

**Annexure VII K/C-7
GOVERNMENT OF KARNATAKA**

REQUEST FOR PROPOSALS

Providing consultancy services to conduct FWD (Falling Weight Deflectometer) tests as applicable, and NSV (Network survey vehicle) report etc., for length of the road 125.34 Km and conducting Detailed Survey of the road for length of 40.56 Km proposed in the works of Athani, Kagawad, Nippani, Raibag, Hukkeri, Kudachi, Gokak, Chikkodi and Arbhanvi Constituencies of Belagavi District under Central Road Infrastructure Fund for year 2026-27

**Address:- O/o EXECUTIVE
ENGINEERNATIONAL HIGHWAY DIVISION
BELAGAVI**

EMAIL:eenhbelagavi@gmail.com

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SECTION: 1–LETTER OF INVITATION (LOI)

Dear Sir:

Subject:

Providing consultancy services to conduct FWD (Falling Weight Deflectometer) tests as applicable, and NSV (Network survey vehicle) report etc., for length of the road 125.34 Km and conducting Detailed Survey of the road for length of 40.56 Km proposed in the works of Athani, Kagawad, Nippani, Raibag, Hukkeri, Kudachi, Gokak, Chikkodi and Arbhanvi Constituencies of Belagavi District under Central Road Infrastructure Fund for year 2026-27

You are hereby invited to submit Technical and Financial proposals required for the above consultancy assignment, which could form the basis for future negotiations and ultimately a contract between your firm and EXECUTIVE ENGINEER, NATIONAL HIGHWAY DIVISION BELAGAVI

1. The purpose of the assignment is to:

Providing consultancy services to conduct FWD (Falling Weight Deflectometer) tests as applicable, and NSV (Network survey vehicle) report etc., for length of the road 125.34 Km and conducting Detailed Survey of the road for length of 40.56 Km proposed in the works of Athani, Kagawad, Nippani, Raibag, Hukkeri, Kudachi, Gokak, Chikkodi and Arbhanvi Constituencies of Belagavi District under Central Road Infrastructure Fund for year 2026-27

The following documents are enclosed to enable you to submit your proposal:

- (a) Terms of Reference(TOR)–Annexure 1
 - (b) Supplementary Information for the including suggested formats for the submission of Technical and Financial Proposals –Annexure 2
 - (c) Form of Contract for Consultant’s Services under which the Services will be performed. (Annexure 3)
2. In order to obtain firsthand information on the assignment and local conditions, it is considered desirable that representative of your firm visit the Client before the proposal is submitted. Your representative shall meet the following officials:

**EXECUTIVE ENGINEER OFFICE
NATIONAL HIGHWAYDIVISION,
BELAGAVI -590015**

Please ensure that advance intimation regarding your visit is sent to enable them to make appropriate arrangements.

3. Consultants will be selected under Least Cost Selection (LCS) procedures described in this RFP.

4. 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 –Standard Form of Contract

5. The Assignment of preparation Structural design and drawings shall be completed within 15 days from the date of Agreement and the Assignment/Agreement continues till the physical completion of the proposed WORK.

- That you have received the letter of invitation; and the RFP.

<u>Packag e No.</u>	<u>Name of work</u>	<u>Approximate value of Consultancy work (Rs.) (excluding GST)</u>	<u>Earnest Money Deposit (Rs.)</u>	<u>Cost of document (Rs.)</u>	<u>Period of completion</u>
1	2	3	4	5	6
1	Providing consultancy services to conduct FWD (Falling Weight Deflectometer) tests as applicable, and NSV (Network survey vehicle) report etc., for length of the road 125.34 Km and conducting Detailed Survey of the road for length of 40.56 Km proposed in the works of Athani, Kagawad, Nippani, Raibag, Hukkeri, Kudachi, Gokak, Chikkodi and Arbhanvi Constituencies of Belagavi District under Central Road Infrastructure Fund for year 2026-27 (the details of the works is as per Annexure A and individual reports has to be submitted for each work of Annexure A)	Rs.4,39,500.88	Rs. 11,000.00 (As per NIT published)	As per NIT published	15(days) (Including Monsoon).

		Annexure A			
<u>Sl No</u>	<u>Name of Work</u>	<u>Tests to be Conducted</u>	<u>Constituency</u>	<u>Length</u>	<u>Amount in Rs</u>
1.	Improvements to road Jat Jamboti SH-31, from Km: 30.50 to 49.35 in Athani Taluk, Belgaum District,	NSV& FWD	Athani	18.85	30291.95
2.	Improvements to SH-262 Khalegaon-Anagawadi from Km.18.00 to 23.50 (from State border to Khalegaon-Athani-Satti-Hippargi district border) in selected reaches in Athani taluk of Kagawad constituency of Belagavi district.	NSV& FWD	Kagawad	5.5	8838.5
3.	Re-Carpetting to MDR connecting NH-4 - Aadi Jainwadi Sidnal Akkol Road from km 0.00 to 9.00 in selected reaches (from Aadi to Sidnal) Re-Carpetting to MDR connecting Hadanal - Appachiwadi to NH-4 from km 7.50 to 11.40 (up to Appachiwadi NH-4) in Nippani Taluk, Belagavi District.	NSV& FWD	Nippani	12.4	20730.3
4.	Improvements to road Mangasuli-Lakshmishwara SH-73 km 42.00 to 43.72, 45.95 to 51.53 and 57.00 to 57.80 in Raibagh constituency of Raibagh taluk of Belagavi District.	NSV& FWD	Raibagh	8.1	13016.7
5	Improvements to road SH-78 Shettihalli Ichalkaranji from 50.78 to 53.25 km of in Raibag constituency of Chikkodi taluk of Belagavi District.	NSV& FWD	Raibagh	2.47	3969.29
6	Improvements to MDR Bellad Bagewadi-Hukkeri from Km 2.55 to Km 13.00 in Hukkeri taluk of Belagavi District.	NSV& FWD	Hukkeri	10.45	16793.15
7	Improvements to Jat Jamboti SH-31 from km 62.00 to 72.15 of Raybag taluk of Belagavi District	NSV& FWD	Kudachi	10.15	16311.05
8	Widening and improvements to Dhupdal-Gokak Falls-Shindhikurbet MDR from Km.1.20 to 4.20 (Dhupdal Village to Gokak falls new bridge) in Gokak Taluk of Belagavi district	Survey	Gokak	3	17550
9	Widening and improvement of the road from km 66.70 to 74.00 of Jamboti - Rabakavi SH - 54 in Gokak taluk of Belgaum district. (In selected reaches from Telaginatti village to Kaithanal village)	NSV, FWD& Survey	Gokak	7.3	54436.10
10	Road improvement from km 0.00 to 3.10 of Udagatti-Talakatnal District Main Road in Gokak Taluk of Belgaum District (from Udagatti village to Talakatnal village)	Survey	Gokak	3.1	18135.00
11	Improvement of Shattihalli Inchalakaranji (SH-78) From KM 62.90 to KM 64.35 (Jhari Galli to Patel Thota) and KM 71.55 to 73.35 (Nanadi Cross To Chennamma Circle, Examba) in Chikkodi Taluka in Chikkodi Constituency.	NSV& FWD	Chikkodi - Sadalaga	3.25	5222.75
12	Improvements to kalolli to tukkanatti from	Survey	Arabhanvi	3.76	21996.00

	SH-30 Jath Jamboti Km 2.94 to 6.70 in Mudalagi Taluk of Belagavi District.				
13	Widening and improvement of the Combined District Main Road from Talakatnal– Khandratti– Honakuppi– Koujalagi– Raderahatti– Sankeshwar– Sangam on State Highway-44 (near Yadavwad), from Km 0.00 to Km 3.50 (Talakatnal to Khandatti) in Gokak Taluk of Belagavi District.	Survey	Gokak	3.5	20475.00
14	Improvement to Jangamavadi(Karnataka / Maharastra Border) to Shankarvadi (Karnataka / Maharastra Border) (SH-179) from Km. 60.40 to 64.525 and 65.225 to 66.150 of Nippani Taluk, Nippani constituency of Belagavi District	NSV& FWD	Nippani	5.05	8115.35
15	Improvement to Sankeshwar Sadalaga road(SH-97) from Km. 28.50 to 34.20 (Putanvadi to Galathaga village) of Nippani Taluk, Nippani constituency of Belagavi District	NSV& FWD	Nippani	5.7	9159.9
16	Improvement to Shettihalli Ichalakaranji road(SH-78) from Km. 57.00 to 59.25 (Ghatagi Basavanna Temple to Shankeshwar cross) of Chikkodi Taluk, Raybag constituency of Belagavi District	NSV& FWD	Raibagh	2.25	3615.75
17	Improvement to Nippani Kotalagi road (SH-72) from Km. 89.00 to 99.50 of Kagwad Taluk, Kagwad constituency of Belagavi District	NSV ,FWD &Survey	Kagawad	10.5	78298.5
18	Improvement to Kempavad-Miraj MDR road from Km. 0.00 to 9.40 of Kagwad Taluk, Kagwad constituency of Belagavi District	NSV, FWD &Survey	Kagawad	9.4	70095.8
19	Improvement to Harogeri-Raibag- Nagarmunnolli, MDR road from Km. 27.00 to 29.94 and 31.35 to 32.75 of Raibag Taluk,Raibag constituency of Belagavi District	NSV ,FWD	Raibagh	4.34	6974.38
20	Improvement to Chikkodi Railway station to Katakabavi-Savasuddi-Khanadal- Mugalkod-Handigundi MDR road from Km. 4.00 to 5.50 and 6.30 to 10.03 of Raibag Taluk,Raibag constituency of Belagavi District	NSV, FWD	Raibagh	5.23	8404.61
21	Improvement to Mangasuli-Lakshmeswar (SH-73) road from Km. 29.33 to 31.73 of Raibag Taluk,Raibag constituency of Belagavi District	NSV, FWD	Raibagh	2.4	3856.8
22	Recarpetting to Jath-Jamboti SH-31 from km 49.35 to km 62.00 in selected reaches in Raibag Taluka in Belagavi District Under CRIF	NSV& FWD	Arabhanvi	2	3214
				138.7	439500.88

Bid document with detailed terms and conditions will be available online on e-tendering portal of <https://eprocure.gov.in> .

Last date for receipt of tenders: 06.08.2026 upto 16.00 hrs: Opening of Bid in the e-portal on 07.08.2026 @ 16.30 hrs (if possible). Cost of Tender documents fee may be paid through online payment mode only in Bharatkosh website www.bharatkosh.gov.in. Special attention may be paid to select PAO Code 034807- PAO(NH) Bengaluru, under that select RO civil Bengaluru DDO Code 234809 – Superintendent Engineer. Online Receipts of tender document fee shall be uploaded compulsory in the e-portal

Original FDR/ B.G, Receipt of tender document fee uploaded in e-portal during uploading the tender documents and along with the Technical Bid uploaded documents (Except Financial Bid) has to be submitted to the Office of Executive Engineer, National Highway Division, Belagavi after the last date for submission of tender and before opening of Bid (Technical) i.e on **07.08.2026 before 16.30 hrs.**

Any other details regarding the work can be obtained from this office during office hours in person or by logging on to <https://eprocure.gov.in>.

TABLE

6. Earnest money deposit

The Tenderer shall furnish, as part of his tender, Earnest Money Deposit (EMD) i.e., EMD amount Rs. **11000.00** shall be paid in full in the form of FDR or BG in favour of Executive Engineer National Highway division Belagavi payable at Belagavi(scanned copy to be uploaded in the e-portal).

7. Security deposit

7.1 Within 07 days of receipt of the Letter of Acceptance, the successful Consultants shall deliver to the Employer a Security deposit in any of the forms given below for an amount equivalent to **5%** of the Contract price plus deposit for unbalanced tender.

- Banker's cheque/FDR in favour of **Executive Engineer, NATIONAL HIGHWAY Division, Belagavi** payable at **Belagavi**

4. Submission of Proposals:

The proposals shall be submitted in two parts viz., **“Technical” and “Financial”** and should generally follow the Forms given in the “Supplementary Information to Consultants”

4.1 The “Technical” and “Financial” proposals must be submitted in following the formats/schedules given in the Supplementary Information for Consultants. “Technical

Proposal” should include the description of the firm/organization, the firm's general experience in the field of assignment, the qualification and competency of the personnel proposed for the assignment and the proposed work plan, methodology and approach in response to suggested terms of reference. The first envelope should not contain any cost information whatsoever. The second part marked **“Financial Proposal”**

should contain the detailed price offer for the consultancy services.

4.2 Opening of Proposal

Tenders must be accompanied by earnest money deposit should be paid in the form of Bank Guarantee/FDR in the name of Executive Engineer, National Highway Division, **BELAGAVI --590015** and the scanned copy of the same should be uploaded along with tender documents online through <https://eprocure.gov.in/cppp/> in the portal and the original should be submitted to the Office of the Executive Engineer, National Highway Division, **BELAGAVI-590015** on the date and time as per NIT.

Tenders must electronically submit (on-line through internet) within the date and time published in the portal. Bids will be opened at prescribed time and date in the e-procurement portal, in the presence of the Tenderers who wish to attend at the Office of the Executive Engineer, National Highway Division, **BELAGAVI -590015**

5. Evaluation of Proposals

A single stage procedure will be adopted in evaluating the proposals with the technical evaluation being completed prior to opening of financial proposals. The technical proposals will be evaluated using the following criteria:

Position	Total points
1. Company/Firm/individual registration copy (Attested)	2
2. Adhar card & pncard, details (Attested)	2
3. IT returns details for the year (2024-25, 2025-26). (Attested)	5
4. Declaration for No black list of company in bond paper	5
5. Affidavit for no criminal case On company in bond paper	5
6. Technical persons details Team Lead cum senior Engineer- 1 No.	12
7. Quantity Surveyor/Assistant /Evaluator/Site Engineer- 1 No.	
8. QC Asst.- 1 No.	
9. Computer Operator- 1 No.	
10. Attender- 1 No.	
11. A Valid ISO 9001 & ISO 27001, ISO 14001 Certificate as consultancy service provider (Attested)	10
12. Mandating satisfactory completion for at least one similar work to an extent of 50% of the cost of the service in past 5 Years. And Work Done Certificates Issued By Not Below The Rank of Executive Engineer.	15
13. The Firm Should have Valid Establishments/Labour certificate.	5
14. The Firm Should have EPF and ESI Registration With Recent 1 Year Paid Challans (Attested)	4

15.FirmMusthaveMSME/SSI Registration	5
16.Firm must have own Laboratory And Must Attach All Equipment calibration certificate and Equipment Details of Purchase Bill/ Invoice Must have Own mobile laboratory with necessary equipment .	10
17. The Firm must Have tie-up with NABL Accreditation Laboratory in Karnataka	10
18. The Firm Should Have A Minimum Financial Turnover of Rs30% of servicein Any Two Financial Years During The Period 2021-22 to 2025-26(certified balance sheet and Financial Turn over Statement Issuedby chartered accountant With UDIN)	10

In above Sl.No.1 to 18condition (in bid document) are compulsory for the further evaluation. If the Agency/firm failing to submit the bid will be rejected.

Points

(i) Qualifications and competence o fthe key professional staff or the Assignment

a) Team Lead cum senior Engineer-1No.

1. ECHwith5yearsexperienceorBEwith 07yearsexperience(3) MT

2. ECHwith3yearsexperienceorBEwith05yearsexperience(1.5) MT

3. MTECHwith1yearsexperienceorBEwith03yearsexperience (1.0)

b) Quantity Surveyor/Assistant Evaluator (Engineer)/ Site Engineer-1Nos.

1. BEwith 3years experience or Diploma with 5years experience(3)

2. BEwith 2years experience or Diploma with 03years experience(1.5)

3. BE with1 year experience or Diploma with 01 years experience(1.0)

ii) Supporting Staff

QCAsst.:01No(2POINTS)

Computer Operator: No(2POINTS)

Attender - 1No.(2 POINTS)

TotalPoints:100

The minimum key personnel score required to passis: 75Points

6. Deciding the Award of Contract

Quality and competence of the consulting services shall be the paramount requirement. The decision of the award of the contract would be made as under:

(i) Technical proposals scoring not less than 75% of the total points will only be considered for further evaluation;

(ii) Those consultants whose proposals did not meet the minimum qualifying points or were considered non-responsive to the Letter of Invitation and Terms of Reference, indicating that their Financial Proposals will be unopened after completing the selection process. The consultants that have secured the minimum qualifying mark, the Financial bid will be opened as per departmental procedure.

(iii) The Financial Proposals shall be opened in the presence of the consultants' representatives who choose to attend. The name of the Consultant, the quality scores and the offered prices shall be read aloud and recorded when the Financial Proposals are opened and minutes of the opening shall be prepared.

(iv) The Evaluation Committee will determine whether the Financial Proposals are complete [i.e., whether they have costed all items of the corresponding Technical Proposals. If not, the Client will cost them and add their cost to the initial price], correct any computational errors. The evaluation shall exclude the Consultant's Service Tax.

(v) The Client will select the lowest proposal ['evaluated' price] among those that passed the minimum technical score.

(vi) During negotiations the Consultant must be prepared to furnish the detailed cost break-up and other clarifications to the proposals submitted by it, as may be required to adjudge the reasonableness of its Financial Proposal.

(vii) Negotiations will commence with a discussion of the Consultant's Technical Proposal, the proposed methodology (work plan), staffing and any suggestions you may have made to improve the TORs. Agreement will then be reached on the final TOR, the staffing and staff months, logistics and reporting. Special attention will be paid to optimization of the required outputs from the Consultants and to define clearly the inputs required from the Client to ensure satisfactory implementation of the Contract.

(viii) Changes agreed will then be reflected in the Financial Proposal using proposed unit rates (No negotiations of the unit rates including man-month rates).

(ix) Having selected Consultants, among other things, on the basis of the evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the staff named in the Technical Proposal and prior to contract negotiations will require assurance from the Consultant that these staff will be actually available. The Client will not consider substitutions during contract negotiations except in cases of unexpected delays in the starting date or incapacity of key professional staff for reasons of health.

(x) The negotiations will be concluded with a review of the draft form of contract. The Client and the Consultant will finalize the contract to conclude negotiations.

(xi) If the negotiations with the Consultant are successful, the award will be made to him and all other consultants notified. If negotiations fail, and if it is concluded that a contract with reasonable terms cannot be concluded with the winning Consultant, the Consultant quoting second lowest price will be invited for negotiations. This process will be repeated till an agreed contract is concluded.

(8). Please note that the Client is not bound to select any of the firms submitting proposals.

(9).. It is estimated that about 15 DAYS of services will be required for this assignment and generally you should base your financial proposals on this figure.

(10).. You are requested to hold your proposal valid for 90 days from the date of submission without change in the personnel proposed for the assignment and your proposed price. The Client will make its best efforts to select a consultant firm within this period.

(11).. Please note that the cost of preparing a proposal and of negotiating a contract including visits if any is not reimbursable as a direct cost of the assignment.

(12).. Assuming that the contract can be satisfactorily concluded in 15 days you should be expected to take up/commence the assignment right after the work order is issued.

13. We wish to remind you that any manufacturing or construction firm with which you might be associated with, will not be eligible to participate in bidding for any goods or works resulting from or associated with the project of which this consulting assignment forms a part.

14. Please note that if your firm does not have all the expertise for the assignment, there is no objection to your firm associating with another firm to enable a full range of expertise to be presented. However joint ventures between firms on the shortlist are not permitted except with the prior approval of Client. The request for a joint venture should be accompanied with full details of the proposed association.

15. An invitation to submit the proposals will be as per CPPP Portal.

16. Please note that the remuneration which you receive from this assignment will be subject to normal tax liability as per rules. Kindly contact the concerned tax authorities for further information in this regard, if required.

Yours faithfully

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The Client

Annexures:

1. Terms of Reference(TOR)
2. Supplementary Information to Consultants
3. Contract format under which Assignment will be performed

TERMS OF REFERENCE (TOR)Annexure 1

General Conditions

1. Conditional Tenders Will not be accepted.
2. Tenders from Joint ventures are not acceptable and Sub-contract will not be allowed.
3. For this work the excess amount on the Amount Put to Tender is not allowed, such of the tenders which are above the amount put to tender are liable to Rejected.
4. The scope of the work has to be provided for individual work mentioned in Annexure-A
5. The consultant shall rectify any deficiencies in the DPR, estimates, BOQ, Drawings or designs without additional payment if the errors are attributable to the consultant
6.
 - I. It shall be the responsibility of the Agency to ensure credit of Tender Processing Fee and EMD into the respective receiving bank accounts of e Procurement on or before the last date and time of bid submission. Earnest Money Deposit shall be in the form of Bank in the form of Bank Guarantee/FDR in the name of Executive Engineer, National Highway Division, BELAGAVI -590015. The Bank Guarantee in the prescribed format only, with a minimum period of 135 days (from the last date of submission of tender) drawn in favor of the EE, NH Division, BELAGAVI obtained from any Nationalized / Scheduled Bank.(Scanned copy of EMD paid in the form of BG/FDR may be uploaded along with technical bid in e- portal. Original Bank Guarantee should be submitted before opening of technical bid date & time as stipulated in e-portal. Noncompliance leads to rejection of Technical bids)
 - II. Deductions shall be made from the consultant's remuneration on account of the penalty due to the delay in the submission of reports.

1. A Concise statement of Objectives:

- a. Services shall consist of preparation of Detailed project report(DPR) as per CRIF Guidelines but not limited to design calculation for pavement with supporting FWD (Falling weight deflectometer) tests as applicable, and NSV (Network survey vehicle) report , CBR values etc. for strengthening/reconstruction/widening of roads .
- b. To ensure full compliance to the Engineering Designs & Drawings, Technical Specifications as per conditions of contract within the time schedule

2. An outline of the Tasks to be carried out

The services and the scope of work include but not limited to:

1. FWD

- Planning: Finalize chainages/stretches to be tested. Calibrate FWD equipment.
- Field Data Collection: Conduct FWD test at 250m-500m interval in each lane, or as per IRC 115. Record deflections under standard load: 40KN. Note pavement temperature, air temp, GPS coordinates
-

Take crust details via test pits: layer thickness, material type Data Analysis
 Back-calculate layer moduli using software like KGPBACK, ELMOD.
 Compute remaining life of pavement. Identify homogenous sections Reporting
 Tabulate deflection, module, overlay requirement Mark weak stretches on strip
 plan Recommendations for strengthening/overlay

2.

3.

NSV - Network Survey Vehicle.

- Calibrate NSV systems: lasers, cameras, GPS, roughness
- Define survey lanes, direction, start/end points.
- Traffic management plan
- Field Survey Run NSV at 40 kmph to capture:
 - Roughness: IRI in mm/km
 - Distresses: Cracking, raveling, potholes, rutting
 - Road Inventory: Lane width, shoulder, median, signs, culverts etc
 - Geometrics: Horizontal/vertical curves, gradient, Video logging of entire stretch: front + pavement view
- Data Processing : Process laser data for rut depth, cracking %Calculate Pavement Condition Index PCI, Generate inventory in GIS format, Tag distresses with chainage + GPS
- Deliverables: Strip charts showing distress, roughness, inventory, Video log with chainage overlay, Summary of road condition by km and detailed plan and estimate including the above reports in 5 copies.

4.

CBR: Identify test locations as per IRC:37/MoRTH guidelines and chainage. Excavate test pits of size 1.0m x 1.0m x 1.5m depth or up to subgrade level. Record strata details and collect disturbed samples for lab classification. Conducting Field CBR Test Place surcharge weights to simulate pavement load. Apply load through CBR plunger at 1.25 mm/min penetration rate. Record load readings at 0.0, 0.5, 1.0, 1.5, 2.0, 2.5, 3.0, 4.0, 5.0, 7.5, 10.0 & 12.5 mm penetrations or Sample Collection for Lab CBR Collect representative subgrade soil samples in airtight bags. Transport to NABL-accredited lab for soaked CBR test as per IS:2720 Part-16.

Prepare test reports with chainage-wise CBR values, FDD, FMC, photos, and location sketches. Submit analysis and recommendations for pavement design crust.

- I. The Consultant shall thoroughly check the Detailed Project Report (DPR) with the actual field conditions and brought to the notice of the Client with suggestions and economic alternatives
- II. The Consultant shall Plan, schedule and implement programs to complete the project in time
- III. Relevant Photographs/Video graphs/Inspection Notes/Technical Reports/Etc

- IV. Preparation of detailed plans and estimates (as specified in the Subject) for each road—including typing five copies, providing colored ammonia prints, proper filing, indexing, and paging—must be submitted for each individual work mentioned in Annexure-A.

3. Schedule for Completion of Tasks

- a) The time period for the Consultancy Services shall be 15days from issue of work order.

Payment Details

- a) The Consultancy charge will be paid at an agreed value as per the agreement after completion of the service.

Annexure 2

SUPPLEMENTARY INFORMATION FOR THE CONSULTANTS

Proposals:

1. Proposals should include the following information:
- 2.

(a) Technical Proposals:

- (i) Technical Proposal Submission in Form F-1;
- (ii) A brief description of the firm/organization and an outline of recent experience on assignments/projects of similar nature executed during the last five years in the format given in Form F-2;
- (iii) Any comments or suggestions of the Consultant on the TOR;
- (iv) A description of the manner in which Consultants would plan to execute the assignment, work-plan, time schedule in Form F-3 and approach or methodology proposed for carrying out the assignment;
- (v) The composition of the team of personnel which the Consultant would propose to provide and the tasks which would be assigned to each team member in Form F-4;
- (vi) Curricula Vitae of the individual key staff members to be assigned for the assignment and of the team leader who would be responsible for supervision of the team. The curricula Vitae should be in Form F-5 and signed by the concerned personnel;
- (vii) The Consultant's comments, if any, on the data, services and facilities to be provided by the Client as indicated in the TOR.

(b) Financial Proposals:

The financial proposals should include the following:

- (i) Financial Proposal submission: Priced Bill of Quantities in online through CPP-portal, no hardcopy of commercials should be attached or disclosed.

FORM OF SUBMISSION OF TECHNICAL PROPOSAL

From:

.....
.....
.....
.....
.....
(Name of Consultant)

To:

.....
.....
.....
.....
.....
(Name of Client)

Sir:

Hiring of Consultancy Services
for..... Reference: RFP No. Your
letter dated

We here with enclose Technical Proposals for the above assignment

We undertake that, in competing for (and, if award is made to us, in executing) the contract for the above assignment, we will strictly observe the laws against fraud and corruption in force in India, namely "Prevention of Corruption Act 1988".

Yours faithfully,

Signature:.....

.....

Name:.....

.....

Address:.....

.....
(Authorized representative)

FORM F – 2

**ASSIGNMENT SO FSIMILARNATURE SUCCESSFULLY COMPLETED
DURING LAST THREE YEARS**

1. Brief description of the Firm/Organization

2. Outline of the recent experience on assignments of similar nature:

Sl. N o	Name of assignme nt	Name of project	Client	Cost of assignment	Date of commenceme nt	Date of completio n	Was assignment satisfactoril y completed
1	2	3	4	5	6	7	8

[Note: Please attach certificates from the Client by way of documentary proof]

FORM F – 3

WORK PLAN TIME SCHEDULE

A. Field Study:

Sl. No.	Item	1 st	2 nd	Day-wise Program		3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th
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B. A short Note on the Approach and Methodology outlining various steps for performing the Assignments

C. Completion and submission of Reports
1 Draft Final Report
2 Final Report

D. Comments/Suggestions on Terms of Reference

E. Comments on the data, services and facilities to be provided by the Client.

FORM F – 4

COMPOSITION OF THE TEAM PERSONNEL AND THE TASK ASSIGNED TO EACH TEAM MEMBER

1. **Technical/Managerial Staff**

Sl. No.	Name	Position	Task assignment

2. **Support Staff**

Sl. No.	Name	Position	Task assignment

FORMF - 5

SUGGESTEDFORMATOFCURRICULAVIT AE FOR MEMBERS OF CONSULTANT'S TEAM

1. Name:.....
2. Profession/
Present Designation:.....
3. Years with Firm/Organization:____ Nationality:
4. Area of Specialization:-.....
5. Proposed Position on Team:.....
6. Key Qualifications:

(Under this heading, give outline of staff member's experience and training most pertinent to assigned work on proposed team. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use up to half-a-page.)

7. Education:

(Under this heading, summarize college/university and other specialized education of staff member, giving names of schools/colleges, etc., dates attended and degrees obtained. Use up to a quarter page.)

8. Experience:

(Under this heading, list all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use up to three quarters of a page.)

9. Languages:

(Indicate proficiency in speaking, reading and writing of each language by 'excellent', 'good' or 'poor'.)

Signature of Staff Member

Date:.....

Place:.....

FORM F – 6

FORM OF SUBMISSION OF FINANCIAL PROPOSAL

Priced Bill of Quantities should be uploaded online through CPP-portal, no hardcopy of commercials should be attached or disclosed.

Annexure 3
CONTRACT FOR CONSULTING SERVICES

THIS CONTRACT (“Contract”) is entered into this *[insert starting date of assignment]*, by and between *[insert Client’s name]* (“the Client”) having its principal place of business at *[insert Client’s address]*, and *[insert Consultant’s name]* (“the Consultant”) having its principal office located at *[insert Consultant’s address]*.

WHEREAS, the Client wishes to have the Consultant performing the services here in after referred to, and WHEREAS, the Consultant is willing to perform these services,

NOW THERE FORE THE PARTIES hereby agree as follows:

1. Services:

- (i) The Consultant shall perform the services specified in Attachment A, “Terms of Reference and Scope of Services,” which is made an integral part of this Contract (“the Services”).
- (ii) The Consultant shall provide the personnel listed in Attachment B, “Consultant’s Personnel” to perform the Services.
- (iii) The Consultant shall submit to the Client the reports in the form and within the time periods specified in Attachment C, “Consultant’s Reporting Obligations”.

2. Term:

The Consultant shall perform the Services during the period commencing *[insert start date]* and continuing through *[insert completion date]* or any other period as may be subsequently agreed by the parties in writing.

3. Payment:

4. Contract Administration:

A. Coordinator:

The Client designates Mr./Ms. As Client’s Coordinator; The Coordinat or shall be responsible for the coordination of activities under the Contract, for acceptance and approval of the reports and other deliverables by the Client and for receiving and approving invoices for the payment.

B. Reports:

The Reports listed in Attachment C, “Consultant’s Reporting Obligations” shall be submitted in the course of the assignment, and will constitute the basis for the payments to be made under Clause 3.

5. Performance Standards:

The Consultants undertake to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

6. Confidentiality:

The Consultants shall not, during the term of the Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

7. Ownership of Material:

Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultants for the Client under the Contract shall belong and remain the property of the Client. The Consultants may retain a copy of such documents and software; but shall not use them for purposes unrelated to this Contract without prior written approval of the Client.

8. Consultants not to be engaged in certain activities:

The Consultants agree that during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultants, shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.

9. Insurance:

The Consultant will be responsible for appropriate insurance coverage. In this regard, the Consultant shall maintain workers' compensation, employment liability insurance for their staff on the assignment. The Consultant shall also maintain comprehensive general liability insurance, including contractual liability coverage adequate to cover the indemnity of obligation against all damages, costs, and charges and expenses for injury to any person or damage to any property arising out of, or in connection with the services which result from the fault of the Consultant or its staff. The Consultant shall provide the Client with certification thereof upon request.

10. Assignment:

The Consultant shall not assign this Contract or to sub-contract any portion without the Client's prior written consent. Law governing the Contract:

The contract shall be governed by the Laws of India.

11. Indemnify the Client:

The Consultant shall indemnify and hold harmless the Client against any and all claims, demands and/or judgments of any nature brought against the Client arising out of the Services by the Consultant and its staff under the Contract. The obligation under this Clause shall survive the termination of the Contract.

12. Taxes:

The Consultant shall pay the taxes, duties, fees, levies and other impositions payable under the Applicable Law. The Client will perform such duties in this regard to the deduction of such taxes may be lawfully imposed. However Consultancy Service tax payable for providing this Consultancy Services shall be paid/reimbursed by the Client separately.

~~Disputes shall be settled by arbitration in accordance with the following provisions.~~

Selection of Arbitrators: Deleted As per govt circular LAW-LAC/198/2024 Dated 30/11/2024.

For the Client

Signed by:

Name and designation

Date:

Place

For the Consultants

Signed by:

Name and designation

Date:

Place:

List of Attachments to the Contract:

Attachment A: Description of Services

Attachment B: Consultants Personnel

Attachment C: Consultant's reporting Obligations