

**RFP for Selection of an Architecture/ Urban Planning
agency for preparation of Integrated Tourism Master plan
of Rambha cluster and Satapada-Sipakuda cluster of
Chilika Lake**



RFP No. 4149 , Date. 22.04.2021

TCT-COOD-SCH-0032-2020

Department of Tourism

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– 243887

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The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this RFP. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Firm and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever and cancel the entire bidding process.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation for submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

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Schedule of Bidding Process

Department of Tourism (DoT) invites proposals for “**Selection of an Architecture/ Urban Planning agency for preparation of Integrated Tourism Master plan of Rambha cluster and Satapada-Sipakuda cluster of Chilika Lake**” in accordance with the conditions and manner prescribed in the RFP document.

Bidding agencies are advised to study the RFP document carefully before submitting their proposals in this regard.

Important Dates and Information

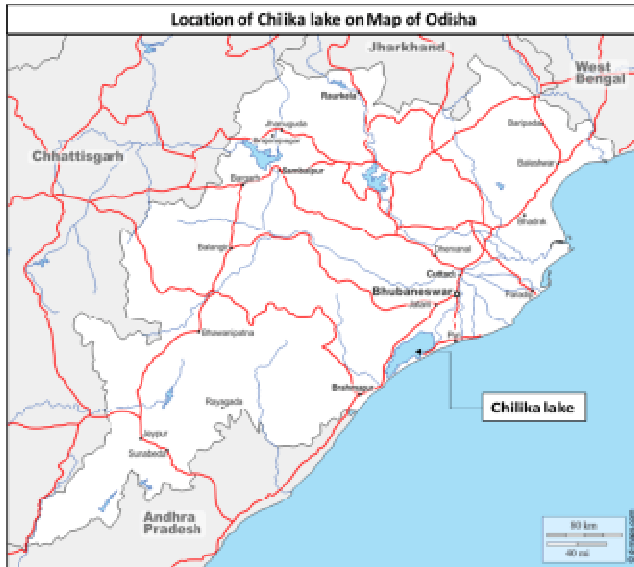
Last date for submission of written / online queries for clarification	Queries shall be sent on pmu@odishatourism.gov.in by 03.05.2021 till 5 PM
Pre-bid meeting	04.05.2021 at 12:00 PM (Via Video Conference)
Last date and time of submission of Proposal	25.05.2021 till 12.00 PM
Date and time of opening of Technical Proposal	25.05.2021 till 3.30 PM (Via Video Conference)
Date and time of • Technical Presentation(Via Video Conference) • Opening of Financial Proposal(Via Video Conference)	To be intimated later

Selection of an Architecture/ Urban Planning agency for preparation of Integrated Tourism Master plan of Rambha cluster and Satapada-Sipakuda cluster of Chilika Lake

1. Introduction

Department of Tourism (DoT), Government of Odisha in its pursuit to develop two tourism clusters of Chilika lake namely Rambha cluster and Satapada-Sipakuda cluster into integrated destinations, intends to engage an Architecture/ Urban planning agency for preparation of an integrated tourism master plan.

2. Background and Other Information



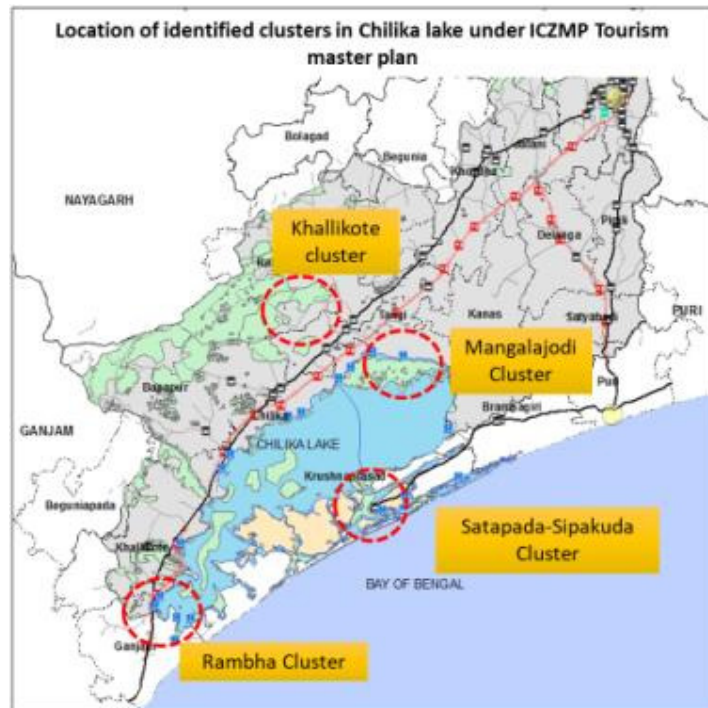
Chilika lake is the largest brackish water lake in Asia and is a great attraction for tourists for various activities like fishing, bird watching and boating. The Chilika lake has immense potential for development of ecotourism. Most of the destinations within Chilika lake are not yet developed to their full potential and remain untapped in attracting enough tourists all year round.

Department of Tourism has been making continuous efforts in strengthening the tourism offerings and related infrastructure in enhancing water based and island-based tourism in Odisha.

Efforts are being given to improve the visitor experience, livelihood linkages, environmental concerns and enhancing investment opportunities in Chilika lake for the same.

ICZMP Tourism master plan of the Chilika and its catchment, prepared by Chilika Development Authority (CDA), identified 4 tourism clusters of Chilika, and they are;

- Rambha Cluster
- Satapada-Sipakuda cluster
- Khallikote Cluster
- Mangalajodi Cluster



Selection of an Architecture/ Urban Planning agency for preparation of Integrated Tourism Master plan of Rambha cluster and Satapada-Sipakuda cluster of Chilika Lake

As part of Chilika destination development strategy, Department of Tourism, intends to take up development activities of two clusters namely Rambha and Satapada-Sipakuda in the first phase. The plan is to prepare an Integrated Tourism Masterplan combining mainland, waterbody and island

The agency selected for the assignment is expected to refer all legal, regulatory and applicable framework and include development components which adheres to the requirements.



Details of the Master plan area

The masterplan area for the present assignment is sub region of Chilika comprising of 2 clusters namely Rambha and Satapada Sipakuda. While Rambha cluster falls under Ganjam district Satapada Sipakuda is in Puri district.

A. Rambha Cluster

The Rambha cluster is situated at the western bank of Chilika lake. It is about 120 Kms away from Bhubaneswar and 130 Kms away from Puri. The Rambha cluster can be accessed through National Highway 5. Rambha's picturesque beauty, the Lake, hills, and the opportunity of excursions to nearby islands such as the Beacon Island, Birds Island, Honeymoon Island and Ghantashila cave give a heady experience to tourists.



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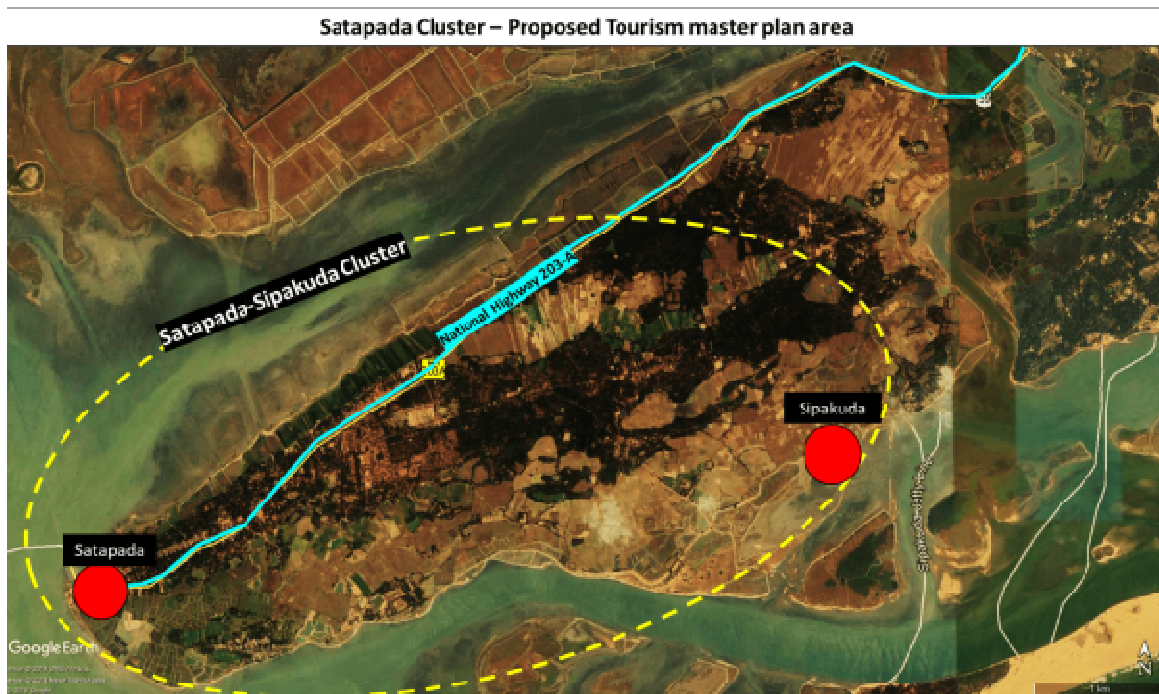
- Chilika Tourism Masterplan (under ICZMP) recommends following 4 priority projects in Rambha cluster;
- Tourism node (Rambha Panthanivas)
- Luxury resort & convention centre at Sabilia
- Eco-village (poribeso gramo) at Breakfast island
- Water sports operations

For the present assignment, the highlighted portion of the area covering mainland, islands and waterbodies are to be considered for the preparation of masterplan. This includes the Somolo island which shall be treated as the tourism node. Apart from Somolo island, there are 2 other islands in the vicinity namely Sanakuda (Breakfast island) and Barakuda (Honeymoon island)

Based on internal assessment following zones/ components have been identified as potential interventions for Rambha cluster-

- Integrated development of islands in the cluster
- Development of Somolo island as tourism node
- Eco-friendly Hospitality units (hotels/ resorts) etc
- Water based and island-based tourism infrastructure
- Promenade development
- Accommodation zone (Eco-stays, camps, chalets etc)
- Water sports zone
- Recreation zone

B. Satapada -Sipakuda Cluster



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The Satapada-Sipakuda cluster is in Brahmagiri tehsil of Puri district and can be accessed through National Highway 203 A which connects directly via Puri. The Satapada-Sipakuda cluster lies about 110 Kms from Bhubaneswar and about 40 Kms from Puri.

The footfall of Satapada was approx. 2,46,383 during 2018. Chilika Tourism Masterplan (under ICZMP) prescribes following 4 priority projects in Satapada cluster namely –

- Hospitality hub
- Day cruise operations
- Iconic tower and marine park

Basis internal assessment following components have been identified as potential interventions in Satapada Sipakuda cluster;

- Hospitality hub having hotels/ resorts
- Promenade development with Water sports facilities
- Development of trunk infrastructure in the cluster
- Development of support infrastructure for day cruise operations

3. Objective of the assignment

In order to undertake comprehensive development of Chilika lake as a tourist destination of global standards, Department of Tourism has decided to undertake integrated development of the identified clusters.

- Main objective of the assignment is to prepare detailed tourism master plan of Chilika lake with specific focus on 2 tourism clusters -Rambha and Satapada-Sipakuda in an integrated manner.

While preparing the plan, the agency is expected to undertake the following;

- Refer and Revisit components prescribed in ICZMP Chilika Tourism Plan, prepared by Chilika Development Authority (CDA), for Rambha cluster and Satapada-Sipakuda cluster vis-à-vis current situation
- Undertake detailed field assessment of individual clusters and enlist potential components and projects which are feasible from technical, commercial, legal and environmental perspective
- Assessment of carrying capacity for node and tourist points within each cluster
- Identify potential projects and development of support infrastructure
- Prepare a detailed master plan for individual cluster in an integrated manner-combining mainland, islands and waterbody
- Propose a workable model for infrastructure and project development

4. Scope of Work

The given assignment needs to be undertaken in 3 stage process and the details are given below;

4.1 Stage I Preliminary Assessment

- Preliminary analysis of the existing situation such as site analysis including-
 - Infrastructure gap assessment
 - Disaster vulnerability
 - Carrying capacity
 - Assessment of existing tourism infrastructure
 - Study of existing rules/ regulations and laws applicable to Chilika lake
 - Collection of all relevant secondary data/ reports available. Refer the ICZMP Chilika Tourism Plan, prepared by Chilika Development Authority (CDA)
- Stakeholder consultation
- Benchmarking of case studies
- SWOT Analysis

4.2 Stage II Concept Plan

- Preparation of zoning plan with detailed list individual components and sub-components
- Preparation of indicative Conceptual plan
- Proposed infrastructure for proposed components
- Block estimates

4.3 Stage III Detailed Master Plan

- Preparation of draft detailed masterplan
- Propose development strategy, phasing, implementation strategy with a view to maximize tourism potential of destination.
- Detailed drawings, walkthroughs and 3D views
- Preparation of detailed estimates
- Preparation of design guidelines and development control regulations
- Support in Identification and collection of various approvals from all projects identified under the master plan

5. Deliverables, Timelines and Payment terms

The list of deliverables and corresponding timelines are given in the table below

SI	Milestone	Details of report	Timeline	Payment terms
1	Inception report	Work plan, approach and methodology	T*+30Days	30%
2	Baseline analysis report	Deliverables as per Stage I of Scope of Work		

SI	Milestone	Details of report	Timeline	Payment terms
3	Conceptual Plan report	Deliverables as per Stage II of Scope of Work	T*+60 Days	20%
4	Draft Detailed Project report	Deliverables as per Stage III of Scope of Work (Draft)	T*+90 Days	30%
5	Final Detailed Master plan with detailed estimates	Deliverables as per Stage III of Scope of Work (Final)	T*+120 Days	20%

*where T is start date of engagement.

6. Eligibility Criteria

The eligibility criteria for the selection of agency for this assignment are given below:

6.1 Technical Eligibility:

- 6.1.1 The agency should be an Architectural / Urban Planning firm with an operational experience of minimum 10 Years. The bidder must be a company/ firm registered under the Companies Act 2013 or under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under the LLP Act 2008. Certificate of incorporation / registration to be furnished.
- 6.1.2 The firm must have either on its payroll / on contract, inter-alia, profiles such as Tourism Expert (with international experience), Urban planner, GIS expert, Architect, Forest/ Environmental Expert, Horticulturist, Hydrological expert etc. having a minimum of 5 years' domain experience.
Note: Details of minimum one employee for each of the above-mentioned profiles shall be furnished in the given format.
- 6.1.3 Must have successfully completed planning of at least 1 project of area-based development of minimum project area of 300 acres. The project must be completed during the last 7 years preceding the date of issuance of this RFP. The corresponding Work orders and Completion certificates shall be furnished.
- 6.1.4 Must have successfully completed planning of at least 1 tourism project of Project cost not below INR 100 Crore. The project must be completed during the last 7 years, preceding the date of issuance of this RFP. The corresponding Work orders and Completion certificates shall be furnished.
- 6.1.5 Must have successfully completed one integrated riverfront/ waterfront/ lakefront/ reservoir tourism development plan/ project with a minimum land development area of 50 Acres in the last 7 Years. The corresponding Work orders and Completion certificates shall be furnished.
- 6.1.6 One credential / engagement may be submitted to meet the eligibility criteria required under clause 7.1.3, 7.1.4 and clause 7.1.5.

6.2 Financial Eligibility:

- 6.2.1 Must have positive net worth as on 31 March 2020. Auditor/CA certificate to be furnished.

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6.2.2 Minimum Average annual turnover in the last 3 financial years must be more than INR 15.0 Crore. CA certificate and audited annual financial statements to be furnished.

7. Brief Description of the Selection Process

7.1 Evaluation of Technical and Financial proposals will be based on Quality cum Cost Based Selection (QCBS) with 70% weightage on Technical Score and 30% on Financial Score.

7.2 Technical Score (T): The Technical Score shall be awarded based on technical evaluation as per the Table below. The bidder scoring more than or equal to 70% in the technical evaluation ($\geq 70/100$) will be shortlisted for financial evaluation.

Table: Technical Evaluation Criteria

Sl	Components of Technical proposal	Marks (100)
1	Turnover – Average annual turnover in the past three Financial years (FY2017-18, FY2018-19, FY2019-20) • INR 15 Cr – INR 25 Cr (5 Marks) • INR 25 Cr – INR 50 Cr (10 Marks) • More than INR Crore (15Marks)	15
2	*Experience of one area-based development planning project of minimum 300 acres (7.5 Marks) For each additional project – 2.5 Marks	15
3	*Experience of one tourism planning project of minimum cost INR 100 Crores – 7.5 Marks For each additional project – 2.5 Marks	15
4	*Experience of one tourism project with minimum area of 50 Acres i.e. Integrated river front/ waterfront/ lakefront/reservoir tourism development plan – 7.5 Marks For each additional project – 2.5 Marks	15
5	Technical Presentation on Concept Plan of the destination with detailing of components and subcomponents. For each of the identified components, the plan should reflect various themes and sub themes	40
Total Technical Marks (T)		100

***For submission of each project qualifying under multiple conditions - Sl. 2, 3 & 4 in the Table above, the bidders will be eligible to get marks on multiple heads.**

Note-

- Drawings (indicative scale) may be prepared on software such as AutoCAD, REVIT, 3DMax, Google Sketchup, Corel draw, Photoshop etc.
- Illustrations can be submitted in the form of sketches, 3D views etc

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7.3 The financial proposal shall be quoted in lump sum and shall be submitted in the given format (Form-B).

7.4 Financial Score (F): The bidder quoting lowest fee (L1) will get 30 marks and others will get marks in proportion to L1 score. Thus, if the quote of L1 is INR X and L2 is INR 2X, then L2 will get 15 marks.

7.5 Combined Score (S): Combined score (technical score plus financial score) shall be calculated based on Technical and Financial scores of the Bidder as per QCBS system. (S=T+F)

7.6 Selection of Bidder: The Bidder securing the highest combined score (S) would be the preferred Bidder. The Second and third Ranked Bidder shall be kept in reserve and may be invited for negotiations in case the first ranked bidder withdraws or fails to comply with the requirements specified in the RFP document.

8. Submission of Proposal: Packing, Sealing and Marking of Proposals:

The Technical Proposal (Part A) and Financial Proposal (Part B) must be inserted in separate sealed envelopes, along with bidder's name and address in the left-hand corner of the envelope and super scribed in the following manner.

Part A

Technical Proposal for "Selection of an Architecture/ Urban Planning agency for preparation of Integrated Tourism Master plan of Rambha cluster and Satapada-Sipakuda cluster of Chilika Lake"

Part B

Financial Proposal for "Selection of an Architecture/ Urban Planning agency for preparation of Integrated Tourism Master plan of Rambha cluster and Satapada-Sipakuda cluster of Chilika Lake"

Both the Envelopes i.e., Envelope for Part A and Envelope for Part B must be packed in a bigger sealed outer cover and clearly super scribed with the following:

PROPOSAL

For

"Selection of an Architecture/ Urban Planning agency for preparation of Integrated Tourism Master plan of Rambha cluster and Satapada-Sipakuda cluster of Chilika Lake"

The applicant's Name & Address shall be mentioned in the left-hand bottom corner of the outer envelope.

- i. The envelope shall be addressed to Director Tourism at the following Address:

**The Director
Department of Tourism
Paryatan Bhawan, Museum Campus
Lewis Road, Bhubaneswar - 751014, Odisha**

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- ii. If the envelope is not sealed and marked as mentioned above, then DoT will assume no responsibility for the Proposals being misplaced or opened pre-maturely.
- iii. The Financial Proposal shall follow Standard Form (Form B)

Note:

- i The proposals shall be typed or written in indelible ink and shall be signed by the authorized signatory of the empanelled agency.
- ii Any interlineations, erasures or overwriting shall be valid only if they are initiated by the person signing the Proposal prior to submission of the Proposal.
- iii Financial Proposal must be separately sealed under Part B as per the requirements of this RFP- The applicant must submit the Financial Proposal as per the format with proper signature and seal of the Applicant.

Format of submission of Technical Proposal

The submission must be done in the form of Soft copy as well as hard copy.

- Soft copies of Technical Proposal shall be emailed to info@odishatourism.gov.in and pmu@odishatourism.gov.in in the .dwg , .pdf , .jpeg , .doc , .pptx etc. before the bid submission due date.
- Hard copies must be submitted in Minimum A3 size as a part of the technical proposal.

9. Bid Processing Fee

Non-refundable application fee in the form of Demand Draft from any scheduled commercial bank in favour of “Director Tourism”, payable at Bhubaneswar for **INR 10,000/- (Rupees Ten Thousand only)** is to be furnished by the bidder along with the Technical Proposal. Proposals without the requisite fee shall be treated as non-responsive and rejected outright.

10. Bid Security Declaration

Bidders shall submit Bid Security Declaration in lieu of Bid Security Deposit. The declaration is to be furnished by the bidding agency along with the proposal.

Without the requisite Bid Security Declaration, the bid shall be treated as non-responsive and rejected. The format for **Bid Security Declaration** has been provided in **Form C**.

11. Validity of Proposal

Bid Proposal shall remain valid for **180 days** from the last date of submission of the proposal. A proposal valid for a shorter period shall be rejected as non-responsive.

12. Documents accompanying the Proposal:

- i. **Cover Letter** as per the format in Form-A.
- ii. **Bid Fee and Bid Security Declaration**
- iii. **Technical Proposal** - A conceptual plan for the sites with a list of components and sub-components proposed for each cluster.
- iv. **Financial Proposal**- The applicant must submit the Financial Proposal

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(Separately Sealed) as per the format in Form-B with proper signature and seal of the Applicant.

- v. **Other** relevant documents as per this RFP

13.Proposal Opening

DoT will check responsiveness of the bid, followed by technical proposal. Only short-listed bids, post evaluation of technical proposal, will only be eligible for financial bid opening. Proposals will be opened in the presence of applicants or their authorized representatives who choose to attend the proposal opening, at the date and time mentioned and in the following location.

**Conference Room,
Paryatan Bhawan,
Lewis Road, Bhubaneswar**

The applicant's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of Proposal opening being declared a holiday for DoT, and Proposals shall be opened at the appointed time and location on the next working day.

The Financial Proposals of only those firms shortlisted based on the responsiveness shall be opened. The date and time of opening of the Financial Proposals will be intimated to the qualifying applicants later.

14.Deadline and mode of submission of Proposals

Proposals filled in all respect must reach DoT before the time and date specified in Schedule of the Bidding Process through Speed Post, Registered Post or Courier or by hand delivery only at the following address:

**The Director
Department of Tourism, Govt. of Odisha
Paryatan Bhawan
Lewis Road, Bhubaneswar - 751014, Odisha**

If the specified date for the submission of Proposals is declared as a holiday for DoT, the Proposals will be received up to the appointed time on the next working day.

15.Late Proposal

Proposals received after the deadline for submission of Proposals prescribed by will be rejected.

16.Modifications and Withdrawal of Proposal

Any applicant may modify or withdraw its proposal after submission but prior to the deadline for submission of proposal, if DoT receives in time the written notice of the modification or withdrawal. The responsibility of submitting the modified bid, within the deadline for submission of proposal will rest solely with the applicant.

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- I. No applicant shall be allowed to modify its proposal after the deadline for submissions. Applicant shall be allowed to modify the bid after the last date, only if the same is requested by DoT, to accommodate clarifications on the proposal submitted, subject to the proposal substantially conforming to the requirements of this solicitation.
- II. In the event of withdrawal of a proposal by any applicant within the validity period, the Bid Security submitted by the applicant shall stand forfeited.

17. Performance Security and Agreement

DoT shall issue a Letter of Award (LoA) along with the Draft Contract Agreement to the Selected applicant post opening of the financial proposals. Within 15 days of such issuance, the selected firm is required to submit a Performance Security in the form of Bank Guarantee for an amount equivalent to **3% of the project consultancy charges** and enter into the contract agreement with DoT and start the work on an immediate basis.

18. Termination of Contract

Either party can terminate the agreement by giving 30 days prior written notice

19. Right to Accept and Reject

DoT reserves the right, without any obligation or liability, to accept or reject any or all the proposals at any stage of the process, to cancel or modify the process or any part thereof or to vary any or the term and condition at any time, without assigning any reason whatsoever.

20. Disputes

All legal disputes are subject to the jurisdiction of Bhubaneswar courts only.

21. Liability

The Liability of the selected Agency in any case shall not be beyond the amount of fees payable to the selected Agency.

22. Indemnity

The Selected Agency always during the pendency of this agreement, keep the Government/ DoT indemnified to an amount not exceeding the total fees payable to the Selected Agency under this agreement.

23. Confidentiality

The Selected Agency shall treat the details of the output of the Assignment and the Services as confidential and for the Selected Agency's own information only and shall not publish or disclose the details of the output, deliverables / milestones submitted to Selected Agency or the Services in any professional or technical journal or paper or elsewhere in any manner whatsoever without the previous written consent of the competent DoT.

FORM A – COVER LETTER

(To be submitted on letter head of the applicant duly signed by authorized signatory)

To,
The Director
Department of Tourism
Paryatan Bhawan, Museum Campus
Lewis Road, Bhubaneswar - 751014, Odisha

Subject: Selection of an Architecture/ Urban Planning agency for preparation of Integrated Tourism Master plan of Rambha cluster and Satapada-Sipakuda cluster of Chilika Lake

Sir,

We have examined in detail and have understood the terms and conditions stipulated for eligibility of the Applicant in the Document issued by DoT. We agree and undertake to abide by all these terms and conditions. We hereby submit all the necessary information and relevant documents. We undertake, if our Proposal is accepted, to deliver services as specified in the document.

We acknowledge that we have not, during the last three years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitrator or judicial authority or a judicial pronouncement or arbitration award against us, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract.

The validity of the proposal is 180 days from the last date of submission of proposal and we agree that the proposal is unconditional. We understand that DoT reserves the right to reject any application without assigning any reason thereof.

Yours faithfully,

Signature of Authorized Person and seal

Name and Designation

Name of the Bidding Firm

FORM B - FINANCIAL PROPOSAL

(To be submitted on letter head of the applicant duly signed by authorized signatory)

Date:

**To,
The Director
Department of Tourism
Paryatan Bhawan, Museum Campus
Lewis Road, Bhubaneswar - 751014, Odisha**

Sub: Financial Proposal for Selection of an Architecture/ Urban Planning agency for preparation of Integrated Tourism Master plan of Rambha cluster and Satapada-Sipakuda cluster of Chilika Lake

Sir,

We, the undersigned, offer to provide the services for the above scope of services in accordance with your RFP. Our total financial quote is as given below;

Financial Quote	Figure (in INR)	In Words
Lumpsum		
GST		
Total		

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid up to 180 days from the last date of submission of proposal.

This Financial Proposal covers remuneration for all personnel cost, all incidental manpower expenses. The Financial proposal is without any condition.

Yours Faithfully,

Signature of Authorized Person and seal

Name & designation:

FORM C - BID SECURITY DECLARATION

(To be submitted on letter head of the applicant duly signed by authorized signatory)

Date:

To,

The Director

Department of Tourism

Paryatan Bhawan

Lewis Road, Bhubaneswar - 751014, Odisha

Sub: Bid Security Declaration for Selection of an Architecture/ Urban Planning agency for preparation of Integrated Tourism Master plan of Rambha cluster and Satapada-Sipakuda cluster of Chilika Lake

Sir,

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be **blacklisted from bidding for any contract with Department of Tourism, Government of Odisha for a period of 18 months** from the date of notification if I am/ we are in breach of any obligation under the bid conditions, I/We

- a. have withdrawn/ modified/ amended, impairs or derogates from the tender, my/ our Bid during the period of validity specified in the form of Bid; or
- b. having been notified of the acceptance of our Bid by Department of Tourism, Government of Odisha during the period of bid validity (i) fail or refuse to execute the contract/ agreement, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the subject RFP conditions.

I/We understand that this Bid Security Declaration shall cease to be valid if I am/ we are not the successful bidder, upon the earlier of (i) the receipt of your notification of the name of the successful bidder; or (ii) thirty days after the expiration of the validity of my/ our Bid Proposal.

Yours Faithfully,

Signature of Authorized Person and seal

Name & designation:

Name of the Bidding Entity/ Firm

FORM D – FORMAT FOR CV

- 1. Name of Staff:**
- 2. Position:**
- 3. Date of Birth:**
- 4. Years of Relevant Exp:**
- 5. Number of years with the Firm:**
- 6. Nationality:**
- 7. Membership with Professional bodies**
- 8. Education:**

(Summarize College/University and other specialized education of staff Member)

9. Employment Record

(Starting with present position, list in reverse order every employment held)

10. List of Projects/Assignments on which the personnel have worked

Sl.	Name of the Client	Sector	Position Held	Key Role	Major Responsibility

11. Languages:

(Indicate proficiency in speaking, reading and writing of each language by

(Excellent, Good, Fair, Poor)

Note: - CVs of only Experts shall be evaluated during bid process management. The CVs should be recently signed by the proposed staff or the Authorized Representative signing the Proposal.

FORM E – BIDDERS PROFILE

1. Name of the Firm:
2. Year of Establishment:
3. Registered Office Address
4. PAN and GST No.
5. Telephone
6. Email
7. Brief description of the background of the firm for this assignment
8. No. of years of proven experience of providing similar services
9. Average Annual Turnover during the last three financial years

Financial Year	Annual Turnover (INR)
FY 2017-18	
FY 2018-19	
FT 2019-20	
Average Annual Turnover during the last three financial years	

Signature of the Authorized Person and Seal

Name and Designation

Name of Bidding firm

Dated: