

**Notice Inviting Request for Proposal (RFP) for the Selection of Firm/Agencies for Survey, Assessment Collection and Recovery of House Tax, Trade License fee & Water User Charge in Municipal Area under RMC.**

Government of Jharkhand  
RANCHI MUNICIPAL CORPORATION (RMC).

Memo No:

Date:

1. RMC intends to select outsource agency for Survey, Assessment, Collection and Recovery of House Tax, Trade License fee & Water User Charge in Municipal Area under RMC.
2. Pre-requisites for participating agencies are given below :
  - a) The bidder shall be registered with registrar of companies under Companies Act.
  - b) The bidders must have a valid registration for PAN and Service tax .
  - c) The Bidder should have minimum three years experience of survey and /or collection of dues and/ Door to Door Spot Billing and Payment and/or data or statistics for major Public/Private sector clients
  - d) The Bidder should have annual average turnover Rs. 40 Lakhs in last three financial years ending 31.3.12.
  - e) The Bidder should not have been blacklisted by any Government, Government Agency/ Banks/ Financial Institutions in India in the past.
3. Interested Firms/Agencies may download the complete Request for Proposal (RFP) Document, from tender the website [www.ranchimunicipal.com](http://www.ranchimunicipal.com) from 08.07.2013 onwards.
4. Interested Firms/Agencies may submit their proposals along with a Demand Draft of Rs.2000/- (Rupees Two Thousand only) drawn in favour of CEO Ranchi Municipal Corporation, payable at Ranchi, towards the cost of RFP Document (Non-refundable) and the Bid Security (Refundable) of Rs 50,000 /- (Rupees Fifty Thousand Only). No proposals will be accepted without cost of RFP document and Bid Security. No liability will be accepted for downloading the incomplete document.
5. Sealed Completed Proposals along with the demand drafts in acceptable form will be received at the address mentioned below on any working day up to 3.00 PM on June 31.07.13 2013 and Technical Proposal of Bids shall be opened on the same day at 4.00 p.m at following Address::

Ranchi Municipal Corporation  
Kutchury Road  
Ranchi-834001  
Phone No.: 0651-2211215

All prospective Firms/Agencies are advised to go through the RFP Document, visit the town and communicate their queries, if any, in writing before the pre-proposal meeting.

6. RMC reserves the right to accept or reject any or all proposals without incurring any obligation to inform the affected applicant/s of the grounds. The proposals will be evaluated based on the information provided by the Firms/Agencies and the evaluation criteria detailed in RFP Document.

Sd/-

Chief Executive Officer  
Ranchi Municipal Corporation, Ranchi