



# ZILLA PARISHAD MALKANGIRI

Dist: Malkangiri : 764048  
Phone No : **06861 230409**  
Fax No: **06861-230279**  
E-Mail: [ori-dmalkangiri@nic.in](mailto:ori-dmalkangiri@nic.in)

No. 1919

Date: 08.04.2026

## NOTICE INVITING REQUEST FOR PROPOSAL (REP)

The Chief Development Officer-cum-EO, Zilla Parishad, Malkangiri on behalf of District Administration, Malkangiri invites REQUEST FOR PROPOSAL (RFP) in Sealed Applications in two-cover system i.e. Technical and Financial proposal in conformation with detailed RFP Notice from qualified experienced and financially sound consulting firm for "**Selection of consulting firm for Establishment of Project Management Unit (PMU) for District Administration, Malkangiri**" having license, registration certificate, GST, PAN income tax clearance certificate in conformation with the term and condition from intending applicants fulfilling the eligibility criteria and other qualifying requirement. Please refer to Website <https://malkangiri.odisha.gov.in/> for complete details and downloading the document.

1.

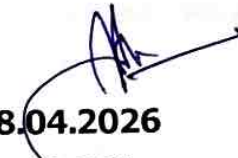
Sl. No	Scope of work	Cost of Document in Rs. (Non Refundable)	Earnest Money Deposit (EMD) in Rs.
1	2	3	4
1	Selection of consulting firm for Establishment of Project Management Unit (PMU) in District Administration, Malkangiri	Rs.11,800/-	Rs.1% of estimate / projected value

Last date for receipt of Technical and Financial proposals (Through Speed / Registered Post or Courier)  
By 5.00PM of .4.2026

Name and Address of Office	The Chief Development Officer-cum-EO, Zilla Parishad, Malkangiri, Odisha, Pin-764048
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- Contract and other necessary documents can be seen in the website <https://malkangiri.odisha.gov.in/>.
- Cost of RFP Document: Cost of RFP Document specified in column 3 of table of N.1.T. Nonrefundable Proposal Document fee in shape of Demand Draft from any scheduled commercial bank in favour of The Chief Development Officer-cum-EO, Zilla Parishad, Malkangiri payable at Malkangiri for Rs.11,800/- (Rupees Eleven Thousand Eight Hundred only) towards cost of RFP document is to be furnished by the bidder along with the Technical Proposal. Proposals Without the requisite Document Fee shall be treated as non-responsive and rejected out rightly.

3. 1% of project/ estimated cost as Earnest Money Deposit(EMD)to be submitted in shape of Bank Draft in favour of The Chief Development Officer-cum-EO, Zilla Parishad, Malkangiri payable at Malkangiri: As per office memorandum 8943/F / FIN-COD-MISC-0007-2019 dt 18.03.2021, 18281/WD dt.31.12.21 & 8475/F dt.05.04.22 no provision regarding Bid Security should be submitted at the time of agreement. The Bid documents will be available in the District website from **11.00 AM of Dt.9.4.2026 to 5.00 PM of Dt.27.4.2026.**
4. RFP shall be received **on or before 5.00 PM of Dt. 28.4.2026.**
5. The RFP document shall contain copy of (a) Registration certificate, (b) PAN, (c) GST registration certificate, license and other document required and special condition if any. Even if qualifying criteria are met, the applicant will be disqualified for the following reason if inquired and convinced by the department as to making a false statement or declaration in APPENDIX-A to G.
6. Applicant should read the terms and conditions carefully before submission of proposal.
7. All original documents along with Affidavit of selected Applicant will be verified before issue of work order.
8. Applicants shall be deemed to have the nationality of India.
9. The Authority reserves the right to cancel any or all the bids without assigning any reason thereof.

  
**08.04.2026**

**Chief Development Officer-cum-EO,  
Zilla Parishad, Malkangiri**



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## NOTICE INVITING REQUEST FOR PROPOSAL (REP)

Sealed Applications are invited for "Selection of consulting firm for Establishment of Project Management Unit (PMU) in "District Administration, Malkangiri" in conformity with the Terms & Conditions of the detailed RFP notice in a two-cover system ie. Technical and Financial proposal from intending applicants fulfilling the terms of eligibility <https://malkangiri.odisha.gov.in//> for complete details and downloading the document. The document shall be available on the website from dt.9.4.2026 to 27.4.2026. The Last date & time of submission of proposal is 28.4.2026 till 5:00 PM. For any queries please contact **Email ID: ori-dmalkangiri@nic.in**

08.04.2026

**Chief Development Officer-cum-EO,  
Zilla Parishad, Malkangiri.**

**Memo.No 1920**

**Date.08/04/2026**

Copy submitted herewith to the Deputy Director (Advt.) and Deputy Secretary to Govt., Information & Public Relation Dept., Odisha, Bhubaneswar for information and with a request for publications of this Invitation for Bids, in One National English Newspaper, in addition to one Odia Newspaper on or before 9.4.2026. Copy of the newspapers, wherein the advertisement is published, may please be sent to this office for record & subsequent action.

