNICIPAL CORPORATION reserves the right to reject Proposals that do not conform to the guidelines prescribed.
- 2.12.4. The bid shall be submitted in three parts, viz., **a) Part I – Response to Pre-Qualification requirements b) Part II - Technical Proposal and c) Part III – Financial Proposal** as described below. The Financial Offer should be contained in Part III only. Inclusion of any Financial Offer in other parts would lead to disqualification of the Proposal. Submission letters for both Part II - Technical and Part III - Financial Proposals should respectively be in the format of TECH-1 of Section 5, and FIN-1 of Section 6.

2.13. Proposal evaluation

- 2.13.1. From the time the Proposals are opened to the time the Contract is awarded, the Bidders should not contact BERHAMPUR MUNICIPAL CORPORATION on any matter related to its Technical and/or Financial Proposal. Any effort by Bidders to influence the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in rejection of the Bidders' Proposal.
- 2.13.2. BERHAMPUR MUNICIPAL CORPORATION would constitute an Evaluation Committee which will carry out the entire evaluation process.
- 2.13.3. The Committee shall evaluate the Proposal on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria, sub-criteria specified the Data sheet. The steps involved in evaluation are given below.
- a) The first step involves opening and evaluation of Part I –Pre-Qualification requirement of those Proposals that have been submitted before the specified submission deadline. The Technical and Financial Offers of Bidders who do not qualify at this step shall not be considered for further evaluation.
 - b) The second step involves opening and evaluation of Part II - Technical Proposal of the Proposals of Bidders qualified at the end of first stage, against the criteria laid down in Data Sheet. Financial Offers of Bidders who do not qualify at this step shall not be considered for further evaluation.
 - c) The third step involves opening of Part III - Financial proposals of the technically qualified bidders will be opened and evaluation in accordance with criteria laid down in Data Sheet this RFP document.
- 2.13.4. Evaluation of financial proposals: Financial proposals of only those firms who are technically qualified shall be opened publicly on the date & time specified in the Data sheet, in the presence of the Bidders' representatives who choose to attend. The name of the Bidders, their technical score (if required) and their financial proposal shall be read aloud.
- 2.13.5. The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between words and figures, the former will prevail.
- 2.13.6. After opening of financial proposals, appropriate selection method shall be applied to determine the bidder who will be declared winner and be eligible for award of the contract. The methods of selection are described in the Data Sheet. This selected Bidder will then be invited for negotiations, if considered necessary. The top 3 (three) ranked Bidders shall be retained till the signing of the Agreement with the Successful Bidder.

2.14. Negotiations

- 2.14.1. Negotiations will be held at the date, time and address intimated to the qualified and selected Bidder. The invited Bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Representatives conducting negotiations on behalf of the Bidder must have written authority to negotiate and conclude a Contract.
- 2.14.2. Conclusion of the negotiations: Negotiations will conclude with a review of the draft Contract. To complete negotiations BERHAMPUR MUNICIPAL CORPORATION and the Bidder will initial the agreed Contract.

2.15. Award of contract

- 2.15.1. Subsequent to the identification of the Successful Bidder, BERHAMPUR MUNICIPAL CORPORATION shall issue a Letter of Award (LoA) to the Successful Bidder by BERHAMPUR MUNICIPAL CORPORATION .
- 2.15.2. Within 7 (seven) days from the date of issue of the LoA, the Successful Bidder shall send an acknowledgement agreeing to comply with the conditions set out therein.
- 2.15.3. BERHAMPUR MUNICIPAL CORPORATION shall promptly notify other Bidders that their Financial Proposals have been unsuccessful, and their Bid Security shall be returned within 30 (thirty) days, without interest, of the signing of the Agreement with the Successful Bidder.
- 2.15.4. Agreement sets forth the detailed provisions of an Agreement to be executed separately between the successful bidder and the BERHAMPUR MUNICIPAL CORPORATION. The agreement shall include all the terms and conditions for the work provided to the bidder for implementing the Project, including the scope of the bidder's services and obligations.
- 2.15.5. The Successful Bidder shall have to enter into the Agreement within 30 (Thirty) days from the date of issue of the LoA. The Successful Bidder on the date of signing of the Agreement shall submit a Performance Security equivalent to 5% of the contract value shall be submitted by the successful bidder at the time of the contract in favour of Commissioner, BERHAMPUR MUNICIPAL CORPORATION as per the format attached in Section 7 of this document.
- 2.15.6. The selected Bidder is expected to commence the assignment/job on the date and at the location specified the Contract.
- 2.15.7. Failure of the Successful Bidder to comply with the requirements mentioned in the above paragraph shall constitute enough grounds for the annulment of the LoA, and forfeiture of the Bid Security. In such an event, BERHAMPUR MUNICIPAL CORPORATION reserves the right to:

- a) Either invite the next best Bidder to match the Bid submitted by the Successful Bidder; OR
- b) Call for fresh Bids from the remaining Bidders; OR
- c) Take any such measure as may be deemed fit in the sole discretion of BERHAMPUR MUNICIPAL CORPORATION, including annulment of the Bidding Process.

2.16. Confidentiality

2.16.1. 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 Bidder of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of BERHAMPUR MUNICIPAL CORPORATION's anti-fraud and corruption policy.

2.17. Datasheet

Clause No. of Data Sheet	Reference to ITB (Section 2)	Particulars
1		Name of the assignment/job: Request for Proposal for Selection of Consultant for Setting up of Strategic Support Unit (SSU) for Implementation of Swachh Bharat Mission 2.0 (Urban) at Berhampur, Odisha.
2	2.2.3	Date & time and Mode for submission of proposal/ bid. Date: Time: Mode: Offline
3	2.4.1	BERHAMPUR MUNICIPAL CORPORATION 's representative is: Designation: Commissioner Address: BERHAMPUR MUNICIPAL CORPORATION, BERHAMPUR
4	2.2.6	BERHAMPUR MUNICIPAL CORPORATION will provide the following inputs and facilities: BERHAMPUR MUNICIPAL CORPORATION will be providing the following: a) Nominating an officer for the project to coordinate with the Agency and to provide required information for drives etc. b) All the required information from BERHAMPUR MUNICIPAL CORPORATION shall be given to Agency duly signed from the concerned department.

Clause No. of Data Sheet	Reference to ITB (Section 2)	Particulars
		<p>c) BERHAMPUR MUNICIPAL CORPORATION shall provide workspace in BERHAMPUR MUNICIPAL CORPORATION premises to appointed agency staff till the contract period.</p> <p>d) The content in the form of sheets/posters/pamphlets/banner/hoardings in English or Hindi as a*softcopy which shall be provided to the Agency.</p> <p>e)Other than above* mentioned, if required, content/materials will be printed by BERHAMPUR MUNICIPAL CORPORATION and will be handed over to agency for promotional activities.</p> <p>f)All documents to be provided by BERHAMPUR MUNICIPAL CORPORATION will ordinarily be in English language</p> <p>g)Facilitating the Agency during the project for necessary information and support.</p>
5	2.7.3	Proposals must remain valid for 90 days beyond the date of opening of Technical Bid.
6	2.8.2	Please refer section 3.9 on Team requirements
7	2.8.3	The format for the Pre-Qualification requirement to be submitted is given in section 4.
8	2.8.4	<p>The formats of the Technical Proposal to be submitted are:</p> <p>Form Tech 1: Letter of Proposal submission</p> <p>Form Tech 2: Bidder's organization & experience</p> <p>Form Tech 3: Approach, methodology& Work-plan</p> <p>Form Tech 4: Team composition& Task assignments</p> <p>Form Tech 5: Curriculum vitae</p> <p>Form Tech 6: Work Schedule</p> <p>Form Tech 7: Information regarding any conflicting activities and declaration thereof.</p> <p>For detailed formats refer Section 5.</p>
9	2.8.6	<p>The formats of the Financial Proposal to be submitted are:</p> <p>Form Fin-1:Financial Proposal Submission Form</p> <p>Form Fin-2: Summary of Costs</p> <p>For detailed formats refer Section 6.</p>
10	2.10.1	Bidder to state the cost in Indian Rupees

Clause No. of Data Sheet	Reference to ITB (Section 2)	Particulars
11	2.11.1	Earnest Money Deposit in Indian Rupees: Rs. 25000/-
12	2.12.1	Bid Processing Fee in Indian Rupees: Rs. 11800/-
13	2.13	Bidder must submit the original and one (1) copy of the Proposal including Prequalification requirements, Technical Proposal, and Financial Proposal.
14	2.14.3	<p>Evaluation Criteria: Criteria, sub-criteria, for evaluation have been prescribed for:</p> <p>A) <u>Pre-Qualification:</u></p> <p>The bidders who meet the pre-qualification criteria as mentioned below would be considered for the next stage of evaluations. The bidder must submit the Registration Certificate, PAN/GST registration certificates, extracts from the audited Balance Sheet and Profit & Loss statement and Certificate from the Chartered Accountant as evidence for the pre-qualification criteria.</p> <ol style="list-style-type: none"> a. The bidder should be a firm/NGO having valid registration under Companies Act and should have a valid PAN number on date of application. (Please attach the certified copy of the registration certificate and copy of PAN card). b. The bidder must have a valid GST Registration. c. The bidder must have a Start-Up registration. d. The bidder must have MSME registration e. The bidder must have EPF registration. f. The bidder must be registered on GeM. g. The bidder Should have ISO certification. h. The bidder organization should have the experience of having executed (at the minimum) 5 government sponsored Solid Waste Management project at ULB level (Documents are required as a proof.) i. The bidder should be able to evidence an experienced SWM team, ready for deployment within 10 working days of the contract being awarded.

Clause No. of Data Sheet	Reference to ITB (Section 2)	Particulars
		<p>j. The bidder should have an Average turnover of a minimum of Rs.75 lakhs the 3 previous financial years (2019-20, 2020-21, 2021-22). (Please attach the certified copy of the audited balance sheets for last 3 years).</p> <p>k. The Bidder should not have been blacklisted by any government agencies in India (Submit an affidavit signed by the authorised legal representative).</p> <p>l. Bidder should have worked for at least two Municipal Corporation/Municipal Councils in last three years and 1 Municipal Corporation/Municipal Council of which has achieved rank in top 25 ULBs and other in top 10 ULBs in their population categories in Swachh Survekshans conducted in previous 3 years 2020, 2021 & 2022.</p> <p>m. The bidder should have worked for at least one municipal corporation in last three years who have been awarded with national award in Swachh Survekshan.</p> <p>B) <u>Technical Proposal:</u></p> <p>i) Specific experience of the Bidder firm relevant to the assignment / job – 30 marks (Please attach certified copy of the related work order, certificates and documents)</p> <p>ii) Adequacy of the proposed methodology and work plan in response to the terms of reference – 20 marks</p> <p>iii) Key professional staff: Qualification & competency for the assignment/ job. 50 marks</p> <p>For more details on Technical Qualification Criteria. Please refer section 3.8 on evaluation criteria.</p>
15	2.14.6	<p>Method of Selection: Technical proposal scoring 70 marks and above will be considered technically qualified. The price bids of only</p>

Clause No. of Data Sheet	Reference to ITB (Section 2)	Particulars
		<p>those Bidders who qualify technically will be opened.</p> <p>The proposal will be evaluated on a QCBS mode with 75% weight for technical score and 25% weight for financial score in the consolidated assessment.</p> <p>The bidder with lowest financial quote will be given full financial score and others will get marks on pro-rata basis compared with L1.</p>
16	2.14	<p>Date, time and address for financial bid opening.</p> <p>Date:</p> <p>Time:</p> <p>Address:</p> <p>(Will be intimated to qualified bidder prior opening of Financial Bid)</p>
17	2.16	<p>Expected date for commencement of consulting assignment/job within a week of LOI at:</p> <p>BERHAMPUR MUNICIPAL CORPORATION</p>

Section 3. Terms of Reference (ToR)

3.1. Introduction

- 3.1.1. The Swachh Bharat Mission (SBM) emanates from the vision of the Government articulated in the address of the President of India to the Joint Session of Parliament on 9th June 2014 “We must not tolerate the indignity of homes without toilets and public spaces littered with garbage. For ensuring hygiene, waste management and sanitation across the nation, a Swachh Bharat Mission will be launched. This will be our tribute to Mahatma Gandhi on his 150th birth anniversary to be celebrated in the year 2019”. Swachh Bharat Mission was launched in India on 2nd Oct 2014 and is being implemented for urban areas by the Ministry of Housing and Urban Affairs (MoHUA). One of the important objectives of SBM (Urban) is to eliminate open defecation, through awareness generation on importance of sanitation and its linkage with public health resulting to effect behaviour change regarding healthy sanitation practices ultimately leading to an ODF city.
- 3.1.2. SBM-U 2.0 has been launched by Honorable PM Shree Narendra Modi on 1st October 2022, it envisions to make all cities ‘Garbage Free’ and ensure grey and black water management in all cities other than those covered under AMRUT, make all urban local bodies as ODF+ and those with a population of less than 1 lakh as ODF++, thereby achieving the vision of safe sanitation in urban areas. The Mission will focus on source segregation of solid waste, utilizing the principles of 3Rs (reduce, reuse, recycle), scientific processing of all types of municipal solid waste and remediation of legacy dumpsites for effective solid waste management. In line with the vision of the Prime Minister, SBM-U 2.0 has been designed to realize the aspiration to make all our cities ‘Garbage Free’ and ‘Water Secure’. This flagship Mission signifies a step forward in our march towards effectively addressing the challenges of rapidly urbanizing India and will also help contribute towards achievement of the Sustainable Development Goals 2030.
- 3.1.3. The BERHAMPUR MUNICIPAL CORPORATION has always worked and will work in line with SBM Urban to fulfil its mission in greater interest of health and sanitation and safeguarding environment. BERHAMPUR MUNICIPAL CORPORATION can be best described as Berhampur is the oldest city of Ganjam District in the State of Odisha. It is mainly a trading centre for Southern Odisha having its influence over eight districts. The city was declared as a Municipality in the year 1867. It is the fourth largest city of Odisha with population of 210418 in 1991 & 307792 in 2001. The present population (2009) is estimated to be 0.38 million. Berhampur Municipal Corporation (BeMC) is the local urban governing body of the city of Berhampur in the Indian state of Odisha. The municipal corporation consists of democratically elected members, is headed by a mayor and administers the city's infrastructure and public services. With the objective of providing better life to all its citizen, BeMC has established a historic tradition of strong civic activism.

3.1.4. Following the mission objective, BERHAMPUR MUNICIPAL CORPORATION calls for proposal from firms registered under Companies Act or any other related statutory act for Selection of Consultant for Setting up of Strategic Support Unit (SSU) for Implementation of Swachh Bharat Mission 2.0 (Urban) at Berhampur, Odisha.

3.2. Objective and scope of work

3.2.1. The objectives of the SBM in BERHAMPUR MUNICIPAL CORPORATION are:

- a) To support BERHAMPUR MUNICIPAL CORPORATION in improving its ranking under Swachh Survekshan by supporting BERHAMPUR MUNICIPAL CORPORATION in documentation and MIS for Swachh Survekshan XXXX.
- b) To support BERHAMPUR MUNICIPAL CORPORATION in achieving 5 Star (in Garbage Free City Star Rating) and ODF++/Water+ certifications.

3.3. Scope of Work

The selected agency is required to undertake following activities (and not limited to) to achieve the objective of this assignment.

- a) Strategy for meeting city's objectives in fairing a better rank in SWM
- b) Carrying out situation analysis of SWM in BERHAMPUR MUNICIPAL CORPORATION
- c) Evaluate various options for waste collection, transfer stations, materials recovery, etc.
- d) Evaluating the disposal alternatives such as landfill with energy recovery, recycling, composting and various appropriate Waste-to-Energy (WtE)/other appropriate technologies.
- e) Support ULB in documentation work of Swachh Survekshan, GFC Star Rating and ODF+/ODF++/Water+

3.4. Reporting and documentation

- a) **Monthly Reports** comprising the progress status achieved along with process documentation of SBM activities undertaken by the agency including:
- b) **Final Report** on the implementation update towards the SBM in BERHAMPUR MUNICIPAL CORPORATION.

3.5. Period of engagement

Initially the period of engagement of the selected agency with BERHAMPUR MUNICIPAL CORPORATION will be for 6 months. It may get extension if required by the sponsoring agency on the basis of its performance in the first six months of engagement with

BERHAMPUR MUNICIPAL CORPORATION in SBM. Both the parties have right to terminate the contract with a one-month prior notice.

3.6. Payment Schedule¹

The Payment for the selected agency will be as follows:(Check as per project duration)

S. No.	Milestone/ deliverables*	Time from the contract signing date	Share of the contract value (%)
1.	Monthly Report - 1	1 st Month	25
2.	Monthly Report – 2	2 nd Month	20
3.	Monthly Report – 3	3 rd Month	20
4.	Monthly Report – 4	4 th Month	15
5.	Monthly Report – 5	5 th Month	12
6.	Final Report on end of engagement	6 th Month	8

* The BERHAMPUR MUNICIPAL CORPORATION shall make payments to the selected agency as per approved consultancy rates.

The agency shall submit above mentioned deliverables by 7th of every month to BERHAMPUR MUNICIPAL CORPORATION and the payment shall be released by 25th of every month.

3.7. Evaluation criteria

S.No.	MAIN CRITERIA	Maximum MARKS
1	Specific experience of the Bidder firm relevant to the assignment / job	30
I	<i>Experience of firm in country /region/sector:</i>	10
	a. Experience of working on SWM implementation support (@2.5 Marks for each project) – Maximum marks will be 10.	10
II	<i>Firm's experience of similar nature:</i>	20
	a. Experience of implementing advanced SWM planning/ assessment tools. (@2.5 Marks for each project)	5
	b. SWM Project implementation using participatory approaches (@2.5 Marks for each project)	5
	c. Community focused training & research intervention using participatory skills (@2.5 Marks for each project)	5
	d. Behaviour Change Communication (BCC) intervention using participatory approaches	5

¹The proposed payment schedule is tentative and shall be finalised in discussion with bidder

		(@2.5 Marks for each project)	
2	Responsiveness to TOR - Understanding of assignment, Appropriate approach and methodology – innovation, adaptability to local conditions, quality and extent of details:		20
	a.	Clarity on the Assignment	5
	b.	Approach & Methodology	10
	c.	Work plan & Organisation staffing	5
3	Key Personnel (Note: The CVs should clearly reflect experience of the person/s in following areas –SWM Project implementation, SHGs Identification & Assessment, BCC Training & Capacity Building and SHGs Mentoring & Monitoring.)		50
	a.	Team Leader – SWM Expert	20
	b.	SLWM Technology Expert	15
	c.	MIS and Documentation Expert	15
	Educational qualifications (20%) Project related experience based on the number of relevant projects implemented (70%) Experience of the region & language (10%)		

3.8. Team Requirements

3.8.1. **Manpower:** The agency will have to provide following manpower under this contract:

- a) SBM Consultants – 2

3.8.2. Qualifications:

- 1. SBM Consultant.** SBM Consultant should be a Postgraduate in Environmental Engineering/ Environment Management/ MBA/MSW/any other relevant field with a minimum of 05 years' experience of handling large scale projects/ teams for community-based development projects, preferably related to SWM and in sanitation sector. The experience of working with SHGs or community groups in municipal areas will be an added advantage. The expert should have experience of working on database management, MIS development etc. He/ She shall coordinate with team SHGs, liaison with BERHAMPUR MUNICIPAL CORPORATION , managing over all SWM activities.

Section 4. Pre-Qualification Requirements – Standard Format

1. Registration Details:

Registration No. Date of Registration Issuing Authority

2. Experience in Implementation of SWM project:

Sl No	Name of Work/ Project	Description	Agency and Date of Award	Date of Completion	Remarks (Copy of documents submitted with Page no.)

3. Experience in implementation of advanced SWM planning/ assessment tools and Technology evaluation in SWM sector.

Sl No	Name of Work/ Project	Description	Agency and Date of Award	Date of Completion	Remarks (Copy of documents submitted with Page no.)

4. Financial Turn over

Sl. No.	FY	Turnover
1	2018-19	
2	2019-20	
3	2020-21	
4	2021-22 (If Available)	

5. Whether the agency was ever blacklisted: Y/N

If no, attach an Affidavit/ self-declaration regarding not being blacklisted.

If yes whether that blacklisting was not cancelled: Y/N

(If yes, attach copy of same and the affidavit)

Section 5. Technical Proposal – Standard Forms

Form Tech-1: Letter of Proposal Submission

Letter of Proposal Submission

[Location, Date]

To:

The Commissioner

Berhampur Municipal Corporation

Subject: Selection of Consultant for Setting up of Strategic Support Unit (SSU) for Implementation of Swachh Bharat Mission 2.0 (Urban) at Berhampur, Odisha

Dear Sirs:

We, the undersigned, offer to provide the consulting assignment/job for [Insert title of Assignment/job] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes the Prequalification requirement, Technical Proposal, and Financial Proposal sealed each under a separate envelope and requisite EMD and bid processing fees.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Form TECH-2: Bidder's Organization and Experience

4. Bidder's Organization

[Provide here a brief description of the background and organization of your firm/entity for this assignment/job. Also if the Bidder has formed a consortium, details of each of the member of the consortium, name of lead member etc. shall be provided]

Description	Details
Full name of Bidder:	
Registered office address:	
Year and Place of Establishment: (Relevant Registration Documents to be enclosed)	
Total Experience in Consultancy Business (in years)	
Registration No.	
Type of legal entity:	
Correspondence Address and Corporate Office:	
Name of the Authorized person for submitting proposal: Mobile No.: Email id: (Attach Authorization letter of Competent Authority)	

5. Bidder's Experience

[Using the format below, provide information on each assignment/job for which your firm, and partner in the case of consortium or joint venture, was legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out assignment/job similar to the ones requested under this assignment/ job. In case of consortium, the Bidders must furnish the following information for each of the consortium member separately]

6. Firm's Name:

Sr. No	Particulars	Details
	Assignment/job Name:	
	Description of Project:	
	Approx. Value of Contract (in Rupees):	
	Country:	
	Location within Country:	
	Duration of Assignment/job(months):	
	Name of Employer:	
	Address:	
	Total No of Staff-Months on assignment/job:	
	Approx. value of the Assignment/job provided by your firm under the contract (in Rupees):	
	Start date (month/year):	
	Completion date (month/year):	
	Name of associated bidders, if any:	
	No of professional staff-months provided by associated bidders:	
	Name of senior professional staff of your firm involved and functions performed.	
	Description of actual Assignment/job provided by your staff within the Assignment/job:	

Note: Please provide documentary evidence from the client i.e., copy of work order/completion certificate for each of above-mentioned assignment. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.

Form TECH-3: Description of approach, methodology and work plan for performing the assignment/job

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

- a) Technical Approach and Methodology,
 - b) Work Plan, and
 - c) Organization and Staffing,
1. **Technical Approach and Methodology.** In this chapter you should explain your understanding of the objectives of the assignment/job, approach to the assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
 2. **Work Plan.** The Bidder should propose and justify the main activities of the assignment/job, their content and duration, phasing and interrelations, milestones (including interim approvals by BERHAMPUR MUNICIPAL CORPORATION), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the ToR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-6.
 3. **Organization and Staffing:** The Bidder should propose and justify the structure and composition of your team. You should list the main disciplines of the assignment/job, the key expert responsible, and proposed technical and support staff.].

Form TECH-4: Team Composition and Task assignment/jobs

Professional Staff

Sr. No.	Name of Staff	Name of Firm	Position	Educational Qualifications	Task Assigned for job	Experience	Details of best projects

Activities performed:

15. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

[Signature of staff member or authorized representative of the staff]

[Full name of authorized representative]

Form TECH-6: Work Schedule

S. No.		Total Months/weeks					
		1	2	3	4	5	6
1	Kick-off and Baseline Study						
2	Carrying out Information Education and Communication (IEC) module						
3	Documentation Support						
	Deliverables						
a)	Inception Report						
b)	Monthly Report on Progress						
c)	Final Report						

1. Indicate all main activities of the assignment/job, including delivery of reports (e.g.: inception, interim, draft and final reports), and other benchmarks such as BERHAMPUR MUNICIPAL CORPORATION 's approvals. For phased assignment/jobs indicate activities, delivery of reports, and benchmarks separately for each phase.
2. Duration of activities shall be indicated in the form of a bar chart.
3. Work schedule should be furnished for the active contract period of 6 months.

**Form-TECH-7: Information regarding any conflicting activities and
declaration thereof**

Are there any activities carried out by your firm or group company or any member of the consortium which are of conflicting nature as mentioned in para 5 of section 2.

If yes, please furnish details of any such activities.

If no, please certify,

We hereby declare that our firm, our associate / group firm or any of the member of the consortium are not indulged in any such activities which can be termed as the conflicting activities under para 5 of the section 2. We also acknowledge that in case of misrepresentation of the information, our proposals / contract shall be rejected / terminated by BERHAMPUR MUNICIPAL CORPORATION which shall be binding on us.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Section 6. Financial Proposal Standard Forms

Form FIN-1: Financial Proposal Submission Form

[Location, Date]

To:

The Commissioner

Berhampur Municipal Corporation

Subject: Selection of Consultant for Setting up of Strategic Support Unit (SSU) for Implementation of Swachh Bharat Mission 2.0 (Urban) at Berhampur, Odisha

Dear Sirs:

We, the undersigned, offer to provide the consulting assignment/job for [Insert title of assignment/job] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures]. This amount is inclusive of the Domestic taxes except for Service Tax.

We hereby confirm that the financial proposal is unconditional, and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Form FIN-2: Summary of Costs

Summary of Costs

Sr. No.	Particulars	Amount in Rupees	Amount in Words
1	Remuneration		
2	Reimbursable Expense ²		
3	Miscellaneous Expenses		
4	Goods & Services Tax/Any other applicable Tax		
5	Total		

Authorized Signature

Name:

Designation

Name of firm:

Address:

² Bidder will be required to attach the detailed break-up of the reimbursable expenses

Section 7. Format for Performance Bank Guarantee (PBG)

To,

The Commissioner
BERHAMPUR MUNICIPAL CORPORATION

Ref: Selection of Consultant for Setting up of Strategic Support Unit (SSU) for Implementation of Swachh Bharat Mission 2.0 (Urban) at Berhampur, Odisha.

Dear Sir:

In accordance with the provisions of Clauses of the above-mentioned Contract (Hereinafter called “the Contract”), (name and address of Bidders) (hereinafter called “the Bidders”) shall deposit with **COMMISSIONER, BERHAMPUR MUNICIPAL CORPORATION** a bank guarantee to guarantee their proper and faithful performance under the said provisions of the contract in an amount of (amount of Guarantee), (amount of Guarantee in words).

We, the (Name of the bank), as instructed by the Bidders, agree unconditionally and irrevocably to guarantee as primary obligor and not as surety merely, the payment to the **COMMISSIONER, BERHAMPUR MUNICIPAL CORPORATION** on his first demand without whatsoever right of objection on our part and without his first claim to the Bidders, if the amount not exceeding (amount of Guarantee), (amount of Guarantee in words).

We further agree that no change or addition to or other modification of the terms of the Contract which may be made between **COMMISSIONER, BERHAMPUR MUNICIPAL CORPORATION** and the Bidders shall in any way release us from any liability under this guarantee and whereby waive notice of any such change, addition or modification.

This guarantee shall remain valid and in full effect from for a period of twelve month from the date of signing of contract or deployment of personnel by the bidder, whichever is later or till completion of the assignment as approved by **COMMISSIONER, BERHAMPUR MUNICIPAL CORPORATION**.

Yours truly,

Signature and Seal

Name of Bank/

Address Date: