



GOVERNMENT OF ODISHA

H. &U.D. DEPARTMENT
BARBIL MUNICIPALITY, BARBIL

"Preparation of Detailed Project Report and Providing
Project Management Consulting Services for
implementation of different Infrastructure
Developmental Projects under Barbil Municipality"

OFFICE OF THE BARBIL MUNICIPALITY, BARBIL
REQUEST FOR PROPOSAL

No.1686

Dt.06.06.2025

Executive Officer, Barbil Municipality, Barbil invites sealed proposal from interested consulting firms for **"Preparation of Detailed Project Report and Providing Consulting Services for implementation of different Infrastructure Developmental Projects under Barbil Municipality"**. The RFP documents can be downloaded from the website www.barbilmunicipality.in from Dt.10.06.2025 on payment of Rs. 2,000/- (Rupees Two Thousand only) (Non-refundable) through Demand Draft issued in favour of "Executive Officer, Barbil Municipality" payable at Barbil.

The complete application as per the instructions in the RFP document, should reach to the Office of Executive officer, Barbil Municipality by hand/ Speed Post/ Registered Post on or before 23.06.2025 up to 3.00 P.M. The RFP applications will be opened on Dt. 23.06.2025 at 4.00 P.M. in the presence of the bidder or their authorised representative. The authority reserves right to accept or cancel any or all quotations without assigning any reasons thereof.


Executive Officer,
Barbil Municipality.

Memo No. 1687

Date. 06.06.2025

Copy submitted to the Collector & District Magistrate, Keonjhar / Project Director, DUDA, Keonjhar for favour of kind information and necessary action.

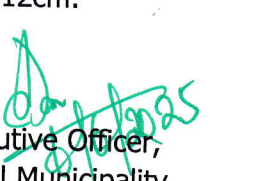
Copy to office notice board of Barbil Municipality for wide publication


Executive Officer,
Barbil Municipality.

Memo No. 1688

Date. 06.06.2025

Copy submitted to the Under Secretary to Govt., Information and Public Relation Department, Odisha, Bhubaneswar for kind information with a request to one time publish in one Odia daily newspaper and one English daily newspaper within the size of 10cm. X 12cm.


Executive Officer,
Barbil Municipality.

REQUEST FOR PROPOSAL (RFP)
SCHEDULE AND OTHER IMPORTANT INFORMATION

S.N	PARTICULARS	DETAILS
1	Availability of Bid Documents	Office of the Municipal Council, Barbil by paying requisite fees or the RFP can be downloaded from website www.barbilmunicipality.in
2	Date of Issue of RFP	06.06.2025 at 10.00 AM
3	The RFP can be downloaded from website www.barbilmunicipality.in	From 10.06.2025 to 23.06.2025
4	Last Date and Time for submission of Technical and Financial Proposal (Sealed Envelope)	23.06.2025 at 03.00 PM
5	Date of opening of Technical Proposal	23.06.2025 at 04.00 PM
6	Date of opening of Financial Proposal	To be intimated later to the technically qualified bidder
7	Contact Person	Municipal Engineer Barbil Municipality Mob: 9437476285
8	Bid Processing Fees (Non- Refundable)	DD of Rs. 2,000/- (Two thousand) only from any Nationalized Bank in favour of Executive Officer, Barbil Municipality payable at Barbil.
9	Earnest Money Deposit (EMD) (Refundable)	DD/ FD of Rs. 20,000/- (Rupees Twenty Thousand) only from any Nationalized Bank pledged in favour Executive Officer, Barbil Municipality payable at Barbil.
10	Address for Submission of Proposal	Executive Officer, Barbil Municipality, Barbil, Dist. Keonjhar, Odisha, PIN-758035
11	Mode of submission of Proposal	Speed Post/ Registered Post/ Courier/ by hand only to the address as specified above during office hour only. Submission of bid through other mode and late bid will be rejected.

OFFICE OF THE BARBIL MUNICIPALITY, BARBIL

REQUEST FOR PROPOSAL FOR PREPARATION OF DETAILED PROJECT REPORT AND PROVIDING PROJECT MANAGEMENT CONSULTING SERVICES FOR IMPLEMENTATION OF DIFFERENT INFRASTRUCTURE DEVELOPMENTAL PROJECTS UNDER BARBIL MUNICIPALITY.

Executive Officer, Barbil Municipality, Barbil invites Request for Proposal (RFP) for the above-mentioned work from Registered / Experienced / Reputed Consulting firms involved in the work with Survey, Designs, preparation of DPR, Detailed Estimates, Rate Analysis and PMC services for construction supervision works with the State Government and Central Government etc.

1. OBJECTIVE OF THE ASSIGNMENT

The consulting firms will be assigned to provide services as per scope of work to develop the different Infrastructure development projects under Barbil Municipality.

2. SCOPE OF THE WORK

- 2.1. The consultants shall carry out all necessary engineering surveys and investigations such as topographical survey, hydrological survey, geotechnical surveys, soil testing's etc as per the requirement.
- 2.2. Preparation of detailed designs, structural designs, drawings, cost estimates as per prevailing rate of schedule of rates.
- 2.3. Preparations of Detailed Project Reports
- 2.4. Preparation of tender documents and assist in tender evaluations
- 2.5. Construction supervision and quality control by deploying qualified and experienced engineers.

3. ELIGIBILITY CRITERIA

- 3.1. The bidder/Consultant must be a company registered under the Indian Companies Act 2013/1956 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered, under The Limited Liability Partnership Act, 2008 or a Proprietorship Firm.
- 3.2. The bidder/ Consultant should have been in the consulting business for more than Three years from the date of Incorporation on the last date of submission of the proposal.
- 3.3. The average annual turnover of the agency should not be less than Rs.60.00 lakh in the last 3 years from consultancy service (A statement showing annual turnover certified by a Chartered Accountant must be furnished with bid documents)
- 3.4. The consultant should have previous experience of preparation of Detailed Project reports, or providing Project management consulting services to any urban infrastructure projects like Water Supply/ Sewerage/ Drainage/ Building/ Park/ Water body/ Goshala etc. in similar nature of work under any Development authority / Urban Local Bodies of the State or any Department of State Government and Central Government.

- 3.5. Joint Venture (JV) is not allowed
- 3.6. The bidder shall prepare the electrical and P.H. work estimate simultaneously with DPR.
- 3.7. The Bidder/ Consultant shall furnish an undertaking about no black listed or debarred from any projects.

4. DOCUMENTS/FORMATS NEEDS TO BE SUBMITTED ALONG WITH TECHNICAL PROPOSAL:

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

- 4.1. Covering letter (Annexure – I) on bidder's letter head requesting to participate in the selection process.
- 4.2. Bidder's Organization (General Details – Annexure - II)
- 4.3. List of completed/ ongoing assignments of similar nature (Past Experience Details) along with copies of Completion certificates/ work orders from previous Clients. (Annexure – III)
- 4.4. Turnover Certificate along with Certified copies of audited Balance Sheets & Profit & Loss Statement/ Chartered Accountants Certificates are to be enclosed for each financial year. (Annexure – IV)
- 4.5. Self-Declaration for not having been black-listed by any Central / State Government / Any other autonomous bodies/International & National Organization in the recent past.

5. VALIDITY OF THE PROPOSAL

Proposals shall remain valid for a period of 90 (Ninety Days) from the date of opening of the technical proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

6. MARKING AND SUBMISSION OF PROPOSALS

- Sealed proposals must be received at the specified address no later than the closing date and time.
- Proposals shall be submitted in English and sealed in outer and inner envelopes (Outer envelopes containing two envelopes)
 1. Technical Bid, DD for Bid Processing Fees (Non- Refundable), Pledged DD/FD for EMD.
 2. Financial Bid

All envelopes shall indicate the bidder's name and address. The outer envelope shall be addressed to The Executive Officer, Barbil Municipality with the full address of the applicant and super scribed as "Preparation of Detailed Project Report and Providing Project Management Consulting Services for implementation of different Infrastructure Developmental Projects under Barbil Municipality".

7. ANTI-CORRUPTION MEASURE:

7.1. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.

7.2. A recommendation for award of Contract shall be rejected if it is determined that their commended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

8. LANGUAGE OF PROPOSALS:

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the English language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

9. LEGAL JURISDICTION:

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

10. FORCE MAJEURE:

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earth quake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserves the right to cancel the contract without any obligation to compensate the agency in any manner for what so ever reason.

11. PAYMENT SCHEDULE

The payment to the consulting agency to be released as per the schedule mentioned herein;

Sl No.	Milestone to be Achieved	Installments of Payments
1	Upon completion of required survey, submission of design, drawings, estimate and draft DPR for the work	30% of the Consulting fees
2	Upon submission of DPR with details drawing, design and estimate etc. for approval.	20% of the Consulting fees
3	Upon submission and approval of Final DPR from with technical sanction from competent authority and submission tender documents.	50% of the Consulting fees

Note: The payment made if any in earlier will be recovered if the agency shall failed to submit the complete approved DPR.

12. SPECIAL CONDITIONS OF CONTRACT

- 12.1. The payments will be made within two weeks upon submission of invoice by the consultant.
- 12.2. The ULB will extend all necessary coordination with different depts. for providing of all necessary information's during preparation of DPR. The ULB authority shall be extend all necessary cooperation to Scrutiny of the Technical Feasibility of the (DPR) detailed project Report with formed committee by ULB. Any delay of deliver the work attribute to consultant & decision of ULB is mandate for consultant.
- 12.3. The bidder should be visiting the Barbil Municipality area with its own arrangement for study and analysis of geographical & topographical situation of area before submission of the RFP.
- 12.4. The consultant has to present the Draft and final report in front of formed committee by ULB and justified about the proposed technology as per guideline of statutory body of Govt. of Odisha & India and briefs about estimation feasibility to the ULB.

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

To,

The Executive Officer,
Barbil Municipality, Barbil.

Sub: Engagement of Project Management Consultants (PMC) for different Infrastructure Developmental Projects under Barbil Municipality.

Dear Sir,

We the undersigned, offer to provide service as per the RFP floated by your good office, i.e., "Engagement of Project Management Consultants (PMC) for different Infrastructure Developmental Projects under Barbil Municipality".

In accordance with your RFP document Notice No.1686 dt.06.06.2025, we have examined the details given in this RFP notice, Performa etc.

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

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

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

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

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

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

Signature of the Applicant

Name & Designation of Signatory:

Date:

Bidder's Organization (General Details)

Sl. No.	Description	Full Details
1	Name of the Bidder/ Consultant	
2	Address for communication: Tel : Fax: Email id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id:	
4	Registration/Incorporation Details Registration No: Date &Year.:	Copy of certificate to be enclosed
5	Local office in Odisha Please furnish contact details	Address Proof of local office in Odisha & Professional tax receipt
6	Bid Processing Fee Details Amount: DD No. : Date: Name of the Bank:	
7	EMD Details Amount: TDR/FD/Postal Deposit No. : Date: Name of the Bank:	
8	PAN Number	Copy of PAN to be enclosed
9	Goods and Services Tax Identification Number (GSTIN)	Copy of GSTN to be enclosed

Annexure-III**List of Completed / Work order from previous assignments of similar nature of work**

Sl. No.	Name of the Work/ Project with Address	Short Description of the Assignment	Name and Address of Owner/ Client	Cost of Work/ Project	Date of Start of Work/ Project	Date of Completion of Work/ Project

Note: Copies of completion certificates / work orders from previous clients are to be enclosed.

NOTE:

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

Place:**Signature of the applicant****Date:****Name & Designation:**

Financial Status of Firm / Organization

SI No.	Financial year	Annual Turnover (Rs.)
1	2022-23	
2	2023-24	
3	2024-25	
TOTAL		

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

(Seal and Signature of Statutory Auditor)

FINANCIAL PROPOSAL– II
(COVERING LETTER ON BIDDERS LETTER HEAD)

Ref No:

Date:

To

The Executive Officer,
Barbil Municipality, Barbil
Dist. Keonjhar.

Sub:- Engagement of Project Management Consultants (PMC) for different Infrastructure Developmental Projects under Barbil Municipality.

Sir,

I, the undersigned, offer to provide the consulting services for Engagement of Project Management Consultants (PMC) for different Infrastructure Developmental Projects under Barbil Municipality in accordance with your RFP No.1686 dt.06.06.2025

Sl. No.	Name of the Work	Quote in Percentage of the DPR cost.	
		In Figure %	In Words %
1	Preparation of Detailed Project Report and Providing Project Management Consulting Services for implementation of different Infrastructure Developmental Projects under Barbil Municipality		

GST and other taxes as applicable will be paid extra.

I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

Place:

Authorized signatory of the Bidder

Date:

Name & Designation with seal: