



GOVERNMENT OF ODISHA
HOUSING & URBAN DEVELOPMENT
DEPARTMENT OF ODISHA

**"PREPARATION OF COMPREHENSIVE DRAINAGE
MASTER PLAN AND DETAILED PROJECT REPORT
FOR DRAINAGE SYSTEM OF KORAPUT
MUNICIPALITY"**

**OFFICE OF THE EXECUTIVE OFFICER, KORAPUT
MUNICIPALITY, DISTRICT: KORAPUT**

OFFICE OF THE MUNICIPAL COUNCIL, KORAPUT

INVITATION FOR BID

No. 267 /Dt. 16/01/2025

REQUEST FOR PROPOSAL

Koraput municipality proposes to undertake "Preparation of Comprehensive Drainage Master Plan and Detailed Project Report for Drainage System of Koraput Municipality Area."

Proposals are invited to conduct the assignment and submit the deliverables from Public Sector Undertakings/ Autonomous Bodies/ consulting firms that have requisite experience in preparation of drainage and infrastructure.

The intending bidders can participate through "Offline" bidding only. The details may be accessed and the RFP/ Application forms can be downloaded from the website <http://www.koraputmunicipality.in/>.

The completed application as per the instructions in the RFP document, should reach the following address by hand/ Speed Post/ Registered Post latest by 5:00 pm on dtd. 29.01.2025

Koraput municipality reserves the sole right to accept or reject any or all proposals without assigning any reason whatsoever.


Executive Officer,
Koraput Municipality

REQUEST FOR PROPOSAL (RFP)
SCHEDULE OF RFP AND OTHER IMPORTANT INFORMATION

Sl. No.	Particular	Details
1.	Web address to download the RFP	www.koraputmunicipality.in
2.	Last date & time of submission of bid by hand/ courier/registeredpost (Biddedate &time)	29.01.2025 till 5.00pm
3.	Date & Time of opening of TechnicalBid	31.01.2025 At 11 am
4.	Date & time of opening of Financial Bid	To be intimated later to the technically qualified bidders
5.	Duration of Service	10 Months
6.	Mode of tendering	Mode of tendering QCBS -80:20 (JV) Joint venture is not allowed
7.	Contact person	Assistant Engineer, Koraput Municipality. Mob; 9437260072
8.	Cost of RFP document	DD of Rs. 10,000/- (Rupees Ten Thousand) only from any Nationalized Bank in favour of ExecutiveOfficer, Koraput Municipality Payable at Koraput.
9.	Earnest Money Deposit	DD of Rs. 75,000/- (Rupees Seventy-Five Thousand) only from any Nationalized Bank in favour of Executive Officer, Koraput Municipality payable at Koraput.
10.	Address where Bidders must send proposal	Executive Officer, Koraput Municipality, Koraput,

Memo No. 262/2025

Date: 16/01/2025

Copy forwarded to the e.mail : ipr.advt@gmail.com with copy to iprenews@gmail.com and District Informatics Officer, NIC Koraput for information & necessary action with a request to publish the advertisement on two daily Odia wide circulated local News papers for one day only with reference to the letter No-5670/CS dt-27.06.2017 of Office of the chief Secretary Govt. of Odisha.


Executive Officer,
Koraput Municipality

OFFICE OF THE MUNICIPAL COUNCIL, KORAPUT
Govt. of Odisha (H&UD Deptt.) KORAPUT (ODISHA)

REQUEST FOR PROPOSAL
FOR PREPARATION OF COMPREHENSIVE DRAINAGE MASTER PLAN AND
DETAILED PROJECT REPORT FOR DRAINAGE SYSTEM OF
KORAPUT MUNICIPALITY

1. INFORMATION TO THE BIDDER

Koraput municipality is in the District of Koraput consisting of 21 nos of Wards having area of 56.62 Sq. K.M. Looking in to the sufferings of the people of the municipality, the Housing & Urban Development Department, Govt of Odisha has directed the Municipality to go for a Comprehensive Drainage Master Plan for Koraput municipality Area as mandated by the 5th State Finance Commission to solve the above issue.

Koraput municipality is an urban local body with the responsibility of providing basic civic services like roads, water supply, sewerage, health, sanitation and storm water disposal etc. within its 21 wards.

In support of the Invitation for the RFP, the Koraput municipality issues this Bidding Document for the preparation of Comprehensive Drainage Master Plan along with DPR with complete technical data, design, drawing, estimates with specification etc. and related Services incidental there to as specified in Schedule of Services (SS).

The main objectives of the present work are:

To prepare a Detailed Project Report for implementation of comprehensive storm water urban drainage system at Koraput municipality consisting of the NAC area & fringed areas. The entire study will have an integrated approach to Urban Watershed Management. The DPR shall be prepared as per the norms & guidelines of Housing and Urban Development Department, Govt. of Odisha.

2. OBJECTIVES / SCOPE OF THE ASSIGNMENT

The scope of services to be rendered is as follows:

- 2.1. Topographic Survey for collection of baseline data of existing drain, road, along with its R.L. for an outcome to investigate water logging situation at different pockets under Koraput municipality jurisdiction, so as enable for preparation of Master DPR on drainage system.
- 2.2. Study of rainfall data and hydrology for Koraput municipality region including analysis of historical data & future projected data. Proven computer model shall be used for studying the urban hydrology of the city.
- 2.3. Topographical survey of the identified water-logged areas, road side drains and nallas (L-section and cross section).
- 2.4. Checking the adequacy for natural drains as well as existing road side drains.
- 2.5. Calculation of flood discharge and designing of storm water drains for water logged areas including storm water drain of appropriate size along roads, suggestion for improvement of nallas and cross-drain works, planning and designing of network of storm water drains for rainfall intensity.

- 2.6. Determination of water sheds and drainage patterns of the study area and its surrounding with the aid of existing maps with contour lines, NSRA topo sheets and aerial photographs of town & the drainage basin (catchment area) and by carrying out additional survey.
- 2.7. Identification of flood prone areas, reasons for flooding and mitigation measures required
- 2.8. Topographical survey and GIS based mapping of entire project area with required contour interval making there in all important features.
- 2.9. Conducting field survey of existing drainage network, hydraulic testing of the adequacy of size, identification and classification of major primary storm water drains existing and required and their present condition.
- 2.10. Preparation of the estimation of the project and preparation the tender documents for execution of work & finalization of Tender.
- 2.11. Preparation of DPR for Grey Water Management. The Consultants shall study the grey water, its convenience treatment and disposal.

3. THE DPR SHALL INCLUDE THE FOLLOWING:

- 3.1. Detailed survey of the drains and their flood plain areas.
- 3.2. Detailed drawing & study thereof existing Roads & drain network. Preparation of Town Map incorporating the said existing network of road & drain.
- 3.3. Review of existing conditions including incorporation of present drainage work in progress by other agencies like Drainage Division, WATCO, Railway, NH, Department of Water Resources, PWD, etc.
- 3.4. Detailed estimate with rate analysis based on current SR.
- 3.5. Deficiency analysis from hydraulic and structural point of view.
- 3.6. Enlisting of obstructions, bottlenecks and encroachments.
- 3.7. Socio-environmental impact analysis.
- 3.8. Estimation of flood discharge and hydraulic design. Estimation and finalizing the design discharge of the individualizations.
- 3.9. Preparation of Longitudinal Sections (LS) and Cross-Sections (CS).
- 3.10. Soil investigation.
- 3.11. Structural design of drain cross-section depending up on the availability of land.
- 3.12. Construction program to complete the Project.
- 3.13. The DPR should be prepared as per the standard guidelines and norms stipulated by Housing and Urban Development, Govt. of Odisha.
- 3.14. The DPR should be prepared and submitted Primary drain including all its secondary and tertiary drains in a holistic manner.
- 3.15. Land status & required Land acquisition proposal for this project

The DPR is to study the Topography, Hydrology of the site and surrounding area with Design and prepare the surface runoff water drainage as per the Central Public Health and Environmental Engineering Organization (CPHEEO) –Manual for storm water Management 2019, Central Ground water Board (DGWB) guidelines/River centric Urban Development Planning guide of MoHUA. Estimate shall be in consideration to SOR Odisha OPWD along with analysis of present wages rates and local royalty fix by Dist. Administration.

4. ELIGIBILITY CRITERIA OF BIDDER:

- 4.1. The bidder/Consultant must be a company registered under the Indian Companies Act 2013/1956 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered, under The Limited Liability Partnership Act, 2008 or a Proprietorship Firm.
- 4.2. The bidder/ Consultant should have been in the consulting business for more than **Five years** from the date of Incorporation on the last date of submission of the proposal.
- 4.3. The bidder / consultant should have a office in Odisha. Copy of GST RC/ Tenant Agreement / electricity bill / telephone bill / any other document should be provided as evidence.
- 4.4. The bidder should have offered similar consultancy services for preparation of at least one comprehensive Urban Drainage Detailed Project Report and Master Plan for any Town having urban catchment area of not less than 30.00 Sq km in the last 7 years.
- 4.5. The average annual turnover of the agency should not be less than Rs 10.00 Crores in the last 5 years from consultancy services. (A statement showing annual turnover certified by a Chartered Accountant must be furnished with bid documents)
- 4.6. The Bidder /Consultant shall furnish an undertaking about no black listed or debarred from any project. The bidder to furnish undertaking that all the documents provided are true as per their knowledge's and there is no false documentation during submission of the bid & the bidder agree that the discretion and decision of Koraput municipality in respect of selection of agencies with accomplished expertise is final and binding.
- 4.7. Joint Venture (JV) is not allowed
- 4.8. In case the bidder has provided services for similar work as sub-consultant, the same shall be supported by performance certificate issued by the employer (i.e. the prime consultant firm) which shall be further supported by the work order/ certificate issued to the prime consultant by the owner/ Principal Employer (Govt. Authorities/ Govt. Undertakings).

5. DOCUMENTS/FORMATS NEEDS TO BE SUBMITTED ALONG WITH TECHNICAL PROPOSAL:

The bidder / consultants have to furnish the following documents duly signed in along with their Technical Proposal:

- 5.1. Covering letter (Annexure – I) on bidder's letter head requesting to participate in the selection process.
- 5.2. Bidder's Organization (General Details – Annexure - II)
- 5.3. List of completed/ ongoing assignments of similar nature (Past Experience Details,) along with copies of Completion certificates/ work orders from previous Clients. (Annexure – III)
- 5.4. Turnover Certificate along with Certified copies of audited Balance Sheets & Profit & Loss Statement/ Chartered Accountants Certificates are to be enclosed for each financial year. (Annexure – IV)

- 5.5. Self-Declaration for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past.
- 5.6. Proposed Workplan (Annexure – V)

6. VALIDITY OF THE PROPOSAL

Proposals shall remain valid for a period of 90 (Ninety Days) from the date of opening of the technical proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

7. MARKING AND SUBMISSION OF PROPOSALS

- Sealed proposals must be received at the specified address no later than the closing date and time.
- Proposals shall be submitted in English and sealed in outer and inner envelopes (Outer envelopes containing two envelopes)
 1. Technical Bid, DD for EMD, DD for purchase of RFP documents
 2. Financial Bid

All envelopes shall indicate the bidder's name and address. The outer envelope shall be addressed to The Executive Officer, Koraput municipality, Dist.-Koraput (Odisha) with the full address of the applicant and super scribed as " PREPARATION OF COMPREHENSIVE DRAINAGE MASTER PLAN AND DETAILED PROJECT REPORT FOR DRAINAGE SYSTEM OF KORAPUT MUNICIPALITY AREA"

8. ANTI-CORRUPTION MEASURE:

- 8.1. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- 8.2. A recommendation for award of Contract shall be rejected if it is determined that their commended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

9. LANGUAGE OF PROPOSALS:

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the English language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

10. LEGAL JURISDICTION:

All legal disputes are subject to the jurisdiction of civil court of KORAPUT, Odisha. The Client and the agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days

of receipt of notice of such as a dispute shall be resolved by a sole arbitrator nominated by the dept of Housing and Urban development dept govt of Odisha.

11. FORCE MAJEURE:

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earth quake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserves the right to cancel the contract without any obligation to compensate the agency in any manner for what so ever reason.

12. EVALUATION PROCESS OF RFP

Quality and Cost Based Selection (QCBS)

Bidders who secure above 70 marks from the total (100 marks) in the technical proposal will be called for financial evaluation. Submitted documents/experience/ completion certificates will be consider during the mark evaluation. The minimum technical score required to pass is 70 points. The formula for determining the financial score is the following

The financial proposal (F) shall be arithmetic sum of Total cost, as indicated in price bid (P). $SF=100*FM/F$, in which in SF is the financial score. FM is the lowest price and F price of the proposal under consideration. The weights to be given to the technical and financial proposals are T=0.80. P=0.20

12.1. **TECHNICAL EVALUATION:** Detailed evaluation process as per the following parameters will be adopted for evaluation of the technical proposals.

S.N.	Bid Evaluation Parameters	Allocation of Marks
1.	The bidder should have been in the consulting business for more than FIVE YEARS from the date of Incorporation. More than 5 Years – 5 marks More than 8 years – 10 marks	Maximum 10
2.	The bidder must have completed at least one Strom water drainage DPR & master plan for any ULB of Odisha (completion certificate is to be provided as supporting document). Area having more than 30 Sq.km – 5 Marks Area having more than 50 Sq.km – 10 Marks Area having more than 100 Sq.km – 15 Marks	Maximum 15

3.	The Bidder should have following equipment and Software in the name of the organization. - Drone for Survey - 5 Mark - DGPS - 5 Mark - Software's like Strom CAD/ SewerGEM/ PCSWMM - 5 Marks	Maximum 15
4.	Qualifications and competency of the Key Professional staff for the assignment. - Two Engineer with master's degree in water resources engineering having more than 10 years of experience– (2x5 Marks) - 10 Marks - One Engineer with master's degree in Civil/ Environment/ Public Health engineering having more than 10 years of experience– 5 Marks - One Survey Engineer with BE in Civil Engineering with minimum 10 years of experience – 5 Marks <i>(Note: copies of certificate to be attached along with CV for verifications of qualification. CV's without copy of certificate will not be considered for evaluations)</i>	Maximum 20
5.	Work Plan and Approach&Methodoiogy, available of appropriate technology system submitted along with Proposal. Understanding of TOR – 10 Marks For Work Plan - 10 marks For Approach & Methodology - 20 marks	Maximum 40

Note: The minimum technical scope (ST) required to pass is 70 marks.

12.2. FINANCIAL PROPOSAL EVALUATION:

The financial proposal (F) is the total cost as indicated in the price bid (P). The financial score (SF) for each proposal shall be calculated using the following formula:

a) $SF=100*(FM/F)$

Where:

SF = Financial Score of the proposal under consideration

FM = Lowest price among the financial proposals

F = Price of the proposal under consideration

b) Technical and Financial Weights:

- The technical proposal will be given a weight of **T=0.80**
- The financial proposal will be given a weight of **P =0.20**

c) Combined Score:

- The combined score (S) for each proposal shall be calculated as follows:

$$S=(ST \times T)+(SF \times P)$$

Where: **ST**= Technical score of the proposal under consideration

T = Weight of the technical proposal (0.80)

SF = Financial score of the proposal under consideration

P = Weight of the financial proposal (0.20)

d) Final Ranking:

Proposals shall be ranked according to their combined scores (S). The proposal with the highest combined score shall be considered the best offer.

13. PAYMENT TERMS AND SCHEDULE

The Payment of Consultancy Fees will be made as per the following table for "EXPRESSION OF INTEREST FOR PREPARATION OF COMPREHENSIVE DRAINAGE MASTER PLAN AND DETAILED PROJECT REPORT FOR DRAINAGE SYSTEM OF KORAPUT MUNICIPALITY AREA"

SL No	Milestone to be Achieved	Installments of Payments	Timeline from the date of WO
1	On presentation of Inception report in connection to Storm Water Drainage Master Plan for Koraput municipality, submission of 3 copies.	10% of the total WO cost will be released.	1 st Month
2	Completion of Topographic Survey and Submission of Survey Report	25% of the total WO cost will be released.	1 st to 3 rd Months
3	On submission and presentation of draft DPR	25% of the total WO cost will be released.	4 th to 7 th Months
4	On submission of composite Detailed Project Report (DPR) & Storm Water Drainage Master Plan of Koraput municipality to this office.	25% of the total WO cost will be released.	8 th to 9 th Months
5	Preparation of specification and submission of Tender Documents for construction	15% of the total WO cost will be released.	10 th Month

14. SPECIAL CONDITIONS OF CONTRACT

- 14.1. The payments will be made within two weeks upon submission of invoice by the consultant.
- 14.2. The ULB will be extend all necessary coordination with different depts. for providing of all necessary information's during topographical survey and preparation of DPR. The ULB authority shall be extend all necessary cooperation to Scrutiny of the Technical Feasibility of the (DPR) detailed project Report with formed committee by ULB. Any delay of deliver the work attribute to consultant & decision of ULB is mandate for consultant.
- 14.3. The DPR is to study the Topography, Hydrology of the site and surrounding area with Design and prepare the surface runoff water drainage as per the center Public Health and Environmental Engineering Organization (CPHEEO) –Manual for storm water Management 2019, Central Ground water Board (DGWB) guidelines/River centric Urban Development Planning guide of MoHUA
- 14.4. The bidder should be visiting the Koraput municipality area with its own arrangement for study and analysis of geographical & topographical situation of area before submission of the RFP.
- 14.5. A committee will be formation by the ULB probably technical professionals from various Govt. Department for valuable suggestions, scrutiny of the

draft DPR (Design & Estimation). The suggestion of the committee shall be incorporate during preparation of the preliminary & final report to be submitted by the consultant. The Consultant will be provided necessary coordination during obtain of technical sanction from Competent authority at Govt/Dept.

- 14.6. The consultant has to present the Draft and final report in front of formed committee by ULB and justified about the proposed technology as per guideline of statutory body of Govt of Odisha & India and briefs about estimation feasibility to the ULB.

**Format of Covering Letter
(On the Applicant Letter Head)**

To,
The Executive Officer,
KORAPUT MUNICIPALITY, KORAPUT

Sub: RFP FOR PREPARATION OF COMPREHENSIVE DRAINAGE MASTER PLAN AND
DETAILED PROJECT REPORT FOR DRAINAGE SYSTEM OF KORAPUT
MUNICIPALITY AREA.

Dear Sir,

We the undersigned, offer to provide service as per the RFP floated by your good office, i.e., "PREPARATION OF COMPREHENSIVE DRAINAGE MASTER PLAN AND DETAILED PROJECT REPORT FOR DRAINAGE SYSTEM OF KORAPUT MUNICIPALITY AREA".

In accordance with your RFP document Notice No.Dated:..... We have examined the details given in this RFP notice, Performa etc.

I/We hereby certify that all the statements made, and information furnished in the enclosures is true and correct.

I/We have furnished all information and details necessary for RFP and have no further pertinent information to supply.

I/We also agree that the authorized representatives can approach individuals, employers firms to verify our competence and general reputation.

I/We submit certificates in support of our suitability, technical knowhow, and capability for having successfully completed the projects, in prescribed format.

I/We agreed that the discretion and decision of the Koraput municipality in respect of selection of the agencies with accomplished expertise in final and binding.

We understand that you are not bound to accept any proposal you receive.

Signature of the Applicant
Name & Designation of Signatory:
Date:

Bidder's Organization (General Details)

Sl. No.	Description	Full Details
1	Name of the Bidder/ Consultant	
2	Address for communication: Tel : Fax: Email id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id:	
4	Registration/Incorporation Details Registration No: Date &Year.:	Copy of certificate to be enclosed
5	Local office in Odisha Please furnish contact details	Address Proof of local office in Odisha
6	Bid Processing Fee Details Amount: DD/No. : Date: Name of the Bank:	
7	EMD Details Amount: TDR/FD/Postal Deposit No. : Date: Name of the Bank:	
8	PAN Number	Copy of PAN to be enclosed
9	Goods and Services Tax Identification Number (GSTIN)	Copy of GSTN to be enclosed

List of Completed Assignments of similar in nature

Sl No.	Name of the Work/ Project with Address	Short Description of the Project.	Name and Address of Owner/ Client	Cost of Work/Project	Date of Start of Work/Project	Date of Completion of Work/Project

Note: copies of Completion certificates/ work orders from previous Clients are to be enclosed.

NOTE:

Work/ Projects mean similar nature of works as per the objectives and broad scope of the assignment. The list of works / project mentioned should be substantiated with documentary evidence such as work orders or contract agreement or completion certificates from the owner/ client.

Place:

Date:

Signature of the applicant

Name & Designation:

Financial Status of Firm/Organization

SI No.	Financial year	Annual Turnover (Rs.)
1	2019-20	
2	2020-21	
3	2021-22	
4	2022-23	
5	2023-24	

Note: Certified copies of audited Balance Sheets & Profit& Loss Statement/ Chartered Accountants Certificates are enclosed for each financial year.

(Seal and Signature of Statutory Auditor)

PROPOSED WORKPLAN TO CARRYOUT THE ASSIGNMENT (Bidders Work Plan in Month Wise)

<i>Activities</i>	1	2	3	4	5	6	7	8	9	10

Bidders shall fill and propose their work plan.

- 1- Enclose the work Plan by consultant.***
- 2- Enclose the Approach & Methodology of Work by Consultant.***

FINANCIAL PROPOSAL- II
(COVERING LETTER ON BIDDERS LETTER HEAD)

Date:

Ref No:

To

The Executive Officer,
Koraput municipality,
KORAPUT District, Odisha

Sub: Financial Proposal for Preparation of Comprehensive Drainage Master Plan and Detailed Project Report for Drainage System of Koraput municipality Area.

Sir,

I, the undersigned, offer to provide the consulting services for Preparation of Comprehensive Drainage Master Plan and Detailed Project Report for Drainage System of Koraput municipality Area in accordance with your RFP No. _____ Date. _____

S N.	Name of the Work	Sq. KMs (A)	Unit rate in Rs. Per Sq. km (B)	Amount in (Rs.) for the whole assignment excl. GST (A x B)	
				In Figure	In Words
1	Preparation of Comprehensive Drainage Master Plan and Detailed Project Report for Drainage System of Koraput Municipality.	56.62 Sq. Kms			

GST will be paid extra as per the prevailing rate. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

Place:

Authorized signatory of the Bidder

Date:

Name & Designation with seal: