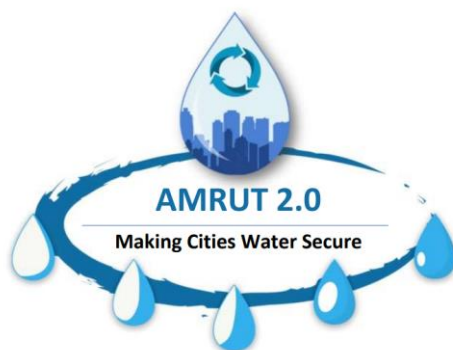




Ministry of Housing and Urban Affairs
Government of India

Expression of Interest (EOI)
to
Appoint State Level Project Management Unit
for the
Implementation of
Atal Mission for Rejuvenation and Urban
Transformation (AMRUT) 2.0 in Sikkim
in the State of Sikkim.



Urban Development Department

Atal Mission for Rejuvenation and
Urban Transformation 2.0

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1. Letter of Invitation (LOI)



URBAN DEVELOPMENT DEPARTMENT

GOVERNMENT OF SIKKIM

GANGTOK-737101

Memo No:101/EOI/UDD

Dated: 12.04.2022

Expression of Interest

The Urban Development Department, Government of Sikkim, intends to appoint State Level Project Management Unit for the Implementation of Atal Mission for Rejuvenation and Urban Transformation (AMRUT) 2.0 in the State of Sikkim.

Interested eligible organizations may submit sealed offer in prescribed format along with necessary certificates and documents. All eligible organizations are requested to submit their Expression of Interest (EOI) in a sealed envelope captioned "Appointment of Project Management Unit (PMU)" under AMRUT 2.0 in the State of Sikkim to the Mission Director, AMRUT 2.0, Urban Development Department, Gangtok, Gangtok District-737101 on or before 4th May, 2022 (1 pm) along with requisite documents/certificates including a non-refundable processing fee for Rs. 10,000/- (Ten Thousand Rupees only) in the form of a Demand draft in favour of Additional Director ,Accounts ,Urban Development Department. The detailed EOI will be available on the State Government's website-www.sikkim.gov.in .For further details; the Joint Secretary, Urban Development Department, Nodal Officer – AMRUT 2.0 may be contacted at 97330-32245

The scheduled dates are as follows: -

Sl. No.	Event	Date
1	Date of Issue Notice for this EOI	12.04.2022
2	Date of Start Downloading	12.04.2022
3	EOI submission start date	12.04.2022
4	EOI Submission end date and time	04.05.2022 up to 1:pm
5	Date and time for opening of EOI	04.05.2022 2:pm onwards

Mission Director, (AMRUT 2.0)

Urban Development Department, Gangtok.



2. Expression of Interest Summary

Sl. No	Key information	Details
1	Project Title	Appointment of State Level Project Management Unit for the Implementation of Atal Mission for Rejuvenation and Urban Transformation (AMRUT) 2.0 in the State of Sikkim.
2	EOI inviting Authority	Mission Director, AMRUT 2.0, Urban Development Department, Gangtok, Gangtok District -737101
3	Envisaged project tenets	The three basic tenets of AMRUT 2 are: i) Universal coverage of water supply; ii) Sewerage, septage management and recycle/reuse of treated used water; and iii) Rejuvenation of water bodies (including urban wetland) and creation of green spaces
4	Cost of EOI processing fee	Rs. 10,000/- by Demand Draft
5	EOI validity	90 days
6	Consortium /Joint venture	No
7	Qualification Criteria	As per the clause No. 7

Note: Mission Director, AMRUT 2.0, Urban Development Department reserves the right to cancel this request for EOI and/or invite afresh with or without amendments, without liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is indicative and reserves the right to amend/add further details in the EOI.



3. Introduction

Sikkim, a state in north-eastern India with a total area of 7,096 sq km, constitutes 0.22 per cent of the total geographical area of India. According to the regional divisions defined by the Census of India, the State is one of the four micro regions of the north-eastern Himalayas (the others being Darjeeling and Dooars areas of West Bengal, and Arunachal Pradesh). The State has mainly 6 districts namely East(Gangtok), North(Mangan), South(Namchi), West(Gyalshing), Pakyong and Soreng. Completely landlocked and criss-crossed by green valleys, high peaks, and rippling rivers, decorated by a spectacular array of the most exotic and colourful orchids, Sikkim is referred to as nye-ma-el (heaven) by the Lepchas, which means 'new palace' in Nepali, and denzong (land of rice) by the Bhutias. It lies in the north-eastern Himalayas, between 27°04'46" to 28°07'48" North latitude and 80°00'58" to 88°55'25" East longitude. It is bound on the north by China (Tibet plateau), on the east by Chumbi Valley of Tibet and Bhutan, on the west by Nepal and on the south by Darjeeling district of West Bengal. The State, being part of the Inner Himalayan mountain ranges, has elevations ranging from 300 to 7000 metres above Mean Sea Level (MSL).



Nearly two-thirds of its territory consists of very high mountains, which are perpetually covered with snow from which glaciers like Talung and Zemu descend. These mountains, including the third highest mountain in the world—Kanchenjunga (8,598 m)—are located in northwest Sikkim. Sikkim is the least populous and second smallest among the Indian states. As per the 2011 Census, the total population of Sikkim is about 6.1 Lakhs out of which total urban population is 1.54 lakhs.

Besides the capital city of Gangtok, which is covered under AMRUT scheme, there are 6 notified towns in the State which are: Singtam, Rangpo, Namchi, Jorethang, Gyalshing and Mangan.



4. Background

Atal Mission for Rejuvenation and Urban Transformation 2.0 (AMRUT 2.0) is a step towards Aatma Nirbhar Bharat with aim of making the cities 'water secure' and providing functional water tap connections to all households. This will be achieved through circular economy of water by effecting water source conservation, rejuvenation of water bodies and wells recycle/ reuse of treated used water, and rainwater harvesting by involving community at large. The Mission also targets to provide 100% sewage/ septage management in AMRUT cities. The three basic tenets of AMRUT 2 are:



- i. Universal coverage of water supply;
- ii. Sewerage, septage management and recycle/ reuse of treated used water; and
- iii. Rejuvenation of water bodies (including urban wetland) and creation of green spaces.

The Urban Development Department, Government of Sikkim, intends to appoint State Level Project Management Unit for the Implementation of Atal Mission for Rejuvenation and Urban Transformation (AMRUT) 2.0 in the State of Sikkim

5. Objective of AMRUT 2.0

AMRUT 2.0 has been launched in order to meet Sustainable Development Goal 6 (SDG 6), and to extend ease of living in water sector from 500 to all statutory towns. The scheme will also ensure 100% coverage of sewerage/ septage management in 500 AMRUT cities. The key objectives of the scheme are to ensure functional tap connections to all households, undertaking water source conservation/ augmentation, rejuvenation of water bodies and wells, recycle/re-use of treated used water and rainwater harvesting,

Mission Director, AMRUT 2.0, Department of Urban Development, Government of Sikkim proposes to engage qualified and experienced firm to set up a Project Management Unit (PMU) for implementation of AMRUT 2.0 in Sikkim and invites proposal from eligible interested firms.

PDMC will have one State office at State capital comprising management and design professionals and multiple field offices comprising project implementation professionals. PDMC in place for AMRUT Mission can continue to work for AMRUT 2.0 at the discretion of State Mission Director.

The scope of PDMCs will broadly cover planning, design, supervision and management of projects. They will prepare reports and carry out investigation, design, procurement, and implementation using PMIS / latest IT tools and techniques. They will help in monitoring physical & financial progress of projects and updating Mission portal. They will also help States/ UTs in conducting capacity building activities.



The PDMCs will examine convergence with other similar schemes in terms of coverage, fund flow, impact and outcomes. The scheduling of projects for next five years will be done in consultation with citizens. PDMCs will prepare Detailed Project Reports (DPRs), which shall include financial plan and O&M strategy for complete life cycle of projects. Based on approved DPRs, PDMCs will provide bid documents and support States/ULBs in procurement of contracting firms. They will subsequently provide extensive support to ULBs/State parastatal for project implementation.

6.1 Scope of work

The Project Management Unit will assist the Mission Director in overall planning and implementation of the projects taken up under AMRUT 2.0. The PMU will assist in preparation of State Water Action Plan and convergence of AMRUT 2.0 with other program/schemes.

- 1) Program Management
- 2) Procurement Support
- 3) Technical Support
- 4) Operational Support
- 5) Documentation, Knowledge Management and Information Dissemination.

6.1 Program Management

- a. Assist the Authority in Program Management for implementation of AMRUT 2.0
- b. Assist in the review of existing situation and identification of gaps in terms of institutional arrangements
- c. Identify and highlight key issues requiring the attention of Urban Development Department and propose remedial actions
- d. The PMU will be responsible for managing and overseeing planning and monitoring activities. In doing so, the unit will ensure, that, activities undertaken are articulately planned as per AMRUT 2.0 operational guidelines and avoid any kind of duplication of efforts within the department.
- e. The PMU will facilitate periodic monitoring to review performance against identified indicators and suggests ways to overcome hurdles, if any.
- f. The monitoring activity shall primarily be based on existing data available with the department including data collection from the field Engineers or implementing agencies managing the concerned flagship schemes.
- g. Management of AMRUT 2.0 on IMIS Portal on regular basis.
- h. Analyzing various data of existing infrastructure, coverage etc to find out gaps and suggesting suitable remedial measures to fast track the implementation as per AMRUT 2.0 guidelines.
- i. Preparation of plan for reforms to be undertaken by ULBs .



- j. Assist Urban Development Department/ Urban Local Bodies in conducting regular meetings with all stakeholders, contractors, and other government entities, etc., to discuss progress and issues related to implementation, and prepare minutes for recording and circulation;
- k. Identification and structuring of PPP projects

6.2 Procurement Support

- i. The PMU shall develop Standard Bidding Documents for Item Rate Contract / EPC for projects, selection of Third-Party Inspection Agency (TPA), Implementing Support Agency (ISA) and provide other necessary procurement support as and when required.
- ii. PMU will devise strategy for fast implementation of the project by suitable procurement methods by following General Financial Rules and other related Government of India instructions concerning procurement of goods and services.
- iii. PMU will facilitate the Department in the selection of various agencies for carrying out City Water Plans/Capacity Building etc as per the scheme.
- iv. The PMU will assist the Department in identifying and reaching out to various private sector entities engaged in the field of execution of projects to ensure a large vendor base and participation of such entities in the various tenders floated by the Department.

6.3 Technical Support

- i. Facilitate technological intervention in planning, designing, implementation & monitoring of water supply, and other projects as per AMRUT 2.0
- ii. Provide technical inputs for techno-economical viable planning, designing and implementation of schemes to provide household tap connection in urban area to meet AMRUT 2.0 objectives.
- iii. Suggesting appropriate technology of Water Supply Schemes suitable for ensuring all weather drinking water supply in Sikkim region.
- iv. Support in Quality assurance mechanism for all areas under urban water supply.
- v. Identification of areas that need engagement of third-party agencies for effective implementation of projects and assess the efficacy of agencies so engaged.
- vi. Assist the Department in identifying and packaging the Item Rate Contract/ EPC / Turnkey contracts.
- vii. Structure public private partnership models wherever feasible and provide transaction advisory support.
- viii. Identify leading national and international practices in the sector, assess their applicability in the state context and suggest measures of adoption thereof.



- ix. Framing of Standard Operating Procedures and guidelines for operation and maintenance of various infrastructures created for urban water supply in the state, policies in sector and other requisite government orders and notifications as required.
- x. Prepare Standardized Templates for evaluation of DPRs for the State and District level agencies.
- xi. To guide DPR Consultants in the preparation of feasible and sustainable DPRs considering geographical terrain and climatic conditions of Sikkim.
- xii. Preparing sustainable O&M mechanism for commissioned water supply schemes.
- xiii. Smart packaging and clustering of projects for tendering.
- xiv. Making all arrangements and documentation for various meetings to review proposals of AMRUT viz. State High Powered Steering Committee, State Level Technical Committee Meetings etc.

6.4 Operational Support

- a. The PMU will facilitate the Urban Development Department (UDD) in tracking the progress of implementation of the schemes undertaken by UDD under various Central/ State programs.
 - ✓The PMU will assist in uploading real time data on Integrated Management Information System (IMIS)
 - ✓Scheme Coverage
 - ✓Physical and Financial progress of work
 - ✓Details of project packages
 - ✓Water Scarcity habitations
 - ✓Planned vs Actual Functional Household Connection (FHTC).
- b. The key parameters for tracking the physical and financial progress of individual water supply schemes, sewerage schemes and all projects under AMRUT 2.0 both in project preparatory as well implementation phase shall be defined and the follow up for data collection is to be rigorously monitored by PMU Cell.
- c. PMU will also identify and adopt benchmarks and indicators for assessment of progress in the scheme.



6.5 Documentation, Knowledge Management and Information Dissemination:

- i. The PMU shall assist the Department in developing an effective monitoring framework for all schemes, develop scheme guidelines, standard operating procedures, record of review meetings at Department, Government and State level satisfactorily. The PMU will facilitate in organizing Information Dissemination Workshops by the Department.
- ii. Develop a capacity building plan for UDD and identify training areas with respect to technology, quality monitoring systems, procurement and contract management, service level benchmarking etc.
- iii. Create training calendars based on the capacity building plan, facilitate in creation of training modules and facilitate in training programme.
- iv. Facilitate in documentation, learning exchange visits and other knowledge management support required from time to time.
- v. Collection of data and preparing complete documentation, PPTs etc for all review meeting (internal / external).



7.0 Qualification Criteria

Following will be the minimum pre-qualification criteria. Each eligible consultant should possess all the following pre-qualification criteria.

S. No.	Qualification Criteria	Supporting Compliance document
1	The applicant shall be a Government organization/Autonomous Body/PSUs or firm/ company/ partnership/ proprietorship firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India.	Copy of Certificate of incorporation.
2	The firm should be in the business of providing similar consultancy services for at least 03 years as on 31/03/2021.	Certificate by Authorised Signatory of the Bidder's organization
3	The Bidder has to be profitable and should not have incurred loss(es) in any of the last 3 consecutive Financial Years (2018-19 & 2019-20 & 2020-21)	Chartered Accountant (CA) of the bidder's organization
4	The Bidder should have an annual turnover of Rupees 5 crores in any of the last 3 consecutive financial Years (FY 2018-19 & 2019-20 & 2020-21) from only consultancy Services rendered in India	CA certified document with name of CA registration number, signature and stamp
5	The Bidder shall have experience of providing: Three similar completed consultancy services to Central Govt./State Govt./PSUs/Govt. bodies/others in India costing not less than Rs. 1 crore each.	Copy of Work Order / Contract & completion certificate
6	The consultancy firm should have at least 03 full time consultants on its pay rolls	Certificate by Statutory Auditor or Company Secretary of the Bidder's organization
7	The firm should not be blacklisted by any Central Govt. / State Govt. / PSU/Govt.	Certificate signed by the Authorized signatory and self-attestation certificate
8	PAN No. / Service Tax Registration Certificate	Copy of Certificate to be enclosed.
9	The Bidder must have a registered office in India	Details of registered office to be submitted.



8. Manpower Requirement

The Project management Unit shall have the following minimum man powers

Key Professional Staffs Qualification and Experience			
	Position	Qualification	Experience
1	Team Leader cum Urban Management Specialist	Post graduate in Urban planning/ M.Tech in Civil Engineering	<ul style="list-style-type: none"> • Minimum 10 experience in Water Supply projects • Experience in water & wastewater design /implementation. • Experience in leading the Team
2	Design Engineer/Construction Manager (Water & Sewerage supply)	M. Tech in Civil Engineering	<ul style="list-style-type: none"> • 5 years' experience in Water Supply projects • Experience in water & wastewater design /implementation.
3	Urban planner cum Project Performance Management Specialist	Post graduate in Urban planning	<ul style="list-style-type: none"> • 3 years' experience in consultancy of urban infrastructure projects • Experience in GIS based planning, preparing Master Plan/CDP/SCP etc • Experience of implementing a suitable PPMS for projects preferably related to urban sector • Experience of MIS

9. Deployment of Key Experts

- The Consultant Team shall be stationed in Gangtok at the Office Space as decided by the Department, with basic infrastructures- such as furnitures, computers, internet etc.
- The Consultant team proposed shall be deployed within a maximum of 30 days of the signing of contracts.
- The proposed team must follow the working hours, working days and holidays of State of Sikkim and would be eligible for eight (08) days leave with approval from the Authority. In case of Travel/ Boarding/ Lodging/ Communication and printing and stationery for any official travel for Government related work or to cover the work as per scope of RFP, outside Gangtok would be borne by the Authority.
- The State Administration shall extend support to PMU in all co-ordination with



Government of India, Other State/ UT Governments and other Departments within Sikkim, as the case may be.

- v. If a resource needs to be changed due to unforeseen circumstances, the Consultant shall obtain a written consent from the client and upon agreement; the replacement shall be carried out.
- vi. These experienced experts shall be adequately responsible for monitoring the quality of content, coordinate with various stakeholders and other activities necessary for implementation of AMRUT 2.0.
- vii. The Consulting firm shall provide a suitable replacement of staff within two (02) weeks, in case of resignation or if the staff causes indiscipline or misbehave with the client. Such replacement shall be strictly as per desired qualification /experience etc. and subject to the approval of client. In the event of failure to do so the deduction of payment will be made and the same will be treated as breach of contract.

10. Consultant's Deliverables

The PMU shall submit the following reports as part of its work progress of the experts:

- i) Inception Report (7 days)
- ii) Action Plan Report (15 days)
- iii) Monthly progress report (Monthly)
- iv) Annual progress report (Annually)
- v) Any other relevant reports as per requirement of AMRUT 2.0

11. Period of Engagement

The duration of the contract will be for an initial period of 12 months from the date of signing of the contract with Urban Development Department on terms & conditions in the Contract agreement. However, the competent authority may extend such contract for another term subject to requirement and satisfactory performance of the tasks and deliverables by the firm.

Further, the performance of the PMU shall also be evaluated by the Department on quarterly basis and contract can be cancelled in case of unsatisfactorily performance. No further correspondence shall be entertained in this regard. The Department reserves the right to cancel the contract at any stage by giving one (01) month notice in advance, without assigning any reason thereof.

12. Payment Terms

The payment shall be made on monthly basis subject to submission of invoice of the work for the preceding month and satisfactory performance. Leaves availed, if any beyond the permissible limit by the deployed manpower are subject to deduction from the payments on pro-rata basis. Out of Pocket Expenses, if any, related to the official work will be reimbursed



as per actual or State Government norms, whichever is less. Urban Development Department shall pay the amount as per the invoice by way of e-transfer/RTGS/NEFT routed through PFMS. The Department shall deduct TDS & other statutory taxes including GST as per applicable law for all payments. The payment will be released within thirty (30) days from the date of submission of Invoice. Payment must also be subjected to deductions of any amount for which the service provider is liable under the tender conditions. Further, all payments shall be made subject to deduction of TDS (Tax Deduction at Source) as per the current Income Tax Act and/or any other Govt. orders/rules.

If there is any dispute, the Authority shall only withhold the disputed amount and release the remaining payment within thirty (30) days of the receipt of the invoice to the Consultant. The disputed amount will be released within fifteen (15) days after the dispute is resolved.

13. Selection Process

- i. All eligible organizations are requested to submit their Expression of Interest (EOI) in a sealed envelope captioned “Appointment of Project Management Unit (PMU) under AMRUT 2.0 in the State of Sikkim to the Mission Director, AMRUT 2.0, Urban Development Department, Gangtok, Gangtok District-737101 on or before 4th May, 2022 (1 Pm) along with requisite documents/certificates including a non-refundable processing fee for Rs. 10,000/- (Ten Thousand Rupees only) in the form of a Demand draft in favour of Additional Director, Accounts , Urban Development Department.
- ii. The proposal shall be signed by an Authorized representative, duly authorized through a Power of Attorney.
- iii. The Department shall constitute an interdepartmental Proposal Evaluation Committee to evaluate the responses of the firms.
- iv. The Proposal Evaluation Committee constituted by the Department shall evaluate the proposals and all supporting documents/ documentary evidence. Inability to submit the requisite information may lead to rejection.
- v. The decision of the Proposal Evaluation Committee in the evaluation of proposals shall be final. No further correspondence will be entertained outside the process of evaluation with the Committee.
- vi. The Authority reserves the right to reject any or all proposals on the basis of any deviations.
- vii. Proposal Evaluation Committee shall prepare a list of responsive firms, which comply with all the Terms and Conditions. The decision of the Committee will be final in the evaluation process.
- viii. Proposals received would be assigned scores based on the parameters defined in the table below. All supporting document submitted in support of Technical Evaluation matrix should comply the following:
 - a) Supporting documents may include Letter of Award / Contract Agreement /



- Engagement Letter /Completion Certificate / CA or Statutory Auditor's certificate.
- Supporting documents should clearly indicate scope of work/ services under the projects
 - Both ongoing and completed assignments shall be considered for evaluation
- ix. The Proposal of Applicant scoring a minimum of 60 score shall be declared as the "Shortlisted Consultant" for further process.

14.Evaluation of Technical Proposal

The evaluation shall be strictly based on Quality Based Selection Method wherein the qualified consulting firms will be invited for a Technical Presentation based on the scope of work. Respective bidders to showcase various approaches to project delivery and best practices based on understanding of Urban Sector. The following criteria shall be applicable for the evaluation of bids:

	Evaluation Criteria	Description	Documents Required	Max Mark
1.	Legal Entity			
1.1	Copy of Certificate of incorporation and Partnership Deed, if any			Mandatory
1.2	PAN No. / Service Tax Registration Certificate			Mandatory
1.3	The firm should not be blacklisted by any Central Govt. / State Govt. / PSU/Govt.			Mandatory
1.4	The Bidder must have a registered office in India			Mandatory
2.	Financial Entity			
2.1	An annual turnover of Rupees 5 crores in any of the last 3 consecutive financial Years (FY 2018-19, 2019-20 & 20-21) from only consultancy Services rendered in India			Mandatory
2.2	The Bidder has to be profitable and should not have incurred loss(es) in any of the last 3 consecutive Financial Years (FY 2018-19, 2019-20 & 2020-21)			Mandatory
2.3	The consultancy firm should have at least 03 full time consultants on its pay rolls			Mandatory
3	Bidder's Technical Experience			40
3.1	Experience of at least three completed PMU assignment in Urban sector, where the consultant has	Project Cost more than 20Cr. – 5 marks Project Cost more than 30 Cr. – 10 marks	Work Order / Completion Certificate	15



	Evaluation Criteria	Description	Documents Required	Max Mark
	assisted the UT/State government in implementation of Urban infrastructure projects.	Project Cost more than 40 Cr. – 15 marks		
3.2	Experience of ongoing/completed long-term PMU (more than or equal to 24 months) in water supply sector.	Minimum 2 assignments – 5 Marks More than 2 Assignments – 10 marks More than 3 Assignments – 15 marks	Work Order / Completion Certificate	15
3.3	Geographical experience in Hilly States (ongoing/completed) – At least one DPR assignment in water supply sector.	Project Cost between 5 – 10 crores – 03 marks Project Cost more than 11-crores up to 20 crores – 05 marks Project Cost more than 20 crores – 10 marks	Work Order / Completion Certificate	10
2	Experience of Key Experts			35
2.1	Team Leader cum Urban Management Specialist			15
2.2	Design Engineer/Construction Manager (Water & Sewerage supply)			10
2.3	Urban planner cum Project Performance Management Specialist			10
	Technical Presentation <ul style="list-style-type: none"> Understanding the Scope Approach and Methodology Work Plan 			25



15. Preparation and Submission Of EOI

15.1 Language

Eol, supporting documents/ Certificate, related correspondence and any other matter shall be made in English.

15.2. Validity

The Eol Shall remain valid for a period not less than three months from the Eol due date

15.3 Submission

All eligible organizations are requested to submit their Expression of Interest (EOI) in a sealed envelope captioned “Appointment of Project Management Unit (PMU)” under AMRUT 2.0 in the State of Sikkim to the Mission Director, AMRUT 2.0, Urban Development Department, Gangtok, Gangtok District-737101 on or before due date.

Address for Submission

Mission Director, AMRUT 2.0, Urban Development Department,
Gangtok, Gangtok District-737101

16. Conflict of Interest

16.1 Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform Mission Director, AMRUT 2.0, Urban Development Department, detailing the conflict in writing as an attachment to this Bid.

16.2 A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by the Bidder involved in the Bid process.



17. Condition under which EOI is issued:

The EOI is not an offer and is issued with no commitment. Mission Director, AMRUT 2.0, Urban Development Department, Government of Sikkim reserves the right to withdraw EOI and or vary any part thereof at any stage. Mission Director, AMRUT 2.0, Urban Development Department further reserves the right to disqualify any bidder, should it be so necessary at any stage.

18. Final Authority

Mission Director, AMRUT 2.0, Urban Development Department, Government of Sikkim reserves the right to accept or reject any/all applicants without assigning any reasons or incurring any liability to the applicants



19. Formats for Technical Proposal

Form 1: Letter of Proposal Submission

[Location,
Date]

To:

Mission Director, AMRUT 2.0
Department of Urban Development
Palzor Stadium Road
Gangtok, Sikkim

Dear Sir

We, the undersigned, offer to provide the consulting Assignment/job for [Insert title of Assignment/job] in accordance with your Request for Expression of Interest dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes the requisite documents.

- 1) Format 1. Applicant letter of proposal
- 2) Format 2. Details of Consultants
- 3) Format 3. Consultants Experience
- 4) Format 4. CV of the proposed Staff
- 5) Format 5. Financial Strength of the Company
- 6) Format 6 . Declaration

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. 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.

Yours sincerely,

Authorized Signature

[In full and initials] :

Name and Title of Signatory :

Name of Firm :

Address :



Form 2: Details of Consultant

a.	Name of consultant with full address	:	
b.	Tel. No.	:	
c.	Fax No.	:	
d.	Email	:	
e.	Year of Incorporation.	:	
f.	Name and address of the person holding the Power of Attorney.	:	
g.	(i) Place of Business.	:	
	(ii) Date of Registration.	:	
h.	Name of Bankers with full address.	:	
i.	Service Tax Registration Number (copy).	:	
j.	Permanent Account Number (copy).	:	
k.	Are you presently debarred / Blacklisted by any Government Department /Public Sector Undertaking /Any Employer? (If Yes, please furnish details)	:	
l.	Name and details (Tel / Mobile / E mail) of contact persons	:	
m.	Registered office in India	:	

Enclose: -

1. Copy of Certificate of Incorporation in respect of e.
2. Copy of Article of Association in respect of 3 above.
3. Service Tax Registration Number in respect of i.
4. Permanent Account Number in respect of j.
5. Brochure /Company Profile booklet etc

Sign & Seal



Format 3: Consultant's Experience

Provide details of Consultants Experience in the following format. Please attach work order/completion certificate to substantiate the experience of the Consultant.

Assignment name:	Value of the contract (in current INR):
Country:	Duration of assignment (months):
Name of Client:	Total No of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current INR):
Start date (month/year): Completion date (month/year):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	
Enclosed Brochure/ Sample Reports :	

Format 4: Curriculum Vitae for Proposed Professional Staff.



1. Proposed Position:
2. Name of Firm:
3. Name of Staff:
4. Date of Birth:
5. Nationality:
6. Education:
[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:
7. Membership of Professional Associations:
8. Other Training:
9. Countries of Work Experience:
10. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:
11. Employment Record:
[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]:

To Year]:

Employer:

Positions held:



12. Detailed Tasks Assigned

[List all tasks to be performed under this Assignment/job]

13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12.]

Name of Assignment/job or
project: Year:

Location:
Employer:

Main project
features: Positions
held: Activities
performed:

14. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:
representative

Signature of staff member or authorized

Place:

[Full name of authorized representative]



Format 4: Financial Strength of the Company.

Financial Strength of the Company					
Sl. No.	Financial Year	Whether Profitable Yes/No.	Annual Net Profit (in Crores of Rs.)	Overall Annual Turnover (in Crores of Rs.)	Annual turnover from only consultancy services (in Crores of Rs.)
1	2018-19				
2	2019-20				
3	2022-21				

Note: Please enclose auditor's certificate in support of your claim.

Signature of the applicant
Full name of applicant
Stamp & Date



Format 6: Declaration.

1. It is certified that our Firm _____ is not black-listed by any Govt./ Local bodies / PSUs, during the last 5 years.

2. It is certified that our Firm _____ is having in-house capability of carrying out Project Management Consultancy services for building construction works and Infrastructure projects, as laid down in Notice inviting Expression of Interest (EOI).

3. It is further certified that all information/data furnished in the “Application Form are true to the best of our knowledge and belief and we understand and acknowledge that if any of these information/dates is found to be incorrect, it will lead to cancellation .

Date: Signatures of the applicant

Place: Name and Designation

Note: The declaration is to be furnished on the letter head of the organization.

