

Srinagar Municipal Corporation

OFFICE OF THE EXECUTIVE ENGINEER RIGHT RIVER WORKS DIVISION

Response to Pre-Bid Queries

A pre-bid meeting was held at the Office of the Commissioner, Srinagar Municipal Corporation on 7th April 2018 at amended time of 4pm. The following queries were raised their response is mentioned thereof.

Query No.	Query	Response
1	The Scope of Work should be elaborated.	Please refer Request for Proposal document, Clause No. 2
2	An introduction and intent should be added.	Please refer Request for Proposal document, Clause No. 1
3	Full RFP should be uploaded	Please refer Request for Proposal document
4	What is the nature of registration required for eligibility?	Please refer Request for Proposal document, Clause No. 3 h.
5	Where does one upload the bids? Link is not provided.	Please refer Request for Proposal document, Clause No. 13
6	What are the required documents to be uploaded online?	Please refer Request for Proposal document, Clause No. 13
7	What needs to be sent as Hard Copies?	Please refer Request for Proposal document, Clause No. 13
8	Is there is a format for the minimum qualifications, terms and conditions of the team that you have asked for?	Please refer Request for Proposal document, Appendix I – Form Tech-6. Please refer Clause 3 for qualification requirements.
9	There is a profile of web coder to be provided in this bid. What is the purpose of that?	Please refer Request for Proposal document, Clause No. 2
10	Is there a standard format for the financial bid document?	Please refer Request for Proposal document, Appendix II – Form Fin-2
11	There are two DDs given to be submitted. Details for Rs.2000/- DD is not provided.	Please refer Request for Proposal document, Clause No. 13
12	Will all the transport system be done together, or it would be done Phase-wise?	It shall be done together or Phase-wise as per mutual discussion with SMC officials during design stage, after award of Contract.
13	Do we need Master Logo for Srinagar Transport System? In that case, sub-logos would be created for (water/cycle/metro/road) systems?	Yes, Yes.
14	Do we have to survey for the signage system	Question unclear.
15	Will Srinagar Municipal Corporation provide the details map of the city	Yes
16	Whom would be reporting?	Commissioner, Srinagar Municipal Corporation
17	Will the dates be extended?	Please refer Request for Proposal document, Clause No. 8

Sd/.

Executive Engineer
(Right River Works Division)
Srinagar Municipal Corporation

Srinagar Municipal Corporation
OFFICE OF THE EXECUTIVE ENGINEER RIGHT RIVER WORKS DIVISION

EXPRESSION OF INTEREST / REQUEST FOR PORPOSAL (RFP)

Srinagar Municipal Corporation invites Request for Proposal (RFP) /Expression of Interest (E.O.I) from reputed / registered Graphic Designers from state Government /G.O.I or Local self Government for Design of Signage/ signage's and Logo/ logos for Public Transport System and water transport system which includes boat, bus, metro and cycle transport within Srinagar City. The details of the Expression of Interest/ request for proposal can be downloaded from the link www.jktenders.gov.in and also mentioned in the document Request for Proposal (page no. 4 onwards of this document). The Graphic Designer consultants/ Firm are requested to upload their bids online on website www.jktenders.gov.in (Please see Clause No. 13 of this document). Hard copies of requisite papers as sought in the NleT/RFP should be delivered by hand or through registered post to the following address:

The Office of Executive Engineer
Right River works Division
Regal Lane, top floor LIC Building
Srinagar.
Phone number: +91-94190 66027

NAME OF THE WORK:

Selection of Graphic designer to Design signage/ signages and logo/ logos for public transport system and water transport system including boat, bus, metro and cycle.

sd

Executive Engineer
(Right River Works Division)
Srinagar Municipal Corporation

No: SMC/EERRWD/

Dated:

Copy to the: -

1. Traffic Advisor to J&K Government, for information.
2. Commissioner, Srinagar Municipal Corporation for information
3. District Development Commissioner Srinagar for information
4. Chief Engineer PW (R&B) Department Kashmir
5. Superintending Engineer, (R&B) Circle Srinagar-Budgam for information.
6. Joint Commissioner, Srinagar Municipal Corporation for information
7. Chief Accounts Officer, Srinagar Municipal Corporation for information
8. Executive Engineer (R&B) PWD Construction Division – I, II, III, Circular Road Right, Srinagar

9. Technical Officer to Commissioner, Srinagar Municipal Corporation for information

10. All Assistant Executive Engineers Right River Works Division Srinagar Municipal Corporation for information.
11. Public Relation officer Srinagar Municipal Corporation for information and along with 03 copied\s in NIT for Publication in three local Dailies.
12. Informatics Officer for information. And uploading the Request for Proposal/ Expression of Interest on Website of Corporation. www.smcsite.org and www.jktenders.gov.in
13. Contractors Association

REQUEST FOR PROPOSALS

**Selection of Graphic Designer to design Signage and Logo for
Public Transport for Srinagar Municipal Corporation**

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1. INTRODUCTION

1.1. Srinagar Municipal Corporation (hereinafter called “SMC”) wishes to hire graphic design consultant or graphic design firm for providing graphic design services, in particular, signage design, logo design and branding for water transport and public transport projects.

1.2 To this end, this Request for Proposals seeks to invite proposals from individuals, or firms (hereinafter called “Consultants or Bidders”) to become **Graphic Design Consultant**.

1.3 SMC has embarked on the project of designing signage for the city of Srinagar. City of Srinagar is a beautiful city with natural and man-made heritage which attracts a lot of tourists year-round. While the city is replete with beauty, there is a dearth of good information and signage in the city which will help the residents and the tourists in way-finding and in gathering information. Moreover, the city is planning to have a great transport system - based on bus, water, cycles and metro to suffice the needs of the city’s travel requirements. Therefore, a need was felt to have a logo for transport services as well as have a language for the city’s signage that should be easy to communicate and easy to read by all kinds of people - general and differently-abled, both. With this context, the city wishes to engage a Graphic Design Consultant to help the city design the signage system.

2 SCOPE OF THE ASSIGNMENT

2.1 The Graphic Design Consultant will be called upon to provide their services **as per terms** (mentioned in Clause 3 below) for specific tasks and scopes of work to be assigned to them from time to time on a need basis as deemed appropriate by the SMC. The scope of work shall be, as mentioned below but not limited to:

- a. Design of Logos for Water Transport, Bus Transport, Metro, Parking system and Cycle Sharing system.
- b. Branding design for Buses, Metro, Boats, Parking and Cycle
- c. Signage design for way-finding, location, direction, and information.
- d. Signage design for Parking - prices, parking/ no-parking areas,
- e. Information maps/ Orientation maps for bus-stops, water-stops, metro stops, etc.
- f. Bus, Water, Metro Route information map including Fare map.
- g. Brochure design - for routes and information for each of the transport modes and one brochure as providing unified information.
- h. web designing and mobile app design .

Note: - S.M.C shall be at will to choose or select any one or more than one component from above scope of works which shall be decided by the competent authority.

3 MINIMUM QUALIFICATIONS & EXPERIENCE, DELIVERY & TIMELINE & PAYMENT

- 3.1 The Minimum Qualifications and Work Experience required for the Consultant are as follows:
- a. Minimum 5 years’ experience in the field of Graphic Design which includes design for Print material, Logo design, Publication design, Signage design and Web design.
 - b. Should have executed projects of high quality and repute
 - c. Should have the following minimum team composition:

Sr.No.	Position	Educational Qualifications	Minimum Experience
1.	Graphic Designer (Team Lead)	<i>Bachelors or Masters Degree in Graphic Design, Visual Communication or Product Design</i>	5 years’ of experience in total with being the Team Lead in projects

Sr.No.	Position	Educational Qualifications	Minimum Experience
2.	Graphic Designer	<i>Bachelors or Masters Degree in Graphic Design, Visual Communication or Product Design</i>	3 years' of experience in total with being the Team coordinator
3.	Artists/ Illustrator	<i>Diploma or Bachelors or Masters Degree in Graphic Design, Visual Communication or Product Design or any Design related filed</i>	3 years' of experience in total
4.	Web Coder	<i>Diploma or Bachelors or Masters Degree in Computer science or animation or any Design related filed or Web design</i>	5. years of experience in total along with proficiency in designing websites, mobile applications, backend architecture, etc.

- d. Should not have been blacklisted by any Government or non-Government agency.
- e. Should have a turnover of Rs.25,00,000 as an average of last three financial years.
- f. Should provide a Bank solvency = 70% of turn over amount.
- g. Should have GST Registration.
- h. Should be registered with Local Government, National Government or the Government of Jammu and Kashmir.

3.2 The project delivery shall entail:

- a. Logo design of public transport - water, bus-based, cycle-based, cycle sharing, metro - family of logos.
- b. Direction signage
- c. Orientation maps
- d. Information signage
- e. Public transport graphics for boats, bus, metro, cycle.
- f. Letterhead and printing material design
- g. Brochures

3.3 The project timeline & delivery schedule shall be:

- a. Concept for logos, signage, graphics: 10 days from LoA.
Acceptance of Concept: by technical committee 20% of bid amount.
- b. Pre-final Logos, signage, graphics: 35 days from LoA
Acceptance of Pre-final submission: by technical committee 30% of Bid Amount
- c. Final submission: 50 days from LoA
Acceptance of Final submission: by technical committee 30% of Bid Amount
- d. Printing and Prototyping: 60 days from LoA
Acceptance of Prototypes and Prints: by technical committee remaining amount

4 Technical Proposal

- 4.1.1 All Bidders shall submit the technical proposal in the formats at Appendix-I (the "Technical Proposal").
- 4.1.2 Bidder should ensure the following while submitting the Technical Proposal:
 - a) Bid security is submitted
 - b) All forms are submitted in the prescribed formats and signed
 - c) CV of the bidder/Team members is/are submitted.

- 4.1.3 The Technical Proposal shall not include any financial information relating to the Financial Proposal.
- 4.1.4 **The bidder has to come up with the power point presentation on any recent work in the similar field. They shall also include samples in hard copies of works which are already carried out for any firm, Govt. Deptt. or any Corporation. This will be considered as a part of Technical evaluation.**

5 Financial Proposal

- 5.1.1 Bidders shall submit the financial proposal in the format at Appendix-II (the "Financial Proposal") clearly indicating the cost of the Consultancy (in both figures and words, in Indian Rupees, and signed by the Bidder. In the event of any difference between figures and words, the amount indicated in words shall prevail.
- 5.1.2 While submitting the Financial Proposal, the Bidder shall ensure the following:
- The Financial Proposal shall take into account all tax liabilities. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the costs shown under different items of the Financial Proposal.
 - Costs shall be expressed in INR

6 EVALUATION OF BIDS

6.1 Basic eligibility criteria for the Key Expert(s) for each specialization have been described above in Clause 3. **Bid Evaluation:** The evaluation of the bids would be carried out in two stages as described below:

6.2 Stage 1: Technical Bid Evaluation.

- Technical evaluation of the bid would be carried out based on the Technical Bids submitted as prescribed.
- An Evaluation Committee will be set up for this purpose.
- The Evaluation will take into account the Qualifications and Work Experience of the Bidders. The size and quality of work undertaken will be assessed.
- International Experience, Awards and other recognitions won by the Key Expert(s) will also be taken into account.
- Only Bidders with a score of 70 and above in the Technical Evaluation will be eligible for the opening of the Financial Bid. Which shall be based on technical marking criteria as under:
 - Understanding of project and project methodology : 30 marks.
 - Portfolio with relevant projects (port folio shall be evaluated for innovativeness challenges faced and simplicity of design solutions : 50 marks.
 - The team strength and relevant team composition : 20 marks .
- As described in clause 4.1.4.

Stage 2: Financial Bid Evaluation

- As mentioned above, Financial bids would be opened for only those bidders that receive more than 70 marks out of 100 marks in the technical evaluation. The final financial quote would be as quoted in the Financial Bid submitted.
- The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) out of 100. The formula for determining the financial scores (Sf) of all other proposals is calculated as following: $Sf = 100 \times Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.

Bid Calculation

i. Overall determination of total score based on QCBS methodology

The weights assigned to Technical (T) and Financial Proposal (P) are: T= 70% and P=30%. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T\% + Sf \times P\%$. The bidder scoring the highest marks at the end of the bid evaluation would be declared as the preferred bidder.

7 Language

7.1 The Proposal with all accompanying documents (the “Documents”) and all communications in relation to or concerning the Selection Process shall be in English language and strictly in the forms provided in this RFP. In case any supporting document is in another language, it must be accompanied by an accurate translation of the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

8 Schedule of selection process

SMC would adhere to the following schedule:

Sr.No	Event Description	Date
1	Date of Issue of Tender Notice	26-03-2018
2	Period of Downloading of Bidding Documents	26-03-2018 to 30-04-2018 up to 4pm
3	Bid submission start date	26-03-2018
4	Date of Pre-Bid meet with the bidders in Commissioner, SMC Office in the presence of the members of the Technical Committee	07-04-2018 at 4:00pm
5	Upload of Queries and amended RFP document	16-04-2018
6	Date of submission of bids online	26.3.2018 to 30-04-2018 up to 4pm
7	Date of submission of hard copies	02-05-2018 up to 4.p.m.
8	Date of Opening of Technical Bids	05-05-2018
9	Date of Opening of Financial Bid	To be decided on the day of opening of Technical Bids

9 Bid Security:

- a. The proposal should be accompanied with Call Deposit (Bid Security Fee) of Rs.20,000/- (Twenty thousand only) made in favour of Srinagar Municipal Corporation and pledged to Chief Accounts Officer/Financial Advisor SMC.
- b. The proposal should be accompanied with a Demand Draft of Rs.2,000/- (Two thousand only) as non-refundable RFP processing fee made in favour of Srinagar Municipal Corporation and pledged to Chief Accounts Officer/Financial Advisor SMC. *Note: SMC shall summarily reject proposal not accompanied with the Call Deposit (Bid Security) and Demand Draft as processing fee. Bid Security of the winner shall be held by SMC until the end of the project, when it will be refunded in full without taxes or additions. Bid Security of all unsuccessful bidders shall be returned by Speed post to their addresses mentioned in their applications within 10 days of Award of Contract.*

10 Communications:

All communications, including the envelopes, should contain the following information, to be marked at the top in bold letters: "Selection of Graphic Designer to design Signage and Logo for Public Transport for Srinagar Municipal Corporation"

11 Validity of the Proposal

The proposal of the bidder should be valid for a period of 90 days from the proposal due date.

12 Format and signing of Proposal

- 12.1.1 The Bidder shall provide all the information sought under this RFP. SMC would evaluate only those Proposals that are received in the specified forms and complete in all respects.
- 12.1.2 The Bidder shall prepare one original set of the Proposal (together with originals/ copies of Documents required to be submitted along therewith pursuant to this RFP) and clearly marked "ORIGINAL". In addition, the Bidder shall submit 1 (one) copy of the Proposal, along with Documents, marked "COPY". In the event of any discrepancy between the original and its copies, the original shall prevail.
- 12.1.3 The Proposal, and its copy, shall be typed or written in indelible ink and signed by the authorised signatory of the Bidder who shall initial each page, in blue ink. In case of printed and published Documents, only the cover shall be initialled. All the alterations, omissions, additions, or any other amendments made to the Proposal shall be initialled by the person(s) signing the Proposal.

13 Submission of Proposal

13.1.1 Submission of Hard Copy

- 13.1.1.1 The Proposal will be sealed in an outer envelope, which will bear the address of the SMC, RFP name and the name and address of the Bidder. It shall bear on top, the following: "Do not open, except in presence of the Authorised Person of Srinagar Municipal Corporation". If the envelope is not sealed and marked as instructed above, the SMC assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted and consequent losses, if any, suffered by the Bidder.
- 13.1.1.2 The aforesaid envelope shall contain clearly marked "**Technical proposal**":
- 13.1.1.3 The envelope marked "technical proposal" shall contain :
 - a) Registration Certificate with local/ national/ J&K government authority/ body.

- b) Bid security CDR and DD, duly pledged as mentioned in Clause 9.
- c) Bank solvency certificate / turn over as per clause 3.1.(e)(f)
- d) IT return of last three years.
- e) Application in the prescribed format as mentioned in RFP and Annexures of the RFP
- f) Portfolio
- g). GST registration certificate of the firm Pan / tin No of the firm

13.1.1.4 The envelope shall be addressed to, can be sent by post, courier or hand delivered to:

Name	Sardar Shafat Ahmad Khan
Designation	Executive Engineer,Right River Works Div. SMC
Address	LIC Building top floor Regal Lane
Email	commissioner@smcsite.org /khurshidshah1233@gmail.com
Phone	+91-9419066027

13.1.2 Submission on Web Portal

13.1.2.1 The bidder shall upload technical and financial bids on line as per the link provided on the portal .

13.1.2.2 The technical proposal shall contain

- a) Registration Certificate with local/ national/ J&K government authority/ body.
- b) Bid security CDR and DD, duly pledged as mentioned in Clause 9.
- c) Bank solvency certificate / turn over as per clause 3.1.(e)(f)
- d) IT return of last three years.
- e) Application in the prescribed format as mentioned in RFP and Annexures of the RFP
- f) Portfolio
- g) GST registration certificate of the firm Pan / tin No of the firm.

13.1.2.3 The financial proposal shall contain

- h) application in the prescribed format as mentioned in RFP and annexures part II of the RFP .

- 13.1.2.4 INSTRUCTIONS TO BIDDERS REGARDING E-TENDERING PROCESS .bidders are advised to download bid submission manual from the “downloads”option as well as from “ bidders manual kit” on website www.jktenders.gov.in and acquaint with bid submission process.
- 13.1.2.5 To participate in bidding process bidders have to get “digital signature certificate (DSC) as per information technology act -2000 . Bidders can get Digital certificate from any approved vendors.
- 13.1.2.6 The bidders have to submit their bids on line in electronic format with Digital signature. No financial bid will be accepted in physical form .
- 13.1.2.7 Bids will be opened on line as per time schedule mentioned in clause 8.
- 13.1.2.8 Bidders must ensure to upload scanned copy of all necessary documents like CDR/PAN/TIN/demand draft / Registration card duly renewed and other papers as sought for bidding .
- 13.1.2.9 The Department will not be responsible for delay in online submission due to any reason.
- 13.1.2.10 Scanned copy of the cost of tender document in the shape of demand draft in favour of the Financial Advisor/Chief Accounts Officer .SMC payable at Srinagar and earnest money/ bid security in shape of CDR/FDR pledged to the Financial Advisor/Chief Accounts Officer .SMC. must be uploaded with the bid .The original demand draft (cost of tender document) CDR/FDR(earnest money/bid security) and relevant documents to be submitted as mentioned in clause 13.1.1 above
- 13.1.2.11 The bidders may contact the office of the SMC or concerned Executive Engineer for any guidance for getting D.S.C or any other relevant details with respect of E-tendering process.
- 13.1.3 The completed proposal must be delivered on or before the specified time on proposed due date.Proposal submitted by FAX,TELEX, Telegram or E-mail shall not be entertained
- .13.1.4 The rates quoted shall be firm through out the period of performance of the assignment and discharge of all obligations of the consultant under the agreement .

14 APPENDIX - I: TECHNICAL PROPOSAL

FORM TECH-1

LETTER OF PROPOSAL

(On Bidder's letter head)

(Date and Location)

To,
Commissioner,
Srinagar Municipal Corporation
Karan Nagar
Srinagar

Sub: Submission of Technical Proposal for RfP for "Selection of Graphic Designer to design Signage and Logo for Public Transport for Srinagar Municipal Corporation".

Dear Sir,

With reference to your RFP Document, I/we, hereby submit our Proposal for selection as consultant for the Project. The proposal is unconditional and unqualified.

1. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
2. This statement is made for the express purpose of appointment as the Consultant for the aforesaid Project.
3. I/We shall make available to the SMC any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
4. I/We acknowledge the right of the SMC to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
5. I/We certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
6. I/We declare that we/any member of the consortium, are/is not a Member of a/any other Consortium applying for Selection as a Consultant.
7. I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Consultancy for the Project or which relates to a grave offence that outrages the moral sense of the community.
8. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
9. The Bid Security of Rs. (Rupees) in the form of a CDR is attached, in accordance with the RFP document.
10. I/We agree to keep this offer valid for 90 (ninety) days from the Proposal Due Date specified in the RFP.

11. A Power of Attorney/Copy of Board resolution in favour of the authorized signatory to sign and submit this Proposal and documents is attached herewith.
12. I/We have studied RFP and all other documents carefully and also surveyed the Project site. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the SMC or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Consultancy.
13. The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Financial Proposal shall constitute the Application, which shall be binding on us.
14. I/We agree and undertake to abide by all the terms and conditions of the RFP Document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Bidder / Lead Member)

FORM TECH-2

STATEMENT OF LEGAL CAPACITY

(To be forwarded on the letterhead of the Bidder)

Ref. Date:
To,
Commissioner,
Srinagar Municipal Corporation
Karan Nagar
Srinagar

Dear Sir,

Sub:

I/We hereby confirm that we, the Bidder (along with other members in case of consortium) satisfy the terms and conditions laid down in the RFP document.

I/We have agreed that (insert Bidder's name) will act as the Lead Member of our consortium.

I/We have agreed that (insert individual's name) will act as our Authorised Representative/ will act as the Authorised Representative of the consortium on our behalf and has been duly authorized to submit our Proposal. Further, the authorised signatory is vested with requisite powers to furnish such proposal and all other documents, information or communication and authenticate the same.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

For and on behalf of

FORM TECH-3
POWER OF ATTORNEY

Know all men by these presents, we, (Name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorise Mr / Ms..... son/daughter/wife and presently residing at, who is presently employed with us and holding the position of as our true and lawful attorney (hereinafter referred to as the “**Authorised Representative**”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for and selection as Consultant the for the (name of the proposal), proposed to be developed by Government of Jammu and Kashmir including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the Government of Jammu and Kashmir, representing us in all matters before the SMC; signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the SMC in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the SMC.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorised Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorised Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 20.....

For
(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

Notarized

Accepted

.....
(Signature, name, designation and address of the Attorney)

**FORM TECH-5
BIDDER INFORMATION**

Proposal for Hiring Graphic Designer for Srinagar Municipal Corporation

1.	Proposed Designation	
2.	Whether applying as Individual, Consortium or Firm	
3.	Name(s) of Individual/Consortium Members/Firm	
4.	Complete Contact Details and Address	
5.	Name(s) of Key Experts	
6.	Certification:	

CURRICULUM VITAE FOR KEY EXPERT (S)

1.	Name of Expert	
2.	Date of Birth	
3.	Nationality	
4.	Education	
5.	Professional/ Other Training certification	
6.	Detail of Membership of Professional Associations	
7.	Name of Awards / relevant recognitions as per the proposed area of specialization	Name: _____ Year of Award: _____
8.	Details of competitions won	Name of Competition: _____ Organization: _____ Country: _____
9.	Name of the project & description of the proposal in the competition won	
10.	Languages Known:	
11.	Countries of Work Experience with details of Work Performed	Name of country: _____ Designation: _____ Key roles and responsibilities: _____ <hr/>
12.	List Work Experience/Employment Record	
	From: To:	Work Experience/Position held:

13.		Describe Work Undertaken that Best Illustrates Capability to Handle the Proposed Tasks in the past five years:										
S r. N o	Name of Assignment/ project	Description of the project / Scope of work undertaken	Date of start	Date of completion	Location	Employer	Client	Main project features	Cost of the project (In INR)	Position held	Activities performed / key role & responsibility	

NOTE:

The Bidder should submit

- separate CV tables for all Key Experts proposed for the engagement.
- relevant documentary evidence: work orders, experience certificates, competition certificates etc.
- relevant certificates of Membership of Professional Associations
- A separate statement summarizing and capturing the credentials of the Bidder and showing their relevance to the project

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, my experience, and myself. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged

Date:

Place:

Signature of authorized representative

Full name of authorized representative

**15 APPENDIX - II: FINANCIAL PROPOSAL
FORM FIN-1**

(Date and Location)

To,

Dear Sir,

Subject: Submission of Financial Proposal for RFP for “Selection of Graphic Designer to design Signage and Logo for Public Transport for Srinagar Municipal Corporation”.

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in the [Insert Area of Specialization] in accordance with your Request for Proposals dated [Insert Date] and our Technical Proposal.

We understand that, if empanelled, the Srinagar Municipal Corporation will from time to time on a need basis engage us for different projects/tasks. We will be paid compensation for our efforts based on Key Expert time inputs provided by us. The number of Key Expert man-days for this purpose may be as mutually agreed between the SMC and us before the commencement of any engagement. Alternatively, the determination of man-days may be based on other means of estimating/measuring the same as decided by the SMC. In addition, our costs of travel, board and lodging in connection with the work will be met by the SMC. No other payment on account of support staff etc. or any other reason will be paid by the SMC.

We hereby offer to undertake to offer our services under this arrangement at Rs. _____ per day of Key-Expert deployment.

Our Financial Proposal shall be binding upon us, up to expiration of the validity period of the Proposal.

Yours faithfully,

(Signature, name and
designation of the
authorized signatory)

**FORM FIN-2
FINANCIAL BID**

Proposal for Hiring Graphic Designer for Srinagar Municipal Corporation

1.	<p>Financial Proposal for providing Graphic design Consultancy services to Design signage/ signages and logo/ logos for public transport system and water transport system including boat, bus, metro and cycle.</p> <p>The quote is inclusive of travel, man-power costs, overhaeds, and any other related costs and applicable taxes and as per scope of work .refer clause 2 .</p>	In Rs.
	Breakup of total bid amount mentioned in Row 1 above.	
	Manpower	
	Travel	
	Printing and overheads.	
	Any other (to be specified-add more rows (if required))	
	Government taxes.	

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Bidder / Lead Member)