

REQUEST FOR PROPOSAL

SELECTION OF CONSULTING FIRM

For setting up of

PROJECT MONITORING UNIT

For

ODISHA STATE HOUSING BOARD, BHUBANESWAR



ODISHA STATE HOUSING BOARD

Sachivalay marg, Unit-III,

Bhubaneswar - 751001

Bidding Schedule

Advertisement No. & Date	No.7516/OSHB,dtd. 13.06.2018
Availability of Request for Proposal document.	(Downloadable from OSHB Website: http://WWW.oshb.org from 10.00 A.M date 14.06.2018 to 2018.to 3.00 P.M date 13.07.2018
Date, Time and venue for Pre-Bid Meeting	Dt. 27.06.2018. at 4.00 P.M. in the conference hall of Odisha State Housing Board, Bhubaneswar
Last date for receipt of Technical and financial proposals (Through speed / Registered post or Courier. Hand delivery is not allowed)	Dt . 13.07. 2018 till 3.00 P.M
Date and Time of opening of Technical proposals	Dt . 13.07.2018 at 4.00 P.M
Date and Time for Technical presentation	Dt. 20.07.2018 at 11.00 A.M
Date and Time of opening of Financial proposals	Dt. 25.07.2018 at 04.00 P.M

B. Instruction to Bidders

1. Location of the Work

Odisha State Housing Board, Sachivalay marg, Unit-III, Bhubaneswar-751001

2. Eligibility Criteria

The bidder (company incorporated under the Companies Act or a limited liability partnership registered in India), which meets the Eligibility Criteria as specified below as on the last date of submission of the RFP shall be eligible to submit a Proposal :-

- a) The annual average turnover of the Applicant from advisory services in India in the last five financial years shall be minimum **INR 25.00 Crores** or above.
- b) The Applicant should have experience of successfully managing a Project Monitoring Unit in any government agency in India for a period of at least **3 years** preferably in Urban Sector.
- c) The Applicant should have successfully completed Transaction Advisory of at least **1 PPP Project** for a government body/ULB in the urban sector.

3. Format and Singing of proposal

- a) The proposal shall be submitted in two parts
Part A Technical Proposal, and
Part B Financial Proposal
- b) The proposals shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized by the bidder.
- c) Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the Proposal prior to submission of the Proposal.

4. Submission of Proposals Packing, Sealing and Marking of Proposals

- a) 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 a Consulting Firm for setting up of a Project Monitoring Unit (PMU) in Odisha State Housing Board, Bhubaneswar.

PART B

FINANCIAL PROPOSAL for Selection of a Consulting Firm for Setting up of a Project Monitoring Unit (PMU) in Odisha State Housing Board, Bhubaneswar.

- b) 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 a Consulting Firm for Setting up of a Project Monitoring Unit (PMU) in Odisha State Housing Board, Bhubaneswar.

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

- c) The envelopes shall be addressed to Odisha State Housing Board, Bhubaneswar at the following Address:

**Chief Engineer,
Odisha State Housing Board,
Sacchivalay marg, Unit-III, Bhubaneswar-751001.**

- d) If the outer envelope is not sealed and marked as mentioned above, then OSHB will assume no responsibility for the Proposals being misplaced or opened pre-maturely.
- e) Telex, Cable or facsimile Proposals will be rejected

5. RFP Document Fee

Non-refundable Proposal Document cost in shape of Demand Draft / pay order from any scheduled financial bank in favour of **Orissa Housing Board Fund** payable at Bhubaneswar for **Rs.11,800/-** (Rupees Eleven thousand and Eight Hundred only) is to be furnished by the bidder along with the Technical Proposal. Proposals without the requisite Proposal Document cost shall be treated as non- responsive and rejected.

6. Earnest Money Deposit(EMD)

EMD in shape of Demand Draft / Pay order from any scheduled Financial Bank in favour of **Orissa Housing Board Fund** , payable at **Bhubaneswar** for **Rs.1, 00,000/- (Rupees one lakh)** only is to be furnished by the bidder along with the technical proposal and shall remain valid till the validity of the proposal. Proposals without the requisite EMD shall be treated as non responsive and rejected. No exemption from submission of EMD is allowed.

The EMD submitted by unsuccessful bidders will be discharged / returned as promptly as possible, but not later than 30 days after the expiration of the period of Proposal validity specified in this RFP. No interest will be paid on the EMD amount.

The EMD shall be forfeited:

- a) If a Bidder withdraws its Proposal during the period of validity of the proposal,

Or,

- b) If the successful Bidder fails to execute the agreement or the work assigned.

7. Financial proposal:

- a) The financial proposal shall be the **Quoted Fee per month** and shall be submitted in the given format i.e. **Form - E**. All Taxes and surcharges as applicable shall be paid by the selected Consultants / Firms. OSHB will only reimburse the GST as applicable.
- b) The Quoted Fee per month shall be paid by OSHB subject to the fulfillment of conditions in this RFP / Agreement by the selected bidder.
- c) The Financial proposal shall separately mention the GST amount.

8. Validity of Proposal

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

9. Documents accompanying the Proposal:

1. PART A (Technical Proposal)

The bidder must submit the following particulars / documents along with the Technical Proposal failing which the Proposal may be treated as nonresponsive.

- a) Non-refundable Proposal document cost of Rs. 11,800/- (Indian Rupees Eleven thousand and Eight Hundred only) inclusive of GST @ Rs. 1800/- in shape of DD / Pay order from any scheduled financial bank drawn in favour of **Orissa Housing Board Fund** payable at Bhubaneswar.
- b) EMD amount of INR. 1,00,000/- (Rs. One lakh only) in shape of DD / Pay order from any scheduled bank drawn in favour of **Orissa Housing Board Fund** payable at Bhubaneswar.
- c) Photocopy of the PAN card/GSTN.
- d) Cover Letter as per the format in Form-A.
- e) Bidder's profile as per the format in Form-B.
- f) Past experience of the Applicant in Form-C.
(Attach photo copies of work orders along with work completion certificate. In cases, where the work completion certificates for the services are not available, a self-declaration by the bidder on its letter head or an interim certificate issued by the client for an ongoing PMU project certifying the basic eligibility criteria has to be submitted)

- g) Curriculum Vitae for all the proposed positions as per the format in Form-D.

2. PART B (Financial Proposal)

The bidder must submit the financial Proposal as per the format in Form E with proper signature & seal of the bidder.

10. Deadline for submission of Proposals

Proposals filled in all respect must reach OSHB at the address, time and date specified in section A. Bidding Schedule of the RFP document through Speed Post, Registered Post or Courier only. If the specified date for the submission of Proposals is declared as a holiday for OSHB, Bhubaneswar, the Proposals will be received up to the appointed time on the next working day.

11. Late Proposals

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

12. Modifications and Withdrawal of Proposals

No modifications to the Proposal shall be allowed once it is received by OSHB, Bhubaneswar.

13. Pre-Bid Meeting

A pre-bid meeting as per the Bidding Schedule will be conducted at the OSHB Conference Hall, Bhubaneswar.

14. Proposal Opening

OSHB will open all Proposals in the presence of Bidders or their authorized representatives who choose to attend, at the date and time mentioned and in the following location.

**Conference Hall
Odisha State Housing Board,
Sachivalay marg, Unit-III
Bhubaneswar - 751001, Odisha**

The Bidder'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 OSHB, Proposals shall be opened at the appointed time and location on the next working day.

The financial Proposals of only those firms fulfilling the eligibility criteria and the technical requirements of the Proposal shall be opened. The date & time of opening of the financial Proposals will be intimated to the qualifying bidders later.

15. Bid Evaluation Methodology:

Evaluation of the Technical and financial proposals will be based on **Quality cum Cost Based Selection** mode with weightage of **70% and 30%** for technical and financial proposals, respectively.

- 1) In the first phase the Technical Proposals shall be evaluated on the basis of eligibility criteria as mentioned in this RFP.
- 2) In the second phase the firms which satisfy the eligibility criteria shall be given marks based on Table: 1 of this RFP. Accordingly, firms will be ranked based on the marks allotted to them.

Table 1

Sl. No.	Parameter	Total/Maximum Marks	
1	FINANCIAL CAPACITY OF BIDDER	20	
	Bidder's Average Annual Turnover for the last Five Financial Years (ending 31 March 2018) has to be at least INR 25 Crores	20	
	<ul style="list-style-type: none"> • For 25– 35 crores – 10 marks • For 36 – 50 crores – 15 marks • Above 50 crores – 20 marks 		
2	PROOF OF EXPERIENCE IN THE LAST 5 YEARS		20
	The Bidder should have the experience of working as PMU Consultant for at least 1 year for a government during last 05 (Five) years		
	<ul style="list-style-type: none"> • For successfully managing upto 2 PMU's – 10 marks • For successfully managing upto 2-5 PMU's – 15 marks • For successfully managing more than 5 PMU's – 20 marks 	20	
3	SUITABILITY FOR THIS SCOPE: TEAM COMPOSITION	30	
	Team Leader –cum-Project Management Expert	10	
	Finance –cum- PPP Expert	10	
	Procurement Expert	10	
4	PRESENTATION	30	
	Approach of the proposed unit along with work plan based on the terms of reference highlighting the job responsibility of each team member. The bidders shall be invited for a Power Point presentation in front of the committee to be formed by OSHB to evaluate the presentation	30	
	TOTAL	100	

The number of points to be assigned to each of the experts shall be determined considering the following sub-criteria and relevant percentage weights:

- a) Minimum qualifications (Fulfilling minimum education criteria mentioned in

the ToR): 20%

- b) Minimum Experience (Fulfilling Minimum Years' of relevant experience criteria as mentioned in the ToR): 30%
- c) Relevant Sector Experience (Fulfilling experience criteria of relevant sector and assignment as mentioned in the ToR): 50%

For each Technical Proposal, the total points that can be awarded for each Bidder are 100, and the minimum technical score (St) that a Bidder requires to qualify for evaluation of the Financial Proposal is **60**.

- 3) The total score obtained by the bidder as per sub-point (2) above shall be the technical score (Ts) of the bidder.

4) Opening of Financial Proposal

Financial Score: The lowest financial proposal will be given a financial score (Fs) of 100 points. The financial scores of other proposals will be computed as follows:

$$Fs = 100 \times FM1/F1$$

(F1 = amount of Financial Proposal as quoted by the bidder; FM1 = Lowest financial quote)

5) Combined and Final Evaluation

Proposals will finally be ranked according to their combined Score (S) calculated based on technical (Ts) and financial (Fs) scores as follows:

$$S = Ts \times Tw + Fs \times Fw$$

(Where **Tw** and **Fw** are weights assigned to Technical proposal and Financial Proposal as **0.70** and **0.30** respectively)

The Selected Applicant shall be the First Ranked Applicant (having the highest combined score). The Second and third Ranked Applicant shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws, or fails to comply with the requirements specified in the RFP document.

16. Evaluation Methodology:

- 1) Evaluation of technical proposals based on Table 1.
- 2) Technical scores shall be calculated for bidders after the presentation.
- 3) After that, financial proposals of the top three ranked bidders based on their technical score (Ts) after technical evaluation shall be opened.
- 4) Combined Scores shall be calculated based on Technical and financial scores as per QCBS system.
- 5) The highest ranked bidder with the highest marks obtained shall be awarded with the project.

17. Performance Security and Agreement:

OSHB shall issue a letter of award (LoA) along with the Draft Contract Agreement to the selected Bidder within 15 days from the 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 10% of the contract value and enter into the contract agreement with OSHB and start the work on an immediate basis. The format of Bank Guarantee for Performance Security will be provided by OSHB to the successful bidder.

18. Termination of contract:

- a) OSHB, if required, may ask for replacement of any personnel in case of non- satisfactory performance. In such case, concerned personnel shall be replaced within 30 days by the firm and the replacement expert shall have equal or better qualifications and experience as those of the originally proposed expert.
- b) Either party can terminate the agreement by giving 30 days prior written notice.

19. Right to Accept or Reject

OSHB 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. Conflict of Interest

There will be no conflict of interest of this assignment with any other assignment or transaction contracted by OSHB with the selected firm.

21. Disputes

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

22. Liability

The Liability of the selected consultant under this agreement in any case shall not be beyond the amount of fees payable to the selected consultant under this agreement.

23. Indemnity

The Consultant at all times during the pendency of this agreement, keep the Government/ Authority Indemnified to an amount not exceeding the total fees payable to the consultant under this agreement.

24. Confidentiality

The Consultant shall treat the details of the output of the Assignment and the Services as confidential and for the Consultant's own information only and shall not publish or disclose the details of the output, deliverables / milestones submitted to OSHB 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 Authority.

C. Terms of Reference

1. Background

Bhubaneswar is the capital city of Odisha. It is also the largest city and the center of economic and religious importance in the region. Bhubaneswar is called the Temple city of India, due to the presence of large numbers of magnificent temples and architectural heritage.

The modern city of Bhubaneswar was designed by the German architect Otto Konigsberger in 1946. Like Chandigarh and Jamshedpur; it is one of the first planned cities of India. The city, with an abundance of greenery and an efficient civic body has become one of the cleanest and greenest cities of the country. Emergence of the city as a major center for IT industry, higher education and advanced medical care along with the boom in the metals and metal processing industries has made Bhubaneswar one of the fastest developing cities of India in recent years.

Odisha State Housing Board has a historic tradition of strong civic activism dedicated to the cause of a better life for all consumers. Right from its inception in the year 1968 OSHB as an organization, has traversed through many intricate paths and still grown from strength to strength.

OSHB has undertaken pioneering work in various fields and perceives its role as principal provider of houses for a better quality of life to the public.

2. Objective

A Project Management Unit is envisioned to support, monitor and manage all these different activities of OSHB. Since this will involve wide spectrum of activities covering different walk of a civic body, it is imperative to have professionals who can provide technical assistance and Project Management support to OSHB.

3. Scope of Work

The scope of work for the Project Monitoring Unit shall include advisory support and assistance in the following major areas which shall include, but not limited to:

1. Project Management, Monitoring and Reviewing
2. Transaction Advisory services for PPP projects
3. Services for statutory clearances (Environmental/BMC/BDA/Planning Authorities/Fire/NAAI/Electricity Regulatory Authority/..Etc.
4. Procurement works
5. Capacity Building

The entire team of the proposed Project Monitoring Unit shall include following types of Key Personnel:

- 1) **Experts** – This core team shall include:
 - a. **Team Leader-cum-Project Management Expert**
 - b. **Finance-cum-PPP Expert**
 - c. **Procurement Expert**
- 2) **Associates** – as per the requirement advised by OSHB Authority.

Sl.No	Position	Minimum Qualification and Experience	Job Responsibility
1	Team Leader-cum-Project Management Expert	<ul style="list-style-type: none"> • B.E/B.Tech/B.Arch with MBA/PGDM /Master's Degree in Project Planning/Construction Management from a reputed college/university. • At least 10 years of relevant experience in the field of Urban Infrastructure / Construction management / PPP projects out of which at least 3 years of experience as a Team Leader in a reputed organization. 	<ul style="list-style-type: none"> • Leading the team & reporting to Nodal Officer • Complete project management and coordination between various stakeholders for smooth implementation of all projects of Odisha State Housing Board.
2	Finance-cum-PPP Expert	<ul style="list-style-type: none"> <input type="checkbox"/> Masters/ Post Graduation in Finance or Chartered Accountant. <input type="checkbox"/> At least 5 years of relevant experience in total out of which at least 2 years in working with leading consulting firm as a Transaction Advisor. <input type="checkbox"/> S/he should have experience of consulting / implementing at least 2 PPP projects in government sector. 	<ul style="list-style-type: none"> • To be involved in economic and public finance analysis, with exposure to states local bodies and state SPVs. • To be involved in evaluating Urban Housing Investments and helping OSHB to examine and use a range of options for financing projects. • Developing performance based contracts on different PPP models • Preparation of Bid Documents for PPP mode service delivery contracts with assistance from subject experts • Evaluation of bids for selection of Concessionaires as per the bid documents for PPP mode service • Contract management of performance based project contracts and contracts on PPP mode
3	Procurement Expert	<ul style="list-style-type: none"> • Masters in Commerce/Economics/Engineering or equivalent. • At least 7 years of relevant experience in total of which 	<ul style="list-style-type: none"> • Vendor Management • Ensuring Tenders or RFPs or EOIs adherence to procurement guidelines set by different government bodies

		at least 5 years in government sector.	<ul style="list-style-type: none"> • Entire bidding process management • Contract Management with vendors • Post contract monitoring and evaluation • Tracking default and penalties as per norms laid in contract
Associates			
4	Engineering Works Associate	<ul style="list-style-type: none"> • B.E/B.Tech in Engineering. • At least 5 years of relevant experience in total. 	<ul style="list-style-type: none"> • Support the OSHB Engineering Division
5	Finance /Procurement Associate	<ul style="list-style-type: none"> • Master in Finance/Commerce • At least 5 years of relevant experience in total. 	<ul style="list-style-type: none"> • Support the Finance-cum-PPP Expert
6	PPP Associate	<ul style="list-style-type: none"> • Masters in Finance • At least 5 years of relevant experience in total. 	<ul style="list-style-type: none"> • Support the Finance-cum-PPP Expert

NOTE:

The Associates (as per the above positions list) shall be made available as and when such requirement arises and/or a separate work is being assigned to PMU which is not envisaged at this stage. The compensation for this additional requirement is capped at **Rs. 50,000** per month per associate with an annual escalation charge of 10%.

4. **Office Space:**

A dedicated Office space will be provided within the OSHB Office Building to the PMU team along with office infrastructure including a telephone, printer, fax, a desktop computer.

As per the requirement ascertained, a project vehicle may also be allocated to the PMU, for official use only, upon due approval from the competent authority in OSHB.

5. **Contract period**

Contract will be for a period of 2 years from the date of deployment of the personnel in OSHB with an annual escalation of 10%. The agreement can be renewed after 2 years on mutually agreed terms and conditions.

6. **PPP Projects:**

The selected bidder shall also carry out Bid process management of PPP Projects assigned to them, as the Transaction Advisor.

Success fee sharing: A success fee of 0.5% of the project cost (except exclusive O&M projects) will be charged from the successful bidders of the PPP Projects which will be shared equally between OSHB & the selected firm (i.e 0.25% each).

For Exclusive O&M Projects: - For exclusive O&M projects only to be undertaken in PPP mode, the success fee shall be 1% of the O&M cost shared equally between OSHB & the selected firm (i.e 0.50% each) as ascertained by the Transaction Advisors and duly approved by the competent Authority.

FORM A
Cover Letter

RFP No. _____

Date. _____

To,

**Chief Engineer,
Odisha State Housing Board,
Sachivalay marg, Unit -III,
Bhubaneswar-751001, Odisha.**

Sir,

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

We acknowledged that we have not, during the last three years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral 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.

We are enclosing Document Purchase Fee of **INR 11,800/-** in the form of Demand Draft / Pay order (DD / PO No..... Dt..... drawn onpayable to the **Orissa Housing Board Fund at Bhubaneswar.**

We are enclosing EMD of INR 1,00,000/- in the Form of Demand Draft / Pay order (DD / PO No..... Dt..... drawn on payable to **Orissa Housing Board Fund at Bhubaneswar.**

As per RFP 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 OSHB 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 Company

Dated _____

Form B
Bidder's Profile

1. **Name of the Firm:**
2. **Year of Establishment:**
3. **Registered address of Office:**
4. **PAN:**
5. **Telephone No. & Fax No:**
6. **E. Mail Address:**
7. **Brief description of background of the firm for this assignment.**
8. **No. of years of proven experience of providing similar services.**
9. **Average Annual turnover of the Applicant (in INR) during the last five Financial Years. (Please attach copy of FIVE Audited Balance sheet & PL account authenticated by Chartered Accountant)**

A. 2017 - 2018

B. 2016- 2017

C. 2015 – 2016

D. 2014-2015

E. 2013-2014

Signature of Authorized Person and seal

Name and designation

Name of the Company

Dated:

FORM C (Part-I)

Format for Project Experience

Experience of Managing Project Monitoring Unit in a Government Body		
Sl. No	Parameters	Remarks
1.	Name of the Development Authority/ Board	
2.	Project Description	
3	Location	
4	Period of service rendered by the applicant (Start date and End date)	
5	Consultancy Fees of the Applicant (in Indian Rupees)	
6	Present status	
7	Other Information	
8	Copy of Appointment Letters and Agreement	

**Signature of Authorized Person and
seal**

Name and designation

Name of the Company

Dated:

FORM C (Part-2)

Experience of Successful completion of a PPP Project as Transaction Advisor		
Sl. No	Parameters	Remarks
1.	Name of the Development Authority/ Board	
2.	Name of the Project	
3	Location	
4	(Start date and End date of the Project)	
5	Name of the Developer selected	
6	Date of Execution of Agreement with the selected Developer	

**Signature of Authorized Person and
seal**

Name and designation

Name of the Company

Dated:

FORM D

Format of Curriculum Vitae (CV)

(Mentioning the position is mandatory)

Name of Firm:

Name of Staff:

Date of Birth:

Years of Relevant Exp:

Number of years with the Firm:

Nationality:

Membership with Professional bodies:

Education:

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

Employment Record

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

List of Projects/Assignments on which the personnel has worked

Sl No.	Name of the Client	Sector	Position Held	Key Role	Major Responsibility

Languages:

(Indicate proficiency in speaking, reading and writing of each language by **(Excellent, Good, Fair, Poor)**)

Note: - CV's of only Experts shall be evaluated during bid process management.

FORM - E
FINANCIAL PROPOSAL

To,

**Chief Engineer,
Odisha State Housing Board,
Sachivalay marg, Unit-III,
Bhubaneswar-751001, Odisha.**

NAME OF THE PROJECT: Financial Proposal for Selection of a Consulting Firm for Setting up of a Project Monitoring Unit (PMU) Odisha State Housing Board, Bhubaneswar

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

Name of the Project	Lumpsum Financial Quote per month
Selection of a Consulting Firm for Setting up of a Project Monitoring Unit (PMU) in Odisha State Housing Board, Bhubaneswar.	_____ (both in words and figure) exclusive of applicable Goods & Service tax and other statutory taxes.
GST (as applicable)	
Grant Total	_____ (both in words and figure) inclusive of applicable Goods & Service tax and other statutory taxes.

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 and designation

Name of the Company

Dated: