



**GOVERNMENT OF ODISHA,
HOUSING & URBAN DEVELOPMENT DEPTT.**



**OFFICE OF THE MUNICIPAL COUNCIL,
BELPAHAR
DIST. JHARSUGUDA
ODISHA**

**“DETAILED DOCUMENTS FOR EXPRESSION OF INTEREST (EOI) FOR
ENGAGEMENT OF CIVIL & ARCHITECTURAL CONSULTANCY
SERVICES FOR CONSTRUCTION OF SHELTER FOR URBAN HOMELESS
(SUH), BELPAHAR MUNICIPALITY, CONSTRUCTION OF MARKET
COMPLEX CUM GUEST HOUSE, BELPAHAR MUNICIPALITY,
CONSTRUCTION OF STALL WITH DORMITORY NEAR POLICE
STATION, BELPAHAR MUNICIPALITY, IMPROVEMENT OF
SATURDAY MARKET, BELPAHAR AND OTHER DEVELOPMENTAL
PROJECTS WHEN REQUIRED OF BELPAHAR MUNICIPALIT”**



OFFICE OF THE MUNICIPAL COUNCIL, BELPAHAR

No. 242/dt.02.02.2026

☎-06645- 356292

FAX-06645-250236

Email- municipalitybelpahar@gmail.com

Invitation for Expression of Interest (EOI) for Engagement of Civil & Architectural Consultancy Services of preparation of Detailed project report (DPR) for Different developmental projects when required of Belpahar Municipality”

Sealed Expression of interest (in two sealed covers envelop) are invited from the reputed Engineering consultant/registered Architects firms/Consultancy firms for preparation of Detailed project report and providing comprehensive consultancy service towards suitable architectural plan, Survey, elevation, estimate, structural design, structural vetting from IITs/NITs/Govt. Colleges with vetted drawings and certificates with quality control activities with proper assistance for preparation of Detail Project Report (DPR) of Belpahar Municipality. The consultant should have previous experience and must have completed similar nature of works under any department of the state Govt./PSU. The quotation paper will be downloaded from the website i.e www.belpaharmunicipality.co.in & www.harsuguda.odisha.gov.in. from dt. 03.02.2026. The envelope containing the documents as per instruction should be superscripted with the letter “**Expression of Interest (EOI) for Engagement of Civil & Architectural Consultancy Services for Construction of Shelter for Urban Homeless (SUH), Construction of Market Complex cum Guest House ,Belpahar Municipality, Construction of Stall with Dormitory near Police Station ,Belpahar Municipality ,Improvement of Saturday Market and Other developmental projects when required of Belpahar Municipality”** and can be submitted through speed post/regd. Post only on or before 11.02.2026 up to 5.00 PM. The EOI will be open on dt 12.02.2026 at 11.00 A.M in the conference hall, Belpahar Municipality in presence of the bidders or authorized representative. The EOI must accompanied with **Rs. 10,000/- (Rupees Ten Thousand) only in shape Demand Draft towards tender paper cost duly pledge in favour of the Executive officer, Belpahar Municipality, which is non-refundable and Rs. 50,000/- (Rupees Fifty Thousand) only in shape Demand Draft towards EMD duly pledge in favour of the Executive officer, Belpahar Municipality, which is (Refundable)** the bidders are requested to quoted their rates without any added tax (Taxes will be added/ Deducted at source as applicable by the Govt.). the bidders are requested to submit the EOI accompanied with attested photo copy of the registered certificate of the agency, GST registration, PAN Service tax registration & certificate of experience for compliant authority in support of their expertise with vetting certificates, Financial Statements & Turnover \geq Rs. 3 Cr (last 3 years), Declaration of Non-blacklisting. The unexperienced bidders are not allowed to participate in the bidding process.

The authority reserves the right to accept or reject any or all EOI without assigning any reasons thereof.

Memo. 243/ Dt.02.02.2026

Copy submitted to the Director, I&PR, Govt. of Odisha, Bhubaneswar for publication of the notice once in One Odia newspaper & English daily news Paper for wider publication and submit complementary copies to the undersigned for filing and necessary payment.

Sd/-
Executive Officer,
Belpahar Municipality.

Memo. 244/ Dt.02.02.2026

Copy submitted to the Collector & District Magistrate, Jharsuguda/ Project Director, DUDA, Jharsuguda for favour of kind information.

**Sd/-
Executive Officer,
Belpahar Municipality.**

Memo. 245/ Dt.02.02.2026

Copy submitted to the DEGM, Jharsuguda for kind information with a request to display the notice in the district website, Jharsuguda for wide publication.

**Sd/-
Executive Officer,
Belpahar Municipality.**

GENERAL INSTRUCTIONS, TERMS AND CONDITIONS

1. The quotation paper and other information will be available in the mentioned website from dt. **03.02.2026** to dt. **11.02.2026** website portal i.e. www.belpaharmunicipality.co.in & www.harsuguda.odisha.gov.in.
2. EOI shall be received through Registered & Speed post only on or before **11.02.2026** up to **05.00 PM**
3. The Technical & financial part of the EOIs will be opened on date **12.02.2026** at **11.00 A.M.** in the office of the undersigned in the presence of the bidders or authorized agent who wish to attend. If the office happens to be closed on the last date of receipt or opening of the bids as specified, then the bids will be received/opened on the next working day at the same time and venue unless otherwise notified.
4. The bidders have to submit non-refundable tender paper cost of Rs. 10,000/- (Rupees Ten Thousand) only in shape of demand draft from any nationalized/schedule bank payable at Belpahar only in favour of the Executive officer, Belpahar Municipality.
5. The bidders have to submit Earnest Money Deposit (EMD) Refundable of Rs. 50,000/- (Rupees Fifty Thousand) only in shape of demand draft/term deposit receipt of from any nationalized/schedule bank in favour of the Executive officer, Belpahar Municipality along with Documents.
6. The bidder has to furnish attested true copy of the following documents along with the EOI, falling which, the EOI will be treated as non-responsive and liable for rejection. The Original certificates are to be produced as and when required by the Executive Officer, Belpahar Municipality for verification, otherwise his/her EOI shall be declared as non-responsive and thus liable for rejection.
7. All the documents in sealed cover super scribed with EOI NO. 242 & date. 02.02.2026 shall be received through Registered/speed post only within the prescribed time. Any delay whatsoever including postal delay in receipt of the EOI by Belpahar Municipality shall not be considered. The bidder should submit the EOI in three sealed covers.
The two sealed covers within the main cover should contain: -
 - (A) The Technical Part of the EOI (Cover-1) clearly super scribed "TECHNICAL BID" should consisting of qualification, credentials, Registration Certificates, EOI documents cost, the signed copy of EOI documents and any other documents as instructed.
 - (B) Financial part of the EOI documents (cover-II) clearly super scribed" FINANCIAL BID".
8. No Bidder will be permitted to furnish the Bid in their own manuscript papers. No letter should accompany the Bid.
9. All corrections made by the bidder including over writing, additions. Alternations, erasures, obligation and other discrepancies should be properly attested by the authorized signatory.
10. All EOIs received will remain valid for a period of 90 (Ninety) days from the date of issue of acceptance order and can be extended on the same terms, conditions and approved rates or with some additions/deletions/modifications in the terms and conditions for a future specific period mutually agreed upon by the Belpahar Municipality and the consultant.
11. Every page of the EOI documents with required attachments should be signed by the bidder failing which the EOI will be rejected.
12. The EOI containing extraneous conditions not covered by the EOI documents/Notice are liable for rejection.
13. No part of the contract shall be sublet without written permission of the Executive Officer or transfer is made by power of attorney authorising others to received payments on the bidder behalf.
14. The bidders should quote rates both in figures and in words. If there is a difference between the rate quoted in figures and in words the rates quoted in words shall be taken as correct.
15. The rates are to be filled in price bid (cover-II). The rates quoted shall be exclusive of all taxes, duties etc. No further claim on this regard will be acceptable to this office. Deduction of taxes as levied will be made as per financial rules of Government of Odisha.

16. In case of any disputes arises the decision of the Executive Officer, Belpahar Municipality is final and binding on the firm.
17. All disputes shall be under the jurisdiction of the court at Belpahar only.
18. All documents furnished by the bidders are subject to verification from the issuing authority. In case any manipulation is found during the process or on a later stage, the action as deem proper shall be taken against the bidder.
19. The detailed Notice inviting EOI along with the clauses, terms & conditions etc mentioned here in shall form a part of the contract and agreement.
20. The bidders should furnish a check list by mentioning the documents submit by indicating a tick mark against the items provided in the tender paper.
21. The bidders are requested to submit the experience certificate of the **last 5 five calendar years i.e., from 2021-22 to 2025-26**. No bidders will be entertained without minimum 3 Nos. of experience certificate handling the project cost more than 1 Cr is required.
22. After the Technical and financial evaluation, the successfully bidders will be required to execute an agreement on a non-judicial stamp paper worth INR 100/- to be supplied by him with the Municipality within 7 days from the date of receipt of the letter of acceptance.
23. The rates submitted by the bidders will be valid for 2(Two) calendar years in case of the authority found non cooperative and non-attentive to the assign work it would be deemed to be breach of terms of Agreement, making it liable for legal action besides termination of the Agreement.
24. The bidder should have sound knowledge on preparation of documents consisting of plan/estimate and design as per OPWD norms to facilitate the DPR for tender. The successful bidder will not only submit the DPR he also has to supervise the tender procedure an execution of the work at different stage to completion and handover. The payment in gross will be divided in to phase wise manner of different stages of the projects.
25. After award of the assign work, the successful bidder should have to appoint a technical person not below the rank of Diploma Engineer who will stay at Belpahar to facilitate the entire project till completion in this regard undertaking is to be submitted to the undersigned with the technical bid documentation.
26. The Executive Officer, Belpahar Municipality shall have the right to add/modify/delete/ any condition to/from the agreement as and when necessary for smooth management of the work.
27. **Finance Department Memorandum No. 27047, Dated 27.09.2021 providing that Administrative Department shall engage consultant for approved project involving high technical requirement within two percentage (2%) of the project cost for such services as architectural Designs, DPR Preparations, Construction, Supervision consultancy, 3rd party quality monitoring and other ancillary services.**
28. Scope of Work
 - ❖ Conduct engineering surveys & investigations
 - ❖ Prepare architectural drawings, structural designs, and working drawings (Structural, Electrical, Sanitation and Plumbing)
 - ❖ Obtain structural vetting from IIT/NIT/Govt. Colleges with certificates included in DPR
 - ❖ Prepare detailed cost estimates (State SoR)
 - ❖ Prepare DPR with vetted drawings & certificates
 - ❖ Assist in tender preparation & evaluation
 - ❖ Provide construction supervision & PMC services
 - ❖ Submit completion & quality assurance reports
29. The authority also, reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.
30. The Executive Officer, Belpahar Municipality reserves the right of authority to accept any and reject any or all proposals received without assigning any reason thereof.

Signature of the Bidder with Seal

Sd/-
Executive Officer,
Belpahar Municipality.



OFFICE OF THE MUNICIPAL COUNCIL, BELPAHAR

☎-06645- 356292
FAX-06645-250236
Email- municipalitybelpahar@gmail.com

FINANCIAL BID

Quotation Inviting Authority- **EXECUTIVE OFFICER, BELPAHAR MUNICIPALITY**

EOI No. **242**/Date: **02.02.2026**

Bidder Name:

Sl. No.	Description of items	No. or Qty.	Unit	Rate to be Quoted on percentage basis of the total Project Cost.	
				Figure	In Words
1	Engagement of Civil & Architectural Consultancy Services for prepare of Detail Project Report (DPR) for “Construction of Shelter for Urban Homeless (SUH), Construction of Market Complex cum Guest House, Belpahar Municipality, Construction of Stall with Dormitory near Police Station, Belpahar Municipality, Improvement of Saturday Market and Other developmental projects when required of Belpahar Municipality”	01	Nos.		

NB: Finance Department Memorandum No.27047, Dated 27.09.2021 providing that Administrative Department shall engage consultant for approved project involving high technical requirement within two percentage (2%) of the project cost for such services as architectural Designs, DPR Preparations, Construction, Supervision consultancy, 3rd party quality monitoring and other ancillary services.

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 EOI document.

No. Of Over Writings- _____ ()

No. Of Corrections- _____ ()

No. Of Interpolations- _____ ()

Signature of the Bidder with seal

REQUEST FOR PROPOSAL (RFP)
SCHEDULE AND OTHER IMPORTANT INFORMATION

S.NO	PARTICULARS	DETAILS
1	Availability of Bid Documents	The EOI can be downloaded from website www.belpaharmunicipality.co.in & www.jharsuguda.odisha.gov.in .
2	Date of Issue of RFP	Dtd. 02.02.2026
3	Last Date and Time for submission of Technical and Financial Proposal (Sealed Envelope)	Dtd. 11.02.2026 upto 5.00 PM
4	Date of opening of Technical Proposal	12-02-2026 at 11:00 AM
5	Date of opening of Financial Proposal	To be intimated later to the technically qualified bidder
6	Mode of Tendering	Mode of tendering Open Tender (JV) Joint venture is not allowed
7	Contact Person	Assistant Engineer, Belpahar Municipality Mob:8908004337
8	Bid Processing Fees (Non-Refundable)	DD of Rs. 10,000/- (Ten Thousand) only from any Nationalized Bank in favour of Executive Officer, Belpahar Municipality payable at Belpahar.
9	Earnest Money Deposit (EMD) (Refundable)	DD of Rs. 50,000/- (Rupees Fifty Thousand) only from any Nationalized Bank in favour Executive Officer, Belpahar Municipality payable at Belpahar.
10	Address for Submission of Proposal	Executive Officer, At. Belpahar Municipality, Belpahar Po. Belpahar Dist. Jharsuguda-768218
11	Mode of submission of Proposal	Speed Post/ Registered Post only to the address as specified above during office hour only. Submission of bid through other mode and late bid will be rejected.

OFFICE OF THE MUNICIPAL COUNCIL, BELPAHAR

REQUEST FOR PROPOSAL FOR PREPARATION OF DETAILED PROJECT REPORT (DPR) AND PROVIDING PROJECT MANAGEMENT CONSULTING SERVICES FOR IMPLEMENTATION OF DIFFERENT INFRASTRUCTURAL DEVELOPMENTAL PROJECTS UNDER BELPAHAR MUNICIPALITY.

Executive Officer, Belpahar Municipality, Belpahar invites Request for Proposal (RFP) for the above-mentioned work from Registered / Experienced / Reputed Consulting firms involved in the work with Survey, Designs, preparation of DPR, Detailed Estimates, Rate Analysis and PMC services for construction supervision works with the State Government and Central Government etc.

1. OBJECTIVE OF THE ASSIGNMENT

The consulting firms will be assigned to provide services as per scope of work to develop the different infrastructural development projects under Belpahar Municipality. The projects are mentioned below;

- 1.1. **Construction of Shelter for Urban Homeless (SUH)**
- 1.2. **Construction of Market Complex cum Guest House**
- 1.3. **Construction of Stall with Dormitory near Police Station**
- 1.4. **Improvement of Saturday Market**
- 1.5. Other developmental projects as and when required

2. SCOPE OF THE WORK

- 2.1. The consultants shall carry out all necessary engineering surveys and investigations such as topographical survey, hydrological survey, geotechnical surveys, soil testing's etc as per the requirement.
- 2.2. Preparation of detailed designs, structural designs, drawings, cost estimates as per prevailing rate of SoRs.
- 2.3. Preparations of Detailed Project Reports
- 2.4. Preparation of tender documents and assist in tender evaluations
- 2.5. Construction supervision and quality control by deploying qualified and experienced engineers.

3. ELIGIBILITY CRITERIA

- 3.1. 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.**
- 3.2. 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.
- 3.3. The average annual turnover of the agency should not be less than Rs 5.00 Crores in the last 3 years from consultancy service (A statement showing annual turnover certified by a Chartered Accountant must be furnished with bid documents)
- 3.4. The consultant should have previous experience of preparation of Detailed Project reports or providing Project management consulting services to any urban infrastructure projects like Water Supply/ Sewerage/ Drainage etc in similar nature of work/ under any Development authority / Urban Local Bodies of the State or any Department of State Government and Central Government.

3.5. **Joint Venture (JV) is not allowed**

- 3.6. 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).
- 3.7. The Bidder /Consultant shall furnish an undertaking about no black listed or debarred from any projects.

4. **DOCUMENTS/ FORMAT 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:

- 4.1. Covering letter (Annexure – I) on bidder's letter head requesting to participate in the selection process.
- 4.2. Bidder's Organization (General Details – Annexure - II)
- 4.3. List of completed/ ongoing assignments of similar nature (Past Experience Details,) along with copies of Completion certificates/ work orders from previous Clients. (Annexure – III)
- 4.4. 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)
- 4.5. 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. **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.

6. **MARKING AND SUBMISSION OF PROPOSALS**

- Sealed proposals must be received at the specified address not later than the closing date and time as mention in the RFP.
- 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 complete address. The outer envelope shall be addressed to The Executive Officer, Belpahar (Odisha) with the full address of the applicant and super scribed as "Preparation of Detailed Project Report and Providing Project Management Consulting Services for implementation of different Infrastructural Developmental Projects Under Belpahar Municipality "

7. **ANTI-CORRUPTION MEASURE:**

- 7.1. 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.

7.2. 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.

8. 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.

9. LEGAL JURISDICTION:

All legal disputes are subject to the jurisdiction of civil court of Belpahar, 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.

10. 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.

10.1. FINANCIAL PROPOSAL EVALUATION:

The financial proposal (F) is the total cost as indicated in the price bid (P).

11. PAYMENT SCHEDULE

The payment to the consulting agency to be released as per the schedule mentioned herein;

SI No.	Milestone to be Achieved	Installments of Payments
1	Upon completion of required survey, submission of Design, drawings, estimate and Draft DPR for the work	30% of the Consulting fees
2	Upon submission and approval of Final DPR, submission Tender documents.	20% of the Consulting fees
3	Upon award of work to the construction agency and Supervision of construction works during construction period.	50% of the Consulting fees

Note: ** The payment during construction period shall be released to the agency in equal monthly installments, considering the overall duration of construction work.

12. SPECIAL CONDITIONS OF CONTRACT

- 12.1. The payments will be made within two weeks upon submission of invoice by the consultant.
- 12.2. The ULB will extend all necessary coordination with different depts. for providing of all necessary information's during 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.
- 12.3. The bidder should be visiting the Belpahar Municipality area with its own arrangement for study and analysis of geographical & topographical situation of area before submission of the RFP.
- 12.4. 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,
Belpahar Municipality, Belpahar.**

Sub: Engagement of Project Management Consultants (PMC) for different Infrastructural Developmental Projects Under Belpahar Municipality.

Dear Sir,

We the undersigned, offer to provide service as per the RFP floated by your good office, i.e., "Engagement of Project Management Consultants (PMC) for different Infrastructural Developmental Projects Under Belpahar Municipality".

In accordance with your RFP document Notice No. **242** Dated. **02.02.2026** We have examined the details given in this RFP notice, Performa etc.

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

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

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

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

// We agreed that the discretion and decision of the Belpahar Municipality in respect of selection of the agencies with accomplished expertise is final and binding.

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

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 & Professional tax receipt
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

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

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

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:

Signature of the applicant

Date:

Name & Designation:

Financial Status of Firm/ Organization

SI No.	Financial year	Annual Turnover (Rs.)
1	2022-23	
2	2023-24	
3	2024-25	
Average Annual Turnover		

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)

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

Ref No:

Date:

To

**The Executive Officer,
Belpahar Municipality, Belpahar
Belpahar, Pin- 768218**

Sub: Engagement of Project Management Consultants (PMC) for different Infrastructural Developmental Projects Under Belpahar Municipality.

Sir,

I, the undersigned, offer to provide the consulting services for Engagement of Project Management Consultants (PMC) for different Infrastructural Developmental Projects Under Belpahar Municipality in accordance with your RFP No.242 Date. 02.02.2026.

Sl. No.	Name of the Work	Quote in Percentage of the DPR cost.	
		In Figure %	In Words %
1	Preparation of Detailed Project Report and Providing Project Management Consulting Services for implementation of different Infrastructural Developmental Projects Under Belpahar Municipality		

N.B Finance Department Memorandum No.27047, Dated **27.09.2021** providing that Administrative Department shall engage consultant for approved project involving high technical requirement within two percentage (2%) of the project cost for such services as architectural Designs, DPR Preparations, Construction, Supervision consultancy, 3rd party quality monitoring and other ancillary services

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:

