

**DIRECTORATE URBAN ADMINISTRATION & DEVELOPMENT**  
**CHHATTISGARH**

**Expression of Interest**

No.: TC/5/ 2015 /

Naya Raipur, Dated Feb 2015

Undersigned invites Expression of Interest (EOI) from qualified, experienced and financially sound Consultancy firms/Consultants for "Empanelment of Consultants for Architectural/Engineering /Structural & other related services for 169 ULB's (Urban Local Bodies) of Chhattisgarh". EOI documents can be downloaded from [www.uad.cg.gov.in](http://www.uad.cg.gov.in) website. Modifications/amendments/corrigendum if any shall not be advertised in newspapers but shall be published in the website only.

The aim of this EOI is to empanel Consultancy firms for different cost up to Rs. 25 crore for ULB's under Urban Administration & Development Dept. The detailed scope of work for this assignment is available in the document. The key dates are given below.

S.No.	Particulars	Details
1	Web Address to download the RFP	<a href="http://uad.cg.gov.in">http://uad.cg.gov.in</a>
2	Last Date of Receipt of Pre-Bid Query	Date: 20/2/2015 Time 14:00 hrs
3	<b>Date of Pre-Bid Meeting</b>	<b>Date 24/2/15 Time 11:30 hrs</b>
4	Last date and time of Submission of Bid by speed post & Registered post only (Bid Due Date)	Up to 15:30 hrs Date 03/03/2015
10	Empanelment Category	Category Work Value/Project Cost
		Category "A" Up to Rs. 25.00 Crores
		Category "B" Up to Rs. 10.00 Crores
		Category "C" Upto and below Rs, 1.00Crore
5	Mode of Submission of RFP	Through speed post/registered post only.
6	Opening of Technical Bid	At 15:30 hrs Date 4/3/2015
7	Date of Opening of Financial Bid	To be intimated later to the technically qualified bidders.
8	Duration of Services	3 years.
9	Cost of RFP Document	DD of Rs. 3000/- in favour of Director, Directorate Urban Administration & Development payable at Raipur
10	Earnest Money Deposit	Category wise DD/FDR in favour of Director, Directorate Urban Administration & Development payable at Raipur
		Category EMD Cost
		Category "A" Rs. 20,000.00
		Category "B" Rs. 15,000.00
		Category "C" Rs. 10,000.00
11	Validity of Proposal	120 days
12	Selection Process	As per Clause 3.2
13	Representative/Contract person of Directorate for further information	Superintending Engineer, Technical cell Directorate of UAD. 4 <sup>th</sup> floor 4 <sup>th</sup> Block Indravati Bhawan, Naya Raipur (c.g.) Telephone: 07712235828/09826136859 e-mail : technicalcell2011@gmail.com
15	Address where Bidders must send Proposal	Director, Directorate Urban Administration & Development 4 <sup>th</sup> floor 4 <sup>th</sup> Block Indravati Bhawan, Naya Raipur (c.g.) Telephone: 09826136859 Fax: ----- e-mail : technicalcell2011@gmail.com

**Chief Engineer**  
**Urban Administration & Development,**  
**Chhattisgarh**



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## Prequalification Document

### 1. EOI Information Sheet

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## DISCLAIMER

The information contained in this Request for Proposal (hereinafter referred to as "EOI") document provided to the Bidders, by the Urban Administration & Development CG Govt. hereinafter referred to as 'UAD' on the terms and conditions set out in this EOI document and all other terms and conditions subject to which such information is provided.

The purpose of this EOI document is to provide the Bidder(s) with information to assist the formulation of their Proposals. This EOI document does not purport to contain all the information each Bidder may require. This EOI document may not be appropriate for all persons, and it is not possible for the UAD, their employees or advisors to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this EOI document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this EOI document and where necessary obtain independent advice from appropriate sources.

UAD, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the EOI document.

UAD may, in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this EOI document.



# **“EMPANELMENT OF TECHNICAL CONSULTANTS FOR ARCHITECTURAL / STRUCTURAL ENGINEERING AND OTHER RELATED SERVICES IN 169 ULB’S OF CHHATTISGARH”**

## **1. General Instructions to Bidder**

### **1.1 Introduction**

- a. Department of Urban Administration & Development, Chhattisgarh will select Technical Consultant to provide the services outlined in the Terms of Reference (ToR) and in accordance with the method of selection specified in this Document.
- b. Applicants are therefore invited to submit a Technical Proposal and a Financial Proposal. These proposals will be the basis for contract with the selected agency.

### **1.2 Proposal Format and Content**

- a. Bidders are required to submit Technical Proposals in spiral bound document as per the format attached in Annexure-A.
- b. Bidders are required to submit Financial Proposals in the format attached in Annexure- B. It shall list all costs associated with the assignment in the specified format
- c. Submission of the wrong format for either the Technical or the Financial Proposal may result in the proposal being deemed non responsive.

### **1.3 Marking and Returning Proposals**

- a. Sealed proposals must be dispatched to arrive at the specified address no later than the closing time and date.
- b. Proposals received in any manner other than as outlined in clauses 1.3 will be invalidated.
- c. Proposals shall be submitted in English, and shall be sealed in outer and inner envelopes (Outer envelope containing three envelopes- 1. Technical Bid, 2. EMD and document charge if downloaded from website, 3. Financial Bid) and all envelopes shall indicate the bidder's name and address. The outer envelope shall be addressed as specified in clause 1 with full address of applicant and super scribed with last date of receipt of proposal and:
- d. The 1st inner envelope shall be marked Technical Proposal and addressed in the same manner as the outer envelope and shall be in the prescribed format.
- e. The 2nd inner envelope shall be marked EMD and the 3rd envelope shall be marked Financial Proposal and addressed in the same manner as the outer envelope, and shall be in the prescribed format. The Consultant is required to submit Financial offer for professional fee on rate contract basis (wherever feasible) for each category of consultancy service in a separate sealed envelope marked as "Envelope III - Financial offer" for category. Group I/II/III . The Financial offer of those who qualify Technical qualifications (those who fulfills pre-qualification and eligibility criteria) shall be opened on ..... at 3.00 pm in office of the Chief Engineer Technical Cell, Directorate of Urban Administration & Development, Naya Raipur in the presence of the consultants or their representatives, who wish to be present on the specified date and time.



**Note :**

1. If the Consultant is applying for more than one category of consultancy service, he has to submit documentation charges for each of the category of consultancy service.
2. The broad scope work has been given in this document. The actual project specific Scope of work & Payment schedule may be modified and decided on mutually agreed terms between consultant and the Local body. The rate contract fees to be paid as decided through this offer ,as rationalized by the Government shall not be changed.
3. Wherever rate contract is not feasible according to scope of work, empanelment will be finalized on the basis of technical offer. however consultants may submit their financial offer if they find it feasible, otherwise it would be decided on case to case basis.
4. Information, which the bidder considers to be proprietary, should be clearly marked as such. All-information provided by the bidder will be treated as confidential and used for Department of Urban Administration& Development, Chhattisgarh purposes only.

**1.4 Time for receiving Proposals**

Sealed Proposals received prior to the stated closing time and date will be kept unopened. The Nodal Officer or a designated officer of Department of Urban Administration& Development, Chhattisgarh will open proposals within designated time and proposal received thereafter will not be considered. Department of Urban Administration& Development, Chhattisgarh will accept no responsibility for the premature opening of a proposal, which is not properly addressed or identified. Modification by any means such as Fax, mail etc. of sealed proposals already submitted will not be considered.

**1.5 Opening of Proposals**

Applicants, or their authorized representative, may attend the opening of the proposals document at the time, date and location specified.

**1.6 Requests for Information**

Any request for information regarding the specifications should be addressed to Director, Department of Urban Administration& Development Chhattisgarh.

**1.7 Corrections in Proposal**

Corrections Erasures or other corrections in the proposal must be explained and the signature of the Bidder shown alongside.

**1.8 Modifications and Withdrawals**

All changes to a proposal must be received prior to the closing time and date. No further modifications/alterations shall be allowed in any case. Proposals may be withdrawn only on



written request received from bidders prior to the opening time and date. Negligence on the part of the bidder confers no right for the withdrawal of the proposal after it has been opened.

### **1.9 Validity of Proposals**

Proposals should be valid for acceptance for a period of 120 days after proposal document opening, unless otherwise specified in the Specific Terms and Conditions. Department of Urban Administration & Development, Chhattisgarh may request the validity period to be extended.

### **1.10 Error in Proposal**

Bidders are expected to examine all instructions pertaining to the document. Failure to do so will be at Bidders own risk.

### **1.11 EOI Terms and Conditions.**

This EOI document and any responses there to, shall be the property of Department of Urban Administration & Development, Chhattisgarh. In submitting a proposal, the bidder acknowledges that Department of Urban Administration & Development, Chhattisgarh reserves the right to:

- a. Visit and inspect the applicant's premises;
- b. Contact any/all referees provided;
- c. Request additional supporting or supplementary information;
- d. Arrange interviews with the proposed project team/consultants;
- e. Reject any/all of the proposals submitted;
- f. Accept any proposals in whole or in part;

Applicant shall bear all costs associated with the preparation and submission of proposals, and Department of Urban Administration & Development, Chhattisgarh shall not be responsible for these costs, irrespective of the outcome of the process.

### **1.12 Amendment/modification in EOI**

At any time prior to deadline for submission of proposal UAD may for any reason modify the EOI document by issuance of amendment/addendum. Such amendments shall be posted on the website of UAD i.e. ....only.

## **2. Terms of Reference**

**2.1 The Department of Urban Administration & Development, Chhattisgarh invites proposals from eligible Consultancy firms / Consultants for "Rate Contract & Empanelment of Technical Consultants for the following consultancy services.**

Category S. No.	Category of Consultancy Services
I	ARCHITECTURE AND ENGINEERING PROJECTS OF HOUSING/PUBLIC BUILDING/SLUM UPGRAADATION
II	LANDSCAPE PROJECTS, GARDEN PLAY GROUND, POND, LAKE PRESERVATION etc.
III	PREPARATION OF DPR FOR INFRASTRUCTURE PROJECT LIKE SEWERAGE STP ETC, DRAINAGE, WATER SUPPLY i.e. WASTE WATER RECYCLING. WTP etc.
IV	URBAN TRAFFIC & TRANSPORT PROJECTS.



## **2.2 Empanelment Group**

The Department of Urban Administration & Development, Chhattisgarh wishes to empanel reputed Consultancy firms /Consultants in the field of Architectural, Engineering, Structural Engineering and other related services as described in this document to provide consultancy services in ULB's of Chhattisgarh state in various government schemes. The empanelment shall be grouped in three groups based on the cost of Works/Projects:

1. **Group "I"**: For work values/project cost up to Rs.25.00 Crores,
2. **Group "II"**: For work values/project cost up to Rs.10.00 Crores,
3. **Group "III"**: For work values/project cost up to and below Rs.1.00 Crore.

Consultancy firms /Consultants empanelled for higher category shall be eligible in lower category projects but consultants of lower category shall in no case be eligible for higher category projects.

Note: The projects of cost more than Rs. 25.00 Crore will be categorized as special projects and finalized by individual tendering process.

## **2.3 OTHER TERMS & CONDITIONS FOR THE TECHNICAL CONSULTANTS:-**

- 1 All offers and supporting documents shall be submitted in English .
- 2 All costs and charges, related to the offer, shall be expressed in Indian Rupees only and the total cost shall be inclusive of taxes & duties etc.
- 3 The cost and submission of the offer is entirely the responsibility of the consultants, regardless of the conduct or outcome of the tendering process.
- 4 Validity of rates of contract quoted by the consultant must be for Minimum 3 years. The rates rationalized by the competent authority shall be listed as the eligible rates for carrying out the respective consultancy work. More than one consultant can be assigned the job at the same rate. The Local body shall be free to assign any consultancy service to the empanelled consultants on the rates approved by the State Government without inviting any Financial offer or Tender etc. No earnest money / security deposit shall be charged from the empanelled consultants.
- 5 The Director Administration & Development reserves the right to reject all or any of the offers without assigning any reason thereof.
- 6 Urban Administration & Development Department, Government of C.G. / Concerned Local body / shall be free to award the work on approved rates to any of the empanelled consultant, which it considers suitable.

## **2.4 BROAD SCOPE OF WORK, PROFESSIONAL FEE AND PAYMENT SCHEDULE IS AS FOLLOWS FOR EACH CATEGORY OF CONSULTANCY SERVICE:**

### **2.4.1. CATEGORY-I : ARCHITECTURAL AND ENGINEERING PROJECTS OF HOUSING/PUBLIC BUILDING.**

The consultancy services for Architectural & Engineering designs of any Housing/Institutional/Commercial/Public buildings or any other buildings Auditorium or, any other infrastructure project in which architectural designing is essential, shall be considered for issuance of work order.



The Consultants shall be responsible for Architectural and Engineering services related to the project.

#### **2.4.1.1 BROAD SCOPE OF WORK:**

The consultants shall provide Architectural and Engineering design services in respect of the following works:

- i. Visit the site & survey.
- ii. Preparation of layout and site development plans.
- iii. Architectural designs for the project Flats / Apartments / Houses / Any other building.
- iv. Detailed working drawings of the project.
- v. Structural Engineering design.
- vi. Detailed drawings for sanitary, plumbing, drainage, water supply and sewerage services for the project.
- vii. Detailed electrical network designs.
- viii. Landscape design and development of the site.
- ix. Graphic signages. (Layout plan designs)
- x. Preparation of tender documents on the basis of Schedule of Rates (SOR) applicable for identified area.
- xi. Provide assistance in finalization of the tenders.
- xii. Visit the site as and when necessary during execution as per mutually agreed terms.

#### **2.4.2 CATEGORY II - LANDSCAPE PROJECTS, GARDEN, PLAY GROUND, POND, LAKE PRESERVATION etc.**

Consultancy services for Architectural, Engineering and Landscape Designing of the landscape project shall be considered for issuance of work order.

##### **2.4.2.1 BROAD SCOPE OF WORK**

The Consultant is required to provide services in respect of the following:

- Site appraisal and suitability
- Site planning.
- Landform and grading.
- Surface drainage design and water management.
- Irrigation design.
- Open space design - hard and soft areas.
- Planting design.
- Landscape structures and features.
- Garden Furniture design.
- Illumination design.
- Graphic design and signage.
- Co-ordination of external services.
- Periodic inspection and evaluation of works at site.
- Survey including leveling, technical feasibility report
- Prepare development plan & detail



- Prepare estimate on SOR applicable
- Prepare tender document, BOQ etc. assist the ULB for finalizing the tender, supervise the ongoing work on important stages or as directed by ULB and assist ULB upto completion stage

#### **2.4.2.2 SCHEDULE OF SERVICES**

The consultant shall, after taking instructions from the Local body, render the following services:

##### **CONCEPT DESIGN**

- Carry out site analysis and furnish a site appraisal report with regard to the potential of the site vis-a-vis- activities.
- Prepare drawings and documents to enable the local body to get done the detailed survey and soil investigation at the site of the project.
- Furnish preliminary scheme for site planning.
- Prepare conceptual landscape design with reference to requirements given and prepare rough estimate of cost on area basis.

##### **PRELIMINARY DESIGN AND DRAWINGS**

- Modify the conceptual design incorporating required changes and prepare the preliminary drawings, sketches, etc. for the approval of Local body along with preliminary estimate of cost on area basis.

##### **DRAWINGS FOR CLIENT'S / STATUTORY APPROVALS**

- Prepare drawings necessary for statutory approvals and ensure compliance with codes, standards and legislation, as applicable and assist the Local body in obtaining the statutory approvals thereof, if required.

##### **WORKING DRAWINGS AND TENDER DOCUMENT**

- Prepare working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and tender documents including code of practice covering aspects like mode of measurement, method of payments, quality control procedures on materials and works and other conditions of contract.
- Evaluation of tenders; and advice Local body on appointment of contractors.

##### **CONSTRUCTION**

- Prepare and issue working drawings and details for proper execution of work during construction.
- Approve samples of various elements and components. Check and approve shop drawing submitted by the contractor/ vendors.
- Visit the site of work, at intervals mutually agreed upon, to inspect and evaluate the Construction works and where necessary clarify any decision, offer interpretation of the drawings/ specifications, attend conferences and meetings to ensure that the project proceeds generally in accordance with the conditions of contract and keep the Local body informed and render advice on actions, if required.



## **PROFESSIONAL FEE AND PAYMENT SCHEDULE**

- Fee may be quoted on the basis of cost of the project. Schedule of payment shall be as per Category-1 i.e. Architectural and Engineering Projects or as may be decided on mutually agreed terms between consultant and local body.

### **2.4.3. CATEGORY-III: PREPARATION OF DPR FOR INFRASTRUCTURE PROJECT LIKE SEWERAGE STP ETC, DRAINAGE, WATER SUPPLY i.e.. WASTE WATER RECYCLING WTP etc.**

The Consultancy service for planning and engineering design of infrastructure projects such as , Drainage, Sewerage, Water Supply and any other similar infrastructure project involving Engineering designs shall be considered for issuance of work order.

The Consultants shall be responsible for comprehensive Engineering design of the project.

1. The proposal, as part of the evaluation shall be checked for responsiveness with the requirements of the EOI and only those proposals, which are found to be responsive, shall be further evaluated in accordance with the criteria given below :
2. The technical proposals of the applicant should score at least 70 points out of 100 points for short listing. However, the Director, Urban Administration & Development, Chhattisgarh may lower down the minimum points for short listing, if deemed just and expedient.

#### **2.4.3.1 BROAD SCOPE OF WORK:**

The consultants shall provide following services in respect of the project:-

1. Preparation of the preliminary concept of the project:-
  - i. Development approach.
  - ii. Physical Survey and Concept layout plan.
  - iii Preparation of final development plans including identification of the land to be acquired (if any) Engineering estimates & other physical features, (if any on the site).

#### **2.4.3.2 Project /Scheme Detailing:-**

- (i) To review all available report and published information about the project.
- (ii) Environmental Impact assessment including details of natural habitants, involuntary resettlements etc if required.
- (iii) Detailed Topographical survey of the project.
- (iv) Detailed Engineering surveys and Engineering studies of all nature as required for the project design.
- (v) Soil and material investigation.
- (vi) Hydrology and drainage details of the project area
- (vii) To carry out the detailed Engineering design and preparation of X-section and L-section of project including any other related structures/project components using standard code of practice
- (viii) Value analysis /Value Engineering and project costing



- (ix) Landscaping and arboriculture details
- (x) Quality assurance plan (QAP) for all field studies, and during the work progress.

**2.4.3.3. Preparation of Detailed Cost Estimates and Bid Documentation.**

- (i.) Preparation of the detailed Estimate of all major and minor project components
- (ii.) Preparation of the bidding documents as per the project requirement including preparation of tender document/ working drawings of the project to execute at site.

**2.4.3.4. Services to be provided during the execution of work (if required under scope of work) :-**

- (i) Visit the site of work as and when necessary, subject to minimum one visit per month, to clarify and interpret the drawings and specification that may be necessary and attend conferences and meetings as and when required and to ensure that the scheme proceeds generally in accordance with conditions of contract and furnish a report on observations and recommendation.
- (ii) Maximum time for completion of project would be as per the requirement of the project.
- (iii) On completion of the scheme, furnish a report stating therein guidelines for phased construction and instruction for the maintenance of the property including painting, outer finishes, landscaping etc.
- (iv) Prepare all the drawings required for legal documentation (especially for execution of agreement purpose) and all such drawings required by the local body.
- (v) Graphic signages

Note: a) The Designs of all the items shall be as per CPHHEO/Other applicable code.

b) All specialized worked shall be got done through professional experts in the respective fields.

**2.4.4. CATEGORY-IV : URBAN TRAFFIC & TRANSPORT PROJECTS.**

Consultancy Services for Preparation of Urban Transportation Projects, road over bridge, flyover by pass/under pass Surveys, comprehensive mobility plan etc shall be considered for issuance of work order.

**2.4.4.1 BROAD SCOPE OF WORK:-**

The Consultant shall undertake Traffic and Transportation Studies in fast growing towns of C.G. with population of over one lacs for the purpose of identifying the most suitable city transport system such as Modern Bus System, etc. Consultant will be required to



undertake Traffic Engineering projects , Road Project and designing of complete Transportation System if required. The Consultant should be able to provide traffic & transportation solutions for ULB .

Consultancy services for preparation of Traffic Management Plans for decongesting Towns including Traffic Engineering, Improvement of Traffic Functions/ Rotaries etc/ Pedestrianisation, Cycle tracks, flow of traffic / Proposals for appropriate solutions for management and regulation of traffic / Parking projects etc in towns shall be considered for issuance of work order.

The consultant shall undertake studies of existing traffic scenario in the city to prepare traffic management plan for the purpose of identifying appropriate proposals for improvement of traffic engineering, traffic functions, Rotaries, etc. and identifying important Parking Projects, Road Over bridge Under-passes, By passes. Ring Roads etc.

The consultant shall identify the project and prepare pre- feasibility report

The consultant shall help the local body in execution of the project by providing detailed engineering drawings, tender documents etc.



### 3. PROFESSIONAL FEES AND PAYMENT SCHEDULE

#### 3.1 PAYMENT SCHEDULE

Stage	Description	Fees Payable
1.	After submission of preliminary drawings/designs along with the Stage-I Estimates based on area basis and acceptance of the same by the local body.	10% of the total fee payable, less payment already made.
2.(a)	After submission of final Plans architectural drawings and acceptance of the same by the local body.	25% of the total fee payable, less payment already made.
2.(b)	On Submission of basic Working drawing and details Sufficient for preparing item wise estimate and acceptance of the same by the local body.	30% of the total fee payable, less payment already made.
2.(c)	After submission of all the drawing mentioned in stage 2(a)and(b) above and on acceptance of the same by the local body.	40% of the total fees payable, less payment already made.
3	After submitting detailed specifications, schedule of quantities, detailed design of structure and services and Estimate of costs and draft Tender documents sufficient to invite tender.	50% of the total fees payable, less payment already made.
4	After submission of complete set of Drawings and details sufficient for The work to commence at site.	70% of the total fees payable, less payment already made.
5.	For visit and inspection of work site after completion of 25%, 50%, 75%, 100% work/important stages in 4 instalments.	90% of the total Fees payable, to paid in installments consistent with the value of work as certified by the local body  from time to time less payment already made.
6.	After completion of the work (to be paid within six months of completion of work)_	100% of the total payable, less payment already made.

**Note:-** Performance Security 5% and Security Deposit 5% will be deducted from every running Bill.

Fee may be quoted on the basis of cost of the project. Schedule of Payment shall be as above & in special Case it may be decided on mutually agreed terms Between consultant and concerning local body.

1. The proposal, as part of the evaluation shall be checked for responsiveness with the requirements of the EOI and only those proposals, which are found to be responsive, shall be further evaluated in accordance with the criteria given below :



**3.2. The criteria for Technical evaluation are as given below:**

S. No.	Parameter	Points
1.	Specific experience of the consultant related to the assignment. (Please refer chart below)	40
2.	Turnover	10
3.	Qualification and competence of the key staff for the assignment- <ul style="list-style-type: none"> <li>- General qualification</li> <li>- Experience</li> <li>- Adequacy for the project as per past experience</li> <li>- No. of key staffs</li> </ul>	10 20 10 10
	Total	100

The technical proposals of the applicant should score at least 70 points out of 100 points for short listing. However, the Director, Urban Administration & Development, Chhattisgarh may lower down the minimum points for short listing, if deemed just and expedient.

	Evaluation of specific experience of consultant	Points
Experience	Maximum	40
Slab – 1	15 points for 2 years experience	
Slab – 2	2.5 points for every additional year (Total number of points limited to 40 points maximum )	



#### **4. GENERAL CONDITIONS.**

##### **4.1 FACTORS EFFECTING PAYMENT TO THE CONSULTANTS**

1. The payment made to the Consultants during various stages would be On account payment and will get adjusted in the final payment.
2. Progressive payment at all stages of mode of payments may be made to The consultants in any of the above stages based on the quantum of Work done in the stage as may be mutually agreed to by the parties.
3. The local body reserves the right to make deduction from the Professional fee of the consultants on account of penalty.
4. In case only part of the Scheme is continued (before actual Commencement of work at site) then the consultancy fee would be paid Up to the stage for which drawings have been received and approved by The Competent Authority and if the scheme is discontinued after the Commencement of work at site then the consultancy fee would be paid Up to 50 of the total fee payable as at this stage as all the preliminary Drawings, working drawings, structural and services drawings, Estimates and tender documents etc. have been prepared and received By the local body. Further payment shall be released to the consultant in Consistent to the value of work done at site.
5. The Consultant shall be obliged to notify any discrepancy noticed by it Or any modification if it finds appropriate to improve the functionality Of the building / scheme. The Consultant is also required to issue such Improvement / modification free of cost.
6. The Consultant may be required to make minor changes in the plan, and Other details, if needed during the execution of the works without any Additional fee. If any additional work is required during the validity of Contract, the consultant shall have to provide drawings for such work on Mutually agreed rates.
8. Third party checking of the design may be carried out by the local body at their own expenses.

##### **4.2 EXECUTION OF THE ASSIGNMENT (FOR DESIGN AND ENGINEERING PROJECTS)**

1. All the stages of work shall be completed by the Consultants and the necessary approval given by the local body according to the time schedule mutually agreed upon. The work throughout the stipulated period of contract will be carried out with diligence, time being essence of the contract.
2. In the event of consultants firm closing its business the local body shall have the power to employ any other agency to complete the work after payment has been made to the



consultant up to the stage of service completed.

3. The Local Body shall have the right and authority to terminate the agreement on giving 30 days notice, in the event of the failure on the part of consultants to complete their work or the consultants committing a breach of any one or more of the terms and conditions of the agreement to the satisfaction of the Local Body.
4. The consultants shall prepare drawings, designs, outline specifications and estimates of costs on cubic measurements or on areas basis on schedule of rates of the executing agency plus tender percentage and/or ISI specifications as per requirements. In the absence of rate in the aforesaid schedule rates, the same shall be arrived at by actual analysis.
5. The consultants shall advice on the time and progress chart prepared by the contractors and/or construction Management Consultants for the completion of the work, if required.
6. The consultants shall assume full responsibility for the design and specifications for terms described in the scope of work, the Local Body will have full access to the details of the calculations and the structural designs for the purpose of scrutiny. The structural engineers of the consultants will render all possible help for the above scrutiny.
7. On completion of the work, the consultants will prepare and submit "As Built drawings" of the project indicating all the minor adjustments done on site, and submit to the Local Body with two sets of hard and soft copy. These are legal documents and hence the consultants shall be held responsible for any discrepancy in these drawings from site conditions.
8. The consultants shall advice the Local Body regarding the work under execution during their visits to the site and submit reports on their observations. The Local Body shall consider the necessity of such additional work/extra items with reference to the drawings and specifications and additional cost involved. The responsibility for implementation of this advice shall be of the Local Body.
9. Any deviation from the approved drawing or specification that may be observed by the Consultant shall be given in writing by them to the Local body who shall issue necessary instructions to the executing agencies.
10. The Consultants shall make necessary revisions as may be required by the Local Body in the drawings and other documents submitted by them.
11. No change shall be made in the approved drawings and specification at site without the consent of the Local Body.
12. The drawings, specifications, reports, documents and other instruments of service are the property of the consultants whether the scheme for which they are made is to be executed or not. They are not to be used for any other scheme except with the written consent of the consultants.
13. The Local body shall have the liberty to postpone or not to execute the work and the consultants shall not be entitled to any compensation or damage for such postponement



or non execution of the work except the fees which are payable to the consultants up to the stage of services then completed.

14. The consultant will not proceed with the work stipulated in any stage without the written consent of the Local Body.
15. The consultants shall ensure that the contractor is furnished with drawing or drawings and plan or plans at the time or times appointed and specified in the contract to be made between the Local Body and the contractor. If the consultants fail to furnish drawings or plans to the contractor accordingly the consultants shall pay to Local Body compensation for any loss or damage arising from such neglect, failure or omission, particularly to meet with the claim or demand if any, presented by the contractor against the Local Body for loss or damage suffered in consequence of the delayed supply of drawings to the contractor.
16. The Consultants shall guarantee their designs, specifications, and other related technical information and these should be complete, accurate, adequate and workable. The burden of proof that the designs, specifications and other related technical information are complete, accurate, adequate and workable shall rest with the consultants.
17. The Empanelled Consultant shall be required to submit hard copies & soft drawing / estimates as per details below :-

1 For preliminary planning/ design	6 Hard Copies (one colored and seeking comments & Approval one B/W) s & 1 Soft Copy
2 Approved Drawings	6 Hard Copies colored & 1 soft copy
3 Preliminary estimate	6 Hard (B/W)/ 1 Soft Copy
4 Detailed Estimate	6 Hard Copies B/W & 1 Soft Copy
5 BOQ/ Specification of each work	6 Hard Copies B/W & 1 Soft Copy
6 Tender Documents	6 Hard Copies B/W

However, if additional copies are required, actual cost of printing of Payment shall be made, which in no case will be more than Rs. 1000/- per copy

#### **4.3 AGREEMENT WITH THE CONSULTANT**

At the time of issuance of the work order the local body shall execute an agreement with the consultant on Non judicial stamp paper of Rs 100/-, the terms and condition shall be as mentioned in this bid document and any other specific condition can also be laid down by the steering committee or the respective local body as per there need and project specific requirements. A Model Agreement shall be provided by the Department of Urban Development Administration , Government of C.G..

#### **4.4 SETTLEMENTS OF DISPUTE**

All difference and disputes arising out of the agreement between the local body and the Consultants regarding the execution, payment, interpretation or any such connected and



related matter to the execution of the Scheme shall be settled by mutual agreement, In case the dispute remains unresolved, it will be referred to the Director, Urban Administration Development, C.G. whose decision shall be final and abided by both the parties.

#### **4.5 JURISDICTION**

All the disputes arising with regard to the agreement between the local body and the Consultants will be deemed to have arisen at District Headquarter of respective Local body and will be subject to the jurisdiction of the courts situated at District Headquarter of respective Local body only for which both the parties agree specifically, well knowingly and consciously.

#### **4.6 DENYING FURTHER ASSIGNMENT TO THE CONSULTANTS**

If a Consultant who has been assigned work by the local body does not act in conformity with the practices and ethics of the profession, he may not be assigned any further work by the any local body of the state thereafter.

#### **4.7 TAXES & DUTIES**

The bidder shall be entirely responsible for all taxes inclusive of service taxes, duties etc incurred.

#### **4.8 INSURANCE AND INDEMNITY TO BE TAKEN BY THE CONSULTANT**

- a) ULB', undertakes no responsibility in respect of life, accident, travel or any other insurance coverage for the Personnel or for the dependents of any such Personnel.
- b) The Consultant shall indemnify the ULB's against all claims, proceedings, demands, costs and expenses of whatsoever nature that may arise or accrue by any reasons or reason of infringement or alleged infringement by the Consultant of any patent or other protected right during or in connection with the Services.

#### **4.9 FORCE MAJEURE**

- a. For the purposes of this Agreement, "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.\_
- b. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party's Sub- Consultant or agents or employees, nor (ii) any event which a diligent Party could reasonably have been



expected to both (A) take into account at the time of the conclusion of this Agreement and (B) avoid or overcome in the carrying out of its obligations hereunder

- c. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

## **5. PRE-QUALIFICATION CRITERIA AND ELIGIBILITY CRITERIA:-**

### **5.1. Note:-**

- The following are only the minimum PQR and eligibility criteria. A panel of consultants will be formed classifying them for different Group & categories of projects depending upon their past experiences, capacity to handle projects, availability of technical manpower and financial turnover of consultancy fee etc.
- All consultants already registered with State Government , other govt. agencies may also apply. In case they do not fulfill any of the pre qualification criteria their selection could be considered after assessing their competency for a particular category or assignment.

### **5.2. CATEGORY (I) ARCHITECTURE AND ENGINEERING PROJECTS OF HOUSING / PUBLIC BUILDING.**

Any individual or in case of company/firm One of the Directors/Partners/Employee of the company/Firm should be a qualified Architect, registered with council of Architecture, India, and should have at least 5 year of professional experience in the field.

- The individual/company/Firm should have experience of Architectural and Engineering designing of at least one Group Housing Project (Public or Private) or Any other Public Building during last 5 years.
- The Individual/ company/Firm should have structural Engineer / Civil Engineer, Plumbing/ Sanitation/ water supply experts, Electrical Engineer/Mechanical Engineer expert on its payroll or on panel or should be able to hire these services as and when required to look after various Engineering aspects of the Project.
- The Individual// company/Firm should have technical personnel on its payroll to help prepare and execute the project within given time schedule or should be able to hire the personnel as and when required.

### **5.3. CATEGORY (II) LANDSCAPE PROJECTS:-**

- Any individual or in case of company /Firm, one of the Directors/ Partners/ Employees of the company / firm should be a qualified Architect Registered with council of Architecture India with post Graduation Qualification / specialization in Landscape Architecture.



- The Individual/ company/Firm should have suitable skill and expertise in implementing landscape projects along with knowledge of Horticulture and Plantation of Trees, arboriculture etc.
- The Individual/ company/Firm should have experience of implementing at least one landscape Architecture project in last five years.
- The Individual/ company/Firm should have Technical Personnel on its payroll to help execute any landscape project within given time schedule or should be able to hire as and when required.

**5.4. CATEGORY (III) PREPARATION OF DPR FOR INFRASTRUCTURE PROJECT LIKE SEWERAGE STP ETC, DRAINAGE, WATER SUPPLY i.e. WASTE WATER RECYCLING. WTP etc.**

- Any individual or in case of / company/firm, one of the Directors/Partners/Employees of the company / firm should be a qualified Architect/Civil Engineer/Urban Planner and should have atleast 2 years of experience (Public or Private) in preparation of project report for infrastructure projects like Sewerage, Drainage, Roads, Water Supply etc. as per the approved guidelines/ format of local body/ development authority .
- The Individual// company/firm should have experience of at least 2 project reports of costing more than the value shown in each group of any infrastructure project under any scheme which are completed and approved either by GOI/any other Financial Institution/ Any local body/Development Authority etc.
- The Individual// company/firm should have updated knowledge. Database, and information regarding Govt. of India Schemes like JNNURM, UIDSSMT, BSUP, IHSDP, ISHUP etc. or any other schemes of Financial/Appraisal Institution like HUDCO, ADB, etc. from which loan/grant / subsidy etc. can be obtained by submitting DPRs.
- The Individual/ company/Firm should have Technical Personnel on its payroll to help prepare and execute the project within given time schedule or should be able to hire the personnel as and when required.

**5.5. CATEGORY (IV) URBAN TRAFFIC & TRANSPORT PROJECTS:-**

- The company/Firm should have one of the Directors/ Partners/ Employees of the Company/ firm should be a qualified Architect/ Civil Engineer /Urban Planner/ Transport Planner with post graduate qualification/ specialization in Transportation Planning and should have at least 5 years of experience in the field of Urban Transportation Projects.

- The Individual/ company/Firm should have Technical Personnel on its payroll to help prepare and execute the project within given time schedule or should be able to hire as and when required.
- The Individual /company/Firm should have experience of preparing at least one Urban Transport Project for a Town/ City preferably on PPP model in last 5 years in any city of India or outside.

#### **5.6. Minimum Criteria for Pre-Qualification:**

For the purpose of empanelment, applicant should meet the following qualifying criteria as a minimum for:-

- The applicant must have a Consultancy firm /Consultant with his office in Chhattisgarh since 5 years.
- The applicant must have a Consultancy firm /Consultant working in ULB's/Government organization of Chhattisgarh.
- The applicant must have experience in respective categories as described in this docket.
- The applicant should be a member of the professional bodies such as Council of Architecture, Institute of Town Planners India, Institute of Engineers, etc.

**In addition to the above following category wise minimum qualifying criteria are fixed:-**

#### **Group "I":-**

- The individuals/ firms must be at least 10 years old in consultancy field of similar projects.
- The applicant's must have team of core experts with minimum experience as follows-

S. No.	Expert	No.	Experience
i.	Civil Engineer	01	Minimum 10 Years
ii.	Structural Engineer	01	Minimum 10 Years
iii.	Architect	01	Minimum 10 Years
iv.	Expert in relevant field (Town Planner)	01	Minimum 10 Years

- The applicant must have Planned Designed and completed at least one project of Building Works / Infrastructure Development/ other relevant work of more than Rs. 10.00 Crores in last five years.

#### **Group "II":-**

- The individuals/ firms shall be at least 7 years old in consultancy field of similar projects.
- The applicant's must have team of core experts with minimum experience as follows-

S. No.	Expert	No.	Experience
v.	Civil Engineer	01	Minimum 7 Years
vi.	Structural Engineer	01	Minimum 7 Years



vii.	Architect	01	Minimum 7 Years
viii.	Expert in relevant field	01	Minimum 7 Years

- c. The applicant must have Planned Designed and completed at least one project of Building Works / Infrastructure Development/other relevant work of more than Rs.4.00 Crores in last five years.

**Group "III":-**

- a. The individuals/ firms shall be at least 5 years old.  
b. The applicant's must have team of core experts with minimum experience as follows-

S. No.	Expert	No.	Experience
ix.	Civil Engineer	01 Nos.	Minimum 5 Years
x.	Architect/structure Engineer / Land scape Planer, expert/ in relevant field	01 Nos.	Minimum 5 Years

- c. The applicant must have Planned Designed and completed at least one projects of Building Works / Infrastructure Development/other relevant work of more than Rs.40.00 Lakhs in last five years.

**Note:** Empanelled consultancy Firm/Consultant should have project specific experts as per the need of projects e.g. Transportation Expert, PHE expert, etc and experience certificate of employers or not below the rank of Executive Engineer in case of Govt/Semi Govt//ULB.

**6. Rights of Department of Urban Administration& Development**

Even if an applicant firm satisfies the above requirements, Department of Urban Administration& Development reserves the right to invalidate any proposal for reasons mentioned below:-

- a. Made a false representation in the form, statement and attachments required in the Registration documents.  
b. Record of poor performance such as abandoning work, not properly completing contract, financial failures or delayed completion.  
c. If it has been convicted by any court of law.

**7. Scope of Services**

**7.1. Stage –I:**

- a. To interact with the concerned official of ULB's and collect all available work detail, database plans etc. for survey work  
b. Detailed Site Survey and to prepare survey base plans.  
c. To examine legislation, code and standards they affect the project.  
d. To prepare preliminary draft sketches and notes sufficient to explain the consultant's general understanding of the ULB's requirements and outline of the scheme for the best way of fulfilling them including an estimate of the order of cost involved.  
e. To prepare& submit the submission drawings, Preliminary Project Reports (PPR) or Detailed Project Reports (DPR) etc. from approved draft sketches and assist the ULB's in



obtaining approval of the project wherever required.

- f. To prepare & submit the working drawings, specifications and schedule of quantities and to prepare detailed estimates of cost on the Schedule of rates (SOR).

#### **7.2. Stage-II:**

- a. To set out layout by site, and incorporate any change necessitated by site parameters.
- b. To prepare, submit and obtain approval on architectural working drawings including full size details.
- c. To prepare, submit and obtain approval on design drawings and specifications of internal and external services for e.g. roads, culverts, electrification, water supply, sanitary waste disposal including sewerage, etc.
- d. To prepare, submit and obtain approval on detail landscaping design scheme and solid waste disposal management.

#### **7.3. Stage-III:**

- a. To provide supervision during executions of the work whenever needed by the ULB's.
- b. To prepare and submit detailed estimate of the works to engineer in charge after final approval of the plans.

### **8. Empanelment Procedure:-**

The procedure for empanelment of consultants shall be as under:-

- a. **Invitation of Expression of Interest (EOI):** ULB's invites the application from eligible consultants to submit the expression of interest to participate in the empanelment procedure.
- b. **Submission of EOI:** The participants will submit the EOI to Department along with details as required in the prescribed manner.
- c. **Scrutiny by the Department:** The Directorate Urban Administration and Development will scrutinize all submissions received on the basis of eligibility criteria.
- d. **Empanelment:** The eligible participants would be selected for the Empanelment on the basis of their works, competence and previous credentials.

### **9. Period of Empanelment**

The empanelment would be for a period of three years as specified in Clause-1 and can be extended by the department.

### **10. Design Soundness and Penalty for Failure**

The consultant will be responsible for the total soundness of design. All designs prepared by the consultant conforming to relevant Codes of practice and rules regulations imposed by statutory bodies.

In the event of any failure of design or violation of statutory regulation faced by the client during execution and thereafter the client may impose penalty on the consultant.

### **11. Termination of Empanelment**

Consultant should submit their monthly status of projects from ULB's to the Directorate, Urban Administration & Development. The non-responsive consultant can be terminated from particular project as well as his empanelment

If in the view of the Department of Urban Administration & Development, the performance of a consultant is not satisfactory or if in his view the consultant has failed to safe guard the interest



of ULB's, the Department of Urban Administration & Development. May at his sole discretion, terminate the engagement of the consultant, for particular project as well as terminate his empanelment.

## **12. Penalty & Termination of Contract**

a) **Penalty:** Penalty on the empanelled Consultant can be imposed by ULBs concerned at the rate of 1% of the awarded contract value per month of the delayed period and maximum to 6% of the total work allotted by the ULB concerned.

b. The Contract of the Empanelled Consultant with the ULB's will be terminated in the following ways:

i. The term of Contract expires;

ii. Termination of Contract by the ULB's due to non-performance during the execution of Project

1. Performance is below expected level.

2. Non adherence to the timelines of the Project.

3. Quality of work is not satisfactory.

## **13. Award of Work**

Procedure for the award of work shall be as follows:-

Individual ULB's shall invite Concept Plan offers including Stage I cost estimate from amongst the empanelled consultants on the rates of individual services decided by the Department of Urban Administration & Development in sealed envelopes. Envelope shall have the concept plan and other technical offers. The entire concept Plan so received shall be placed before a committee, which shall select best suited concept plans in order of merit. Firm whose concept plan is adjudged best shall be offered the work on the decided rates. The applicant may be required to make a Power point Presentation before the committee at their own cost if required. Specific work order and its formalization through an agreement on stamp paper of requisite value will have to be executed for the purpose of observing all contractual formalities.

## **14. Signing of Agreement**

a. A separate agreement shall be executed between the ULB's and the consultant for each different project.

b. The Commissioner/Chief Municipal Officer of ULB shall have the liberty to postpone or not to carry on any job and the consultant shall not be entitled to any compensation or damages for such postponement or non execution of the job except the fees which are payable to the consultant up to the stage of scope of work/job on the date of such decision communicated to the consultant by the authority.



### **ANNEXURE - A - TECHNICAL PROPOSAL FORMAT**

1.	COVER PAGE OF TECHNICAL PROPOSAL	-
2.	TECHNICAL DOCUMENT 1	Technical Proposal Submission Form
3.	TECHNICAL DOCUMENT 2	a. Organization and Experience
4.	TECHNICAL DOCUMENT 3	a. Experience (attach work completion certificates) b. Other Services & Experience (attach work completion certificates)
5.	TECHNICAL DOCUMENT 4	Team composition and CV's of personals
6.	TECHNICAL DOCUMENT 5	Audited Balance Sheets and Profit & Loss Financial Statements of the last five years duly certified by CA.

**Technical Proposal for**  
**“Empanelment of Consultants for Architectural /Engineering**  
**/Structural & other related services for 169 ULB’s (Urban Local**  
**Bodies) of Chhattisgarh”.**

**Name of Applicant** : \_\_\_\_\_

**Empanelment Category of applying** : \_\_\_\_\_

**Documentation Charges Details** : DD No. \_\_\_\_\_

**EMD Details** : DD No. \_\_\_\_\_

**[Address of applicant with Signature & Seal]**



## TECHNICAL DOCUMENT 1 - TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To  
[As specified in Clause 1]

**Subject:** “Empanelment of Consultants for Architectural /Engineering /Structural & other related services for 169 ULB’s (Urban Local Bodies) of Chhattisgarh”.

Sir,

We, the undersigned, offer to provide the Consulting Services for “**Empanelment of Consultants for Architectural /Engineering /Structural & other related services for 169 ULB’s (Urban Local Bodies) of Chhattisgarh**”.

In accordance with your EOI Document No..... [Insert Number]..... dated[Insert Date].. We are hereby submitting our Proposal, which includes this Technical & Financial Proposal sealed under separate envelope.

We hereby declare that we have read the Instructions to Consultant included in the EOI, and we confirm that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

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

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Firm:

Address:

## TECHNICAL DOCUMENT 2 - BIDDERS ORGANISATION AND EXPERIENCE

### a. Organization

[Provide Here a brief description of the background and organization of your firm/entity and each associate for this assignment. Attach all relevant signed Document as per schedule 'A'



### TECHNICAL DOCUMENT 3 – EXPERIENCE OF FIRM

Assignment name	:	
Approx. value of the contract (in current Rs.)	:	
Location of Assignment	:	
Name of Client	:	
Address of Client	:	
Period awarded for completion of assignment	:	
Start date (month/year)	:	
Completion Date(month/year)	:	
Period consumed in completion of assignment	:	
Reason for delay if any	:	
Narrative description of Project in brief	:	
Name of Senior Staff (Project director /Coordinator, Team Leader) involved from your firm and functions performed indicated whether regular full-time employees of your firm or part-time/independent	:	
Description of actual services provided by your firm in the assignment	:	
Name of Firm	:	
Authorized Signatory	:	

## TECHNICAL DOCUMENT-4: CV'S OF PERSONNELS

<b>Designation:</b>			
NAME	:		
DATE OF BIRTH	:		
NATIONALITY	:		
EDUCATION	:	<b>Year</b>	<b>University/institution</b>
			<b>Degree</b>
MEMBERSHIP OF PROFESSIONAL BODIES	:		
COUNTRIES OF WORK EXPERIENCE	:		
LANGUAGES	:		
EMPLOYMENT RECORD	:		
PROFESSIONAL EXPERIENCE	:		
<p><b>Certification:</b></p> <p>I, the undersigned, certify to the best of my knowledge and belief that:</p> <p>(I) This CV correctly describes my qualifications and experience;</p> <p>(II) I am/ am not in regular full time employment with the Bidder/ Sub-Consultant;</p> <p>(III) I will undertake this assignment for the duration and in terms of the inputs specified form in the Technical Bid provided team mobilization takes place within the validity of this Bid or any agreed extension thereof.</p> <p>(IV) I understand that any willful misstatement herein may lead to my disqualification of dismissal, if engaged.</p>			
<p><b>[Name with signature]</b></p> <p>DATE:</p> <p>PLACE:</p>			



## TECHNICAL DOCUMENT 5

Audited Balance Sheets and Profit & Loss Statements for the last Five years

### **Schedule-A**

1. Full name of the firm/company/organization :
2. Whether Proprietary/Partnership/Public Limited Company :
3. Year of establishment :
4. Registered office address of the firm :
5. Telephone/Fax/Mobile No./E-mail of the firm :
6. Office in Chhattisgarh (give full details) : including year of establishment
7. Full name and address of associate firm in India/foreign country :
8. Service Tax Registration Number of the firm :
9. Permanent Account Number of the firm :
10. Registration Number with Council of Architects India/ Institute of Town Planner/Engineers India.
11. Structure of Organization :
12. Total Number of full time employees
  - (i) Engineers (Civil, Electrical, Mechanical, Air-conditioning)
  - (iii) Other technical personnel.
  - (iv) Non-technical

Note :- Copies of original documents defining the legal status, place of business, registration etc. are to be enclosed.

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## FINANCIAL OFFER

### FINANCIAL OFFER

#### CATEGORY-I :- CONSULTANCY SERVICE FOR ARCHITECTURE AND ENGINEERING PROJECTS OF HOUSING/PUBLIC BUILDING

SI. NO.	ITEMS	Rate in percentage of total project cost
	A - Complete assignment	
	Consultancy services for complete architectural and engineering designing of the project – concept planning preliminary drawings. All working drawing, structural designing and other services tender documents visit to the site as and when required etc. as per broad scope of work.	
	B – Partial Assignments	
	Project in which preliminary drawing, tender document and BOQ have been prepared by local body.  Services for detailed working drawing, structural design, design of external and internal development along with visit to the site as and when required during the progress of the work, as per broad scope of work. (the detailed scope of work shall be as given by the local body specific to the project requirement)	

**Note :-** The rates quoted above does not guarantee any work order, and at the time of finalization of the rates, the rates quoted above could be rationalized by the competent authority which will be acceptable to me/us. It is further accepted that local body would be free to issue work order to any firm empanelled with Govt. of C.G.. I/we shall have no objection to the decision and selection of any empanelled consultant for work order as finalized by the local body.

(Signature of Authorized Signatory)

Seal of firm:



### FINANCIAL OFFER

#### CATEGORY – II :- CONSULTANCY SERVICES FOR LANDSCAPE PROJECTS.

SI. NO.	ITEMS	Rate in percentage of total project cost
	A - Complete assignment	
	Consultancy services for complete designing of the project concept planning, preliminary drawings estimate. All working drawing, structural designing and BOQ other services tender documents visit to the site as and when required etc. as per broad scope of work.	

#### Note :-

1.the rates quoted above does not guarantee any work order, and at the time of finalization of the rates, the rates quoted above could be rationalized by the competent authority which will be acceptable to me/us. It is further accepted that local body would be free to issue work order to any firm empanelled with Govt. of C.G.. I/we shall have no objection to the decision and selection of any empanelled consultant for work order as finalized by the local body.

2. Rate shall be inclusive of all taxes including service tax, duties.

(Signature of Authorized Signatory)

Seal of firm:

## FINANCIAL OFFER

### CATEGORY – III :- CONSULTANCY SERVICE FOR PREPARATION OF DPR FOR INFRASTRUCTURE PROJECT LIKE SEWERAGE STP ETC, DRAINAGE, WATER SUPPLY I.E. WASTE WATER RECYCLING, WTP etc.

SI. NO.	ITEMS	Rate in percentage of total project cost
	A - Complete assignment	
1	Consultancy services for complete engineering designing of the project – concept planning, preliminary drawings. Estimate all working drawing, structural designing BOQ other services tender documents visit to the site as and when required etc. as per broad scope of work.	

**Note :-** the rates quoted above does not guarantee any work order, and at the time of finalization of the rates, the rates quoted above could be rationalized by the competent authority which will be acceptable to me/us. It is further accepted that local body would be free to issue work order to any firm empanelled with Govt. of C.G. I/we shall have no objection to the decision and selection of any empanelled consultant for work order as finalized by the local body.

(Signature of Authorized Signatory)

Seal of firm:



### FINANCIAL OFFER

#### CATEGORY – IV :- CONSULTANCY SERVICE FOR URBAN TRAFFIC TRANSPORT PROJECTS.

SI. NO.	ITEMS	Rate in percentage of total project cost
	To provide complete consultancy for preparation of urban transport project, the consultancy service mainly include the services of planning for urban transport/Road/Under Pass/By Pass as per broad scope of work.	

**Note :-** the rates quoted above does not guarantee any work order, and at the time of finalization of the rates, the rates quoted above could be rationalized by the competent authority which will be acceptable to me/us. It is further accepted that local body would be free to issue work order to any firm empanelled with Govt. of C.G. I/we shall have no objection to the decision and selection of any empanelled consultant for work order as finalized by the local body.

(Signature of Authorized Signatory)

Seal of firm:

**POWER OF ATTORNEY FOR SIGNING OF PROPOSAL**

Know all men by these presents, We, \_\_\_\_\_ (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr. / Ms (Name), son/daughter/wife of \_\_\_\_\_ 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 "Attorney") 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 for **"Empanelment of Consultants for Architectural /Engineering /Structural & other related services for 169 ULB's (Urban Local Bodies) of Chhattisgarh". ("the Project")**, by the, (UAAD) (the "Authority") including but not limited to signing and submission of all applications, Proposals and other documents and writings, participate in Proposals' and other conferences and providing information / responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Service Agreement and undertakings consequent to acceptance of our Proposal and generally dealing with the Authority 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 and/or till the entering into of the Service Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney 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 Attorney 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, Title and Address)



*To be executed on Non-Judicial Paper  
and Stamped as an Agreement*

### **DRAFT AGREEMENT**

THIS AGREEMENT is made on the \_\_\_\_\_ day of \_\_\_\_\_ 201\_ at Raipur.

#### **BETWEEN:**

Commissioner/Chief Municipal Officer, \_\_\_\_\_ Municipal Corporation / Municipal Council / Nagar Panchayat, (hereinafter referred to as the "ULB" which expression shall, unless it be repugnant to the context or meaning thereof, include its successors, administrators and permitted assigns) of the **FIRST PART;**

#### **AND**

\_\_\_\_\_, having its registered office at \_\_\_\_\_ (herein after referred to as "Consultant" or the Second Party") which expression shall, unless it be repugnant to the context or meaning thereof, include its successors and permitted assigns) of the acting through \_\_\_\_\_, claiming due authority to execute this Agreement, of the **SECOND PART.**

**WHEREAS** the SECOND PART is empanelled by the Directorate of Urban Administration and Development, Government of Chhattisgarh, Naya Raipur, vide its Circular No... dated.... as a Consultant eligible to provide consultancy services for Architectural/Engineering/ Structural & other related services for 169 Urban Local Bodies (ULB) of Chhattisgarh, as and when required by any ULB;

And whereas the FIRST PART is in need for such services for a project more specifically described in the Schedule at the end of this Agreement (hereinafter called the "Project");

And whereas FIRST PART is keen to engage the Consultant for the Project;

total value of the project report to be prepared against any order issued by the urban local body;

5. That payment for specific assignments shall be made only by the ULB and the Director shall have no role or responsibility in this regard;
6. That the contents of this undertaking, except the part relating to consideration, are in addition to and not supersession of whatever is contained in the RFP;
7. That the Director reserves the right to cancel the empanelment at any time without having to provide reasons therefor.

SIGNED, SEALED AND DELIVERED

for and on behalf of

---

In the presence of

1.

2.



NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

1. The FIRST PART hereby appoints the SECOND PART as consultant and the SECOND PART accepts the appointment on the conditions as contained in the following documents:-

(1)	The RFP and its Annexures;
(2)	The Undertaking furnished by the Consultant to the Director, Urban Administration and Development, Chhattisgarh; and
(3)	Letter of Award along with any other negotiation letter before acceptance.

2. This Agreement and engagement is confined to the project and the ULB shall not be under any obligation to engage the Consultant for subsequent tasks.
3. The Consideration payable by the ULB to the Consultant shall not exceed \_\_\_\_ percent of the approved value of detailed project report to be prepared by the Consultant under this Agreement and as approved by the ULB.
4. If for any reason whatsoever the Government of India and/or the State Government cancel the project, then this Agreement shall stands cancelled automatically, and the Consultant shall have no right to claim payment except for tasks done against the project till the date of cancellation.

IN WITNESS WHERE OF, the TWO PARTS hereto have caused this Agreement to be signed in their respective names as of the day and year first above written

<p>SIGNED, SEALED AND DELIVERED</p> <p>for and on behalf of</p> <p>_____</p> <p>In the presence of</p> <p>1.</p> <p>2.</p>	<p>SIGNED, SEALED AND DELIVERED</p> <p>for and on behalf of Commissioner / Chief Municipal Officer, Municipal Corporation / Municipal Council / Nagar Panchayat of ____</p> <p>In the presence of</p>
--	---

	1.
	2.

*To be executed on Non-Judicial Paper  
and Stamped as an Agreement*

### **DRAFT UNDERTAKING**

THIS UNDERTAKING is made on the \_\_\_\_\_ day of \_\_\_\_\_ 201\_ at Raipur by \_\_\_\_\_, having its registered office at \_\_\_\_\_ (herein after referred to as "Consultant" which expression shall, unless it be repugnant to the context or meaning thereof, include its successors and permitted assigns) acting through \_\_\_\_\_, claiming due authority to execute and furnish this Undertaking, and submitted to the Director, Government of Chhattisgarh, Directorate of Urban Administration and Development, Naya Raipur.

The Consultant hereby solemnly states as follows:

1. That this Undertaking is being submitted to complete the pre-requirements for empanelment as a Consultant for providing Architectural/Engineering /Structural and other related services for 169 Urban Local Bodies of Chhattisgarh;
2. That mere fact of empanelment does not entail any commitment by or liability on the part of the Director, Government of Chhattisgarh, Directorate of Urban Administration and Development, Naya Raipur, to grant the Consultant any task or project;
3. That specific tasks and assignments shall be granted only by individual ULB and the Director shall have no role in such assignments;
4. That notwithstanding the financial quote initially submitted by the Consultant, the consideration payable to the Consultant shall not exceed \_\_\_\_ percent of the



	1.
	2.

*To be executed on Non-Judicial Paper  
and Stamped as an Agreement*

### **DRAFT UNDERTAKING**

THIS UNDERTAKING is made on the \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_ at Raipur by \_\_\_\_\_, having its registered office at \_\_\_\_\_ (herein after referred to as "Consultant" which expression shall, unless it be repugnant to the context or meaning thereof, include its successors and permitted assigns) acting through \_\_\_\_\_, claiming due authority to execute and furnish this Undertaking, and submitted to the Director, Government of Chhattisgarh, Directorate of Urban Administration and Development, Naya Raipur.

The Consultant hereby solemnly states as follows:

1. That this Undertaking is being submitted to complete the pre-requirements for empanelment as a Consultant for providing Architectural/Engineering /Structural and other related services for 169 Urban Local Bodies of Chhattisgarh;
2. That mere fact of empanelment does not entail any commitment by or liability on the part of the Director, Government of Chhattisgarh, Directorate of Urban Administration and Development, Naya Raipur, to grant the Consultant any task or project;
3. That specific tasks and assignments shall be granted only by individual ULB and the Director shall have no role in such assignments;
4. That notwithstanding the financial quote initially submitted by the Consultant, the consideration payable to the Consultant shall not exceed \_\_\_\_ percent of the