

**Request for Proposal (RFP)
For
Setting up of Project Monitoring Unit (PMU) for
Implementation of Rural Water Supply Projects in
Odisha**

Rural Water Supply & Sanitation
Jal-O-Parimal Bhawan, Unit-V, Bhubaneswar-751001, Odisha
E-mail: cerwssodisha@gmail.com

November 2018

**Engineer-In-Chief, RWS&S
Panchayatiraj and Drinking Water Department
GOVT. OF ODISHA**

**REQUEST FOR PROPOSAL (RFP) FOR PROCURING THE SERVICES OF AN INSTITUTION / COMPANY /
CONSULTING FIRM / ORGANISATION FOR SETTING UP OF A PROJECT MONITORING UNIT(PMU) IN RURAL
WATER SUPPLY AND SANITATION ORGANISATION, GOVT. OF ODISHA**

Bid Reference No. **EIC/RWSS/30/18-19**

Period of availability of RFP document: **Dt. 22.10.18 to 26.11.18**

(Downloadable from website : **www.odishapanchayat.gov.in**)

Date of Pre Bid meeting in the office of Engineer-in-Chief, RWS&S 02.11.18 at **11.00 AM**

Last date for receipt of Proposal at office of Engineer-in-Chief, RWS&S: 26.11.2018 **by 3 P.M.**

(Through Speed post/ Registered post/ Courier/Special messenger. No drop box facility available)

Address for submission of Proposal document:

Engineer-in-Chief, RWS&S:

Bhubaneswar-751001

Phone No 0674-2395734, Fax 0674-2394946

Date and Time of Proposal opening: **Technical Proposal on 26.11.18 at 4.00 P.M.**

Date & time of opening of Financial Proposal shall be intimated to the qualifying bidders.

(Bidder's authorized representative should be present at the time of opening of Technical and Financial Proposal)

Contact Person for Clarification on the RFP: Name:

, Engineer-in-Chief, RWSS

Contact No: 0674-2395734

Table of Contents

DISCLAIMER	3
1. INTRODUCTION	5
1.1. BACKGROUND	5
1.2. OBJECTIVE	5
1.3. OVERVIEW OF THE BIDDING PROCESS	5
1.4. INDICATIVE SCHEDULE OF BIDDING PROCESS	6
1.5. CLARIFICATIONS ON RFP AND PRE-BID MEETING	6
1.6. AMENDMENT OF RFP	7
2. INSTRUCTION TO BIDDERS	8
2.1. GENERAL	8
2.2. BID SECURITY	8
2.3. SCOPE OF WORK	8
2.4. CONTRACT AND PAYMENT TERMS	11
2.5. BIDDING PROCEDURE	11
2.6. SUBMISSION OF BIDS	11
2.7. COST OF PROPOSAL	12
2.8. LANGUAGE AND CURRENCY	12
2.9. NUMBER OF PROPOSALS	12
2.10. PERIOD OF ASSIGNMENT	12
2.11. VALIDITY OF BID	12
2.12. PERFORMANCE SECURITY	12
2.13. FINANCIAL BID	13
2.14. WITHDRAWAL/ AMENDMENT OF BID	13
2.15. REJECTION OF APPLICATION/ BID	13
2.16. LATE PROPOSALS	13
2.17. DOWNLOAD OF RFP DOCUMENT	13
2.18. BID SUBMISSION	14
2.19. DISQUALIFICATION	14
3. EVALUATION PROCESS	15
3.1. ELIGIBLE AGENCIES	15
3.2. KEY PERSONNEL	15
3.3. TECHNICAL EVALUATION CRITERIA	18
3.4. COMMERCIAL BID EVALUATION & EVALUATION METHOD	20
ANNEXURE - I	21
TECHNICAL BID SUBMISSION FORM	21
ANNEXURE - II	22
DECLARATION	22
ANNEXURE - III	24
CONSULTANTS ORGANIZATION	24

ANNEXURE – IV.....	25
FORMAT OF APPLICANTS EXPERIENCE	25
ANNEXURE – V.....	26
FORMAT FOR FINANCIAL CAPABILITY OF THE CONSULTANT	26
ANNEXURE – VI.....	27
DESCRIPTION OF APPROACH & METHODOLOGY AND WORK PLAN FOR UNDERTAKING THE ASSIGNMENT	27
ANNEXURE – VII.....	28
POWER OF ATTORNEY	28
ANNEXURE – VIII: FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY PERSONNEL	
29	
ANNEXURE – IX: FINANCIAL BID	31

DISCLAIMER

The information contained in this Request for Proposal document (“RFP”) or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of RWS&S 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 and is neither an offer nor invitation by RWS&S 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 RWS&S 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 is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. RWS&S accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

RWS&S, 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.

RWS&S also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this RFP.

RWS&S 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 RWS&S is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and RWS&S 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 RWS&S 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.

1. INTRODUCTION

1.1. BACKGROUND

Rural Water Supply & Sanitation (RWSS), Panchayati Raj & Drinking Water Department, Government of Odisha is implementing several State and Central Government schemes such as NRDWP, BASUDHA, OMBADC, 4th SFC, RIDF Programme etc. To facilitate implementation of these schemes in the State, the Department has decided to engage a Consulting Firm for setting up of Project Monitoring Unit (PMU) to provide project management, technical guidance, capacity building, coordination and monitoring support.

1.2. OBJECTIVE

The broad objective of the PMU is to:

- (i) Strengthen the capacity of RWS&S in creating and managing water supply infrastructure;
- (ii) To introduce processes and bring in the required reforms;
- (iii) To coordinate, assist, guide and advise RWS&S in related matters;
- (iv) To drive the policy and ensure overall improvement in service delivery.

1.3. OVERVIEW OF THE BIDDING PROCESS

Bidders are called upon to submit their RFP proposals in respect of the PMU, in accordance with the formats, terms and conditions of the RFP. The RFP will be available for download, free of cost, at www.odisha.gov.in/ www.odishapanchayat.com. All Bidders must submit a sum of **Rs.10,000/- (Rupees ten thousand only) towards the cost of the RFP Document in the form of Demand Draft only and Rs. 5,00,000 (Rupees Five Lakhs Only) as Bid Security along with their Proposal as per the conditions outlined in this RFP. The cost of the RFP Document should be submitted in the form of Demand Draft in favor of "Executive Engineer, RWSS Division, Bhubaneswar", payable at Bhubaneswar from any Nationalised or Scheduled Bank and Bid Security should be submitted in the form of Bank Guarantee from any Nationalised or Scheduled Bank in favor of "Engineer-in-Chief, RWSS Odisha, Bhubaneswar" payable at Bhubaneswar.**

The selection of the Preferred Bidder for this PMU is envisaged through a single-stage process involving evaluation of two-part Proposals received from Bidders covering:

- a) Part I – Technical Bid
- b) Part II – Financial Bid

The RFP proposals would be evaluated in two steps in line with the Evaluation process described in Section 3 of this RFP.

The first step involves evaluation of Part I – Technical Bid of Bidders. The Technical Bid evaluation will be carried out as per the criteria laid down in Section 3. The Financial Bid of Bidders who does not qualify the Technical Bid will be returned unopened at the end of the Bid process.

The second step involves opening of Part II – Financial Bid. The Financial Bid of those Bidders who are technically qualified will be opened.

1.4. INDICATIVE SCHEDULE OF BIDDING PROCESS

While RWS&S reserves the right the change/ modify the steps and the timelines of the bidding schedule as necessary, it shall endeavor to adhere to the bidding schedule provided in the below table:

Sl.	Descriptions	Tentative Timelines
1	Date of issue of RFP document	22.10.2018
2	Last date of receiving queries	01.11.18 upto 17hrs.
3	Date of Pre-Bid Meeting	02.11.18 at 11AM.
4	Issue of clarifications by RWS&S	05.11.18
5	Proposal Due Date (Bid submission date)	26.11.18 upto 15 hrs.
6	Opening of Technical Bids	26.11.18 at 16 hrs.
7	Opening of Financial Bids	To be announced
8	Issue of Letter of Award	later on.

1.5. CLARIFICATIONS ON RFP AND PRE-BID MEETING

Prior to the Pre-Bid meeting, Bidders may submit a list of queries and propose suggestions and modifications, if any, to the RFP. Any queries or request for additional information concerning this RFP shall be submitted in writing by Speed Post or by facsimile or by electronic mail to Engineer-in-Chief, Rural Water Supply & Sanitation, Odisha, Jal O Parimal Bhawan, Unit-V, Bhubaneswar – 751001, Odisha on or before 01.11.2018 at cerwssodisha@gmail.com. The communications shall clearly bear the following identification/ title: "Request for Information – RFP for Setting up of Project Monitoring Unit (PMU) in RWSS Organisation under PR&DW Department, Government of Odisha".

RWS&S proposes to hold a Pre-Bid meeting, 02.11.2018 at 11.00 Hrs. IST at the Conference Hall of Engineer-in-Chief, Rural Water Supply & Sanitation, Odisha, Jal O Parimal Bhawan, Unit-V, Bhubaneswar – 751001, Odisha to discuss issues related to the RFP with all the prospective Bidders. RWS&S at its discretion may also hold further discussions with the prospective Bidders in relation to the submission of RFP proposal before submission. Only two representatives from each bidder with necessary authorisation will be allowed to attend the meeting.

RWS&S shall endeavor to respond to the queries within 7 days prior to the Proposal Due Date. However, RWS&S reserves the right not to respond to any question or provide any clarification, in its sole discretion. Nothing in this clause shall be taken or read as compelling or requiring RWS&S to respond to any question or to provide any clarification. RWS&S will not respond to the question raised by Bidder if it is going to affect the outcome of the bidding process as well as affect the

different qualification criteria in this bidding document. RWS&S will upload all the queries and its responses on www.odisha.gov.in/ www.odishapanchayat.com.

To facilitate evaluation of Proposals, RWS&S may, at its sole discretion, seek written clarifications from any Bidder regarding its Proposal through electronic mail or facsimile. Such clarification(s) shall be provided within the time specified by the RWS&S for this purpose. If a Bidder does not provide clarifications sought within the prescribed time, such Bidder's Proposal shall be liable to be rejected. In case the Proposal is not rejected, RWS&S may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding and that of its advisors. The Bidder shall not have the right to subsequently question such interpretation of RWS&S.

RWS&S shall not entertain any correspondence with any Bidder in relation to the acceptance or rejection of any Proposal.

1.6. AMENDMENT OF RFP

At any time prior to the deadline for submission of Proposal, RWS&S may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFP by the issuance of Addendum to the RFP. RWS&S may also on its own initiative, issue interpretations and clarifications to all Bidders.

Any Addendum thus issued will be uploaded on www.odisha.gov.in/ www.odishapanchayat.com. All clarifications and interpretations issued by RWS&S thus shall be deemed to be part of the RFP.

Verbal clarifications and information given by RWS&S or its employees or representatives shall not in any way or manner be binding on RWS&S.

In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, the RWS&S may, at its own discretion, extend the Proposal Due Date.

2. INSTRUCTION TO BIDDERS

2.1. GENERAL

The Rural Water Supply & Sanitation (RWS&S) wing of Panchayati Raj & Drinking Water Department, Government of Odisha hence referred as RWS&S intends to engage a consultancy firm for setting up a Project Management Unit (PMU) for providing necessary support to RWS&S for a period of 3 (three) years. RWS&S hereby invites Request for Proposal (RFP) from interested and eligible firms/ agencies/ organizations (the “Bidders”) for appointment of consultancy agency for setting up and running a PMU. Leading consulting/ advisory firms of national/ international repute who are eligible as per the provisions of this RFP can apply. The detailed procedure for submission of BID along with the bid process has been given in this of the RFP document. The prescribed format for submission of BID is at Annexure-I.

The detailed description of the scope of services, deliverables and other requirements relating to this Consultancy are specified in this RFP. In case the Bidder firm possesses the requisite experience and capabilities required for undertaking the Consultancy, it may participate in the Selection Process as an individual (the “Sole Firm”). No Joint Venture, Consortium of firms and Sub-Consultancy is allowed in response to this invitation. The term Bidder (the “Applicant”) means the Sole Firm. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP. Bidders are advised that the selection of Consultancy firm shall be on the basis of an evaluation by RWS&S through the Selection Process specified in this RFP.

2.2. BID SECURITY

The Bid must be accompanied by a refundable Bid Security amount of Rs.5,00,000/- (Rupees Five Lakhs only) in the form of Bank Guarantee from any Nationalised or Scheduled Bank in favor of “Engineer-in-Chief, RWSS Odisha, Bhubaneswar” payable at Bhubaneswar and a non-refundable RFP Document Cost of Rs. 10,000/- (Rupees ten thousand only) separately in the form of Demand Draft drawn in favour of “Executive Engineer, RWS&S Division, Bhubaneswar” payable at Bhubaneswar. After selection of the suitable Bidder for appointment as PMU, the amount of Bid Security shall be refunded to the unsuccessful Bidders. The Bid Security of the successful Bidder shall be refunded upon submission of a Performance Guarantee.

2.3. SCOPE OF WORK

The detailed set of activities to be carried out by the proposed unit will include.

(i) **Procurement Support:**

The PMU shall play a key role in large scale procurement of works and services undertaken by RWSS under BASUDHA, OMBADC, NRDWP, 4th SFC, RIDF programmes etc.

- ▶ The PMU has to develop standard bidding documents for turnkey EPC projects, Mega PWS projects, selection of Authority Engineers services, Quality & Quantity monitoring agencies and provide other necessary procurement support as and when required.

- ▶ PMU will facilitate RWS&S in selection of various agencies for carrying out impact assessment studies focused on measuring the impact of these schemes beyond the intended outputs and outcomes.
- ▶ It shall carry out bid evaluation, drafting response to queries, letters, assist in identifying and reaching out to competent organisations for participation in the tenders through various mediums such as conducting Investor Consultation Meet, Presentations, Mailers etc.
- ▶ The PMU will assist RWSS in identifying and reaching out to various private sector entities engaged in the field of execution of rural water supply projects to ensure a large vendor base and participation of such entities in the various tenders floated by RWSS.

(ii) **Technical Support**

- ▶ Support in Quality assurance mechanism for all areas under rural water supply
 - Review of water quality monitoring and suggest mechanism and measures for strengthening the system
 - Identification of areas which need engagement of third party agencies for effective implementation of projects and assess the efficacy of agencies so engaged
 - Review and oversee the grievance redressal mechanism
- ▶ PMU will assist RWSS in identifying and packaging the works in various EPC/Turnkey contracts
- ▶ Structure public private partnership models wherever feasible and provide transaction advisory support.
- ▶ Framing innovative models for operations and management of water supply assets and adopting novel practices in water supply sector.
- ▶ Identify leading national and international practices in the sector, assess their applicability in the state context and suggest measures of adoption thereof.
- ▶ The PMU shall facilitate in creation of Standard Operating Procedures and guidelines for operation and maintenance of various infrastructure created for rural water supply in the state, policies in sector and other requisite government orders and notifications as required.

(iii) **Progress Tracking of Projects and Programmes**

- ▶ The PMU will facilitate the RWS&S organization in tracking progress of implementation of the schemes undertaken by RWSS under BASUDHA, OMBADC, NRDWP, 4th SFC, RIDF programmes etc.
- ▶ The PMU, among others, will track the below:
 - Coverage of Partially Covered habitations
 - Population coverage with PWS
 - Coverage of Water quality affected habitations
 - Coverage of GP HQs by PWS
 - Mega Piped Water Supply
 - Tube well distribution
 - Water Scarcity habitations

- PVTG coverage
 - ▶ The key parameters for tracking the physical and financial progress of individual rural water supply schemes, both in project preparatory as well implementation phase shall be defined and the follow up for data collection is to be rigorously monitored by PMU Cell.
 - ▶ The PMU will coordinate with RWSS circles/divisions for collection of data on PWS projects.
 - ▶ PMU will also identify and adopt benchmarks and indicators for assessment of progress in the sector and comparison of state performance with peer states.
- (iv) **Program Management and Institutional Strengthening**
- ▶ Assist in review of existing situation and identification of gaps in terms of institutional arrangements
 - ▶ Prepare action plan for institutional strengthening
 - ▶ Identify and highlight key issues requiring attention of PR&DW Department and propose remedial actions.
 - ▶ The PMU will be responsible for managing and overseeing monitoring activities. In doing so, the unit will ensure, that, activities undertaken are articulately planned and avoid any kind of duplication of efforts within the department.
 - ▶ The PMU unit will facilitate periodic monitoring of flagship water supply schemes on a regular basis to review performance against identified indicators. The monitoring activity shall primarily be based on existing data available with the key department or implementing agencies managing the concerned flagship schemes.
 - ▶ Given the nature of work, it is envisaged that, PMU unit may use online monitoring tools like dashboards for effective monitoring and reviewing the performance of schemes on set indicators. Such tools will also facilitate decision-making and refinement of outputs thereby encouraging a performance mindset
- (v) **Documentation, Knowledge Management and Information Dissemination:**
- ▶ The PMU unit will ensure effective documentation of all the monitoring activities and shall maintain a repository of essential data on outcome and output indicators.
 - ▶ The PMU shall assist RWSS in developing an effective monitoring framework for all schemes, developed scheme guidelines, standard operating procedures, record of review meetings at department, government and state level satisfactorily. The PMU facilitate in organising Information Dissemination Workshops by the department.
 - ▶ Develop capacity building plan for RWSS and identify training areas with respect to technology, quality monitoring systems, procurement and contract management, service level benchmarking etc.
 - ▶ Create training calendars based on the capacity building plan, facilitate in creation of training modules and facilitate in training programmes.
 - ▶ Provide handholding support for monitoring IEC activities

- ▶ Facilitate in Documentation, learning exchange visits and other knowledge management support required from time to time.

2.4. CONTRACT AND PAYMENT TERMS

The contract shall be a lump sum contract and payment to consultant will be made on a monthly based on manpower deployed. The payment will be made on submission of the Monthly Progress Report at the end of every month.

2.5. BIDDING PROCEDURE

The Bidder fulfilling the eligibility conditions as laid down in Section 3.1 in this RFP shall submit the Bids in Two separate covers (as per the format given in Annexure I to IX), as follows:

Cover (A) would include the Technical Bid i.e. the proposal and documents in support of the eligibility conditions as mentioned above (Annexure-I to VIII).

Cover (B) would include the Financial Bid as per Annexure-IX.

2.6. SUBMISSION OF BIDS

The envelopes(Cover-1&2) should be super-scribed as “**RFP for Setting up of Project Monitoring Unit (PMU) in RWSS Organisation under PR&DW Department, Government of Odisha – Technical Bid/Financial Bid**” as the case may be. Bid Security and RFP document fee shall be submitted in the Technical Bid envelope.

The two envelopes (Technical Bid i.e cover-1& Financial Bid i.e cover-2) should be enclosed in a large cover super-scribed as “**Setting up of Project Monitoring Unit (PMU) in RWSS Organisation under PR&DW Department, Government of Odisha**”.

The Bidders shall submit two copies of the proposal in separate envelopes marked “**Original**” and “**Copy**” respectively. In the event of any discrepancy between the Original and Copy, the Original shall prevail.

The envelopes shall be addressed to the following:

Engineer-in-Chief Rural Water Supply & Sanitation, Odisha Jal O Parimal Bhawan Unit – V, Bhubaneswar, Odisha. Pin Code: 751001 Tel: 0674-2395734 Fax: 0674-2394946 Email: cerwssodisha@gmail.com

Every sheet and all forms complete in all respect shall be signed by the person / persons duly authorized to sign on behalf of the applicants. Any/ all corrections made in the offer shall be duly authenticated by the signature of the authorized signatory.

2.7. COST OF PROPOSAL

The Bidder shall bear all costs associated with the preparation and submission of its Proposal, including data collection, analysis, design, etc. Neither RWS&S nor any of its consultants/advisors will be responsible or liable for any such costs, regardless of the conduct or outcome of the bidding process.

2.8. LANGUAGE AND CURRENCY

The Proposal and all related correspondence and documents in relation to the Bidding Process shall be in English language. The currency for the purpose of the Proposal shall be Indian Rupee only.

2.9. NUMBER OF PROPOSALS

A Bidder shall submit only one Proposal as part of this bidding process. Any entity that submits or participates in more than one Proposal will cause all the Proposals in which the entity has participated to be disqualified.

2.10. PERIOD OF ASSIGNMENT

The tenure of assignment / contract would be for a period of 36 (thirty six) months from the date of signing of agreement. The tenure may be further extended beyond 36 months subject to mutually agreed terms and conditions.

2.11. VALIDITY OF BID

The application Bid shall be valid for a period of 180 days from the last date of submission of application.

2.12. PERFORMANCE SECURITY

After selection of preferred bidder as PMU, the amount of Bid Security shall be refunded to the unsuccessful bidders. The Bid Security of the successful Bidder shall be retained by RWS&S till it has furnished the Performance Security. The Performance Security shall be submitted to RWS&S within 15 days of issuance of Letter of Award (LoA).

The Performance Security shall be obtained from the selected agency in the form of bank guarantee to the tune of 5% of the contract value. Performance security in the form of bank guarantee shall initially be valid till the end of this agreement and in case the assignment extends beyond the period, the validity of the bank guarantee shall be suitably extended.

2.13. FINANCIAL BID

The agency should quote lump sum monthly professional fee for consulting services that shall include all out of pocket expenses excluding applicable GST. for the first year (12 months) of the contract. The monthly professional fee will be enhanced 10% per annum for subsequent years on a cumulative basis.

2.14. WITHDRAWAL/ AMENDMENT OF BID

At any time prior to the last date of receipt of Bids, the Department, may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP document by an amendment. In order to provide prospective Bidder reasonable time in which to take the amendment into account in preparing their Bids, the Department may at its discretion, extend the last date for receipt of Bids and/or make other changes in the requirements set out in the invitation to RFP.

The Department reserves the right to withdraw the RFP at any stage without any liability or any obligation for such withdrawal, without assigning any reasons.

2.15. REJECTION OF APPLICATION/ BID

The application / Bid for appointment as Project Advisor are liable to be rejected, if:

- a) It is not received in proper sealed cover with superscription as indicated above.
- b) It is not in prescribed form and not containing all required details/ information/ documents.
- c) It is not properly signed.
- d) It is received after the due date and time.
- e) Bid is received by telex, fax, telegram or e-mail.
- f) Bid received without cost of Bid document and Bid Security.
- g) RWS&S reserves the right to:
 - ▶ To reject any/all application without assigning any reasons thereof
 - ▶ To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of RWS&S

To include any other items in the Scope of Work at any time after consultation in the pre-Bid meeting or otherwise during the course of implementation of the mentioned scope of work.

2.16. LATE PROPOSALS

Proposals received by the RWS&S after the specified time on Bid Submission shall not be eligible for consideration and shall be summarily rejected.

2.17. DOWNLOAD OF RFP DOCUMENT

The RFP document can also be downloaded from the Odisha Government website i.e. www.odisha.gov.in & www.odishapanchayat.com

2.18. BID SUBMISSION

The proposals/ bids may be addressed to Engineer-in-Chief, Rural Water Supply & Sanitation, Odisha, Jal O Parimal Bhawan, Unit-V, Bhubaneswar – 751001, Odisha. The complete proposals/ bids should reach the office of RWS&S, Bhubaneswar on or before 3.00 PM on 26.11.2018.

2.19. DISQUALIFICATION

The Bidder shall be disqualified if it is discovered that it has wrongly stated/manipulated the facts and figures in the proposal at any stage before the award of the assignment. Any Bidder trying to influence the evaluation process by any means shall be disqualified. Bid Security would be forfeited in such a case.

3. EVALUATION PROCESS

3.1. ELIGIBLE AGENCIES

The agencies intending to bid for the engagement of PMU shall fulfil the following eligibility conditions:

- (a) The Bidder should be a Company/Firm/LLP registered in India with a track record of providing consulting/ advisory services for at least 10 years as on March 31, 2018;(Documentary evidence in support to be provided)
- (b) The bidder should have a Minimum Turnover of INR 100 crore from consulting/ advisory business during the last 3 (three) preceding financial years (Supported by duly audited balance sheet and statutory auditor certificate);
- (c) The bidder should have PMU experience in water supply sector (Documentary evidence in the form of Signed Agreements);
- (d) The firm should have undertaken at least 2 (two) infrastructure¹ program management related assignments of long term nature (not less than 24 months) for the State/Central Government in the last five years with a fee of at least Rupees One Crore (Documentary evidence in the form of Signed Agreements);

3.2. KEY PERSONNEL

The PMU team will comprise of 6 (six) Key Professionals at the State Level and Supporting Staffs such as 7 (seven) Project Management Experts (RWS&S Circles). The Key Professionals at the State Level will be based at Office of E.I.C, RWS&S, Bhubaneswar and the Project Management Experts (RWS&S Circles) will be based at the circle headquarters.

KEY PROFESSIONAL STAFFS	
Position # 1	Team Leader
Minimum Qualification	B. Tech in Civil Engineering with MBA
Minimum Experience	12 Years' experience in Infrastructure Government Advisory Projects with 7 years' experience as a Team Leader
Job Purpose	Team Leader will be responsible for liaising between Panchayati Raj & Drinking Water Department and other Departments of the Government of Odisha and guiding & managing the effective functioning of PMU
Job Description	<ul style="list-style-type: none"> ▪ Provide strategic vision, guidance and leadership on matters relating to PMU planning and strategy, management and its operations. ▪ Liaising with all relevant inter and intra-departmental officials and other external parties concerned

¹ Infrastructure means sectors of Water & Sanitation, Transport, Energy, Urban Infrastructure and Social Infrastructure

Request for Proposal (RFP) For Setting up of Project Monitoring Unit (PMU) for Implementation of Rural Water Supply Projects in Odisha

	<ul style="list-style-type: none"> ▪ Convene meetings at stipulated intervals to monitor the progress of PMU. ▪ Develop and apply monitoring and evaluation criteria to better measure the effectiveness and outcomes of projects undertaken by PR&DW Department & other development projects. ▪ Presentation on project performance and allied progress report to the Principal Secretary (PR&DW Department). ▪ Ensure communication of all changes in monitoring of various projects of the Department. ▪ Facilitate the development of MIS Dashboard to act as a data repository and dashboard to facilitate monitoring of various programmes ▪ Undertake all activities necessary to fulfill the objective of PMU
Position # 2	Program Management and Policy Expert
Minimum Qualification	MBA/ Masters in Social Science/ Planning
Minimum Experience	8 Years' experience in Government Advisory Projects in Urban/ Rural sectors
Job Description	<ul style="list-style-type: none"> ▪ Preparation of draft policies and guidelines; ▪ Assist in engagement and supervision of agencies engaged by Dept. for outreach activities ▪ Assist in preparation of various presentations, reports, etc. as desired by the Authority; ▪ Overall program management of RWS&S schemes;
Position # 3 & 4	Procurement & Contract Management Expert (2 No.s)
Minimum Qualification	Master's Degree in Engg. or MBA
Minimum Experience	5 Years' experience as a Procurement Expert in Infrastructure Government Advisory Projects
Job Description	<ul style="list-style-type: none"> ▪ Co-ordinate with the other experts for procurement needs of the unit ▪ Design procurement documents including Expressions of Interest (Eols), Request for Proposals (RFPs) to be outsourced. ▪ Develop notices for Eol / RFPs and advertising the same in public domain ▪ Contract negotiations and appointment of agency keeping in mind principles of economy and value for money. ▪ Schedule the study, manage outputs, authorize payments and ensure quality of the work. ▪ Oversee the entire evaluation process including co-ordination with experts for technical evaluation, conducting financial evaluation and negotiation with preferred bidder ▪ Interview and correspond with agencies; keeps informed of new trends.

Request for Proposal (RFP) For Setting up of Project Monitoring Unit (PMU) for Implementation of Rural Water Supply Projects in Odisha

Position # 5 & 6	Finance Expert (2 No.s)
Minimum Qualification	MBA in Finance or Chartered Accountant
Minimum Experience	6 Years' as a Finance Expert in Infrastructure Government Advisory Projects
Job Description	<ul style="list-style-type: none"> ▪ Provide and interpret financial information ▪ Financial modelling for projects ▪ Carry out financial evaluation of bids ▪ Produce accurate financial reports
Position # 7 & 8	MIS Expert (2 No.s)
Minimum Qualification	BTech/ MCA with MBA/PGDBM/ MTech
Minimum Experience	6 Years' experience as a MIS Expert in Government Advisory Projects
Job Description	<ul style="list-style-type: none"> ▪ Compilation and Collection of data/project status at various levels ▪ Develop and maintain database of different survey reports and data ▪ Report generation of various projects being undertaken at divisions/district level ▪ Provide technical Handholding support in creating effective MIS database ▪ To undertake any other reasonable duties as may be requested from time to time
Position # 9	Infrastructure Expert
Minimum Qualification	B.Tech in Engineering
Minimum Experience	5 Years' experience in Water Supply engineering
Job Description	<ul style="list-style-type: none"> ▪ Provide strategic inputs on technical matters relating to projects being undertaken management and its operations. ▪ Review and update the project status being undertaken at different stages in districts. ▪ Design a framework for quality control, outcome and impact assessment of various schemes. ▪ Responsible for all technical & quality control activities necessary to fulfil the objective of PMU
SUPPORT STAFFS (Total 7 nos.)	
Position (Total 7 nos.)	Program Management Experts (RWS&S Circles)
Minimum Qualification	MBA / M. Tech or equivalent
Minimum Experience	3 Years' experience in Program management, advisory in infrastructure projects
Job Description	<ul style="list-style-type: none"> ▪ Compilation and Collection of data/project status at Circle and Division levels ▪ Report generation of various projects being undertaken at divisions/district level ▪ Coordinate between Circle and PMU and EIC, RWSS office

3.3. TECHNICAL EVALUATION CRITERIA

The technical Bid will be evaluated on a scale of 100, and the break up for each criterion would be as follows:

Criteria			Sub Marks	Maximum Marks
1	Bidder Credentials			30 marks
A	Annual Turnover of the Firm from Consulting/ Advisory Fees in Indian operations	10 marks for bidder with highest average annual turnover, other bidders to be awarded prorated marks.	10	
B	Experience in infrastructure ² program management related assignments of long term nature (not less than 24 months) for the State/Central Government in the last five years with a fee of at least Rupees One Crore (Documentary evidence in the form of Signed Agreements);	2 marks for each assignment	10	
C	Experience in PMU related assignments of long term nature (more than 12 months) with Government Departments/ Govt. undertakings/ PSUs in the State of Odisha in the past five years with a fee of at least Rupees One Crore (Documentary evidence in the form of Signed Agreements)	1 marks for each assignment	5	
D	Experience in PMU related assignment in Rural Water Supply sector of long term nature (more than 24 months) with a fee of at least Rupees One Crore. (Documentary evidence in the form of Signed Agreements)	5 marks	5	
2	Key Personnel Credentials			35 marks
A	Team Leader			10
	Qualification: B.Tech in Civil Engineering with MBA	2 mark for meeting criteria	2	
	Minimum Experience: 10 Years' Experience in Infrastructure Government Advisory Projects with 7 years' experience as a Team Leader	2 marks for meeting criteria	2	
	Required Experience: 15 Years' Experience in Infrastructure Government Advisory Projects with 10 years' experience as a Team Leader	3 marks for meeting criteria	3	
	Experience as Team Leader in similar rural water supply PMUs	3 marks for meeting criteria	3	
B	Program Management Expert			4

² Infrastructure means sectors of Water & Sanitation, Transport, Energy, Urban Infrastructure and Social Infrastructure

Request for Proposal (RFP) For Setting up of Project Monitoring Unit (PMU) for Implementation of Rural Water Supply Projects in Odisha

Criteria			Sub Marks	Maximum Marks
	Qualification: MBA/ Masters in Social Science/ Planning	1 mark for meeting criteria	1	
	Minimum Experience: 8 Years' experience in Government Advisory Projects in Urban/ Rural sectors	1 marks for meeting criteria	1	
	Required Experience: 12 Years' experience in Government Advisory Projects in Urban/ Rural sectors	1 mark for meeting criteria	1	
	Experience in similar profile in water supply related PMUs	1 marks for meeting criteria	1	
C	Procurement & Contract Management Expert (2 No.s)			2X3
	Qualification: Master's Degree in Engineering or MBA	1 mark for meeting criteria	1	
	Minimum Experience: 5 Years' experience as a Procurement Expert in Infrastructure Government Advisory Projects	1 marks for meeting criteria	1	
	Required Experience: 7 Years' experience as a Procurement Expert in Infrastructure Government Advisory Projects and Rural Water Supply Projects	1 mark for meeting criteria	1	
D	Finance Expert (2 No.s)			2X3
	Qualification: MBA in Finance/ CA	1 mark for meeting criteria	1	
	Minimum Experience: 6 Years' as a Finance Expert in Infrastructure Government Advisory Projects	1 marks for meeting criteria	1	
	Required Experience: 8 Years' as a Finance Expert in Government Advisory Projects	1 mark for meeting criteria	1	
E	MIS Expert (2 No.s)			2X3
	Qualification: BTech/MCA with MBA/PGDBM/ MTech	1 mark for meeting criteria	1	
	Minimum Experience: 6 Years' experience as a MIS Expert in Government Advisory Projects	1 marks for meeting criteria	1	
	Required Experience: 10 Years' experience as a MIS Expert in Government Advisory Projects	1 mark for meeting criteria	1	
F	Infrastructure Expert			3
	Qualification: B. Tech in Engineering	1 mark for meeting criteria	1	
	Minimum Experience: 5 Years' experience in Water Supply Sector	1 marks for meeting criteria	1	
	Experience in project monitoring and contract management	1 mark for meeting criteria	1	
3	Approach & Methodology (Through Technical Presentation)			35 marks
	Total			100 Marks

Only those bidders who score more than 70% marks in the technical evaluation will be considered for financial evaluation.

3.4. COMMERCIAL BID EVALUATION & EVALUATION METHOD

- a) The combined bids will be evaluated in accordance with the Combined Quality cum Cost Based System (CQCCBS). The lowest Financial Price (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as follows: $Sf = 100 \times Fm/F$, in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.
- b) Proposals will be ranked according to their combined technical (St) and financial (Sf) scores, giving 80% weightage to the Technical Score and 20% weightage to the Financial Score.
- c) The bid price will exclude all taxes and levies and shall be in Indian Rupees and mentioned separately.
- d) Any conditional bid would be rejected.
- e) Errors & Rectification: If there is a discrepancy between words and figures, the amount in words will prevail.

ANNEXURE - I

TECHNICAL BID SUBMISSION FORM

To
The Engineer-In-Chief, RWS&S
Jal 'O' Parimal Bhawan,
Unit-5, Bhubaneswar – 751001, Odisha

Sub: RFP for Setting up of Project Monitoring Unit (PMU) in RWSS Organisation under PR&DW Department, Government of Odisha

Dear Sir,

We, the undersigned, offer to provide services for the captioned assignment in accordance with your Request for Proposal dated [Insert Date] and our Bid. We are hereby submitting our Bid, which includes this Technical Bid, and a Financial Bid sealed under separate envelopes.

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

If negotiations are held during the period of validity of the Bid, i.e., before the Bid Due Date mentioned in the Data Sheet of the RFP, we undertake to negotiate on the basis of the proposed staff. Our Bid is binding upon us and subject to the modifications resulting from contract negotiations. We understand you are not bound to accept any Bid you receive.

Yours sincerely,

Authorized Signature [In full and initials]:
Name and Title of Signatory:
Name of Firm: Address:

ANNEXURE - II

DECLARATION

(On Applicant's Letter Head)

To
The Engineer-In-Chief, RWS&S
Jal 'O' Parimal Bhawan,
Unit-5, Bhubaneswar – 751001, Odisha

Sub: RFP for Setting up of Project Monitoring Unit (PMU) in RWSS Organisation under PR&DW Department, Government of Odisha

Sir,

- 1) With reference to the RFP for, dated, I/we, having examined the RFP and understood their contents, hereby submit my/our Bid for the captioned assignment. The Bid is unconditional and unqualified.
- 2) All information provided in the Bid and in the Appendices is true and correct.
- 3) This statement is made for the purpose of qualifying as a bidder for undertaking the captioned assignment.
- 4) I/ We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Bid.
- 5) I/ We acknowledge the right of the Authority to reject our Bid without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
- 6) We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
- 7) We certify that we have not been barred by Department of Panchayati Raj & Drinking Water, Government of Odisha (GoO), or any other state government in India (SG) or Government of India (GoI), or any of the agencies of GoO/SG/GoI from participating in their projects.
- 8) I/ We have examined and have no reservations to the RFP, including any Addendum issued by the Authority.
- 9) I/ We do not have any conflict of interest in accordance the RFP document;
- 10) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
- 11) I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- 12) I/ We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive nor to invite the bidders to Bid for the captioned assignment, without incurring any liability to the bidders, in accordance with the RFP.
- 13) I/ We declare that we are not a Member of any other firm submitting a Bid for the captioned assignment.

- 14) I/ We certify that we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the captioned assignment.
- 15) I/ We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
- 16) I/ We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.
- 17) I/We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the bidder, or in connection with the Bidding Process itself, in respect of the captioned assignment and the terms and implementation thereof.
- 18) In the event of my/ our being declared as the successful bidder, I/We agree to enter into a Service Agreement in accordance with the draft that has been provided to us prior to the Bid Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
- 19) I/We have studied the RFP carefully and also understood the scope of the assignment. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the bidding process including the award of assignment.
- 20) The Fee has been quoted by me/us after taking into consideration all the terms and conditions stated in the RFP.
- 21) I/We offer and attach as specified Non-refundable processing fee of Rs. 10,000 (Rupees Ten Thousand Only) in the form of demand draft.
- 22) I/We agree to keep this offer valid for 180 (one hundred and eighty) days from the Bid Due Date specified in the RFP.
- 23) I/We agree and undertake to abide by all the terms and conditions of the RFP.

In witness thereof, I/we submit this Bid under and in accordance with the terms of the RFP.

Yours faithfully,

(Signature of the Authorized signatory)

(Name and designation of the of the Authorized signatory)

Date: _____

Place: _____

Name and seal of Bidder: _____

ANNEXURE - III

CONSULTANTS ORGANIZATION

[Provide a brief description of the background and organization of your firm for this assignment]

1	Name of the Consultancy Firm	
2	Address	
3	Name of the contact person to whom all references shall be made regarding this Bid	
4	Designation of the person to whom all references shall be made regarding this Bid	
5	Address of the person to whom all references shall be made regarding this Bid	
6	Telephone (with STD code)	
7	Mobile No. of the contact person	
8	E-mail of the contact person	
9	Fax No. (with STD code)	

ANNEXURE – IV

FORMAT OF APPLICANTS EXPERIENCE

Project Name:		Country:
Location within Country		Professional Staff Provided by Your Firm/entity (profiles):
Name of Client:		No. of Person Months of professional staff by the firm:
Address		Approx. Value of Services (in Current INR):
Start Date (Month/Year)	Completion Date (Month/Year)	No. of Months of Professional Staff, provided by Associated Consultants:
Name of Associated Consultants, if any:		Status of the firm in the association / consortium:
Narrative Description of Project:		
Description of Actual Services provided by your staff		

ANNEXURE – V

FORMAT FOR FINANCIAL CAPABILITY OF THE CONSULTANT

FY	2015-16	2016-17	2017-18
Annual Turnover			

Note:

- 1) Authenticated copy of audited balance sheet and income statement for last three years in support of annual turnover (as on 31.03.2018) is to be furnished
- 2) Certificate from Statutory Auditor for certifying the turnovers

ANNEXURE – VI

DESCRIPTION OF APPROACH & METHODOLOGY AND WORK PLAN FOR UNDERTAKING THE ASSIGNMENT

The bidders are advised to make a technical presentation of its Technical Bid divided into the following chapters:

- a) Understanding of TOR, Technical Approach and Methodology
- b) Work Plan

Understanding of TOR, Technical Approach and Methodology: The firm should explain the understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities to obtain the expected output and the degree of detail of such output. The firm should highlight the problems to be addressed along with their importance and explain the technical approach the Firm would adopt to address them. The firm should also explain the proposed methodologies to adopt and highlight the compatibility of those methodologies with the proposed approach.

Work Plan: In this chapter the firm should propose the main activities of the assignment, detailed action plan for the implementation of the project. 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 documents to be delivered as final output should be included here.

ANNEXURE – VII

POWER OF ATTORNEY

Know all men by these presents, We _____do hereby irrevocably constitute, nominate, appoint and authorise, Mr./ Mrs. _____ son/daughter/wife of and presently residing at_____, who is presently employed with us and holding the position of _____, as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our application for prequalification and submission of our bid for the “**RFP for Setting up of Project Monitoring Unit (PMU) in RWSS Organisation under PR&DW Department, Government of Odisha**” including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre-Applications and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Project and/ or upon award thereof to us and/or till the entering into of the Concession Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, _____, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS _____ 20**

For_____ (Signature, Name, Title and Address)

Accepted _____ (Signature, Name, Title and Address)

Witnesses:

- 1.
- 2.

Note: Board resolution confirming the Authority of the signatory to submit the proposals could also be provided as an substitute to the Power of Attorney.

ANNEXURE – VIII: FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY PERSONNEL

Proposed Position:
Name of Firm:.....
Name of Staff:.....
Profession:.....
Date of Birth:.....
Years with Firm/Entity:.....
Nationality:

Education:

[Summaries college/university and other specialized education of staff member, giving their names, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

S No.	Name of the Employer	Post Held	Period	
			From	To

Detailed Task Assigned:

[List of all tasks to be performed under this Assignment/ Job]

Work undertaken that best illustrates Capability to Handle the Tasks Assigned

[Among the Assignment/jobs in which the Staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under.]

Name of Assignment/job or project:
Year:
Location:
Employer:
Main project features:
Positions held:
Activities performed:

Certification by the Candidate

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 willful 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]

Certification by the Authorised Representative of the Firm

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes the qualifications, and experience of the proposed Key Staff.

Date:

[Signature of Authorized Representative of the Firm]

Note:-

- a) **Personnel is to affix his recent photograph on first page of CV.**
- b) **Complete address and phone number of the Personnel is to be provided.**
- c) **Document for proof of age is to be enclosed.**
- d) **Document for proof of educational qualification is to be enclosed.**

(To be provided in a separate sealed envelope as cover-II)

ANNEXURE – IX: FINANCIAL BID

(On The Letterhead of the Firm)

Sub: RFP for Setting up of Project Monitoring Unit (PMU) in RWSS Organisation under PR&DW Department, Government of Odisha

Having gone through the RFP document and having fully understood the scope of work for the PMU as set out in these documents; we are pleased to quote the following Professional fees for the Assignment:

In Figure (Monthly professional fees excluding GST)	
In Words	

Any cutting / overwriting in the Bid documents must be authenticated by the authorized signatory of the applicant agency.

Yours faithfully

(Signature of bidder)

(Name)

Date:

Place: