

**REQUEST FOR PROPOSAL FROM
REGISTERED VALUER FIRM**

FOR

**CONSULTANCY SERVICES FOR VALUATION
OF ASSETS OF BUDA, DUDA & BRJP
RFP NO:**

CLOSING /OPENING DATE:

On 23.02.2018 At 4:00 PM

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SECTION I - LETTER OF INVITATION

TO: *(Name and Address of Consultants) Date*

Dear Sir/Madam,

RE: CONSULTANCY SERVICES FOR VALUATION OF ASSETS FOR BUDA, DUDA & BRJP

1.1 The Bihar Urban Infrastructure Development Corporation Limited (BUIDCo) invites proposals from Registered Valuer Firm for consultancy services for the valuation of assets and prepare an asset register for BUDA, DUDA & BRJP assets.

1.2 The request for proposals (RFP) includes the following documents:

Section I - Letter of invitation

Section II - Information to consultants

Appendix to Consultants information

Section III - Terms of Reference

Section IV - Technical proposals

Section V - Financial proposal

Section VI - Standard Contract Form

(a) that you have received the letter of invitation

(b) whether or not you will submit a proposal for the assignment

1.3 Upon receipt, please inform us

Your Sincerely

Chief General Manager

SECTION II – INFORMATION TO CONSULTANTS (ITC)

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SECTION II – INFORMATION TO CONSULTANTS (ITC)

2.1 Introduction

- 2.1.1 BUIDCo will select a firm among those invited to submit a proposal, in accordance with the method of selection detailed in the appendix. The method of selection shall be as indicated by the procuring entity in the Appendix.
- 2.1.2 The Bidder shall describe its proposed approach and project specific methodology for the above scope, demonstrating an overall understanding of the services required and description of the work to be performed. This should include clear approach, methodology and expected output.
- 2.1.3 The consultants are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Appendix "ITC" for consulting services required for the assignment named in the said Appendix
- 2.1.4 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first hand information on the assignment and on the local conditions, consultants are encouraged to liaise with the Client regarding any information that they may require before submitting a proposal and to attend a pre-proposal conference where applicable. Consultants should contact the officials named in the Appendix "ITC" to arrange for any visit or to obtain additional information on the pre-proposal conference. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 2.1.5 The Procuring entity will provide the inputs specified in the Appendix "ITC", assist the firm in obtaining licenses and permits needed to carry out the services and make available relevant project data and reports.
- 2.1.6 Please note that (i) the costs of preparing the proposal and of negotiating the Contract, including any visit to the Client are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.
- 2.1.7 BUIDCo employees, committee members, board members and their relative (spouse and children) are not eligible to participate.
- 2.1.8 Bidders can obtain tender documents from Administrative Office, BUIDCo during normal working hours.

SECTION II: - INFORMATION TO CONSULTANTS (ITC)

2.2 Clarification and Amendment of RFP Documents

- 2.2.1 Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile or electronic mail to the Client's address indicated in the Appendix "ITC". The Client will respond by cable, telex, facsimile or electronic mail to such requests and will send written copies of the 6 response (including an explanation of the query but without identifying the source of inquiry) to all invited consultants who intend to submit proposals
- 2.2.2 At any time before the submission of proposals, BUIDCo may for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex or facsimile to all invited consultants and will be binding on them. BUIDCo may at its discretion extend the deadline for the submission of proposals.

2.3 Earnest Money

- 2.3.1 The Bidder shall furnish, as part of his Bid, a Bid security in the amount as shown in Appendix "A" for this particular work. This bid security shall be in favour of Employer as mentioned in the Bid and in any of the following.
- a. Demand draft issued from any schedule bank in favour of the Managing Director, BUIDCo. Payable at Patna
 - b. Unconditional bank guarantee from any scheduled Indian bank issued within the state in the format given in Vol. III (If issued from any bank outside state will be converted to any bank within the state before executing the agreement).
- 2.3.2 Unconditional bank guarantees (and other instruments having fixed validity) issued as surety for the bid shall be valid for 180 days beyond the validity of the bid.
- 2.3.3 Any bid not accompanied by an acceptable Bid Security and not secured as indicated in Sub-Clauses 16.1 and 16.2 above shall be rejected by the Employer as non-responsive.
- 2.3.4 The Earnest money of unsuccessful bidders will be returned within 30 days of the end of the bid validity period specified in Sub-Clause 2.4.4.
- 2.3.5 The Earnest money of the successful bidder will be discharged when the bidder has signed the Agreement and furnished the required Performance Security.
- 2.3.6 The Earnest money may be forfeited
- (a) if the Bidder withdraws the Bid after Bid opening during the period of Bid validity;
 - (b) if the Bidder does not accept the correction of the Bid Price, or
 - (c) in the case of a successful Bidder, if the Bidder fails within the specified time limit to
 - (i) sign the Agreement; or
 - (ii) furnish the required Performance Security.

2.4 Preparation of Technical Proposal

2.4.1 The Consultants proposal shall be written in English

2.4.2 In preparing the Technical Proposal, consultants are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

2.4.3 While preparing the Technical Proposal, consultants must give particular attention to the following:

(i) If a firm considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other firms or entities in a joint venture or sub-consultancy as appropriate. Consultants shall not associate with the other consultants invited for this assignment. Any firms associating in contravention of this requirement shall automatically be disqualified.

(ii) It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.

(iii) Proposed professional staff must as a minimum, have the experience indicated in Appendix, preferably working under conditions similar to those prevailing in India.

(iv) Alternative professional staff shall not be proposed and only one Curriculum Vitae (CV) may be submitted for each position.

2.4.4 The Technical Proposal shall provide the following information using the attached Standard Forms;

(i) A brief description of the firm's organization and an outline of recent experience on assignments of a similar nature. For each assignment the outline should indicate *inter alia*, the profiles of the staff proposed, duration of the assignment, contract amount and firm's involvement.

(ii) Any comments or suggestions on the Terms of Reference, a list of services and facilities to be provided by the Client.

(iii) A description of the methodology and work plan for performing the assignment.

(iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.

(v) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last ten (10) years.

(vi) Estimates of the total staff input (professional and support staff staff-time) needed to carry out the assignment supported by bar chart diagrams showing the time proposed for each professional staff team member.

- (vii) A detailed description of the proposed methodology, staffing and monitoring of training.
- (viii) Any additional information requested in Appendix "A".

2.4.5 The Technical Proposal shall not include any financial information.

2.5 Preparation of Financial Proposal

- 2.5.1 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP documents.
- 2.5.2 The Bidder shall provide a lump sum price in INR for the Services based on the RFP provided. The lump sum price submitted by the Bidder shall be inclusive of all the services and expenses, implied or otherwise described in the RFP.
- 2.5.3 The Financial Proposal should clearly identify as a separate amount, the local taxes, duties, fees, levies and other charges imposed under the law on the consultants, the sub-consultants and their personnel, unless Appendix "A" specifies otherwise.
- 2.5.4 The Proposal must remain valid for 120 days after the submission date. During this period, the consultant is expected to keep available, at his own cost, the professional staff proposed for the assignment. The Client will make his best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants shall agree to the extension.

2.6 Submission, Receipt, and Opening of Proposals

- 2.6.1 The original proposal shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person authorised to sign the proposals.
- 2.6.2 For each proposal, the consultants shall prepare the number of copies indicated in Appendix "A". Each Technical Proposal and Financial Proposal shall be marked "**ORIGINAL**" or "**COPY**" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern.
- 2.6.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "**TECHNICAL PROPOSAL**," and the original and all copies of the Financial Proposal in a sealed envelope clearly marked "**FINANCIAL PROPOSAL**" and warning: "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**". Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Appendix "ITC" and be clearly marked, "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OPENING COMMITTEE.**"

- 2.6.4 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Appendix "ITC". Any proposal received after the closing time for submission of proposals shall be returned to the respective consultant unopened.
- 2.6.5 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the opening committee. The Financial Proposal shall remain sealed and deposited with a responsible officer of the client department up to the time for public opening of financial proposals.

2.7 Proposal Evaluation General

- 2.7.1 From the time the bids are opened to the time the Contract is awarded, if any consultant wishes to contact BUIDCo on any matter related to his proposal, he should do so in writing at the address indicated in the Appendix "ITC". Any effort by the firm to influence the Client in the proposal evaluation, proposal comparison or Contract award decisions may result in the rejection of the consultant's proposal.
- 2.7.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

2.8 Evaluation of Technical Proposal

- 2.8.1 The evaluation committee appointed by BUIDCo shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows:

SL.No	DESCRIPTION	MAXIMUM SCORE (%)
1	All consultants shall provide with their tenders, a declaration that they are (including all members of a joint venture) not associated in the professional business with any staff member of the client.	Mandatory
2	Proof of registration of company's key personnel with the Institution of Valuer	Mandatory
3	A bid/tender security of Rs.20,000 valid for 120 days and Bid cost amounting Rs 5,000/- in the form of DD in favour of MD, Bihar Urban Infrastructure development Corporation Limited Patna	Mandatory
4	Dully filled and signed Confidential Business Questionnaire	Mandatory

5	Certificate of registration or incorporation, GST registration certificate and PAN Number.	Mandatory
6	Evidence of Professional Indemnity of not less.....	20
7	Evidence of Financial Capacity i.e. Audited annual accounts for the last three years	20
8	Documentary evidence of company experience in valuation work, nature/ type and size of valuations (in terms of monetary value) for each of the last three years for at least five clients with an average annual Turnover of Rs 50 Crore.	35
9	Detailed Method/ Approach statement	25
	TOTAL	100

2.8.2 For proposal to be considered responsive it should meet ALL MANDATORY criteria outline in 2.8.1 below it is scored for the remaining criteria.

2.8.3 Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Appendix "ITC".

2.9 Public Opening and Evaluation of Financial Proposal

2.9.1 After Technical Proposal evaluation, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned after completing the selection process. The Client shall simultaneously notify the consultants who have

secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals and stating that the opening ceremony is open to those consultants who choose to attend. The notification may be sent by registered letter, cable, telex, facsimile or electronic mail.

2.9.2 The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the technical. Scores and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.

2.9.3 The evaluation committee will determine whether the financial proposals are complete (i.e. whether the consultant has costed all the items of the corresponding Technical Proposal and correct any computational errors. The cost of any un priced items shall be assumed to be included in other costs in the proposal. In all cases, the total price of the Financial Proposal as submitted shall prevail.

2.9.4 The formulae for determining the Financial Score (Sf) shall, unless an alternative formula is indicated in the Appendix "ITC", be as follows:-

$$Sf = 100 \times FM/F$$

Where;

Sf is the financial score;

Fm is the lowest priced financial proposal and

F is the price of the proposal under consideration.

Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T=the weight given to the Technical Proposal: P = the weight given to the Financial Proposal; T + p = 1) indicated in the Appendix.

The combined technical and financial score, S, is calculated as follows:-

$$S = St \times T \% + Sf \times P \%$$

The firm achieving the highest combined technical and financial score will be invited for negotiations.

2.9.5 The tender evaluation committee shall evaluate the tender within 30 days of from the date of opening the tender.

2.9.6 Contract price variations shall not be allowed for contracts not exceeding one year (12 months).

2.9.7 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price

2.9.8 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

2.10 Negotiations

- 2.10.1 Negotiations will be held at the same address as “address to send information to the Client” indicated in the Appendix “ITC”. The aim is to reach agreement on all points and sign a contract.
- 2.10.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. The Client and firm will then work out final Terms of Reference, staffing and bar charts indicating activities, staff periods in the field and in the head office, staff-months, logistics and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the “Description of Services” and form part of the Contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.
- 2.10.3 Unless there are exceptional reasons, the financial negotiations will not involve the remuneration rates for staff (no breakdown of fees).
- 2.10.4 Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified.
- 2.10.5 The negotiations will conclude with a review of the draft form of the Contract. To complete negotiations the Client and the selected firm will initial the agreed Contract. If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a contract.
- 2.10.6 The procuring entity shall appoint a team for the purpose of the negotiations.

2.11 Award of Contract

- 2.11.1 The Contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other consultants on the shortlist that they were unsuccessful and return the Financial Proposals of those consultants who did not pass the technical evaluation. Shortlist that they were unsuccessful and return the Financial Proposals of those consultants who did not pass the technical evaluation.
- 2.11.2 The selected firm is expected to commence the assignment on the date and at the location specified in Appendix "A".
- 2.11.3 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.
- 2.11.4 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.11.5 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderers.
- 2.11.6 To qualify for contract awards, the tenderer shall have the following:
- (a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
 - (b) Legal capacity to enter into a contract for procurement
 - (c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
 - (d) Shall not be debarred from participating in public procurement.

2.12 Confidentiality

- 2.12.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the Contract.

2.13 Corrupt or fraudulent practices

- 2.13.1 The procuring entity requires that the consultants observe the highest standards of ethics during the selection and award of the consultancy contract and also during the performance of the assignment. The tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.
- 2.13.2 The procuring entity will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- 2.13.3 Further a consultant who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement.

2.14. Site Visit

- 2.14.1 The Bidder, at the Bidder's own responsibility and risk must visit and examine the Site of Works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract. The costs of visiting the Site shall be at the Bidder's own expense.

Appendix- ITC

Information to Consultants Reference	Data	Description
Clause 2.1.1	The Client and Client's Address	Bihar Urban Infrastructure Development Corporation Ltd., 2 nd Floor Khadya Bhawan, Road No.2, Daroga Prasad Rai Path, R- Bock, Patna-800001
Clause 2.1.2	Objectives and description of the assignment	The objective of this consultancy is to prepare updated assets register covering both immovable and movable assets of BUDA, DUDA & BRJP. To achieve this, the consultant will be expected to update asset categorization to include all assets, update the existing coding system, ensure that all assets have been tagged, attach monetary values to all assets and provide mechanisms for continuous

		tagging and asset register updating.
Clause 2.1.3	Submission of proposals	The Bidders are invited to submit both Technical and Financial proposals separately.
Clause 2.1.5	Inputs provided by the Client	The existing asset register, land title, vehicle logbooks and documentation for all assets.
Clause 2.2.1	Enquiries by Consultants	For purposes of enquiries, consultants may writing via email at the following address: mdbuidco@gmail.com
Clause 2.5.4	RFP Closing and Opening Date	Sealed proposals must be must be delivered to BUIDCo by date and time notified in NIT.
Clause 2.8.1	Technical proposal evaluation	Criteria, sub-criteria, and point system for the evaluation of Technical Proposals are: (i) All five (5) mandatory conditions (ii) A minimum technical score St required to pass is: 70% Points
Clause 2.9.4	Formulae for determining the Financial Score (Sf)	The formula for determining the financial scores is the following:

		<p>$S_f = 100 \times F_m / F$</p> <p>In which</p> <p>S_f is the financial score,</p> <p>F_m is the lowest price, and</p> <p>F the price of the proposal under consideration.</p> <p>The weights given to the Technical and Financial Proposals are:</p> <p>$T = 80\%$</p> <p>$P = 20\%$</p> <p>NB: The firm with the highest combined technical and financial score (S), calculated as</p> <p>$S = S_t \times T \% + S_f \times P \%$.</p> <p>will be recommended for award</p>
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Appendix-A

BIHAR URBAN INFRASTRUCTURE DEVELOPMENT CORPORATION LTD. (A Govt. Of Bihar Undertaking)

**2nd Floor, Khadya Bhawan, Road No.2, Daroga Prasad Rai Path, R-Block,
Patna-800001. Tel. No.-0612-2506213/2506208**

N.I.T. No. :

The Managing Director, BUIDCo, Patna invites Tenders in sealed/closed envelope in **Two Bid System** from eligible experienced firms for Valuation of assets of BUDA, DUDA & BRJP for the purpose of merger into BUIDCo.

1. Place of Sale of Tender Document : Office of BUIDCo, 2nd Floor,
KhadyaBhawan, Road No.2, Daroga
Prasad Rai Path, R-Block, Patna-800001
2. Period of sale of Tender :09.02.2018 to 22.02.2018 up to 05:00 p.m.
Document
3. Last Date and time for : 22.02.2018
Receipt of Bids/Tender
4. Time and Date of opening of :23.02.2018
Technical bids
5. Place of opening of bids. : 2nd Floor, KhadyaBhawan, Road No.2, Daroga
Prasad Rai Path, R-Block, Patna-
800001
6. Period of bid validity: 120 DAYS.
7. A complete set of Tender Document may be purchased by tenderer on submission of a written application to M.D,BUIDCo on payment of non-refundable (as mentioned in respective item of the work in the above table) in the form of Demand Draft in favour of **M.D. Bihar Urban Infrastructure Development Corporation Limited**, Payable at **Patna**. If tender paper is downloaded from website a demand draft of Rs. (as mentioned in respective item of the work in the above table) in favour of **M.D. Bihar Urban Infrastructure Development Corporation Limited**, Payable at **Patna** should be deposited with Technical Bid.
8. **Earnest money** should be in the Shape of Account Payee Demand Draft/Banker's Cheque, in favour of **M.D. Bihar Urban Infrastructure Development Corporation Limited**, Payable at **Patna**. **OR** in shape of Bank Guarantee, issued from any scheduled bank valid up to Bid Validity Period.(120 Days from date of Bid/Tender.)
9. Any clarification regarding the above work can be had from the office of the undersigned on all working days from 10:00 A.M. to 04:00. P.M.
10. The undersigned reserves the right to extend or cancel the Tender without assigning any reason thereof.

**Chief General Manager
BUIDCo, Patna**

SECTION III: - TECHNICAL PROPOSAL

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3.1 Technical Proposal Submission Form

[_____ Date]

To: _____ [*Name and address of Client*]

Sir/Ma'am

We, the undersigned, offer to provide the consulting services for valuation of assets in accordance with your request for Proposal dated _____ [*Date*] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, [and a Financial Proposal sealed under a separate envelope-*where applicable*].

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

We remain,

Yours sincerely,

_____ [*Authorized Signature*]:

_____ [*Name and Title of Signatory*]

:

_____ [*Name of Firm*]

:

_____ [*Address:*]

3.2. Firm's References

3.2.1 Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications Using the format below, provide information on each assignment for which your firm either individually, as a corporate entity or in association, was legally contracted.

Assignment Name:		Country
Location within Country:		Professional Staff provided by Your Firm/Entity(profiles):
Name of Client:		Clients contact person for the assignment.
Address:		No of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year) :	Approx. Value of Services (INR)
Name of Associated Consultants. If any:		No of Months of Professional Staff provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: _____

Name and title of signatory; _____

(May be amended as necessary)

3.3 Comments and Suggestions of Consultants on the Terms of Reference and on Data, Services and Facilities to be provided by the Client

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services and facilities to be provided by the Client:

- 1.
- 2.
- 3.
- 4.
- 5.

3.4 Description of the Methodology and Work Plan for Performing the Assignment

3.5 Team Composition and Task Assignments

1. Technical/Managerial Staff

Name	Position	Task

2. Support Staff

Name	Position	Task

3.6 Format of Curriculum Vitae (CV) for Proposed Professional Staff

Proposed Position:

Name of Firm:

Name of Staff:

Profession:

Date of Birth:

Years with Firm:

Nationality:

Membership in Professional Societies:

Detailed Tasks Assigned:

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

Certification: 22

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

Date:

[Signature of staff member]

Date; _____

[Signature of authorised representative of the firm]

Full name of staff member:

Full name of authorized representative:

3.7 Activity (Work) Schedule

(a). Field Investigation and Study Items *1st, 2nd, etc, are weeks from the start of assignment*

Activity/ Work	1st	2nd	3rd	4th	5th	6th	7th	8th	9 th	10th	11th	12 th

b). Completion and Submission of Reports

Report	Date
1. Inception Report	
2. Interim Progress report (a) First Stats Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

SECTION IV: - FINANCIAL PROPOSAL

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4.1 FINANCIAL PROPOSAL SUBMISSION FORM

_____[Date]

To: _____

[Name and address of Client]

Sir/Ma'am:

We, the undersigned, offer to provide the consulting services for valuation of assets of BUDA, DUDA & BRJP in accordance with your Request for Proposal dated

(_____) [Date] and our Proposal. Our attached Financial Proposal is for

the _____ sum _____ of

(_____

_)

[Amount in words and figures] inclusive of the taxes.

We remain,

Yours sincerely,

_____[Authorized Signature] :

_____ *[Name and Title of Signatory]:*

_____ *[Name of Firm]*

_____ *[Address]*

4.2 Summary of Costs

Cost	Currency	Amount
Sub Total		
Taxes		
Total amount of financial proposal		

SECTION V: TERMS OF REFERENCE

- (a) Background,
- (b) Objectives of the assignment,
- (c) Scope of the Services,
- (d) Training (where appropriate),
- (e) Reports and Time Schedule,
- (f) Data Services, Personnel and Facilities to be provided by the Client, and
- (g) Terms of Payment.

5.1 Terms of Reference

5.1.1. Background

Government of Bihar established **BUIDCO** on **16th of June, 2009** with a view to accelerate infrastructure development activities across all cities. GOB is 100% shareholder in **BUIDCO**, which makes it a flagship company to execute infrastructure projects in the State.

Vision

The vision of BUIDCO is to become an organization of excellence resembling the revolutionary development of Bihar in such a manner the urban landscape of Bihar can become a role model for the civilization to come.

Mission

BUIDCO will be the company of preference when any plan of urban infrastructure wants to become a reality. BUIDCO will stimulate the quality of life in urban centers to make them places of joy, comfort and prosperity.

Activities

BUIDCO is mandated to work on assignments pertaining to all departments of Government of Bihar or any other department, agency, organization or body through Urban Development Department or directly.

5.1.2 Objectives of the Consultancy

The objective of this consultancy is to develop comprehensive coding system, tag all assets, value the assets and develop an asset register.

5.1.3 Scope of Consultancy

The consultancy shall cover the following:

- i) Categorize all assets into manageable groups
- ii) Tag all assets
- iii) Attach monetary value to all assets
- iv) Develop an asset register
- v) Provide a mechanism for updating asset register on regular basis

5.1.4 Deliverables

The time frame for the entire contract work is **Six** Months. The output deliverables include

- (a) Inception report –Two copies to be submitted within 4 weeks from the contract commencement date
- (b) Draft Asset Register in Digital and Hardcopy forms – to be submitted 4 months from the contract commencement date
- (c) Final Asset Register in Digital and Hardcopy forms - To be submitted four (4) weeks from the date of receipt of the client's comments on the draft register.

5.1.5 Timelines and Payment Schedules

The project is expected to take a maximum of sixty (60) days. The payment schedule is as indicated herein.

MILESTONE	DELIVERABLES	TIMELINE	PAYMENT (%)
Inception	Inception Report		40
Draft register	Draft register		40
Final register	Final register		20

5.1.6 Data Services, Personnel and Facilities to be provided by the Client

The Procuring entity will provide the inputs specified in the Appendix "ITC", assist the firm in obtaining licenses and permits needed to carry out the services and make available relevant project data and reports.

5.1.7 Payment Terms

- a. Payment terms are net 30 days upon receipt of deliverable.
- b. All invoices must reference the contract number and forwarded to the address indicated on the contract.