KARIMNAGAR MUNICIPAL CORPORATION

EOI FOR

“Appointment of Agency / Firm / Consultant support for Swachh Survekshan 2021 in Karimnagar Municipal Corporation.

YEAR 2020

COMMISSIONER
KARIMNAGAR MUNICIPAL CORPORATION

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KARIMNAGAR MUNICIPAL CORPORATION

BID SCHEDULE

Name of Work : **"Appointment of Agency / Firm / Consultant to support for Swachh Survekshan 2021 in KARIMNAGAR MUNICIPAL CORPORATION"**

Name of Contractor : _____

_____

Address : _____

_____

Publishing Date : 10/09/2020

Tender Submission Date : 17/09/2020 (up to 4.00P.M.)

Tender Opening Date : / 09/2020 at 5.00 P.M. or any other suitable date fixed by KARIMNAGAR MUNICIPAL CORPORATION.

EMD : Rs. 10,000/- (Rs. Ten Thousand Only)

Validity of Offer : 120 Days from the last date of submission of bid document

Contract Tenure : Initially 05 months approximately (from the date of LOA/W.O till end of Swachh Survekshan 2021).

DEFINITION

Authority - Shall mean Karimnagar Municipal Corporation, or any other Government /Semi government entity.

Employer - Shall mean the Karimnagar Municipal Corporation, Karimnagar Municipal Corporation and any authorized Representatives expressly authorized on behalf by the Karimnagar Municipal Corporation through Municipal Commissioner.

Bidder/Consultant/Applicant - Shall mean contractor who has applied or submitted the tender/bid offer to Karimnagar Municipal Corporation for Contract but whose tender is being considered on competitive basis for the contract.

KARIMNAGAR MUNICIPAL CORPORATION

Expression Of Interest (EOI)

Appointment of Agency / Firm / Consultant support for Swachh Survekshan 2021 in Karimnagar Municipal Corporation.

The Commissioner of Karimnagar Municipal Corporation, Karimnagar Municipal Corporation invites tender from Experienced and Reputed Agencies/firms, Companies for **"Appointment of Agency / Firm / Consultant support for Swachh Survekshan 2021 in Karimnagar Municipal Corporation"**.

Interested Bidders can bid, as per the terms and conditions of the bid document. The hard copy of the tender documents has to be submitted to Karimnagar Municipal Corporation.

SCHEDULE OF DATE & OTHER DETAILS: -

1	Pre-bid Meeting	/09/2020 at 3.00 p.m. at KARIMNAGAR MUNICIPAL CORPORATION.
2	Last date of submission of duly filled Hard copy in Bid form in prescribed format	17/09/2020 (Up to 4.00 P.M.)
3	Earnest Money Deposit	Rs 10,000/-
4	Tenure of work	Initially 5 months

For any queries you may contact to Email ID: and Phone No. 9849907544 (Mr. K. Swamy, Environmental Engineer)

1. INTRODUCTION

The Swachh Bharat Mission (SBM) is being implemented by Ministry of Housing and Urban Affairs (MoHUA) with the following objectives:

- Elimination of open defecation;
- Eradication of Manual Scavenging;
- Modern and Scientific Municipal Solid Waste Management;
- To effect behavioral changes for healthy sanitation practices;
- Generate awareness and behavior change on healthy sanitation practices;
- Prevention of Pollution of water sources
- Ensuring cleanliness and hygiene in public places;
- Development of Information, Education and Communication Strategies about cleanliness and hygiene and
- Capacity augmentation for ULBs; and
- To create an enabling environment for private sector participation in Capex (capital expenditure) and Opex (operation and maintenance) in the activities undertaken under Swachh Bharat Mission.

A multi-pronged strategy is being used by the Ministry to implement SBM- Urban which includes creation of an enabling environment for States and the cities to roll out SBM at their levels by empowering and building their capacities, while simultaneously encouraging citizens and other stakeholders to actively participate in the SBM.

A key initiative undertaken by the Ministry (MoHUA) has been the launch of the Swachh Survekshan (SS) - a survey conducted to rank cities and towns on various sanitation and cleanliness parameters. Swachh Survekshan was first conducted in 2016 among 73 top cities of India followed by Swachh Survekshan 2017 covering 434 AMRUT cities. Emboldened by the success of the initiative, Government of India conducted the third round of Swachh Survekshan in January-February 2018 covering 4203 statutory towns in India & the fourth round of Swachh Survekshan in January-February 2019 covering 4237 statutory towns in India.

Carrying forward from the tremendous success from SS 2019, SS 2020 proposes to focus on sustainability and maintenance of the provisions and facilities provided to citizens under the Swachh Bharat Mission – Urban banner. While Swachh Survekshan-2019 was carried out for 5000 marks, the Swachh Survekshan -2020 is for 6000marks. & Swachh Survekshan 2021 is for 6000 Marks.

Under Swachh Survekshan-2020 initiative, the data from ULBs will be collected from three sources, viz:

- Citizen Voice Feedback it includes feedback, innovations, (30% weightage);
- Certification ODF++,GFC& Water Plus (30% weight age)
- Service Level Progress it includes Collection, Processing &Disposal (40%weightage).
- PRERAK DAUUR SAMMAN

Based on the learning of SS 2020, it is felt necessary to engaging competent Consulting Firm for Karimnagar Municipal Corporation for preparation of quality documentation, gap analysis and measures for improving ranking of city by IEC & Behavior Change Communication and for better presentation of all the 4 aspects of SwachhSurvekshan-2021 Including PRERAK DAUUR SAMMAN.

Accordingly, Municipality proposes to appoint a Consulting Firm for handholding, as per the Swachh Survekshan Proposed Indicators in Tool Kit/ Frame work 2021.

2. TERMS OFREFERENCE

2.1 DOCUMENTATION PARAMETERS: The parameters covered for documentation are as listed below (All parameters shall be as per SS2021):

Part - 1: Service Level Progress;

- ❖ Collection and Transportation
- ❖ Processing and Disposal
- ❖ Sustainable Sanitation
- ❖ IEC & Behavior Change
- ❖ Capacity Building

Part – 2: Certification

Part – 3: Direct Observation

Part – 4: Citizen Feedback

Part- 5; Prerak Dauur Samman (New performance Category)

2.2 SPECIFIC FUNCTIONS AND RESPONSIBILITIES OF CONSULTANT:

- ❖ The specific functions and responsibilities of the Consulting Firm are:
- ❖ Support Karimnagar Municipal Corporation SBM team for Data collection, Uploading Monthly MIS, documentation and maintenance of records;
- ❖ Gap Analysis/Identification in present scenario.
- ❖ Analysis of SS- 2020 short comings of Karimnagar Municipal Corporation.
- ❖ Suggestions/recommendation for improvement in present scenario.
- ❖ Providing support to Swachh Bharat Mission team at Municipal office in preparation of plan of action for sustaining the initiatives of Swachh Bharat Mission & SS2021.
- ❖ Assistance in documentation under Swachh Bharat Mission (SBM) like Swachh, GFC Star Rating Protocol, ODF, ODF++ and Water Plus.
- ❖ Undertake capacity building workshop of municipal staff at its premises for effective implementation of SWM Rules2016.
- ❖ Support Karimnagar Municipal Corporation in IEC/BCC activities.
- ❖ Maintaining and regularly updating SBM (U) MIS and ensuring availability of

updated data at all times, supporting and answering data queries from various authority.

- ❖ Training key staff on Swachh Survekshan2021;
- ❖ Preparation of Power Point Presentations (PPTs) and reports for Karimnagar Municipal Corporation;
- ❖ Submission of status report on daily basis to officials concerned about the implementation, shortcoming & target achieved.
- ❖ Establishment of local office for SS-2021 work at space provided by Karimnagar Municipal Corporation.

2.3 RESPONSIBILITY OF KARIMNAGAR MUNICIPAL CORPORATION

- ❖ Well equipped Office space at Karimnagar Municipal Corporation along with Printing &Stationary.
- ❖ Required input data

2.4 DETAILS OF TEAM STRUCTURE:

The following is the structure of the team that shall be made available for the SS 2021 at Municipal Corporation Karimnagar.

S. No.	Details of Proposed staff	Quantity	Unit
01	**Project Leader**	01	No
02	**Research Team**	01	No
a	Quality Control Expert	01	No
b	SWM Expert	01	No
c	IT Expert	01	No
d	IEC/BCC specialist	01	No
	Total Manpower required	**5 No.s**	

One Research Executive shall be deployed in addition to the SWM Expert and IEC/BCC Specialist stationed in Karimnagar Municipal Corporation on a regular basis. The remaining team shall be available to attend this office as and when required for the assessment SS 2021.

2.5 CONTRACT TERMS AND CONDITIONS:

- On issue of Letter of Award, the Consulting Firm shall have to enter into the Contract Agreement and report to duty within one week's time. The contract period is up to the completion of Swachh Survekshan 2021 assessment including Citizen Feedback. Karimnagar Municipal Corporation at its sole discretion may extend the contract for a further period based on the progress achieved.

- The Professional fees shall be quoted by the Consulting Firm in their Application exclusive of GST.

- The working hours will be as per applicable rules to the staff of respective Karimnagar Municipal Corporation and in case of necessity/requirement, the Consultants shall have to work beyond normal office working hours and on holidays.

- Consulting Firm registered with NSIC and MSME are exempted from EMD and Security Deposit.

- The successful Consulting Firm shall submit Earnest Money Deposit (EMD) for an amount of Rs. 10,000/- (Rs. Ten Thousand only) via DD in favor of "Commissioner, Karimnagar Municipal Corporation".

3. INSTRUCTIONS FOR SUBMISSION OFAPPLICATION

1. Hard copy of the complete application in all respects, in the prescribed format to be submitted in person or by post/courier within the specified date and time.

2. Applications received after the due date and time or incomplete in any respect will be rejected. Karimnagar Municipal Corporation shall not be responsible for late receipt or non-receipt of the Applications including for postal delays in case of hard copy submission.

3. Karimnagar Municipal Corporation reserves the right to accept or reject all or any of the applications at any time during the scrutiny and evaluation of the Applications without assigning any reasons.

4. The Applicant should bear all the costs associated with the preparation of the proposal and Karimnagar Municipal Corporation shall not be liable or responsible for the costs, regardless of the conduct or outcome of the tendering process.

5. No correspondence or enquiries of the status of their Applications will be entertained. Regret letters to the unsuccessful Applicants may be sent soon after the completion of the selection process if required.

6. Last date and time for submission of Applications is on or before .09.2020 before 4.00pm.

7. The Application (i.e. Technical & Financial bid duly quoted including required document as specified in the bid document along with bid document, duly signed, sealed/stamped each and every documents etc., shall be submitted in hard copy in a sealed envelope and on top of the sealed cover it shall be marked as "Appointment of Agency/Firm/Consultant for Establishing and Running of Project Management Unit (PMU) support for Swachh Survekshan 2021 in Karimnagar Municipal Corporation". The envelope should consist of viz., **Technical Bid** i.e. Pre-Qualification document enclosed in an envelope including bid document & the financial bid duly signed & sealed/stamped. The envelopes shall be marked as, "Technical" and "Financial Bid".

4. ELIGIBILITY CRITERIA & EVALUATIONPROCEDURE

4.1 Pre-Qualification Criteria:

- The Applicant firm has to be a company registered under the act of 1956/2013 / Partnership firm/ Limited Liability Partnership (LLP) firm and to be in existence for the last three years; Individuals and proprietorships are not allowed to participate.

- Non Blacklisting should be given on letter head (Annexure 1)

- *The Applicant firm to have consultancy/advisory services working experience of at least three ULB having million plus population as per census pollution 2011, in any Swachh Survekshan - copies of Work Orders, Completion Certificates from the Clients and copies of any relevant documents, duly signed by the official not below the rank of Executive Engineer/Health Officer must; and*

- *The Applicant firm to have consultancy/advisory services working experience with at least 50 ULBs and should have experience in working with more than two states.*

- The Bidder for pre-qualification must be a single entity, JV/Consortium is not allowed. No Bidder or its Associate/ Partnership Firm shall be allowed to submit more than one Proposal for the said work. The Bidder or its Associates shall not be entitled to submit another Proposal for associate with any other Bidder, as the case may be. If more than one bid is found in the name of same bidder or its Associate/Partnership Firm in that case all such bids received in the name of same bidder or its Associate/Partnership Firm shall be rejected.

- The applicant as a single entity should have a minimum average annual turnover of Indian Rs. 50.00 Lakhs (Rupees Fifty Lakhs Only) during the last three (3) financial years (2016-17, 2017-18 and 2018- 19).

- The Applicant shall enclose with its Proposal, certificate(s) from its Statutory Auditors stating its total turnover. In the event that the Applicant does not have a statutory auditor, it shall provide the requisite certificate(s) from the firm of Chartered Accountants that ordinarily audits the annual accounts of the Applicant.

Statutory Registrations & Certificates (Minimum):

Bidder registration certificate under relevant Act applicable	-	**Must**
Income Tax Pan No.	-	**Must**
GST registration	-	**Must**

Other Documents:

- The bidder shall submit the firm registration certificate under applicable act.
- Bidder shall not have a conflict of interest (the "Conflict of Interest") that affects the Bidding Process. Any Bidder found to have a Conflict of Interest shall be disqualified. The bidder must submit the undertaking on Letter Head.
- Any Bidder who submits more than one Proposal for the same Project area will be disqualified. However, no bidder applying individually OR as a partner in another company as the case may be can be member of another Bidder. The term Bidder used herein would apply to both a single entity OR partnership firm.

4.2 Technical Evaluation Criteria

Only those bidders which clear the pre-qualification criteria will be evaluated on technical evaluation criteria. Bidders will be evaluated on the following parameters: (maximum marks: 100). Bidders, whose bids are responsive, and Technical score (T_S) at least 70 marks (out of 100) from the technical evaluation criteria, would be considered technically qualified.

Section	Criteria	Marks
Experience in similar assignments	**A. Number of ULBs supported (Max. Marks = 20)** i. <=9 ULBs - 0 Marks ii. 10 to 19 ULBs - 5 Marks iii. 20-29 ULBs - 10 Marks iv. 30-39 ULBs - 15 Marks v. >=40 ULBs - 20 Marks **B. Based on highest rankings achieved by any of the ULB(s) supported in last 3 years (i.e., 2018/2019/2020) - (Max. Marks 30)** i. Below 10th Rank : 30 Marks ii. Below 50th Rank : 20 Marks iii.Below 100th Rank : 10 Marks * For the purposes of evaluation of responses to this RFP, similar assignments shall mean assignments (should have been completed within the past 3 years with mandatory work completion certificates, ongoing engagements with valid work orders which have started	(20+30) =50

	more than 6 months earlier than the date of submission of proposals for this RFP shall also qualify) which have the following work as a major part of scope of work: Handholding and Preparation of ULBs for Swachh Survekshan 2020/2019/2018/2017/2016 * The bidder shall submit the relevant ranks obtained by the ULBs in Swachh Survekshan for which the bidder has provided handholding support.	
Profiles of key team members:	**1) <u>Project Lead</u> (15 marks)** **a.** Minimum education qualification – Graduate in data analytics/ mathematics/ statistics/ social work/ public policy/ urban planning/ sanitation/ public health engineering/ solid waste management/ environment engineering – 5 marks i. Additional preferred qualifications – masters in above disciplines – 3 marks b. Minimum experience – 2 years in analytics/ statistics/ surveys/ accreditation/ certification – 2 marks c. Experience in similar projects (definition of similar project same as point 1 in this table) i. 0-1 projects: 2marks ii. 2-5 projects: 4marks iii. >5 projects: 5marks **2) Quality Control Expert (10 marks)** a. Minimum education qualification – Graduate i. Additional preferred qualifications – masters in above disciplines – 3 marks b. Minimum experience – 5 years in quality certifications/ assessments/process quality control – 3 marks c. Experience in quality control (of surveys/ certification/ accreditations/assessments etc.) i. 1-3 projects: 1mark ii. >3 projects: 4 marks **3) Solid Waste Management Expert (10 marks)** a. Minimum education qualification – Graduate in	50

	public health/solid waste management – 2 marks i. Additional preferred qualifications – masters in above disciplines – 2 marks b. Minimum experience – 2 years in solid waste management in urban areas – 2 marks c. Experience in Solid and Liquid Waste Management (in urban areas, of DPRs, technology assessments, project management etc.) i. 1-2 projects: 1mark ii. >2 projects: 4 marks **4) IT Expert (5 Marks)** a. Minimum education qualification – Graduate in computer science/software/hardware engineering i. Additional preferred qualifications – masters in above disciplines – 1 mark b. Minimum experience – 5 years in portal and app development – 1mark c. Experience in portal/app development (real- time dashboards, large scale online data collection, data handling and analysis etc.) i. 1-2 projects: 1mark ii. >3 projects: 3 marks **5) IEC/BCC Expert (10 Marks)** a. Minimum education qualification - Graduate in Mass-communication, Journalism, Media, Public Relations – 3 marks b. Minimum experience – 3 years in media/social-media planning, public relations – 3 marks c. Experience in media/social-media planning, public relations i. 1-2 projects: 1mark ii. >3 projects: 4 marks	
Total		**100**

4.3 Commercial Bid Criteria:

- The Financial Bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder representatives, who may wish to attain.

- In case of discrepancy between the words and figures quoted, the one which is advantageous to the Karimnagar Municipal Corporation shall prevail.

- The Bidder with lowest qualifying financial bid will be awarded the financial score of 100 marks (amongst the Bidders that qualified on the basis of point "4.1 & 4.2" of Section 4above).

4.4 Evaluation and Comparison of Bids:.

- Technical Bid will be assigned a Technical score (T_S) out of a maximum of 100 points, as per the Scoring Model provided in the previous section.

- The financial scores would be normalized on a scale of 100, with lowest score being normalized to 100 and the rest being awarded on a pro-rata basis. Such normalized scores would be considered for the purpose of QCBS based evaluation, explained below:

4.5 Final Evaluation Criteria - Quality and Cost based selection (QCBS):

The individual Bidder's Financial scores (FS) are normalized as per the formula below:

$F_N = F_{Min}/F_B \bullet 100$ (rounded off to 2 decimal places) Where,

F_N = Normalized commercial score for the Bidder under consideration

F_B = Absolute financial quote for the Bidder under consideration

F_{Min} = Minimum absolute financial quote

T_S – Technical Score

Composite Score (S) = $T_S \bullet 0.7 + F_N \bullet 0.3$

The Bidder with the highest Composite Score(S) would be awarded the contract.

4.6 Terms of Payment

The payment will be made only after the successful completion of Swachh Survekshan 2021 survey.

50% of the amount quoted shall be withheld and would be released on declaration of results of Swachh Survekshan 2021 subject to improvement in ranking of the city.

5. GENERAL INFORMATION

The tender is a "Two Bid" document. The technical bid should contain all the relevant information and desired enclosures in the prescribed format along with Earnest Money Deposit (EMD). The financial bid should contain only commercials. In case, any bidder encloses the financial bid within the technical bid, the same shall be rejected summarily.

All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns in such cases. If any particular query is not applicable, it should be stated as "Not Applicable". However the bidders are cautioned that not giving complete information called for in the tender forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the bidder being summarily disqualified. Tenders made by fax and those received late will not be entertained.

The Responses should be typewritten or handwritten but there should not be any overwriting or cutting. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting. The name and signature of bidder's authorized person should appear on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on bidder's letter head.

The bidder should enclose bid security (EMD) of Rs.10,000/- in form of Demand Draft drawn in a favor of "The Commissioner, Karimnagar Municipal Corporation'' or through Bank Guarantee as per standard format valid for at least 6 months. The tenders without EMD shall be summarily rejected .However, Consulting Firm registered with NSIC and MSME are exempted from EMD and Performance Security Deposit. The successful bidder shall be required to deposit performance security in form of bank guarantee valid for 6 months, equal to ten percent (10%) of contract value within 15 days from the date of the award of the work. The EMD of the unsuccessful bidders shall be returned without interest after award of work to the successful bidder. The EMD of the successful bidder shall be returned only after the signing of the contract along with performance security deposit. The EMD stands forfeited in case the bidder withdraws or amends his bid after submission of tender document.

Reference, information and certificates from the respective clients certifying technical, delivery and execution capability of the bidder should be signed and the contact numbers of all such clients should be mentioned. The Karimnagar Municipal Corporation may also independently seek information regarding the performance from the clients.

The Bidder is advised to attach any additional information, which they think is necessary in regard to their capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged work. They are however, advised not to attach superfluous information.

Even though bidder may satisfy the qualifying criteria, they are liable for disqualification if they have a record of poor performance or not able to understand the scope of work etc.

Prospective bidders may seek clarification regarding the project and / or the requirements for prequalification, in writing through mail within a reasonable time.

The Request for Proposal can be downloaded from the Karimnagar Municipal Corporation website (http://www.mckarimnagar.in). The technical and financial documents should be kept separately in sealed envelopes and both these envelopes should be kept in one envelope super scribing "RFP for Appointment of Agency/Firm/Consultant for Establishing and Running of Project Management Unit (PMU) support for Swachh Survekshan 2020 in Karimnagar Municipal Corporation" so as to reach the Commissioner, Karimnagar Municipal Corporation, Karimnagar Municipal Corporation-505001 on or before 3.00 p.m on /09/2020. Late tenders shall not be accepted. The technical bid shall be opened in the office of the Commissioner, Karimnagar Municipal Corporation on the same day at 4.00 p.m in the presence of bidders who may like to be present.

The payment shall be in Indian Rupees and shall be paid only after successful completion of work without error and delays. The successful bidder has to sign an agreement on non-judicial stamp paper which shall contain clauses related to liquidated damages on account of delays, errors, cost and time over runs etc.,. In case the bidder fails to execute the contract, the Karimnagar Municipal Corporation shall have liberty to get it done through any other agency with full cost recoverable from the bidder in addition to damages and penalty.

Bidders are neither allowed to join hands to participate in the tender nor allowed to submit multiple bids. Any such act will make the bid liable for rejection.

Even though bidders may satisfy the above requirements, they may be disqualified in the following circumstances:

- If misleading or false representation of facts are made or deliberately suppressed in the information provided in the forms, statements and enclosures of this document.

- If they have a record of poor performance such as abandoning work, not properly completing the contract or financial failures/weaknesses.

If confidential inquiry reveals facts contrary to the information provided by the bidder.

- If confidential inquiry reveals unsatisfactory performance in any of the selection criteria.
- If bidder is engaged in any activity which can influence the conduct of exam such as conducting of coaching classes etc.
- In such cases, the Karimnagar Municipal Corporation has the right to cancel or modify the tender. The technical bid shall consist of
- Technical information as desired in prescribed format.
- Self-declaration of the organization regarding no fir, blacklisting as per annexure -1
- Covering letter as per Annexure - 2
- Details of bidders with financial information, experience of similar works, technical and administrative manpower available for this work as per annexure-3
- EMD and RFP Charges.

COMMISSIONER

KARIMNAGAR MUNICIPAL CORPORATION

ANNEXURE -1

SELF-DECLARATION OF THE ORGANIZATION REGARDING NO FIR, BLACKLISTING

To
The Commissioner,
Karimnagar Municipal Corporation.

Sir,

In response to this RFP document dated..... .... for appointment of Agency/Firm/Consultant for establishing and running of Project Management Unit support for Swachh Survekshan 2021 in Karimnagar Municipal Corporation, I/We hereby declare that presently our organization... .. .. (Name of organization) is having unblemished record and no FIR has been lodged against us. No enquiry is pending against us and our Firm / Agency has not been black listed by any Local body, State, Centre Government or any other public sector undertaking or a Corporation/ autonomous body as on the date of submission of RFP.

I/We do understand that if this declaration is found to be incorrect then without prejudice to any other action that may be taken my/ our security shall be forfeited in full and the award of work contract if any to the extent accepted may be cancelled and other necessary action will be taken accordingly.

Thanking you,

Name of the Bidder:
Authorized Signatory: Seal of the Organization:

Date:
Place:

ANNEXURE – 2

COVERING LETTER

{On the Letter Head of the Applicant (in case of Single Applicant) or Lead Member (in case of a Consortium)}

Date:

To
The Commissioner,
Karimnagar Municipal Corporation,
Karimnagar Municipal Corporation.

Sir,

Sub: Selection of Agency/Firm/Consultant for establishing and running of Project Management Unit support for Swachh Survekshan 2021 in Karimnagar Municipal Corporation - Reg.

Being duly authorized to represent and action behalf of (hereinafter referred to as "the Applicant"),and having reviewed and fully understood the Scope of Work, the undersigned hereby express our interest to undertake the establishment of Agency/Firm/Consultant for running of Project Management Unit support for Survekshan 2021 in Karimnagar Municipal Corporation as mentioned in the RFP document.

We are enclosing our RFP in original in Annexure-3 with the details and supporting documents as per the requirements of the RFP for evaluation. The RFP cost and EMD are also hereby submitted in two separate Demand Drafts.

The undersigned hereby also declares that the statements made and the information provided in the RFP is complete, true and correction every detail and unconditional.

Yours faithfully,

For and on behalf of:

Signature:
Name:

Designation:

(Organization seal)

(Authorized Representative Signatory)

Encl: Annexure-3 with all relevant supporting documents, EMD and RFP cost (in Demand Draft).

Annexure 3

FORMAT TO BE FILLED BY THE AGENCY/CONSULTING FIRM

A. PERSONAL INFORMATION				
1.	Full Name of Applicant Firm			
2.	Date of Incorporation			
3.	Average Annual Turnover in the last three Financial Years			
4.	Address			
	Present			
	Permanent			
5.	Tel. No / Mob. No.			
6.	e-mail and contact person details			
B. PROJECTS HANDLED (Self attested copies of certificates to be attached)				
1.	General			
2.	Technical/Professional			
C. STAFF EXPERIENCE DETAILS RELATING TO THE POSITION APPLIED UPTO THE PRESENT DAY IN THE REVERSE ORDER – C V a l o n g w i t h Certificates of experience issued by the Employer or any other creditable documents to be attached)				
1.	No. of years of Experience		From	To
2.	Experience in general showing the Employer and address and position held			
3.	Experience specific to the position as prescribed in the Instructions with the details of employer with address			
4.	Show in a separate sheet brief description of Project.			
D. OTHER INFORMATION IF ANY				

Place:
Date: Signature

ANNEXURE-4

FORMAT FOR FINANCIAL BID PROPOSAL

Financial Proposal shall be placed in a separate sealed envelope clearly marked on the cover as "Financial Bid Proposal"

Name of the Firm:

Item or Activity	Total Amount (in Rupees)
Cost includes Consultancy cost, on-site resources cost, travelling and miscellaneous costs and inclusive of wages for personnel. (Exclusive of taxes)	Both in Numeric and in Words. Rs. (Rupees only)

SIGNATURE

To be signed by the Authorized Signatory of the Firm/Agency/Consultancy along with Seal