



Odisha Urban Infrastructure Development Fund
4th Floor, Zone A/2, Fortune Towers, Bhubaneswar-23, Ph-0674-2300396/ 97

Ref No-498/OUIDF-70/2014

Date: 20.11.2014

Empanelment of Technical Consultants

Odisha Urban Infrastructure Development Fund (OUIDF), a wholly owned Trust of Housing & Urban Development Department, Government of Odisha invites applications for Empanelment from reputed consultancy firms for preparation of CDPs, Slum free action plans, DPR and Construction supervision services for various infrastructure sectors such as water supply, sewerage, solid waste management, storm water drainage, roads, energy efficient street lighting, slaughter house etc. Interested firms may download the Empanelment document from the websites www.ouidf.in and www.urbanodisha.gov.in and submit the complete prescribed applications along with supporting documents on or before 26th December 2014 by 5PM. Separate applications shall be submitted for each sub-sector projects.


21.11.14
Secretary & CEO, OUIDF

Ref No-498/OUIDF-70/2014

Dt.20.11.2014

NOTICE FOR EMPANELMENT OF CONSULTANCY FIRMS

The Government of Odisha (GoO), through its Housing and Urban Development Department (HUDD) has set up an Odisha Urban Infrastructure Development Fund (OUIDF) with assistance from KfW in the form of a Line of Credit and Technical Assistance support to develop and finance urban infrastructure projects in the state of Odisha.

In this regard, OUIDF("the Authority") invites eligible Indian/ International consultancy firms including consortium of firms (maximum of two) having experience and expertise in the following fields.

| Category no. | Project name | Assistance type |
|--------------|---|--|
| 1 | Preparation of DPR and tender documents for water supply projects | <ul style="list-style-type: none"> ▪ DPR ▪ Environment & Social Impact Assessment and climate change ▪ BOQ& tender documents |
| 2 | Proof checking and project management for water supply projects | <ul style="list-style-type: none"> ▪ Proof checking of designs/ DPR ▪ Construction supervision |
| 3 | Preparation of DPR and tender documents for underground sewerage projects | <ul style="list-style-type: none"> ▪ DPR ▪ Environment & Social Impact Assessment and climate change ▪ BOQ & tender documents |
| 4 | Proof checking and project management for underground sewerage projects | <ul style="list-style-type: none"> ▪ Proof checking of designs/ DPR ▪ Construction supervision |
| 5 | Preparation of DPR and tender documents for solid waste management projects | <ul style="list-style-type: none"> ▪ DPR (including collection, transportation, processing and scientific landfill disposal) ▪ Environment & Social Impact Assessment and climate change ▪ BOQ & tender documents |
| 6 | Proof checking and project management for solid waste management projects | <ul style="list-style-type: none"> ▪ Proof checking of designs/ DPR ▪ Construction supervision |
| 7 | Preparation of DPR and tender documents for storm water drain projects | <ul style="list-style-type: none"> ▪ DPR ▪ Environment & Social Impact Assessment and climate change ▪ BOQ & tender documents |
| 8 | Proof checking and project management for storm water drain projects | <ul style="list-style-type: none"> ▪ Proof checking of designs/ DPR ▪ Construction supervision |

| Category no. | Project name | Assistance type |
|--------------|--|--|
| 9 | Preparation of City Development Plans | City Development Plan |
| 10 | Preparation of Slum Free City Plan of Action | Slum Free Action Plan |
| 11 | Preparation of DPR for slum rehabilitation and provision of infrastructure and civic amenities | <ul style="list-style-type: none"> ▪ DPR ▪ Environment & Social Impact Assessment and climate change ▪ BOQ & tender documents |
| 12 | Proof checking and project management for slum rehabilitation projects | <ul style="list-style-type: none"> ▪ Proof checking of designs/ DPR ▪ Construction supervision |
| 13 | Preparation of DPR for road projects | <ul style="list-style-type: none"> ▪ DPR ▪ Environment & Social Impact Assessment and climate change ▪ BOQ & tender documents |
| 14 | Proof checking and project management for road projects | <ul style="list-style-type: none"> ▪ Proof checking of designs/ DPR ▪ Construction supervision |
| 15 | Preparation of DPR for energy efficient street lighting and conservation of energy projects | <ul style="list-style-type: none"> ▪ DPR ▪ Environment & Social Impact Assessment and climate change ▪ BOQ & tender documents |
| 16 | Proof checking and project management for energy efficient street lighting and conservation of energy projects | <ul style="list-style-type: none"> ▪ Proof checking of designs/ DPR ▪ Construction supervision |
| 17 | Preparation of DPR for reclamation/preservation of water bodies | <ul style="list-style-type: none"> ▪ DPR ▪ Environment & Social Impact Assessment and climate change ▪ BOQ & tender documents |
| 18 | Proof checking and project management for reclamation/preservation of water bodies | <ul style="list-style-type: none"> ▪ Proof checking of designs/ DPR ▪ Construction supervision |
| 19 | Preparation of DPR for domestic effluent treatment plants | <ul style="list-style-type: none"> ▪ DPR ▪ Environment & Social Impact Assessment and climate change ▪ BOQ & tender documents |
| 20 | Proof checking and project management for domestic effluent treatment plants | <ul style="list-style-type: none"> ▪ Proof checking of designs/ DPR ▪ Construction supervision |

| Category no. | Project name | Assistance type |
|--------------|--|--|
| 21 | Preparation of DPR for slaughter house and other environment protection projects such as vending zone (single/ multi-storeyed) and bio medical waste project | <ul style="list-style-type: none"> ▪ DPR ▪ Environment & Social Impact Assessment and climate change ▪ BOQ & tender documents |
| 22 | Proof checking and project management for slaughter house and other environment protection projects | <ul style="list-style-type: none"> ▪ Proof checking of designs/ DPR ▪ Construction supervision |

Eligible consultancy firms shall be a company / partnership firm formed under relevant acts. The firm may enter into a joint venture to enhance their qualifications subject to the condition that the maximum number of consortium members allowed is two. The Applicant shall have minimum average annual turnover of Rupees One Crore and Fifty Lakhs in last three years. Firms applying in joint venture shall submit a consortium agreement in the format given in this empanelment document. Interested consultancy firm(s) must provide all the relevant information (in English language only) as per the prescribed format. The details can be downloaded from the websites www.urbanodisha.gov.in and www.ouidf.in.

The information and the details received will be evaluated based on the criteria given and qualified consultancy firm(s) will be short-listed for multiple assignments in the sectors mentioned in the above table.

The details must be delivered to the address below by 17:00 hours on or before 26th December 2014 with superscribing "**Empanelment of consultants for infrastructure sub-sectors under OUIDF – Category no.____ : Project name_____<indicate the category no. and name of project from the table>**":

Special Secretary to Government (HUDD) & Secretary OUIDF,
Address: OUIDF Trust, Zone A/2, Fourth Floor, Fortune Towers, Bhubaneswar-751023
Phone: 0674-2300396, 2300397

Proposals without the superscribing in the cover of the proposals as requested above will not be opened.


21.11.14
Secretary & CEO OUIDF

Instructions

1. Name and address of the Client
Special Secretary to Government (HUDD) & Secretary OUIDF,
Address: OUIDF Trust, Zone A/2, Fourth Floor, Fortune Towers, Bhubaneswar-751023
Phone: 0674-2300396, 2300397
E mail: sshudd.odisha@gmail.com, ouidf.hudd@gmail.com
2. The details can be downloaded from the websites www.urbanodisha.gov.in and www.ouidf.in and the interested consultancy firm(s) may obtain further information from the above address up to 26th December 2014 on all working days.
3. The consultancy firm(s) should provide the following documents in English language in the format prescribed.
 - i. Legally binding signed declaration of undertaking (Form-1)
 - ii. Corporate profile and status (Firm's Name, Contact person, address of the consultancy firm, phone no., fax no., email ids of contact person and web address) (Form-2)
 - iii. Summary of sector wise relevant experience of the firm in the last five years to prove technical qualifications and experience abroad, in the region or country (maximum ten references per sector of operation (Form-3)
 - iv. Sector wise relevant experience along with attested client certificate(Form-4)
 - v. Summary of key professionals available with firm in the relevant sector (Form-5)
 - vi. Audited Balance Sheet and Profit & Loss account for last three years (Form-6)
 - vii. Statement of personnel structure (number and qualifications) (Form-7)
 - viii. Consortium Agreement(Form-8)
 - ix. Any other relevant information (Form-9)
4. The details and the information should be furnished to the following address superscribing **"Empanelment of consultants for infrastructure sub-sectors under OUIDF – Category no.____ : Project name_____<indicate the category no. and name of project from the table>"**:to
Special Secretary to Government (HUDD) & Secretary OUIDF,
Address: OUIDF Trust, Zone A/2, Fourth Floor, Fortune Towers, Bhubaneswar-751023
Phone: 0674-2300396, 2300397
5. Due date and time for submission of information and details: up to 17:00 hrs on 26th December 2014
6. The consultancy firm(s) providing inadequate information will be liable for rejection.
7. The information and the details received will be evaluated and qualified consultancy firm(s) only will be shortlisted and empanelled for the proposed assignment.
8. Incomplete information /forms or lower turnover will lead to rejection.
9. An Applicant shall be subject to disqualification at any stage of empanelment process, if it has:
 - Made a false representation in the form, statement and attachments required in the Registration documents;
 - Has been debarred by Government of India/ Government of Odisha or any other governmental agency
 - Has been involved in any economic offence such as money laundering etc.

10. Separate proposals should be given for each of the sectors indicated in the table.
11. The empanelment shall be for a period of three (3) years and can be extended by OUIDF at its own discretion. Notwithstanding anything contained in this document, OUIDF would have sole right to terminate the empanelment and/ or increase the number of members of such empanelment and/ or issue fresh notice of invitation for similar empanelment without assigning any reason whatsoever
12. Procedure for the award of work shall be as follows:-
 - Award of work will be done for project specific terms of reference;
 - OUIDF will communicate through a written intimation to the empanelled firms detailed terms of reference and payment schedule;
 - OUIDF shall invite bids from amongst the empanelled firms for a project;
 - Final selection of the firm for each or group of identified project(s) would be carried out on Quality and Cost Based Selection (QCBS) from the list of empanelled firms.
 - OUIDF reserves the right to modify the turnover and technical eligibility criteria at the Request for Proposal stage depending on the size and scope of the assignment.
13. Proposal submitted in all respect must reach at the specified address on the scheduled date and time. If the specified date for the submission of Proposal is declared as a holiday for OUIDF, Bhubaneswar, the Proposal will be received up to the appointed time on the next working day.
14. Proposal received after the deadline for submission prescribed by OUIDF will be rejected.
15. No modifications to the Proposal shall be allowed once it is received by OUIDF.
16. All disputes arising shall be subject to the jurisdiction of the appropriate court at Bhubaneswar, India and will be governed by the laws of India.

XXXXXXXXXX

The evaluation committee appointed by the Client will carry out its evaluation applying the evaluation criteria and point system specified below. Each responsive proposal will be attributed a score.

| Criteria | | Points | |
|--------------|--|--------|------------|
| 1. | Proof of experience in last five years | | 40 |
| 1.1 | Experience in the same sector* (Abroad/ India/ Region) – higher marks for India/ Region will be considered (Refer to Form 3 & Form 4) | 25 | |
| 1.2 | Experience in handling similar projects** (Refer to Form 3 & Form 4) | 15 | |
| 2. | Suitability for this specific project | | 60 |
| 2.1 | Assessment of available technical expertise specific to this project (Refer to Form 5 (A)) | 25 | |
| 2.2 | Assessment of the personnel structure in regard to the tasks expected (Refer to Form 5 (B)) | 20 | |
| 2.3 | Assessment of the key personnel in permanent employment and always available to monitor the team and provide back-up services from the home office (Refer to Form 7) | 10 | |
| 2.4 | The form of the application documents: are they complete and related to the project? | 5 | |
| Total | | | 100 |

**Same sector project shall include projects ongoing and completed projects in the field for which the application has been made.*

***Similar projects include projects listed in the Table given in Notice for Empanelment.*

Firms to provide details of 10 best projects completed/ ongoing with value of consultancy services received for each project not less than Rs. 2 lakhs.

Experience of working on projects funded by multi-lateral agencies is advantageous.

Minimum score for being empanelled is 70 points.

Please send your empanelment application in the following order:

| Form No. | Particulars |
|-----------------|---|
| 1 | Legally binding signed declaration of undertaking |
| 2 | Corporate profile and status |
| 3 | Summary of sector wise relevant experience (Relevant references from the last five years to prove technical qualifications and experience abroad, in the region or country) |
| 4 | Firms relevant experience with self attested certificate |
| 5 | Summary of key professionals available with firm |
| 6 | Audited Balance Sheet and Profit & Loss account for last three years |
| 7 | Statement of personnel structure (number and qualifications) |
| 8 | Consortium Agreement |
| 9 | Any other relevant information related to this assignment |

Form-1

Legally binding signed declaration of undertaking

We underscore the importance of a free, fair and competitive procurement process that precludes fraudulent use. In this respect we have neither offered nor granted, directly or indirectly, any inadmissible advantages to any public servants or other persons in connection with our bid, nor will we offer or grant any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract.

We also underscore the importance of adhering to minimum social standards ("Core Labour Standards") in the implementation of the project. We undertake to comply with the Core Labour Standards ratified by the country of India.

We will inform our staff about their respective obligations and about their obligation to fulfill this declaration of undertaking and to obey the laws of the country of India.

Signature of the authorized representative of consultancy firm(s)

Place:

Date:

Note:

In case of Joint Venture, above declaration to be provided by each member of Joint Venture.

Form-2

Corporate profile and status

| Sr. No. | Description | Particulars |
|---------|--|-------------|
| 1. | Name of the firm | |
| 2. | Status(Legal entity) | |
| 3. | Address with pin code | |
| 4. | Contact person (Management) | |
| 5. | Contact number | |
| 6. | Fax No. | |
| 7. | Mobile No. | |
| 8. | Email Id. | |
| 9. | Web address | |
| 10. | Year of incorporation (Certificate of Registration to be furnished) | |
| 11. | Details of PAN/ (For International Firms - Income Tax Registration) (Copy of PAN Card to be furnished) | |
| 12. | Details of Service Tax Registration No. (For International Firms – Applicable tax registration number) (Copy of Service Tax Registration to be furnished) | |
| 13. | Contact person (sector for which proposal is submitted) | |
| 14. | Contact person telephone no. (sector for which proposal is submitted) | |
| 15. | Contact person email ID (sector for which proposal is submitted) | |
| 16. | Any other relevant information | |

Note:

In case of Joint Venture, above details to be provided by each member of Joint Venture.

Signature of the authorized representative of consultancy firm(s)

Form-3

Summary of sector wise relevant experience

Same Sector:

Completed projects

| Sr. No. | Name of project | Location/ country | Period | Financing institution | Nature of Association | Brief description of project |
|---------|-----------------|-------------------|--------|-----------------------|-----------------------|------------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

Ongoing projects

| Sr. No. | Name of project | Location/ country | Period | Financing institution | Nature of Association | Brief description of project |
|---------|-----------------|-------------------|--------|-----------------------|-----------------------|------------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

Similar Sector:

Completed projects

| Sr. No. | Name of project | Location/ country | Period | Financing institution | Nature of Association | Brief description of project |
|---------|-----------------|-------------------|--------|-----------------------|-----------------------|------------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

Ongoing projects

| Sr. No. | Name of project | Location/ country | Period | Financing institution | Nature of Association | Brief description of project |
|---------|-----------------|-------------------|--------|-----------------------|-----------------------|------------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

Note:

- Each assignment indicated in Form 3 must be backed up by data sheet in Form 4. Else, it will not be considered for evaluation.

- Firms to provide details of 10 (maximum) best projects completed/ ongoing with value of consultancy services received for each project not less than Rs. 2 lakhs for same sector projects.
- Firms to provide details of 10 (maximum) best projects completed/ ongoing with value of consultancy services received for each project not less than Rs. 2 lakhs for similar sector projects.
- In case of Joint Venture, above details to be provided by each member of Joint Venture.

Signature of the authorized representative of consultancy firm(s)

Form-4

Format for firm's relevant experience

| | |
|--|---|
| Project Name : | Country: |
| Project location within the country: | Professional staff provided by your firm: |
| Name of the client : Name of funding agency: | Professional staff months provided by your firm: |
| Address and contact person (client): Phone no: Fax no: Email id: | Value of consulting assignment in INR Approximate value of services by your firm in INR: |
| Start date : | End date: |
| Name of key professional of your firm involved in the assignment: | |
| Detailed narrative description of the project: | |
| Description of actual services provided : | |

Note:

1. For ongoing assignment attach copy of attested client certificate (i.e. Lol/ LoA / Agreement Copy / Terms of Reference).
2. For completed assignment attach copy of attested client certificate (i.e. Completion Certificate / Terms of Reference).
3. Firms to provide details of 10 (maximum) best projects completed/ ongoing with value of consultancy services received for each project not less than Rs. 2 lakhs for same sector projects.
4. Firms to provide details of 10 (maximum) best projects completed/ ongoing with value of consultancy services received for each project not less than Rs. 2 lakhs for similar sector projects.
5. Subsidiary company cannot claim the experience of parent company. However, JV between the two is allowed subject to Parent company being the lead partner.

Signature of the authorized representative of consultancy firm(s)

Form-5

Summary of key professionals available with the firm

A. Key experts available with the firm for undertaking the work (DPR/ proof checking and construction supervision as the case may be)

| Sr. No. | Name of key personnel | Educational qualification | Area of expertise/ specialization | Total years of experience | Years of experience in the sector proposed | Years of experience working on international assignments/ multi-lateral agency funded projects | Total no. of assignments worked | Years with the firm |
|---------|-----------------------|---------------------------|-----------------------------------|---------------------------|--|--|---------------------------------|---------------------|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

B. Other experts available with the firm for undertaking the tasks assigned

((i) In case of DPR – Experts to carry out Environmental & Social Impact Assessment, EIRR, Tender document preparation etc. (ii) in case of Proof checking/ construction supervision – design engineers, quantity surveyor, materials and quality control expert, MIS expert etc.)

| Sr. No. | Name of key personnel | Educational qualification | Area of expertise/ specialization | Total years of experience | Years of experience in the sector proposed | Years of experience working on international assignments/ multi-lateral agency funded projects | Total no. of assignments worked | Years with the firm |
|---------|-----------------------|---------------------------|-----------------------------------|---------------------------|--|--|---------------------------------|---------------------|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Note:

In case of Joint Venture, above details to be provided by each member of Joint Venture. Bidder can separately mention the staff who are associated with the firm on contract basis with no. of years of association with the firm

Signature of the authorized representative of consultancy firm(s)

Form No. 6

**Audited Balance Sheet and Profit & Loss account for last three years
and
A summary table of past three years audited financial reports (duly certified)**

| Sr. No. | Financial Year | Turnover of firm/ company in Rs. | Net profit in Rs. | Net worth in Rs. |
|----------------|-----------------------|---|--------------------------|-------------------------|
| 1 | 2011-12 | | | |
| 2 | 2012-13 | | | |
| 3 | 2013-14 | | | |

Note:

1. Foreign firms shall convert their currency in Rs. (Indian Rupee) in the summary table and also provide a note on the basis for conversion rate.
2. The average turnover of last 3 years will be taken for arriving at the minimum turnover as mentioned in Empanelment Notice.
3. In case of Joint Venture, above details to be provided by each member of Joint Venture.
4. In case of Joint Venture, the sum of average turnover of all the firms will be taken into account for arriving at the minimum turnover.
5. The Bidder/ each of the JV member shall have positive net worth as on 31st March 2014.

Form No. 7

Statement of personnel structure (number and qualifications)

Details of experts and support staff other than the experts provided in Form No.5 available from home office

| Sr. No. | Name | Educational qualification | Years of professional Experience | Duties performed by the staff |
|----------------|-------------|----------------------------------|---|--------------------------------------|
| | | | | |
| | | | | |
| | | | | |

Note:

This is not sector specific and it is for the entire staff available in the firm.

In case of Joint Venture, above details to be provided by each member of Joint Venture.

Signature of the authorized representative of consultancy firm(s)

Form No. 8

CONSORTIUM AGREEMENT

This Consortium Agreement is executed on this..... day of..... between M/s....., a company incorporated under laws of..... and having its registered/principal office at..... (herein after called the 'Lead Member' which expression shall include its successors, executors and permitted assigns)

and M/s....., a company incorporated under the laws of and having its registered/ principal office at..... (herein after called the 'Second Member' which expression shall include its successors, executors and permitted assigns)

The two consortium members are collectively referred to as "Consortium Members".

WHEREAS, the Authority invited empanelment application vide its document no. for the work of

AND WHEREAS as per the empanelment document, consortium applications will also be considered by the Authority subject to a maximum of two consortium members.

AND WHEREAS the empanelment application is being submitted to the Authority vide proposal dated based on the Consortium Agreement by these presents in accordance with the requirement of empanelment document conditions and requirements and have been signed by all the consortium members.

NOW THIS INDENTURE WITNESSETH AS UNDER:

In consideration of the above premises and agreements all the Consortium Members to this consortium do hereby agree as follows:

1. We the partners in the consortium hereby confirm that the name and style of the consortium shall be..... Consortium.
2. In consideration of the empanelment bid submission by us to the Authority, pre-qualification of our bid by the Authority if considered acceptable, submission of main bid by us and the award of contract by the Authority to the Consortium (if selected by the Authority), we the partners to the Consortium, hereby agree that the Lead Member (M/s.....) shall act as the lead partner for self, and for and on behalf of Second Member and further declare and confirm that we shall jointly and severally be bound unto the Authority for execution of the contract in accordance with the contract terms and shall jointly and severally be liable to the Authority to perform all contractual obligations including technical guarantees. Further, the Lead Member is authorized to incur liabilities and receive instructions for and on behalf of any or all partners of the Consortium.
3. The roles and responsibilities of each consortium partner is as given below.

| Consortium member | Scope of work |
|--------------------------|----------------------|
| Lead Member | |
| Second Member | |

4. In case of any breach of the said contract by any of the partners of the Consortium, we hereby agree to be fully responsible for the successful execution/ performance of the contract in accordance with the terms of the contract.
5. It is expressly understood and agreed between the partners to this agreement that the responsibilities and obligations of each of the partners shall be as detailed in clause 3 of 'Form 8' (in line with past experience of members) of this empanelment document. It is further agreed by the partners that the above sharing of responsibilities and obligations shall not in any way be a limitation of the joint and several responsibilities of the partners under the contract.
6. This Consortium Agreement shall be governed, construed and interpreted in accordance with Laws of India. Courts of Bhubaneswar shall have exclusive jurisdiction in all matters arising there under.
7. In case of award of contract, we the partners to this Consortium Agreement do hereby agree that we shall furnish the contract performance guarantee in favour of the Authority from a bank acceptable/ approved by the Authority for a value as stipulated in the contract award and such guarantee shall be in the names of both the partners of the Consortium.
8. It is further agreed that this Consortium Agreement shall be irrevocable and shall form an integral part of the Contract and shall continue to be enforceable till the Authority discharges the same. It shall be effective on the date first above mentioned for all purposes and intents.

IN WITNESS WHEREOF, the partners to this Consortium agreement have, through their respective authorized representatives, have executed and delivered this Consortium Agreement on the day first above mentioned.

For M/s.....(Lead Member)

Signature of authorized representative

Name

Designation

For M/s.....(Second Member)

Signature of authorized representative

Name

Designation

Witness 1:

Witness 2:

Form 9

Any other relevant information

Signature of the authorized representative of consultancy firm(s)