APPENDIX A

TECHNICAL PROPOSAL – STANDARD FORMS

3A. Technical Proposal submission form.

3B. Firm's references.

3C. Comments and suggestions on the Terms of Reference and on data services, and facilities to be provided by the Employer.

3D. Description of the methodology and work plan for performing the assignment.

3E. Team composition and task assignments.

3F. Format of Curriculum Vitae of proposed professional staff.

3G. Time schedule for professional personnel.

3H. Activity (work) schedule.

A. TECHNICAL PROPOSAL SUBMISSION FORM

[*Location, Date*]

FROM: (Name of Firm)
_____
_____
_____

To: (Name and Address of Employer)
_____
_____
_____

Ladies/Gentlemen:

Subject: Hiring of Consultancy Service for _____

_____ _____Technical Proposal.

We, the undersigned, offer to provide the consulting services for the above in accordance with your request for Proposal dated [*Date*], and our Proposal. We are hereby submitting our Proposal which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, i.e., before [*Date*] we undertake to negotiate on the basis of the proposed staff. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

B. FIRM'S REFERENCES

Relevant Services Carried Out in the Last Five Years

That Best Illustrate Qualifications

Using the format below, provide information on each reference assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/entity (profiles):
Name of Employer:		No. of Staff:
Address:		No. of Staff-Months; duration of assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx, Value of Services (in Rs)
Name of Associated Consultants, if any:		No. of Months of Professional Staff, provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name:_____

C. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE EMPLOYER

On the Terms of Reference:

1.

2.

3.

4.

5.

On the data, services, and facilities to be provided by the Employer

1.

2.

3.

4.

5.

CONSULTING FIRM'S NAME:

D. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

E. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical / Managerial Staff

S.No.	Name	Position	Task
1. 2. 3. 4.			

2. Support Staff

S.No.	Name	Position	Task
1. 2. 3. 4.			

F. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

_____-
_____

_____
____

Detailed Tasks Assigned: _____

_____
_____

Key Qualifications:

[*Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.*]

_____

Education:

[*Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.*]

_____

Employment Record:

[*Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and Employer references, where appropriate. Use about three-quarters of a page.*]

_____

Languages:

[*For each language indicate proficiency: excellent, good, or poor; in speaking, reading and writing*]

_____

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

_____Date: _____

[Signature of staff member and authorized representative of the Firm]
Day/Month/Year

Full name of staff member:

_____

Full name of authorized representatives:

_____

Note: CV of each individual should be signed in original by the respective staff member along with the date and endorsed by the authorized representative of the lead firm.

G. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

S. No.	**Name**	**Position**	**Reports Due/Activities**	**Months (in the form of a Bar Chart)**						
				1	2	3	4	5	6	Number of Months

Full-time: _____ Part-time: _____

Reports Due: _____

Activities Duration: _____ Signature: _____

(Authorized Representative)

Full Name: _____

Title: _____

Address: _____

H. ACTIVITY (WORK) SCHEDULE

A. Field Investigation and Study Items:

S.No.	**Item of Activity (work)**	**Month wise Program (in form of Bar Chart) [1st, 2nd ,etc. are months from the start of assignment]**					
		1st	2nd	3rd	4th	5th	6th
	_____						
	_____						
	_____						
	_____						
	_____						

B. Completion and Submission of Reports

Reports: *	Programmed: (Date)
1. Feasibility Report	
2. Inception Report and Detailed Work Plan	
3. Concept Report	
4. Draft Final Report	
5. Final Report	

* MODIFY AS REQUIRED FOR THE ASSIGNMENT.

(Consultants will indicate as per the requirement)

COVER B FINANCIAL PROPOSAL

APPENDIX B

4. FINANCIAL PROPOSAL – STANDARD FORMS

4A. Financial Proposal submission form.

4A. FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

FROM: (Name of Firm) _____

_____

To: (Name and Address of Employer) _____

_____

Ladies/Gentlemen:

Subject: Hiring of Consultants' Services for _____ _____ Financial Proposal.

We, the undersigned, offer to provide the consulting services for the above in accordance with your Request for Proposal date [*Date*], and out (technical and Financial Proposals). We submit our financial proposal as follows:

Feasibility & DPR

S. NO.	Description	Job	Percentage on cost of DPR in figures	Percentage on cost of DPR in words
1	Preparation of DPR for	1 No.		

Independent Review & Monitoring

S. NO.	Description	Job	Rate per visit in figures	Rate per visit in words
1	Review of DPR. Site visitsPre, during & post construction stage	1 No.		

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal, i.e., [*Date*].

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

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of the Firm:

Address: