



**OULGARET MUNICIPALITY
PUDUCHERRY-5**

**RFP FOR
"Appointment of Agency / Firm / Consultant for
Establishing and Running of Project Management Unit
(PMU) support for Swachh Survekshan 2020 in Oulgaret
Municipality, Puducherry.**

2019

**COMMISSIONER
OULGARET MUNICIPALITY
PUDUCHERRY-5**

TABLE OF CONTENTS

Sl.No.	CHAPTER	Page No.
I	BID SCHEDULE	1
II	REQUEST FOR PROPOSAL	2
1	INTRODUCTION	3
2	TERMS of REFERENCE	4
	2.1 Documentation Parameters	4
	2.2 Scope of Works & Deliverables	5
	2.3 Specific Functions and Responsibilities of Consultant	6
	2.4 Responsibility of Oulgaret Municipality	7
	2.5 Details of Team Structure	7
	2.6 Contract Terms and Conditions	8
3	INSTRUCTIONS FOR SUBMISSION OF APPLICATION	8
4	ELIGIBILITY CRITERIA AND EVALUATION PROCEDURE	9
	4.1 Pre Qualification Criteria	9
	4.2 Technical Evaluation Criteria	10
	4.3 Financial Bid Criteria	12
	4.4 Financial Evaluation	12
	4.5 Evaluation and Comparison of Bids	13
	4.6 Final Evaluation Criteria – Quality and Cost based Selection (QCBS)	13
	4.7 Terms of Payment	13
5	GENERAL INFORMATION	13
	Annexure – 1 Self-Declaration of the Organisation regarding No FIR, Blacklisting	17
	Annexure – 2 Covering Letter	18
	Annexure – 3 Details of Bidder	19
	Annexure – 4 Format for Financial Bid Proposal	21

**OULGARET MUNICIPALITY
PUDUCHERRY-5**

BID SCHEDULE

Name of work	: "Appointment of Agency / Firm / Consultant for Establishing and Running of Project Management Unit (PMU) support for Swachh Survekshan 2020 in Oulgaret Municipality, Puducherry".
Address	: Oulgaret Municipality, No.3, Main Road, Jawahar Nagar, Reddiarpalayam, Puducherry-5.
Publishing Date	:22-10-2019.
Tender Submission Date	: 29-10-2019 (upto 3.00 pm)
Tender Opening Date	:29-10-2019 at 4.00 P.M. or any other suitable date fixed by Oulgaret Municipality.
Cost of RFP	: Rs. 5000/- + (12% GST)
EMD	: Rs.25,000/- (Rupees twenty five thousand only)
Validity of Offer	: 180 days from the last date of submission of bid document
Contract Tenure	: Initially 3 months approximately (from the date of LOA/WO till financial year end 2020) & may be extended if required based on satisfactory performance.



**OULGARET MUNICIPALITY
PUDUCHERRY-5**

REQUEST FOR PROPOSAL

Appointment of Agency / Firm / Consultant for Establishing and Running of Project Management Unit (PMU) support for Swachh Survekshan 2020 in Oulgaret Municipality.

The Commissioner, Oulgaret Municipality, Puducherry-5 invites proposals from Experienced and Reputed Agencies/Firms, Companies for "Appointment of Agency / Firm / Consultant for Establishing and Running of Project Management Unit (PMU) support for Swachh Survekshan 2020 in Oulgaret Municipality, Puducherry".

Interested Bidders can bid, as per the terms and conditions of the bid document. The hard copy of the Request for Proposal documents has to be submitted to Oulgaret Municipality.

SCHEDULE OF DATE & OTHER DETAILS:

1	Last date of submission of duly filled Hard copy in Bid form in prescribed format	<u>29-10-2019</u> (Upto 3.00 P.M)
2	Cost of Request for Proposal	Rs.5000/- + (12% GST)
3	Earnest Money Deposit	Rs.25,000/- (Rupees twenty five thousand only)
4	Tenure of work	Initially 3 months approximately and may be extended if required.

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 behavioural changes for healthy sanitation practices;
- Generate awareness and behaviour 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;
- 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 4000 marks.

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

- Collection of data from SLP and interaction with Citizen Feedback (25% weightage);
- Collection of data from Direct Observation (25% weightage);
- Collection of data from Certification (25% weightage); and
- Collection of data about SLP+SS League 2020 (25% weightage).

Based on the learning of SS 2019, it is felt necessary to engage a competent Consulting Firm for Oulgaret Municipality for preparation of quality documentation, conduct gap analysis, measure's for improving ranking of city by IEC & Behaviours Change Communication and for better presentation of all the 4 aspects of Swachh Survekshan 2020.

Accordingly, Oulgaret Municipality proposes to appoint a Consulting Firm for handholding, in order to achieve better ranking as per the Swachh Survekshan 2020 indicators published by the Ministry of Housing and Urban Affairs, New Delhi.

2. TERMS OF REFERENCE

2.1 DOCUMENTATION PARAMETERS:

The parameters covered for documentation are as listed below: (All parameters shall be as per SS 2020);

Part – 1: Service Level Progress

- Collection and Transportation
- Processing and Disposal
- Sustainable Sanitation
- IEC & Behaviour Change
- Capacity Building
- Innovation and Best Practices

Part – 1A : Independent Validation

Part – 2: Certification

Part – 3: Direct Observation

Part – 4: Citizen Feedback

2.2 SCOPE OF WORKS & DELIVERABLES

Type of service	Scope Description	Final Deliverable
<i>Consultancy Support for City Profile Development</i>	<i>Technical Consultancy support for preparing City Profile (As per MOHUA Guidelines) to be provided and to prepare monthly progress report for City Profile Completion.</i>	<i>Digital City Profile Submission</i>
<i>Consultancy support for Municipal Documentation</i>	<i>Technical Consultancy support for preparing Municipal Documentation to be provided, wherein, mandatory documents, checklists and format structuring will be briefed by the Consultancy Agency to the Municipal Officials.</i> <i>Municipal documentation preparation will be done in continuous consultation with Municipal Officials.</i>	<i>Digitized set of SLP documents will be submitted</i>
<i>IEC and Social Media Handling</i>	<i>Consultancy support to conduct various IEC and Capacity Building Activities.</i> <i>Consultancy will continuously engage with Municipal Staff to conduct various IEC activities/campaigns to create awareness among Citizens.</i> <i>Municipal Officials will be trained by Consultancy Staff for conducting workshops for Sanitation Staf, RWAs and Schools, etc.,.</i> <i>Uploading of such activities in Swachh Manch, Twitter and Facebook.</i>	<i>(i) IEC and Capacity Building Activities will be conducted as per requirement</i> <i>(ii) Handling of Social Media</i>
<i>Consultancy support for MIS portal of MoHUA under SBM (U)</i>	<i>MIS Portal – Technical Consultancy support to update monthly MIS data will be given to Municipal Officials for data management on MIS portal.</i> <i>MIS data updation report will be submitted at the end of each month updation.</i>	<i>Gap analysis report based on data availability for MIS will be submitted at the end of each month</i>
<i>Project completion Reporting</i>	<i>Project closure report will be prepared as per the work order</i>	<i>Project closure report submission</i>

