

**GOVERNMENT OF WEST BENGAL
PANCHAYAT & RURAL DEVELOPMENT DEPARTMENT**

NO 6658/RD/RIDF/1A.M-8/2009

DATE 9.10.09

TITLE	NOTICE FOR SHORT LISTING OF CONSULTANTS FOR PREPARATION OF FEASIBILITY STUDY INCLUDING SURVEYING AND DETAILED PROJECT REPORT FOR DIFFERENT CIVIL CONSTRUCTIONAL WORK IN THE CATEGORIES OF 1) ROAD WORKS (project value more than 25 lakhs) 2) BRIDGES 3) BUILDINGS (project value more than 25 lakhs) UNDER DIFFERENT ZILLA PARISADS OF WEST BENGAL
Last date of submission	30-11-2009
<p>1. P&RD Department now invites eligible Consultants either individually or in Joint Venture having proven track record in Project Preparation of similar works to submit their 'Expression of Interest' for short listing. Interested firms/ Joint venture must provide information on the prescribed proforma. The Joint ventures satisfying following conditions are eligible:</p> <p>i. There can be maximum of two firms in one Joint Venture.</p> <p>ii. There can be only one Joint Venture of one firm.</p> <p>iii. One firm can submit Expression of interest either individually or in Joint Venture but not in both.</p> <p>The Firm or the Joint Venture should have minimum experience of carrying out project preparation of same nature of work in individual category shall be given preference.</p> <p>2. The short listed firms shall enter into an agreement with the concerned P.R.Bodies (i.e. Zilla Parisads or Panchayat Samities) for preparation of feasibility study and preparation of Detailed Project Report (DPR) for different Civil constructional works in different categories like road, bridges and building works as per existing rules.</p> <p>3. As per the terms and conditions of the Agreement(s), the eligible Consultants on behalf of concerned P.R.Body will be associated with design and preparation of detailed report for construction and operation and maintenance of the project is required to (i) ensure compliance of requirements of Concession agreement, (ii) report to concerned P.R.Bodies on the financial and technical aspect of the project after visiting the site, (iii) review constructional activities,</p>	

if required. However, the above terms may vary for each individual project. .

4. Interested firms are required to provide information indicating their qualification to perform the services by submitting their brochures, description and experience of similar assignments, availability of appropriate skills among staff, etc.
5. Based on relevant experience of project preparation, project monitoring, construction supervision, contract management, etc., besides the requirement of duties mentioned in para 3 above, P&RD Department will shortlist the firms of consultants for each category which will be valid for a period of 3 years. P.R.Body shall prepare a panel of consultant out of the shortlisted firms so selected. Proposals will be invited by concerned Zilla Parisad for specific projects from the consultants out of the panel so formed.
6. Any firm may be black listed from the panel within such period of 3 years for non performance of duty as per terms and conditions of the Agreement(s).
7. Consultants desirous to be short listed for these services, should obtain the prescribed proforma from the undersigned from **15-10-2009** onwards and submit the same along with relevant supporting documents in sealed cover and delivered at the address mentioned below by **30-11-2009, 2-00 p.m.** & the offers would be opened on **01-12-2009 at 12.30 P.M.**
- 8 Interested consultants may obtain further information at the address mentioned below.

Address for
Communication

Superintending Engineer
Vetting Cell
Panchayat & Rural Development Department
Jessop Building, 1st Floor, 63 N.S. Road
Kolkata-700001
Phone No.-22311179

**GOVERNMENT OF WEST BENGAL
PANCHAYAT & RURAL DEVELOPMENT DEPARTMENT**

Consultancy Services for preparation of Feasibility Study including surveying and Detailed Project Report for different Civil constructional works in the categories of

- 1) Road works (project value more than 25 lakhs)**
- 2) Bridges works**
- 3) Building works (project value more than 25 lakhs)**

Under different Zilla Parisads of West Bengal

REQUEST FOR ENLISTMENT

April, 2008

1st Floor, Jessop Building

Kolkata – 700001

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INVITATION OF ENLISTMENT

1. General

1.1. Panchayat & Rural Development Department, Government of West Bengal, has decided to shortlist a number of consultants who may be engaged for preparation of feasibility study and Detailed Project Report for different schemes in the categories of Road works / Bridge works / Building works, for individual project value more than 25 lakhs, considered to be executed under different P.R.Bodies (i.e. Zilla Parisads or Panchayat Samities).

The feasibility study may include the works relating to surveying and planning, designing, development, and all other aspects of any particular scheme or project. As a part of the services, the Consultant shall examine various possibilities for executing the scheme in an efficient manner and also to extend their scope in planning activities in other ancillary fields.

2. QUALIFYING REQUIREMENTS FOR CONSULTANCY FIRMS/ JOINT VENTURES HAVE BEEN SPELT OUT IN RFE DOCUMENT

3. MODE OF ACCESS FOR BID DOCUMENTS

‘Request for Enlistment (RFE) document’ can be obtained between 11-00 hrs and 17-00 hrs on all working days from **15-10-2009** to **16-11-2009** at the address for communication mentioned below.

4. SUBMISSION OF DOCUMENTS

Sealed proposals should reach P&RD at the address for communication not later than **2-00 p.m.** on **30-11-2009**. The technical proposal [proof of eligibility] shall be opened on the next day at **12-30 p.m.** in the presence of bidders who choose to be present.

5. The proposals may also be down loaded from web site www.wbprd.nic.in and can be submitted on photocopies of the RFE document. P&RD will not be responsible for any delay in receiving the proposals and reserves the right to accept/reject any or all proposals without assigning any reason thereof.

The consultancy firms will be selected as per the guidelines indicated in RFE document.

6. ADDRESS FOR COMMUNICATION

6.1 Superintending Engineer,
Vetting Cell, Panchayat and Rural Development Department,
Jessop Building,
1st Floor, 63 N.S.Road,
Kolkata – 700001
Phone: 033 – 22311179

Letter of Invitation (LOI)

Dear Sir,

Sub.: Enlistment for Consultancy Services for Preparation of Feasibility Study and Detailed Project Report for different schemes in the categories of (1)Roads, (2)Bridges, and (3)Buildings to be undertaken by different P.R.Bodies of West Bengal

1. INTRODUCTION & SCOPE

1.1 Panchayat & Rural Development Department, Government of West Bengal, has decided to shortlist a number of consultants who may be engaged for preparation of feasibility study and Detailed Project Report for different schemes in the categories of Road works / Bridge works / Building works for individual project value more than 25 lakhs, considered to be executed under different P.R.Bodies.

The consultancy shall be on the basis of further studies relating to the surveying and planning, designing, development, and all other aspects of any particular scheme or project. As a part of the services, the Consultant shall examine various possibilities for executing the scheme in an efficient manner and also to extend their scope in planning activities in other ancillary fields.

1.2 In case you consider that your firm possesses the requisite experience and the capabilities required for undertaking the assignment, you may submit your expression of interest in response to this invitation. The manner in which the proposals are required to be submitted, evaluated and accepted is explained in the enclosed 'Request for Enlistment' (RFE) document.

1.3 A firm either individually or in joint venture may apply. A firm cannot be a part of other joint venture for applying in more than one proposal. In case of joint venture, maximum 2 firms are permitted to form the JV. The lead partner should individually qualify as per eligibility criteria and the other partner must qualify for at least 50% of the eligibility criteria.

1.4 The proposals must be properly signed as detailed below:

- 1.4.1
- i. *by the proprietor in case of a proprietary firm*
 - ii. *by the partner holding the Power of Attorney in case of a firm in partnership (A certified copy of the Power of Attorney shall accompany the proposal).*
 - iii. *by a duly authorized person holding the Power of Attorney in case of a Limited Company or a corporation (A certified copy of the Power of Attorney shall accompany the proposal).*
 - iv. *by the authorized representative in case of Joint Venture (A certified copy of the authorization shall accompany the proposal).*

1.4.2 In case of Joint Venture (JV) of firms, JV shall have not more than two firms. The proposal shall be accompanied by a certified copy of the Joint Venture agreement. The JV Agreement shall contain the following therein:

- i. Date and place of signing;*
- ii. Purpose of Joint Venture (must include the details of contract works for which the joint venture has been invited to bid)*
- iii. A clear and definite description of the proposed administrative arrangements for the management and execution of the assignment.*
- iv. Delineation of duties, responsibilities and scope of work to be undertaken by each along with resources committed by each partner / member of the JV for the proposed services;*
- v. An undertaking that the firms are jointly and individually liable to the Employer for the performance of the services and,*
- vi. The authorized representative of the joint venture.*

1.4.3 In case of Joint venture, the firm which has submitted experience certificates to meet the eligibility requirements will act as the lead firm representing the Joint Venture. The duties, responsibilities and powers of such lead firm shall be specifically included in the agreement. It is expected that the lead partner would be authorized to incur liabilities and to receive instructions and payments for and on behalf of the Joint Venture. For a JV to be eligible for bidding, the experience of lead partner and other partner should be as indicated in the enclosed Data Sheet.

1.8.4 Any alternative proposal, such as one by a firm in sole capacity and another in JV with another firm, will be summarily rejected. In such an event, all the proposals submitted by such firm and his JV partner shall be rejected.

2 DOCUMENTS

2.1 To enable you to prepare a proposal, please find and use the attached Documents listed in the Data Sheet.

2.2 Consultants requiring a clarification of the Documents must notify the Client, in writing, not later than 15 days before the proposal submission date. Any request for clarification must be made in writing and sent to the Client's address indicated in the Data Sheet through courier / post / by hand. The Client will respond in writing through fax or courier.

2.3 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by a Consulting firm, modify the Documents by amendment. The amendment will be notified through departmental website www.wbprd.nic.in and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals.

3. PREPARATION OF PROPOSAL

Your proposal shall be prepared in two separate parts, each to be contained in a separate cover as follows:

Cover 1: Documents in support of Proof of Eligibility

Cover 2: Technical Proposal

The information shall be furnished in the formats prescribed in Appendices I, II and III.

3.1 Proof of eligibility

3.1.1 The envelope marked “DOCUMENTS IN SUPPORT OF PROOF OF ELIGIBILITY” shall contain the following in the formats prescribed in **Appendix I**.

(i) Firm’s experience:

(ii) Firm’s turnover for the last 5 years supported by certified copies of audit reports

3.1.2 The experience claimed in sub para (i) of the para 3.1.1 shall be in respect of completed projects and supported by certificates from clients and shall be equal or more than the minimum specified in the Data Sheet. Certificate should indicate clearly the firm’s experience for finalizing of alignment for major road projects for enlistment in category (1), Major Bridge Projects for enlistment in category (2), and multistoried RCC or steel framed Building projects for enlistment in category (3). Scope of services rendered by the firm should be clearly indicated in the experience certificate obtained from the client.

3.1.3 The minimum essential requirement in respect of eligibility has been indicated in the data sheet, the proposal found deficient in any aspects of these requirements will not be considered for further evaluation.

3.2 Technical Proposal

3.2.1 The number of experienced key personnel in the regular employment with the firm.

The envelope containing Technical Proposal shall contain all the information in the format prescribed in Appendix II.

3.2.2 While submitting the technical proposal, the Consultant shall ensure the following:

- (i) The key personnel shall remain available for at least a period of three years.*
- (ii) Only one CV for each position shall be furnished.*
- (iii) Each CV needs to have been recently signed in blue ink by the key person and countersigned by the authorized official of the Firm. Photocopy or unsigned/countersigned CVs shall be rejected.*
- (vi) Each CV shall contain the proof of age and qualification as well as an undertaking from the key person about his availability for the duration prescribed.*
- (v) At least 50% of the personnel are under employment with firm on the date of submission of the proposal.*
- (vi) In case a firm is proposing key personnel from educational/research institutions, a ‘No Objection Certificate’ from the concerned institution shall be enclosed with his CV*

3.2.3 Failure to comply with the requirements spelt out in para 3.2.2 shall make the proposal liable to be rejected. If individual key person makes an averment regarding his qualification, experience, age, and it turns out to be false, or his commitment regarding availability for the project is not fulfilled at any stage, the firm shall also be liable for its authorized representative counter signing a CV, which if subsequently found to contain false and misleading statements or claims necessary action in terms of para 7 will be taken.

4 SUBMISSION OF PROPOSALS

4.1 *The Applicants shall submit the details on issued Application and in hard bound form with all pages numbered serially and by giving an index of submissions. Applications submitted in other forms like spiral bound form; loose form etc shall liable to rejection.*

4.2 You must submit the proposal as indicated in the Data Sheet. Each proposal will be sealed in an outer envelope which will bear the address and information indicated in the Data Sheet. The envelope must be clearly marked:

EXPRESSION OF INTEREST FOR ENLISTENT AS CONSULTANT UNDER P&RD
DEPTT. IN THE CATEGORY

(Do not open, except in presence of the evaluation committee)

4.2.1 This outer envelope will contain two separate envelopes, one clearly marked **“Proof of eligibility”**, and the other clearly marked **“Technical Proposal”**

4.2.2 The proposal must be prepared in indelible ink and must be signed by the authorized representative of the firm / JV. The letter of authorization must be confirmed by a written power of attorney accompanying the proposals. All pages of the technical proposals must be numbered and initialed by the person or persons signing the proposal.

4.3 The proposal must contain no interlineations or overwriting except as necessary to correct errors made by the Consultants themselves, in which cases such corrections must be initialled by the person or persons signing the proposal.

4.4 Your completed proposal must be delivered on or before the time and date stated in Data Sheet.

5 PROPOSAL EVALUATION

5.1 A three-stage procedure will be adopted in evaluating the proposal. In the first stage, eligibility of the firm will be ascertained on the basis of experience certificates, firm's turnover and other pieces of information required to be submitted in **Appendix I**. The firms failing to meet the minimum requirement will be rejected.

In the second stage a technical evaluation will be done. Only those technical proposals, which score at least 75 points out of 100, shall be considered for discussion with evaluation committee in the third stage.

The firms will be ranked for enlistment as consultant in the selected category using combined scores in technical evaluation and as evaluated by evaluation committee in the interview.

5.2 Evaluation of Technical Proposal

The evaluation committee appointed by the Client will carryout its evaluation applying the evaluation criteria and point system specified in the Data Sheet. Each responsive proposal will be assigned a technical score (S_T).

6. FINAL SHORTLISTING

6.1 The Consultant shall be short listed for the category of work after successful compliances (as per para 5 above). P.R.Body shall prepare a panel of consultant out of the short listed firms so selected.

6.2 The enlisted Consultants are expected to tender their financial bid to different Zilla Parisads and Mahakuma Parisads and other Panchayat bodies in West Bengal and P&RD Dept., Government of West Bengal, for award of assignment as consultant in relevant category of work according to financial merit.

7. REMOVAL, BLACKLISTING OR SUSPENSION

7.1 Inefficient consultants or consultants resorting to fraudulent and dishonest practice shall with the previous sanction of the Government in the P&RD Deptt., be removed, black-listed, or suspended.

7.2 When firms are found guilty of malpractices like bribery, corruption, etc., they shall be placed on the blacklist. This may either be for a limited period or for an indefinite period and involves an immediate cessation of business with the Department of P&RD and different Zilla Parisad and Mahakuma Parisads and other Panchayat bodies in West Bengal .

7.3 When a prima facie case of fraudulent practice or corruption, etc., is made out against a firm, business with them in the Department of P&RD and different Zilla Parisad and Mahakuma Parisads and other Panchayat bodies in West Bengal shall be suspended under an ad-interim order pending final decision.

7.4 Enlistment of any particular consultant with a particular P.R.Body may be suspended with limit as to time, without notice for any of the following reason:-

- i) failure to observe contractual obligations of any agreement made with the enlisted consultant as mentioned in para 6.2. and failure to perform a contract or contracts satisfactorily.
- ii) failure to secure a contract after twelve successive tenders had been submitted or during the period of two years, whichever is less.

8. CONFIRMATION

We would appreciate you informing us by telex/facsimile:

- i. Your receipt of the letter of invitation*
- ii. Whether or not you will submit a proposal.*

Thanking you.

()

Superintending Engineer, Vetting Cell, P&RD Deptt

DATA SHEET

1. The Documents are:

(i) Terms of Reference (TOR)

(ii) Appendices

- i. Appendix-I: Format for Proof of Eligibility
- ii. Appendix-II: Formats for Technical Proposal

3. The Name of the Client is:

**Joint Secretary
Panchayat & Rural Development Department
Government of West Bengal**

4. The address is :

Superintending Engineer, Vetting Cell,
Panchayat and Rural Development Department,
Jessop Building, Kolkata – 700001
Phone: 033 – 22311179

5. The envelopes must be clearly marked:

- i. “ORIGINAL PROPOSAL”
- ii. DOCUMENTS IN PROOF OF ELIGIBILITY & TECHNICAL PROPOSAL ; and,
- iii. DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE on the outer envelope.
- iv. Category of Work for Enlistment as Consultant :-----
- v. Name and Address of Consultant

7. The date and time of proposal submission are :(at hrs)

8. Proposal Validity period (days, date): 3 X 365 days

9. Evaluation criteria

9.1 **First stage evaluation** – Eligibility requirement of experience and the following information shall be provided for evaluation

- i) Form for furnishing information on Firm's Experience of projects meeting the eligibility criteria (refer (ii) below):

As per format attached at **Appendix I**

- ii) Eligibility criteria for sole applicant firm or lead partner in case of JV / Associate

1. Minimum Experience of the Firm	
A. For Category 1 i.e. ROADS	in finalization of alignment and preparation of DPR during last three years [completed project] - NH / SH or Roads under PMGSY/RIDF scheme of at least 100 Kms in total.
B. For Category 2 i.e. BRIDGES	in finalization of alignment and preparation of DPR during last three years [completed project] – Mazor RCC bridge of at least 3 in numbers.
C. For Category 3 i.e. BUILDINGS	in finalization of layout and preparation of DPR during last three years [completed project] – 4 storied buildings of more than 450 sq.mt total covered area for each building of at least 4 buildings.

2. Annual Turnover

Annual turnover (average of last 5 years or that of the preceding two years, whichever is higher) of the firm should be equal to or more than Rs.40.00 lakh.

- iii) In case of JV, lead partner must fulfill the above requirements and the other JV partner should fulfill at least 50% of the eligibility criteria as indicated above.

Note: The weightage given for experience of a firm would depend on the role of the firm in the respective assignments. The firm's experience would get full credit if it was the sole firm in the respective assignment. In case it was a lead firm, it would get 75% weightage; if it was the other partner in a Consortium of two firms, it would get 25% weightage; and if it was an associate, it would only get 10% weightage for the respective assignment. The above weights are reflected in the following table:

Sl. No	Status of the firm	Weightage for experience
1.	Sole firm 100 %	100%
2.	Lead partner in a JV 75%	75%
3.	Other partner in a JV 25 %	25%
4.	Associate 10%	10%

9.2 Second stage: Technical Evaluation

9.2.1 Evaluation of selected key personnel of the firms qualifying in the first stage will be carried out following a marking system. The selected Key Personnel for Evaluation are

1. Key Personnel selected for evaluation	
A. For Category 1 i.e. ROADS	i) Senior Highway Engineer-cum-Team Leader ii) Soil expert iii) Surveyors
B. For Category 2 i.e. BRIDGES	i) Senior Bridge Engineer, ii) Soil and foundation expert iii) Surveyors
C. For Category 3 i.e. BUILDINGS	i) Senior Structural Engineer , ii) Architect, iii) Soil and foundation expert iv) Surveyors

9.2.2 Rating System

The technical proposal will be evaluated on the basis of Firms Experience, the approach and methodology and the personnel. The criteria to be used for evaluation and working system to be followed shall be as over leaf:

Sl No Description Points

1 Firm's Relevant Experience	40
2 Work experience in rural sector	10
3 Adequacy of approach and methodology	10
4 Qualification and Relevant Experience of the Proposed Key Personnel	40
Break-up details as given below	

The number of points to be given under the evaluation criteria is:

Work of consultancy		Field of specialization	Points
A.	For Category 1 i.e. ROADS	Senior Highway Engineer-cum-Team Leader	30
		Soil expert	10
		Surveyor	20
		Total	60
B.	For Category 2 i.e. BRIDGES	Senior Bridge Engineer	25
		Soil and Foundation expert	25
		Surveyor	10
		Total	60
C.	For Category 3 i.e. BUILDINGS	Senior Structural Engineer	20
		Architect	20
		Soil and Foundation expert	15
		Surveyor	5
		Total	60

The weightage points given to evaluation sub-criteria for qualifications and competence of key professionals are

Weightage Points for Key Professionals

Description	Weight (%)
General Qualification	30
Relevant Experience and Adequacy for the category of work	70
Total	100

9.3 Third stage -- Evaluation through interview

Proposal of all the firms who qualify in Technical Evaluation will be evaluated by the evaluation committee through discussion with the applicant and key personnel. The maximum score that can be awarded by evaluation committee through discussion is 100.

Weight for Technical Proposal (T) shall be 60 percent and that from Interview by the evaluation committee (I) shall be 40 per cent .

9.4 Combined Evaluation of Technical and Interview by the evaluation committee

Proposals will finally be ranked according to their combined technical (ST) and interview (SI) scores using the weights indicated in the Data Sheet:

$$S = ST \times T + SI \times I$$

Where, T and I are the weights for technical Proposals and that from Interview by the evaluation committee respectively as given above.

APPENDIX-I
(Format for Proof of Eligibility)

Appendix-I

(Form-I)

Data sheet for furnishing information on Firm's Experience [only completed project during last five years]

Sl. No.	Name of the Project	Name & address of Client with tel. no.	Category of work			Total Cost of the project	Cost of consultancy (in Rs.)	Date of Start and Completion	Experience as sole firm/ lead partner in a JV/ other partner in a JV/ associate	Brief scope of work
			for 1. Road	for 2. Bridges	for 3. Buildings					
			Total length in Km	Total length of each bridge in mt	Total covered area of each building in sq.m					
1.										
2.										
3.										
4.										
5.										

Detail reference of each project is furnished in Form IV Appendix- II i.e. in Technical Proposal

(Form-II)

Firm's turnover for the last 5 years, certified copy of the audit report

Sl. No.	Financial Year	Turnover (Rs. in crore)
1.	2004-05	
2.	2005-06	
3.	2006-07	
4.	2007-08	
5.	2008-09	
	Total Turnover	
	Average Turnover	

Signature _____
Full Name _____
Designation _____
Address _____

Appendix-II

(Formats for Technical Proposal)

(Form-I)

TECHNICAL PROPOSAL

FROM:	TO:

Sir:

Subject: Enlistment for Consultancy Service under different Zilla Parisads in West Bengal

Regarding Technical Proposal

I/We _____ Consultant/ Consultancy firm herewith enclose Technical Proposal for selection of my/our firm/organization as enlisted Consultant for executing any civil constructional work in the category of _____.

Yours faithfully,

Signature _____
Full Name _____
Designation _____
Address _____
(Authorized Representative)

(Form-II)

Number and Names of experienced key personnel under regular employment with the firm

For Category of work 1. Roads

Sl. No.	Name of Personnel	Field of specialization	Number of years of employment
		1. Senior Highway Engineer 2. Soil expert 3. Surveyor	

For Category of work 1. Bridges

Sl. No.	Name of Personnel	Field of specialization	Number of years of employment
		1. Senior Highway Engineer 2. Soil & Foundation Expert 3. Surveyor	

For Category of work 1. Buildings

Sl. No.	Name of Personnel	Field of specialization	Number of years of employment
		1. Senior Structural Engineer 2. Architect 3. Soil & Foundation Expert 4. Surveyor	

(Form-III)

Format of Curriculum Vitae (CV) For Proposed Key Staff

1. Field of specialisation: _____

2. Name of Staff: _____

3. Date of Birth : _____ (Please furnish proof of age)

4. Nationality: _____

5. Educational Qualification:

(Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees obtained). **(Please furnish proof of qualification)**

6. Membership of Professional Societies: _____

7. Publication (if any):

(List of details of major technical reports/papers published in recognized national and international journals)

8. Employment Record:

(Starting with present position, list in reversed order, and every employment held. 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 *period of specific assignment must be clearly mentioned*, also give client references, where appropriate).

9. Summary of the CV

(Furnish a summary of the above CV. The information in the summary shall be precise and accurate. The information in the summary will have bearing on the evaluation of the CV).

A) Education:

Field of Graduation and year

Field of post graduation and year

Any other specific qualification

B) Experience

i) Total experience in field of work as mentioned in the category: _____ Yrs

ii) Responsibilities held :

i) _____ Yrs.

ii) _____ Yrs.

iii) _____ Yrs.

iii) Relevant Experience in field of specialisation : _____ Yrs.

C) Permanent Employment with the Firm (Yes/No):

If yes, how many years :

If no, what is the employment :

Arrangement with the firm?

Certification :

I, the undersigned, certify that to the best of my knowledge and belief, this biodata correctly describes myself my qualification and my experience.

Signature of the Candidate _____

Place _____

Date _____

Signature of the Authorized Representative of the firm _____

Place _____

Date _____

Note: Each page of the CV shall be signed in ink by both the staff member and the Authorized Representative of the firm. Photocopies will not be considered for evaluation.

(Form-IV)

FIRM'S REFERENCES

Relevant Services Carried out in the Last Five Years [only completed projects]

Which Best Illustrate Qualifications

The following information should be provided in the format below for each reference assignment for which your firm, either individually as a corporate entity or as one of the major constituents within a consortium, was legally contracted by the client stated below:

Name of the Firm		
Was it the sole firm in the assignment? If not, please indicate whether it was (a) the lead firm; or (b) one of the two firms; or (c) an associate firm.		Sole Firm/ Lead Firm/ one of the two firms in a consortium of 2 firms/ associate firm * * (Strike out whichever is not applicable)
Assignment Name:		Country:
Location within Country :		Professional Staff provided by your firm:
Name of Client :		No. of Staff :
Address :		No. of Staff Months :
Start Date (Month / Year)	Completion Date (Month / Year)	Approx. Value of Services : (in Rs.) :
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 :		

(Certificate from Employer regarding experience should be furnished)

Signature of Authorised Representative

(FORM-IV)

CONSULTANT NAME:

APPROACH PAPER ON METHODOLOGY
PROPOSED FOR PERFORMING THE ASSIGNMENT

The approach and methodology will be detailed precisely under the following topics.

- 1) Composition of the team

[not more than ½ of a page]

- 2) Methodology for services, surveying, data collection and analysis

[not more than ½ of a page]

- 3) Quality Assurance system for consultancy assignment

[not more than ½ of a page]

Note: 1) Marks will be deducted for writing lengthy and out of context approach and methodology for the assignment.