



RFP for Engagement of Technical personnel
under Capacity Building Programme of Urban
Local Bodies in Odisha.

Date:

State Urban Development Agency (SUDA), Housing & Urban
Development Department, Government of Odisha

Invitation for Bid

RfP No: 2931

Letter No: 006

Bhubaneswar, Dated: 05/09/2022

Sealed proposals are invited by the State Urban Development Agency, Housing and Urban Development Department from amongst consultancy firms/ agencies for providing technical personnel under Capacity Building Program of Urban Local Bodies in Odisha as per details given at Annexed – A-1 for a period of one (2) years extendable for further years and to be selected on combined Quality And Cost Based Selection (Combined QCBS) process. The bidders have to submit technical and financial proposal separately. A bidder can offer for all the 2 Packages and can be considered for all packages if successful. The financial bid of package -1 shall evaluate first. Bidder who will successful in Package -1, his financial bid for package-2 shall not be opened. Further details of the services requested are provided in the various annexures enclosed with this letter.

1. Completed Proposal for the work in prescribed format shall be received up to 10 .10.2022 up to 1 PM.

The sealed proposals can be sent well in advance by registered post or speed post or in person to the State Urban Development Agency (SUDA), H & UD Department, Govt. of Odisha, Adjacent to Bhubaneswar Municipal Corporation Office, Vivekanand Marg, Bhubaneswar, PIN: 751014, Email: sudaodisha1990@gmail.com. Bidders can also submit proposal by hand to above office for which necessary gate pass can be issued for submission of offer.

2. The Proposal received shall be opened on 10.10.2022 itself at 3 P.M. in the presence of representatives of bidders. Bidders are requested to ensure presence of their representative at the time of opening of the bid, who must submit an authorization letter from the bidder.

3. This RfP includes the Following documents:

- i. This Letter of Invitation
- ii. Packaging details (Annexed-A-1)
- iii. Instructions to Bidders (see Annexure - I)
- iii. Data Sheet and Check List (see Annexure - II)
- iv. Technical Proposal Standard Forms (see Annexure – III)
- v. Financial Proposal Standard form (see Annexure—IV A & IVB)
- v. Terms of Reference (ToR) (see Annexure – V)
- vi. Standard Contract Document (see Annexure - VI)
- vi. Bank Guarantee Format for Performance (see Annexure - VII)

4. While all information/data given in the RFP are, to the best of the Client's knowledge accurate within the consideration of scope of the proposed contract, the Client holds no responsibility for accuracy of information and it is the responsibility of the Bidder to check the validity of information/data included in this document.

5. The Client reserves the right to cancel the entire bid process or part of it, at any stage

without assigning any reason thereof.

Interested Bidders may obtain further information from the office of the
Administrative Office ,SUDA ,H & UD Dept., Odisha via Tel. 0674, e-mail
sudaodisha1990@gmail.com.

SD/-

Administration officer , SUDA, H&UD
Dept., Govt. of Odisha

Package-1: Consultants for 15 districts + SUDA & Other State Offices

Sl No.	Name of positions	Total No. of Consultants	Tentative Remuneration Rs Per Month per person (Excluding Tax)	TOTAL Amount per Month 3x4 RS	TOTAL Amount per YEAR 5x12 Rs
1	2	3	4	5	6
1	MIS Consultant	62	22,000/-	13,64,000/-	1,63,68,000/-
2	Account Consultant	22	22,000/-	4,84,000/-	58,08,000/-
3	Community Mobilization Consultant	16	22,000/-	3,52,000/-	42,24,000/-
4	Additional Charges for Laptop	100	1500/-	1,50,000/-	18,00,000/-
5	Total Cost In Rupees			23,50,000/-	2,82,00,000/-
6	SERVICE CHARGE To be offered by Bidder	IN PERCENT (Min 5%) --- -----__To quote percentage (in words)		To Quote	To Quote
7	Total Including Service Charges	Sl.No-5+ Sl.No-6		To Quote	To Quote

Note for Pkg-1:

- The Bidders to submit separate financial Bid package wise where Fee component to be offered should be same as Fee mentioned above and same shall be required to be paid to the Consultants in their account. The service charges offered by bidder shall be on total of Fee amount and charges for laptop. The competent authority reserves the right to reject financial bids where service charges offered are very less than 5%. Price offered not complying to above condition will be rejected.
- GST as applicable from time to time will be paid Extra.
- Office space with necessary table, chair with other facilities like printing/copying and all office stationeries will be provided to Consultants by respective offices.
- The agency should ensure that every consultant should have a laptop with updated antivirus and internet connection. The Agency shall be paid Rs 1500/- per consultant per month for the same. In each monthly attendance statement of the professionals, it should be certified that professional is having laptop for day to day work.

5. The performance of Consultants will be reviewed periodically and client based on this review may advise the service provider to carry out the changes. Bidder to keep this as condition of appointment while selecting the Consultants.
6. The consultant's number & positioning are indicative only. However, Exact requirement will be intimated by client during the contract period and accordingly positioning shall be made.
7. The numbers of Consultants can be Increased/Reduced based on requirement of the client and Bidder shall arrange to depute such personnel as per same terms of the contract.
8. In ADDITION, the Authority may Require Specialized Experts in different field for which the Authority Shall specify Qualification, Experience, Competency and Fee to be paid. The selected bidder shall be required to provide such Experts at same terms & Condition of contract and service Charge shall also be same as per contract.

Package- 2: Consultants for balance 15 districts

Sl No.	Name of positions	Total No. of Consultants	Tentative Remuneration Rs Per Month per person (Excluding Tax)	TOTAL Amount per Month 3x4 RS	TOTAL Amount per YEAR 5x12 Rs
1	2	3	4	5	6
1	MIS Consultant	63	22,000/-	13,86,000/-	1,66,32,000/-
2	Account Consultant	21	22,000/-	4,62,000/-	55,44,000/-
3	Community Mobilization Consultant	16	22,000/-	3,52,000/-	42,24,000/-
4	Additional charges for laptop	100	1500/-	1,50,000/-	18,00,000/-
5	Total Cost in Rupees			23,50,000/-	2,82,00,000/-
6	SERVICE CHARGE To be offered by Bidder	IN PERCENT (Min 5%) --- -----___To quote percentage (in words)		To Quote	To Quote
7	Total Including Service Charges	Sl. No-5+ Sl.No-6		To Quote	To Quote

Note for Pkg-2:

1. The Bidders to submit separate financial Bid where Fee component to be offered should be same as Fee mentioned above and same shall be required to be paid to the Consultants in their account. The service charges offered by bidder shall be on total of Fee amount and charges for laptop. The competent authority reserves the right to reject financial bids where service charges offered are very less than 5%. Price offered not complying to above condition will be rejected.
2. GST as applicable from time to time will be paid Extra.
3. Office space with necessary table, chair with other facilities like internet/printing/copying and all office stationeries will be provided to Consultants by respective offices.
4. The agency should ensure that every consultant should have a laptop with updated antivirus and internet connection. The Agency shall be paid Rs 1500/- per consultant per month for the same. In each monthly attendance statement of the professionals, it should be certified that professional is having laptop for day to day work.
5. The performance of Consultants will be reviewed periodically and client based on this review may advise the service provider to carry out the changes. Bidder to keep this as condition of appointment while selecting the Consultants.
6. The consultant's number & positioning are indicative only. However, Exact requirement will be intimated by client during the contract period and accordingly positioning shall be made.
7. The numbers of Consultants can be Increased/Reduced based on requirement of the client and Bidder shall arrange to depute such personnel as per same terms of the contract.
8. In ADDITION, the Authority may Require Specialized Experts in different field for which the Authority Shall specify Qualification, Experience, Competency and Fee to be paid. The selected bidder shall be required to provide such Experts at same terms & Condition of contract and service Charge shall also be same as per contract.

Annexure – I

Instructions to Bidders

1. Introduction

- 1.1. These instructions should be read in conjunction with information specific to the consulting services contained in the Covering Letter, Data Sheet and accompanying documents.
- 1.2. The bidder to submit Technical and Financial Proposal package wise and selection shall be based on Combined QCBS.

- 1.3. The Bidder shall bear all costs associated with the preparation and submission of its proposal and contract negotiation.
- 1.4. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to award of contract without thereby incurring any liability to the bidder.
- 1.5. In no case, sub-letting of "overall works" would be accepted.

2. Eligible Bidder

- 2.1 In this case, the eligible Bidder is an institute of repute/center of excellence/consultancy firm having experience of successfully executing at least two similar projects for at least 1 year (operation of PMU/ PMC/ SLTCs/ PIU/ CLTC) with annual contract value of the project being not less than Rs 200 lakhs in last 5 years. Agencies which are not having experience in handling similar assignments CAN NOT participate in the bidding process.
- 2.2 Agencies which are not having experience in handling similar assignments CAN NOT participate in the bidding process.
- 2.3 The bidders must have at least 200 persons in their payroll as full time/contractual employees as on 31st March, 2022
- 2.4 "Average" Annual consultancy turnover of the bidder should be more than **Rs. 10 Cr.** for last 3 financial years and Net **worth of Rs 25 lakhs till 31st march 2021** * *that is FY 2018-19, FY 19-20 and FY 20-21.*
- 2.5 Bidder shall provide evidence of their experience in consultancy service in Urban Sector for more than 5 year.
- 2.6 The agency should not have been blacklisted by any state government, central government or any other public sector undertaking or a corporation as on the date of this RFP. An undertaking to this effect should be submitted.
- 2.7 Agency to have an office in Bhubaneswar or agreed to furnish an undertaking to open an office if selected to coordinate with SUDA.

3. Conflict of Interest

Conflict of interest exists in the event of: (i) conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible Bidder; (ii) Agencies or institutions who have a business or family relation with the Client directly or indirectly; and (iii) practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha.

4. Disclosure

- 4.1 Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the Bidder or termination of its Contract.
- 4.2 Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- 4.3 Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:

- a) a criminal offence or other serious offence involving the activities of a criminal organization, or where they have been found by any regulator or professional body to have committed professional misconduct;
- b) Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
- c) Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

5. Anti-corruption Measure

- 5.1 Any effort by Bidder(s) to influence the Client in the evaluation and ranking of technical Proposals, and recommendation for award of Contract, may result in the rejection of the Proposal.
- 5.2 A recommendation for award of Contract shall be rejected if it is determined that the recommended Bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases H & UD Dept. shall blacklist the Bidder either indefinitely or for a stated period of time, disqualifying it from participating in any H & UD Dept. related bidding for the said period.

6. Clarification on Provisions of the RFP Document

Interested Bidders may seek clarification on any of the provisions in the RFP document through e-mail to sudaodisha1990@gmail.com addressed to the Client's Representative. Such requests for clarification shall be entertained up to 14.09.2022. Response to all clarifications received shall be hosted web site of SUDA within 7 days.

7. Pre-Bid Conference

Besides requesting clarification through e-mail, interested bidders can also clarify their queries by participating in the pre-bid conference, The Client shall organize a Pre-Bid Conference on Date: 15.09.2022, Time: 12:00 AM, Place: Virtual Mode. Interested Bidder may request for the meeting link to the email id : sudaodisha1990@gmail.com to attend the meeting.

8. Amendment of the RFP document

- 8.1 At any time before submission of Proposals, the Client may amend the RFP by issuing an addendum through e-mail and webhosting in the H & UD Dept. website i.e. www.urbanodisha.gov.in. and SUDA web site <http://www.sudaodisha.org>
- 8.2 Any such addendum will be binding on all the Bidders.
- 8.3 To give Bidders reasonable time in which to take an addendum into account in preparing their Proposals, the Client may, at its discretion, extend the deadline for the submission of the Proposals.

9. Language of Proposals

The Proposal and all related correspondence exchanged between the Bidder and the Client shall be written in the English language. Supporting documents and printed literature that are part of the Proposal may be in another language provided they are accompanied by an

accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

10. Cost of bidding

The Bidder shall bear all costs associated with the preparation and submission of its Proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

11. Taxes

The Bidder may be subject to taxes (such as: fringe benefit tax, value added tax, Income tax, duties, etc.) on amounts payable by the Client under the Contract, which are to be borne by the bidder. However, Service Tax/ GST as applicable rate shall be payable extra at Actual.

12. Submission of Proposal

12.1 Proposals must be received before the deadline specified in the Data Sheet.

12.2 Proposals must be submitted to the address specified on the Data Sheet and delivered on or before the time specified in the Data Sheet.

13. Documents comprising the Proposal

Bidders shall submit one sealed envelope, containing the Technical and Financial Proposal package wise. The Technical Proposals will be opened at the date and time specified in the Data Sheet.

14. Proposal validity

14.1 Proposals shall remain valid for the period specified in the Data Sheet commencing with the deadline for submission of Technical Proposals as prescribed by the Client.

14.2 A Proposal valid for a shorter period shall be considered non-responsive and will be rejected by the Client.

15. Format and Signing of Proposals

15.1 A Technical and Financial Proposal (original) for each package as mentioned in the Data Sheet shall be submitted in the prescribed format attached with this RfP document at *Annexure- III & Annexure-IV*

15.2 The original Proposal shall be signed by a person duly authorized to sign on behalf of the Bidder. The name and position of the person signing the authorization must be typed or printed below the signature. All pages of the Proposal shall be signed by the person signing the Proposal.

15.3 Any interlineations, erasures, or overwriting shall be valid only if signed or initialed by the person signing the Proposal.

16. Deadline for Submission of Proposals

The Client may, at its discretion, extend the deadline for the submission of Proposal by amending the RfP, in which case all rights and obligations of the Client and Bidders subject to the previous deadline shall thereafter be subject to the deadline as extended.

17. Late Proposals

The Client will not consider any Proposal that arrives after the deadline prescribed by the Client for submission of Proposals in the Data Sheet. Any Proposal received after the respective deadline for submission shall be declared late, rejected, and returned unopened to the Bidder.

18. Evaluation of Offers:

Bids received and found valid will be evaluated by CLIENT to ascertain the best evaluated bid in the interest of CLIENT for project services under this document. The Bidder should take enough care to submit all the information sought by CLIENT in the desired formats. The bids are liable to be rejected if information is not provided in the desired formats, however CLIENT reserves right to seek any clarification from any bidder if it so desires. The proposals, in general, shall be evaluated using the following criteria:

Technical evaluation of the bid would be carried out package wise applying the evaluation criteria specified below. Each respective technical bid will be attributed a technical score as per following breakup:

SN	Main Criteria and Weights * out of Total 100 marks	Sub Criteria	Sub Weights
1.	Financial Strength - 15 Marks	Consultancy Turnover (average 3 years). Rs. 10 Cr—5 Marks For every additional Rs 1 Cr –1 mark each Max 10 Mark.	10
		<i>Net Worth</i> as on 31 st March 2021.should be 25 lakhs – 3 Mark For every additional 5 lakh 1 mark subject to maximum 5 Marks.	05
2.	Institutional Strength – 20 Marks	A. Quality and Number of OWN Faculty/ Expert/ Technical Support (In 5 specified domain areas mentioned in bid format) For each domain 3 mark each and maximum 3 CVs in each domain area, 1 mark for each expert. Marking to be done as given in note below: <ul style="list-style-type: none"> Domain Expert should have post graduate/MBA in qualification with minimum 10- year experience in relevant area and marking shall be 1 mark each for eligible expert. 	15
		B. Total No. of Personnel in the Payroll of the Institution. For 200 person 3 marks. For every additional 50 numbers 1 mark each maximum 5 marks	05
3.	Similar Experience (Establishment and operationalization of PMU/ PIU/ PMC/ SLTC/ CLTC - in last 5 years up to 31st March, 2022) - 20 Marks	Eligible Project Contract value of more than Rs 2 Cr & Minimum 1-year operation in a single project at last 5 year – 20 Marks. Marking shall be 2 marks for each project subject to maximum of 10 Project	20

SN	Main Criteria and Weights * out of Total 100 marks	Sub Criteria	Sub Weights
4.	Experience in other Consultancy (of 5 Best Projects in last 5 years up to 31 st March,2022) – 10 Marks	Total Duration Projects (in years)	05
		Total Value of Projects (in INR)	05
5.	Experience in Executing projects in Odisha with project value more than Rs 50 lakhs in last 5 years. – 10 Marks	Number of Projects. For every 1 project 2 marks each with maximum 10 marks	10
6.	Methodology including Management Plan – 25 Marks	Appreciation of the project and response to the ToR	10
		Methodology including work plan and proposed management plan	10
		Provisions to secure and retain professionals	05

Note:

*** Proportion method to be adopted for S.I No- 4 with the best getting full mark and others in proportion.**

Based on the evaluation of technical bids, the bidders shall be ranked highest to lowest technical score (St) in accordance with the total marks obtained.

The bidders with technical bid score of minimum 70% and above will be considered technically qualified for further process. The price bids of technically qualified bidders will only be opened for financial evaluation.

1. The price bid where Fee component offered is more or less than Fee mentioned at ANNEXED-A-1 will be rejected. Service charges offered less than 5% shall also be rejected.
2. Quality and Cost Based Selection (QCBS) method will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest Technical Score (ST) in accordance to the marks obtained during the technical evaluation stage. There shall be 70% weightage to technical score and 30% weightage to financial score.

The individual bidder's financial score (SF) will be evaluated as per the formula given below:

$$SF = [F_{min} / F_b] * 100 \text{ (rounded off to 2 decimal places)}$$

where,

SF= Normalized financial score of the bidder under consideration

F_{min}=Minimum financial quote among the technically qualified bidders

F_b= Financial quote of the bidder under consideration

$$\text{Combined Score (S)} = ST * 0.7 + SF * 0.3$$

Where ST = Technical score secured by the bidder. Where SF = Financial score secured by the bidder. The bidder securing the highest evaluated Combined Score(S) will be awarded the contract observing due procedure.

19. Presentation:

The consultant will have to make a presentation to CLIENT. The presentation shall cover in sufficient, detail the appreciation of the project, Approach and Methodology, proposed organizational structure, work program, implementation strategy, provisions to secure and retain

professionals. The objective of presentation is to enable CLIENT to evaluate the consultant regarding their understanding and preparedness for the assignment. Clarifications, if any, as required by CLIENT will also be discussed. The date and venue of presentation will be decided by CLIENT and intimated on the day of opening of bid or otherwise at least one week in advance. The presentation to cover the details is given as above.

20. Client's Right to Accept any Proposal, and to Reject any or all Proposals

The Client reserves the right to accept or reject any Proposal, and to annul the bidding process and reject all Proposals at any time prior to Contract award, without thereby incurring any liability to the Bidders.

21. Award of Contract Notification

21.1 Prior to the expiration of the Proposal validity period, the Client shall notify the successful Bidder, in writing, that its Proposal has been accepted. At the same time, the Client shall notify all other Bidders of the results of the bidding.

21.2 Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.

22. Negotiations/Clarifications

The successful Bidder will be informed in writing of the date, place and time for negotiations/clarifications, if any. Representatives conducting negotiations on behalf of the Bidder must have written authority to negotiate and conclude a Contract.

23. Signing of Contract

23.1 After notification, the Client shall communicate to the successful Bidder to sign the Contract. Standard Contract Document (see Annexure - VII)

23.2 Pursuant to negotiations, the successful Bidder shall sign, date, and return the Contract, along with necessary supporting documents, to the Client.

23.3 All formalities of negotiation and signing of contract will be completed within Fifteen (15) days of notification of award.

Annexure – II

Data Sheet and Check List

A. Data Sheet:

1.	Title of Consulting Service: Engagement of Technical personnel under Capacity Building Programme of Urban Local Bodies in Odisha
2.	Name of the Client: - SUDA, Housing & Urban Development Department, Govt. of Odisha
3.	Method of selection: Combined Quality and Cost Based Selection (QCBS) through bids from consultancy firms/ agencies.
4.	Selection of consultancy firm/agency: The bidders have to submit the single technical Proposal for both packages giving their credentials, experience, financial status as per technical proposal form given at Annexure – III & Financial proposal as per Annexure – IVA & IVB. The evaluation shall be made as per evaluation criteria specified at Annexure – I (Clause-18). Bidder can quote for 2 packages but can be awarded maximum 1 pkg. Price bid for pkg-2 shall not be open for successful bidder in package-1.
5.	Place of deployment of consultants and details to be placed are tentative as mentioned as in the ToR.
6.	Technical proposal to be submitted: YES, as per form given at annexure –III along with all supporting documents.
7.	Financial proposal Package Wise to be submitted: YES, AS per form given at Annexure-IVA & IVB. The Fee payable to the Consultants and carry out activities as per the ToR (Annexure – V) shall be as given at ANNEXED-A1. The bidders have to submit financial proposal Package Wise indicating the Service Charge, which is the bidding parameter. Bidder can quote for 2 packages but can be awarded maximum 1 pkg. Price bid for Pkg-2 shall not be open for successful bidder in Pkg-1.
8.	Address for submission of Proposals: State Urban Development Agency (SUDA) H & UD Department, Govt. of Odisha Adjacent to Bhubaneswar Municipal Corporation Office, Vivekanand Marg, Bhubaneswar PIN: 751014 Email : sudaodisha1990@gmail.com
9.	A pre-bid conference to be held: YES /No Date: 15.09.2022 Time: 12.00 A.M Place: Virtual Mode. Bidder who wants to attend the meeting, may request for the link by email to SUDA official email id : sudaodisha1990@gmail.com
10.	The Client's Representative is: State Urban Development Agency (SUDA) H & UD Department, Govt. of Odisha Adjacent to Bhubaneswar Municipal Corporation Office, Vivekanand Marg, Bhubaneswar PIN: 751014 Email : sudaodisha1990@gmail.com
11.	Proposals shall remain valid for 120 days after the submission date indicated in this

	Data Sheet.
12	Clarifications may be requested not later than Eight (8) days. All requests for clarifications will be directed to the Client's representative. The Client shall respond to requests for clarifications by Hosting in Website after seven (7) days of pre-bid meeting date. Bidders to check the Website for clarification/ Amendment to RFP prior to bid submission.
13	The Bidder is required to include with its proposal written confirmation of authorization to its representative to sign on behalf of the Bidder: YES
14	Joint Ventures or Consortium offer: - NOT permissible
15	Bidders Eligibility Criteria – Applicable As specified at clause - 2 ANNEXURE-I
16	While submitting the proposal the bidder has to ensure that the technical Proposal in original to be kept in sealed envelope with superscription "Technical Proposal for Engagement of Technical personnel under Capacity Building Programme of Urban Local Bodies in Odisha " and Financial Proposal in original to be kept in separate sealed envelopes with superscription "Financial Proposal for Engagement of Technical personnel under Capacity Building Programme of Urban Local Bodies in Odisha ". All the above sealed envelope to be kept in an outer envelope marked as under.
17	The outer envelope must be labeled with: a) Title: ""Engagement of Technical personnel under Capacity Building Programme of Urban Local Bodies in Odisha"" b) RFP Number; c) Last date of bid Submission; d) Full address of bid submission authority with contact no and email on the right; e) Full address of the Bidder with contact no and email on the left. f) On the envelope clearly write/print in bold capital letters "DO NOT OPEN EXCEPT IN THE PRESENCE OF THE CLIENT'S REPRESENTATIVE AND PRIOR TO 10.10.2022 (3 PM)".
18	If any envelope is not sealed and marked as instructed, the Client will assume no responsibility for the misplacement or premature opening of envelopes leading to disqualification of the Bidder from the bidding process.
19	Tender fee must be deposited: YES Tender fee of Rs. 5,000/- (non-refundable) to be deposited. Earnest Money Deposit (EMD) to be submitted: No However, as per Government of Odisha, Finance Department Office Memorandum No.8484/F, dated 05.04.2022 EMD is exempted but Bid security declaration should be submitted by the bidders as per Appendix-2.
20	Form for Tender fee will be: in shape of demand draft in favor of the SUDA, H & UD Dept. payable at Bhubaneswar. Bids not accompanied by tender fees and Bid Security Declaration shall be rejected.
21	A Bank Guarantee is to be submitted by the winning Bidder upon signing of Contract: YES
22	The amount will be Three (3) percent of the total contract value; the same will be provided in the form of a Bank Guarantee (BG) as per format given in annexure –VII valid till completion of contract. Bank Guarantee will be made in the name of the SUDA, Housing & Urban Development Department, Govt. of Odisha. On submission of above BG, the EMD submitted is to be refunded.

23	Proposals must be submitted no later than the following date and time: 10.10.2022 up to 13.00 hours (1 PM).
24	Date and time for public opening of the Technical Proposals received: 10.10.2022 at 15.00 hours (3 PM). Date & time of opening of Financial proposal will be communicated later to eligible bidders.
25	Expected date/month for commencement of consulting services: November, 2022
26	Expected date/month for completion of consulting services: 2 year from the date of signing of contract and extended for further period of one year.

B. Check List:

The bidders are requested to check the following points before submitting the bids:

i)	1.	Whether the Technical Proposals have been properly marked, superscripted, labeled and sealed, as required?
	2.	Whether each proposal has been ink-signed by the appropriate authority? Have all the pages of the proposal been ink-signed?
	3.	Whether the Audited balance sheet for last three years been submitted along with the proposal and chartered accountants certificate for consultancy turnover?
	4.	Have the Tender Fee and Bid Security Declaration been enclosed with the technical proposal?
	5.	Whether the number of pages of the proposal properly indexed?
ii)	1	All the bidders should send:
		a) Agency's consent letter
		b) Brief Profile of the Agency
		c) Experience of successfully executing at least Two similar project for at least 1 year (operation of PMU/ PMC/ SLTCs/ PIU/ CLTC) with total contract value of the project awarded being not less than Rs. 2.0 Crore - copy of work order/certificate to be enclosed).
		d) Self-certificate by Director/Owner of the bidder's firm regarding the no of persons employed in roll of company as on 31 st March 2022.
		e) For the five best projects claimed under other experience enclose copies of work order/certificate
	f) Proof of agency having at least 5 years of experience of providing similar services in the context of Urban sector.	

Annexure -III

Technical Proposal Letter of Submission Common for All Packages

(Covering Letter Head of the Organization)

Letter No.:

Place:

Date:

From:

[Name of Consultant with
Complete Address of Communication]

To:

State Urban Development Agency (SUDA)
H & UD Department, Govt. of Odisha
Adjacent to Bhubaneswar Municipal Corporation Office,
Vivekanand Marg, Bhubaneswar- 751014
Email : sudaodisha@gmail.com

Subject: "Engagement of Technical personnel under Capacity Building Programme of Urban Local Bodies in Odisha.

Sir,

We, the undersigned, offer to provide the services for the above in accordance with your Request for Proposal dated **xx.xx.xxxx**. We are hereby submitting our Technical Proposal (As per Appendix-1) both in hard copy and soft copy format sealed in an envelope.

We have examined the information provided in your Request for Proposal (RFP) and offer to undertake the work described in accordance with requirements and as per fee payable specified in RFP. This proposal is valid for acceptance for 120 days and we confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

We accept that any contract that may result will comprise the contract documents issued with the RFP and be based upon the documents submitted as part of our proposal; and placed by the *(Name of the agency/institution)*. The Proposal has been arrived at independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any other party invited to tender for this contract.

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

I confirm that I have the authority of *(Name of the agency/institution)* to submit proposals/tenders and to clarify any details on its behalf.

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

Yours sincerely,

Enclosures:

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

Name of Firm:

Address:

APPENDIX – 1

FORMAT FOR SUBMISSION OF TECHNICAL PROPOSAL

A. General Details:

SN	Name of the organization / Firm/ Institute (Certificate of registration to be enclosed)	
1.	Permanent address Tel : Fax : Email id :	
2.	Name of the Authorized person for submitting proposal: Mobile No. : Email id : (Attach Authorization letter of Competent Authority)	
3.	Demand draft Details Tender fee Amount: DD No.: Issuing Date: Name of the Bank:	
4.	Demand draft Details OF EMD Amount: DD No.: Issuing Date: Name of the Bank:	Exempted as per Government of Odisha, Finance Department Office Memorandum No.8484/F., date 05.04.2022 EMD is exempted but Bid Security Declaration should be submitted by bidder.
5.	Discloser information as per clause-4 Instruction to Bidder (Annexure-I)	
6.	Whether the agency was ever blacklisted: Y/N if yes whether that blacklisting was not cancelled: Y/N (If yes, attach copy of same and the affidavit)	
7.	Brief professional background of the organization	
8.	Confirm to carry assignment as per TOR of RFQ	YES /NO
9.	Confirm to accept all term & conditions specified in RFQ documents	YES/NO
10.	Confirm whether you have an office in Bhubaneswar or agree to furnish an undertaking to open an office if selected to coordinate with SUDA	YES/NO

11.	Proof of agency having at least 5 years of experience of providing similar services in the Urban Sector. Copy of Contract and completion certificate shall be attached.	
------------	---	--

B. Financial Details:

SN	Year	Consultancy Turnover	Net worth
1.	2018-19		
2.	2019-20		
3.	2020-21		
4.	Avg for 3 years		

(Certificate from Chartered Accountant for the consultancy turn over to be enclosed along with the copies of balance sheets)

C. (A) Institutional Strength (Quality and Number of Own Permanent Faculty / Expert/ Technical Support) in following 4 domain areas. Add rows for additional number if necessary.

C.1 Project Management Expert

SN	Name of the Expert	Qualification	Experience	Details of best projects

C.2.: Social Mobilization Expert

SN	Name of the Expert	Qualification	Experience	Details of best projects

C.3.: MIS Expert

SN	Name of the Expert	Qualification	Experience	Details of best projects

C.4.: Finance Management Expert:

SN	Name of the Expert	Qualification	Experience	Details of best projects

C.5 Monitoring & Evaluation Expert

SN	Name of the Expert	Qualification	Experience	Details of best projects

C. (B): Total Number of personnel in payroll as of 31st March, 2022

--

D.WORK Experience (Similar Project) up to 31/03/2022

SN	Name of Client and Address	Project details and operationalization of PMUs/PIUs/PMCs/SLTCs/C LTCs etc.) in last 5year	Duration of project in years	Value of consultancy fee in INR	Work order issued/MoA signed on (date) (Attach documents)	Status of implementation

(ADD ROWS IF REQUIRED)

E. Experience in other Consultancy (5 Best Projects in last 5 years up to 31st March 2022)

SN	Client and Address	Project details Cs etc.) in last 5year	Duration of project in years	Value of consultancy fee in INR	Work order issued/MoA signed on (date) (Attach documents)	Status of implementation
1.						
2.						
3.						
4.						
5.						

F. Experience of Projects in Odisha (With contract value more than Rs 50 lakh in last 5 years up to 31st March 2022)

SN	Client and Address	Project details in last 5year	Duration of project in years	Value of consultancy fee in INR	Work order issued/MoA signed on (date) (Attach documents)	Status of implementation

(ADD ROWS IF REQUIRED)

G. Methodology including Management Plan

A detailed write-up under the following heads to be submitted along with this offer.

- i. Appreciation of the project and response to the ToR.
- ii. Methodology including work plan and proposed management plan.
- iii. Provisions to secure and retain professionals.

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

Name of Firm:

Address:

APPENDIX -2

Bid Securing Declaration

(on Company Letter-head)

To

State Urban Development Agency (SUDA)

H& UD Department, Govt. of Odisha

Adjacent to Bhubaneswar Municipal Corporation Office,

Vivekananda Marg, Bhubaneswar

PIN:751014

Email:sudaodisha1990@gmail.com

Ref: Tender Document No. Tend No./ xxxx; Tender Title:

Sir/ Madam

We, the undersigned, solemnly declare that:

We understand that according to the conditions of this Tender Document, the bid must be supported by a Bid Securing Declaration in lieu of Bid Security.

We unconditionally accept the conditions of this Bid Securing Declaration. We understand we shall stand automatically suspended from being eligible for bidding in any tender in **Procuring Organisation for 2 years** from the date of opening of this bid if we breach our obligation(s) under the tender conditions if we:

- 1) withdraw/ amend/ impair/ derogate, in any respect, from our bid, within the bid validity; or
- 2) being notified within the bid validity of the acceptance of our bid by the Procuring Entity:
 - (a) refused to or failed to produce the original documents for scrutiny or the required Performance Security within the stipulated time under the conditions of the Tender Document.
 - (b) Fail or refuse to sign the contract.

We know that this bid-Securing Declaration shall expire if the contract is not awarded to us, upon:

- 1) receipt by us of your notification
 - (a) of cancellation of the entire tender process or rejection of all bids or
 - (b) of the name of the successful bidder or
- 2) forty-five days after the expiration of bidvalidity any extension to it.

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of.....

[name & address of Bidder and seal of company]

Dated on day of [insert date of signing]

Place.....[insert place of signing]

DA:.....

Financial Proposal Standard Format for Package-1

[Location, Date]

To:

State Urban Development Agency (SUDA)
H & UD Department, Govt. of Odisha
Adjacent to Bhubaneswar Municipal Corporation Office,
Vivekanand Marg, Bhubaneswar
PIN: 751014
Email : sudaodisha1990@gmail.com

Dear Sirs:

We, the undersigned, offer to provide the consulting Assignment/job for Engagement of Technical Personnel under Capacity Building Programme of Urban Local Bodies in Odisha in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal for Pkg-1 is for the sum of [Insert amount(s) in words and figures¹]. This amount is exclusive of the Domestic taxes. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph 4 of the Part II Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Enclose: Financial Proposal Format -Pkg-1

Financial Proposal Format- Pkg1

Technical Personnel for 15 districts + SUDA and other state offices.

PACKAGE -1

Sl No.	Name of positions	Total No. of Consultants	Tentative Remuneration Rs Per Month per person (Excluding Tax)	TOTAL Amount per Month 3x4 RS	TOTAL Amount per YEAR 5x12 Rs
1	2	3	4	5	6
1	MIS Consultant	62	22,000/-	13,64,000/-	1,63,68,000/-
2	Account Consultant	22	22,000/-	4,84,000/-	58,08,000/-
3	Community Mobilization Consultant	16	22,000/-	3,52,000/-	42,24,000/-
4	Additional Charges for laptop	100	1500/-	1,50,000/-	18,00,000/-
5	Total Cost In Rupees			23,50,000/-	2,82,00,000/-
6	SERVICE CHARGE To be offered by Bidder	IN PERCENT (Min 5%) --- -----__To quote percentage (in words)		To Quote	To Quote
7	Total Including Service Charges	Sl. No-5+Sl.No-6		To Quote	To Quote

TOTAL AMOUNT PER YEAR IN WORDS (Rupees-----)

Note for Pkg-1:

1. The Bidders to submit separate financial Bid where Fee component to be offered should be same as Fee mentioned above and same shall be required to be paid to the Consultants in their account. The service charges offered by bidder shall be on total of Fee amount and charges for laptop. The competent authority reserves the right to reject financial bids where service charges offered are very less than 5%. Price offered not complying to above condition will be rejected.
2. GST as applicable from time to time will be paid Extra.
3. Office space with necessary table, chair, with other facilities like internet/printing/copying and all office stationeries will be provided to Consultants by respective offices.

4. The agency should ensure that every consultant should have a laptop with updated antivirus and internet connection. The Agency shall be paid Rs 1500/- per consultant per month for the same. In each monthly attendance statement of the professionals, it should be certified that professional is having laptop for day to day work.
5. The performance of Consultants will be reviewed periodically and client based on this review may advise the service provider to carry out the changes. Bidder to keep this as condition of appointment while selecting the Consultants.
6. The consultant's number & positioning are indicative only. However, Exact requirement will be intimated by client during the contract period and accordingly positioning shall be made.
7. The numbers of Consultants can be Increased/Reduced based on requirement of the client and Bidder shall arrange to depute such personnel as per same terms of the contract.
8. In ADDITION, the Authority may Require Specialized Experts in different field for which the Authority Shall specify Qualification, Experience, Competency and Fee to be paid. The selected bidder shall be required to provide such Experts at same terms & Condition of contract and service Charge shall also be same as per contract.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

ANNEXURE- IV.B

Financial Proposal Standard Format for Package-2

[Location, Date]

To:

State Urban Development Agency (SUDA)
H & UD Department, Govt. of Odisha
Adjacent to Bhubaneswar Municipal Corporation Office,
Vivekanand Marg, Bhubaneswar
PIN: 751014
Email : sudaodisha1990@gmail.com

Dear Sirs:

We, the undersigned, offer to provide the consulting Assignment/job for Engagement of Technical Personnel under Capacity Building Programme of Urban Local Bodies in Odisha in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal for Pkg-2 is for the sum of [Insert amount(s) in words and figures¹]. This amount is exclusive of the Domestic taxes. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph 4 of the Part II Data Sheet.

We understand you are not bound to accept any Proposal you receive.
We remain, Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Enclose: Financial Proposal Form -Pkg-2

Financial Proposal Format-Pkg-2

SI No.	Name of positions	Total No. of Consultants	Tentative Remuneration Rs Per Month per person (Excluding Tax)	TOTAL Amount per Month 3x4 RS	TOTAL Amount per YEAR 5x12 Rs
1	2	3	4	5	6
1	MIS Consultant	63	22,000/-	13,86,000/-	1,81,44,000/-
2	Account Consultant	21	22,000/-	4,62,000/-	6,04,8000/-
3	Community Mobilization Consultant	16	22,000/-	3,52,000/-	4,60,8000/-
4	Additional charges for laptop	100	1500/-	1,50,000/-	18,00,000/-
5	Total Cost in Rupees			23,50,000/-	2,82,00,000/-
6	SERVICE CHARGE To be offered by Bidder	IN PERCENT (Min 5%) --- -----___To quote percentage (in words)		To Quote	To Quote
7	Total Including Service Charge	SI.N-5+SI.N-6		To Quote	To Quote

TOTAL AMOUNT PER YEAR IN WORDS (Rupees-----)

Note for Pkg-2 :

1. The Bidders to submit separate financial Bid where Fee component to be offered should be same as Fee mentioned above and same shall be required to be paid to the Consultants in their account. The service charges offered by bidder shall be on total of Fee amount and charges for laptop. The competent authority reserves the right to reject financial bids where service charges offered are very less than 5%. Price offered not complying to above condition will be rejected.
2. GST as applicable from time to time will be paid Extra.
3. Office space with necessary table, chair with other facilities like printing/copying and all office stationeries will be provided to Consultants by respective offices.
4. The agency should ensure that every consultant should have a laptop with updated antivirus and internet connection. The Agency shall be paid Rs 1500/- per consultant per month for the same. In each monthly attendance statement of the professionals, it should be certified that professional is having laptop for day to day work

5. The performance of Consultants will be reviewed periodically and client based on this review may advise the service provider to carry out the changes. Bidder to keep this as condition of appointment while selecting the Consultants.
6. The consultant's number & positioning are indicative only. However, Exact requirement will be intimated by client during the contract period and accordingly positioning shall be made.
7. The numbers of Consultants can be Increased/Reduced based on requirement of the client and Bidder shall arrange to depute such personnel as per same terms of the contract.
8. In ADDITION, the Authority may Require Specialized Experts in different field for which the Authority Shall specify Qualification, Experience, Competency and Fee to be paid. The selected bidder shall be required to provide such Experts at same terms & Condition of contract and service Charge shall also be same as per contract.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Annexure – V

TERMS OF REFERENCE FOR ENGAGEMENT OF TECHNICAL PERSONNEL UNDER CAPACITY BUILDING PROGRAMME OF URBAN LOCAL BODIES IN ODISHA

Vision:

To equip and empower Urban Local Bodies (ULBs) to discharge their functions in line with 74th Constitutional Amendment Act.

Mission:

ULBs shall be equipped and empowered by building capacities in terms of human resources, infrastructure, procedures and systems to effectively deliver basic services to the citizen.

Objectives:

The objectives of Comprehensive Capacity Building program are to create an enabling environment for capacity building of ULBs through the right mix of policy and implementation supports in the areas of organizational development, human resource development, strategic planning, technology improvements, and resource mobilization capacities. This will ensure equity, inclusiveness and responsiveness of ULB officials and elected representatives. The specific objectives are to help ULBs to :

1. Effectively function as institutions of local governance as per 74th CAA.
2. Develop capacities in the areas of financial management, budgeting and accounting, MIS data management, social Mobilization & Community development.
3. Achieve the bench marks of reforms on urban management and renewal,
4. To create an enabling environment for stake holder consultations and participation in service delivery.
5. To promote the use of Information Communication Technologies and robust information systems through

1. TERMS OF REFERENCE:

The firm/ agency shall provide the Technical Personnel for different position to State Urban Development Agency (SUDA) under capacity building programme to work with the ULBs of different towns and/ or SUDA/ H& UD Dept. at Bhubaneswar. The Personnel shall work basically with ULB staffs and/ or staff with SUDA / H& UD Department, Govt. of Odisha.

1.1 OBJECTIVES:

The objectives are to work in the different ULBs and support to the ULB in the respective filed under the ULB authority.

1.2 OBLIGATIONS OF THE CONSULTANT FIRM:

- a) The Consultant firm/ agency shall perform all its obligations under this agreement & the terms and condition prescribed in tender notification (including the provision of Services) with all necessary skill, diligence, efficiency and economy to satisfy generally accepted professional

standards excepted from experts. The Consultant/ agency should provide various required personnel in different position according to the terms and conditions prescribed in the RFP. The personnel who will be deployed should work closely with the staffs of ULBs and SUDA and H& UD Department, Government of Odisha.

- b) The Consultancy/ agency shall ensure to retain the required personnel up to the completion of assignment. The Consultant/ agency also ensure that the personnel who will be deployed at different ULBs should fulfill the minimum qualification and Experience Criteria and also be sound minded.
- c) The detailed description of Services is mentioned in the ToR. It is herewith stated that the Agency is similar with the scope of work and tasks to be performed as described in Scope of Work or ToR of the agreement.
- d) The agency shall be responsible for appropriate replacement of staff employed in case of resignation / Termination.
- e) If the client or the agency (i) find that any of the personnel has not been able to perform as per his/her ToR or has committed serious misconduct or has been charged with having committed a criminal action, or (ii) has reasonable cause to be dissatisfied at the performance of any of the staff , then the Agency /Firm shall, specifying the grounds therefore, forthwith provide suitable replacement, a person with equivalent or better qualifications and expertise as replacement, subject to approval of the Client, within 15 days.
- f) The agency will ensure the selection of only those candidates who fulfill the eligibility criteria prescribed herewith. Under no circumstances, the selection and requirement process be diluted.
- g) For the period of absence of Personnel for more than 15 days, the agency / firm will not claim the remuneration against the Personnel concerned for the said period of absence or non-engagement of such personnel.
- h) The agency shall ensure that all the personnel are paid their Fee / remuneration on or before 5th day of every succeeding month.
- i) The agency shall ensure the personnel who are recruited will get the same Fee amount as prescribed in this RFP or amended by the client time to time. No deduction of Fee is permissible.
- j) The agency shall ensure that the amount towards Provident fund and ESI will be deposited in time with the respective account of the personnel.

2.SUPPORTS BY CLIENT:

The Client/ ULB will provide necessary support to carry out the assignment by the consultancy firm/ agency as per the Terms of References. The Concerned ULB/ client will provide min. required logistic support (Chair, Table, Computer, office stationeries etc.)to the personnel recruited for the assignment. For visit to ULBs/ SUDA /H &UD Deptt. Outside the place of posting TA & DA as applicable for equivalent grade Government employees shall be payable by the ULB /SUDA, for which prior approval of Authority is to be obtained.

3. TERMS OF REFERENCE OF THE PERSONNEL TO BE DEPLOYED:

The Consultancy firm/ Agency shall provide the technical personnel in different positions as per the RFP issued. The Agency should ensure that the personnel in different positions as per RFP issued. The agency should ensure that the personnel recruited for this assignment having prescribed minimum qualification and experience. As per RFP/tender notice issued, the agency will deploy various personnel who will satisfy the following qualification and experience and also willing to work as per the following scope of work.

Qualification, Experience and Scope of Work:

I. MIS Consultant:

a) Qualification & Experience:

- i. The person should be MCA /B. Tech (Comp. Sc /IT) or Graduate with PGDCA from recognized University;
- ii. Minimum of 1 years of experience in MIS, data management, technical support to software application;
- iii. Knowledge of English both written and spoken along with sound communication skills.
- iv. Ability to work closely with Government and support organizations and having excellent documentations and reporting skills.
- v. Working experience in Urban sector will be preferred.
- vi. S/he should know the Odia language.

b) Scope of Work:

The following are the scope of work which shall be carried out by the MIS Consultant.:

- i. Planning and scheduling of all monitoring, evaluation and quality Control activities at state and district level.
- ii. Entry in MIS System and management of information as per requirement.
- iii. Preparation of MIS reports of all urban schemes/ programmes as and when required;
- iv. Planning, organizing and coordinating training programmes on monitoring, learning and quality Control mechanism etc;
- v. Feedback on monitoring and quality control data through presentation in review, meetings at district level;
- vi. Publication of newsletters and creating Projects related material for publication and distribution;
- vii. Dissemination of information, RTI, Governance and Grievance handling;
- viii. Overall management of IT support to the programme both at district level under the guidance of Director, DUDA;
- ix. Liaison and coordination with MIS agency, Liaison and coordination with district and State level MIS Team;
- x. Periodic review of software applications in consultation with the resource person, MIS agency and SPU Team;
- xi. Any other work assigned by the officer concerned.

II. Accounting Consultant:

a. Qualification and Experience:

- i. The person should be graduate in commerce with CA (inter) ICWA (inter) /MBA (Finance) /Masters in Commerce;
- ii. S/he must have adequate working knowledge of TALLY-9.0 Accounting software;
- iii. Minimum of 2 years of relevant working experience related to Accounts and Finance Management;
- iv. Thorough knowledge of relevant working experience related to accounts and Financial Management;
- v. Thorough knowledge of Double entry Accounting System, accounting Standards and procedures;
- vi. Working experience in Urban sector will be preferred;

- vii. Knowledge of English both written and spoken along with sound communication skills;
- viii. S/He should know the Odia Language;

b. Scope of Work:

The followings are the scope of work which shall be carried out by the Accounting Consultant:

- i. Identify reform measures for revenue enhancement for Tax and Non-Tax sources in the ULB and helps in implementation of reforms so identified;
- ii. Develop mechanisms and systems for implementation of accrual based double entry accounting system and hand holding of ULB for the same;
- iii. Maintenance of books of accounts, registers, files and other accounts related documents;
- iv. Processing of Payment of Bills and Maintenance of Asset Registers at ULB;
- v. Preparing Bank Reconciliation statement periodically;
- vi. Establishing internal and external audit arrangement;
- vii. Budget preparation, ensuring effective and effective fund flow;
- viii. Monitor implementation of municipal financial and accounting reforms;
- ix. Helps ULBs in asset valuation and preparation of balance sheet;
- x. Develop innovation approach towards capital financing and Timely preparation of reports and reporting for project purposes; to funding agencies and state and central government;
- xi. Handling of Tally Software;
- xii. Any other work assigned by the officer concerned;

III. Community Mobilization Consultant:

a. Qualification & Experience:

- i. The person should be Graduate (Bachelor)/ Post Graduate (Master Degree) in Sociology/ Psychology, Home Science, Social Work or Social science from a Government Recognized University.
- ii. S/he must have basic computer knowledge;
- iii. Working experience in Urban sector will be preferred;
- iv. Knowledge in Odia language is essential;
- v. Having 1 year of experience as community worker/ Social work in any reputed NGO /Govt. Organizations.

b. Scope of Work;

The followings are the scope of work which shall be carried out by the Community Mobilization Consultant;

- i. Facilitating and promoting voluntarism and organizing community structures / groups;
- ii. Guiding and assisting the community in assessing its needs organizing community structure, developing a community vision and formulating community development action plans;

- iii. Coordinating the conduct of Slum, Households and livelihoods surveys and maintaining data base on the urban poor and their needs;
- iv. Working with community to implement and monitor UPA and related programmes or activities;
- v. Assessing skill needs of the urban poor and facilitating skill development training and post training handholding;
- vi. Liaising with the sector departments to establish initial contracts with the community support of their programmes;
- vii. Facilitating community empowerment through community level training; information sharing, exchange of experiences, community skills enhancement programmes etc.
- viii. Identifying suitable beneficiaries for self-employment ventures, preparing applications for securing bank credit after approval of the name of beneficiaries by the CES and taking subsequent follow up with the ULBs/Banks/administration unit final disposal of the applications;
- ix. Regularly following up with the financed beneficiaries to monitor the progress of their self-employment ventures as also the timely repayment of loans etc;
- x. Any other function may be assigned for furtherance of the targets of alleviating/eradicating urban poverty;
- xi. Any other work assigned by the officer concerned.

4.Place of Posting:

Place of posting of consultants shall be district wise & State level offices, are tentative as mentioned below:

S.No	Package-1	Package-2
1	Mayurbhanj	Balasore
2	Angul	Bhadrak
3	Jajpur	Cuttuck
4	Dhenkanal	Puri
5	Bargarh	Ganjam
6	Subarnapur	Khurda
7	Nuapara	Nayagarh
8	Boudh	Koraput
9	Kendrapada	Malkangiri
10	Nabarangapur	Gajapati
11	Sundergarh	Rayagada
12	Keonjhar	Deogarh
13	Kalahandi	Jharsuguda

14	Phulbani	Sambalpur
15	Jagatsinghpur	Bolangir
16	SUDA & Other State Offices	

Actual place of posting in each district and category of consultant shall be intimated as per actual requirement.

The additional technical personnel as and when required will be intimated to the firm / agency shall arrange to place the personnel within a period of 21 days of intimation. The CVs of personnel proposed should confirm to qualification and experience requirement specified for the positions and the CVs to be furnished prior approval of the client before placement.

5. Payment and Reporting Schedule:

- i. The Personnel Shall Report at ULB/SUDA/H&UD Dept, Govt. of Odisha. The monthly attendance statement indicating the no of day's presence to be submitted to commissioner / Executive office/ Reporting officer. After due endorsement by above officer, the same to be submitted to SUDA along monthly invoice for releasing of monthly payment to the agency. In addition, the monthly progress report indicating work carried out by the personnel to be submitted to commissioner/ Executive officer and to SUDA along with the invoice.
- ii. Service Provider to ensure payment to Consultants/ Coordinators are made as per rates fixed in RFP and service provider shall not Demand any Deposit / payment from personnel for above deployment. If during contract period it is established that Service provider is resorting to above, the same shall be considered as breach of contract and action including termination can be taken.
- iii. The Agency shall be paid @1500/- per Consultant per month for laptop. In each monthly attendance statement of the professional, it should be certified that professional is having laptops for his day to day work.

6.Contract Period:

The consultant will be initially for a period of Two years from the effective date of contract and can be renewed for further period of one year on the same terms and conditions, subject to satisfactory performance.

7.Variation of No. of Consultants:

The no of consultants mentioned above is subject to variation as per requirement of the client and agency shall provide no of consultants as per requirement communicated by client. The client reserves the rights to take additional personnel during the contract period up to maximum of 100 nos. over and above present indicative requirement of 200 nos.

Standard Form of Contract

CONTENTS

I.	Form of Contract	
II.	General Conditions of Contract	
1.	General Provisions	
2.	Commencement, Completion, Modification and Termination of Contract	
3.	Obligations of the Consultancy firm/agency	
4.	Consultancy firm/agency's' Personnel and Sub-Consultancy firm/agencies	
5.	Obligations of the Client	
6.	Payments to the Consultancy firm/agency	
7.	Fairness and Good Faith	
8.	Settlement of Disputes	
9.	Liquidated Damages	
10.	Miscellaneous Provisions	
III.	Special Conditions of Contract	
IV.	Appendices	
	Appendix A – Description of Services	
	Appendix B - Reporting Requirements	
	Appendix C - Staffing Schedule	
	Appendix D - Cost Estimates	
	Appendix E - Duties of the Client	

Contract for Engagement of Consultants in the office of State Mission Director, AMRUT, Office of Engineer in Chief -Public Health (Urban), field offices of PH, PHEO & WATCO.

between

State Urban Development Agency (SUDA)
H & UD Department, Govt. of Odisha

and

[name and address of the Selected Consultancy firm/agency]

Dated:

Place:

I. Form of Contract

(Text in brackets [] should be filled up appropriately)

This CONTRACT (hereinafter called the “Contract”) is made the [day] day of the month of [month], [year], between State Urban Development Agency (SUDA) H & UD Department , Govt. of Odisha (hereinafter called the “Client”), or the First Party and, [name of Consultancy firm/agency] (hereinafter called the “Consultancy firm/agency”) of the FIRM.

WHERE AS

- (a) the Consultancy firm/agency, having represented to the “Client” that it has the required professional skills, personnel and technical resources, has offered to provide in response to the Tender Notice dated____ issued by the Client;
- (b) the “Client” has accepted the offer of the Consultancy firm/agency to provide the services on the terms and conditions set forth in this Contract.

NOW, THEREFORE, IT IS HEREBY AGREED between the parties as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract
 - (a) The General Conditions of Contract;
 - (b) The Special Conditions of Contract;
 - (c) The following Appendices:
 - Appendix A: Description of Services
 - Appendix B: Reporting Requirements
 - Appendix C: Staffing schedule
 - Appendix D: Cost Estimates
 - Appendix E: Duties of the “Client”
 - Appendix F: Duties of the Consultancy firm/agency

2. The mutual rights and obligations of the "Client" and the Consultancy firm/agency shall be as set forth in the Contract, in particular:
- (a) the Consultancy firm/agencies shall carry out and complete the Services in accordance with the provisions of the Contract; and
 - (b) the "Client" shall make payments to the Consultancy firm/agency in accordance with the provision of the Contract

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

Signed by -----

In presence of

1. For and on behalf of the SUDA, H & UD Dept.
[name of "Client"]

(Witnesses)

(i)

(ii)

In presence of

2. For and on behalf of the [name of firm]

(Witnesses)

(i)

(ii)

II. General Conditions of Contract

1. GENERAL PROVISIONS

1.1 Definitions Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) "Applicable Law" means the laws and any other instruments having the force of law in Odisha for the time being.
- (b) "Consultancy firm/agency" means any private or public entity that will provide the Services to the "Client" under the Contract.
- (c) "Contract" means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is the General Conditions (GC), the Special Conditions (SC) and the Appendices.
- (d) "Day" means calendar day.
- (e) "Effective Date" means the date on which this Contract comes into force and effect pursuant to Clause GC 2.1.
- (f) "Foreign Currency" means any currency other than the currency of the "Client's" country.
- (g) "GC" means these General Conditions of Contract.
- (h) "Government" means the Government of Odisha
- (i) "Local Currency" means Indian Rupees.
- (j) "notice" Written communication sent to Address for communication mentioned in contract.
- (k) "Party" means the "Client" or the Consultancy firm/agency, as the case may be, and "Parties" means both of them.
- (l) "Personnel" means professionals and support staff provided by the Consultancy firm/agency assigned to perform the Services or any part thereof; "Foreign Personnel" means such professionals and support staff who at the time of being so provided had their domicile outside the Government's country; "Local Personnel" means such professionals and support staff who at the time of being so provided had their domicile inside the Government's country; and "Key Personnel" means the Personnel referred to in Clause GC 4.2(a).
- (m) "Reimbursable expenses" means all assignment-related costs [such as travel, translation, report printing, secretarial expenses, subject to specified maximum limits in the Contract].
- (n) "SC" means the Special Conditions of Contract by which the GC may be amended or supplemented.
- (o) "Services" means the work to be performed by the Consultancy firm/agency pursuant to this Contract, as described in Appendix A hereto.
- (p) "Third Party" means any person or entity other than the "Client", or the Consultancy firm/agency.

(q) "In writing" means communicated in written form with proof of receipt.

1.2 Relationship Between the Parties

Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the "Client" and the Consultancy firm/agency. The Consultancy firm/agency, subject to this Contract, has complete charge of Personnel performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

1.3 Law Governing Contract: This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the applicable laws of Odisha.

1.4 Headings: The headings shall not limit, alter or affect the meaning of this Contract.

1.5 Notices

1.5.1 Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered post to such Party at the address specified in the SC.

1.5.2 A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the SC.

1.6 Location: The Services shall be performed at such locations as are specified in Appendix A hereto and, where the location of a particular task is not so specified, at such locations, as the "Client" may approve.

1.7 Authorized Representatives: Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the "Client" or the Consultancy firm/agency may be taken or executed by the officials specified in the SC.

1.8 Taxes and Duties: The Consultancy firm/agency and Personnel shall be liable to pay such direct and indirect taxes, duties, fees and other impositions levied under the applicable laws of Odisha.

1.9 Fraud and Corruption

1.9.1 Definitions: It is the Client's policy to require that Clients as well as Consultancy firm/agency observe the highest standard of ethics during the execution of the Contract. In pursuance of this policy, the Client defines, for the purpose of this provision, the terms set forth below as follows:

(i) "corrupt practice" means the offering, receiving, or soliciting, directly or indirectly, of any thing of value to influence the action of a public official 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 Consultancy firm/agency, with or without the knowledge of the Client, designed to establish prices at artificial, non-competitive levels;

- (iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract;

1.9.2 Measures to be taken by the Client

- a. The Client may terminate the contract if it determines at any time that representatives of the Consultancy firm/agency were engaged in corrupt, fraudulent, collusive or coercive practices during the selection process or the execution of that contract, without the Consultancy firm/agency having taken timely and appropriate action satisfactory to the Client to remedy the situation;
- b. The Client may also sanction against the Consultancy firm/agency, including declaring the Consultancy firm/agency ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the Consultancy firm/agency has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Client-financed contract;

1.9.3 Commissions and Fees

At the time of execution of this Contract, the Consultancy firm/agency shall disclose any commissions or fees that may have been paid or are agreed to be paid to agents, representatives, or commission agents with respect to the selection process or execution of the contract. The information disclosed must include at least the name and address of the agent, representative, or commission agent, the amount and currency, and the purpose of the commission or fee.

2. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT

- 2.1 Effectiveness of Contract:** This Contract shall come into force and effect on the date (the “Effective Date”) of the “Client’s notice to the Consultancy firm/agency instructing the Consultancy firm/agency to begin carrying out the Services. This notice shall confirm that the conditions precedent and effectiveness conditions, if any, listed in the SC have been met.
- 2.2 Termination of Contract for Failure to Become Effective:** If this Contract has not become effective within such time period after the date of the Contract signed by the Parties as specified in the SC Client may, by not less than twenty one (21) days written notice to the Consultancy firm/agency, declare this Contract to be null and void, and necessary disciplinary action may taken as per Bid security declaration.
- 2.3 Commencement of Services:** The Consultancy firm/agency shall begin carrying out the Services not later than the number of days after the Effective Date specified in the SC.
- 2.4 Expiration of Contract:** Unless terminated earlier pursuant to Clause GC 2.9 hereof, this Contract shall expire at the end of such time period as specified in the SC.
- 2.5 Entire Agreement:** This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any other statement, representation, promise or agreement not set forth herein.
- 2.6 Modifications or Variations:** (a) Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. Pursuant to Clause GC 7.2 here of, however, each Party shall give due consideration to any proposals for modification or variation

made by the other Party.

(b) In cases of substantial modifications or variations, the prior written consent of the Client is required.

2.7 Force Majeure

2.7.1 Definition

- a. For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable and not brought about by or at the instance of the Party claiming to be affected by such events and which has caused the non-performance or delay in performance, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other extreme adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.
- b. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or by or of such Party's Sub-Consultancy firm/agency or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected both to take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations hereunder.
- c. Subject to clause 2.7.2, Force Majeure shall not include insufficiency of funds or inability to make any payment required hereunder.

2.7.2 No Breach of Contract: The failure of a Party to fulfil any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.

2.7.3 Measures to be Taken:

- a. A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.
- b. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.
- c. Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
- d. During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultancy firm/agency, upon instructions by the "Client", shall either demobilize or continue with the Services to the extent possible, in which case the Consultancy firm/agency shall continue to be paid proportionately and on prorated basis, under the terms of this Contract.
- e. In the case of disagreement between the Parties as to the existence or extent of Force

Majeure, the matter shall be settled according to Clause GC 8.

2.8 Suspension: The “Client” may, by written notice of suspension to the Consultancy firm/agency, suspend all payments to the Consultancy firm/agency hereunder if the Consultancy firm/agency fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall allow the Consultancy firm/agency to remedy such failure, if capable of being remedied, within a period not exceeding thirty (30) days after receipt by the Consultancy firm/agency of such notice of suspension.

2.9 Termination

2.9.1 By the “Client”: The “Client” may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (i) of this Clause GC 2.9.1..

- a. If the Consultancy firm/agency fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause GC 2.8 hereinabove, within thirty (30) days of receipt of such notice of suspension or within such further period as the “Client” may have subsequently approved in writing.
- b. If the Consultancy firm/agency becomes (or, if the Consultancy firm/agency consists of more than one entity, if any of its Members becomes and which has substantial bearing on providing Services under this contract) insolvent or go into liquidation or receivership whether compulsory or voluntary.
- c. If the Consultancy firm/agency fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GC 8 hereof.
- d. If the Consultancy firm/agency, in the judgment of the “Client”, has engaged in corrupt or fraudulent practices in competing for or in executing this Contract.
- e. If the Consultancy firm/agency submits to the “Client” a false statement which has a material effect on the rights, obligations or interests of the “Client”.
- f. If the Consultancy firm/agency places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to the Client.
- g. If the Consultancy firm/agency fails to provide the quality services as envisaged under this Contract. The Consultancy Monitoring Committee (CMC) formulated to monitor the progress of the assignment may make judgment regarding the poor quality of services, the reasons for which shall be recorded in writing. The CMC may decide to give one chance to the Consultancy firm/agency to improve the quality of the services.
- h. If, as the result of Force Majeure, the Consultancy firm/agency is unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- i. If the “Client”, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

2.9.1.1 In such an occurrence the “Client” shall give a not less than thirty (30) days’ written notice of termination to the Consultancy firm/agency, and sixty (60) days’ in case of the event referred to in (i).

2.9.2 By the Consultancy firm/agency: The Consultancy firm/agency may terminate this Contract, by not less than thirty (30) days’ written notice to the “Client”, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause GC 2.9.2.

- a. If the “Client” fails to pay any money due to the Consultancy firm/agency pursuant to this

Contract and not subject to dispute pursuant to Clause GC 8 hereof within forty-five (45) days after receiving written notice from the Consultancy firm/agency that such payment is overdue.

- b. If, as the result of Force Majeure, the Consultancy firm/agency is unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- c. If the "Client" fails to comply with any final decision reached as a result of arbitration pursuant to Clause GC 8 hereof.
- d. If the "Client" is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Consultancy firm/agency may have subsequently approved in writing) following the receipt by the "Client" of the Consultancy firm/agency's notice specifying such breach.

2.9.3 Cessation of Rights and Obligations: Upon termination of this Contract pursuant to Clauses GC 2.2 or GC 2.9 hereof, or upon expiration of this Contract pursuant to Clause GC 2.4 hereof, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth in Clause GC 3.3 hereof, (iii) the Consultancy firm/agency's obligation to permit inspection, copying and auditing of their accounts and records set forth in Clause GC 3.6 hereof, and (iv) any right which a Party may have under the Law.

2.9.4 Cessation of Services: Upon termination of this Contract by notice of either Party to the other pursuant to Clauses GC 2.9.1 or GC 2.9.2 hereof, the Consultancy firm/agency shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultancy firm/agency and equipment and materials furnished by the "Client", the Consultancy firm/agency shall proceed as provided, respectively, by Clauses GC 3.9 or GC 3.10 hereof.

2.9.5 Payment upon Termination: Upon termination of this Contract pursuant to Clauses GC 2.9.1 or GC 2.9.2 hereof, the "Client" shall make the following payments to the Consultancy firm/agency:

- a. If the Contract is terminated pursuant to Clause 2.9.1 (h), (i) or 2.9.2, remuneration pursuant to Clause GC 6.3(h) (i) hereof for Services satisfactorily performed prior to the effective date of termination, and reimbursable expenditures pursuant to Clause GC 6.3(h)(ii) hereof for expenditures actually and reasonably incurred prior to the effective date of termination;
- b. If the agreement is terminated pursuant of Clause 2.9.1 (a) to (g), the Consultancy firm/agency shall not be entitled to receive any agreed payments upon termination of the contract. However, the "Client" may consider to make payment for the part satisfactorily performed on the basis of Quantum Merit as assessed by it, if such part is of economic utility to the Client. Applicable Under such circumstances, upon termination, the client may also impose liquidated damages as per the provisions of Clause 9 of this agreement. The Consultancy firm/agency will be required to pay any such liquidated damages to client within 30 days of termination date.

2.9.6 Disputes about Events of Termination: If either Party disputes whether an event specified in paragraphs (a) through (h) of Clause GC 2.9.1 or in Clause GC 2.9.2 hereof has occurred, such Party may, within forty-five (30) days after receipt of notice of termination from the other

Party, refer the matter to Clause GC 8 hereof, and this Contract shall not be terminated on account of such event except in accordance with the terms of any resulting arbitral award.

3. OBLIGATIONS OF THE CONSULTANCY FIRM/AGENCY

3.1 General

3.1.1 Standard of Performance: The Consultancy firm/agency shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultancy firm/agency shall always act, in respect of any matter relating to this Contract or to the Services, as faithful adviser to the "Client", and shall at all times support and safeguard the "Client's legitimate interests in any dealings with Sub-Consultancy firm/agency or Third Parties.

3.2 Conflict of Interests: The Consultancy firm/agency shall hold the "Client's interests paramount, without any consideration for future work, and strictly avoid conflict of interest with other assignments or their own corporate interests. If during the period of this contract, a conflict of interest arises for any reasons, the Consultancy firm/agency shall promptly disclose the same to the Client and seek its instructions.

3.2.1 Consultancy firm/agency not to benefit from Commissions, Discounts, etc.:

- a. The payment of the Consultancy firm/agency pursuant to Clause GC 6 hereof shall constitute the Consultancy firm/agency's only payment in connection with this Contract and, subject to Clause GC 3.2.2 hereof, the Consultancy firm/agency shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or in the discharge of its obligations hereunder, and the Consultancy firm/agency shall use its best efforts to ensure that any Personnel and agents of either of them, similarly shall not receive any such additional payment.
- b. Furthermore, if the Consultancy firm/agency, as part of the Services, has the responsibility of advising the "Client" on the procurement of goods, works or services, the Consultancy firm/agency shall comply with the Client's applicable procurement guidelines, and shall at all times exercise such responsibility in the best interest of the "Client". Any discounts or commissions obtained by the Consultancy firm/agency in the exercise of such procurement responsibility shall be for the account of the "Client".

3.2.2 Consultancy firm/agency and Affiliates Not to Engage in Certain Activities: The Consultancy firm/agency agrees that, during the term of this Contract and after its termination, the Consultancy firm/agency and any entity affiliated with the Consultancy firm/agency, shall be disqualified from providing goods, works or services (other than consulting services) resulting from or directly related to the Consultancy firm/agency's Services for the preparation or implementation of the project.

3.2.3 Prohibition of Conflicting Activities: The Consultancy firm/agency shall not engage, and shall cause their Personnel not to engage, either directly or indirectly, in any business or professional activities that would conflict with the activities assigned to them under this Contract.

- 3.3 Confidentiality:** Except with the prior written consent of the “Client”, the Consultancy firm/agency and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Consultancy firm/agency and its Personnel make public the recommendations formulated in the course of, or as a result of, the Services.
- 3.4 Insurance to be Taken out by the Consultancy firm/agency:** The Consultancy firm/agency (i) shall take out and maintain, at their own cost but on terms and conditions approved by the “Client”, insurance against the risks, and for the coverages specified in the SC, and (ii) at the “Client’s request, shall provide evidence to the “Client” showing that such insurance has been taken out and maintained and that the current premiums therefore have been paid.
- 3.5 Accounting, Inspection and Auditing:** The Consultancy firm/agency (i) shall keep accurate and systematic accounts and records in respect of the Services hereunder, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify all relevant time changes and costs, and the bases thereof, and (ii) shall periodically permit the “Client” or its designated representative and/or the Client, and up to five years from expiration or termination of this Contract, to inspect the same and make copies thereof as well as to have them audited by auditors appointed by the “Client” or the Client, if so required by the “Client” or the Client as the case may be.
- 3.6 Consultancy firm/agency’s Actions Requiring “Client’s Prior Approval:** The Consultancy firm/agency shall obtain the “Client’s prior approval in writing before taking any of the following actions: (a) Any change or addition to the Personnel listed in Appendix C.
- 3.7 Reporting Obligations:** The Consultancy firm/agency shall submit to the “Client” the reports and documents specified in Appendix B hereto, in the form, in the numbers and within the time periods set forth in the said Appendix. Final reports shall be delivered in CD ROM in addition to the hard copies specified in said Appendix.
- 3.8 Documents Prepared by the Consultancy firm/agency to be the Property of the “Client”:** All plans, drawings, specifications, designs, reports, other documents and software prepared by the Consultancy firm/agency for the “Client” under this Contract shall become and remain the property of the “Client”, and the Consultancy firm/agency shall, not later than upon termination or expiration of this Contract, deliver all such documents to the “Client”, together with a detailed inventory thereof. The Consultancy firm/agency may retain a copy of such documents, but shall not use anywhere, without taking permission, in writing, from the Client and the Client reserves right to grant or deny any such request.. If license agreements are necessary or appropriate between the Consultancy firm/agency and third parties for purposes of development of any such computer programs, the Consultancy firm/agency shall obtain the “Client’s prior written approval to such agreements, and the “Client” shall be entitled at its discretion to require recovering the expenses related to the development of the program(s) concerned.
- 3.9 Equipment, Vehicles and Materials Furnished by the “Client”:** Equipment, vehicles and materials made available to the Consultancy firm/agency by the “Client”, or purchased by the Consultancy firm/agency wholly or partly with funds provided by the “Client”, shall be the property of the “Client” and shall be marked accordingly. Upon termination or expiration of this Contract, the Consultancy firm/agency shall make available to the “Client” an inventory of such equipment, vehicles and materials and shall dispose of such equipment and materials in accordance with the “Client”’s instructions. While in possession of such equipment, vehicles and materials, the

Consultancy firm/agency, unless otherwise instructed by the "Client" in writing, shall insure them at the expense of the "Client" in an amount equal to their full replacement value.

3.10 Equipment and Materials Provided by the Consultancy firm/agency: Equipment or materials brought into the Government's country by the Consultancy firm/agency and the Personnel and used either for the Project or personal use shall remain the property of the Consultancy firm/agency or the Personnel concerned, as applicable.

4. CONSULTANCY FIRM/AGENCY'S PERSONNEL

4.1 General: The Consultancy firm/agency shall employ and provide such qualified and experienced Personnel and Sub-Consultancy firm/agency as are required to carry out the Services.

4.2 Description of Personnel:

- a. The title, agreed job description, minimum qualification and estimated period of engagement in the carrying out of the Services of each of the Consultancy firm/agency's Key Personnel are as per the Consultancy firm/agency's proposal and are described in Appendix C. If any of the Key Personnel has already been approved by the "Client", his/her name is listed as well.
- b. If required to comply with the provisions of Clause GC 3.1.1 hereof, adjustments with respect to the estimated periods of engagement of Key Personnel set forth in Appendix C may be made by the Consultancy firm/agency by written notice to the "Client", provided (i) that such adjustments shall not alter the originally estimated period of engagement of any individual by more than 10% or one week, whichever is larger, and (ii) that the aggregate of such adjustments shall not cause payments under this Contract to exceed the ceilings set forth in Clause GC 6.1(b) of this Contract. Any other such adjustments shall only be made with the "Client's written approval.
- c. If additional work is required beyond the scope of the Services specified in Appendix A, the estimated periods of engagement of Key Personnel set forth in Appendix C may be increased by agreement in writing between the "Client" and the Consultancy firm/agency. In case where payments under this Contract exceed the ceilings set forth in Clause GC 6.1(b) of this Contract, this will be explicitly mentioned in the agreement.

4.3 Approval of Personnel: The Key Personnel and Sub-Consultancy firm/agency listed by title as well as by name in Appendix C are hereby approved by the "Client". In respect of other Personnel which the Consultancy firm/agency proposes to use in the carrying out of the Services, the Consultancy firm/agency shall submit to the "Client" for review and approval a copy of their Curricula Vitae (CVs). If the "Client" does not object in writing (stating the reasons for the objection) within twenty-one (21) days from the date of receipt of such CVs, such Personnel shall be deemed to have been approved by the "Client".

4.4 Removal and/or Replacement of Personnel:

- a. except as the "Client" may otherwise agree, no changes shall be made in the Personnel. If, for any reason beyond the reasonable control of the Consultancy firm/agency, such as retirement, death, medical incapacity, among others, it becomes necessary to replace any of the Personnel, the Consultancy firm/agency shall forthwith provide as a replacement a person of equivalent or better qualifications.
- b. If the "Client" (i) finds that any of the Personnel has committed serious misconduct or has

been charged with having committed a criminal action, or (ii) has reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultancy firm/agency shall, at the "Client's written request specifying the grounds therefore, forthwith provide as a replacement a person with qualifications and experience acceptable to the "Client".

- c. Any of the Personnel provided as a replacement under Clauses (a) and (b) above, as well as any reimbursable expenditures (including expenditures due to the number of eligible dependents) the Consultancy firm/agency may wish to claim as a result of such replacement, shall be subject to the prior written approval by the "Client". The rate of remuneration applicable to a replacement person will be the rate of remuneration paid to the replacement person. Also (i) the Consultancy firm/agency shall bear all additional travel and other costs arising out of or incidental to any removal and/or replacement, and (ii) the remuneration to be paid for any of the Personnel provided as a replacement shall not exceed the remuneration which would have been payable to the Personnel replaced.

4.5 Resident Project Manager: If required by the SC, the Consultancy firm/agency shall ensure that at all times during the Consultancy firm/agency's performance of the Services a resident project manager, acceptable to the "Client", shall take charge of the performance of such Services.

5. OBLIGATIONS OF THE "CLIENT"

5.1 Assistance and Exemptions: Unless otherwise specified in the SC, the "Client" shall use its best efforts to ensure that the Government shall:

- a. Provide the Consultancy firm/agency and Personnel with work permits and such other documents as shall be necessary to enable the Consultancy firm/agency or Personnel to perform the Services.
- b. Arrange for the Foreign Personnel to be provided promptly with all necessary entry and exit visas, residence permits, exchange permits and any other documents required for their stay in India.
- c. Issue to officials, agents and representatives of the Government all such instructions as may be necessary or appropriate for the prompt and effective implementation of the Services.
- d. Provide to the Consultancy firm/agency, Sub-Consultancy firm/agency and Personnel any such other assistance as may be specified in the SC.

5.2 Change in the Applicable Law Related to Taxes and Duties: If, after the date of this Contract, there is any change in the Applicable Laws of Odisha with respect to taxes and duties, which are directly payable by the Consultancy firm/agency for providing the services i.e. service tax or any such applicable tax from time to time, which increases or decreases the cost incurred by the Consultancy firm/agency in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultancy firm/agency under this Contract shall be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the ceiling amounts specified in Clause GC 6.1(b).

5.3 Services, Facilities and Property of the "Client":

- a. The "Client" shall make available to the Consultancy firm/agency and its Personnel, for the purposes of the Services and free of any charge, the services, facilities and property described in Appendix E at the times and in the manner specified in said Appendix E.
- b. In case that such services, facilities and property shall not be made available to the Consultancy firm/agency as and when specified in Appendix E, the Parties shall agree on any time extension that it may be appropriate to grant to the Consultancy firm/agency for

the performance of the Services.

5.4 Payment: In consideration of the Services performed by the Consultancy firm/agency under this Contract, the “Client” shall make to the Consultancy firm/agency such payments and in such manner as is provided by Clause GC 6 of this Contract.

5.5 Counterpart Personnel:

- a. If necessary, the “Client” shall make available to the Consultancy firm/agency free of charge such professional and support counterpart personnel, to be nominated by the “Client” with the Consultancy firm/agency’s advice, if specified in Appendix E.
- b. Professional and support counterpart personnel, excluding “Client”’s liaison personnel, shall work under the exclusive direction of the Consultancy firm/agency. If any member of the counterpart personnel fails to perform adequately any work assigned to such member by the Consultancy firm/agency that is consistent with the position occupied by such member, the Consultancy firm/agency may request the replacement of such member, and the “Client” shall not unreasonably refuse to act upon such request.

6. PAYMENTS TO THE CONSULTANCY FIRM/AGENCY

6.1 Total Cost of the Services

- a. The total cost of the Services payable is set forth in Appendix D as per the Consultancy firm/agency’s proposal to the Client and as negotiated thereafter.
- b. Except as may be otherwise agreed under Clause GC 2.6 and subject to Clause GC 6.1(c), payments under this Contract shall not exceed the amount specified in Appendix-D.
- c. Notwithstanding Clause GC 6.1(b) hereof, if pursuant to any of the Clauses GC 4.2 (c) or 5.2 hereof, the Parties shall agree that additional payments shall be made to the Consultancy firm/agency in order to cover any necessary additional expenditures not envisaged in the cost estimates referred to in Clause GC 6.1(a) above, the ceiling or ceilings, as the case may be, set forth in Clause GC 6.1(b) above shall be increased by the amount or amounts, as the case may be, of any such additional payments.

6.2 Currency of Payment: All payments shall be made in Indian Rupees. [In case the payment is to be made in the currency other than Indian Rupees, the same shall be mentioned instead of Indian Rupees]

6.3 Terms of Payment The payments in respect of the Services shall be made as follows:

- a. The Consultancy firm/agency shall submit the invoice for payment when the payment is due as per the agreed terms. The payment shall be released as per the work-related milestones achieved and as specified as per SC 10.
- b. Once a milestone is completed, the Consultancy firm/agency shall submit the requisite deliverables as specified in this Contract. The Client shall release the requisite payment upon acceptance of the deliverables. However, if the Client fails to intimate acceptance of the deliverables or its objections thereto, within 30 days of receipt of it, the Client shall release the payment to the Consultancy firm/agency without further delay.
- c. Final Payment: The final payment as specified in SC 10 shall be made only after the final report and a final statement, identified as such, shall have been submitted by the Consultancy firm/agency and approved as satisfactory by the “Client”. The Services shall be deemed completed and finally accepted by the “Client” and the final report and final statement shall be deemed approved by the “Client” as satisfactory ninety (90) calendar days after receipt of the final report and final statement by the “Client” unless the “Client”,

within such ninety (90) day period, gives written notice to the Consultancy firm/agency specifying in detail deficiencies in the Services, the final report or final statement. The Consultancy firm/agency shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated. Any amount, which the "Client" has paid or caused to be paid in accordance with this Clause in excess of the amounts actually payable in accordance with the provisions of this Contract, shall be reimbursed by the Consultancy firm/agency to the "Client" within thirty (30) days after receipt by the Consultancy firm/agency of notice thereof. Any such claim by the "Client" for reimbursement must be made within twelve (12) calendar months after receipt by the "Client" of a final report and a final statement approved by the "Client" in accordance with the above.

- d. For the purpose of payment under Clause 6.3 (b) above, acceptance means; acceptance of the deliverables by the Client after submission by the Consultancy firm/agency and the Consultancy firm/agency has made presentation to the CMC / Client (Mention this if presentation is required) with / without modifications to be communicated in writing by the Client to the Consultancy firm/agency.
- e. If the deliverables submitted by the Consultancy firm/agency are not acceptable to the Client / CMC, reasons for such non-acceptance should be recorded in writing; the Client shall not release the payment due to the Consultancy firm/agency. This is without prejudicing the Client's right to levy any liquidated damages under clause 9. In such case, the payment will be released to the consultant only after it re-submits the deliverable and which is accepted by the Client.
- f. All payments under this Contract shall be made to the accounts of the Consultancy firm/agency specified in the SC.
- g. With the exception of the final payment under (c) above, payments do not constitute acceptance of the Services nor relieve the Consultancy firm/agency of any obligations hereunder, unless the acceptance has been communicated by the Client to the Consultancy firm/agency in writing and the Consultancy firm/agency has made necessary changes as per the comments / suggestions of the Client communicated to the Consultancy firm/agency.
- h. In case of early termination of the contract, the payment shall be made to the Consultancy firm/agency as mentioned here with: (i) Assessment should be made about work done from the previous milestone, for which the payment is made or to be made till the date of the termination. The Consultancy firm/agency shall provide the details of persons reasonably worked during this period with supporting documents. Based on such details, the remuneration shall be calculated based on the man month rate as specified; (ii) A reasonable assessment of the reimbursable and miscellaneous expenses shall be made based on details furnished by the Consultancy firm/agency in this regard with supporting documents and based on the assessment of the work done and the respective rates as provided. Wherever such an assessment is difficult, the rates should be arrived at by calculating the amount on pro-rata basis. The total amount payable shall be the amount calculated as per (i) and (ii) above plus any applicable tax.

7. FAIRNESS AND GOOD FAITH

7.1 Good Faith: The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

7.2 Operation of the Contract: The Parties recognize that it is impractical in this Contract to provide for every contingency which may arise during the life of the Contract, and the

Parties hereby agree that it is their intention that this Contract shall operate fairly as between them, and without detriment to the interest of either of them, and that, if during the term of this Contract either Party believes that this Contract is operating unfairly, the Parties will use their best efforts to agree on such action as may be necessary to remove the cause or causes of such unfairness, but no failure to agree on any action pursuant to this Clause shall give rise to a dispute subject to arbitration in accordance with Clause GC 8 hereof.

8. SETTLEMENT OF DISPUTES

8.1 Amicable Settlement: Performance of the contract is governed by the terms & conditions of the contract, in case of dispute arises between the parties regarding any matter under the contract, either Party of the contract may send a written Notice of Dispute to the other party. The Party receiving the Notice of Dispute will consider the Notice and respond to it in writing within 30 days after receipt. If that party fails to respond within 30 days, or the dispute cannot be amicably settled within 60 days following the response of that party, clause GC 8.2 shall become applicable.

8.2 Arbitration: In the case of dispute arising upon or in relation to or in connection with the contract between the Client and the Consultancy firm/agency, which has not been settled amicably, any party can refer the dispute for Arbitration under (Indian) Arbitration and Conciliation Act, 1996. Such disputes shall be referred to an Arbitral Tribunal consisting of 3 (three) arbitrators, one each to be appointed by the Client and the Consultancy firm/agency, the third arbitrator shall be chosen by the two arbitrators so appointed by the parties and shall act as Presiding Arbitrator. In case of failure of the two arbitrators, appointed by the parties to reach a consensus regarding the appointment of the third arbitrator within a period of 30 days from the date of appointment of the two arbitrators, the Presiding arbitrator shall be appointed by the Secretary of the Ministry / Department. The Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings.

8.3 Arbitration proceedings shall be held in India at the place indicated in SC and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.

8.4 The decision of the majority of arbitrators shall be final and binding upon both parties. The expenses of the arbitrators as determined by the arbitrators shall be shared equally by the Client and the Consultancy firm/agency. However, the expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself. All arbitration awards shall be in writing and shall state the reasons for the award.

9. Liquidated Damages

9.1 The parties hereby agree that due to negligence of act of any party, if the other party suffers losses, damages the quantification of which may be difficult, and hence the amount specified hereunder shall be construed as reasonable estimate of the damages and both the parties agree to pay such liquidated damages, as defined hereunder as per the provisions of this Contract.

9.2 The amount of liquidated damages under this Contract shall not exceed [10] % of the total value of the contract as specified in Appendix D.

9.3 The liquidated damages shall be applicable under following circumstances:

- a. If the deliverables are not submitted as per schedule as specified in SC 10, the Consultancy firm/agency shall be liable to pay 1% of the total cost of the services for delay of each week or part thereof.

- b. If the deliverables are not acceptable to the Client as mentioned in Clause 6.3 (f), and defects are not rectified to the satisfaction of the Client within 30 days of the receipt of the notice, the Consultancy firm/agency shall be liable for Liquidated Damages for an amount equal to [1]% of total cost of the services for every week or part thereof for the delay.

10. Miscellaneous provisions:

- i. "Nothing contained in this Contract shall be construed as establishing or creating between the Parties, a relationship of master and servant or principal and agent.
- ii. Any failure or delay on the part of any Party to exercise right or power under this Contract shall not operate as waiver thereof.
- iii. The Contractor/Consultancy firm/agency shall notify the Client/ the Government of India of any material change in their status, in particular, where such change would impact on performance of obligations under this Contract.
- iv. Each member/constituent of the Contractor/Consultancy firm/agency, in case of a consortium, shall be jointly and severally liable to and responsible for all obligations towards the Client/Government for performance of works/services including that of its Associates/Sub Contractors under the Contract.
- v. The Contractor/Consultancy firm/agency shall at all times indemnify and keep indemnified the Client/Government of India against all claims/damages etc. for any infringement of any Intellectual Property Rights (IPR) while providing its services under the Project.
- vi. The Contractor/Consultancy firm/agency shall at all times indemnify and keep indemnified the Client/Government of India against any claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its (the Contractor's/Consultancy firm/agency's) employees or agents or by any other third Party resulting from or by any action, omission or operation conducted by or on behalf of the Contractor/Consultancy firm/agency.
- vii. The Contractor/ Consultancy firm/agency shall at all times indemnify and keep indemnified the Client/Government of India against any and all claims by Employees, Workman, Contractors, sub-contractors, suppliers, agent(s), employed engaged or otherwise working for the Contractor, in respect of wages, salaries, remuneration, compensation or the like.
- viii. All claims regarding indemnity shall survive the termination or expiry of the Contract.
- ix. It is acknowledged and agreed by all Parties that there is no representation of any type, implied or otherwise, of any absorption, regularization, continued engagement or concession or preference for employment of persons engaged by the (Contractor/Consultancy firm/agency) for any engagement, service or employment in any capacity in any office or establishment of the Government of India or the Client.

III. Special Conditions of Contract:

(Clauses in brackets { } are optional; all notes should be deleted in final text)

SC Clause	Ref. of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.	1.5	The addresses are: 1. "Client": Attention: Facsimile: 2. Consultancy firm/agency: Attention: Facsimile:
2.	1.7	{insert name of member} The Authorized Representatives are: For the "Client": For the Consultancy firm/agency:
3.	2.1	The effectiveness conditions are the following: a. The contract to be signed within 15 days of intimation. b. Performance bank guarantee to be submitted within 15 days of contract signing.
5.	2.2	The time period shall be one months
6.	2.3	The time period shall be 15 days from effective date
7.	2.4	The time period of expiry of contract for 2 year extendable for further years.
8	4.5	a. The Resident Manager to be located at Bhubaneswar office of the Firm/Agency to coordinate with SUDA

9.. 6.1 (b) The ceiling in local currency is Rs lakhs

10. 6.3 PAYMENT AND REPORTING SCHEDULE

AS Mentioned in TOR.

11. The Arbitration proceedings shall take place in Bhubaneswar in India.

Binding signature of Client Signed by (for and on behalf of the President of India)

Binding signature of Contractor Signed by _____

(for and on behalf of _____ duly authorized vide Resolution

No _____ dated _____ of the Board of Directors of _____)

In the presence of (Witnesses)

1.

2.

Appendices-IV

APPENDIX A – DESCRIPTION OF SERVICES

Note: This Appendix will include the final Terms of Reference worked out by the “Client” and the Consultancy firm/agency during technical negotiations, dates for completion of various tasks, place of performance for different tasks/activities, specific tasks/activities/outcome to be reviewed, tested and approved by “Client”, etc.

APPENDIX B - REPORTING REQUIREMENTS

Here reports mentioned at sc SL.10 ARE TO BE MENTIONED, along with details of persons for each offices will be given here.

APPENDIX C – STAFFING SCHEDULE

Details of Staffing shall be mentioned here

APPENDIX D – Total COST OF SERVICES IN

Total cost under this contract will be limited to lakhs inclusive of all taxes and duties.

APPENDIX E - DUTIES OF THE “CLIENT”

(Include here the list of Services, facilities and property to be made available to the Consultancy firm/agency by the “Client”).

APPENDIX- F- DUTIES OF THE CONSULTANT

Invoice format

INVOICE

Invoice No.: Invoice Date:

Service Tax

Registration No. PAN Number

Housing & Urban Development Department

Govt. of Odisha

For Attention of _____

Period of Consultancy:	Start Date _____	End Date _____
Milestone achieved for this claim Period Covered by this Claim		

Contract For: _____

Contract No.: _____

Maximum Contract Value: _____ Total Amount Received _____

Claims made Amount:	Date	Invoice No.	Date Received	Amount:
	Date	Invoice No.	Date Received	
Amount:	Date	Invoice No.	Date Received	

Particulars of current claim made should be mentioned here	Amount	Tax if any
Invoice Total		

PLEASE MAKE PAYMENT TO:

Bank Account: _____ Bank SWIFT ID: _____

Account Number: _____ Account Number: _____

This invoice is in respect of a supply of services to the Client, and is addressed to the Client, purely for payment purposes. I certify that the amounts claimed in this invoice have been wholly and necessarily incurred for the purpose of the engagement and have not been claimed before.

Signature of Bidder

The claim is correct and Services have been received. Please arrange payment:

Project Officer/Advisor

Bank Guarantee Format for Performance

To
The SUDA,
Housing & Urban Development Department,
Govt. of Odisha

WHEREAS.....(name and address of the contractor)
(hereinafter called "the contractor") has undertaken, in pursuance of contract no
dated.....to provide service of(description of services) (herein after called "the
contract").

AND WHEREAS it has been stipulated by you in the said contract that the Contractor shall furnish
you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein
as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the contractor such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of
the contractor, up to a total of..... (amount of the guarantee in words
and figures), and we undertake to pay you, upon your first written demand declaring the contractor
to be in default under the contract and without cavil or argument, any sum or sums within the limits
of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons
for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the contractor before
presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to
be performed thereunder or of any of the contract documents which may be made between you and
the contractor shall in any way release us from any liability under this guarantee and we hereby

waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of, 20.....

Our..... branch at * (Name & Address of the
.....* branch) is liable to pay the guaranteed amount depending on the filing of claim and any part
thereof under this Bank Guarantee only and only if you serve upon us at our.....* branch a
written claim or demand and received by us at our..... branch on or before Dt.....
Otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)
.....
Name and designation of the officer
.....
.....

Seal, name & address of the Bank and address of the Branch

* Preferably at Bhubaneswar