Copy forwarded to the DeGM, Collectorate, Malkangiri with a request to upload the RFP in District website, Malkangiri for wide publicity.

Copy of RFP forwarded to Collectorate, Malkangiri/Sub-Collector, Malkangiri with a request with request to display the Tender Call Notice in the Office Notice Board for wide circulation.

**Chief Development Officer-cum-EO,  
Zilla Parishad, Malkangiri.**

**ZILLA PARISHAD, MALKANGIRI**

**REQUEST**

**FOR**

**PROPOSAL FOR SELECTION OF CONSULTING FIRM FOR  
ESTABLISHMENT OF PROJECT MANAGEMENT UNIT (PMU)**

**IN**

**District Administration, Malkangiri**

**Zilla Parishad, Malkangiri  
District- Malkangiri,  
Odisha-764048**

## A. BIDDINGSCHEDULE

Availability of Request for Proposal Document	Downloadable from the Website: <b><a href="https://malkangiri.odisha.gov.in//">https://malkangiri.odisha.gov.in//</a></b>
Date, Time and Venue for Pre-Bid Meeting	Bid Meeting <b>Dt. 16.4.2026 at 04.00 P.M.</b> in the Conference hall of ZP, Malkangiri
Last Date of Submission of Pre-bid. 1. Query through E-mail ID only ( <b><a href="mailto:ori-dmalkangiri@nic.in">ori-dmalkangiri@nic.in</a></b> )	<b>Dt. 15.4.2026 till 5.00 P.M.</b>
Last Date of Uploading of response to Pre-bid Query	<b>Dt.17.4.2026 till 5.00 P.M.</b>
Last date for receipt of Technical and Financial proposals (Through speed / Registered post or Courier)	<b>Dt.28.4.2026 till 5.00 P.M.</b>
Date and Time of opening of Technical proposals	<b>Dt.29.4.2026 at 11.00 A.M.</b>
Date and Time for Technical presentation of Pre-qualified bidders (15 Minutes for each Bidder)	<b>Dt.29.4.2026 at 3.30 P.M.</b>
Date and Time of opening Financial proposals	<b>Dt.29.4.2026 at 4.30 P.M.</b>

- 1) If any date specified herein is a holiday, then the next working day will be considered for the activity and the time will remain the same.
- 2) The Schedule indicated above is tentative and the authority may change any or the entire schedule under intimation to all bidders through the website **<https://malkangiri.odisha.gov.in//>** only.
- 3) Any Corrigendum / Addendum with regard to this RFP will only be published through the website **<https://malkangiri.odisha.gov.in//>**

  
Authorized Signatory  
**Chief Development Officer-cum-EO,  
Zilla Parishad, Malkangiri**

## INSTRUCTION TO BIDDERS

1. Applicants shall be deemed to have the nationality of India.

2. **Location of the Work:**

District Administration, Malkangiri, Odisha.

3. **Eligibility Criteria**

The bidder (company incorporated under the Companies Act or a limited liability partnership or Registered under any Act of Govt. of India or State Govt. registered in India), which meets the Eligibility Criteria as specified below as on the last date of submission of the RFP shall be eligible to submit a Proposal:

- a. Average Annual turnover of minimum INR 5 crore in last three preceding financial years (2023-24, 2024-25 and 2025-26 (provisional)).
- b. The agency must have successfully undertaken at least either of the following similar assignments/projects of value specified herein during the last five financial years as on last date of submission for similar programmes in similar conditions. One project of similar nature not less than the amount Rs. 0.5 crores contract fee with minimum operation of 1 year.

**Similar Project / Assignment Means:**

Projects like State PMU, District PMU/ Corporation Level (ULB) etc. of similar nature in Central Govt./ State Govt./ PSU and added advantage for District scenario. Also, past record of working experience in the State of Odisha will be an added advantage.

4. **Format and signing of proposal**

The proposal shall be submitted in two parts:

**Part A: Technical Proposal** - While preparing the Technical Proposal, the bidders are expected to examine the documents comprising this tender in detail. Material deficiencies in providing the information requested may result in rejection of a Proposal.

The Technical Proposal shall provide the following information using the attached Standard Forms (Section-D).

- I. Cover Letter for Technical Proposal (FORM-A)
- II. Bidders Profile (FORM-B)
- III. Project Experience (FORM- C)
- IV. Information regarding current litigation, debarring/ expelling of the Quotation or abandonment of the work by the applicant (FORM-D)
- V. No Relationship Certificate in (APPENDIX-E)
- VI. Bid Security Declaration (APPENDIX-F)
- VII. Format for CV (APPENDIX-G).

The Technical Proposal shall not include any Financial Information.

**Part B: Financial Proposal:** In preparing the Financial Proposal, the bidders are expected to take into account the Requirements and Conditions of the tender document. The Financial Proposal shall follow Standard Forms (PART-II).

- a. The financial proposal shall be the Quoted in percentage of service charge and shall be submitted in the given format i.e., Part-II. All Taxes and surcharges as applicable except GST shall be paid by the selected Agency. Zilla Parishad, Malkangiri will only reimburse the GST as applicable. TDS will be deducted from the bill as per law from the agency.
- b. Final quote should be inclusive of all out of pocket/reimbursable expenses.

- c. The Quoted Fee per month shall be paid by Zilla Parishad, Malkangiri subject to the fulfillment of conditions in this RFP/ Agreement by the selected bidder.
- d. The Financial proposal shall separately mention the GST amount.

Note:

- i. The proposals shall be typed or written in indelible ink and shall be signed by the authorized signatory of the bidder.
- ii. Any interlineations, erasures or overwriting shall not be allowed for submission of the Proposal.
- iii. The bidders shall express the price of their Services in Indian Rupees.

## 5. Submission of Proposals Packing, Sealing and Marking of Proposals

- a. The Technical Proposal (Part A) and Financial Proposal (Part B) must be inserted in separate sealed envelopes, along with bidder's name and address in the left-hand corner of the envelope and super scribed in the following manner.

### PART A

**TECHNICAL PROPOSAL for Selection of a Consulting Firm for Establishment of Project MANAGEMENT Unit (PMU) in District Administration, Malkangiri**

### PART B

**FINANCIAL PROPOSAL for Selection of a Consulting Firm for Establishment of Project MANAGEMENT Unit (PMU) in District Administration, Malkangiri**

- b. Both the Envelopes i.e, Envelope for **Part A** and Envelope for **Part B** must be packed in a bigger sealed outer cover and clearly super scribed with the following:

### PROPOSAL

For

Selection of a Consulting Firm for Establishment of Project MANAGEMENT Unit (PMU) in **District Administration, Malkangiri**. The Bidder's Name & Address shall be mentioned in the left-hand bottom corner of the outer envelope.

- c. The envelopes shall be addressed to the following Address:

To,

**The Chief Development-cum-Executive Officer,  
Zilla Parishad, Malkangiri  
District- Malkangiri,  
Odisha Pin-764048**

- d. If the outer envelope is not sealed and marked as mentioned above, then **District Administration, Malkangiri** will assume no responsibility for the Proposals being misplaced or opened pre-maturely.
- e. Telex, Cable or facsimile Proposals will be rejected.

**6. RFP Document Fee**

Non-refundable Proposal Document fee in shape of Demand Draft from any scheduled commercial bank in favour of The Chief Development Officer-cum-Executive Officer, Zilla Parishad, Malkangiri payable at Malkangiri for Rs.11,800/- (Rupees Eleven thousand Eight hundred ).only towards cost of RFP document is to be furnished by the bidder along with the Technical Proposal. Proposals Without the requisite Document Fee shall be treated as non-responsive and rejected out rightly.

**7. Earnest Money Deposit (EMD)**

1% of estimated value as EMD to be submitted along with application. Bid Security should be submitted at the time of agreement.

**8. Validity of Proposal**

Proposals shall remain valid for 180 days from the last date of submission of proposals. A proposal valid for a shorter period shall be rejected as nonresponsive.

**9. Documents accompanying the Proposal:**

**1. PART A (Technical Proposal)**

The bidder must submit the following particulars / documents along with the Technical Proposal failing which the Proposal may be treated as nonresponsive.

- a. Non-refundable Proposal Document Fee of INR 11,200/- (Indian Rupees Eleven thousand Two hundred only) in shape of DD from any scheduled commercial bank drawn in favour of Chief Development Officer-cum-Executive Officer, ZP, Malkangiri payable at Malkangiri.
- b. Cover Letter for Technical Proposal (FORM-A)
- c. Bidders Profile (FORM-B)
- d. Project Experience (FORM- C)
- e. Information regarding current litigation, debarring/ expelling of the Quotation or abandonment of the work by the applicant (FORM-D)
- f. No Relationship Certificate in (APPENDIX-E)
- g. Bid Security Declaration (APPENDIX-F)
- h. Format for CV (APPENDIX-G).

**2. PART- B (Financial Proposal)**

The Bidder must submit the Financial Proposal as per the format in Part-II with proper signature and seal of the Bidder.

**10. Deadline for Submission of Proposals**

Proposals filled in all respect must reach to Zilla Parishad, Malkangiri at the address, time and date specified in Section-A Bidding Schedule of the RFP document through Speed Post, Registered Post or Courier only.

## **11. Late Proposals**

Proposals received after the deadline for submission of Proposals prescribed by District Administration, Malkangiri will be rejected. Authority will not be held responsible for any postal/ courier delay.

## **12. Amendment/modification in RFP**

4) At any time and any reason prior to deadline for submission of proposal, Zilla Parishad, Malkangiri may modify the RFP document by issuance of amendment/addendum. Such amendments shall be posted on the website <https://malkangiri.odisha.gov.in/>.

## **13. Modifications and Withdrawal of Proposals**

No modifications to the Proposal shall be allowed once it is received by Zilla Parishad, Malkangiri.

## **14. Pre-Bid Meeting**

A pre-bid meeting as per the Bidding Schedule will be conducted at the Zilla Parishad Conference Hall as per the schedule mentioned in this RFP. The same queries may be mailed to the email ID [ori-dmalkangiri@nic.in](mailto:ori-dmalkangiri@nic.in) by the agency on or Before Dt.15.4.2026.

## **15. Proposal Opening**

**The technical proposal shall be opened on the due date & time and will be evaluated first.**

District Administration, Malkangiri will open all Proposals in presence of Bidders or their authorized representatives who choose to attend at the Conference of Hall of Zilla Parishad, Malkangiri on the date and time mentioned in the Schedule.

The Bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of Proposal opening being declared a holiday, the Proposals shall be opened at the appointed time and location on the next working day.

The Financial Proposals of only those firms fulfilling the eligibility criteria and the technical requirements of the Proposal shall be opened. The date and time of opening of Financial Proposals will be intimated to the qualifying Bidder's later.

## **16. Bid Evaluation Methodology**

Evaluation of the Technical and financial proposals will be based on Quality cum Cost Based Selection mode with weightage of 70% and 30% for technical and financial proposals, respectively.

1. In the first phase the Technical Proposals shall be evaluated on the basis eligibility criteria as mentioned in this RFP.
2. In the second phase the firms which satisfy the eligibility criteria shall be given marks based on Table: 1 of this RFP. Accordingly, firms will be ranked based on the marks allotted to them.

**Table 1: Evaluation Criteria**

Sl. No	Parameter	Total/ Maximum Marks
	<b>FINANCIAL CAPACITY OF BIDDER</b>	<b>25</b>
<b>1</b>	Bidder's Average Annual Turnover for the last Three Financial Years (ending 31 March 2026) has to be at least INR 5 Crore <ul style="list-style-type: none"> <li>▪ Up to 5 crore -15 marks</li> <li>▪ 5 crore to 10 crore - 20 marks</li> <li>▪ More than 10 Crore- 25 marks</li> </ul>	25
	<b>PROOF OF EXPERIENCE IN THE LAST 5 YEARS</b>	<b>22</b>
<b>2</b>	<ul style="list-style-type: none"> <li>▪ Experience for running Program Management Unit (PMU) for similar project at least for one year duration with any District/ any government entity/ PSU in India, undertaken in the past 5 years with annual contact fee of above Rs 0.5 Cr. For Each similar project 5 marks subject to maximum 20 Marks.</li> </ul>	22
	<b>SUITABILITY FOR THIS SCOPE: TEAM COMPOSITION (Key Experts' qualifications and competence for the Assignment)</b>	<b>28</b>
<b>3</b>	Infrastructure Expert	02
	Finance-cum- PPP Expert	01
	Architect	01
	<b>PRESENTATION ON APPROACH AND METHODOLOGY</b>	<b>25</b>
<b>4</b>	Understanding of the Development Authority and its objectives of the assignment and terms of reference	10
	Approach of the proposed unit along with work plan based on the terms of reference highlighting the job responsibility of each team member.	15
<b>Total</b>		<b>100</b>

NB: The age limit of any of experts / specialists proposed should not be more than 45 years.

The number of points to be assigned to each of the experts/ specialist shall be determined considering the following sub-criteria and relevant percentage weights:

- a. Minimum qualifications (Fulfilling minimum education criteria mentioned in the ToR): 40%
- b. Minimum Experience (Fulfilling Minimum Years' of experience in relevant sector as mentioned in the ToR): 60%

3. The total score obtained by the bidder as per sub-point (2) of bid of technical evaluation of above shall be the technical score (Ts) of the bidder. Applicants should secured score at least 70 points for being considered for opening of financial bid.

#### **4. Opening of Financial Proposal**

Financial Score: The lowest financial proposal will be given a financial score (Fs) of 100 points. The financial scores of other proposals will be computed as follows:

$$Fs = 100 \times FM1/F1$$

(F1 = amount of Financial Proposal as quoted by the Bidder; FM1 = Lowest financial quote)

#### 5. Combined and Final Evaluation

Proposals will finally be ranked according to their combined Score (S) calculated based on technical (Ts) and financial (Fs) scores as follows:

$$S = Ts \times Tw + Fs \times Fw$$

(Where Tw and Fw are weights assigned to Technical proposal and Financial Proposal as 0.70 and 0.30 respectively)

The Selected Applicant shall be the First Ranked Applicant (having the highest combined score). The Second and third Ranked Applicant shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws, or fails to comply with the requirements specified in the RFP document.

#### 17. **Evaluation Methodology:**

- 1) Evaluation of technical proposals based on Table 1.
- 2) Technical scores shall be calculated for Bidders after the presentation.
- 3) After that, financial proposals of the top three ranked Bidders based on their technical score (Ts) after technical evaluation shall be opened.
- 4) Combined Scores shall be calculated based on Technical and financial scores as per QCBS system formula as mentioned above.
- 5) The highest ranked Bidder with the highest marks obtained shall be awarded with the project.

#### 18. **Performance Security and Agreement:**

District Administration, Malkangiri shall issue a letter of award (LoA) along with the Draft Contract Agreement to the selected Bidder within 07 days from the opening of the financial proposals. Within 07 days of such issuance, the selected firm is required to submit a Performance Security in the form of Bank Guarantee for an amount equivalent to 3% of the contract value and enter into the contract agreement with Zilla Parishad, Malkangiri and start the work on an immediate basis.

#### 19. **Termination of contract:**

- a. Zilla Parishad, Malkangiri, if required, may ask for replacement of any personnel in case of non-satisfactory performance. In such case, concerned personnel shall be replaced within 15 days by the firm and the replacement expert shall have equal or better qualifications and experience as those of the originally proposed expert.
- b. Either party can terminate the agreement by giving 30 days prior written notice.

#### 20. **Working Conditions Leave, etc.**

The deployed staff would follow the same working conditions, leaves etc. as decided by the Zilla Parishad, Malkangiri.

#### 21. **Travel, TA/DA Norms**

The deployed staff would follow the Travel, TA/DA norms etc. as being acceptable to Zilla Parishad, Malkangiri and to be guided as per the provisions of TA/ fuel applicable to Zilla Parishad, Malkangiri staffs.

**22. Right to Accept or Reject**

Zilla Parishad, Malkangiri reserves the right, without any obligation or liability, to accept or reject any or all the proposals at any stage of the process, to cancel or modify the process or any part thereof or to vary any or the term and condition at any time, without assigning any reason whatsoever.

**23. Conflict of Interest**

There will be no conflict of interest of this assignment with any other assignment or transaction contracted by Zilla Parishad, Malkangiri with the selected firm.

**24. Disputes**

All legal disputes are subject to the jurisdiction of Malkangiri courts only.

**25. Liability**

The Liability of the selected consultant under this agreement in any case shall not be beyond the amount of fees payable to the selected consultant under this agreement.

**26. Indemnity**

The Consultant at all times during the pendency of this agreement, keep the Government/ Authority Indemnified to an amount not exceeding the total fees payable to the consultant under this agreement.

**27. Confidentiality**

The Consultant shall treat the details of the output of the Assignment and the Services as confidential and for the Consultant's own information only and shall not publish or disclose the details of the output, deliverables / milestones submitted to Zilla Parishad, Malkangiri or the Services in any professional or technical journal or paper or elsewhere in any manner whatsoever without the previous written consent of the competent Authority.

**28. Other Conditions**

- I. Zilla Parishad, Malkangiri will release the remuneration of man power deployed to the Agency on monthly basis including administrative and other charges subject to submission of invoice, Absentee statement and other documents by the Agency on or before 25th of each month. Zilla Parishad, Malkangiri shall pay the amount as per the invoice by 5th day of every month by way of e-transfer / RTGS / NEFT on approval of the Collector-cum-CEO, ZP, Malkangiri.
- II. The Agency will be responsible for statutory and legal compliances like EPF, ESI, leave, court matters etc. during engagement of staff by them. The Agency shall be responsible for contributions towards EPF & ESI etc. wherever applicable.
- III. Remuneration to the staff shall be paid by the Agency by way of electronic money transfer. Payment through cheque / cash is strictly prohibited. Release of funds to the Agency shall be subject to Agency submitting proof of electronic transfer of remuneration to the staff of the preceding month.

## B. TERMS OF REFERENCE

### 1. Objective

A Project Management Unit is envisioned to support, monitor, manage and reform as required from time to time of different activities, which includes but not limited to Infrastructure Planning, Solid waste management, Knowledge management & behavior change communication initiatives, Inclusive development, Social welfare activities of District Administration, Malkangiri. Since this will involve wide spectrum of activities covering different walk of the city governance system, it is imperative to have professionals who can provide technical assistance and Project Management support to District Administration, Malkangiri. PMU will work for bringing sustained improvement in Zilla Parishad service delivery to effectively address the basic needs of citizens.

### 2. Duration of the Contract

Contract will be for a period of 03 (Three) years from the date of signing of the contract with Zilla Parishad and extendable for another two years on satisfactory performance.

### 3.1 Scope of Work for PMU in Malkangiri District

The scope of work for the Project Management Unit (PMU) in Malkangiri district shall broadly include advisory support and assistance in the following major areas, including but not limited to:

#### a. Planning & Design (Architectural & Engineering Support)

- Preparation and review of master plans, layout plans, and detailed project reports (DPRs) for infrastructure and urban development projects.
- Architectural design, vetting, and approval of building plans ensuring compliance with local regulations and standards.
- Integration of sustainable, climate-resilient, and eco-friendly design practices.

#### b. Civil Engineering & Infrastructure Development

- Planning, design, and supervision of civil infrastructure works including roads, drainage systems, water supply, and public buildings.
- Preparation of cost estimates, technical specifications, and Bill of Quantities (BoQ).
- Quality assurance and quality control (QA/QC) during execution of works.
- Monitoring construction progress and ensuring adherence to timelines and standards.

#### c. Procurement & Contract Management

- Preparation of tender documents, bid documents, and Requests for Proposal (RFPs) in line with government procurement guidelines.
- Assistance in bid process management including tender publication, pre-bid meetings, and clarifications.
- Technical and financial evaluation of bids and preparation of bid evaluation reports.
- Support in contract finalization, award, and documentation.

#### d. Project Monitoring & Implementation Support

- Establishment of project monitoring frameworks including KPIs and reporting systems.
- Regular site inspections and progress reporting.
- Identification of risks, delays, and bottlenecks with recommendations for corrective actions.
- Coordination with contractors, consultants, and government departments.

#### **e. Financial & Cost Management**

- Preparation and monitoring of project budgets and cash flow forecasts.
- Cost optimization and value engineering of projects.
- Verification of contractor bills and certification of payments.

#### **f. Regulatory Compliance & Clearances**

- Assistance in obtaining statutory approvals, environmental clearances, and permits.
- Ensuring compliance with applicable laws, codes, and standards.

#### **g. GIS Mapping & Infrastructure Assessment**

- Support in mapping of roads, drainage, and other infrastructure assets.
- Preparation of asset inventories and condition assessment reports.
- Use of GIS tools for planning and decision-making.

#### **h. Sanitation & Environmental Planning**

- Preparation of sanitation plans, solid waste management strategies, and environmental improvement plans.
- Development of sustainable infrastructure solutions aligned with environmental norms.

#### **i. Stakeholder Coordination & Capacity Building**

- Coordination with district administration, line departments, and external stakeholders.
- Capacity building and training of local staff and officials.

#### **j. Documentation & Reporting**

- Preparation of periodic progress reports, MIS dashboards, and project documentation.
- Maintenance of project records and documentation for audit and review purposes.

#### **k. Support in PPP & Special Projects (if applicable)**

- Assistance in identification and structuring of PPP projects.
- Review of concessionaire proposals and financial models.
- Monitoring compliance with concession agreements.

#### **l. Resource & Team Management**

- Planning and allocation of PMU resources including Civil Engineer, Architect, and Procurement Specialist.
- Defining roles, responsibilities, and workflows within the PMU.

#### **m. Any Other Support**

- Any other assignment required for successful planning, execution, and completion of development projects in Malkangiri district.

## 2.1 Team Composition:

SL. No	Position	Minimum Qualification, Experience and Age	Job Responsibility
		<b>AGE: Below 45 years</b>	
1	Infrastructure Expert  No. of Post-02	<ul style="list-style-type: none"> <li>• Bachelor's degree in Civil Engineering/ or related field.</li> <li>• 3-5 years of experience in development of urban projects particularly in infrastructure development, estimation and design.</li> </ul> <b>AGE: Below 45 years</b>	<ul style="list-style-type: none"> <li>• Project Planning</li> <li>• Monitoring of different civil Projects of engaged agencies as per contract</li> <li>• Ensuring the construction activities are implemented as per design in field.</li> <li>• Assist in preparation of Project Completion Report.</li> <li>• Managing databases of different civil works</li> <li>• Generating periodical reports as and when required by District Administration, Malkangiri</li> </ul>
2	Finance-cum-Procurement Expert No. of Post-01	<ul style="list-style-type: none"> <li>• <b>Post-Graduation in Business Administration (Finance) / CA/CFA or equivalent</b></li> <li>• <b>3-5 years of experience in evaluation of urban infrastructure investment and helping City governments to use a range of options for financing projects and revenue generation.</b></li> <li>• <b>Experience of working with Municipal/ Government agencies/ public sector undertaking for conducting financial feasibility and project structuring of large development/ redevelopment projects.</b></li> <li>• <b>Basic knowledge of computers.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Provide technical and handholding support to District Administration, Malkangiri for the preparation of business cum financial plan</li> <li>• Preparation of Bid Documents for PPP mode service delivery contracts with assistance from subject experts</li> <li>• Provide knowledge Support for good Procurement practices</li> <li>• Co-ordination for Resolution of Grievances</li> </ul>
		<b>AGE: Below 45 years</b>	
3	Architect No. of Post-01	<ul style="list-style-type: none"> <li>• <b>B.Arch /M.Arch</b></li> <li>• <b>3-5 years of post-qualification experience in reputed organizations.</b></li> <li>• <b>Knowledge of Interior &amp; Exterior Execution work.</b></li> <li>• <b>Experience in design, management and supervision of public amenities.</b></li> <li>• <b>Knowledge in computer-assisted design software and equipment to prepare project designs and plans through AutoCAD, Lumion, 3ds Max etc.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Project Planning</li> <li>• Developing architectural drawing, walkthrough, Video.</li> <li>• Ensure buildings style, safety and sustainability</li> <li>• Provide advice on architectural activities.</li> <li>• Evaluation of urban infrastructure investment and helping District Administration, Malkangiri to use a range of options for financing projects and revenue generation.</li> <li>• Preparing of BOQ &amp; Billing by the Drawings.</li> </ul>
		<b>AGE: Below 45 years</b>	

## 2.2 Fixed Remuneration to Experts:

Remuneration to Experts/ professionals inclusive of EPF, ESI etc shall be paid by the organization and there shall be no liability in any form shall be payable by Zilla Parishad, Malkangiri to the experts/ professionals except the contract amount payable to the firm. The below table indicates the remuneration in respect of each experts/ professionals which shall be paid by the organization.

Service charges in percentage to be quoted by the Bidders which shall be the bidding parameter as per the Financial Bidding Format (Part-II). Service charges shall be on the fixed professional fee indicated. This should include expenses like providing LAPTOP to professional and communication expenses, Financing charges & overhead & Profit of Bidder. Service charges below 5% and over 15% shall be rejected. Bidders are to offer service charges within above range.

Sl. No	Type of Manpower	Remuneration to Experts per month inclusive of EPF & ESI No etc. in INR
1	Infrastructure Expert	Rs.65,000/-
2	Finance-cum-Procurement Expert	Rs.50,000/-
3	Architect	Rs.50,000/-

## 3. Office Space:

A dedicated Office space will be provided within the Zilla Parishad, Malkangiri Office Building along with office infrastructure, stationeries and Internet connection. However, Laptops of the professionals will be provided by the agency.

As per the requirement, vehicle may also be allocated to the PMU for official use only upon due approval from the competent authority.

4. The experts to work beyond their working hours and days if Zilla Parishad, Malkangiri desires so, considering the work load and deadline to complete the assigned work.

## 5. Additional Manpower

Zilla Parishad, Malkangiri may without any prejudice to the terms of reference (ToR) shall have the power to engage additional manpower of similar nature through selected service provider agency as and when required.

**C. TECHNICAL PROPOSAL – STANDARD FORMS**

**FORM A – COVER LETTER**

(To be submitted on letter head of the bidder duly signed by authorized signatory)

Date.

To,

**The Chief Development Officer-cum-Executive  
Officer, Zilla Parishad, Malkangiri  
District- Malkangiri, Odisha, Pin-764048**

Subject: Selection of consulting firm for setting up of Project Management Unit (PMU) in District Administration, Malkangiri.

Sir,

We have examined in detail and have understood the terms and conditions stipulated for eligibility of the Applicant in the RFP Document issued by Zilla Parishad, Malkangiri. We agree and undertake to abide by all these terms and conditions. We hereby submit all the necessary information and relevant documents during submission of our RFP, we undertake, if our Proposal is accepted, to deliver services as specified in the RFP document. We acknowledged that we have not, during the last three years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against us, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract. We are enclosing Document Fee of INR 11,200/- in the form of Demand Draft (DD No..... Dt..... drawn on ..... ) Payable to the \_\_\_\_\_ at \_\_\_\_\_.

We are submitted Bid Security Declaration to the **The Chief Development Officer-cum-Executive Officer, Zilla Parishad, Malkangiri.**

As per RFP the validity of the proposal is 180 days from the last date of submission of proposal and we agree that the proposal is unconditional. We understand that Zilla Parishad, Malkangiri reserves the right to reject any or all applications without assigning any reason thereof.

Yours faithfully,

Signature of Authorized Person and seal  
Name and Designation  
Name of the Company

**FORM B – BIDDER'S PROFILE**

1. Name of the Firm:
2. Year of Establishment:
3. Registered address of Office:
  
4. PAN & GST No.:
5. Telephone No. & Fax No:
6. E-Mail Address:
7. Brief description of background of the firm for this assignment.
8. No. of years of proven experience of providing similar services.
9. Average Annual turnover of the Applicant (in INR) during the last three Financial Years. (Please attach copy of three Audited Financial Statements and annual Income Tax return Document of last three financial year)

<b>Financial Year</b>	<b>Annual Turnover (INR)</b>
2023-24	
2024-25	
2025-26 prov.	

10. Institutional Strength:

<b>Sl. No</b>	<b>Type of Manpower</b>	<b>Qualification</b>	<b>Project Experience with details of Project</b>	<b>Relevant Experience in domain &amp; Sector</b>
1	Infrastructure Expert			
2	Finance-cum-Procurement Expert			
3	Architect			

FURNISH THE DETAIL CVS OF ABOVE 3 PROFESSIONALS

Signature of Authorized Person and seal

Name and designation

Name of the Company

Dated: .....

**FORM C – PROJECT EXPERIENCE**

Sl.No	Name of Client & Address	Project Details	Total Value of Project in Rs.	Work Order Issued/ Agreement Signed Date	Completion /Continue Date

Assignment Name:		Location:
Name and address of Employer:		
Start Date (Month / Year):	Completion Date (Month / Year):	Approx. Value of Services (Rs.):
Name of Associated Consultant/ Firms, if any:		
Name of Senior Staff (Project Director / Coordinator, Team Leader) involved and Functions performed:		
Description of Project and services provided by your staff		

(Separate Sheet to be provided for each assignment and Copy of Appointment Letter/ Agreement to be attached with this format)

Signature of Authorized Person and seal

**FORM D – INFORMATION REGARDING CURRENT LITIGATION, DEBARRING  
EXPELLING OR QUOTATIONED OR ABANDONMENT OF WORK BY THE  
QUOTATIONER**

Is the Bidder currently involved in any litigation relating to the works If yes: give details	Yes/ No
Has the Bidder or any of its constituent partners been debarred/ Expelled by any agency in India during the last 5 years.	Yes/ No
Has the Bidder or any of its constituent partners failed to perform on any contract work in _____ If yes, give details	Yes/ No

Note: If any information in this Form is found to be incorrect or concealed qualification application will be summarily be rejected.

Signature of Authorized Person and seal

**FORM E –CERTIFICATE OF NO RELATIONSHIP CERTIFICATE**

I/We hereby certify that I/we am/are related/not related to any officer of the \_\_\_\_\_ in the rank of Asst. Engineer or above. I/we am/are aware that if facts to be proved false my/our contract will be rescinded with forfeiture of EMD. I/We shall be liable to make good loss or damage resulting from such cancellation.

Full Name of the Applicant:

Address for correspondence:

Phone No:

Alternative phone No:

Email ID:

Signature of Authorized Person and seal

**FORM F –DECLARATION FOR EMD**

RFP Notice No. \_\_\_\_\_ date \_\_\_\_\_

To

**The Chief Development Officer-cum-  
Executive Officer, Zilla Parishad, Malkangiri**  
District- Malkangiri, Odisha, Pin-764048

I/We undersigned, declare that:

I/We understand that according to term & condition as contained in Tender/bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract for a period of two years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a. have withdrawn/modified/amended/impaired or derogated from the tender in any respect, my/our Bid during the period of bid validity or its extended period, if any or
- b. having been notified of the acceptance of our Bid by the purchaser during the period of bid validity specified in the bid document
  - (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security/ Bank Guarantee, in accordance with the Instructions to Bidders. or
- c. if the bidder is found indulging in any corrupt, fraudulent or other malpractice in respect of the bid; or
- d. If there is a discrepancy between words and figures quoted by the bidder and the bidder does not accept that the amount in words prevails over amount in figure.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid as specified in the bid documents.

Place:  
Date:

Signature of the Bidder  
Name/Organization Seal

(Note: In case of a consortium/Joint Venture, the Bid Securing Declaration must be in the name of all partners to the consortium/Joint Venture that submits the bid)

**FORM G – FORMAT FOR CV**  
**(Mentioning the position is mandatory)**

Name of the proposed Position:

Name of Firm:

Name of Staff:

Date of Birth:

Years of Relevant Experience:

Number of years with the Firm:

Nationality:

Membership with Professional bodies:

Education:

*(Summarize College / University and other specialized education of staff Member)*

**Employment Record**

*(Starting with present position, list in reverse order every employment held)*

List of Projects/Assignments on which the personnel has worked

<b>Sl. No</b>	<b>Name of the Client</b>	<b>Sector</b>	<b>Position Held</b>	<b>Key Role</b>	<b>Major Responsibility</b>
1					
2					
3					

Languages:

(Indicate proficiency in speaking, reading and writing of each language by (Excellent, Good, Fair, Poor)

*Note: - CVs of only Key Experts shall be evaluated during bid process management. The CVs should be recently signed by the proposed staff or the Authorized Representative signing the Proposal.*

**PART-2**  
**FINANCIAL PROPOSAL – STANDARD FORMS**

(To be submitted on letter head of the bidder duly signed by authorized signatory)

Date:

To,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Sub: Financial Proposal for Selection of a Consulting Firm for Setting up a Project Management Unit (PMU) in District Administration, Malkangiri.**

We, the undersigned, offer to provide the consulting services for the above scope of services in accordance with your RFP Notice No. \_\_\_\_\_  
Date \_\_\_\_\_. Our total financial quote is as given below,

Sl. No	Name of the Position	No. of Requirement	Fixed Fee of professionals per month inclusive of EPF & ESI etc.
1	Infrastructure Expert	2	Rs. 65,000/-
2	Finance-cum-Procurement Expert	1	Rs. 50,000/-
3	Architect	1	Rs. 50,000/-
<b>Total</b>		<b>4</b>	<b>Rs. 1,65,000/-</b>
SERVICE CHARGES IN PERCENTAGE -(TO QUOTE).....%			
<b>TOTAL WITH SERVICE CHARGES</b>			
<b>GST IN..... %</b>			
<b>GRAND TOTAL WITH GST</b>			

**NOTE-Service charges to be offered within 3.75 % to 7 % only otherwise bid shall be rejected.**

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid up to 180 days from the last date of submission of proposal.

This Financial Proposal covers remuneration for all personnel cost, all incidental manpower expenses. The Financial proposal is without any condition.

Yours Faithfully,

Signature of Authorized Person and seal  
Name & designation: