

**GOVERNMENT OF KARNATAKA**

**REQUEST FOR PROPOSALS (RFP NO. )**

**FOR THE CONSULTANCY ASSIGNMENT**

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(Name of the Assignment)

.....  
.....  
.....  
.....

(Name of the Organization)

(Address)

Telephone:

Fax:

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**SECTION: 1– LETTER OF INVITATION (LOI)**

(Name of the Consultant)

(Location and Date)

Dear Sir:

**Subject:**..... (*Name of the Assignment*)

1. You are hereby invited to submit Technical and Financial proposals required for the above consultancy assignment, which could form the basis for future negotiations and ultimately a contract between you and ..... (*Name of the Client- herein after referred to as Client*)

2. The purpose of the assignment is to<sup>1</sup>:

- (a) .....
- (b) .....
- (c) .....
- (d) .....

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

- (a) Terms of Reference (TOR) – Annexure 1
- (b) Supplementary Information for the including suggested formats for the submission of Technical and Financial Proposals –Annexure 2
- (c) Form of Contract for Consultant’s Services under which the Services will be performed. (Annexure 3)

**4. Submission of Proposals:**

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

The proposals will be received in the Office of the Client up to 1500 hours on .....

**6. Deciding the Award of Contract:**

Quality and competence of the consulting services shall be the paramount requirement.

- (i) The negotiations will be held with you only if the Technical Proposals as submitted by you are acceptable. You must be prepared to furnish the detailed cost break-up and other clarifications to the proposals submitted by you, as may be required to adjudge the reasonableness of your Financial Proposal.
- (ii) Negotiations will commence with a discussion of your Technical Proposal, the proposed methodology (work plan), and any suggestions you may have made to improve the TORs. Agreement will then be reached on the final TOR, period, logistics and reporting. Special attention will be paid to optimization of the required outputs from you and to

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<sup>1</sup> Give in brief the Objectives of the Assignment or give reference to the relevant paragraphs of the TOR.

define clearly the inputs required from the Client to ensure satisfactory implementation of the Contract.

- (iii) Changes agreed will then be reflected in the Financial Proposal using proposed unit rates
  - (iv) The negotiations will be concluded with a review of the draft form of contract. The Client will finalize the contract to conclude negotiations.
  - (v) If the negotiation with you is successful, the award will be made to you. If negotiations fail, and if it is concluded that a contract with reasonable terms cannot be concluded with you, the process of selection of Consultant, issue of Letter of Invitation etc., will be repeated till an agreed contract is concluded.
7. Please note that the Client is not bound to select any of the Consultant submitting proposals.
  8. It is estimated that about ..... months of services would be required for the assignment and generally you should base your Finance Proposal on this figure. However, you should feel free to submit an alternative proposal on the basis of months considered necessary by you to perform the assignment.
  9. You are requested to hold your proposal valid for 90 days from the date of submission without change in the personnel proposed for the assignment and your proposed price. The Client will make its best efforts to conclude the Contract within this period.
  10. Please note that the cost of preparing a proposal and of negotiating a contract including visits if any is not reimbursable as a direct cost of the assignment.
  11. Assuming that the contract can be satisfactorily concluded in ....., (month/year) you should be expected to take up/commence the assignment in ..... (month/year).
  12. We wish to remind you that any manufacturing or construction firm with which you might be associated with, will not be eligible to participate in bidding for any goods or works resulting from or associated with the project of which this consulting assignment forms a part.
  13. Please note that the remuneration which you receive from this assignment will be subject to normal tax liability as per rules. Kindly contact the concerned tax authorities for further information in this regard, if required.
  14. We would appreciate if you inform us by Telex/Cable/E-mail/Facsimile
    - (a) Your acknowledgement of the receipt of this letter of invitation, and
    - (b) Whether or not you will be submitting a proposal

Yours faithfully

( )

The Client

Annexures:

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

**TERMS OF REFERENCE (TOR)**

The Terms of Reference should include the following:

1. Background
2. A concise statement of the objectives of the assignment
3. An outline of the tasks to be performed
4. Schedule for the completion of the tasks
5. Data, services, and facilities to be provided by the Client
6. Final outputs (i.e., Reports, drawings, etc.) that will be required of the Consultant
7. Composition of the Review Committee and review procedure to monitor Consultant's work

**SUPPLEMENTARY INFORMATION FOR THE CONSULTANT**

**Proposals:**

1. Proposals should include the following information:

**(a) Technical Proposal:**

- (i) Technical and Financial Proposal Submission in Form F-1
- (ii) An outline of recent experience on assignments/projects of similar nature executed during the last three years in the format given in Form F-2;
- (iii) Any comments or suggestions of the Consultant on the TOR
- (iv) A description of the manner in which Consultant would plan to execute the assignment, work-plan, time schedule in Form F-3 and approach or methodology proposed for carrying out the assignment;
- (v) Curricula Vitae of the Consultant in Form F-4 and signed by the Consultant
- (vi) The Consultant’s comments, if any, on the data, services and facilities to be provided by the Client as indicated in the TOR.

**(b) Financial Proposal:**

The financial proposal should include the following:

- (i) Cost Estimate of Services in Form - 5

2. Two copies of the Proposals should be submitted to the Client.

3. The Consultant should note that the Contract for this Assignment will be with the Client - ----- (Project Agency). Payments to the Consultant shall be made regularly on a monthly basis against invoices with relevant supporting documents.

**4. Review of reports:**

A review committee (to be restricted to three members) consisting of the following officers will review all reports of Consultant (Inception, Monthly, Quarterly and other re[ports) and suggest any modifications/changes considered necessary within 15 days of receipt.

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.....  
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**FORM F – 1**

**FORM OF SUBMISSION OF TECHNICAL/FINANCIAL PROPOSAL**

From:

To:

.....  
.....  
.....  
.....  
.....

*(Name of Consultant)*

.....  
.....  
.....  
.....  
.....

*(Name of Client)*

Sir:

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

I herewith enclose Technical and Financial Proposals for the above assignment

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

Yours faithfully,

Signature:.....

Name:.....

Address:.....

.....

.....

**FORM F – 2****ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING LAST THREE YEARS**

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

Sl. No	Name of assignment	Name of project	Client	Cost of assignment	Date of commencement	Date of completion	Was assignment satisfactorily completed
1	2	3	4	5	6	7	8

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



**FORM F – 3****WORK PLAN TIME SCHEDULE**

A. Field Study:

Sl. No.	Item	Month-wise Program <sup>2</sup>							
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>

B. A short Note on the Approach and Methodology outlining various steps for performing the Assignment

C. Completion and submission of Reports<sup>3</sup>

- 1 Inception Report
- 2 Monthly Reports
- 3 Quarterly Reports
- 4 Draft Final Report
- 5 Final Report

D. Comments/Suggestions on Terms of Reference

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

<sup>2</sup> The period should match with the period of completion of assignment as given in the TOR.

<sup>3</sup> The Reports should match with that specified in the TOR.

**FORM F - 4**  
**SUGGESTED FORMAT OF CURRICULA VITAE**  
**FOR CONSULTANT**

1. Name: .....
2. Profession/  
Present Designation: .....
3. Nationality: .....
4. Area of Specialization: \_-----

6. Key Qualifications:

(Under this heading, give outline of your experience and training most pertinent to assignment. Describe degree of responsibility held by you on relevant previous assignments and give dates and locations. Use up to half-a-page.)

7. Education:

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

8. Experience:

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

9. Languages:

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

Signature of Consultant

Date:.....

Place.....

**FORM F – 5**

**COST ESTIMATE OF SERVICES**

**1. Remuneration**

Consultant Name	Rate (Rs.) (per day/month)	Period (days/months)	Total Amount (Rupees)
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**Sub-Total (1)** .....

**2. Reimbursable:<sup>4</sup>**

Item	Rate (Rs)	Unit	Total Amount (Rs.)
(a) Travel	.....	.....	.....
(b) Local Transportation	.....	.....	.....
(c) Per diem	.....	.....	.....
(d) Others (Give details)	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

**Sub-Total (2)** .....

**TOTAL COST (REMUNERATION & REIMBURSABLE)** .....

**CONTINGENCY<sup>5</sup>** .....

**CONTRACT CEILING AMOUNT (In Figures and words)** .....

..... **(words)**

<sup>4</sup> To include per diem, expenses for travel, local transportation,, communications, report preparation costs, and other costs as may be necessary for the satisfactory implementation of the assignment. They are reimbursable as per actual with supporting documents/vouchers except for per diem (which is fixed and includes lodging and boarding and other expenses)

<sup>5</sup> It will range from 0 to 15% depending on the nature of the assignment and would be negotiated by the Client before finalization of Contract Price.

**CONTRACT FOR CONSULTING SERVICES**

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

WHEREAS, the Client wishes to have the Consultant performing the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

**1. Services:**

- (i) The Consultant shall perform the services specified in Attachment A, "Terms of Reference and Scope of Services," which is made an integral part of this Contract ("the Services").
- (ii) The Consultant shall submit to the Client the reports in the form and within the time periods specified in Attachment B, "Consultant's Reporting Obligations".

**2. Term:**

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

**3. Payment:****A. Ceiling**

For Services rendered pursuant to Attachment A, the Client shall pay the Consultant an amount not to exceed *[insert amount]*. This amount has been established based on the understanding that it includes all of the Consultant's costs as well as any tax obligation that may be imposed on the Consultant.

**B. Remuneration**

The Client shall pay the Consultant for services rendered at the rate per month spent<sup>6</sup> (or per day spent, subject to a maximum of 30 days per month) in accordance with the rates agreed and specified in Attachment C, "Cost Estimate of Services"

**C. Reimbursable**

The Client shall pay the Consultant for reimbursable expenses, which shall consist of and limited to:

- (i) normal and customary expenditures for official travel, accommodation, printing, and telephone charges; Official travel will be reimbursed at the cost of A/c three tier/first class travel by rail and Economy fare by Air (shortest route) and will need to be authorized by the Client's Coordinator;
- (ii) such other expenses as approved in advance by the Client's Coordinator<sup>7</sup>

<sup>6</sup> Select the applicable rate and delete the others

D. Payment Conditions:

Payment shall be made in Indian Rupees, no later than 60 days following submission by the Consultant of invoices in duplicate to the Coordinator designated in Clause 4.

**4. Contract Administration:**

A. Coordinator:

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

B. Timesheets:

During the course of his/her work under the Contract, the Consultant may be required to complete timesheets or any other document used to identify the time spent, as well as expenses incurred as instructed by the Coordinator

C. Reports:

The Reports listed in Attachment B, "Consultant's Reporting Obligations" shall be submitted in the course of the assignment..

**5. Performance Standards:**

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.

**6. Confidentiality:**

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

**7. Ownership of Material:**

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

**8. Consultant not to be engaged in certain activities:**

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

**9. Insurance:**

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<sup>7</sup> Specific expenses can be added as an item (iii) in Clause 3 .C

The Consultant will be responsible for appropriate insurance coverage. In this regard, the Consultant shall maintain medical, travel, accident and third party liability. The Consultant shall indemnify and hold harmless the Client against any or all claim, demands, and/or judgments of any nature brought against the Client arising out of the Services under this Contract. The obligation under this Clause shall survive the termination of this Contract.

**10. Assignment:**

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

**11. Law governing the Contract:**

The contract shall be governed by the Laws of India.

**12. Taxes:**

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

**For the Client**

Signed by:

Name and designation

Date:

Place

**The Consultant**

Signature:

Name:

Date:

Place:

**List of Attachments to the Contract :**

- Attachment A: Description of Services
- Attachment B: Consultant's Reporting Obligations
- Attachment C: Cost Estimate of Services.