

**REQUEST FOR PROPOSALS
FOR
SELECTION OF CONSULTANTS**

For Development and Implementation of a
Communication Campaign for Patna River Front
Development Project

CONTENTS

Request for Proposals.....	1
Section 1. Letter of Invitation	5
Section 2. Information to Consultants.....	7
Data Sheet	17
Section 3. Technical Proposal - Standard Forms	21
Section 4. Financial Proposal - Standard Forms	29
Section 5. Terms of Reference	33

REQUEST FOR PROPOSALS

Country **INDIA**

Project Name: **Ganga River Front Development Project, Patna**

World BUIDCo Loan Number # **LN 8065-IN/Cr. 4955-IN**

Title of Consulting Services: **Development and Implementation of a
Communication Campaign Plan for Patna River Front Development
Project**

Section 1. Letter of Invitation

Patna, Bihar 10-Mar-2015

Dear Bidders,

1. Bihar Urban Infrastructure Development Corporation Limited (BUIDCo) intends to implement the assignment described below under World BUIDCo loan number LN 8065-IN/Cr. 4955-IN

2. BUIDCo now invites proposals to provide the following consulting services: **Implementation of Communication, Knowledge Management and Branding of Ganga River Front Development Project, Patna**

More details on the services are provided in the attached Terms of Reference.

3. The RFP has been addressed to the following shortlisted consultants:

- 1.) Suyojan Multitech Services (I) Pvt. Ltd.
- 2.) Sankalp Jyoti
- 3.) Mahaboudh Jan Swasthya Evam Sarvangin Vikas Kendra

4. A Firm/Individual will be selected under Quality and Cost Based Selection and procedures described in this RFP.

5. The RFP includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Information to Consultants

Section 3 - Technical Proposal - Standard Forms

Section 4 - Financial Proposal - Standard Forms

Section 5 - Terms of Reference

Section 6- Contract

Yours sincerely,

Managing Director, BUIDCo

Section 2. Information to Consultants¹

- 1. Introduction**
- 1.1 BUIDCo will select a Firm/Individual in accordance with the method of selection specified in the Data Sheet and detailed in the edition of the Guidelines indicated in the Data Sheet.
- 1.2 The consultants are invited to submit a Technical Proposal and a financial proposal, or a Technical Proposal only, as specified in the Data Sheet for consulting services required for the assignment named in the Data Sheet. The proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected Firm/Individual.
- 1.3 The assignment shall be implemented in accordance with the phasing indicated in the Data Sheet. When the assignment includes several phases, the performance of the consultant under each phase must be to BUIDCo's satisfaction before work begins on the next phase.
- 1.4 To obtain first hand information on the assignment and on the local conditions, consultants are encouraged to visit BUIDCo before submitting a proposal and to attend a pre-proposal conference if one is specified in the Data Sheet. Attending the pre-proposal conference is optional. The consultants' representative should contact the official(s) named in the Data Sheet to arrange for their visit or to obtain additional information on the pre-proposal conference. Consultants should ensure that this(ese) official(s) is(are) advised of the visit in adequate time to allow him/her(them) to make appropriate arrangements.
- 1.5 BUIDCo will provide the inputs specified in the Data Sheet, assist the Firm/Individual in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- 1.6 Please note that (i) the costs of preparing the proposal and of

¹ This Information to Consultants section shall not be modified. Any necessary changes, acceptable to BUIDCo, to address specific country and project issues, shall be introduced only through the Data Sheet (e.g., by adding new clauses). Likewise, modifications to the standard Form of Contract should be made only by including clauses outlining the special conditions and not by introducing changes in the wording of the general conditions.

negotiating the contract, including a visit to BUIDCo, are not reimbursable as a direct cost of the assignment; and (ii) BUIDCo is not bound to accept any of the proposals submitted.

1.7 BUIDCo policy requires that consultants provide professional, objective, and impartial advice and at all times hold BUIDCo's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of BUIDCo.

1.7.1 Consultants may be hired for downstream work, when continuity is essential, in which case this possibility shall be indicated in the Data Sheet and the factors used for the selection of the consultant should take the likelihood of continuation into account. It will be the exclusive decision of BUIDCo whether or not to have the downstream assignment carried out, and if it is carried out, which consultant will be hired for the purpose.

1.7.2 Any previous or ongoing participation in relation to the assignment by the Firm/Individual, its professional staff, or its affiliates or associates under a contract with the World BUIDCo may result in rejection of the proposal. Consultants should clarify their situation in that respect with BUIDCo before preparing the proposal.

**2. Clarification
and Amendment
of RFP
Documents**

2.1 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing by papermail, cable, telex, facsimile, or electronic mail to BUIDCo's address indicated in the Data Sheet. BUIDCo will respond by cable, telex, facsimile, or electronic mail or shall be uploaded in www.buidco.in to such requests

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/Individual, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex, facsimile, or electronic mail or shall be uploaded in www.buidco.in and will be binding on them. BUIDCo may at its discretion extend the deadline for the submission of proposals.

- 3. Preparation of Proposal**
- Technical Proposal**
- 3.1 Consultants are requested to submit a proposal (para. 1.2) written in the language(s) specified in the Data Sheet.
- 3.2 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.
- 3.3 While preparing the Technical Proposal, consultants must give particular attention to the following:
- (i) If a Firm/Individual 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 Firm/Individuals or entities in a joint venture or subconsultancy, as appropriate. Consultants may associate with the other consultants invited for this assignment only with approval of BUIDCo as indicated in the Data Sheet. The consultants are encouraged to seek the participation of local consultants by entering into a joint venture with, or subcontracting part of the assignment to, national consultants.
 - (ii) For assignments on a staff-time basis, the estimated number of professional staff-months is given in the Data Sheet. The proposal shall, however, be based on the number of professional staff-months estimated by the Firm/Individual.
 - (iii) It is desirable that the majority of the key professional staff proposed be permanent employees of the Firm/Individual or have an extended and stable working relationship with it.
 - (iv) Proposed professional staff must, at a minimum, have

the experience indicated in the Data Sheet, preferably working under conditions similar to those prevailing in the country of the assignment.

- (v) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.
- (vi) Reports to be issued by the consultants as part of this assignment must be in the language(s) specified in the Data Sheet. It is desirable that the Firm/Individual's personnel have a working knowledge of the national language of the beneficiary country.

3.4 The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):

- (i) A brief description of the Firm/Individual's organization/Works and an outline of recent experience on assignments (Section 3B) 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/Individual's/consultant's involvement.
- (ii) Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by BUIDCo (Section 3C).
- (iii) A description of the methodology and work plan for performing the assignment (Section 3D).
- (iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 3E).
- (v) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal (Section 3F). Key information should include number of years working for the Firm/Individual/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 (Sections 3E).

- (vii) A detailed description of the proposed methodology, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the assignment.
- (viii) Any additional information requested in the Data Sheet.

3.5 The Technical Proposal shall not include any financial information.

Financial Proposal

3.6 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section 4).

3.7 NA

3.8 NA

3.9 NA

3.10 The Data Sheet indicates how long the proposals must remain valid after the submission date. During this period, the consultant is expected to keep available the professional staff proposed for the assignment. BUIDCo will make its best effort to complete negotiations within this period. If BUIDCo wishes to extend the validity period of the proposals, the consultants who do not agree have the right not to extend the validity of their proposals.

4. Submission, Receipt, and Opening of Proposals

4.1 The original proposal (Technical Proposal and, if required, Financial Proposal; see para. 1.2) shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the Firm/Individual itself. Any such corrections must be initialed by the persons or person who sign(s) the proposals.

4.2 An authorized representative of the Firm/Individual initials all pages of the proposal. The representative's authorization is confirmed by a written power of attorney accompanying the

proposal.

- 4.3 For each proposal, the consultants shall prepare the number of copies indicated in the Data Sheet. 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 governs.
- 4.4 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 Data Sheet and be clearly marked, “**DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE.**”
- 4.5 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Data Sheet. Any proposal received after the closing time for submission of proposals shall be returned unopened.
- 4.6 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the evaluation committee. The Financial Proposal shall remain sealed and deposited in a safe location until all submitted proposals are opened publicly.

5. Proposal Evaluation

General

- 5.1 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 its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the Firm/Individual to influence BUIDCo in BUIDCo’s proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant’s proposal.
- 5.2 Evaluators of Technical Proposals shall have no access to the

Financial Proposals until the technical evaluation is concluded.

- | | |
|--|--|
| Evaluation of Technical Proposals | <p>5.3 The evaluation committee, appointed by BUIDCo, evaluates the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, subcriteria (typically not more than three per criteria), and point system specified in the Data Sheet. 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 Data Sheet.</p> <p>5.4 In the case of Quality-Based Selection, Selection Based on Consultant's Qualifications, and Single-Source Selection, the highest ranked Firm/Individual or Firm/Individual selected on a single-source basis is invited to negotiate its proposal and the contract on the basis of the Technical Proposal and the Financial Proposal submitted in accordance with the instructions given in para. 1.2 and the Data Sheet.</p> |
| Public Opening and Evaluation of Financial Proposals: Ranking (QCBS, Fixed-Budget, and Least-Cost Selection Methods Only) | <p>5.5 After the evaluation of quality is completed, BUIDCo shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered nonresponsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. BUIDCo shall simultaneously notify the consultants that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The opening date shall not be sooner than two weeks after the notification date. The notification may be sent by registered letter, cable, telex, facsimile, or electronic mail.</p> <p>5.6 The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the quality scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. BUIDCo shall prepare minutes of the public opening.</p> <p>5.7 NA</p> <p>5.8 In case of QCBS, the lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores</p> |

(*Sf*) of the other Financial Proposals will be computed as indicated in the Data Sheet. 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 Data Sheet: $S = St \times T\% + Sf \times P\%$. The Firm/Individual achieving the highest combined technical and financial score will be invited for negotiations.

5.9. NA

6. Negotiations

6.1 Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all points and sign a contract.

6.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the Firm/Individual to improve the Terms of Reference. BUIDCo and Firm/Individual will then work out final Terms of Reference, staffing, and bar charts indicating activities, staff, periods in the field and in the home 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/Individual can offer within the available budget and to clearly defining the inputs required from BUIDCo to ensure satisfactory implementation of the assignment.

6.3 Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff (no breakdown of fees) nor other proposed unit rates in the cases of QCBS,

6.4 Having selected the Firm/Individual on the basis of, among other things, an evaluation of proposed key professional staff, BUIDCo expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, BUIDCo will require assurances that the experts will be actually available. BUIDCo 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/individualizing their availability, the Firm/Individual may be disqualified.

6.5 The negotiations will conclude with a review of the draft form of the contract. To complete negotiations BUIDCo and the Firm/Individual will initial the agreed contract. If negotiations fail, BUIDCo will invite the Firm/Individual whose proposal received the second highest score to negotiate a Contract.

7. Award of Contract

7.1 The contract will be awarded following negotiations. After negotiations are completed, BUIDCo will promptly notify other consultants on the shortlist that they were unsuccessful and return the unopened Financial Proposals of those consultants who did not pass the technical evaluation (para. 5.3).

7.2 The Firm/Individual is expected to commence the assignment on the date and at the location specified in the Data Sheet.

8. Confidentiality

8.1 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/Individual has been notified that it has been awarded the contract.

Information to Consultants

DATA SHEET

Clause Reference

The method of selection is: **Quality and Cost Based Selection**

1.2 Technical and Financial Proposals are requested: **Yes**

The name, objectives, and description of the assignment are: :
Implementation of communication, knowledge management and branding of Ganga River Front Development Project, Patna

1.3 The assignment is phased: **No**

1.4 A pre-proposal conference will be held: **No**

The name(s), address(es), and telephone numbers of BUIDCo's official(s) are:

Mr Jainendra Nath Singh, General Manager (Technical), BUIDCo, Room No. 303, Maurya Tower, Mauryalok Complex, Budh Marg, Patna – 800001

Telephone: **+91-612-2210101-02**

E-mail: jainendransingh@gmail.com

1.5 BUIDCo will provide the following inputs: **BUIDCO will facilitate in carrying out the tasks**

- 1.7.2 BUIDCo envisages the need for continuity for downstream work: **NA**
- 2.1 Clarifications may be requested **7** days before the submission date.
- The address for requesting clarifications is: Mr Jainendra Nath Singh, General Manager (Technical), BUIDCo, Room No. 303, Maurya Tower, Mauryalok Complex, Budh Marg, Patna – 800001
- Telex: +91-612-2210101-02 Facsimile: +91-612-2210103
- 3.1 Proposals should be submitted in the following language(s): **English**
- 3.3 (i) Shortlisted Firm/Individual/entity may associate with other shortlisted Firm/Individual:
No
- (ii) The estimated number of professional staff-months required for the assignment is: **6 months for each of the 5 key professionals**
- (iv) The minimum required experience of proposed professional staff is: **As per detail give in page no Terms of Reference**
- (vi) Reports that are part of the assignment must be written in the following language(s): **Hindi and English**
- 3.4 (vii) Training is a specific component of this assignment: **No**
- (viii) Additional information in the Technical Proposal includes: **Awards, Letter of appreciations etc.,**
- 3.7 Taxes: **NA (Service Tax, if applicable will be paid extra)**
- 3.8 Consultants to state local cost in the national currency: **Yes**
- 3.9 **NA**
- 3.10 Proposals must remain valid **90 days** after the submission date
- 4.3 Consultants must submit an original and one additional copy of each proposal:

4.4 The proposal submission address is: **BUIDCo , 2nd Floor, Khadya Bhawan, Road No. 2, Daroga Prasad Rai Path, R-Block, Patna-800001**

Telephone: **+91-612-2506109** Facsimile: **+91-612-2506132**

Information on the outer envelope should also include : **Name of assignment**

4.5 Proposals must be submitted no later than the following date and time:

.....

5.1 The address to send information to BUIDCo is: **BUIDCo , 2nd Floor, Khadya Bhawan, Road No. 2, Daroga Prasad Rai Path, R-Block, Patna-800001**

Telephone: **+91-612-2506109** Facsimile: **+91-612-2506132**

5.3 The number of points to be given under each of the evaluation criteria are:

	<u>Points</u>
(i) Specific experience of the consultants related to the assignment Similar Work	30
(ii) Adequacy of the proposed work plan and methodology in responding to the Terms of Reference	20
(iii) Qualifications and competence of the key staff for the Assignment	20
(iv) Suitability of the transfer of knowledge program (training) Trainings undergone and their suitability for the assignment	10
(v) Local participation	20
Total Points:	100

The number of points to be given for qualifications of key staff are:

	<u>Points</u>
(i) General qualifications	30
(ii) Adequacy for the project	60
(iii) Experience in region & language	10
Total Points:	100

- The minimum technical score required to pass: **75**
- 5.7 The single currency for price conversions is: NA
- The source of official selling rates is: NA
- The date of exchange rates is: NA
- The formula for determining the financial scores is the following:
 $Sf = 100 \times Fm/F$, in which Sf is the financial score, Fm is the lowest price and F is the price of the proposal submitted by consultant
- 5.8 The weights given to the technical and Financial Proposals are:
 T=**70 %**
 P= **30 %**
- 6.1 The address for negotiations is: **BUIDCo , 2nd Floor, Khadya Bhawan, Road No. 2, Daroga Prasad Rai Path, R-Block, Patna-800001**
 Telephone: **+91-612-2506109** Facsimile: **+91-612-2506132**
- 6.3 **Implication of taxes is out of scope of negotiation**
- 7.2 The assignment is expected to commence on, **at Patna**

Appendix:² Financial Negotiations; Breakdown of Staff Rates

- 7.3 The consultant will need to submit a performance guarantee in the desired format of 10% of contract value before entering into agreement with six month validity beyond the contract end date. The PBG will be en-cashed if the consultant failed to perform the contract to the sole satisfaction of BUIDCo and without any liability of the prior intimation to the consultant.
 The format will be issued at the time of LoA.

² Delete Appendix in the case of Quality- and Cost-Based Selection (QCBS), Fixed-Budget Selection, or Least-Cost Selection.

Section 3. Technical Proposal - Standard Forms

- 3A. Technical Proposal submission form.
- 3B. Firm/Individual's references.
- 3C. Comments and suggestions of consultants on the Terms of Reference and on data, services, and facilities to be provided by BUIDCo.
- 3D. Description of the methodology and work plan for performing the assignment.
- 3E. Team composition and task assignments.
- 3F. Format of curriculum vitae (CV) for proposed professional staff.

3A. TECHNICAL PROPOSAL SUBMISSION FORM

[*Location, Date*]

To: [*Name and address of BUIDCo*]

We/I, the undersigned, offer to provide the consulting services for [*Title of consulting services*] 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 Financial³ Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, i.e., before [*Date*] we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

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

We remain,

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm/Individual:
Address:

³ In Quality-Based Selection, the proposal may include only a Technical Proposal. If this is the case, delete “and a Financial Proposal sealed under a separate envelope.”

3B. FIRM/INDIVIDUAL'S/INDIVIDUAL'S REFERENCES

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/Individual/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Individual/Entity(profiles):
Name of Client:		Nº of Staff:
Address:		Nº of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current US\$):
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/Individual's/individual's Name: _____

**3C. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF
REFERENCE AND ON DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY
BUIDCo**

On the Terms of Reference:

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

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

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

**3D. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING
THE ASSIGNMENT**

3E. TEAM COMPOSITION AND TASK ASSIGNMENTS

Sl. No.	1. Technical/Managerial Staff		
	Name	Position	Task
1			
2			
3			
4			
5			

2. Support Staff		
Name	Position	Task

- **Changes in personnel will be permitted only after approval from BUIDCo Management in unavoidable circumstances**

3F. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm/Individual: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Individual/Entity: _____ 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. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

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. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experience, and me.

_____ Date: _____
[Signature of staff member and authorized representative of the Firm/Individual] Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

Section 4. Financial Proposal - Standard Forms

- 4A. Financial Proposal submission form.
- 4B. Summary of costs.
- 4C. Breakdown of remuneration

4A. FINANCIAL PROPOSAL SUBMISSION FORM

[*Location, Date*]

To: [*Name and address of BUIDCo*]

We/I, the undersigned, offer to provide the consulting services for [*Title of consulting services*] in accordance with your Request for Proposal dated [*Date*] and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [*Amount in words and figures*]. This amount is inclusive of the all the statutory obligations and taxes except service tax

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., [*Date*].

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

We remain,

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm/Individual:
Address:

- The amount is inclusive of our all obligations and out go and also includes our marging. It is also inclusive of all the statutory obligations and taxes except service tax. (Also mentioned in : 6.3, data sheet)

4B. SUMMARY OF COSTS

Costs	Currency	Amount(s)
Total Amount of Financial Proposal	INR	

4C. BREAKDOWN OF REMUNERATION

Name: _____				
Names * (Key professional only)	Position	Input ⁴	Remuneration Currency(INR) Rate	Amount

⁴ _____
Staff months, days, or hours as appropriate.

***Only key professional shall be included in financial proposal (No support staff shall be included)**

Section 5: Terms Of Reference: Attached

Section 6 : Contract: Attached