



BERHAMPUR MUNICIPAL CORPORATION, BERHAMPUR

Letter No. 9274
ESXXIV 05/2026

Date. 30-05-2026

Empanelment for Selection of an Agency for “Management of Working Women’s Hostel situated at VIP Colony, near vending zone, ward No. 33 of Brahmapur Municipal Corporation, Brahmapur.

TENDER SCHEDULE

Availability of RFP Documents : 30-05-2026
Last date for submission of Sealed RFP : 08-06-2026
Opening of Technical Bid & Financial bid 08-06-2026

Issued by:

**Commissioner
Brahmapur Municipal Corporation
Brahmapur**

1.	The Commissioner Brahmapur Municipal Corporation, Brahmapur invites technical and financial proposals from reputed NGOs/Agencies/ CLF/ ALF for “ Management of Working Women’s Hostel at VIP Colony, near vending zone, ward No. 33 of Brahmapur Municipal Corporation, Brahmapur “. The interested and eligible Firms with valid GST /PAN/Registration Certificate may apply for the same in OFF-LINE mode. (For details visit berhampur.gov.in)		
2.	Nature of Works	:-	RFP document for Management of Working Women’s Hostel at VIP Colony near vending zone, ward No. 33 of Brahmapur Municipal Corporation, Brahmapur
3.	Method of Selection	:-	QCBS
3.	RFP (Bid) Cost (Demand Draft) – <i>Non refundable</i>	:-	Rs.10,000/- in favour of Commissioner, Brahmapur Municipal Corporation, Brahmapur.

4	EMD (Demand Draft)	:-	Rs.50,000/- in favour of Commissioner, Brahmapur Municipal Corporation, Brahmapur.
4.	Availability of RFP document in the website	:-	From <u>30-5-2026</u> to <u>08-06-2026</u> up to <u>5.30 PM.</u>
5.	Last date of receipt of Bid	:-	<u>08-06-2026</u> up to <u>5.30 PM</u>
6.	Mode of Receipt of Bids	:-	Through Speed Post/ Registered Post (India Post only) and by no other means.
7.	Date of opening of Technical Bid and Commercial Bid	:-	Date: <u>08-06-2026</u> at <u>After 5.30 PM.</u>
8.	Address for any query and correspondence	:-	CO Section, Room No 8, Office of the Brahmapur Municipal Corporation, Brahmapur
9.	The bidders have to participate in OFF-LINE bidding only. Further details can be seen from the Brahmapur Municipal Corporation website (berhampur.gov.in). Any addendum /corrigendum / cancellation of tender can also be seen in the said websites. For queries, If any, contact E-mail ID – mcbemc08@gmail.com		

Signature valid

Signed by: Akavaram Sasya
Reddy,
Commissioner
Brahmapur Municipal Corporation
Date: 30-05-2026 17:45

Brahmapur Municipal Corporation

Dated... 30-05-2026

Memo No. 9275

Copy to the MIS Section, to upload this bid identification notice in the Brahmapur Municipal Corporation website by 05.05.2026 for wide publication and timely response by the intending parties.

Memo No. 9276

Signature valid
Commissioner
Signed by: Akavaram Sasya
Reddy,
Commissioner
Brahmapur Municipal Corporation
Date: 27-May-2026 17:17:45

30-05-2026

Copy submitted to the steno to the Mayor/ Dy. Mayor for kind information of Mayor and Dy. Mayor.

Signature valid
Commissioner
Signed by: Akavaram Sasya
Reddy,
Commissioner
Brahmapur Municipal Corporation
Date: 27-May-2026 17:17:45

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DISCLAIMER

The information contained in this Request for Proposal (hereinafter referred to either as "RFP") document provided to the Bidders, by the Brahmapur Municipal Corporation, Brahmapur or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide the Bidder(s) with information to implement the following assignment: **"Selection of an agency for Management of Working Women's Hostel at VIP colony, near vending zone, ward No. 33 of Brahmapur city of Ganjam District supported by Brahmapur Municipal Corporation, Brahmapur.** This RFP document does not purport to contain all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for the Commissioner, their employees or advisors to consider the business/investment objectives, financial situation and needs of each Bidder who reads or uses this RFP document

Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and wherever necessary obtain independent advice from appropriate sources. Commissioner, their employees and advisors make no representation or warranty and shall incur no liability under and law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.

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SECTION 1: LETTER OF INVITATION

**The Commissioner,
Brahmapur Municipal Corporation,
Brahmapur
Ganjam, Odisha**

Dear Bidder,

1. The Commissioner, Brahmapur Municipal Corporation, Brahmapur invites proposal from reputed organization those having experience in operation and maintenance of hostels /shelters/Maternity Homes /Day-care Centers (Creche) /boardings preferably for women and children for the Selection of an agency for "Management of Working Women's Hostel at VIP Colony near vending zone, ward No. 33 of Brahmapur Municipal Corporation, Brahmapur city of Ganjam District supported by Dept. of WCD&MS, Govt of Odisha. The details of the required scope of work and services expected from the Agency are provided in the **Section 5: Scope of Work & Terms of Reference** in this RFP document.
2. An Agency(s) will be selected as per **Quality and Cost Based Selection (QCBS)** criteria described in this RFP.
3. The RFP comprises the following sections:

Section 1 – Letter of Invitation.

Section 2 – Definitions.

Section 3 – Fact-Sheet.

Section 4 – Background and the need for Working Women's Hostel.

Section 5 – Scope of Works & Terms of Reference.

Section 6 – Instructions to Agencies

Section 7 – Qualification & Evaluation Methodology

Section 8 – Financial Bid Format Instructions

Section 9 – Statutory Requirements

Section 10 – Agency Responsibilities

Section 11 – Technical Bid Format Instructions.

Handwritten signature in green ink and the date 27/5/26.

Commissioner

Brahmapur Municipal Corporation

SECTION 2: DEFINITIONS

- a. "Client" is the Commissioner, Brahmapur Municipal Corporation, Brahmapur, Government of Odisha.
- b. "Agency" means any entity or person that may provide or provides the Services to the Client

under the Contract.

- c. "Working Women's Hostel (WHH)" means the 42 bedded accommodations constructed by Dept. of WCD&MS, Govt. of Odisha at VIP colony near vending zone of Brahmapur city of Ganjam district.
- d. "Day" means calendar day.
- e. "Instructions to Agencies" means the document which provides interested Agencies with the information needed to prepare their respective Proposals.
- f. "LOI" means the "Letter of Intent" being sent by the Client.
- g. "Personnel" means professional and support staff provided by the Agency and assigned to perform the Services or any part thereof.
- h. "Proposal" means Technical Proposal and the Financial Proposal.
- i. "RFP" means the Request for Proposal circulated by the Client for the selection of Agency(s).
- j. "Assignment/job" means the work to be performed by the Agency pursuant to the Contract.
- k. "Terms of Reference" (ToR) means the information included in the RFP which explain the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the selected Agency(s).
- l. "Competent Authority" means the Commissioner, Brahmapur Municipal Corporation, Brahmapur, Government of Odisha.

SECTION 3: FACTSHEET

Last date for receiving queries	
Last date for receipt of Technical and Financial Proposals (Sealed Envelope)	
Opening of Technical Proposals	
Technical Presentation by shortlisted agencies	
Opening of Financial proposals of applicants who qualify in Technical Proposal / Bid	
Letter of Award	To be intimated to the Selected

	Agency
Start Date	To be intimated to the Selected Agency
Method of Selection	Quality & Cost Based Selection (QCBS)
Contact Details	Brahmapur Municipal Corporation, Brahmapur, Odisha, 760002
Earnest Money Deposit (EMD)	Rs. 50,000.00 in shape of DD on any Nationalized Bank Payable at Brahmapur
Tender Fee / Bid Cost	Rs. 10,000/- in shape of D.D. on any Nationalized Bank Payable at Brahmapur

Note:

1. The Client reserves the right to change the above schedule by due intimation / information to the intended agencies. Please visit the website www.berhampur.gov.in regularly for the updates.
2. Proposals must be submitted on or before the prescribed date, time and venue mentioned in the Fact Sheet. Proposals received after cut – off date will be summarily rejected.
3. **Scope of work may increase / decrease. The Client reserves the right to cancel the RFP without citing any reasons thereof.**

SECTION 4: BACKGROUND AND NEED FOR WORKING WOMEN'S HOSTEL

With the progressive change in the socio-economic fabric of the country, more and more women are leaving their homes in search of employment in big cities as well as in urban and rural industrial clusters. One of the main difficulties faced by such women is lack of safe and conveniently located accommodation. In order to address the problem, Government of Odisha has constructed hostels for working women in several places. These hostels will promote availability of safe and conveniently located accommodation to working women who need to live away from their families due to professional commitments.

In this scenario, women from rural and tribal areas working in Brahmapur city face difficulty in accessing safe accommodation within the city limits. Also, the rural women with children, desirous of working in Brahmapur, find it difficult to avail economical accommodation with daycare centers. Considering the lack of such facility in the district, a 42 bedded working women's hostel have been constructed at VIP colony, near vending zone, ward No. 33 of Brahmapur city by Department of Women and Child Development & Mission Shakti, Government of Odisha.

SECTIONS 5: SCOPE OF WORK & TERMS OF REFERENCE

A. Management of Working Women's Hostel:

A 42 bedded Working Women's Hostel has been constructed at VIP colony, near vending zone, ward No. 33 of Brahmapur city of Ganjam district which shall be managed by the agency in a non-profit basis.

Objective of WWH:

- Promote availability of safe and conveniently located accommodation for working women, with day care facility for their children, wherever possible, in urban areas where employment opportunity for women exists thereby creating a conducive environment for women to work in formal sector.

B. Selection of Beneficiaries:

The working women / girls (hereinafter referred as working women), who are above the age of 18 years, fulfilling other conditions mentioned in the guideline for admission and are either -

1. Single, widowed, divorced, separated, married but whose husband or immediate family doesn't reside in the same city or area can apply for admission in the Working Women Hostel.

C. Scope of Work & Responsibility of Selected Agency:

1. The overall responsibility of day-to-day management of WWH lies with the Manager of the Hostel and the selected agency shall function as prescribed in the guidelines. And if not, specifically mentioned in the guideline then while taking decision best interest of the inmates shall be kept in mind.
2. For overall operational monitoring, supervision, compliance of the guideline and coordination, the agency shall form one Hostel Management Committee (HMC) for the hostel and ensure that HMC meets on a monthly basis and shares quarterly, half-yearly and annual reports to the BeM.
3. The agency / organization selected shall be responsible for the following –
 1. Appointment of staff and their capacity building initiatives.
 2. Day to day management of the Centre including day to day maintenance, house-keeping, security services, office establishment, expenditure towards water and electricity charges and any other responsibility as bestowed by the BeMC.
 4. The agency shall ensure that a minimum of 15% of the fees collected every month from WWH shall be deposited with BeMC as corpus fund. In case the agency is unable to deposit the same for consecutive period of 3 months, a show cause notice /and legal action with cancellation of contract shall be initiated.
 5. The rent collected from the inmates doesn't include user charges for mess, cafeteria, facilities like washing machine, creche, amusement, sports, internet and computer services, laundry services etc. and such other services as decided by BeMC user charges shall be separately collected by the agency from the inmates of WWH.
 6. The corpus fund deposited with BeMC shall be used for undertaking major structural repairs of the building.
 7. The agency /Organization shall ensure that the building is used for which constructed and

shall not be used for any other purpose without permission of the BeMC.

8. The agency shall prominently display on the building, the name of the Hostel and endorsement "Supported by the Department of Women and Child Development and MS, Government of Odisha & Brahmapur Municipal Corporation, Brahmapur", in Odia only.
9. It shall ensure the maintenance of records of all assets acquired wholly or substantially out of any grant. Such assets shall not be disposed or utilized for the purpose other than those for which the grant was given without prior sanction of the BEMC.
10. Regular maintenance, repairs, upkeep etc. of the working women's hostel shall be done by the agency / organization to ensure that the building or hostel remains in the good condition.
11. The agency, through the hostel staff, encourage group activities for the residents and to provide guidance to them as and when needed.
12. Hostel management MIS developed by Department of WCD &MS, Govt. of Odisha shall be used for all activities of the Hostel.
13. The agency shall ensure CCTV is installed at the main access, entry in the office and around the premises with a provision to keep Video back up of at least 30 days.
14. The agency shall ensure display of various helpline numbers at the reception.
15. The agency shall keep itself updated of the contact details of all inmates with their emergency contact numbers.
16. The agency shall provide First Aid facility and ensure arrangements to reach to a doctor or nearest hospital in case of emergency.

D. Contract Duration:

The initial period of the contracts will be for a period of 1year, which may be extended for a further period on satisfactory performance, as determined by the client.

E. Personnel for Hostel Management to be provided by the Agency:

Sl. No	Human Resource	Numbers
01.	Manager	1
02.	Warden	1
03.	Caretaker	1
04.	Security Guard	3

Eligibility, Roles and Responsibilities of the staffs engaged at WWH as follows:

Staff Designation	Eligibility
Manager	Graduate in any stream with 03 years supervisory experience in running of such hostels. The Manager

	must live at the hostel and provide overall supervision to ensure smooth functioning of the hostel.
Warden	Graduate (with proficiency in computer operations). Preference will be given to those who have experience in handling women related laws / policies / programmes.
Caretaker	Matriculation from a recognized Board with 2-years' experience as Caretaker of Building and Supervision of work of Multi-Tasking Staff or equivalent staff.
Security Guard	8 th pass and above. The services could be outsourced to any person having at least 2 years' experience of working as security personnel in a government or reputed organization at the district/ state level.

SECTION 6: INSTRUCTION TO BIDDERS

1. General Instructions:

- From the time of Bid advertisement to the time of contract award, if any bidder wishes to contact the client or any designated officer of the client on any matter related to the bid, it should be done so in writing at the address mentioned in Bid Factsheet.
- The Bids shall remain valid for a period of 90 days after the bid submission deadline as prescribed by the Commissioner, Brahmapur Municipal Corporation, Brahmapur, Ganjam in this RFP.
- Any bid NOT accompanied by an enforceable and compliant bid security (EMD) may be rejected by the Commissioner, Brahmapur Municipal Corporation, Brahmapur, Ganjam as non-responsive.
- The bid security of unsuccessful Bidders shall be returned as promptly as possible upon award of contract and receipt of performance security from the successful Bidder. No interest will be payable on the amount of Bid Security.
- The Bid security will be forfeited by the Commissioner, Brahmapur Municipal Corporation, Brahmapur, Ganjam on account of one or more of the following reasons:
 - If the Bidder withdraws its bid during the period of bid validity.
 - If the successful bidder fails to sign the contract in accordance with Terms & Conditions of this RFP.
 - In the case of a successful bidder fails to furnish Performance Bank Guarantee within specified time.

2. Clarifications:

- Bidders requiring any clarification on the RFP may notify the Authority in writing by post or e-mail to the address in accordance with relevant Clause. They should send in their queries before the date mentioned in the Schedule of Bidding Process specified in relevant Clause, the Authority shall endeavor to respond to the queries within the period specified therein. The responses will be sent by post or e-mail. The Authority will forward all the queries and

its responses thereto, to all Bidders without identifying the source of queries.

- The Authority shall endeavor to respond to the questions raised or clarifications sought by the Bidders. However, the Authority reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring the Authority to respond to any question or to provide any clarification.
- The Authority may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications and interpretations issued by the Authority shall be deemed to be part of the Bidding Documents. Verbal clarifications and information given by Authority or its employees or representatives shall not in any way or manner be binding on the Authority.
- Any Cancellation/ Addendum/ Corrigendum thus issued relating to RFP will be published in the Website "www.berhampur.gov.in".
- At any time prior to the deadline for submission of Proposals, the Authority 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 Addenda.
- In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, the Authority may, at its own discretion, extend the Proposal Due Date, if necessary.
- At any time prior to the last date of receipt of the bids, the Commissioner, Brahmapur Municipal Corporation, Brahmapur may, for any reason, whether at its own initiative or in response to a clarification raised by a prospective bidder, modify the Bidding Document through a Corrigendum.
- The Commissioner, Brahmapur Municipal Corporation, Brahmapur reserves the right to cancel the RFP or reject all the bid applications without assigning any reasons at any stage of bidding process.

3. Sealing, Marking and Submission of Bids:

- The Bidder shall provide all the information sought under this RFP. The Authority will evaluate only those Proposals that are received in the required formats and are complete in all respect.
- The Proposal shall be typed or written in indelible ink and signed by the authorized signatory of the Bidder who shall also initial each page, in blue ink. All the alternations, omissions, additions or any other amendments made to the Proposal shall be initialized by the person(s) signing the Bid.
- The Bidder shall submit the Proposal in the format specified in relevant Clause, and seal it in envelopes.
- The documents accompanying the Proposal shall be placed in 02 (Two) separate envelopes and marked on the cover as indicated below. The Proposal submission shall include:

Technical Bid Submission

- Letter of Propposal in the prescribed format (As Per Format 11.1)
- Bid Security (EMD) & Bid Cost in the form of DD.

- Particulars of the Bidder (Format 11.2)
- Self- declaration by Bidder for not Being Blacklisted (Format 11.4)
- Experience (Format 11.5)
- CV of the Key Manpower Proposed (Format 11.6)
- Declaration & Letter of Authorization (Format 11.7)

Financial Bid Submission

- Proposal consisting of the Bidders' financial offer for the Project in the format set out in (Format 11.8) of this document.
- The financial proposal shall be inclusive of all out-of-pocket expenses incurred by the Consultant towards Local site office, site visits, travel, documentation and communication etc., taxes, royalties, fees, taxes and charges, GST, as applicable except those as prescribed in this RFP.
- The Authority reserves the right to reject any Financial Proposal which is conditional and non-responsive.

Envelopes shall be addressed to:

The Commissioner

Brahmapur Municipal Corporation

Brahmapur, Ganjam

Odisha, 760002

E-Mail Address- mcbemc08@gmail.com

4. Site visit and verification of information:

The Bidders are encouraged to submit their respective Proposal after visiting the site and any other matter considered relevant by them. It shall be deemed that by submitting a Proposal, the Bidder has:

- Made a complete and careful examination of the Bidding Documents;
- Received all relevant information requested from the Authority;
- Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the Bidding Documents or furnished by or on behalf of the Authority relating to any of the matters above;
- Satisfied itself about all matters, things and information necessary and required for submitting an informed Proposal, execution of the Project in accordance with the Bidding Documents and performance of all of its obligations there under;
- Acknowledged and agreed that inadequacy, lack of completeness or incorrectness of information provided in the Bidding Documents or ignorance of any of the matters shall not be a basis for any claim for compensation, damages, extension of time for performance of its obligations, loss of profits etc. from the Authority, or a ground for termination of the Service Agreement; and

- Agreed to be bound by the undertakings provided by it under and in terms hereof.

The Authority shall not be liable for any omission, mistake or error on the part of the Bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP, the Bidding Documents or the Bidding Process, including any error or mistake therein or in any information or data given by the Bidder.

5. Rights to Accept/Reject any or all Bids:

Commissioner, Brahmapur Municipal Corporation, Brahmapur reserves the right to accept or reject any bid, and to annul the bidding process and reject all Bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds.

6. Language of Bid:

The proposal and all correspondence and documents shall be written in English. In case of accompanying literature or brochures etc., being in a language other than English, a certified translation should accompany the documents as a part of the RFP. All proposals and accompanying documentation will become the property of the Commissioner, Brahmapur Municipal Corporation, Brahmapur.

7. Modification and Withdrawal of Bids:

No proposal may be modified / withdrawn in the interval between the deadline for submission of proposals and the expiration of the validity period specified by the Bidder on the proposal form. In case the Bidder wishes to withdraw the Bid after the date of opening of the bids, the bidder may do so, but the EMD of the Bidder shall be forfeited.

- A Bidder wishing to withdraw its bid shall notify to the Commissioner, Brahmapur Municipal Corporation, Brahmapur by e-mail prior to the deadline prescribed for bid submission. A withdrawal notice may also be sent by electronic means such as e-mail, but it must be followed by a signed confirmation copy, postmarked no later than the deadline for submission of bids.
- No bid should be withdrawn in the interval between the bid submission deadline and the expiration of the bid validity period specified in the Bid Data Sheet. Withdrawal of a bid during this interval may result in the forfeiture of the Bidder's EMD.

8. Notifications of awards and Signing of Contract:

- Prior to the expiration of the period of bid validity, the Bidder will be notified in writing or by email that their bid has been accepted.
- At the time the Commissioner, Brahmapur Municipal Corporation, Brahmapur notifies the successful Bidder that its bid has been accepted, the Commissioner, Brahmapur Municipal Corporation will send the Bidders the Performa for Contract, incorporating all clauses/agreements between the parties. The successful Bidder shall sign and date the Contract and return it to the Commissioner, Brahmapur Municipal Corporation, Brahmapur.

9. Performance Bank Guarantee:

- The successful Bidder at own expenses shall deposit the Bank Guarantee with the Commissioner, Brahmapur Municipal Corporation, Brahmapur, within 15 (fifteen) days after

the receipt of notification of award of the Contract (Letter of Award) from the Commissioner, Brahmapur Municipal Corporation. An unconditional and irrevocable Performance Bank Guarantee (PBG) from a Nationalized/Scheduled Commercial Bank acceptable to the Commissioner, Brahmapur Municipal Corporation, Brahmapur, in the format prescribed in this RFP payable on demand, for the due performance and fulfillment of the Agreement by the Bidder.

- The Performance Bank Guarantee may be submitted as Bank guarantee from a Nationalized/Scheduled Commercial Bank.
- This Performance Bank Guarantee shall be for an amount equivalent to 5% of Total Project Cost. All incidental charges whatsoever such as premium, commission etc., with respect to the Performance Guarantee shall be borne by the Bidder. The Performance Guarantee shall be valid for six months post completion of the Project. Subject to the terms and conditions in the contract.

10. Failure to agree with the Terms and Conditions of the Bid/Contract:

- Failure of the Bidder to agree with the Terms and Conditions of the bid/Contract shall constitute sufficient grounds for the annulment of the award of contract, in which event the contract may be awarded to the next most responsive Bidder.

11. Legal and Stationery Charges:

- The successful bidder will have to bear the legal & stationery charges at rates for preparing contract documents as per prevailing circular. The stamp duty payable for the contract shall be borne by the Implementation Agency.
- The successful Bidder shall enter into a contract agreement the Commissioner, Brahmapur Municipal Corporation within 30 days from the date of issue of Work Order and the same should be adjudicated for payment of Stamp Duty by the successful Bidder.
- All legal charges and incidental expenses in this respect shall be borne and paid by the successful Bidder.

12. Bid Currencies

- Prices shall be quoted in Indian Rupees (INR).

13. Bid Validity Period

The proposals shall be valid for a period of 90 days from the deadline of submission of Bids. On completion of the validity period, unless the Bidder withdraws proposal in writing, it will be deemed to be valid until such time that the Bidder formally (in writing) withdraws proposal.

14. Rectification of Errors:

- Bidders are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted price will be entertained after the proposals are opened. All corrections, if any, should be initialed by the person signing the proposal form before submission, failing which the figures for such items may not be considered.
- Arithmetic errors in proposals will be corrected as per unit rates quoted

15. Bidder Qualification:

- The Bidder may nominate a duly Authorized Representative and shall submit a Certificate of authority. All Certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and

signed by the authorized representative.

- The authorization shall be indicated by written Power of Attorney (as per Agency's format) accompanying the Qualification Bid.

16. Conflict of Interest:

Client requires that Agency shall perform the required services, provide professional, objective, and impartial advice and at all times hold the Client's interest's paramount, strictly avoid conflicts of interest with other assignments or their own interests and act without any consideration for future work.

Without limitation on the generality of the foregoing, Agency and any of their affiliates, considered to have a conflict of interest shall not be engaged, under any of the circumstances set forth below:

17. Conflicting Relationships:

- An Agency (including its Personnel and Sub-Agencies) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (a) the preparation of the terms of reference of the Assignment, (b) the selection process for such Assignment or (c) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Client throughout the selection process and the execution of the Contract.
- Agencies have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Agency(s) or the termination of its Contract.
- No Agency or current employees of the Client shall work as Agency under their own ministries departments or agencies

18. Unfair Advantage

- If an Agency could derive a competitive advantage from having provided other services related to the assignment in question, the Client shall make available to all other Agencies together with this RFP all information that would in that respect give such Agency any competitive advantage over competing Agencies.

19. Fraud and Corruption

- It is required that Agencies participating in the project adhere to the highest ethical standards, both during the selection process and throughout the execution of a contract.

The Client:

a. Defines the terms set forth below as follows:

- i. "Corrupt practice" means the offering, giving, receiving or soliciting, directly or indirectly or anything of value to influence the action of a public official or members of the Evaluation Committee, in the selection process or in contract execution;
- ii. "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
- iii. "Collusive practices" means a scheme or arrangement between two or more Agencies with or without the knowledge of the Client, designed to establish prices, artificial, non-competitive levels;
- iv. "Coercive practices" means harming or threatening to harm, indirectly, persons or their property to influence their participation in a procurement process or affect the

- execution of a contract;
- b. Will reject a proposal for award, if it determines that the Agencies recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question:

Applicant Agencies should be aware of the provisions on fraud and corruption stated in the specific clauses in the Contract.

20. Only one Proposal:

An Agency may only submit one proposal. If any Agency submits or participates in more than one proposal, all such proposal shall be disqualified.

21. Award of Contract:

- a. After completing negotiations, the Client shall issue a Letter of Intent to the selected Agency, and promptly notify all Agencies who have submitted proposals about the decision taken.
- b. The Agency will sign the contract after fulfilling all the formalities/pre-conditions within 7 days of issuances of the letter of interest.

22. Confidentiality:

Information relating to evaluation of Proposals and recommendations award shall not be disclosed to the Agencies who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Agency for accessing confidential information related to the process may result in the rejection of its Proposal.

23. Termination of the Contract:

The competent authority may, by a written notice of termination to the Bidder, suspend the Contract if the Bidder fails to perform any of its obligations under this Contract (including the carrying out of the services) provided that such notice of suspension.

1. Shall specify the nature of the failure and

2. Shall request the Bidder to make good such failure within a specified period from the date of receipt of such notice of suspension by the Bidder.

24. Competent Authority:

the Commissioner, Brahmapur Municipal Corporation shall be the competent authority for this project. The powers of the Competent Authority will be as under:

- May amend RFP documents during the proposal evaluation process. Any amendments will be conveyed to the short-listed organization / Agency;
- Modify scope of work at the time of the award of the contract. Such modifications will be discussed and agreed with the Agency.
- At discretion during evaluation of bids, request an Agency for clarification on its proposal.

This request will be in writing and the Agency should respond in writing. No change in price or substance of the bid shall be sought, offered or permitted at this stage.

- The competent authority reserves the right to accept or reject any / all proposal partially or fully without assigning any reason thereof. The decision of the Competent Authority shall be final and binding on all the Bidders.
- Any dispute in this regard shall be subject to Ganjam jurisdiction only.

SECTION 7- QUALIFICATION AND EVALUATION METHODOLOGY

1. Per Qualification Criteria

S. No.	Basic Requirement	Specific Requirement	Document Required
1	Legal Entity	The Agency should be registered under <ul style="list-style-type: none"> • Societies Registration Act 1860 • Indian Trust Act 1882 • Companies Act 1956 	<ul style="list-style-type: none"> • Certificate of Incorporation • Registration Certificate • PAN No. • TAN
2	Relevant Experience	The Agency must have minimum 2 years' experience in the relevant field (operating, maintaining, implementing boarding/creche/Shelters/Maternity Homes/Hostels etc. in urban industrial clusters/rural areas) in Odisha as on 31/05/2021.	<ul style="list-style-type: none"> • Details of relevant experience • Work order from Supporting Agency
3	Financial Capacity	The agency should have an annual turnover of at least Rs. 20 Lakhs for last three F.Y.s (2023-24, 2024-25, 2025-26) and must have filed the ITR.	<p>Last three F.Y.'s Audited Financial Statement duly signed by a Chartered Accountant</p> <p>ITR for the F.Y. -2018-19, 2019-20& 2020-21 is required.</p>
4	Consortium	No consortium/ Joint Venture / Associations or Subcontracting / Sub - letting shall be allowed for this project	Declaration of submitting as independent Agency from the Authorized Signatory.
5	Blacklist	The Agency should not have been blacklisted by any Central/ State	Affidavit by the Authorized Signatory

		Government or Public Sector Undertakings.	stating not blacklisted.
6	Bid Cost	The Agency must furnish a Bid Cost of Rs 10,000 (Rupees Ten Thousand Only) in the form of Demand Draft in favour of the Commissioner, Brahmapur Municipal Corporation, Brahmapur drawn on any nationalized bank at Brahmapur.	Original Demand Draft
7	Earnest Money Deposit (EMD)	The Agency must submit an EMD of Rs.50,000/- (Rupees Fifty Thousand Only) in the form of Demand Draft in favour of the Commissioner, Brahmapur Municipal Corporation, Brahmapur, drawn on any nationalized bank at Brahmapur.	Original Demand Draft
8	Service Tax (GST)	Must be Registered under GSTN	Attach Regd. Certificate and GST No.

NOTE: The copies of documents submitted towards Pre-qualification criteria are to be substantiated through production of originals, if and when required.

2. Technical Evaluation Criteria:

Proposals of only those Applicants who satisfy the Pre-Qualification Criteria will be considered for detailed technical evaluation. In the first stage, the technical capability of the applicant will be evaluated and short listed for consideration of their presentation.

The scoring criteria to be used for evaluation shall be as follows:

t. aforesaid applicants, subject to detailed evaluation as per the scoring criteria given in the table below will be shortlisted and considered for evaluation of their financial proposal. The Applicants, scoring 70 marks and above only will be qualified for further evaluation

Sl.	Evaluation Criteria	Supporting Form	Max. Marks
1.	Experience	Format 11.5	35
1.1	No. of boarding facilities/creche/Shelters/Maternity Homes/Hostels managed at different Location over last 10 Years:		20

Sl.	Evaluation Criteria	Supporting Form	Max. Marks
	(Each of Institution = 2Mark, Maximum 20 Marks)		
1.2	Experience of managing boarding facilities/creche/Shelters/Maternity Homes/Hostels (Each Year of Experience = 2 Marks, Maximum 10 Marks)		10
1.3	Experience of working with the Government related to management of boarding facilities/creche/Shelters/Maternity Homes/Hostels for a minimum period of 2 years		5
2	Key Personnel (CV to be provided as per format)	Format 11.6	20
2.1	<p>Manager (1 No.)</p> <p>Minimum 5 years of professional experience, computer knowledge and graduate in any stream from a reputed academic institution: 3 Marks</p> <p>2 year or more of professional experience in managing/handling boarding facilities/creche/Shelters/Maternity Homes/Hostels: 2 Marks</p> <p>Exposure to relevant work with government agencies (Dept of WCD&MS /ST&SC Dept / SME Dept /H&FW Dept etc.): 1 Mark</p>		6
2.3	<p>Warden (1 No.)</p> <p>Graduation in any stream from a reputed academic institution with computer knowledge: 1 Mark</p> <p>Experience of 5 years and above: 1 Mark</p> <p>3 year or more of professional experience in managing/handling boarding facilities/creche/Shelters/Maternity Homes/Hostels: 1Mark</p>		3
2.4	Caretaker (1 No.)		Max. 3

Sl.	Evaluation Criteria	Supporting Form	Max. Marks
	Matriculation: 1 Mark Experience of 5 years and above: 1 Mark 5year or more of experience in managing/handling facilities/creche/Shelters/Maternity Homes/Hostels: 1 Mark		marks * 2 nos. = 6
2.5	Security Guard (1 No.) 8 th pass and above		5
3	Average annual turnover of above Rs. 20 Lakhs in last 3 financial years i.e., 2023-24,2024-25,2025-26 10 lakh = 5 Marks Above 2 lakh= 10 Marks	Format 11.3	15
4	Technical presentation before Evaluation Committee	Format 11.10	30
Total			100

- To qualify the technical evaluation stage, the bidder must score a minimum of 60 marks. Brahmapur will open the Financial Bids of those Bidders who will achieve minimum score of 70 marks in technical evaluation
 - Documentary evidence (Citation, copy of completion / ongoing client certificate and work order / Contract) is required for all project experience.
 - In case project is on-going projects, a certificate to that effect should be furnished from the competent authority supported with Work Orders/ LoA.
 - The Commissioner, Brahmapur Municipal Corporation, Brahmapur (or a nominated party) reserves the right to check/validate the authenticity of the information provided by the Bidder for Technical Evaluation criteria and the requisite support must be provided by the Bidder.
- 3. Financial Evaluation**

In the second stage, the financial evaluation will be carried out as per this Clause. Each Financial Proposal will be assigned a financial score (SF).

For financial evaluation, the total cost indicated in the Financial Proposal (Format 11.8) and Illustration given in below

The Commissioner, Brahmapur Municipal Corporation, Brahmapur will determine whether the Financial Proposals are complete and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any,

in costing any item shall not entitle the firm to be compensated and the liability to fulfill its obligations as per the TOR within the total quoted price shall be that of the Agency. The lowest Financial Proposal (**FM**) will be given a financial score (**SF**) of 100 points. The financial scores of other proposals will be computed as follows:

$$SF = 100 \times FM / F$$

(F = Amount of Financial Proposal)

Provided that the bid is substantially responsive, the Authority shall correct arithmetical errors on the following basis:

If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Employer there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;

- If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

4. Final Evaluation of Bid

t. Commissioner, Brahmapur Municipal Corporation, Brahmapur will award the Contract to the Bidder based on Quality Cum Cost Basis (QCBS). All the bids will be scrutinized/evaluated as per the criteria given in the RFP documents and a list of successful bidders will be evaluated on the QCBS pattern of 60:40 (Technical Bid - 60% weightage, Financial Bid - 40% weightage)

p. will finally be ranked according to their combined technical (ST) and financial (SF) scores as follows:

$$S = ST \times TW + SF \times FW$$

Where S is the combined score, and T and F are weights assigned to Technical Proposal and Financial Proposal that shall be 0.60 and 0.40 respectively.

Section – 8 Financial Bid Format Instructions

8.1 General Instructions

- a. Financial Bid needs to be submitted offline (separate envelope) as per the instructions given in the RFP in the format prescribed in this section.
- b. Bidder should provide all prices as per the prescribed format under this Section.
- c. All the prices are to be entered in Indian Rupees (INR) only
- d. Prices indicated in the schedules shall be inclusive of all taxes, Levies, duties, Transportation including GST prices. The prices should also specify Five-year support cost

as per provided formats.

- e. It is mandatory to provide breakup of all Taxes, Duties and Levies wherever asked for.
- f. The Commissioner, Brahmapur Municipal Corporation, Brahmapur reserves the right to ask the Agency to submit proof of payment against any of the taxes, duties, levies indicated.
- g. The Agency needs to account for all Out of Pocket expenses due to Boarding, Lodging and other related items.
- h. The Unit Rate as mentioned in the following formats may be used for the purpose of 'Change Order' for respective items, if any. However, based on the market trends, the Commissioner, Brahmapur Municipal Corporation, Brahmapur retains the right to negotiate this rate for future requirement
- i. For the purpose of evaluation of Financial Bids, the Commissioner, Brahmapur Municipal Corporation, Brahmapur shall make appropriate assumptions to arrive at a common Bid price for all the bidders. This however shall have no co-relation with the Contract value or actual payment to be made to the Bidder.

2. Format for Financial Bid

- i. are requested to visit the site and do the preliminary survey at their own cost before quoting the bid. The Bidder must submit the Financial Bid as per Format 11.8 in separate envelope.

3. Performance Bank Guarantee (PBG)

- i. The Agency shall, within 15 days after the receipt of Letter of Award from the Commissioner, Brahmapur Municipal Corporation, Brahmapur, furnish an unconditional, irrevocable and continuing Performance Guarantee to the Commissioner, Brahmapur Municipal Corporation, Brahmapur for an amount equal to 3 % of the Contract Price from a Scheduled Bank in the format provided in the RFP. The Performance Bank Guarantee shall be valid for entire Term and six months thereafter. If the Performance Bank Guarantee is liquidated /en-cashed, in whole or in part, during the currency of the Performance Bank Guarantee, the Agency shall top up the Performance Bank Guarantee with the same amount as has been en-cashed within 15 days of such encashment without demur.
- ii. In the event of the Agency being unable to service the Agreement for whatever reason, the Commissioner, Brahmapur Municipal Corporation, Brahmapur would invoke the PBG. Notwithstanding and without prejudice to any rights whatsoever of the Commissioner, Brahmapur Municipal Corporation, Brahmapur under the Agreement in the matter, the proceeds of the PBG shall be payable to the Commissioner, Brahmapur Municipal Corporation, Brahmapur as compensation for any loss resulting from the Agency failure to perform/comply its obligations under the Contract. the Commissioner, Brahmapur Municipal Corporation, Brahmapur shall notify the Agency in writing of the exercise of its right to receive such compensation within 30 days, indicating the contractual obligation(s) for which the Agency is in default.
- iii. In case the Project is delayed beyond the Timelines as mentioned in RFP, the PBG shall be accordingly extended by the Agency till completion of scope of work as mentioned in RFP.

Section – 9: Statutory Requirements

- i. During the Term of this contract, the Agency shall refrain from indulging in activities which are in contravention of any law, act and/ or rules/ regulations, there under or any

amendment thereof governing inter-alia customs, excise, taxes and levies, stowaways, foreign exchange etc. and shall keep the Commissioner, Brahmapur Municipal Corporation, Brahmapur indemnified in this regard.

Section – 10: Agency Responsibilities

- i. Agency shall provide and deploy, on the site for carrying out the work, only those manpower resources who are skilled and experienced in their respective trades, deemed necessary for the prescribed Scope of Work in the RFP and who are competent to execute or manage/ supervise the work in a proper and timely manner.
- ii. The Agency would keep the Commissioner, Brahmapur Municipal Corporation, Brahmapur updated with the details of the staff members deployed on the Project. The Agency will ensure that the roster schedule of all deployed manpower for each day at the required locations is made available to the Commissioner, Brahmapur Municipal Corporation, Brahmapur for view by authorized the Commissioner, Brahmapur Municipal Corporation, Brahmapur Staff. No change to the deployed manpower shall be done by the Agency without written approval from the Commissioner, Brahmapur Municipal Corporation, Brahmapur except where such removal and/or replacement becomes necessary due to exceptional circumstances like disability, resignation, termination, death, etc. of the resource.
- iii. The Commissioner, Brahmapur Municipal Corporation, Brahmapur may at any time request the Agency to remove from the work / site the Agency representative or any person(s) deployed by the Agency for professional incompetence or negligence or for being deployed for work for which he/she is not suited. The Agency shall accede to the Commissioner, Brahmapur Municipal Corporation, Brahmapur request and shall not again deploy any person so objected to on the work or on the sort of work in question (as the case may be) without the written consent of the Commissioner, Brahmapur Municipal Corporation, Brahmapur.
- iv. The Agency shall maintain backup staff and shall promptly provide replacement of every person removed, pursuant to this section, with a substitute who is equally competent or higher in competence from the pool of backup personnel.

In case of change of any staff, the Agency shall ensure a reasonable amount of time-overlap in activities to ensure proper knowledge transfer and handover/ takeover of documents and other relevant materials between the outgoing and the new member. The Agency shall also ensure that such a change does not adversely impact the quality and timelines of the Project

Section- 11: Technical Bid Format Instructions

1. Instructions on Preparation of the Technical Proposal

- I. Bidders have to submit a very structured and organized technical bid, which will be analysed by the Technical Evaluation Committee for different compliances with regards to the requirements of the project. The document submitted must be searchable and well indexed without any handwritten material. Since the cut-off marks for Technical bid Score is 70, the quality and completeness of the information submitted by the Bidder will matter a lot. All the documents must be submitted in one file only.
- II. Bidder is expected to divide its Bid in following sections / documents:

a. Bidder's Competence to execute the project

- This document should bring about the capability of the firm to execute this project. Some of the required documents are as follows:

- Experience in Similar projects

b. Technical Proposal: The technical proposal should specify the following:

- Understanding of the Project
- Clear articulation and description of the design and technical/functional solution.
- Details of the complete solution proposed
- Integration approach with existing Infrastructure
- Reasoning for selection of the proposed technology over other options.
- Strength of the Bidder to provide services including examples or case-studies of similar solutions deployed for other clients
- Clearly articulate the Strategy and Approach and Methodology for Design, Implementation plan and Maintenance of Infrastructure components and Applications, if any, implemented in the project.
- Approach and Methodology for Management of Agreement Requirements specified in the bid. Bidder is required to clearly articulate how the Agreement requirements would be adhered after signing of the agreement.
- Detailed Project Plan with timelines, resource allocation, milestones etc. for supply, installation and commissioning of the various project components.

c. Other Details

- CVs of the Key Manpower proposed (Qualification of each resource is provided in this RFP Section.

Bidding Format Check-list

Sr. No.	Documents required	Submitted (Y / N)	(Page No.)
1	11.1 Format for Technical Proposal Cover Letter		
2	11.2 Format for Particulars of the Bidder		

3	11.3 Bidders Average Turnover for last 3 Financial Years		
4	11.4 Self Declaration of Non-Blacklisted		
5	11.5 Experience in management of Hostels /Creches /Maternity Homes /Shelters /Boardings etc.		
6	11.6CVs of proposed key personnel		
7	11.7 Declaration & authorization letter		
8	11.8 Financial Bid		
9	11.9 Format for Pre-Bid Queries.		
10	11.10 Description of Approach, Methodology and Work Plan for Performing the Assignment		

1. : Format for Technical Proposal Cover Letter

Date: DD/MM/YYYY

To

The Commissioner
Brahmapur Municipal Corporation,
Brahmapur,

Ganjam, Odisha, Pin 760002

Sub: Submission of Technical Compliance Proposal

Ref: Selection of an agency for Management of Working Women's Hostel at VIP Colony, near vending zone, ward No.33, Brahmapur city of Ganjam District supported by Dept. of WCD&MS, Govt of Odisha & Brahmapur Municipal Corporation. (RFP No: _____ Dated: __/__/__)

Sir/ Madam

Having examined the RFP, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to product and services as required and outlined in the RFP. We attach hereto our responses to Technical Compliance Criteria.

We confirm that the information contained in these responses or any part thereof, including the

Exhibits, and other documents and instruments delivered or to be delivered to the Commissioner, Brahmapur Municipal Corporation, Brahmapur is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the selection process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

We agree for unconditional acceptance of all the terms and conditions set out in the RFP document and also agree to abide by this RFP response for a period of 90 days from the date fixed for bid opening.

We hereby declare that in case we are chosen as successful bidder, we shall submit the PBG in the form prescribed in the RFP. We do hereby undertake, that until a contract is prepared and executed, this bid together with your written acceptance thereof, the RFP and placement of letter of intent awarding the contract, shall constitute a binding contract between us.

We agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the RFP response with or without assigning any reason whatsoever.

It is hereby confirmed that I am entitled to act on behalf of our company/ corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Date:
Representative

Signature of Authorized

Name of Agency:

Full Address:

Telephone No.

1.2 Format for Particulars of the Bidder

Details of the Bidder (Company)		
A	Name of the Bidder	
B	Address of the Bidder	
C	Year of Incorporation	
D	Registration Number & Registration Authority	

E	Legal Status (Public/Private)	
F	Name & Designation of the Authorized person to whom all references shall be made regarding this RFP	
G	Telephone No. (with STD Code)	
H	E-Mail of the Contact person:	
I	Website	
K	Financial Detail (Organization's turnover of last three financial years)	FY 23-24:
		FY 24-25:
		FY 25-26:
L	GSTIN Number	
M	PAN	
N	EMD Details	

Date:
Representative

Signature of Authorized

Name of Agency:

Full Address:

Telephone No.:

11.3 Bidders Average Turnover for last 3 financial years

Date: DD/MM/YYYY

The Average Annual Turnover statement of..... <name of the organization> ,

at<address of the organization > , for the last three financial year are given below and certified that the statement is true and correct.

Sl. No.	Financial Year	Turnover in lakhs (₹)
1	2023-24	
2	2024-25	
3	2025-26	
	Average annual turnover statement	

Date:
Accountants

Signature of Chartered

Place:

Seal:

Membership No:

11.4 Format for Self-declaration by Bidder for not being blacklisted

[ON BIDDERS LETTERHEAD]

To

The Commissioner,

Brahmapur Municipal Corporation

Brahmapur

Ganjam, Odisha, Pin 760002

Sub: Declaration of no valid ineligibility for corrupt or fraudulent practices or blacklisted by Government (Central or State)/Semi-Govt. or PSU as on 02.05.2026.

Ref: Selection of an agency for Management of Working Women's Hostel at VIP Colony, near vending zone, ward No.33, Brahmapur city of Ganjam District by Dept. of WCD&MS, Govt of Odisha & Brahmapur Municipal Corporation, Brahmapur.

Sir/ Madam,

In response to the above-mentioned RFP I, _____, as _____ <Designation> _____ of M/s _____, hereby declare that our Company / Firm _____ has not been declared blacklisted or ineligible to participate for bidding by any State/Central Govt., Semi-Govt.or PSU in last ___ years from the date of submission of

id.

Date:
Representative

Signature of Authorized

Name of Agency:

Full Address:

Telephone No.:

**5. Experience in Management of Hostel / Shelters
/Creche/Maternity Homes /Boarding's etc.**

Sl. No.	Name of Project	Year of Project	Page Number
1			
2			
3			
4			

Detailed Project Experience

Project Information	
Name of the project	
Client Name	
Name and contact details of the client	
Description of the project	
Scope of services	
Start date	

Completion date	
Duration of the project	
Other Relevant Information (if any)	

Please check (√) on the supporting documents enclosed:

- Work Order received from Client
- Agreement signed between Bidder and Client
- Client Certificate/ others (if any)

6. CVs of the Key Manpower Proposed

1	Name of the Staff				
2	Current Designation in the Organization				
3	Proposed Role in the Project				
4	Proposed Responsibilities in the Project				
5	Date of Birth				
6	Education				
7	Summary of Key Training and Certifications				
8	Summary of Key Training and Certifications	Language	Reading	Writing	Speaking

9	Employment Record (For the total relevant experience)	From/ To				
		Employer				
		Position Held				
		From/ To				
		Employer				
		Position Held				
10	Total No. of Years of Work Experience					
11	Total No. of Years of Experience for the Role proposed					
12	Highlights of relevant assignments handled and significant accomplishments (Use following format for each project)					
	Name of Project					
	Year:					
	Location					
	Client					
	Main Project Feature					
	Position Held					
	Activities Performed					

7. Declaration & Authorization Letter

(ON BIDDER'S LETTER HEAD)

(RFP No: _____ / Dated: _____)

1. I, _____ (Name of the authorized person) hereby declare that all the information provided in this bid form / proposal are true to the best of my knowledge and that we shall be bound by the acts of duly constituted attorney.
2. I also hereby declare that all matters related to the Commissioner, Brahmapur Municipal Corporation, Brahmapur, shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent authority.
3. Mr/Ms./Smt. _____, whose signatures are appearing below, is /are the authorized representative of the firm.
4. I/We also undertake the responsibility to communicate changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.
5. I/we have read and understood all the Terms and Conditions of the Commissioner, Brahmapur Municipal Corporation, Brahmapur as mentioned in this document and consciously agree to abide by them.

Signature of Authorized Person: _____

Place: _____

Signature of Authorized Representative: _____

Date (with Firm's Seal): _____

11.8 Financial Proposal

Financial Bid

For

“Selection of an agency for Management of Working Women's Hostel at VIP Colony, near vending zone, ward No.33, Brahmapur city of Ganjam District supported by Dept. of WCD&MS, Govt of Odisha & Brahmapur Municipal Corporation, Brahmapur.”

No	Particulars	Unit	Per Month Cost (Including All Taxes, PF and ESI)	For 1 Year (12 Months) Cost (Including All Taxes, PF and ESI)
1	Fixed Cost / Office Assets (Detailed Break-up to be attached separately)			
2	Recurring Cost			
I	I Manpower			
A	Manager	1 No.		
B	Warden	1 No.		
C	Caretaker	1 No.		
D	Security Guard	1 No.		
II	Rent includes Electricity & Water charges including taxes.			
III	Cleaning, Sanitation, Housekeeping Cost (including cleaning tools, pest control and consumables).			
IV	Cost for Greenery in the campus			
3	Management Fee (includes capacity building cost and office consumables)			
	Total Cost			

Note:

- **Cost quoted is inclusive of all taxes.**
- **A detailed break-up of each quoted cost is to be submitted separately.**

Place-
Signatory

Signature of Authorized

Date -

Seal with Designation

11.9 Format for submission of Pre-Bid Queries

[ON BIDDERS LETTERHEAD]

To

The Commissioner

Brahmapur Municipal Corporation,

Brahmapur

Ganjam, Odisha, Pin 760002

Date: DD/MM/YYYY

Sub: Submission of Clarification by <<firm name>>

Ref: Selection of an agency for Management of Working Women's Hostel at VIP Colony, near vending zone, ward No.33, Brahmapur city of Ganjam District supported by Dept. of WCD&MS, Govt of Odisha & Brahmapur Municipal Corporation, Brahmapur.

(RFP No: _____ Dated: __/__/____)

Dear Sir,

We have gone through the bid document and have the following queries. Request you to kindly address the same. We seek your clarification on the queries mentioned below.

Sr.No.	Clause No in RFP	Page Number	Existing Clause	Query/Remarks

Date:
Representative

Signature of Authorized

Name of Agency:

Full Address:

Telephone No.:

11.10 – Description of Approach, Methodology and Work Plan for Performing the Assignment

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

- a) **Technical Approach and Methodology,**
- b) **Work Plan, and**
- c) **Organization and Staffing**

- a) **Technical Approach and Methodology:** In this chapter, you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
- b) **Work Plan:** In this chapter, you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, **showing understanding of the TOR** and ability to translate and implement **each of the objectives, scope of work** into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule.
- c) **Organization and Staffing:** In this chapter, you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed staff. The details of these resources shall be given.

Note 1: Information provided in the form should correspond to the Technical Presentation.

Note 2: All the claims should be substantiated through production of originals, whenever demanded.

