

**Office of the Superintending Engineer
Planning Circle (South), Municipal Engineering Directorate
Department of Municipal Affairs, Govt. of West Bengal
Bikash Bhavan, South Block, 1st floor
Salt Lake City, Kolkata-700091**

Invitation of Quotation

For

Engagement of Consultant (PMU)

for

Management, Coordination and Monitoring for Implementation of the Projects sanctioned under Atal Mission for Rejuvenation and Urban Transformation (AMRUT) Programme.

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SECTION -I

**Office of the Superintending Engineer
Planning Circle (South), Municipal Engineering Directorate
Department of Municipal Affairs, Govt. of West Bengal
Bikash Bhavan, South Block, 1st floor
Salt Lake City, Kolkata-700091**

NOTICE INVITING QUOTATION

No. MED/SE/PL(S)/19/1NIQ-39/09 Pt.-1

Dated: 28.04.2017

Quotation Notice No. : WBMAD/MED/SEPL(S)/NIQ - 2 OF 2017 -18

The Superintending Engineer, Planning Circle (South), Municipal Engineering Directorate on and for behalf of the Governor of West Bengal invites competitive Quotation from the reputed, reliable, and resourceful consulting firms which have not been blacklisted by any Government department having experience and acumen in providing programme management support at Central / State Governments for managing urban development programmes. The details are depicted hereunder for participating in the Quotation.

1.	Name of Works :	Engagement of Consultant (PMU) for Management, Coordination and Monitoring for Implementation of the Projects sanctioned under Atal Mission for Rejuvenation and Urban Transformation (AMRUT) Programme.
2.	Location of Work:	Within the jurisdiction of the Municipal towns of West Bengal approved under AMRUT Programme. List of Municipal towns approved under this project is given in Section -D/ Annexure -I
3.	Amount to be quoted	It shall be inclusive of remuneration of all personnel, mobility charges, travelling expenses, all incidental expenses and maintenance cost together with profit and all taxes and duties to be levied for this purpose. The quoted amount shall be for a span of two years.

4.	Eligibility to participate in the Quotation	<p>Having proven experience and technical acumen to manage contracts (awarded to the consultant) during last 3 (three) years in programme management consultancy/ for technical support towards monitoring and implementation /for Coordination towards monitoring and implementation for large urban programmes at Central and State Government level.</p> <p style="text-align: center;">AND</p> <p>Having experience in providing programme management support in the projects like, water supply, sewerage, storm water drainage, urban transport etc.</p> <p style="text-align: center;">AND</p> <p>Average Annual turnover for similar nature of works as aforesaid of at least INR 2 Crore in the last three years.</p> <p style="text-align: center;">AND</p> <p>technical personnel with sound knowledge and experience in similar nature of works under Government /Government Agencies/ Government Undertakings as per requirement mentioned in the "Operational Guideline of Programme Management Unit".(Statement to be enclosed in the format as prescribed in Section-D/ Annex -IV).</p> <p style="text-align: center;">AND</p> <p>Having VAT/ST, P. Tax, Trade license, EPF registration and PAN Card</p>
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5.	Documents required to be submitted for Quotation	<p>a. The Completion Certificate (for completed work) or Satisfactory Performance Certificate (started for at least One year for ongoing work) issued by the competent authority as the case may be, shall have to be furnished with work order/contract in support of credential conforming to the eligibility criteria depicted in this Notice (Refer Sl. No. 4 :Eligibility to participate in the Quotation).</p> <p>b. The following details shall be furnished :</p> <ul style="list-style-type: none"> i) Name, address and year of establishment of the Organization/ Agency, organizational chart (format prescribed in Section-B/Form -III) ii) Details of persons to be contacted as well as organization with address, fax, telephone no., mobile no. and e-mail address (separate sheet to be enclosed). iii) Professional and academic qualifications and experience, and personal details (name, address, mobile no. & e-mail id) of the key personnel to be entrusted for the designated post as mentioned in the "Operational guideline of Programme Management Unit (for monitoring of AMRUT project)". This information should be provided in the format prescribed in Annex -III iv) A profile of the consultant clearly delineating the total experience, expertise and regional experience (separate sheet to be enclosed). v) Turnover and net profit for the last three financial years as per audited Balance Sheet (refer Section-B/Form-II). vi) An affidavit certifying the firm is not blacklisted/ barred or terminated before the contract tenure due to performance lapses or due to non-compliance issues by any government agency in the State/Central during last 5 years (separate sheet to be enclosed). vii) Experience of the firm relating to the
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6.	Earnest Money and Security Deposit	<p>proposed assignment, including details such as location, duration and client references, (this information should be provided in the format prescribed in Section-D/Annex- II.)</p> <p>viii) Technical resource strength of the Quotationer shall be given in the format prescribed in Section-D/Annex- IV.</p> <p>ix) Professional Tax (PT) deposit receipt challan (up to date), PAN Card, IT, IT Return for the Current Assessment year, EPF Registration Certificate, ST/VAT Registration Certificate(up to date)</p> <p>[Note: scanned copies of documents in support of the above information as mentioned in Sl. No. 5(a) & 5(b) above shall have to be uploaded]</p> <p>Rs.50,000.00 (Rupees fifty thousand) only as an initial Earnest Money Deposit shall be paid by selecting from either of the following payment modes (refer Financé Order no. 3975-F(Y) dated 28/07/2016):</p> <p>i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway.</p> <p>ii) RTGS/NEFT in case of offline payment through bank account in any bank.</p> <p>This amount will be converted to security deposit for the successful bidder.</p> <p>Balance Earnest Money beyond Rs.50,000.00/- (if any, to fulfill 2 % of amount offered) shall be deposited by the successful Quotationer prior to acceptance of tender.</p> <p>The EMD for the successful Quotationer will be converted to Security Deposit and additional amount of 8% will be deducted towards SD from each monthly invoice. Such deducted amount will be refunded after necessary certification by the competent Authority on expiry of 4 months from the month of invoice on which it was deducted.</p>
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7. Date and Time Schedule :-

Sl. No.	Particulars	Date and Time
a)	Date of uploading of N.I.Q. and Quotation Documents online) (Publishing Date)	28.04.2017 at 5:00 PM
b)	Documents download start date	28.04.2017 at 6:00 PM
c)	Date of Pre Bid Meeting with the intending Quotationers in the office of the Superintending Engineer, Planning Circle (South), Municipal Engineering Directorate, Bikash Bhaban, 1 st Floor, South Block, Saltlake City, Kolkata-700091.	08.05.2017 at 11:30 AM
d)	Quotation submission start date (On line)	02.05.2017 at 3:00 PM
e)	Quotation Submission closing (On line)	18.05.2017 at 5:00 PM
f)	Quotation Opening (On line)	22.05.2017 at 2:00 PM
g)	Date of uploading list for Technically Qualified Quotationers (online)	To be notified later.
h)	Date and Place for opening of Financial Proposal (Online)	To be notified during uploading of Technical Evaluation Sheet of Quotationers.
i)	Date of uploading of list of tenderers along with the offer rates through (on line),	To be notified later.
j)	Also if necessary for further negotiation through offline for final rate.	To be notified later.
8.	Period of Contract	Period of Contract starts from the effective date of the contract. Initially, it is for a period of 2 years and may be renewed as per Clause-I of Section-C under "Operational guideline of Programme Management Unit (for monitoring of AMRUT project)"
9.	Site inspection & general information	Intending Quotationers are required to inspect the site of the Project with particular reference to location and infrastructure facilities. They are to make a careful study with regard to availability of all relevant factors as might affect their rates and prices. They are also required to be acquainted with relevant IS specifications, CPHEEO manuals, Clauses & Sub Clauses of the Quotation documents and to have fully acquainted with all details of work front. They should make a careful study of operational guideline of Project management

			unit for AMRUT Projects as given in Section - C.
10.	Quotation documents	I)	A full set of Quotation documents consists of 2 Parts. These are; Part I containing all documents in relation to the name of the firm applied for, list of towns approved under AMRUT (Annex.-I) and credentials possessed by them along with all documents as depicted in Sl. No. 5 and relevant section as mentioned in content
		II)	Part II containing Price Schedule (.xls sheet)
11.	Validity of Quotation		A Quotation submitted shall remain valid for a period of 120 calendar days from the date of publication of Quotations. Any extension of this validity period if required will be subject to concurrence of the Quotationers.
12.	Withdrawal of Quotation		A Quotation once submitted shall not be withdrawn within the validity period. If any Quotationer withdraws his/her Quotation within the validity period then Earnest Money as deposited by him/her will be forfeited.
13.	Acceptance of Quotation		The Superintending Engineer, Planning Circle (South), M.E. Directorate will accept the Quotation. He does not bind himself to accept otherwise the lowest Quotation and reserves to himself/herself the right to reject any or all of the Quotations received without assigning any reason thereof.
14.	Intimation		The successful Quotationer will be notified in writing of the acceptance of his Quotation. The Quotationer then becomes the "Consultant" and he shall forthwith take steps to execute Formal Contract Agreement as per prescribed format with the Superintending Engineer, Planning Circle (South), M.E. Directorate and fulfill all his obligations as required by the Contract.
15.	Escalation of Cost		An escalation of 10% in contractual value

			will be inbuilt in contract with every renewal after initial 2 years period.
16.	Address of the office for operating PMU cell		Location of the office shall be within Kolkata and address shall be intimated later on.
17.	Payment		Payment shall be made by the competent Authority on monthly pro-rata basis on recommendation of the Chief Engineer, M.E.Dte. All deductions towards taxes, levies and Security Deposit as mentioned in Sl. No. 6 shall be made from the bill.
18.	Influence		Any attempt to exercise undue influence in the matter of acceptance of Quotation is strictly prohibited and any Quotationer who resorts to this will render his Quotation liable to rejection. There shall be no provision of Arbitration for bid related issues.
19.	Persons having authenticated and having registered Power of Attorney may be considered lawfully becoming to be acting on behalf of and for the Bidder.		
20.	Quotation Acceptance Authority is the Superintending Engineer, Planning Circle (South), M.E.Dte.		
21.	No conditional/ incomplete Quotation shall be entertained.		
22.	Intending Quotationer may download the Quotation document from the website http://wbtenders.gov.in directly by the help of Digital Signature Certificate.		
23.	Technical & Financial Quotation both will be submitted concurrently duly digitally signed in the Website http://wbtenders.gov.in . Quotation documents are to be downloaded from website & submission of Technical /Financial Quotation as per Schedule.		
24.	The Quotationer, at the Quotationer's own responsibility and risk, is encouraged to visit and examine the towns as per Section -D/ Annexure-I and its surroundings and obtain all information that may be necessary for the Quotation. The cost of visiting the site shall be at the Quotationer's own expense.		
25.	The intending Quotationers shall clearly understand that whatever may be the outcome of the present invitation of Quotations, no cost of Quotation shall be reimbursable by the Superintending Engineer, Planning Circle (South), M.E.Dte. The Superintending Engineer, Planning Circle (South), M.E.Dte. reserves the right to reject any application for Quotation and to accept or reject any offered Quotation without assigning any reason whatsoever and is not liable for any cost that might have incurred by any		

	Quotationer at any stage of Quotation.
26.	During scrutiny, if it is found that the credential or any other papers found incorrect/manufactured/fabricated, that Quotationer will not be allowed to participate in the Quotation and that application will be out rightly rejected without any prejudice. In that case, his/her Earnest Money shall be forfeited by the quotation inviting Authority.
27.	Before issuance of the work order, the Quotation inviting authority may verify the credential & other documents with the original of the successful Quotationer if found necessary. After verification, if it is found that such documents submitted by the Quotationer is either false or fabricated , in that case, L.O.A. / work order will not be issued in favour of the Quotationer under any circumstances.
28.	Consultant shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970(b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.
29.	Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading any Quotation for and on behalf of such company or firm, invariably upload a copy of power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm, to upload such Quotation.
30.	No claim for idle labour will be entertained under any circumstances what so ever.
31.	In case of bundh/strike /holiday etc. falls on the schedule dates as mentioned above, the same will be treated on the next working day on the same time.

Sam 28/4/17
Superintending Engineer
Planning Circle (South), M.E.Dte.

No. MED/SE/PL(S)/19/1NIQ-39/09 Pt.-1

Dated: 28.04.2017

Copy forwarded for information to:

1. The District Magistrate, North 24 Parganas District.
2. The Chief Engineer, M.E. Dte., with a request to endorse the same to the Secretary, UD&MA Department.
3. The Additional Chief Engineer, South / North, M.E. Dte.
4. The Superintending Engineer, East Circle, M.E. Dte.
5. The Executive Engineer, South 24 Parganas Division, M.E. Dte.

Shu 28/4/17
Superintending Engineer
Planning Circle (South), M.E.Dte.

SECTION – A

INSTRUCTION TO QUOTATIONERS

1. General guidance for e-Quotation

Instructions/ Guidelines for Quotationer for electronic submission of the Quotations have been annexed for assisting them to participate in e-Quotation.

2. Registration of Quotationer

Any Quotationer willing to take part in the process of e-Quotation will have to be enrolled and registered with the Government e-procurement system, through logging on to <http://wbtenders.gov.in> . The Quotationer is to click on the link for e-Quotation site as given on the web portal.

3. Digital Signature certificate (DSC)

Each Quotationer is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of Quotations, from the service provider of the National Information's Centre (NIC) or any other bonafide service provider on payment of requisite amount. Details are available at the Web Site stated in Clause 2 of Guideline to Quotationer. DSC is given as a USB e-Token.

4. Mode of Collection of Quotation Documents

The consultant can search and download NIQ and Quotation Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Quotation Documents.

5. Submission of Quotations

Quotations are to be submitted through online to the website as stated in Clause- 2 in two folders, one in Technical Proposal and the other is Financial Proposal before the prescribed date and time using the Digital Signature Certificate (DSC). The documents are to be uploaded after virus scanned and Digitally Signed. The documents will get encrypted (transformed into non readable formats).

A. Technical proposal

The Technical proposal should contain scanned copies of the following further two covers (folders).

A-1. Statutory Cover Containing

- i. Prequalification Application (Sec-B, Form – I)
- ii. Affidavits (Ref:- format for general affidavit shown in “Y”,Section-“B”.)
- iii. Form of Contract, NIQ with all addenda and corrigendum & along with all documents under Section –I/ Sl. 5.b (i) to (viii).

(Download, duly fill the relevant field and upload the same Digitally Signed. Quoted rate will only be encrypted in the Price Schedule under Financial Bid. In case, quoting any rate in Printed Quotation Form, the Quotation will be summarily rejected).

A-2. Non statutory Cover Containing

- i. Professional Tax (PT) deposit receipt challan (up to date), PAN Card, IT, IT Return for the Current Assessment year, EPF Registration Certificate, ST/VAT Registration Certificate(up to date).
- ii. Registration Certificate under Company Act. (If any).
- iii. Registered Deed of partnership Firm/ Article of Association and Memorandum.(As applicable)
- iv. Power of Attorney (For Partnership Firm/ Private Limited Company, if any).
- v. Relevant documents for the quotationer related to Experience certificate, Turnover, Years in business, local experience, qualification & Experience of key personnel (refer Scoring Criteria), if not covered under statutory documents.
- vi. Clearance Certificate for the Current Year issued by the Assistant Register of Co-Op(S) (ARCS) bye laws are to be submitted by the Registered labour Co-Op(S) Engineers’ Co.-Opt.(S).
- vii. Work order/ contract in support of credential conforming to the eligibility criteria depicted in the Notice (refer Sl. No. -5.a).
- viii. List of Municipal towns approved under this project is given in **Section –D/ Annexure –I.**
- ix. Any other documents deemed relevant to the quotationer.

Note: - Failure of submission of any of the above mentioned documents (as stated in A1 and A2) will render the Quotation liable to be summarily rejected for both statutory and non statutory cover.

B. Quotation Evaluation

- i. Combined Quality Cum Cost Based System (CQCCBS) shall be adopted for proposal evaluation purposes. While technical proposal shall be allotted weightage of 80%, the financial shall carry weightage of 20%.

ii. Opening and evaluation of Quotation: - If any Quotation is exempted from payment of EMD, copy of relevant Government order needs to be furnished (applicable in case of Registered Labour Co-Operative Society).

iii. Opening of Technical proposal: - Technical proposals will be opened by the Quotation Inviting Authority electronically from the website using his/ her Digital Signature Certificate.

iv. Cover (folder) of statutory documents (vide Clause No. 5, A-1) should be opened first and if found in order, cover (Folder) for non statutory documents (vide Clause No. – 5, A-2) will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.

v. Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded and handed over to the Quotation Evaluation Committee. Scrutiny of technical proposal and recommendation thereafter and processing of comparative statement for acceptance etc. will be made by the Municipal Engineering Directorate, under the U.D. & M.A., Govt. of West Bengal. Comparative Statement may be forwarded to appropriate authority depending on the value of the work as applicable as per existing norms.

vi. Uploading of summary list of technically qualified Quotationers.

vii. Pursuant to scrutiny and decision of the screening committee the summary list of eligible Quotationer and for which their proposal will be considered and uploaded in the web portals.

viii. While evaluation, the committee may summon the Quotationers and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

Scoring Criteria for Technical Proposal:

Criteria	Detail Criteria	Detail score	Maximum Score		
Experience and competency of firm			64		
	Experience of handling PMU/PMC/Technical Support for monitoring and implementation/Coordination for monitoring and implementation of Urban infrastructure projects with at least INR 1 crore in contract value of the bidder. 8 points for each completed project in last 3 years and 4 points for each ongoing project in last 3 years.			24	
	Turnover			15	
	• Avg. 2 crores in last three years	5			
	• Avg. 5 crores in last three years	10			
	• Avg. 10 crores or above in last three years	15			
	Years in Business			10	
	• More than 3 years but less than 10 years	5			
	• More than 10 years but less than 15 years	7			
	• More than 15 years and above	10			
	Local experience in West Bengal in handling project Management in Urban Infrastructure at state/town/district level in last 3 years			15	
	• 1 project	5			
	• 2 projects	7			
	• 3 projects	10			
• More than 3 projects	15				
Suitability of Key Personnel			36		
	Nodal Officer	5		30% in qualification and 70% on experience	
	Senior Project Engineer (4 marks for each of the two positions)	8			
	MIS and Finance Expert	3			
Project Engineer (2 marks for each of the 10 positions)	20				
Total score			100		

Note: All necessary authentic documents shall have to be uploaded properly to earn legitimate score for aforesaid criteria during online submission.

C. Financial proposal

As per Sl. 10, Part II. To be uploaded digitally signed by the Quotationer.

Proposal with the **lowest cost will be given financial score of 100** and other proposals will be given inversely proportional scores with respect to his/her quoted price.

For example,

If the least quote financial proposal is L1 and the quote of a particular bidder is Q then the financial score of that bidder with quote Q will be $F=100x(L1/Q)$

D. Selection

On the basis of combined weighted score for quality and cost, the Quotationers will be ranked. Proposal containing highest total combined score in evaluation of quality and cost shall be selected. This Quotationer shall be invited for negotiations, if required and shall be recommended for Award of Contract.

Example of scoring:

If a particular bidder has got a technical score of T out of 100 and Financial Score of F out of 100 as described at C. above, then the total score S of the bidder will be

$$S = (80\% \text{ of } T) + (20\% \text{ of } F)$$

6. Penalty for suppression / distortion of facts

Submission of false document by Quotationer is strictly prohibited and in case of such act by the Quotationer the same may be referred to the appropriate authority for prosecution as per relevant provision of Information Technology Act forthwith.

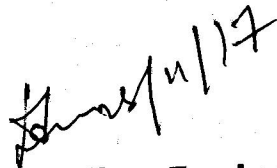
7. Rejection of Quotation

The Employer (Quotation accepting authority) reserves the right to accept or reject any Quotation and to cancel the Quotation processes and reject all Quotations at any time prior to the award of Contract without thereby incurring any liability to the affected Quotationer or Quotationers or any obligation to inform the affected Quotationer or Quotationers of the ground for Employer's (Quotation accepting authority) action.

The Quotationer who's Quotation has been accepted will be notified by the Quotation Inviting and Accepting Authority through acceptance letter/ Letter of Acceptance

The Letter of Acceptance will constitute the invitation to formation of the Contract.

The Agreement in Printed Quotation Form will incorporate all necessary documents e.g. N.I.Q., all addenda-corrigendum, special terms and condition, different filled-up forms (Section -B), Price Schedule and the same will be executed between the Quotation Accepting Authority and the successful Quotationer.



**Superintending Engineer
Planning Circle (South), M.E.Dte.**

SECTION -B

AFFIDAVIT "Y"

Declaration of the Quotationer

(Affidavit to be affirmed on a Non Judicial Stamp Paper of Appropriate Value and Duly Notarized)

I,, son/daughter of
.....
....., aged about years by occupation
..... do hereby solemnly affirm and confirm as follow:

1. That, I am the Of have duly authorized by and competent to affirm this affidavit on behalf of the said Quotationer.
2. That, I/we have inspected the Towns covered under NIQ (NIQ No) circulated through Office memo bearing No -----dated ----- and have made myself/us fully acquainted with the sites of work. I have also carefully and meticulously gone through the Quotation documents. Quotation of the above named Quotationer is offered and submitted upon due consideration of all factors and if the same is accepted, I on and for behalf of the aforesaid Quotationer, being lawfully and duly authorized, promise to abide by all instructions of the Chief Engineer/ Superintending Engineer/ /Engineer in Charge of M.E. Dte. time to time. I also hereby undertake to abide by the provisions of Law including the provisions of Contract Labour (Regulation & Abolition) Act, Apprentice Act 1961, West Bengal Sales Tax Act, VAT Act, Income Tax Act & relevant EPF Act as would be applicable to the Consultant upon entering into formal Contract / agreement with the Quotation Inviting/Accepting authority.
3. I declare that, no relevant information as required to be furnished by the Quotationer has been suppressed in the Quotation documents.
4. That the statement above made by me is true to my knowledge.

Deponent
Solemnly affirmed by the said
.....

Before me.
.....
(1st class Judicial Magistrate / Notary Public)

SECTION – B

FORM –I

PRE-QUALIFICATION APPLICATION

To
The Superintending Engineer, Planning Circle (South)
M.E.Dte.

Ref: - Quotation
for _____

_____ (Name of
work)

N.I.Q. No.:

Dear Sir,

Having examined the Statutory, Non statutory and NIQ documents, I /we hereby submit all the necessary information and relevant documents for evaluation. The application is made by me / we on behalf of _____ in the capacity _____ duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

(a) Quotation Inviting and Accepting Authority can amend the scope and value of the contract bid under this project.

(b) Quotation Inviting and Accepting Authority reserves the right to reject any application without assigning any reason.

Enclose: - e-Filling:-

1. Statutory Documents
2. Non Statutory Documents

Date: -

Signature of applicant including title
and capacity in which application is made.

SECTION – B

Form – II

FINANCIAL STATEMENT

B.1 Name of Applicant:

B.2 Summary of assets and liabilities on the basis of the audited financial statement of the last three financial years.

(Attach copies of the audited financial statement of the last three financial years)

	Year-I (Rs. In lakh)	Year -II (Rs. In lakh)	Year -III (Rs. In lakh)
a) Turnover (It should not include investment in any other firm)			
b) Net Profit (It should not include investment in any other firm)			
c) Current Assets : (It should not include investment in any other firm)			
d) Current liabilities : (It should include bank over draft)			
e) Working capital : (c) – (d)			
f) Net worth : (Proprietors Capital or Partners Capital or Paid up Capital + Reserve and surplus)			
g) Bank loan/ Guarantee : (As per clause G.2. with all sub clauses)			

Note: Year just preceding the current financial year will be considered as Year –I and subsequently Year –II will be considered as preceding Year –I and subsequently Year –III will be considered as proceeding of year –II

Signed by a Charter Accountant of the firm

Title of the officer

Name of the Firm with Seal

Date_____

SECTION – B
FORM- III
STRUCTURE AND ORGANISATION

A.1 Name of applicant:

A.2 Office Address :

Telephone No. and Cell Phone No. :

Fax No. :

E mail id :

A.3 Year of Establishment:

A.4 Attach an organization chart showing the structure of the company with names of Key personnel and technical staff with short Bio-data. :

Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation,

Signature of applicant including title
and capacity in which application is made.

SECTION -C

OPERATIONAL GUIDELINE of PROGRAMME MANAGEMENT UNIT (For monitoring of AMRUT project)

For effective monitoring of AMRUT projects under technical assistance of Municipal Engineering Directorate (MED), Govt. of West Bengal, a Programme Management Unit (PMU) may be constituted fulfilling the following criteria which are enumerated here under:

A. Duties and Responsibilities of PMU

☞ Monitoring of tendering process:

- All relevant information in respect of invitation, opening (both technical and financial bid), comparative statement, acceptance of Tender/ Quotation/ Bid shall have to be reported by the PMU in progress report. After finalization of tender, they shall have to collect photo copies of relevant documents such as, Contract Agreement; Work Schedule and time line submitted by the contractor, Work Order etc. from respective authority and all need to be reflected accordingly in the progress report.

☞ Monitoring of the physical progress of the work:

- Entrusted field level officers of the PMU cell shall have to visit the site as and when required but at least once a fortnight and update the information in the progress report. Every visit shall be recorded in the register which shall be maintained by the EIC at site.
- A draft template of physical progress shall have to be prepared in tabular form as well as to be presented in different type of chart form (i.e. Bar chart, pie chart etc), if necessary, the employer may ask for presentation of PERT/CPM analysis in MS Project format incorporating all components of the project which shall be finalized in consultation with authorized officials of the Chief Engineer of MED.
- Physical progress shall be updated in the data base immediately after every field visit.
- Physical progress achieved at site shall have to be compared with reference to the approved work schedule submitted by the contractor.

- Any deviation from the approved work schedule shall have to be reported to the Engineer-in-charge (EIC) forthwith stating the reason for delay and approved work schedule shall be revised in consultation with the EIC accordingly.
- Any delay whatsoever in nature from any authority should be recorded with reasons and supporting documents as well.

☞ **Monitoring of the quality control of the materials and workmanship at site:**

- PMU shall have to prepare several project specific templates duly approved by the MED to record the details of the test and their results available at site. Concerned PMU officer shall have to fill up the format as per available site records during his visit to the site and also have to check the adequacy of the results as per requirement(s) of relevant IS code or NIB or NIQ or NIT stipulations. Any discrepancies observed shall be reported forthwith to the appropriate authority with remedial measures.

☞ **Preparation of up-to-date Progress report for meeting purpose:**

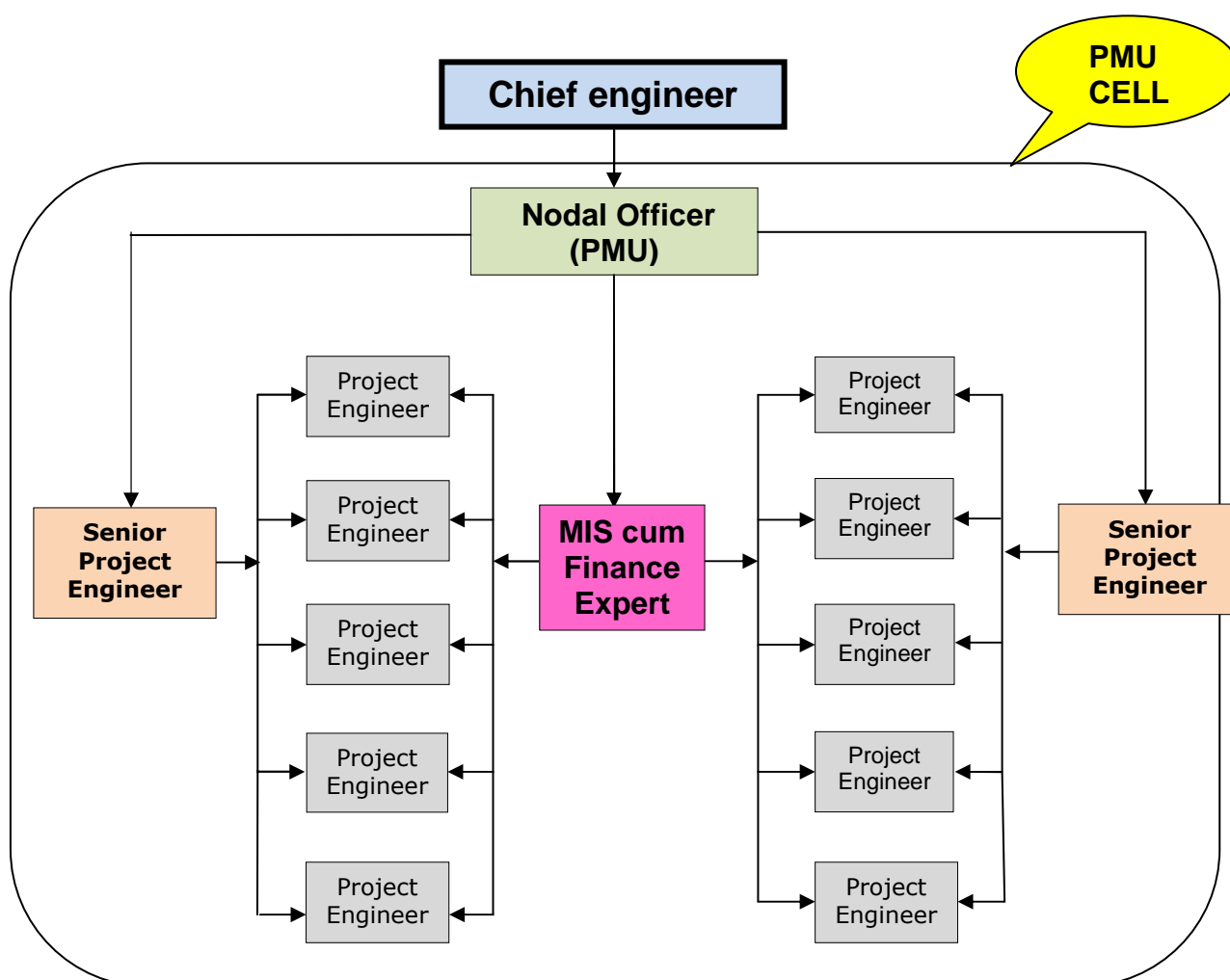
- Nodal officer and other officers of the PMU shall attend all the requisite meetings at any places within the territory of India, as and when necessary, with updated physical and financial progress along with all relevant information and shall also highlight all site specific problems in the meeting, if necessary as desired by the authority. After the meeting, synopsis of meeting shall be prepared by the PMU and after getting it signed by the competent authority, it shall be forwarded to the respective offices for taking necessary action from their end accordingly. PMU should be equipped with the facility for showcasing physical and financial progress through power point presentation as and when required.
- The representative of the PMU should also remain present in the monthly review meeting to be held in the office of Chief Engineer with all updated information.
-

☞ **Monitoring of fund :**

- PMU shall prepare a template incorporating all financial information for a project and get it approved from concerned authorities prior to record the data with reference to the Govt. order and other related orders as made available. Field level officers of PMU shall collect relevant information from the respective authority including Urban Local Body (ULB) and incorporate the data in the format designed by them in consultation with the authority.
- All the templates shall be filled in with the information such as, (1) release of fund from different stakeholders like, Govt. of India, Govt. of West Bengal, concerned ULB, (2) requirement of eligibility for further release of fund, (c) up-to-date expenditure incurred, (d) status of Utilization Certificate (i.e. submitted/pending), (e) financial details of the revised DPR. PMU should pursue the matter related to the fund to be released by the respective authorities of Central/ State Govt.

B. Composition of the Project Management Unit (PMU)

The hierarchy of the proposed set-up is shown in the following diagram:



C. Duties and Responsibilities of Key Personnel

- ☞ Nodal officer (PMU) shall be responsible to the Chief Engineer, M.E. Dte. He/She shall be responsible for overall monitoring of the progress of the work as well as monitoring of the fund flow. He/she shall report with updated compiled data to the Chief Engineer, Municipal Engineering Directorate as well as to the Mission Director, AMRUT after necessary consultation with the Chief Engineer, MED as and when required. He/she shall have to attend all meetings as to be intimated by the said authorities

from time to time. He/she shall also visit sites at least once in every three months and assess the constraints/gap if any, and suggest the remedial measures to the Chief Engineer. He/she shall facilitate the matter by keeping liaisons with the appropriate authorities for obtaining approval /permission/ NOC as the case may be from the different competent Authorities like SLTC /KOPT/, Railways, National Highway Irrigation and Waterways (Govt. of West Bengal) and State PWD etc in order to avoid any deadlock condition.

- ☞ Senior Project Engineer shall be responsible to the Nodal Officer (PMU). He/she shall compile the report received from the Project Engineers in respect of the physical progress on regular basis. He/she shall also make necessary liaison and interact with the stakeholders involved in the AMRUT project and intimate all up-to-date information to the Nodal Officer (PMU). Project Manager shall also visit the site at least once in every two months. He/she shall also identify the constraint and the gap in the execution process and suggest remedial measures in consultation with Nodal Officer (PMU). He/she shall be responsible for any delaying and unattended issues related to the project.
- ☞ MIS cum Finance Expert shall also be responsible to the Nodal Officer (PMU). He/she shall look after all relevant information related to fund flow and utilization of fund and compile the information received from the Project Engineers as well as from respective Division office including concerned ULB in the financial progress report. He/she shall also interact with all stakeholders including ULB involved in this project. He/she shall also examine and analyze all the relevant financial aspects of the project such as, requirement of fund, pending receipt of fund from GOI/GOWB/SUDA/ULB/Beneficiaries as applicable. He/she shall also make a scrutiny of UC received from MED and make necessary advise for correction, if required and corrected UC to be placed the Nodal Officer (PMU) for

his/her checking and onward transmission to the appropriate authority in due time. All persuasion for pending UC shall be made from his end. Overall, he/she shall be responsible for generating appropriate reports for decision support system for making necessary decision by top management on client end. This should include routine as well as exception reporting of both physical and financial nature. This is to be used by the Client to ensure adherence to prefixed timelines, bottlenecks identification, troubleshooting etc.

- ☞ Project Engineer shall be responsible jointly to the Senior Project Engineer and MIS cum Finance Expert. He/she shall report the matter related to physical and financial progress respectively. He/she shall collect information from different stakeholders as instructed by the Project Manager or MIS cum Finance Expert from time to time. He/she shall visit the site of the allotted project as and when required and at least once every fortnight and submit all updated information received from site as well as respective Division/ULB office to the Senior Project Engineer and MIS cum Finance Expert. He/she shall have to note down about his visit in the site register which is to be maintained by the Engineer in Charge.

- ☞ In addition to the above, any instruction by the authority for the interest of the programme is binding to all key personnel of Project Management Unit (PMU)

D. Qualification Required for Key Personnel

All the key personnel to be involved in the PMU shall have to fulfill the following criteria as noted in the tabular form here under:

TABLE

Sl. No	Designation	Nos. of personnel to be engaged	Minimum qualification required	Experience required
1.	Nodal Officer (PMU)	1	A postgraduate degree/ post graduate diploma in International Development /Business Management from a recognized Institution or equivalent qualification.	Having at least 10 yrs. experience in coordination/monitoring of Govt. project in Central/ State Government/ Local Government project. Out of this at least one project should be at project manager/ team leader/ coordinator level in statewide/ nationwide intervention.
2.	Senior Project Engineer	2	A bachelor degree in Civil/Construction Engineering from a recognized University or equivalent engineering qualification.	Having at least 5 yrs. field level working experience in similar nature of works preferably in Govt. project.
3.	MIS cum Finance Expert	1	A postgraduate degree/post graduate diploma in Finance Management/ from a recognized University or equivalent qualification/ Chartered Accountant/ Cost Accountant.	Having at least 5 yrs. experience in financial management and MIS for large urban infrastructure project.
4.	Project Engineer	10	A bachelor degree in Civil/Construction Engineering from a Govt. recognized University or equivalent engineering qualification. or A Diploma in Civil Engineering from a recognized University or an equivalent engineering qualification.	Having at least 3 yrs. (for bachelor degree) or 5 yrs. (for Diploma) field level working experience in similar nature of works.
5.	Office Support	1	Passed Madhyamik exam.	

Note: Sl. No. 5 may not be treated as key personnel.

E. Proposed schedule of Assignment

Work Order will be issued to successful Quotationer for an initial period of 2 years.

F. Reports / deliverables required

It has been already been stated under title head "Duties and Responsibilities of Key personnel".

G. Liability of the Consultant

Necessary space with appropriate electrical fittings and fixtures for PMU office set-up shall be provided by MED, Govt. of West Bengal. All other expenses related to logistic supports, systems, mobility support etc. for running his office shall solely be borne by the entrusted Consultant at his own cost. All TA, DA & any other incidental expenses needed for site visits shall have to be borne by the PMU. However, necessary facilities for telecommunication and site inspection shall be provided by the client during project duration as and when required. Furthermore, all related previous records shall be made available to the Consultant time to time for smooth implementation of the work as per need.

H. Duty hours of key personnel

The office of the PMU should usually function during normal office hours from Monday to Friday. The duration of office hours may be extended in case of exigency of the work. Key officials may have to report as per direction of the Authority even during holidays.

I. Renewal of Contracts

Selection of PMU is purely on temporary basis. However, the service is renewable after expiry of 2 years on satisfactory performance though its renewal shall be at the sole discretion of the concerned authority. In case of renewal of contract/engagement beyond the initial two years, there will be an annual increase of 10% in the all-inclusive yearly consultancy fees on the proportionate annual amount derived from the amount quoted in the bid. If the performance of the PMU is found to be unsatisfactory, Superintending Engineer, Planning Circle (South), Municipal Engineering Directorate on recommendation of the Chief Engineer, MED has the right to rescind the contract without assigning any reason what so ever.

for 28/4/17

**Superintending Engineer
Planning Circle (South), M.E.Dte.**

SECTION -D

Annexure -I

LIST OF AMRUT TOWNS

DISTRICT	SL. NO.	Name of the Town	KMA/Non KMA
i	ii	iii	iv
Bankura	1	Bankura	Non KMA
Bardhaman	2	Asansol MC	Non KMA
	3	Durgapur MC	Non KMA
	4	Bardhaman	Non KMA
Dakshin Dinajpur	5	Balurghat	Non KMA
Darjeeling	6	Siliguri MC	Non KMA
	7	Darjeeling	Non KMA
Howrah	8	Howrah MC	KMA
	9	Uluberia	KMA
Hughli	10	Chandannagar MC	KMA
	11	Baidyabati	KMA
	12	Bansberia	KMA
	13	Bhadreswar	KMA
	14	Champdany	KMA
	15	Hooghly Chinsurah	KMA
	16	Rishra	KMA
	17	Serampore	KMA
	18	Uttarpara Kotrung	KMA
Jalpaiguri	19	Jalpaiguri	Non KMA
Kolkata	20	Kolkata MC	KMA
Malda	21	English Bazar	Non KMA
Midnapore (E)	22	Haldia	Non KMA
Midnapore (W)	23	Kharagpur	Non KMA
	24	Midnapore	Non KMA
Murshidabad	25	Berhampore	Non KMA
Nadia	26	Kalyani	KMA
	27	Krishnanagar	Non KMA
	28	Nabadwip	Non KMA
	29	Santipur	Non KMA

Template for Project Experience of the firm relating to the proposed assignment

Name of the work:		Approx value of the Contract (INR) :
Country :		Duration of Assignments (months):
Location within country :		Professional staff provided by your firm:
Name of Client :		
Start date :	Completion date:	No of professional person months provided by the JV partners or the sub-consultants, if any:
Name of JV Partner or Sub-consultants, if any.:	Name of senior regular fulltime employees of your firm involved and functions performed:	
Associates :		
Brief Narrative description of Project :		
Brief Description of actual services provided in the assignment:		

Signature of applicant including title and capacity in which application is made.

Annexure -III

TEMPLATE FOR SUBMISSION OF CURRICULUM VITAE OF THE KEY PROFESSIONALS

(Positions at Serial No. 1 to Serial No. 4 at section "D. Qualification Required for Key Personnel")

1. PROPOSED POSITION				
2. NAME OF FIRM				
3. NAME OF EXPERT				
4. DATE OF BIRTH		5. CITIZENSHIP:		
6. EDUCATION				
7. MEMBERSHIP OF PROF. ASSOCIATIONS				
8. OTHER TRAINING				
9. COUNTRIES OF WORK EXPERIENCE				
10. LANGUAGES & DEGREE OF PROFICIENCY	Language	Speak	Read	Write
11. EMPLOYMENT RECORD :				
From	To	Employer	Positions Held	
12. DETAILED TASKS	13. WORK UNDERTAKEN THAT BEST ILLUSTRATES CAPABILITY TO HANDLE THE TASKS ASSIGNED:			
	Project Name:			
	Year:			
	Location:			
	Client:			
	Project Description:			
	Position Held:			
	Activities Performed:			
CERTIFICATION				
I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me/the professional described above, my/his/her qualifications, and my/his/her experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged				
Place				
Name of Expert	Signature	Date		
Name of authorized Representative of the Consultant (the same who signs the Proposal)	Signature	Date		

Annexure -IV

Format for declaration of technical resource strength of the Quotationer

Professional	Qualification	No. of such professionals with the Quotationer
Civil Engineer	BE/B Tech Civil	
Civil Engineer	ME/M Tech Civil	
Finance Expert	MBA finance/CA/AICMA	

Signature:

Name:

Designation:

(To be signed by the authorized official signing the Quotation)