2.3 SPECIFIC FUNCTIONS AND RESPONSIBILITIES OF CONSULTANT:

The specific functions and responsibilities of the Consulting Firm are

- Support Oulgaret SBM team for Data Collection, Documentation and Maintenance of Records;
- Gap Analysis/Identification in present scenario of Solid Waste, Liquid Waste, Septage & Sanitation Management etc.;
- Analysis of SS – 2019 short comings of Oulgaret Municipality;
- Suggestions / recommendation for improvement in present scenario;
- Preparation of ward level plan of action for the regular monitoring of the segregation and onsite transportation to the processing facility along with monitoring plan for in-house composting by bulk generators;
- Providing support to Swachh Bharat Mission team at Oulgaret Municipality in preparation of plan of action for sustaining the initiatives of Swachh Bharat Mission & SS-2020;
- Support in implementation of technology and operational guidelines under Swachh Bharat Mission;
- Assistance in documentation under Swachh Bharat Mission (SBM) like Swachh, Star Rating Protocol, ODF ODF ++ and ODF-SS validation;
- Undertake capacity building workshop of municipal staff at its premises for effective implementation of SWM Rules, 2016;
- Effective co-ordination with various stakeholders;
- Support Oulgaret Municipality in IEC/BCC activities;
- Support replication of national guidance and interventions at City level;
- Maintaining and regularly updating SBM (U) MIS and ensuring availability of updated data at all times, supporting and answering data queries from various authority;
- Generating report/data required as per the requirement of Swachh Survekshan 2020;
- Preparing shared formats as per the Swachh Survekshan 2020 tool kit;
- Training key staff on Swachh Survekshan 2020;
- Preparation of Power Point Presentations (PPTs) and reports for Oulgaret Municipality;
- Continuously guiding Oulgaret Municipality in implementation of key parameters of Swachh Survekshan – 2020 and developing reports

during (April 2019 to January 2020 or for such extended period) the preparatory period;

- Assist Oulgaret Municipality in preparation and presentation of data, submission of Evaluation reports, attending the review meetings, etc.,
- Provide specialized Manpower's as per the requirement of SS 2020 work;
- Establish and handle various Social Media platforms like Twitter, Facebook, Whatsapp, etc.,.
- Innovative ideas to be implemented;
- Submission of status report on daily basis to officials concerned about the implementation, shortcoming & target achieved;
- Establishment of local office for SS-2020 work at space provided by Oulgaret Municipality;
- Arrange for all local transportation and travelling required;
- Arrange its own translations, communication and data processing;
- Work closely with the Officer-in-charge of Oulgaret Municipality in accordance to terms and conditions of the request to proposal.

2.4 Responsibility of Oulgaret Municipality:

1. Well equipped Office space at Oulgaret Municipality along with Printing & Stationary
2. Monthly payment
3. Required input data

2.5 Details of Team Structure :

The engagement of staff to be deployed in Oulgaret Municipality is as detailed hereunder;

Sl.No.	Details of Proposed Staff	Quantity
1	Project Leader	1 No.
2	Members Team	
a.	Solid Waste Management Expert	1 No.
b.	IEC/BCC Specialist	1 No.
	Total Manpower Required	3 Nos.

2.6 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 2020. Oulgaret Municipality at its sole discretion may extend the contract for a further period based on the progress achieved.
- ❖ The Professional fee 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 Oulgaret Municipality and in case of necessity/requirement or as directed by the Commissioner, the Consultants shall have to work beyond normal office working hours and on holidays.
- ❖ The successful Consulting Firm shall submit Earnest Money Deposit (EMD) for an amount of Rs.25,000/- (Rupees Twenty Five Thousand only) via Demand Draft payable at Puducherry in favour **"Commissioner, Oulgaret Municipality"**.

3. INSTRUCTIONS FOR SUBMISSION OF APPLICATION

- 3.1 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.
- 3.2 Applications received after the due date and time or incomplete in any respect will be rejected. Oulgaret Municipality shall not be responsible for late receipt or non-receipt of the Applications including for postal delays in case of hard copy submission.
- 3.3 Oulgaret Municipality 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.
- 3.4 The Applicant should bear all the costs associated with the preparation of the proposal and Oulgaret Municipality shall not be liable or responsible for the costs, regardless of the conduct or outcome of the tendering process.
- 3.5 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.
- 3.6 Last date and time for submission of Applications is on or before 30-09-2019 before 3.00 p.m

3.7 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 2020 in Oulgaret Municipality, Puducherry". 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 Bid" and "Financial Bid".

4. ELIGIBILITY CRITERIA & EVALUATION PROCEDURE

4.1 Pre-qualification Criteria :

- (i) 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.
- (ii) The Applicant firm to have consultancy/advisory services working experience of atleast one ULB having 5 lakh 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 be enclosed;
- (iii) The Applicant firm to have consultancy/advisory services working experience with atleast 10 ULBs – proof to be enclosed;
- (iv) The Applicant should have worked with ULBs of Tamil Nadu for any of the Swachh Survekshan
- (v) The Applicant shall have on its payroll or associated with it through proper binding agreement minimum 3 resources with
 - Graduate Qualifications (any discipline)
 - Relevant experience of working in Swachh Bharat Mission – Urban
 - Work Experience of assessments / process quality control / surveys / PMUs related to Swachh Bharat Mission Urban / Swachh Survekshan.
- (vi) 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 in that case all such bids received in the name of same bidder or its Associate/Partnership Firm shall be rejected.

(vii) The applicant as a single entity should have a minimum average annual turnover of Rs.50.00 Lakhs (Rupees Fifty lakhs only) during the last three (3) financial years (2016-17, 2017-18 and 2018-19). Copies of Audited Financial Statement to be enclosed.

(viii) Statutory Registrations & Certificates (Minimum)

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

(ix) Other Documents:

- The bidder shall submit the firm registration certificate under applicable act.
- Notarized Affidavit for non-black listing or not having any legal disputes with any Government Departments / Civic Bodies / Municipal Corporations in India on Rs.100/- on non judicial Stamp Paper in-line with the requirement of the Bid document.
- 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 who conform to 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 score at least 70 marks (out of 100) from the technical evaluation criteria, would be considered technically qualified.

	Section	Criteria	Marks
a.	* Experience in similar assignments	i. 1 – 10 ULBs = 5 marks ii. 11 – 20 ULBs = 15 marks iii. 21 – 30 ULBs = 25 marks iv. > 30 ULBs = 35 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 more than 6 months earlier than the date of submission of proposals for this RFP shall also qualify) provided they submit recommendation certificates from the ULBs concerned, which have the following work as a major part of scope of work; Handholding and Preparation of ULBs for Swachh Survekshan 2019/2018/2017/2016	35 marks
b.	Profiles of key team members	1. Project Lead (10 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 i. Additional preferred qualifications – masters in above disciplines – 3 marks b. Minimum experience – 2 years in analytics / statistics / surveys / accreditation – 2 marks c. Experience in similar projects (definition of similar project same as point 1 in this table) i. 0-1 projects : 2 marks ii. 2-5 projects : 4 marks iii. >5 projects : 5 marks 2. Solid Waste Management Expert (15 marks) a. Minimum education qualification – Graduate in engineering / public health / solid waste management i. Additional preferred qualifications – masters in above disciplines – 3 marks b. Minimum experience – 2 years in solid waste management in urban areas – 5 marks	35 marks

		c. Experience in Solid and Liquid Waste Management (in urban areas, of DPRs, technology assessments, project management etc.) i. 1-2 projects = 3 marks ii. >2 projects = 7 marks 3. IEC / BCC Expert (10 Marks) a. Minimum education qualification – Graduate in Mass communication, Journalism, Media, Public Relations - 2 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 = 3 marks ii. >3 projects = 5 marks	
c.	Demonstration of approach and Methodology (will be evaluated through a report made by the applicant along with the bid documents)	Approach and Methodology, focusing on managing the scale of project	30 marks
	Total		100

4.3 Financial 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 attend.
- In case of discrepancy between the words and figures quoted, the one which is advantageous to the Oulgaret Municipality shall prevail.

4.4 Financial Evaluation:

The Financial Bid of those Bidders who have been found to be technically eligible will be opened. The Financial bids of ineligible bidders will not be opened. The Financial Bids shall be opened in the presence of representatives of technically eligible Bidders, who may like to be present.

4.5 Evaluation and Comparison of Bids:

80 % weightage will be awarded for Technical Evaluation and 20 % weightage will be awarded for Financial Evaluation.

Technical Bid will be assigned a Technical score (Ts) 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:

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

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

$F_n = F_{min}/F_b * 100$ (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

Composite Score (S) = $T_s * 0.8 + F_n * 0.2$

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

4.7 Terms of Payment

The payment will be made only after the submission of month wise completion report of MIS and City Profile to the Commissioner and the payment terms are detailed below:

Month	Installment Number	% of Amount
1	First (month wise report)	30% of quoted amount
2	Second (month wise report)	30% of quoted amount
3	Third (after submission of Full Completion Report)	40% of quoted amount

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, initialling, dating and rewriting. The name and signature of bidder's authorised 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.25,000/- in form of Demand Draft drawn in a favour of "The Commissioner, Oulgaret Municipality" or through Bank Guarantee as per standard format valid for at least 6 months. The tenders without EMD shall be summarily rejected. No exemption for EMD will be entertained. 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 Oulgaret Municipality, Puducherry 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 Oulgaret Municipality website (<http://www.oulmun.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 Oulgaret Municipality, Puducherry" so as to reach the Commissioner, Oulgaret Municipality, Jawahar Nagar Main Road, Reddiarpalayam, Puducherry-605 005 on or before 3.00 p.m on 30th September 2019. Late tenders shall not be accepted. The technical bid shall be opened in the office of the Commissioner, Oulgaret Municipality 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 Oulgaret Municipality 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 Oulgaret Municipality 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.


 22/10/19
COMMISSIONER
OULGARET MUNICIPALITY
PUDUCHERRY-5

SELF-DECLARATION OF THE ORGANIZATION REGARDING NO FIR, BLACKLISTING

To
The Commissioner,
Oulgaret Municipality,
Jawahar Nagar,
Puducherry-605 005.

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 2020 in Oulgaret Municipality, Puducherry, 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:

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,
Oulgaret Municipality,
Puducherry

Sub: Selection of Agency/Firm/Consultant for establishing and running
of Project Management Unit support for Swachh Survekshan 2020
in Oulgaret Municipality, Puducherry - Reg.

Sir,

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 Swachh Survekshan 2020 in Oulgaret Municipality, Puducherry 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 :

(Organization seal)

Signature :

Name :

Designation :

(Authorized Representative Signatory)

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

DETAILS OF THE BIDDER

Agencies are expected to provide the detailed information requested as per the format below:

1.	Name(s) of Agency/Firm/Consultancy	
2.	Date of Incorporation	
3.	Regd./Head Office Address	
	i) Name of Head	
	ii) Phone	
	iii) Fax	
	iv) Mobile	
	v) e-mail	
	vi) Website	
4.	Address of the Branch Office if any? In Puducherry. i) Phone ii) Fax iii) Mobile No. iv) Email IDs. v) Date of Establishment	
5.	Name of Authorised representative	
6.	Designation	
	i) Mobile No.	
	ii) Email	
LEGAL CONSTITUTION & NUMBER OF YEARS EXISTENCE		
7.	Status / Constitution of organization (Proprietary / Partnership Firm / Company / Trust)	
8.	Name of the Registering Authority	
	i) Registration Number	
	ii) Date of Registration	
	iii) Place of Registration	
9.	PAN Number	
10.	GST Number	

11.	FINANCIAL STANDING (ANNUAL TURNOVER)								
Certificate from the Statutory Auditor regarding the Total turnover of the organization for the last 3 financial year ending of month 31st March 2019. Based on its books of accounts and other published information authenticated by it, this is to certify that (Name of the Bidder) had, over the last three Financial Years, a Total turnover of the organization is Rs. lakh as per year-wise details noted below:									
Financial Year ending March 31st					Total Turnover (Rs. in Lakhs)				
2016-17									
2017-18									
2018-19									
12.	DETAILS OF TECHNICAL AND ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THE WORK								
Sl. No.	Designation	Total number of employees in that category	Number available for this work	Name	Qualification	Professional experience and details of work carried out	In what capacity these would be involved in this work	Remarks	
1	2	3	4	5	6	7	8	9	
13.	DETAILS OF SIMILAR WORKS EXECUTED								
Sl. No.	Name of work / Project & Location	Name of Sponsor -ing Organization	Cost of work (In lakhs)	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation / Arbitration pending in progress with details	Name, designation and address / telephone number of Officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

....(add more rows if required)

For and on behalf of :

(Organization seal)

Signature :

Name :

Designation :

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. (Excusive of taxes)	Both in Numeric and in Words. Rs. (Rupees _____ only)

SIGNATURE

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