

REQUEST FOR PROPOSAL (RFP)

The Dy. Secretary, Urban Development Department, Jharkhand invites technical and financial proposals from established and eligible firms and institutions, who have experience in conversion/ preparation of Accounts of Municipal Corporations/ Municipal Councils on accrual based double entry system, to work as a Nodal firm (Consultant) for the design, implementation of conversion and preparation of the accounts and Budgets of :

1. Municipal Corporation, Municipal Councils and Nagar Panchayat, Municipalities and Notified Area Committee. **(hereinafter referred to as ULB, for short)**
2. Town and Country Planning Organisation (TCPO)
3. Directorate of Municipal Administration
4. State Urban Development Agency (SUDA)

PREAMBLE:

2.1 STATE OF JHARKHAND

The 28th state of the Indian Union was brought into existence by the Bihar Reorganization Act on November 15, 2000. Jharkhand is famous for its rich mineral resources like Uranium, Mica, Bauxite, Granite, Gold, Silver, Graphite, Magnetite, Dolomite, Fireclay, Quartz, Feldspar, Coal (32% of India), Iron, Copper (25% of India) etc. Forests and woodlands occupy more than 29% of the state which is amongst the highest in India.

Jharkhand has a population of 26.90 million which includes 5.98 million Urban population and consisting of 13.86 million males and 13.04 million females. The population consists of 28% tribals, 12% Scheduled Castes and 60% others.

2.2 Urban Development Department: The Urban Development Department of Government of Jharkhand (UDD) is the administrative department of the Urban Local Bodies of the State. The UDD receives and operates the budget grants from the consolidated funds of the State.

2.3 Town and Country Planning Organisation (TCPO)

Objectives and Responsibilities of TCPO are as follows:

- To prepare and appraise of Perspective Master Plan for all urban centers.
- To prepare and appraise City Development Plan of cities.
- Technical assistance to municipalities regarding Town Planning.
- To coordinate with Municipalities and Panchayat for developing the rural-urban continuum.
- To advise and render technical assistance to the state government.
- Technical assistance to metropolitan/ district planning committees /regional development authorities etc. with regard to spatial, planning
- Training and Research.
- Any other job entrusted by the State Government

2.4 Directorate of Municipal Administration (DMA)

Objectives and Responsibilities of DMA are as follows:

- Acts as a channel between State Govt. and Urban Local Bodies.
- Exercise administrative control over officials belonging to municipal subordinate and municipal supporting (centralized) services.
- Release of funds received from the government and other sources and monitor the expenditure.
- Examine the budget of every municipality and forward the budget of indebted Municipality to the government for sanction.
- Monitoring the collection of taxes, fees, tolls etc. of Municipalities.
- Prepare & maintain the data bank consisting of income and expenditures of Municipalities.
- Preparation of Draft Rules etc. for Municipalities.
- Legislative works (Framing of Acts/Rules/Laws)
- Preparation, supervision, implementation and monitoring of urban development programmes/projects/schemes.
- Training and research for municipal personnel.
- Assist urban local authorities in preparing city plans etc.
- Render services to metropolitan planning committees, district planning committees, municipalities and other development agencies in regard to preparation, supervision, implementation and monitoring of socio-economic and infrastructure development plans for urban areas.

- Any other legal, statutory, financial, administrative, managerial matters as directed by the State Government from time to time

2.5 State Urban Development Agency (SUDA)

Objectives and Responsibilities of SUDA is as follows:

- Undertake the programme of Slum improvement in urban area.
- Policy inputs to the state government.
- To implement urban poverty alleviation and urban development programmes. (Central/State Sector)
- Technical guidance to community based development programmes.
- Training and research support to State and ULBs and associated agencies
- Assist the metropolitan planning committees, district planning committees, regional development authorities, municipalities in respect of Slum improvement programme.
- Linkage with NGOs and such other external agencies for furthering the Slum improvement programme.
- Converge resources for slum development/improvement

2.6 Urban Local Bodies of Jharkhand :

2.6.1 There are 39 Urban Local Bodies, which include two Municipal Corporation and 37 Nagar Parsad/Nagar Panchayat/Municipalities/Notified Area Committee. There is a Regional Development Authority at Ranchi (RRDA), Mineral Area Development Authority (MADA) in Dhanbad and a Hazaribagh Mines Board at Hazaribagh.

2.7 Functional Domain of ULBs :

2.7.1 Except for a few ULBs, elected bodies are in place in ULBs of the State. Some functions enlisted in the Schedule 12 of the 74th Constitutional Amendment Act, are being generally followed by the ULBs. Some functions of 12th schedule, which are not with ULBs are being transferred to ULBs. Town and Country Planning Organisation, which performs Town Planning functions for the State, is under the Urban Development Department. Development Authorities and ULBs are also engaged in work of Town Planning at local level.

3. Need of Accrual Based Double Entry Accounting : Back Ground

3.1 Report of Task Force of C&AG:

In pursuance of the recommendations of the Eleventh Finance Commission (2000-01 to 2004-05), Government of India, Ministry of Finance, Department of Expenditure issued Guidelines for the Utilization of Local Bodies Grants in June, 2001. In terms of paragraph 6.5 of the guidelines, the Comptroller and Auditor General of India were to prescribe the format for preparation of budgets and for keeping of accounts of Urban Local Bodies (ULBs). Accordingly, C&AG of India constituted a Task Force in February, 2002 to evolve appropriate accounting formats for ULBs. The Task Force submitted its report on Accounting and Budget Formats for Urban Local Bodies to the Ministry of Urban Development and Poverty Alleviation in December, 2002. The report of the Task Force was accepted by the Government of India and thereafter forwarded to State Governments in April, 2003 for implementation of the accounting and budget formats as prescribed by the Task Force, keeping in view the local requirement.

3.2 The Ministry of Urban Development formulated a National Municipal Accounting Manual (NMAM) and suggested that the States should prepare their own state specific municipal manual in line with the NMAM.

3.3 Accrual Based Double Entry Accounting System : A Mandatory Reform :

The Jawaharlal Nehru National Urban Renewal Mission (JnNURM), launched on 3rd December 2005 requires State Governments to introduce reforms in Municipal Accounting in all ULBs, with the objective of having a modern accounting system based on double-entry and accrual principles, leading to better financial management, transparency and self – reliance. .

3.4 Modern Accounting System : Finance Commission :

The 11th Finance Commission's recommendations of local body grants observe that most States do not have credible information on the finances of their local bodies and that local bodies would continue to need funding support for building database and maintenance of accounts.

4.0 Initiative of the State Government :

It has been decided by the Urban Development Department (UDD) that the double entry accounting system shall be adopted in the Municipal Corporations, Municipality, NAC, Municipal Councils and Nagar Panchayats

5.0 Strategic Objectives:

In this backdrop, the UDD envisages to implement the accrual based double entry system of accounting concurrently in its Urban Local Bodies as well as in the Directorate, TCPO and SUDA and eventually to computerize the records and operations. For this purpose it intends to procure the services of a qualified consultant as a **NODAL FIRM** to assist the Nodal Agency (Government) nominated by the UDD.

5.1 Service Needs:

The Directorate, SUDA and Urban Local Bodies in Jharkhand have the service needs for:-

PREPARATION OF POLICY FRAME WORK:

1. Rapid assessment of the existing accounting system and requirement for smooth transition into the proposed system.
2. Review of accounting reforms at select other states (3 States in 2 regions in India)
3. Rapid Assessment and Review of legislative framework with reference to the existing laws and procedures.
4. Preparation of Jharkhand State Municipal Accounts Manual based on National Municipal Accounts Manual.
5. Drafting of required amendments in Municipal Act and Rules to make and facilitate Double Entry Accounting System compulsory and of accounts rules for ULBs, Directorate, SUDA.
6. Design of Double Entry Accounting system on accrual basis to be adopted by each of the bodies.

PREPARATION OF COMMON ACCOUNTING MANUAL

7. Preparation of an Accounting Manual for the Directorate & SUDA.
8. Development of double entry based Budgeting and Auditing Manual
9. Internal Controls and Procedures
10. Design of Chart of Accounts with Account-Code (based on NMAM recommendations)

DEVELOPING NEW SYSTEMS AND PROCEDURES

- 11 Business process reengineering, as required with reference to the new system of accounting.
- 12 Framing of Accounting Policies and Budget Regulations
13. Formats of Financial Statements, Reports, Vouchers, Forms and Registers in the new system.
- 14 Design and implementation of appropriate Budgetary Control System (accrual based budgeting) in line with new accounting system and linkage between budgetary system and financial management information system and decision-making system.
- 15 Design of the following supporting systems:-
 - (i) Asset Information System
 - (ii) Revenue Information System
 - (iii) Demand Collection Balance System (Assessee wise)
 - (iv) Inventory System
 - (v) Works contracts management
 - (vi) Stores and inventory management
 - (vii) Capital Work in Progress System
 - (viii) Municipal Management Information System (Financial)
 - (ix) User charges billing system
 - (x) Procurement systems
 - (xi) Other systems as required
16. Review the existing system in the Revenue Department and do the changes for meeting the accrual based double entry concept

PROVIDE GUIDE LINES

17. Development of User Guide in English and in regional language
18. Provide guide lines for preparing Opening balance sheet and Reconciliation of Bank accounts, PF account, Pension account etc.
- 19 Provide Guidelines for Updating registers like Loan, Advance, Grant, Demand Collection Balance, Grant etc.
20. Assistance to the Directorate in identifying and appointing training institute/s for the training of Finance and accounts personnel, training of personnel of various department to the needed extent, to manage and supervise the training programmes.
21. Provide Guidelines for determination and valuation of fixed assets, infrastructure assets, current assets, investments, long-term liabilities, current liabilities, Capital Work in Progress and net worth as on the transition date;
22. Provide Guidelines for Valuation and Verification of Stock in Hand as on the transition period

23. Assistance in providing details to the credit rating agency for credit rating.
24. Develop manual for preparation of outcome budgets at ULB level

FACILITATE COMPUTERISATION

25. Assistance as domain expert to the agency/ies designated by the UDD or for engagement of consultants by the UDD and for management and supervision of the programme for
 - 25.1. Computerization of Records and Computerization of accounting system using the new codes and account heads,
 - 25.2. Generating MIS reports
 - 25.3. Enable cheque printing
 - 25.4. Computersiation of Bank Reconciliation
 - 25.5. Networking of all Urban Local Bodies, Directorate and SUDA.
 - 25.6. Study hardware requirements to handle data base management, municipal transactions, and local/wide area networking (for departments, central and zone offices) to facilitate access to information and decision making
 - 25.7. Computerization of Records and Computerization of Accounting System which should cover Expenditure module, Income module, Budget module and procedures module using new codes and chart of accounts;
 - 25.8. Building in Checks, Controls and MIS requirements
 - 25.9. Developing Pay Roll System and grouping employees under Function Functionary wise

IMPLEMENTATION AND TRAINING

26. Action plan for implementation of the new accounting system
27. Constitute a core team in the accounts department and train themselves to train others in the department
28. Conduct an initial workshop to explain the difference between the two accounting Systems
29. Assistance to UDD in appointment, engagement, management and supervision of the work at implementing body level for Field level Chartered Accountants;

- 29.1. Determination and creating data base of fixed assets, infrastructure assets, current assets, investments, long-term liabilities, current liabilities and net worth as on the transition date;
- 29.2. Categorization, grouping and sub-grouping of assets and liabilities;
- 29.3. Parallel run of Manual and Computerised System
- 29.4. To assist in preparing and finalisation of Opening Balance Sheet, on the job training and financial statement preparations
- 29.5. To assist in reducing backlog in Bank Reconciliation, updation of registers and adoption and audit of Annual Financial Statements
- 29.6. Implementation of Double Entry Accounting System on accrual basis,
- 29.7. Preparation of Financial Statements for the transition period.

MANAGEMENT OF PROGRAMME

30. Supervision of field level Chartered Accountants, on-job training, handholding and comprehensive management so as to achieve the desired goals with in 2 full accounting years.
31. Administrative arrangements for monitoring and management
32. Constituting a Core committee and Expert Management group to evaluate the progress
33. Periodic review meetings
34. Monitoring of two years' complete annual accounts, reports, documents etc

5.2. Role of Nodal Firm:

UDD is appointing the NODAL Firm to assist the Department in the project of design and implementation of accrual based double entry accounting system in all ULBs in Jharkhand, Notified Area Committees, Regional Development Authority at Ranchi (RRDA), Mineral Area Development Authority (MADA) in Dhanbad and Hazaribagh Mines Board at Hazaribagh.

The Nodal Firm shall carry out all activities mentioned in 'Preparation of Policy Framework', 'Preparation of Common Accounting Manual', 'Developing new Systems & Procedures' and 'Preparing Guidelines'. For Computerization,

NODAL firm shall assist UDD as domain expert for various activities mentioned in 'Facilitate Computerization'. The software shall be developed and/ or customized by agencies who shall be appointed by UDD separately. Similarly the hardware shall be procured separately by UDD. Nodal Firm shall assist UDD in appointing these agencies and in procurement process of hardware.

The Nodal Firm shall carry out activities 26, 27 & 28 activities in 'Implementation & Training'. In Activity 29, UDD shall appoint field level Chartered Accountants separately who shall do the implementation at field level and shall carry out all sub-activities mentioned in activity 29. Nodal Firm shall assist UDD in appointment of these field-level Chartered Accountants firms. Data feeding in to new systems shall be done by Software vendors and field level Chartered Accountants as the case may be.

In 'Management of Programme' Nodal Firm shall supervise & manage the field level Chartered Accountants firms in implementation of double entry accounting system on accrual basis at field level for 2 accounting years and carry out all the activities 30 to 34.

The role of **NODAL FIRM** shall be :-

- (i) To catalyse, facilitate, manage and supervise the project of implementation of double entry accounting system on accrual basis and computerization and networking in the TCPO, Directorate, SUDA and Urban Local Bodies, in the State of Jharkhand in phased manner, in close coordination with **Nodal Agency**.
- (ii) To carryout the activities mentioned in Service Needs. Activity 25 relates to appointment of software and hardware vendors which shall be done by UDD and Nodal Firm shall assist UDD in their appointments, engagement and management. Activity 29 is to be carried out by Field Level Chartered Accountants at field level. Nodal firm shall assist UDD in their appointment, engagement, management and supervision of their work.
- (iii) To assist the **Nodal Agency** in procuring consultants/vendors for various activities mentioned under 'service needs' (viz. appointment of field level Chartered Accountants and software vendors and hardware vendors) as and when required for which the Nodal Firm shall prepare

documents for 'Expression of Interest', 'Request for Proposal' etc. and to assist in evaluation of bids/offers for selection of the consultant/vendor.

- (iv) To draft circulars, memorandums, letters, reports on behalf of the Nodal Agency.
- (v) To make presentation as and when required both within the State and at National level for which no travel cost shall be paid and outside the State for which the T.A. and D.A. as admissible to Class-I Officers of the State Government shall be reimbursed.

5.3 Implementation Strategy and Time Schedule:

The total project of conversion of accounts of all ULBs in Jharkhand, Directorate, SUDA in Double Entry Accounting System on accrual basis may be divided in to five phases as follows:

| Sl. No. | Phase | Activities | Time |
|---------|------------------|---|--------------------------------------|
| 1. | Pre-design Phase | 1. Rapid assessment of the existing accounting system and requirements for smooth transition into the proposed system. 2. Review of accounting reforms at select other States (3 States in 2 regions in India) 3. Rapid Assessment and Review of legislative framework with reference to the existing laws and procedures. 4. Preparation of Jharkhand State Municipal Accounts Manual based on National Municipal Accounts Manual. 5. Drafting of required amendments in Municipal Act and Rules to make and facilitate Double Entry Accounting System compulsory and of accounts rules for ULBs, Directorare, SUDA. | 4 months from the date of work order |
| 2. | Design Phase | 6. Design of Double Entry Accounting system on accrual basis to be adopted by each of the | 10 months from the date of work |

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| | | <p>bodies.</p> <p>7. Preparation of an Accounting Manual for Directorate & SUDA</p> <p>8. Development of double entry based Budgeting and Auditing Manual</p> <p>9. Internal Controls and Procedures</p> <p>10. Design of Chart of Accounts with Account-Code. (based on NMAM recommendations)</p> <p>11. Business process reengineering, as required with reference to the new system of accounting.</p> <p>12. Framing of Accounting Policies & Budget Regulations</p> <p>13 Formats of Financial statements, MIS Reports, Vouchers, Forms and Registers in the new system</p> <p>14 Design and implementation of appropriate Budgetary Control System (accrual based budgeting) in line with new accounting system and linkage between budgetary system and financial management information system and decision-making system.</p> <p>15 Design of the following supporting systems:-</p> <ul style="list-style-type: none"> i. Asset Information System ii. Revenue Information System iii. Demand Collection Balance System (Assessee wise) iv. Inventory System v. Works contracts management vi. Stores and inventory management vii. Capital Work in Progress System viii. Municipal Management Information System (Financial) | <p>order</p> |
|--|--|---|--------------|

| | | | |
|----|----------------|--|-----------|
| | | <p>ix. User charges billing system</p> <p>x. Procurement systems</p> <p>xi. Other systems as required</p> <p>16 Review the existing system in the Revenue Department and do the changes for meeting the accrual based double entry concept</p> <p>17. Development of User Guide in English and in Hindi</p> <p>18. Provide guide lines for preparing Opening balance sheet and Reconciliation of Bank accounts, PF account, Pension account etc.</p> <p>19 Provide Guidelines for Updating registers like Loan, Advance, Grant, Demand Collection Balance, Grant etc.</p> <p>20. Assistance to the Directorate in identifying and appointing training institute/s for the training of Finance and accounts personnel, training of personnel of various department to the needed extent, to manage and supervise the training programmes.</p> <p>21. Provide Guidelines for determination and valuation of fixed assets, infrastructure assets, current assets, investments, long-term liabilities, current liabilities, Capital Work in Progress and net worth as on the transition date;</p> <p>22. Provide Guidelines for Valuation and Verification of Stock in Hand as on the transition period</p> <p>23. Assistance in providing details to the credit rating agency for credit rating.</p> <p>24. Develop manual for preparation of outcome budgets at ULB level</p> | |
| 3. | Implementation | 26 Action plan for implementation of the new accounting system | 12 months |

| | | | |
|----|-----------------------|--|---|
| | Phase | <p>27 Constitute a core team in the accounts department and train themselves to train others in the department</p> <p>28 Conduct an initial workshop to explain the difference between the two accounting Systems</p> <p>29 Assistance to UDD in appointment, engagement, management and supervision of the work at implementing body level for Field level Chartered Accountants;</p> <p>Determination and creating data base of fixed assets, infrastructure assets, current assets, investments, long-term liabilities, current liabilities and net worth as on the transition date;</p> <p>Categorization, grouping and sub-grouping of assets and liabilities;</p> <p>Parallel run of Manual and Computerised System</p> <p>To assist in preparing and finalisation of Opening Balance Sheet, on the job training and financial statement preparations</p> <p>To assist in reducing backlog in Bank Reconciliation, updation of registers and adoption and audit of Annual Financial Statements</p> <p>Implementation of Double Entry Accounting System on accrual basis,</p> <p>Preparation of Financial Statements for the transition period.</p> | from the date of work order |
| 4. | Computerization Phase | <p>25. Assistance as domain expert to the agency/ies designated by the UDD or for engagement of consultants by the UDD and for management and supervision of the programme for</p> <p>25.1. Computerization of Records and Computerization of accounting system using the new codes and account heads,</p> <p>25.2. Generating MIS reports</p> <p>25.3. Enable cheque printing</p> | With in 2 years from the date of work order |

| | | | |
|---|------------------|---|---------------------------|
| | | <p>25.4. Computersiation of Bank Reconciliation</p> <p>25.5. Networking of all Urban Local Bodies, Directorate and SUDA.</p> <p>25.6. Study hardware requirements to handle data base management, municipal transactions, and local/wide area networking (for departments, central and zone offices) to facilitate access to information and decision making</p> <p>25.7. Computerization of Records and Computerization of Accounting System which should cover Expenditure module, Income module, Budget module and procedures module using new codes and chart of accounts;</p> <p>25.8. Building in Checks, Controls and MIS requirements</p> <p>25.9. Developing Pay Roll System and grouping employees under Function Funcionary wise</p> | |
| 5 | Management Phase | <p>30. Supervision of field level Chartered Accountants, on-job training, handholding and comprehensive management so as to achieve the desired goals with in 2 full accounting years.</p> <p>31. Administrative arrangements for monitoring and management</p> <p>32. Constituting a Core committee and Expert Management group to evaluate the progress</p> <p>33. Periodic review meetings</p> <p>34. Monitoring of two years' complete annual accounts, reports, documents etc</p> | Two full Accounting years |

5.4 RATES :

The applicants are required to quote the rates, strictly in the following format:-

| Work Item | Phase of Work | Rate (Both in Figures and Words) |
|------------------|-----------------------------|---|
| 1. | Pre-design and Design phase | Lump sum rate inclusive of all taxes, duties, royalties, travel cost, out of pocket expenses etc. |
| 2. | Implementation phase | - DO - |
| 3. | Computerization phase | - DO - |
| 4. | Management Phase | - DO - |
| | Total | |

Each of the above work item is independent and severable, therefore, the rates should be quoted for each of the above items, independently. The DS reserves the right to select one or more consultants for one or all of the above work items.

5.5 Mode of Payment shall be as follows:

| Work Item. | Phase of Work | On Completion of Activities mentioned in para 5.3 | Rate (Both in Figures and Words) |
|-------------------|-----------------------------|---|---|
| 1. | Pre-design and Design phase | i. Activities 1 to 4 ii. Activities 5 and 8 iii. Activities 9 to 12 iv. Activities 13 to 16 v. Activities 17 to 24 | 15 % (fifteen percent) of work item 1 10% (ten percent) of work item 1 35% (thirty five percent) of work item 1 15% (fifteen percent) of work item 1 25% (twenty five percent) of work item 1 |
| 2. | Implementation phase | i. Activities 26, 27 & 28 ii. Activity 29 | 40 % (forty percent) of work item 2 Balance 60% (sixty percent) in three equal installments as per the progress. |
| 3. | Computerisation phase | i. Activities 25.1 to 25.4 ii. Activities 25.5 to 25.9 iii. After successful run of the system for 6 months from the date of completion of networking | 25% (twenty five percent) of work item 3 65% (sixty five percent) of work item 3 10% (ten percent) of work item 3 |
| 4. | Management Phase | After completion of activities 1 to 24 and 26 to 28 | In eight quarterly equal installment of total fee of work item 4 |

The rates and payment schedule relate to work items required for all the bodies i.e. ULBS, Directorate, SUDA. Therefore, suitable weightage shall be assigned on mutual consent to each type of the bodies to enable pro-rate, a payment based on the approved rates, in case, phasing of the bodies is done under the project. The payment to Nodal Firm shall be made by UDD.

5.6 Performance Security: An amount of 5% (five percent) shall be deducted from each payment as performance security, which shall be refunded after successful completion of each phase. The security may be released at any time on the production of Bank Guarantee Bond in approved form.

6.0 Eligibility Criteria :

1. The applicant, individual / company or Joint Venture, should be an entity incorporated in India. In case of a Consortium of Firms, the lead Firm should be registered in India.
2. Applicants may associate sub-consultants for specialized work, if required and a copy of the agreement to the effect defining the scope of work etc. should be submitted along with the application.
3. To be eligible for short listing, the applicants shall provide evidence satisfactory to the DS, of their eligibility and of their capability and adequacy of resources to carry out the services. In case of Joint Venture, the joint-venture partners should give an undertaking to provide the relevant expertise/ consultancy services for the project. Similarly, in case of Consortia, if any member is likely to derive expertise of the parent company, then an undertaking to that effect from the parent company providing such expertise to the Consortium member should be submitted.
4. The individuals/ firms forming part of joint venture/consortium shall be at least ten years old. The core team members should be the member of professional bodies (The Institute of Chartered Accountants of India).
5. The applicant should have experience of implementation of accrual based double entry accounting system of a Municipal Corporation / large Municipality in last five years.

7.0 EVALUATION OF THE PROPOSAL: -

7.1 Technical Evaluation shall be carried out based on following:

- (a) The experience of the applicant in the relevant area as described in the notice of RFP. The applicants have to submit documentary proof (A certificate from the client/owner clearly specifying the details of the project handled exclusively or as a Joint Venture Partner or as a associate consultant, certifying the level of service rendered as stage of the consultancy whether completed or substantially completed) in this regard.
- (b) The qualification and experience of the personnel of the proposed team. The personnel should meet out the requirements as spelt out in this RFP.

The points assigned to evaluation criteria are:

| | Points |
|--|---------------|
| (I) Relevant experience for the assignment | 50 |
| (II) The quality of methodology and work plan proposed | 10 |
| (III) The qualification and experience of the key personnel of the team proposed | 40 |
| Total | 100 |

The points assigned to the qualifications of key staff are

| | Points |
|---|---------------|
| (I) General qualification | 30 |
| (II) Experience and Expertise relevant to the Project | 70 |
| Total | 100 |

7.2 SELECTION PROCESS

A Two-stage procedure shall be adopted in evaluating the proposals:

- (I) A technical evaluation, which shall be carried out prior to opening any financial proposal.
- (II) The financial evaluation shall follow technical evaluation. Only technical proposals scoring at least 75 percent will be considered for financial evaluation. A technical proposal failing to achieve 75% shall be rejected.

The weightage average of technical score and financial score shall be taken. The technical quality of the proposal will be given a weightage of 70% and the financial proposal shall be allocated weight of 30%.

For working out the combined score, the following formula shall be used:

Total points = $[0.7 \times T (s)] + [0.3 \times 100 \times \text{LEC}/\text{EC}]$, where

T (s) stands for technical score

EC stands for Evaluated Cost of the financial proposal

LEC stands for Lowest Evaluated Cost of the financial proposal

For final scoring the technical proposal shall carry a weightage of 70% and the financial proposal shall carry a weightage of 30%

7.3 Negotiations :

The successful applicant may be invited by registered letter or facsimile to negotiate if required. If the negotiation fails, the second ranked firm (in both technical and financial evaluation) may be invited for negotiation.

8.0 METHOD OF APPLYING:

1. If the application is made by an individual, it shall be signed by the individual above his full typewritten name and current address.
2. If the application is made by a proprietary firm, it shall be signed by the proprietor above his full typewritten name and current address.
3. If application is made by a firm in partnership, it shall be signed by all the partners of the firm above their full typewritten names and current addresses, or alternatively by a partner holding special power of attorney for the firm in which case a certified copy of the partnership deed and current address of all the partners of the firm shall also accompany the application.
4. If the application is made by a limited company or a Corporation, it shall be signed by a duly authorized person holding power of attorney for signing the application in which case a certified copy of the power of attorney shall accompany the application.
5. If the application is made by a Joint Venture / Consortia of two or more firms as partners :

- a) The application shall be signed so as to be legally binding on all partners.
 - b) One of the partners shall be nominated as being lead partner and this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners.
 - c) The lead partner shall be authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the Joint Venture / Consortia w.r.t. the competition.
 - d) A copy of the agreement entered into by the Joint Venture/ Consortium shall be submitted with the Application and complete information pertaining to each partner in the respective forms duly signed by each such partner shall be submitted with the application.
6. All applications submitted shall include the following information:
- a) Letter of Transmittal.
 - b) Copies of original documents defining the legal status, structure of organization, place of business of the company or corporation or firm or partnership or in case of a joint venture, of each party constituting the Joint Venture / Consortia marked as Schedule 'A'.
 - c) Reports on the financial standing of the applicant (or of each party to a joint venture) marked as Schedule 'B'.
 - d) Information about professionals and allied Technical staff marked as Schedule 'C'.
 - e) Qualification and experience of key personnel proposed for this project with the applicant marked as Schedule 'D'. Consent Letters signed by each team member are to be attached.
 - f) Details of the experience and past performance of the applicant (or of each party of joint venture / consortia) on works of a similar nature and details of current works in hand and other commitments.
 - g) Any other relevant additional information marked as Schedule 'F'.
 - h) Names & addresses of any three references (clients for whom similar assignments are undertaken).
 - i) Photocopies of Income Tax return of the firm for the last 3 years.

9.0 GENERAL.

1. The Notice Inviting RFP advertised in News Paper shall be a part of the detailed Request for Proposal (RFP).
2. The language of all the implementation and report etc. shall be both **HINDI in DEVNAGRI Script and ENGLISH.**
3. The professional fees shall be inclusive of all taxes, including service tax, royalties etc.
4. All the information must be short and precise and must be submitted in English.
5. The documents should be sent by speed post / registered post /courier or hand delivery. DS will not entertain any application after the prescribed time limit on any ground.
6. The application should be type written. The applicant's name & signature should appear on each page of the application form.
7. Overwriting shall be avoided and corrections, if any, shall be made by crossing out, initialing, marking the date and rewriting. All pages of the application shall be numbered and submitted as a package with signed letter of transmittal.
8. References, information and certificates from the clients certifying suitability, technical know-how or capability of the applicant shall be signed by the respective client.
9. The applicant is advised to attach any additional information he thinks would be necessary in regard to his capabilities. No further information will be entertained after submission of application unless it is required by the DS. The DS, however, reserves the right to call for additional information and clarification of information submitted by the applicants.
10. The application form duly completed and signed shall be submitted in sealed cover. The sealed cover shall be super scribed as "Application Against RFP" and shall be submitted **OSD, Greater Ranchi Development Agency Limited (SLNA - State Level Nodal Agency for JNNURM) 3rd floor, Pragati Sadan (RRDA Building), Kutchary Chowk, Ranchi up to 21-07-09 till 4:00 PM and will be opened on same day at 4:30 PM.**
11. **Prebid conference for the project shall be held on 8 July 2009 at 2.30 pm at Conference Hall of Jharkhand Government, Project Building, Dhurva, Ranchi**
12. The cost incurred by applicants in preparing this application, in providing clarifications or attending discussions/conferences in connection with this document shall be borne by the applicant and the DS in no case will be

responsible or liable for these costs, regardless of the conduct or outcome of the process.

13. The right to reject any or all applications or to award the work to one or more applicants without assigning any reasons is reserved with the DS. Similarly, right to modify the mode of selection is reserved with the DS.
14. In order to familiarize with the proposed Project Bodies, the applicant may make a visit of sample bodies. Cost incurred by the applicant for collection of preliminary data will be borne by the applicant only.
15. The RFP shall not bind the DS in any way whatsoever to offer any job to the applicant if it is decided to abandon the scheme.
16. Should any dispute arise, it may be referred to a sole arbitrator appointed on mutual consent.

Sd/-

Deputy Secretary

Urban Development Department