

RFP TITLE:	Appointment of Consultants Appointment of Agencies for Development of Water Balance Plan for 4 cities i.e , Allahabad, Nasik, Jaipur, Shahjahanpur.
RFP NO.:	CURE-USAID_WASH-2020 (RFP)_04_28.05.2020

NOTICE INVITING PROPOSAL

May28th, 2020

REQUEST FOR PROPOSAL TITLE:	Appointment of Consultants Appointment of Agencies for Development of Water Balance Plan for 4 cities i.e ,Allahabad, Nasik, Jaipur, Shahjahanpur
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Dear Sir/Madam,

1. Centre for Urban and Regional Excellence (CURE) is pleased to invite you to submit proposals for the above-mentioned assignment in accordance with this Request for Proposal (RFP) package.
2. This RFP package consists of the following documents:
 - i. Notice inviting Proposal;
 - ii. Request for Proposal Instructions;
 - iii. Statement of Work for the assignment;
 - iv. RFP Instructions including ANNEXURE 1-9, Proforma 1: Pre-Qualification Criteria and Proforma 2: Commercial Proposal;

Interested candidates who are willing to submit proposals, must send it to us via email at procurement@cureindia.org quoting the RFP number ie. CURE-USAID_WASH-2020(RFP)_04_28.5.2020 followed by Bidder's name and the City/Cities for which they are sending their proposal in the subject line, latest by 10th June, 2020 (6 P.M).

Anybody wishes to send proposals for more than one city, then they should give separate technical and separate commercial proposal for each city in one email only. Proposals received in any other form after the expiry date and time prescribed shall not be considered.

3. CURE will endeavour to make available all relevant information in the RFP. For Any further information or clarification during this proposal submitting time period, you may feel free to contact us at procurement@cureindia.org
4. **No queries will be entertained after 16:00 hr, 3rd June, 2020.** Therefore, requests should be submitted at the earliest opportunity by email.
5. **Since, the work is urgent and to be completed in the time bound manner, only Professionally skilled and competent candidates are requested to apply. The final contract shall include penal clause which may include deduction of 10% from each bill amount due to reasons of delay in submission of deliverables.**
6. The Proposal should specify the total amount in Indian Rupees (INR), giving details of expenses (as per RFP Instructions). The financial proposal should be valid for acceptance for at least two months from the date of submission of the Proposal.

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7. Proposals for this assignment will be assessed in accordance with **Quality Cost Based Selection (QCBS)method** and will involve **Pre-Qualification, Technical Evaluation** and **Commercial Evaluation**.
8. The Technical Proposal of only those agencies fulfilling the criteria prescribed in the Pre-Qualification Evaluation will be opened.
9. The bidders who meet the Pre-Qualification Criteria as mentioned below would be considered for the next stage of evaluations. The bidder must submit the Registration Certificate, Audited Financial Statements and other relevant supporting documents as an evidence for the Pre-Qualification Criteria.

SL. NO.	PRE-QUALIFICATION CRITERIA	DOCUMENTS REQUIRED
1.	The bidder (all bidders) should be a registered Organization / Company / Partnership Firm and should have been continuing relevant business for the past 3 years as on March 31,2020.	Bidder is requested to provide (i) Legal incorporation document of the Organization/Company/Partnership Firm; (ii) PAN Card, and (iii) Goods and Services Tax (GST) Registration Number (iv) Audited Financial Statements for the last 3 years
2.	A detailed note elaborating the Bidder's capacity (both technical and director/promoter/staff capacity) to efficiently execute and conclude the project within the specified timeline to the satisfaction of Procurement Committee including Director.	A detailed note elaborating the Bidder's capacity (both technical and staff capacity) to efficiently execute and conclude the project within the specified timeline.
3.	The Bidder must have at least completed 2 assignments in the WASH domain.	Work Orders from the Client And Completion Certificate from Client and/or Self-Declaration of Completion ¹ of the Project/Assignment.
4.	The Agency should not be blacklisted by Central/ State Government departments / Undertakings of Govt. of India or any Procuring Agency	Bidders are required to sign and return a self-declaration (as ANNEXURE 7) for this disclosure which is also mentioned in Point 19 of the section titled "REQUEST FOR PROPOSAL INSTRUCTIONS"

10. Decision as to any qualification to the above Pre-Qualification Criteria, arithmetical error, manifest or otherwise in the response to the RFP shall be decided at the sole discretion of CURE and shall be binding on the Bidder. Any decision of CURE in this regard shall be final, conclusive and binding on the Bidders.

¹ The Bidders hereby certify that the information as given in the Self Declaration is true and accurate. If the information contained in the Self-Declaration is found false, then CURE has the option of blacklisting the Bidder(s). They also acknowledge that CURE reserves the right to request supporting documents at any time to prove the information provided above.

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11. The bidders who meet the Pre-Qualification Criteria as mentioned above, would be considered for Technical Evaluations. Proposals for this assignment will be assessed in accordance with **QCBS method** and will involve both Technical and Commercial evaluation with the following weightage:

Technical Evaluation (B)	70%
Commercial Evaluation (C)	30%

SL. NO	EVALUATION CRITERIA	WEIGHTAGE
Technical Evaluation		100
1.	Bidders Understanding on the Terms of Reference	10
2.	Relevant Work Experience	30
3.	Approach and Methodology	10
4.	Organization and Team Capacity and Past Performance	30
5.	Proposed Workplan	10
6.	Proposed project Management Plan	10

12. The bidders should furnish adequate information as evidence for assessment on the Pre-Qualification Criteria and Technical Evaluation as mentioned above. Wherever applicable, the bidders should attach certified copy of the related certificates and documents.
13. Commercial proposal of only those firms receiving minimum of **40 marks in Technical Evaluation** will be opened.
14. Modification to this RFP, if any, will be made available and shall be emailed to the prospective bidders.
15. Notwithstanding anything stated above, CURE reserves the right to review the bidder's and their team's capability and capacity to perform the work, before awarding the possible future Contract.
16. Short-listed firm/company may be requested to make a presentation, if required.

Yours faithfully,



Mohit Raghav
Procurement Officer
Centre for Urban and Regional Excellence
Email Id: procurement@cureindia.org

QUEST FOR PROPOSAL INSTRUCTIONS

INTRODUCTION

1. GENERAL:

- 1.1. This Request for Proposal (RFP) is designed to help you produce a proposal that is acceptable to CURE, in accordance with the requirements of contracting and procurement. It is essential, therefore, that you provide the information requested in the specific format.
- 1.2. The instructions should be read in conjunction with information specific to the project contained in the covering letter and in the accompanying documents.
- 1.3. CURE is not bound to accept the lowest bidder, or any, proposal. We also reserve the right to request any, or all, of the bidders to meet with us and/or email us to clarify their proposal.
- 1.4. Each bidder having responded to this RFP acknowledges to have read, understood and accepts the selection and evaluation process mentioned in this RFP document. The bidder ceases to have any option to object against any of these processes at any stage subsequent to submission of its responses to this RFP.

INSTRUCTIONS FOR SUBMITTING YOUR PROPOSAL

2. FORMAT OF YOUR PROPOSAL:

- 2.1 Your proposal should be submitted in English and be set out in three main parts:
 - **Part A – Pre-Qualification**
 - **Part B – Technical Proposal**
 - **Part C – Commercial Proposal**

Part A (Pre-Qualification), Part B (Technical Proposal) and Part C (Commercial Proposal) must be documented and saved separately and submitted in a single email to enable evaluation of Pre-Qualification, Technical and Commercial independently. **Part C (Commercial Proposal)** must be protected with separate passwords. **Please do not include any price information/password to access the Commercial Proposal in Part A (Pre-Qualification) and/or Part B (Technical Proposal) and/or in any communication (until and unless requested by CURE).**

3. PART A – PRE-QUALIFICATION CRITERIA:

- 3.1 The purpose of information requested under Pre-Qualification Criteria is to establish that the bidder conclusively demonstrate to completely meet all the eligibility criteria and also to establish the propriety of the bidder.

4. PART B – TECHNICAL PROPOSAL:

- i. Section 1 Bidder’s understanding of CURE and its PaniAurSwatchhta Mein Sajhedari (PASS) project, understanding of scope and results framework proposed, detailed tasks list and deliverables including time line;
- ii. Section 2 Technical Response (including method of implementation/methodology and work plan in the form showing activities, milestones, deliverables etc.)
- iii. Section 3 Names & CVs of personnel to work on this project (in the CV please cover name of staff, nationality of staff, profession/designation of staff, proposed position in the team, whether employee of the firm, key qualifications, education, experience with reference to statement of work) [Format attached in **ANNEXURE 9**].
- iv. Section 4 Personnel Inputs against each activities/tasks of the SOW in tabular format – include person days.
- v. Section 5 Previous experience of the firm/company in similar types of assignments completed at the National/State level in Urban or public policy during last 3 years (please indicate name of assignment, name/address of employer, date of award of assignment, date of completion of assignment, value of the assignment and role of your firm viz. prime consultant, sub-consultant, consortium member etc.)
- vi. Section 6 Matters not appropriate in any other appendix, e.g. Disclosures, Conflict of Interest etc.

5. PART C – COMMERCIAL PROPOSAL:

- 5.1. The **Proforma 2: Commercial Proposal** provided should be fully completed in the format requested and should be easily cross referenced to the above details.
- 5.2. All quoted prices should remain valid for a period of at least one month from the date of the submission of the bid and should be only in Indian Rupees (INR).
- 5.3. Prices payable to the Supplier as stated in the subsequent Contract shall be firm and not subject to adjustment during performance of the subsequent Contract, irrespective of reasons whatsoever, including exchange rate fluctuations, changes in taxes, duties, levies, charges, etc.
- 5.4. Your Commercial Proposal should be structured in 4 Sections.
 - i. Section 1 Confirmation of acceptance of CURE’s Conditions of Contract.
 - ii. Section 2 Pricing, using Commercial Pro-Forma on a Fees and actual Expenses basis (if any).
 - iii. Section 3 A list of the names and designation of all nominated personnel proposed to work on this project

- iv. Section 4 Matters not appropriate in any other appendix, e.g. your GST number (for Indian companies only)

6. EVALUATION:

- 6.1. **Part A – Pre-Qualification Criteria:** This covers circumstances where CURE must exclude a Respondent from participating further in the procurement. The Procurement Expert/project team head therefore applies a pass/fail assessment of the pre-qualification response on the specific question. No further evaluation is carried out for the bidder who's Pre-Qualification Criteria does not meet the prerequisite criteria.

6.1.1 The documents mentioned in the below compliance sheet needs to be a part of the Pre-Qualification checklist. (Enclosed as **PROFORMA 1: Pre-Qualification Criteria**)

- 6.2. **Part B – Technical Evaluation:** The technical evaluation places emphasis on the degree of confidence the evaluation team have in the proposal content and the bidder's capability to deliver the outputs effectively. Commercial proposal of only those firms receiving minimum of 40 marks in Technical Evaluation will be opened.

6.2.1 The technical evaluation places emphasis on the degree of confidence the Evaluation Team have in the Proposal content and the Bidder's capability to deliver the outputs effectively. A higher degree of confidence is gained where:

- A deep understanding of assignment is clearly demonstrated. Merely providing general statements of information and a can-do attitude will not generate high scores.
- A convincing methodology is provided to achieve results. The methodology should include clear links between performance outputs and financial mechanisms (such as milestones for payment linked to clear deliverables).
- A detailed Work Plan is provided that breaks down activities and outputs, which are clearly cross referenced (where appropriate) to payment mechanisms and governance/quality assurance mechanisms to ensure effective delivery on time and within budget.
- A well balanced team is proposed that provides the right mix and level of skills, with assured availability at the right time and with the right number of days.

6.2.2 SCORING METHODOLOGY:

The Evaluation Team will apply the following scoring methodology:

6	Excellent, addresses the requirements of the Statement of Work and all RFP issues, and where relevant demonstrates fine tuning, to make a match with Client expectations, and is of a quality and level of detail and understanding that provides confidence in certainty of delivery and permits full contractual reliance (where applicable)
5	High degree of confidence that they can meet the requirements of the Statement of Work (and where relevant strong evidence they have tailored their response to meet these). Demonstrates they have a thorough understanding of what is being asked for and that they can do what they say they will; translates well into contractual terms (where applicable)
4	An understanding of all issues relating to delivery of the Statement of Work and tailoring the response to demonstrate that proposals are feasible so that there is a good level of confidence that they will deliver; can be transposed into contractual terms (where

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	applicable)
3	Understands most of the issues relating to delivery of the Statement of Work and addresses them appropriately with sufficient information, but only some relevant tailoring and so only some confidence that they will be able deliver in line with expectations
2	Some misunderstandings of the issues relating to delivery of the Statement of Work and a generally low level of quality information and detail. Poor appetite to tailor when asked and so fails to meet expectations in many ways and provides insufficient confidence.
1	Statement of Work issues are scantily understood and flimsy on quality information, with minimal tailoring if anywhere relevant. Provides no confidence that the issues will be addressed and managed at all in line with expectations
0	Complete failure to address the requirements of the Statement of Work.

The above scoring methodology will be applied to each of the Criteria detailed in the table below. The Total Score for each Criteria will comprise of the score awarded (0 to 6) multiplied by the weightage allocated to each Criteria.

6.2.3 Evaluation Criteria

The Evaluation Criteria based on which evaluation of technical proposals of the bidders shall be carried out are detailed in the table below:

Technical Evaluation (B)	70%
Commercial Evaluation (C)	30%

SL. NO	EVALUATION CRITERIA	WEIGHTAGE
Technical Evaluation		100
1.	Bidders Understanding on the Terms of Reference	10
2.	Relevant Work Experience	30
3.	Approach and Methodology	10
4.	Organization and Team Capacity and Past Performance	30
5.	Proposed Workplan	10
6.	Proposed project Management Plan	10

6.3. **Part C – Commercial Evaluation:** Commercial proposals of only those firms clearing the Technical Evaluation stage under Part B will be opened; the technically qualified bidder will be asked for the password to access the commercial proposal, post which the evaluation will be done **in accordance with the Quality and Cost-based Selection (QCBS) method.**

6.3.1 The Commercial Proposal of technically qualified Bidders will be opened, post which the evaluation will be done in accordance with the **Quality and Cost-based Selection (QCBS) method.**

6.3.2 Bidders should aim to demonstrate within the commercial proposal that their overall Proposal offers the best mix of quality and effectiveness for the least outlay over the period of using the goods or services required.

6.3.3 The **PROFORMA 2: COMMERCIAL PROPOSAL** provided at end of this section should be fully completed in the format requested. The detail provided in this Proforma should be easily cross referenced to the Financial Plan.

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6.3.4 All proposal prices should be in Indian Rupees (INR). Please note that advance payment to Consultants/Contractors/Suppliers shall not be permitted unless approved by Director, CURE in special circumstances for purchase of logistics only for the program within next 15 days.

7. NOMINATED PERSONNEL

7.1. You must:

- a) Confirm that all personnel will be available to provide the required services for the duration of the contract;
- b) Give the name of their employer or state if self-employed if any of the personnel is not a member of the Bidder's staff;
- c) Obtain prior written approval from CURE before nominating a member of CURE, and/or USAID staff who is in service, or on leave of absence, or has been a staff member of CURE, and/or USAID within the past 2 years;
- d) if nominating an ex-staff of CURE, and/or USAID who has left the service within the past 2 years, include a letter from CURE, and/or USAID granting permission for them to undertake the services.

8. GOVERNMENT TAX:

8.1 Proposals are responsible for establishing the status of the Services for the purpose of any government tax applicable in India. Any applicable taxes should be included in **PROFORMA 2: COMMERCIAL PROPOSAL** separately.

9. ALTERATIONS TO PROPOSALS:

9.1 Any manuscript or other alteration to the proposal must be countersigned and dated by the person submitting the proposal. The Bidder must not alter the RFP documents.

10. SELECTION OF PROPOSALS AND REJECTION OF NON-COMPLIANT PROPOSALS:

10.1 The instructions contained in the RFP Pack constitute the Conditions of Proposal. Participation in the proposal process confirms that the Bidder accepts these Conditions of Proposal.

10.2 The Bidder must ensure that each and every employee, sub-contractor, consortium member and any other person / organisation the Bidder involves in their response to this RFP, abides by the Conditions of Proposal. The Bidder shall be responsible for any breach of the Conditions of Proposal by anyone they have involved in their response to this RFP.

10.3 Prior to commencing the evaluation process, CURE will check Proposals received to ensure they are fully compliant with the Conditions of Proposal. Non-compliant Proposals may be rejected by CURE.

11. LETTERS AND DECLARATION TO ACCOMPANY PROPOSALS:

11.1 Your Proposal must be accompanied by a letter on the organization's headed paper showing the full registered and trading name(s), trading and registered office address of the Bidder and, in the case of a Company, the place of incorporation. It should be signed by a person of suitable authority to commit the Bidders to a binding contract. Bidders are required to sign the declarations as mentioned in Point 11 as **ANNEXURE 1. You must quote the Proposal Title, Proposal Number and include the following declarations:**

1. We have examined the information provided in your Request for Proposal (RFP) and offer to undertake the work described in accordance with requirements as set out in the RFP. This proposal is valid for acceptance for one month from the date of the offer and we confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.
2. The Proposal (Technical & Commercial) has been arrived at independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any other supplier invited to proposal for this contract.
3. We understand the obligations in Paragraph 12, 13 and 14 of the RFP instructions and have included any necessary declarations.
4. We confirm that all personnel and/or sub-contractors named in the proposal will be available to undertake the services.
5. We agree to bear all costs incurred by us in connection with the preparation and submission of this Proposal and to bear any further pre-contract costs.
6. I confirm that I have the authority of [name of organisation] to submit proposals and to clarify any details on its behalf.

12. PACKAGING AND DELIVERY OF PROPOSALS BY EMAIL:

12.1 **Part A – Pre-Qualification, Part B – Technical Proposal and Part C – Commercial Proposal must be Documented and Saved separately** and sent in a single email enabling evaluation of Pre-Qualification Criteria, Technical and Commercial independently. The Commercial Proposal **MUST BE PASSWORD PROTECTED separately. Please do not include any price information/password to access the Technical Proposal and Commercial Proposal in Part A, Part B or any and/or in any communication (unless and until requested by CURE).**

12.2 If the Commercial Proposal is not password protected or if any price information is included in **Part A – Pre-Qualification** and/or **Part B – Technical Proposal** and/or in any communication (unless and until requested by CURE), it may lead to disqualification of such Bidder from the bidding process.

12.3 These three Documents should be clearly marked as **PART A – PRE-QUALIFICATION, PART B – TECHNICAL PROPOSAL** and **PART C – COMMERCIAL PROPOSAL**.

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- 12.4 The subject of email shall be the RFP Number i.e. **CURE-USAID_WASH-2020 (RFP)_04_28.5.2020** followed by the Bidder's Name **and the City/Cities for which they are sending their proposal.**
- 12.5 **Anybody wishes to send proposals for more than one city, then they should give separate technical and separate commercial proposal for each City/Cities in one email only.**
- 12.6 Proposal must be received by **June 10th, 2020(6 P.M)** to the Procurement Officer, CURE at procurement@cureindia.org. Late proposals will not be accepted in any circumstance. No special pleadings will be accepted.

13. CONFLICT OF INTEREST:

- 13.1 Bidders must disclose in their Proposals, details of any circumstances, including personal, financial and business activities that will, or might, give rise to a conflict of interest; this includes any sub-contractor, if they were awarded this contract. Where Bidders identify any potential conflicts they should state how they intend to avoid such conflicts. CURE reserves the right to reject any Proposal which, in CURE's opinion, gives rise, or could potentially give rise to, a conflict of interest.
- 13.2 Bidders are required to sign and return the **Declaration of Conflict of Interest provided at ANNEXURE 2** of this section.

14. COLLUSIVE BEHAVIOUR:**14.1 Any Bidder who:**

- a) fixes or adjusts the amount of its Proposal by or in accordance with any agreement or arrangement with any other party; or
- b) communicates to any party other than CURE or, the amount or approximate amount of its proposed Proposal or information which would enable the amount or approximate amount to be calculated (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Proposal or insurance or any necessary security); or
- c) enters into any agreement or arrangement with any other party that such other party shall refrain from submitting a Proposal; or
- d) enters into any agreement or arrangement with any other party as to the amount of any Proposal submitted; or
- e) offers or agrees to pay or give or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any party for doing or having done or causing or having caused to be done in relation to any other Proposal or proposed Proposal, any act or omission, shall (without prejudice to any other civil remedies available to CURE and without prejudice to any criminal liability which such conduct by a Bidder may attract) be disqualified.

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14.2 **Bidders are required to sign and return the Declaration of Non-Canvassing and Non-Collusive Proposing provided at ANNEXURE 3 of this section.**

15. ANTI-FRAUD AND ANTI-CORRUPTION STATEMENT:

15.1 If selected, in the performance of their obligations under or in connection with the this proposal, the organization, their agents and employees will need to comply with all applicable laws, rules and regulations including but not limited to CURE’s policies in the matter, the Bribery Act 2010, as applicable in India.

15.2 Bidders are required to sign and return the **Declaration of Anti- Fraud and Anti-corruption** provided at **ANNEXURE 4** of this section.

16. ANTI-SLAVERY & ANTI-HUMAN TRAFFICKING STATEMENT AND CHILD PROTECTION POLICY:

16.1. If selected, in the performance of their obligations under or in connection with this proposal, the organization, their agents and employees will need to comply with all in-country legislation relating to Anti-Slavery & Anti-Human Trafficking Statement and Child Protection Policy.

16.2. Bidders are required to sign and return the **Declaration – Anti-Slavery & Anti-Human Trafficking Statement and Child Protection Policy at ANNEXURE 5** of this section.

17. DECLARATION FOR PROHIBITION ON ABORTION-RELATED ACTIVITIES:

17.1 As part of Parent Funder requirement, no funds made available under this assignment will be used to finance, support, or be attributed to the following activities: (i) procurement or distribution of equipment intended to be used for the purpose of inducing abortions as a method of family planning; (ii) special fees or incentives to any person to coerce or motivate them to have abortions; (iii) payments to persons to perform abortions or to solicit persons to undergo abortions; (iv) information, education, training, or communication programs that seek to promote abortion as a method of family planning; and (v) lobbying for or against abortion. The term “motivate,” as it relates to family planning assistance, must not be construed to prohibit the provision, consistent with local law, of information or counselling about all pregnancy options.

17.2 No funds made available under this assignment will be used to pay for any biomedical research which relates, in whole or in part, to methods of, or the performance of, abortions or involuntary sterilizations as a means of family planning. Epidemiologic or descriptive research to assess the incidence, extent, or consequences of abortions is not precluded.

17.3 Bidders are required to sign and return the **Declaration – Prohibition on Abortion-related Activities at ANNEXURE 6** of this section.

18. DISCLOSURES:**18.1. The Bidder must disclose:**

- a) If they
 - are or have been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder including but not limited to the appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors or of any other similar proceedings.
- b) If they or any of the Bidder's sub-contractors have been convicted of, or are the subject of any proceedings, relating to:
 - Any criminal offences or other offences, or a serious offence involving the activities of a criminal organisation or found by any regulator or professional body to have confirmed professional misconduct.
 - Corruption including the offer or receipt of any inducement of any kind in relation to obtaining any contract, with USAID/CURE, or any other donor of development funding, or any contracting authority.
 - Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.
- c) If they or any of the Bidder's sub-contractors:
 - are, or have reason to believe they may have been, or are subject of any proceedings, that may be listed/documentedy by Central/ State Government departments / Undertakings of Govt. of India or any other Procuring Agency.

18.2 Disclosure extends to any company in the same group of the Bidder (including but not limited to parent subsidiary and sister companies, and companies with common shareholders whether direct or indirect and parties with whom the Bidder is associated in respect of this proposal).

18.3 If a Bidder or related company or any individual discloses details of any previous misconduct or complaint, CURE will seek an explanation and background details from them. At the sole discretion of CURE an assessment as to whether the Bidder will be allowed to submit a proposal, will then be made.

18.4 Bidders are required to sign and return a self-declaration for the disclosures as mentioned in Point 19 as **ANNEXURE 7**.

19. CURE'S TREATMENT OF YOUR PROPOSAL:

19.1. CURE is committed to ensuring Value for Money² in complex procurements. Therefore, when you submit a proposal, we will :

²Value for money is defined as the optimum combination of whole-life cost and quality to meet requirements.

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- a) Ensure proposals are registered upon receipt and held securely until after the deadline for receipt of proposals;
- b) Witness the opening of all proposals after the time and deadline for receipt of proposals and separately register the commercial details of each proposal;
- c) Return, unopened, any proposals received after the deadline of receipt of proposals;
- d) Disqualify any non-compliant proposals (i.e. proposals failing to meet the terms of these instructions) received. The commercial details of such proposals will be recorded and marked as disqualified;
- e) Ensure that all proposals are evaluated objectively, in line with the evaluation criteria specified;

20. DISCLAIMERS&ARBITRATION:

20.1. Whilst the information and supporting documents provided in this RFP Pack have been prepared in good faith, it does not purport to be comprehensive. Neither CURE, nor their advisors, respective Trustees, directors, officers, members, partners, employees, other staff or agents:

- a) makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the RFP; or
- b) accepts any responsibility for the information contained in the RFP or for the fairness, accuracy or completeness of that information, nor shall any of them be liable for any loss or damage (other than in respect of deceit or fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.
- c) Any persons considering making a decision to enter into contractual relationships with CURE following receipt of the RFP should make their own independent assessment of CURE and its requirements, and should seek their own professional financial and legal advice. For the avoidance of doubt the provision of clarification or further information in relation to the RFP or any other associated documents is only authorised to be provided by the Procurement Expert/Programme Technical Head named in the RFP covering letter.

20.2 This RFP and any dispute arising from it shall be governed by the laws of India.

21. RIGHT TO CANCEL, CLARIFY OR VARY THE PROCESS:

21.1. CURE shall not be committed to any course of action as a result of:

- a) issuing this RFP or any invitation to participate in this procurement exercise;
- b) communicating with a Bidder or a Bidder's representatives in respect of this procurement exercise; or
- c) any other communication between CURE (whether directly or by its agents or representatives) and any other party.

21.2 By taking part in this competitive exercise, Bidders accept that CURE shall not be bound to accept any Proposal and reserves the right not to conclude a Contract for some or all of the services for which Proposals are invited.

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21.3 CURE reserves the right to amend, add to or withdraw all or any part of this RFP at any time during the procurement exercise.

22. COSTS OF THE RFP:

22.1. Bidders will remain responsible for all costs and expenses incurred by them, their staff, and their advisors or by any third party acting under their instructions in connection with this RFP. This will be regardless of whether such costs arise as a result of any direct or indirect amendments made to this RFP by CURE at any time. For the avoidance of doubt, CURE shall have no liability whatsoever to Respondents for the costs of any amendments, changes, discussions or communications.

23. DATA PRIVACY:

23.1. In connection with the performance of its obligations under this RFP, the Bidder undertakes to comply with the requirements of (and to take all necessary steps to ensure that by its acts or omissions it does not cause CURE or USAID) applicable data privacy laws. No personal data shall be shared by the Bidder with CURE unless such sharing is required on a need to know basis in connection with RFP. In such a case, CURE will hold and process personal data provided by the Bidder in connection with this RFP and may disclose and transfer such data to any other CURE's entities, USAID and such other third party, on a need to know basis, as CURE may reasonably deem necessary or appropriate. The Bidder warrants that it has the authority to grant such right.

23.2. For the purpose of this RFP "Personal Data" shall mean any data/information that relates to a natural person which, directly or indirectly, in combination with other information available or likely to be available, is capable of identifying such natural person.

****END OF REQUEST FOR PROPOSAL INSTRUCTIONS****

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TERMS OF REFERENCE (TOR)**1. Background**

Centre for Urban and Regional Excellence (CURE) is a not-for-profit development organization working with urban informal and low-income communities to un-think, re-imagine, innovate and de-engineer solutions to include and integrate people in the processes of city development. As part of its mandate, it is currently executing a program called Pani aur Swachh Tamein Sajhedari (PASS) that aims to promote safe sanitation and water for health outcomes in slum communities by reducing household poverty, upgrading slums, improving services equity, waste management, and creating awareness, with a special focus on women and children. As part of the initiatives, CURE proposes to bring in a resource partner for supporting Amplification and Expansion of CURE in the urban WASH sector.

2. Objective of the Assignment

The objective of this assignment is to hire technical consultants (companies/organizations/partnership firms) to prepare **Water Balance Plans including the desired deliverables for each 4 Cities i.e Allahabad, Nasik, Jaipur, Shahjahanpur separately** under the PASS project.

3. Water Balance Plan

The City Water Balance Plan (CWBP) shall aim to enable the city authorities to take a holistic view of its water systems and inform the decision-makers and city managers of how to prepare a strategy for sustainable water management taking all aspects of the water cycle into account and which ultimately result in a robust framework that is amenable to design and develop actionable work plans for all the responsible city agencies respectively to develop water reliance for all its citizens.

Additionally, the intent is, through the CWBP, create a model that can be applied to other Indian city to assess its water situation and develop a framework for generating a greater resilience plan. Ideally, the CWRS should follow a multi-step process that moves from stakeholder engagement and city assessment, to creating implementable action plans with the goal of helping the city achieve safer and more secure water resources, and protections in place from water-related shocks and stresses.

The key objective of CWBP would be:

- Understand the shocks and stresses that impact the city water systems at present and in the foreseeable future;
- Assess the resilience of the city to identify gaps and weakness and how to address and overcome the current and future water stresses;
- Assess the governance measures and structure for urban water resilience; and
- Potential interventions and monitoring tools and methods to tackle the city's water related issues

4. Scope of Work:

The consultant would be required to **Develop City Water Balance Plans** for each **4 Cities i.e Allahabad, Nasik, Jaipur, Shahjahanpur** individually in consultation with the CURE Team. This would include:

a. Assessment of current scenario of water management in the cities:

Mapping the existing distribution system, locating and mapping the existing water sources of city, current water resource availability and supplied water based on different consumes, black and grey water treatment facility and capacity, stakeholders and their aspirations through consultations, major water related shocks and stresses etc;

b. Gather and assess the information /data on different aspects (like technical/topographical/geological/hydrological/social /any other) required to develop the city water balance plan (CWBP);

Demographic patterns & projection, types of treatment system, distribution technologies, land use study, Contour mapping, rainfall analysis, Surface water assessment, Aquifers, climate of basins/ city/watershed, types of industries -their usage, waste water treatment system, water logging areas etc;

c. Assess/examine the existing governance & financial system;

Identification of stakeholders at central/state/city level and their involvement (who does what, at what level, how and why), existing government policies/initiatives/action plan/future plan, Rules and regulation on water use, financial availability and demand, conservation and distribution initiatives- Rain water harvesting, existing water tariff structure etc;

d. Consultation with stakeholders groups at different stages (whenever required) of the planning process to identify their aspiration, acceptability of the proposals/strategies and receive their feedbacks and final presentation of the WBP to all stakeholders;

Stakeholders like different government organization (central/state & parastatal agencies/ULB etc), consumers (communities, commercial, industrial etc), elected representative, bureaucrats & technocrats etc

e. Gap-Demand assessment related to different aspect required for developing the CWBP;

Consumer stakeholder wise availability vs future demand of water resource, future resource potential, identify alternative resources, water balance assessment, vulnerable site assessment, land suitability analysis, regulatory framework and institutional overlap, Black and grey water treatment potentials etc

f. Develop a blueprint combining the acceptable & implementable potential intervention/proposal/strategies and monitoring tools & methods that yield greater resilience for the city based on identified issues, gaps and demand;

Localized innovative solutions & best practices, building capacity in managing urban water with understanding of the policies and regulations. Apart from this, capacity building towards strengthening of institutional framework, inter-departmental linkages as well as roles and responsibilities of every stakeholder involved. Suggestion for policy reforms and modifications in the existing rules and regulations, Develop tools/maps for data management, evaluation and monitoring, etc;

5. Expected Deliverables

A. A comprehensive City Water Balance Plan report both in hard copy (three copies) and electronic copy (MSWord File) which is expected to contain the following:

- i.** Introduction;
- ii.** Definition of Urban Water Balance;
- iii.** The Research Methodology;
- iv.** Literature review and findings;
- v.** Data analysis, findings and inferences for: Existing city water trends, Shocks and Stresses, Characteristics of Urban Water Resilience, Boundaries of the City Water Resilience Framework,

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Key stakeholders in the city systems, Review of existing governance policy, regulations and approaches, Engaging with stakeholders etc;

- vi. Gap and vulnerability analyses;
- vii. Developing the city water balance framework – the methodologies and tools;
- viii. **Description of the City Water Balance Approach;**
- ix. Development of implementing action plans;
- x. Monitoring and evaluation protocol for the proposed interventions; and
- xi. Suggestion for policy reforms
- xii. Annexures: Maps, Questionnaire, survey data sheets etc.

- B.** A power point presentation of the report including the findings and the proposed action plan, included in not more than 15 slides
- C.** A colourful 2 pages write-up as a project flyer for dissemination by CURE.
- D.** Data visualization dashboard for monitoring and future reference.
- E.** A detailed GIS base map with the layers of existing water resource/distribution system. Additional layers can be added as per requirement and need, if consultant feel.
- F.** QR code-based portal.
- G.** Presentation at workshops and round-tables (between 2 –3 events, to be confirmed by CURE) at different venues during different times following the completion of the work and submission of the final report. CURE will arrange for and manage the events; the consultant/s will have to attend and make presentations and join in the ensuing discussions;

5. Limitations

The surveys and data collection/gathering from the field have to be organized by the consultant, the CURE Team will only facilitate the work.

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2. Deliverables and payment schedule:

Sr. No.	Deliverables	Target date (T-Project start date)	Payment terms
1.	Submission of Project plan	T + 15 days	25 %
2.	Assessment of current scenario of water management in the city: Identification of stakeholders at central/state/city level and their involvement, existing government policies/initiatives/action plan/future plan, Rules and regulation on water use, financial availability and demand, conservation and distribution initiatives- Rain water harvesting, existing water tariff structure etc.	T + 60 days	30 %
3.	Submission of Draft Report and Gather and assess the information /data on different aspects (like technical/topographical/ geological/hydrological/social /any other):Gap and vulnerability analysis	T + 80 days	25 %
4	Final submission of report including the findings and the proposed action plan raw data, a colorful 2 pages write-up as a project flyer, final data visualization dashboard, GIS models and presentation at workshops.	T + 90 days	20%

Note: Retention amount- 10% of the each bill to be released after completion of the work.**3. Timelines**Response submission Date | 10th June, 2020 (6.P.M)

Period of Contract | 3 months

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ANNEXURES & PORFORMAS

ANNEXURE 1: LETTERS AND DECLARATION TO ACCOMPANY PROPOSALS

[To be included by the Bidder]

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ANNEXURE 2: DECLARATION – CONFLICT OF INTEREST

DECLARATION – CONFLICT OF INTEREST

I [Name], in my capacity as [Designation] with [name of the organisation] hereby declare that, to the best of our knowledge, [name of the organization] do not have any perceived or deemed conflict of interest in applying for this assignment – [insert proposal name].

I undertake to make any further declarations detailing any conflict, potential conflict or apparent conflict that may arise during the duration of our involvement with [insert proposal name]. We agree to abstain from any discussion and decision where such a conflict arises.

Signed by Authorized Representative of the Organisation

Name:

Designation:

Place and Date:

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ANNEXURE 3: DECLARATION OF NON-CANVASSING AND NON-COLLUSIVE PROPOSING**DECLARATION OF NON-CANVASSING AND NON-COLLUSIVE PROPOSING**

The essence of the public procurement process is that the Contracting Authority shall receive bona fide competitive Proposals from all Bidders.

We, the undersigned, hereby certify that this is a bona fide Request for Proposal (RFP) and we have not nor has any other member of our supply chain:

1. Entered into any agreement with any other person with the aim of preventing RFPs being made or the conditions on which any RFP is made in respect of this invitation for RFP; or
2. Caused or induced any person to enter into such an agreement as is mentioned in Para 1 above; or
3. Committed any offence under the Prevention of Corruption Acts 1889 to 1916 or;
4. Offered or agreed to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing to be done in relation to any other RFP for this invitation for RFPs; or
5. Canvassed any other persons in connection with this Request for Proposal; or
6. Communicated directly with any personnel or officials of CURE involved in work directly concerning this Request for Proposal, other than through the email address specified in the advertisement i.e. procurement@cureindia.org. This includes any aspect of the invitation for RFPs (without limitation) for the purpose of soliciting information or the transfer of related personnel into the employment of the Bidder.
7. We also undertake that we shall not procure the doing of any of the acts mentioned in paragraphs 1 to 6 above before the hour and date specified for the submission of Request for Proposal.

In this certificate, the word "person" includes any person, body or association, corporate or incorporate and "agreement" includes any arrangement whether formal or informal and whether legally binding or not.

Signed by Authorized Representative of the Organisation

Name:

Designation:

Place and Date:

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NNEXURE 4: DECLARATION – ANTI-FRAUD AND ANTI-CORRUPTION**ANNEXURE 4: DECLARATION – ANTI-FRAUD AND ANTI-CORRUPTION****DECLARATION – ANTI-FRAUD AND ANTI-CORRUPTION**

The organization [name], in order to be considered for the assignment

- a) warrants and represents that it has not carried out; and
- b) undertakes that it will not carry out;

directly or indirectly through any other person or entity any unlawful act including without limitation the offer or payment of a bribe to a public official or any other person in connection with any matter connected with this assignment and has not in the past been investigated and/or held guilty of fraud, conspiracy, corruption or bribery, with respect to any project/organizational activity.

Further the organisation agrees to notify the Director,CURE, immediately in writing with full particulars in the event that the organisation receives a request from any CURE official or any other person of influence requesting illicit payments.

If the organization is in breach of any term of this clause then the CURE shall be entitled to terminate the discussions regarding the assignment and blacklist the organization for any future work.

Signed by Authorized Representative of the Organisation**Name:****Designation:****Place and Date:**

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ANNEXURE 5: DECLARATION – ANTI-SLAVERY & ANTI-HUMAN TRAFFICKING AND CHILD PROTECTION POLICY**DECLARATION – ANTI-SLAVERY & ANTI-HUMAN TRAFFICKING AND CHILD PROTECTION POLICY**

The organization [name], in order to be considered for the assignment

- c) warrants and represents that it has not carried out; and
- d) undertakes that it will not carry out;

directly or indirectly through any other person or entity any unlawful act relating to any matter connected with Anti-Slavery and Anti-Human Trafficking and has not in the past been investigated and/or held guilty of the same.

It is further clarified that the organization [name] comply with all in-country legislation relating to equality in the work place, the employment of children and their protection from abuse.

If the organization is in breach of any term of this clause then CURE shall be entitled to terminate the discussions regarding the assignment and blacklist the organization for any future work.

Signed by Authorized Representative of the Organisation

Name:

Designation:

Place and Date:

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ANNEXURE 6: DECLARATION – PROHIBITION ON ABORTION-RELATED ACTIVITIES

DECLARATION FOR PROHIBITION ON ABORTION-RELATED ACTIVITIES

[Name of the Organization], or any of its members, employees, agents, affiliates and/or sub-contractors warrants and represents that it has not carried out directly or indirectly and undertakes that it will not directly or indirectly carry out:

1. Procurement or distribution of equipment intended to be used for the purpose of inducing abortions as a method of family planning;
2. Special fees or incentives to any person to coerce or motivate them to have abortions;
3. Payments to persons to perform abortions or to solicit persons to undergo abortions;
4. Information, education, training, or communication programs that seek to promote abortion as a method of family planning; and
5. Lobbying for or against abortion.

It is further clarified that **[Name of the Organization]** or any of its members, employees, agents, affiliates and/or sub-contractors complies with all in-country legislation relating to Prohibition on Abortion-Related Activities.

If **[Name of the Organization]** or any of its members, employees, agents, affiliates and/or sub-contractors is in breach of any term of this Declaration, then CURE shall be entitled to terminate the on-going Contract and/or discussions regarding any future assignment(s) and blacklist the organization for any future work.

Signed by Authorized Representative

[Name of the Organization]

Name:

Designation:

Date:

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ANNEXURE 7: OTHER DISCLOSURES

[To be included by the Bidder]

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ANNEXURE 9: FORMAT – CURRICULUM VITAE

Name				
Proposed Position				
Name Of the Firm				
Date of Birth			Nationality	
Education (Top 3 qualification)				
Countries Of Work Experience				
Language	Name	Speak	Read	Write
Employment Record (add rows)				
From:		To:		
Employer:				
Position Held:				
Work undertaken that best illustrates capability to handle the tasks assigned (add rows)				
Project Name:				
Year:				
Location:				
Client:				
Main Project Features:				
Position Held:				
Activities Performed:				
Work undertaken that best illustrates capability to handle the tasks assigned (add rows)				
Project Name:				
Year:				
Location:				
Client:				
Main Project Features:				
Position Held:				
Activities Performed:				

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PROFORMA 1: PRE-QUALIFICATION CRITERIA

SL. NO.	PRE-QUALIFICATION CRITERIA	DOCUMENTS REQUIRED
5.	The bidder (all bidders) should be a registered Organization / Company / Partnership Firm and should have been relevant business for the past 3 years as on March 31,2020.	Bidder is requested to provide (i) Legal incorporation document of the Organization/Company/Partnership Firm; (ii) PAN Card, and (iii) Goods and Services Tax (GST) Registration Number (iv) Audited Financial Statements for the last 3 years
6.	A detailed note elaborating the Bidder's capacity (both technical and director/promoter/staff capacity) to efficiently execute and conclude the project within the specified timeline to the satisfaction of Procurement Committee including Director.	A detailed note elaborating the Bidder's capacity (both technical and staff capacity) to efficiently execute and conclude the project within the specified timeline.
7.	The Bidder must have at least completed 2 assignments in the WASH domain.	Work Orders from the Client And Completion Certificate from Client and/or Self-Declaration of Completion ³ of the Project/Assignment.
8.	The Agency should not be blacklisted by Central/ State Government departments / Undertakings of Govt. of India or any Procuring Agency	Bidders are required to sign and return a self-declaration (as ANNEXURE 7) for this disclosure which is also mentioned in Point 19 of the section titled "REQUEST FOR PROPOSAL INSTRUCTIONS"

Note:

- a. The bidders must submit documentary evidence in support of facts/ claims submitted/ made in response to the Pre-qualification criteria; failure to comply with this, may lead to disqualification.

³ The Bidders hereby certify that the information as given in the Self Declaration is true and accurate. If the information contained in the Self-Declaration is found false, then CURE has the option of blacklisting the Bidder(s). They also acknowledge that CURE reserves the right to request supporting documents at any time to prove the information provided above.

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COMMERCIAL PROFORMA: 2

PROPOSAL TITLE:

PROPOSAL NUMBER:

PERSONNEL INPUTS AND FEE RATES and PROJECT EXPENSES:

a) PROFESSIONAL FEE:

SR NO.	DETAILS	UNIT (Nos)	RATE (in INR)	QUANTITY (in Months)	COST (in INR)
Grand Total (in INR)					
Applicable Tax (XXXXXX)					
GRAND TOTAL After tax					

b) PROJECT EXPENSES (To be paid on submission of original bills on actual basis/ directly by CURE):

SR. NO	DESCRIPTION	RATE (IN INR)	UNIT (Nos)	COST (IN INR)
Sub-Total (B) in INR				
Total (A+B) in INR				